

State of New Mexico Crime Victims Reparation Commission



**Federal Fiscal Year (FFY) 2019 Office for Victims of Crime (OVC)
Victims of Crime Act (VOCA) Victim Assistance
Formula Grant Program
Request for Proposals
Federal Grant # 2017-VA-GX-0076
RFP # 19-780-P707-0000000055
Issuance Date: June 22, 2018
Due date: July 23, 2018**

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Introduction and Purpose

The New Mexico Crime Victims Reparation Commission (CVRC) is soliciting a request for proposals from agencies that provide direct services to victims of crime in New Mexico (state and tribal lands). Eligible applicants include agencies that are currently funded in Federal Fiscal Year (FFY) 2018 for a VOCA Victim Assistance award through CVRC **and other** non-profit and governmental agencies based in New Mexico that provide direct services to victims of crime who wish to apply as new applicants.

The specific level for future funding cycles from the Office for Victims of Crime (OVC) is still uncertain. Awards are determined upon the level of federal funding received. CVRC will receive its award allocation from the Office for Victims of Crime after the issuance of this solicitation.

As a result, current VOCA Victim Assistance programs in good standing will be notified of their eligible funding level for their FFY 2019 awards and should apply as a continuation project with this amount on the simplified continuation project application form. **Current VOCA Victim Assistance subgrantees that fail to submit their continuation application in accordance with this RFP will be deemed nonresponsive and ineligible for continuation funding.**

The amount of approximately \$ 6,646,127.00 will be available for current VOCA subgrantees to continue their projects through FFY19. Additionally, approximately \$7,000,000.00 (\$7 million) in funding will be available to support a number of new/competitive projects. If a current VOCA Victim Assistance subgrantee is requesting additional funds, the subgrantee **must** request the additional funds through an additional new/competitive application.

As the sustainability of the funds is uncertain, any increases to current/continuing subgrantees or new programs **cannot be guaranteed for more than two years.**

The types of new/competitive programs to be supported through this Request for Proposals include:

- Support victim advocate, counseling, victim coordinator, direct victim service positions, and language access within non-profit, tribal, and governmental (including District Attorney's office, Department of Corrections, and law enforcement agencies) victim services organizations throughout the state. **Consideration will be given to programs that provide services to culturally specific populations and organizations that provide services to underserved populations.**

Selected subgrantees must provide free direct services to victims of crime including, but not limited to, domestic violence, sexual assault, human trafficking, child abuse, DWI/DUI crashes, financial exploitation, survivors of homicide, elder abuse, stalking, and assault. Subgrantees may provide direct services to victims regardless of their participation in the criminal justice process and victim eligibility for direct services under this program is not dependent on the victim's immigration status.

PLEASE REVIEW THE FFY19 VOCA VICTIM ASSISTANCE RFP IN ITS ENTIRETY.

Term of the Award

The contract shall begin **October 1, 2018** and end **September 30, 2019**. The VOCA Victim Assistance Award for the State of New Mexico follows the federal fiscal year. This contract may be extended for up to an additional three years, pending availability of funding.

Grant Administration

The Grants Department of the New Mexico Crime Victims Reparation Commission is responsible for the Request for Proposals process. Any inquiries or requests regarding the proposal process should be submitted by July 16, 2018 via email to CVRC.Grants@state.nm.us.

Definition of Terminology

This section contains definitions and abbreviations that are used throughout this document.

“Appeal” refers to the process for applicants who are dissatisfied with the preliminary award decision to formally dispute the decision before the Commission.

“Applicant” means an agency applying for funding.

“Award” means the written documentation of notification by the Grant Administrator. This document becomes part of a subgrantee file.

“Awarded/Subgrantee” is defined as an agency that meets all the mandatory specifications of this Request for Proposals and whose proposed project is deemed of high priority to meet the needs of crime victims in New Mexico as recommended by the Review Committee and approved by the Commission.

“Commission” means the New Mexico Crime Victims Reparation Commission Board.

“Contract” means a written agreement for the procurement of services for victims of crime.

“Crime victim” or “victim of crime” is defined as a person who has suffered physical, sexual, financial, or emotional harm as a result of the commission of a crime.

“Current/continuation application” refers to the simplified funding application available only to NM VOCA subgrantees who have received VOCA funding throughout FFY18.

“CVRC” means the New Mexico Crime Victims Reparation Commission.

“DOJ” is the Department of Justice.

“Elder abuse” is defined as the mistreatment of older persons through physical, sexual, or psychological violence, neglect, or economic exploitation and fraud.

“LEP persons” include people who do not speak English as their primary language and/or who have a limited ability to read, speak, write, or understand English.

The terms “mandatory”, “must”, “shall”, “will”, “is required”, or “are required”, identify a mandatory item or factor. Failure to meet a mandatory item or factor may result in the rejection of an agency’s proposal.

“New/competitive application” refers to the funding application for applicants who are not current/continuation VOCA subgrantees AND for those current/continuation VOCA subgrantees seeking an increase in funds for FFY19 from the initial FFY18 funding level.

“OCFO” is the Office of the Chief Financial Officer.

“OIG” is the Office of the Inspector General.

“OJP” is the Office of Justice Programs.

“OVC” is the Office for Victims of Crime.

"Request for Proposals" or "RFP" means all documents, including those attached or incorporated by reference, used for soliciting proposals.

"Review Committee" means a body appointed by CVRC to perform the evaluation of the proposals.

"Subgrantee" means a successful agency/award recipient that is awarded a VOCA Victim Assistance contract.

“Victims of Federal Crimes” are defined as victims of an offense that violates a federal criminal statute or regulation; also includes crimes that occur in an area where the federal government has jurisdiction, such as Indian reservations, some national parks, some federal buildings, and military installations. Services to victims of federal crimes shall be provided on the same basis as victims of state/local crimes.

“VOCA Rule” refers to the 2016 rule that governs VOCA Victim Assistance grants (beginning 10/1/17), found online at: <https://www.federalregister.gov/documents/2016/07/08/2016-16085/victims-of-crime-act-victim-assistance-program>

Background Information

The New Mexico Crime Victims Reparation Commission (CVRC), created by Laws of 1981, Chapter 325, under the Crime Victims Reparation Act, has a stated purpose "to protect the citizens of New Mexico from the impact of crime and to promote a stronger criminal justice system through the encouragement of all citizens to cooperate with law enforcement efforts." More information is available at www.cvrc.state.nm.us.

In addition to processing crime victim compensation applications, CVRC administers the federal Victims of Crime Act (VOCA) Victim Assistance Grant. This act provides funding for organizations that provide direct services to victims of violent crime throughout the state. The Commission awarded out over six million dollars to sixty-nine agencies in FFY 2018.

In 1984, VOCA established the Crime Victims Fund (the Fund) in the U.S. Treasury and authorized the Fund to receive deposits of fines and penalties levied against criminals convicted of federal crimes. This Fund provides the source of funding for carrying out all of the activities authorized by VOCA Victim Assistance.

The Office for Victims of Crime (OVC) makes annual VOCA Victim Assistance grants from the Fund to states. The primary purpose of these grants is to support the provision of services to victims of crime throughout the Nation. For the purpose of these guidelines, services are defined as those efforts that (1) respond to the emotional and physical needs of crime victims; (2) assist primary and secondary victims of crime to stabilize their lives after a victimization; (3) assist victims to understand and participate in the criminal justice system; and (4) provide victims of crime with a measure of safety and security.

The purpose of the VOCA Victim Assistance grant program is to provide services to all crime victims regardless of their ability to pay for services rendered or availability of insurance or other third-party payment resources. Crime victims suffer tremendous emotional, physical, and financial losses. It is the intent of VOCA to reduce the impact of the crime by offering effective services at **no cost** to the victims.

The New Mexico Crime Victims Reparation Commission (CVRC) is the state agency designated to administer the VOCA Victim Assistance grant program. As such, CVRC establishes policies and procedures defined by the

requirements of the VOCA Victim Assistance Rule and the State of New Mexico.

CVRC is committed to serving the victims of violent crime as well as the citizens of New Mexico by carefully reviewing applications for compliance with their respective federal acts and rules. Evaluating applications ensures that the funds are spent consistently with the State’s intent of assisting victims of violent crime. The Commission and staff are dedicated to this task.

Conditions Governing the Proposal Process

This section of the RFP contains the schedule for the proposal process, describes the major events, and the conditions governing the process.

Sequence of Events

Action	Responsibility	Date
Issuance of RFP	CVRC	6/22/18
Indication of Interest (<i>optional</i>)	Applicants	6/29/18 (4:30 PM Mountain Daylight Time)
Grant Writing Workshop Webinar (<i>optional</i>)	CVRC	7/2/18 (1-3 PM Mountain Daylight Time)
Questions Emailed (<i>optional</i>)	Applicants	7/16/18 (4:30 PM Mountain Daylight Time)
Submission of Proposal	Applicants	7/23/18 (4:30 PM Mountain Daylight Time)
Evaluation Process	Review Committee	7/24-8/22/18
Preliminary Awards Commission Approval	CVRC	8/23/18
Preliminary Awards/Denials Emailed/Appeal Period Begins	CVRC	8/23/18
Appeal Period Ends	Applicants	9/3/18 (10:00 AM Mountain Daylight Time)
Special Conditions Due	Applicants	9/10/18
Appeals and Final Approval by Commission	CVRC/Applicants	9/27/18
Award Contract Emailed	CVRC	tentatively 9/28/18
Contract Period Begins	CVRC/Subgrantees	10/1/18

Explanation of Events

The following explanations describe the activities listed in the sequence of events.

Issuance of the Request for Proposals (RFP): This RFP is being issued by CVRC.

Indication of Interest (optional): Interested applicants may send an email indicating interest in applying for VOCA funds to CVRC.Grants@state.nm.us, by **4:30 PM, Mountain Daylight Time, Friday June 29, 2018**, in order to be notified of any RFP amendments and to receive responses to emailed questions regarding the RFP. Although the indication of interest is not a prerequisite for submission of a proposal, failure to respond to any amendments made to this RFP may result in a proposal being deemed nonresponsive.

Grant Writing Workshop Webinar (optional): CVRC will hold one grant writing workshop webinar from **1:00 PM – 3:00 PM, Mountain Daylight Time, Monday July 2, 2018** to present information, provide grant-writing tips, clarify issues, and answer questions. This workshop is not mandatory but applicants are encouraged to participate. The workshop will review the parameters of the FFY 2019 VOCA Victim Assistance funding and what is required to submit a quality application. Please review the entire RFP before attending the workshop. To attend, please register through the following link: <https://attendee.gotowebinar.com/register/6606069660684050691> The link will also be found on the CVRC website at www.cvrc.state.nm.us. Barring technological problems, a recording of the webinar will also be made available on the CVRC website.

Questions Emailed Regarding RFP (optional): Questions regarding the RFP must be emailed to CVRC.Grants@state.nm.us no later than **4:30 PM, Mountain Daylight Time, Monday July 16, 2018**. Only applicants that submit an indication of interest or attend the grant writing workshop will receive a written response to the questions. Questions about the RFP will not be answered after this date and time.

Submission of Proposal: Applications (both continuation and new/competitive) are available at the CVRC website, www.cvrc.state.nm.us. It is recommended that applicants have the application reviewed by an individual not familiar with the proposed project to ensure clarity and comprehensiveness. Complete proposals must be received via electronic submission in PDF format to CVRC.Grants@state.nm.us no later than **4:30 PM Mountain Daylight Time on Monday, July 23, 2018**. Faxed, mailed, or other electronic submissions will not be accepted. **Proposals received after that time shall be rejected as not meeting the mandatory requirements of the RFP.** If technical difficulties requiring assistance are experienced during the application process, the applicant should contact the VOCA Grant Administrator, Melissa Ewer, at 505-841-9432, **no later than noon on Friday July 20, 2018**.

The State of New Mexico email system does not accept attachments that exceed the 20MB limit. If your VOCA Victim Assistance Grant Application or Additional Documentation Required files exceeds this limit, applicants are instructed to submit the proposal in several emails. The completed application form should be saved as one attachment. Additional required documents should be saved in the fewest number of attachments possible, with no single attachment exceeding 20MB in size. Emails must clearly report the number of emails to expect. For example, *Sun Services VOCA Victim Assistance Application 1 of 4*. The entire application, **which includes all required attachments/additional documentation in PDF format**, must be submitted by **4:30 PM (Mountain Daylight Time) on Monday, July 23, 2018**. **If only part of the application is received on time, the proposal will be disqualified from consideration. Applications arriving after the deadline for submission will not be accepted.** If more than one submission of the same application is received by CVRC by the deadline, the latest submission will be the application accepted for consideration. Please do not remove any pages or change the order of the pages included in the application form. After receipt of an entire application, CVRC will email a reply indicating receipt.

Proposal Review Committee: A Review Committee appointed by CVRC will perform the evaluation of proposals. All submitting agency proposals will be reviewed for compliance with the mandatory requirements

stated within the RFP. Proposals deemed nonresponsive will be eliminated from further consideration and will be notified. The Review Committee may use other sources of information to perform the evaluation. Responsive proposals will be evaluated on the factors in the evaluation summary that have been assigned a point value. The agencies with the highest scores will be selected as finalist agencies based upon the proposals submitted. The agencies whose proposals are most advantageous to victims of crime in New Mexico will be recommended for contract awards. Please note that a serious deficiency in the response to any one factor may be grounds for rejection and deemed nonresponsive, regardless of overall score for any applicant, continuing or new. This process will take place between dates referenced in "Sequence of Events." During this time, the Grant Administrator may initiate discussions with agencies that submit responsive or potentially responsive proposals for the purpose of clarifying aspects of the proposals, but proposals may be accepted and evaluated without such discussion. The applicant shall not initiate discussions.

Preliminary Award Approval: The Review Committee's recommendations will be presented to the Commission on the date referenced in the "Sequence of Events" timeline for discussion. The Commission will then vote on the Review Committee recommendations.

Preliminary Award Emails Sent Out: An email will be sent out to all agencies informing them of the CVRC Commission awarding decisions. Additional information may be requested at this time.

Appeal Letters Sent to CVRC: Any agencies that wish to appeal the Commission's decision may submit a letter of appeal addressed to CVRC Director Frank Zubia by **10:00 AM, Mountain Daylight Time, September 3, 2018**, via email to CVRC.Grants@state.nm.us. Failure to submit an application on time is not grounds for appeal. Appeals must be in the form of a written letter and must include the name and address of the appealing agency and the request for proposals' title. The letter must contain a statement of grounds for the appeal, including appropriate supporting exhibits, and must specify the requested outcome. Appeal letters received after the deadline will not be accepted for consideration.

Appeal Hearing: On the date of the hearing, **Thursday, September 27, 2018** an applicant's representative(s) will be allowed to speak for a limited amount of time. The Commission may then vote on the appeals and the final awards. Notification of the Commission's decision will be provided in the final award email.

Final Award Email/Contract Award: Emailed final awards and VOCA Victim Assistance contracts will be sent out after the September Commission meeting to all agencies and will arrive via email by the tentative date of September 28, 2018.

Signed Contract Send Back to CVRC: The contracts must be signed, scanned, and emailed back to CVRC by **one week after receipt of the contract**. The CVRC Director and Commission Chair are required to sign all contracts before copies are sent back to the awarded agencies.

Contract Begins: The project period begins on October 1, 2018. A scanned copy of the fully executed contract will be sent via email to the authorized official indicated on the application.

General Requirements

Applicants are required to adhere to the conditions governing the RFP process. Submission of a proposal constitutes acceptance of this RFP.

DUNS Number

All applicants under this solicitation must include a DUNS (Data Universal Numbering System) number in their application. Applications without a DUNS number are incomplete. A DUNS number is a unique nine-digit sequence recognized as the universal standard for identifying and keeping track of entities receiving Federal funds. The identifier is used for tracking purposes and to validate address and point of contact information for federal assistance applicants, recipients, and sub-recipients. The DUNS number will be used throughout the grant life cycle. Obtaining a DUNS number is a free, simple, one-time activity. Obtain one by calling 1-866-705-5711 or

by applying online at www.dnb.com/us/.

System for Award Management (SAM.gov)

All applicants for federal grants are required (other than individuals) to maintain a current registration in the System for Award Management (SAM.gov) database. The SAM.gov database is the repository for standard information about federal financial assistance applicants, recipients, and sub-recipients. Organizations that have previously submitted applications via Grants.gov or CCR.gov should be registered and have already migrated their accounts, as it is a requirement for Grants.gov registration. Please note that applicants must update or renew their SAM.gov registration at least once per year to maintain an active status. Information about registration procedures can be accessed at www.sam.gov. All applicants' SAM.gov expiration dates are required on the application.

Incurring Cost

Any cost incurred by the requesting agencies in preparation, transmittal, presentation of any proposal, or material submitted in response to this RFP shall be borne solely by the agency.

Subcontractors

Use of subcontractors must be clearly explained in the proposal and a sample copy of a contract must be included in the Additional Documentation Required. The sample contract must include the scope of work, the rate of reimbursement, a defined time period, and a termination clause.

Disclosure of Proposal Contents

The proposals will be kept confidential until a contract is awarded. At that time, all proposals and documents pertaining to the proposals will be open to the public.

Termination

This RFP may be canceled at any time and proposals may be rejected in whole or in part if CVRC determines such action to be in the best interest of the State of New Mexico.

Federal Award Amount

Any contract awarded as a result of this RFP process is limited to the amount of VOCA Victim Assistance funds available. There can be no expectation that future funding will be available to continue an awarded project.

Basis for Proposal

Only information supplied by CVRC at the grant writing workshop, in email communications by the Grant Administrator, or in this RFP should be used as the basis for the preparation of applicants' proposals.

Requesting Agency's Qualifications

The Review Committee may make such investigations as necessary to determine the ability of the applicant to adhere to the requirements specified within this RFP. The Review Committee will reject the proposal of any applicant that is not a responsible agency or fails to submit a responsive proposal.

Right to Waive Minor Irregularities

The Review Committee reserves the right to waive minor irregularities. The Review Committee also reserves the right to waive mandatory requirements provided that all of the otherwise responsive proposals failed to meet the mandatory requirements and/or doing so does not otherwise materially affect the procurement. This right is at the discretion of the Review Committee.

The awarded agency must understand and agree to abide by the following federal requirements:

Computer Network Requirement.

The recipient understands and agrees that (a) No award funds may be used to maintain or establish a computer network unless such network blocks the viewing, downloading, and exchanging of pornography, and (b) Nothing in subsection (a) limits the use of funds necessary for any federal, state, tribal, or local law enforcement agency or any other entity carrying out criminal investigations, prosecution, or adjudication activities.

Equal Opportunity Compliance

The subgrantee agrees to abide by all federal and state laws, rules, regulations, and executive orders of the Governor of the State of New Mexico pertaining to equal employment opportunity. The subgrantee agrees that no person shall, on the basis of actual or perceived race, religion, color, national origin, religion, sex, sexual orientation, gender identity, age, or disability, be excluded from employment with or participation in, be denied services, or be otherwise subjected to discrimination under any program or activity performed under this agreement. The subgrantee agrees to submit an Office for Civil Rights Certification of compliance form within 45 days of the beginning date of the grant award.

Requirements pertaining to prohibited conduct related to trafficking in persons

The subgrantee must comply with all applicable requirements (including requirements to report allegations) pertaining to prohibited conduct related to the trafficking of persons, whether on the part of subgrantees or individuals defined (for the purpose of this condition) as “employees” of the subgrantee. Details are provided at <http://ojp.gov/funding/Explore/ProhibitedConduct-Trafficking.htm>

Civil Rights and Nondiscrimination Compliance

The subgrantee will comply (and will require any contractors to comply) with any applicable federal nondiscrimination requirements, which may include the Omnibus Crime Control and Safe streets Act of 1968 (42 U.S.C. § 3789d); the Victims of Crime Act (42 U.S.C. § 10604 (e)); the Juvenile Justice and Delinquency Prevention Act of 2002 (42 U.S.C. § 5672 (b)); the Civil Rights Act of 1964 (42 U.S.C. § 2000d); the Rehabilitation Act of 1990 (42 U.S.C. §§ 13131-34); the Education Amendments of 1972 (20 U.S.C. §§ 1681, 1683, 1685-86); the Age Discrimination Act of 1975 (42 U.S.C. §§ 6101-07); 28 C.F.R. pt 31 (U.S. Department of Justice Regulations – OJJDP Grant Programs); 28 C.F.R. pt. 42 (U.S. Department of Justice Regulations – Nondiscrimination; Equal Employment Opportunity; Policies and Procedures); Exec. Order No. 13279 (equal protection of the laws for faith-based and community organizations); Exec. Order No. 13559 (fundamental principles and policymaking criteria for partnerships with faith-based and neighborhood organizations); and 28 C.F.R. pt. 38 (U.S. Department of Justice Regulations – Equal Treatment for Faith-Based Organizations). Award funds may also not be used to discriminate against or denigrate the religious or moral beliefs of students who participate in programs for which financial assistance is provided from those funds, or of the parents or legal guardians of such students.

In the event a federal or state court or federal or state administrative agency makes or has made in the past three years a finding of discrimination after a due process hearing on the grounds of race, color, religion, national origin, or sex against a recipient of funds, the subgrantee will forward a copy of the finding to the Office for Civil Rights, Office of Justice Programs, and the New Mexico Crime Victims Reparation Commission (CVRC).

Subgrantees will provide an Equal Employment Opportunity Plan (EEO) to the Office for Civil Rights, Office of Justice Programs and the CVRC, if required to submit one; otherwise, it will provide a certification to the Office for Civil Rights, Office of Justice Programs and the CVRC that it has a current EEO on file, if required to maintain one. For agencies receiving less than \$25,000, or agencies with fewer than 50 employees, regardless of the amount of the award, no EEO is required. Information about civil rights obligations of grantees can be found at www.ojp.usdoj.gov/ocr/.

As clarified by Executive Order 13166, Improving Access to Services for Persons with Limited English Proficiency, and resulting agency guidance, national origin discrimination includes discrimination on the basis of limited English proficiency (LEP). To ensure compliance with the Omnibus Crime Control and Safe Streets Act of 1968 and Title VI of the Civil Rights Act of 1964, the subgrantee must take reasonable steps to ensure that LEP persons have meaningful access to its programs. Meaningful access may entail providing language assistance services, including oral and written translation, where necessary. Applicants are encouraged to consider the need for language services for LEP persons served or encountered both in developing their budgets and conducting their programs and activities. Additional assistance and information regarding LEP obligations can be found at www.lep.gov.

In accordance with federal civil rights laws, the subgrantee shall not retaliate against individuals for taking action or participating in action to secure rights protected by these laws.

Providing Meaningful Access to Victims with Limited English Proficiency (LEP)

National origin discrimination includes discrimination on the basis of limited English proficiency (LEP). As noted above, to ensure compliance with Title VI of the Civil Rights Act and the Omnibus Crime Control and Safe Streets Act, subgrantees are required to take reasonable steps to ensure the LEP persons have meaningful access to their programs. Meaningful access may entail providing language assistance services, including interpretation (oral communication in person and/or by phone/video) and written translation services, where necessary. Subgrantees are encouraged to consider the need for language services for LEP persons served or encountered both in developing their proposals and budgets and in conducting their programs and activities. Reasonable costs associated with providing meaningful access for LEP individuals are considered allowable program costs. The U.S. Department of Justice has issued guidance for grantees to assist them in complying with Title VI. The guidance document can be accessed on the Internet at www.lep.gov or by contacting the OJP's Office for Civil Rights at 202-307-0690.

Executive Order 13199 requires that all recipients of federal financial assistance must take reasonable steps to provide meaningful access to LEP individuals. Among the factors to be considered in determining what constitutes reasonable steps to ensure meaningful access are: (1) the number or proportion of LEP persons in the eligible service population; (2) the frequency with which LEP individuals come into contact with the program; (3) the importance of the service provided by the program; and (4) the resources available to the recipients.

42 U.S.C. § 2000d states: "No person in the United States shall, on the ground of race, color or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance." Different treatment based on a person's inability to speak, read, write, or understand English may be a type of national origin discrimination.

All new/competitive applicants are required to submit a clear, concise, and realistic LEP plan as part of the Additional Required Documentation. LEP information and a sample plan may be found at www.cvrc.state.nm.us. Additional information can also be found at www.lep.gov/lepdoc%20chapter1.htm#a and at www.usdoj.gov/crt/cor/Pubs/lepqapr.htm

Underserved Populations

Underserved victim populations include but are not limited to the following federal definitions: Geographic Locations: Rural, Tribal, Underserved Urban, Other; Non-English Speaking: Spanish-speaking, Speaks a Native American language, Speaks an Asian language, Speaks another non-English language; Racial/Ethnic Groups: Hispanic, Native American, African-American, Pacific Islander, Other; Other Special Needs Populations: Mentally/emotionally challenged, Physically/medically challenged, Older victims, Migrant farm workers, LGBTQI, Immigrant, At-risk group and Other.

Reporting of Fraud, Waste, Abuse, and Similar Misconduct

Any credible evidence of potential fraud, waste, abuse or misconduct involving or relating to funds under this award should be reported to the OIG. Restrictions and certifications regarding nondisclosure agreements and related matters. No subgrantee under this award, or entity that receives a procurement contract or subcontract with any funds under this award, may require any employee or contractor to sign an internal confidentiality agreement or statement that prohibits or otherwise restricts, or purports to prohibit or restrict, the reporting (in accordance with law) of waste, fraud, or abuse to an investigative or law enforcement representative of a federal department or agency authorized to receive such information.

New Mexico Employees Health Coverage

Awarded subgrantees must certify their compliance with the applicable state and federal rules regarding provision of health insurance for employees, including agreement to advise all employees of the availability of State publicly financed health care coverage programs by providing each employee with, as a minimum, the following web site link to additional information: www.bewellnm.com.

Subgrantee Organization Eligibility Requirements

2017-2020 State of New Mexico Crime Victims Reparation Commission Implementation Plan

The 2017 - 2020 Implementation Plan is a comprehensive statewide plan that outlines funding priorities and strategies for the grant programs administered through CVRC. The plan works to enhance responses to victims of crime throughout New Mexico. As the administering agency for the VOCA Victim Assistance grant, projects may be supported by the 2017 - 2020 Implementation Plan. The plan can be downloaded at <http://www.cvrc.state.nm.us>.

Service Population: Victims of Crime

The proposal review committee and CVRC are required to take into consideration the following factors regarding service populations:

- Priority Areas: Priority shall be given to victims of sexual assault, domestic violence, and child abuse. A minimum of 10% of each federal grant will be allocated to each of these categories of crime victims.
- “Previously Underserved” Priority Areas: An additional 10% of each VOCA Victim Assistance federal grant will be allocated to victims of violent crime (other than ‘priority’ category victims) who are “previously underserved”. These underserved victims of either adult or juvenile offenders may include, but are not limited to:
 - Victims of federal crimes
 - Survivors of homicide victims
 - Victims of assault
 - Robbery
 - Gang violence
 - Hate and bias crimes
 - Victims of intoxicated drivers
 - Human trafficking
 - Economic exploitation
 - Fraud

- Elder abuse

Types of eligible organizations

These include non-profit victim service organizations, tribal organizations, faith-based and neighborhood programs, crime victim compensation programs, and public agencies (including federal, state, tribal, or local governments) and nongovernmental organizations that provide assistance to victims of crime in New Mexico, which shall be used to provide emergency relief, including crisis response efforts, assistance, training, and technical assistance, and ongoing assistance, including during any investigation or prosecution, to victims of terrorist acts or mass violence occurring outside the United States.

Organizational capacity of the program

Programs must demonstrate a record of providing effective services to crime victims and support from sources other than the Crime Victims Fund (VOCA VA). The program must also have substantial financial support (at least 25%) from sources other than the Crime Victims Fund.

Match Requirements

The purpose of matching contributions is to increase the amount of resources available to the projects supported by grant funds. All projects are required to provide matching contributions to the total cost of the VOCA Victim Assistance project and must be from non-federal sources. The total project costs are the federal award plus the required matching amount. All funds designated as match are restricted to the same uses as the VOCA Victim Assistance funds, must be properly documented and accounted for, and must be expended within the grant period. Match must be provided on a project-by-project basis.

In-kind match may include: donations of expendable equipment, office supplies, workshop or classroom materials, work space, (fair market /rental value) or the monetary value of time contributed by professionals and technical personnel and other skilled and unskilled labor, if the services they provide are an integral and necessary part of a funded project.

The value placed on donated services must be consistent with the rate of compensation paid for similar work in the subgrantee's organization or within the labor market. The basis for determining the value of services, materials, equipment and space must be documented. The services they provide must be an integral and necessary part of the funded project.

All match funding must be identified, documented and properly tracked. If volunteer hours are used for match, they must be supported by the same or similar methods used by the subgrantee organization for its own employees. The basis for determining the value of services, materials, equipment, and space *must* be documented and included with the additional documentation required section of the application.

All funds designated as match are restricted to the same uses as the VOCA Victim Assistance funds and must be expended within the grant period. In the event that the total match requirement is not expended, the sub-recipient will be required to REFUND the federal amount equivalence. For this reason, it is important not to over match and if possible, expend all match by the third quarter.

Federally recognized American Indian/Native American Tribes/projects that operate on tribal lands are now EXEMPT from match requirements.

The following formulas must be utilized when calculating the match budget. The budget must be included in the budget and budget narrative section of the VOCA Victim Assistance Application.

Both new/competitive programs and current/continuation programs: 20% (cash or in-kind) for the total VOCA Victim Assistance project (federal amount requested divided by 4).

Federally recognized American Indian/Native American Tribes/projects that operate on tribal lands (current or new): EXEMPT FROM MATCH REQUIREMENTS.

Use of volunteers, community efforts, compensation assistance

Use of volunteers to support the project or facility in which the project is carried out is mandated unless CVRC determines there is a compelling reason to waive this requirement. Agency Board participation is not considered eligible as a voluntary activity since it is an administrative necessity in qualifying as a non-profit organization. Volunteers and the services they provide must be listed in the Primary Project Components.

Promotion of private and public community efforts to aid crime victims is required. See VOCA Rule for more information.

Informing and assisting victims in applying for compensation is required and includes assisting with application forms, collaboration with CVRC, posting the CVRC compensation poster in a public area, and providing potentially eligible victims with CVRC brochure.

Comply with Federal Rules Regulating Grants and State Criteria

Subgrantees must comply with:

- The applicable provisions of VOCA Victim Assistance and required forms including submission of a Subgrant Award Report (SAR) upon award of funds,
- The Program Rule, and/or Regulations,
- Authorizing representatives of OVC and OCFO access to and the right to examine all records, books, paper or documents related to the VOCA grant,
- The requirements of the DOJ Grants Financial Guide and Part 200 Uniform Requirements, which includes maintaining appropriate programmatic and financial records that fully disclose the amount and disposition of VOCA Victim Assistance funds received (more information available at the Office of Justice Programs (OJP) website),
- Post and comply with Federal and State EEOC and the Fair Labor Standards Act and,
- Any additional eligibility or service criteria established by CVRC and the VOCA Victim Assistance contract.

Demographic and Financial Data and Required Reporting

It is a requirement to maintain statutorily required civil rights statistics on victims served, when those receiving assistance voluntarily furnish such information. Demographic data includes:

- ***Self-reported*** race/ethnicity, age, limited English proficiency, gender identity, physical or mental

disabilities, homelessness, sexual orientation, veteran status, and immigrant/refugee/asylee status.

- This information must be compiled by the project and available upon request. Programs must permit reasonable access to its books, documents, papers, and records to determine whether the subgrantee is complying with applicable civil rights laws.
- Quarterly programmatic (statistical) and financial (federal reimbursement and record of match packets) must be correctly submitted in a timely manner. The subgrantee must collect and maintain data that measure the performance and the effectiveness of activities under the award. Identify who will be responsible for completing each report in the Primary Project Components. For examples, see www.cvrc.state.nm.us in the Resources tab (Documents to Download).
- Appropriate accounting, auditing, and monitoring procedures will be used so that records are maintained to ensure fiscal control, proper management, and effective services are being provided to victims of crime. Written financial policies and procedures must be in place and followed. Projects must be able to produce independent profit and loss (revenue/expenditure) statements for federal and match expenditures demonstrating that the funds are individually tracked and not commingled.
- It is expected that on-site monitoring by CVRC of the subgrantee will be conducted at least once every two years, as staffing and resources allow.

Non-disclosure of confidential or private information

Subgrantees must reasonably protect the confidentiality and/or privacy of persons receiving services under this program, as required by state and federal law. Locked file cabinets and/or locked file rooms are required for victim files and computers that contain victim information must be password and firewall secure. This provision does not act to override or repeal, in effect, a state's existing law pertaining to the mandatory reporting of suspected child abuse. Similarly, this provision does not prohibit access to a victim service project by a federal or state agency seeking to determine whether federal and state funds are being utilized in accordance with funding agreements.

Non-supplanting

VOCA Victim Assistance grant funds will be used to enhance or expand services and will not be used to supplant federal, state, and local funds that would otherwise be available for crime victim services. There is also a requirement to report potentially duplicative funding, i.e. if other awarded federal funds have been, are being, or are to be used (in whole or in part) for one or more of the identical cost items for which funds are provided under this award.

Audits

A VOCA Victim Assistance funded agency is required by CVRC to submit a yearly audit to ensure proper fiscal management of funds, regardless of the \$750,000 federal dollar single audit threshold. If an agency does not meet the single audit threshold of the OMB Circular A-133/Uniform Guide, VOCA funds will need to be reviewed by an independent auditor who can verify in accordance with applicable generally accepted auditing or attestation standards established by the American Institute of Certified Public Accountants (AICPA) that funds are not being commingled with other funding sources, are tracked, reconcile when randomly tested, and that there is no risk for fraud, waste, or abuse of funds. Award funds may be withheld if subgrantees fail to satisfactorily and promptly address outstanding issues from audits. Agency financials must also be posted on the agency website.

If an agency audit has not been completed, an explanation must be submitted along with other reliable demonstration of financial stability and capacity for administration of federal funds and a willingness to obtain an audit should funds be awarded.

Training requirements

All direct victim services staff must complete the free online OVC TTAC (Training and Technical Assistance Center) basic and core competencies modules within three months of hire or award of funds, unless an extension is granted.

At least two project staff must attend the annual Advocacy in Action Conference, unless a waiver is granted.

All staff providing direct services to victims of crime must attend at least one victim compensation workshop offered by CVRC during the grant year.

Staff responsible for completing the statistical and financial reports must attend at least one grant reporting workshop offered by CVRC during the grant year.

Applicants may opt to include funds in their budgets for the optional Victim Advocacy Training to be held by CVRC during the FFY18 grant year. Enrollment will be limited and acceptance is not guaranteed. \$500.00 may be budgeted for registration, meals, lodging, and course materials, along with \$100.00 estimated travel expenses.

Services, Activities, and Costs

Allowable Costs for Direct Services

Any and all services to be provided to crime victims paid for by VOCA Victim Assistance funds must be listed in the Primary Project Components.

- Immediate emotional, psychological, and physical health and safety
- Personal advocacy and emotional support
- Mental health counseling and care
- Peer-support
- Facilitation of participation in criminal justice and other public proceedings arising from the crime
- Legal assistance
- Forensic interviews
- Transportation
- Public awareness/outreach regarding available services
- Transitional housing
- Relocation

***** See VOCA rule for more specific examples of each of the above categories.***

Allowable Costs for Activities Supporting Direct Services

This includes but is not limited to:

- Coordination of activities
- Supervision of direct service

- providers
- Multi-system, interagency, multi-disciplinary response to crime victim needs
- Contracts for professional services
- Automated systems and technology
- Volunteer trainings
- Restorative justice

**** See VOCA rule for more specific examples of each of the above categories.**

Other Allowable Costs

The services, activities, and costs listed below are not generally considered direct crime victim services, but are often a necessary and essential activity to ensure that quality direct services are provided. Before these costs can be supported with VOCA funds, the state grantee and subgrantee must agree that direct services to crime victims cannot be offered without support for these expenses, that the subgrantee has no other source of support for them; and that only limited amounts of VOCA funds will be used for these purposes.

The following list provides examples of allowable administrative costs and if requested in the proposed project, must be listed in the Primary Project Components:

- Personnel costs
- Skills training for staff (includes mandatory attendance at annual Advocacy in Action conference and Victim Advocacy Training)
- Training-related travel
- Organizational expenses
- Equipment and furniture
- Operating costs
- VOCA administrative time
- Leasing or purchasing vehicles
- Maintenance, repair, or replacement of essential items
- Project evaluation

**** See VOCA rule for more specific examples of each of the above categories.**

Expressly Unallowable Costs and Activities

The following services, activities, and costs **cannot** be supported with VOCA Victim Assistance grant or matching funds:

- Lobbying
- Research and studies
- Active investigation and prosecution of criminal activities
- Fundraising (including grant writing and development)
- Capital expenses
- Compensation for victims of crime
- Medical care
- Salaries and expenses of management

(e.g. executive director and finance
director salaries and benefits are

limited to 5% of gross as allowable
VOCA administrative time)

For additional important details and explanation of allowable and unallowable costs, please see the VOCA rule as published in the Federal Register at the following link: <https://www.federalregister.gov/documents/2016/07/08/2016-16085/victims-of-crime-act-victim-assistance-program>

VOCA Direct Victim Services Categories

The following categories must be utilized for the Primary Project Components and statistical reporting:

- **Information and referral** including: providing information about the criminal justice process, information about victim rights, how to obtain notifications, etc., referral to other victim service programs, and referral to other services, supports, and resources (includes legal, medical, faith-based organizations, address confidentiality programs, etc.)
- **Personal advocacy/accompaniment** including: victim advocacy/accompaniment to emergency medical care, victim advocacy/accompaniment to medical forensic exam, law enforcement interview advocacy/accompaniment, individual advocacy (assistance in applying for public benefits, return of personal property or effects), performance of medical forensic exam or interview, or medical evidence collection, immigration assistance (e.g. special visas, continued presence application, and other immigration relief), intervention with employer, creditor, landlord, or academic institution, child or dependent care assistance (provided by agency), transportation assistance (provided by agency), and interpreter services.
- **Emotional support or safety services** including: crisis intervention (in-person, includes safety planning, etc.), hotline/crisis line counseling, individual counseling, on-scene crisis response (e.g. community crisis response), therapy (traditional, cultural, or alternative healing; art, writing, or play therapy, etc.), support groups (facilitated or peer), and emergency financial assistance (includes emergency loans and petty cash, payment for items such as food and/or clothing, changing windows, doors, and/or locks, taxis, prophylactic and nonprophylactic meds, durable medical equipment, etc.).
- **Shelter/housing services** including: emergency shelter or safe house, transitional housing, and relocation assistance.
- **Criminal/civil justice system assistance** including: notification of criminal justice events (e.g. case status, arrest, court proceedings, case disposition, release, etc.), victim impact statement assistance, assistance with restitution (includes assistance in requesting and when collection efforts are not successful), emergency justice-related assistance, civil legal attorney assistance in obtaining protection or restraining order, civil legal attorney assistance with family law issues (e.g. custody, visitation, or support), other civil legal attorney assistance (e.g. landlord/tenant, employment, etc.), immigration attorney assistance (e.g. special visas, continued presence application, and other immigration relief), prosecution interview advocacy/accompaniment (includes accompaniment with prosecuting attorney and with victim/witness), criminal

advocacy/accompaniment, civil advocacy/accompaniment (includes victim advocate assisting with protection orders)

- Other VOCA allowable services and activities not listed. If using this category, specify the services and activities provided with the appropriate number of victims for each service.

Proposal Format and Organization

All applicants must complete the **State of New Mexico VOCA Victim Assistance Application form**. The VOCA Victim Assistance Grant Application form requires Adobe 6.0 or higher, which can be downloaded for free online at get.adobe.com/reader. The application will not save properly if opened in preview or other programs. To avoid difficulties please ensure that you open the form in Adobe Reader. NEW/COMPETITIVE applicants must also send, via email, the **Additional Documentation Required** in a single PDF form or the fewest possible number of PDF forms, no larger than 20MB. The State of New Mexico VOCA Victim Assistance Grant Application is a PDF form, which can be downloaded from the CVRC's website, www.cvrc.state.nm.us. Applications must be in PDF format. No other electronic formats will be accepted.

For NEW/COMPETITIVE applicants, a complete proposal will consist of two electronic files, each file not to exceed 20MB each. The first electronic file will be a complete State of New Mexico VOCA Victim Assistance Grant Application, saved as a PDF. The file should be saved and labeled under your agency name, indicating that this is the grant application. Please use the following example: **SunServicesApplication.pdf**. The second file will be a scanned copy of the Additional Documentation Required, in the order outlined below. It is preferred that applicants have a title page between each section of the Additional Documentation Required to index the requested information. The second file should be saved and labeled under your agency name, indicating that this is the additional requested information. Please use the following example: **SunServicesAdditionalDocumentation.pdf**. If the Additional Documentation Required is too large to scan/save as one PDF, please save and label the least possible number of PDFs using the following example: **SunServicesAdditionalDocumentation1of2.pdf** and **SunServicesAdditionalDocumentation2of2.pdf**.

New/competitive applicants (including only those current VOCA subgrantees who are requesting ADDITIONAL funds beyond their continuation amount) must complete the **NEW/COMPETITIVE State of New Mexico VOCA Victim Assistance Grant Application** form and provide all the information required within the **Additional Documentation Required**. New/competitive projects that omit any section will not be considered for funding.

Continuation/current project applicants (current VOCA subgrantees) should submit the simplified and completed **CONTINUATION State of New Mexico VOCA Victim Assistance Grant Application**. Updated project budgets for FFY19 and additional required documents will be requested at a later date. Regardless of whether a continuation/current VOCA project is seeking to increase funding or add a project, in order to continue to receive VOCA funding, a continuation application **MUST** be submitted to CVRC by the RFP deadline. **Failure to timely submit the application for continuing projects will jeopardize continuation funding.** It is possible for continuation project applicants to submit more than one application: one continuation application to maintain funding, and one or more new/competitive application(s) for additional funding consideration by the Review Committee. Requests for increased funding or new projects by continuation applicants should NOT be completed on the continuation application form; all new/increased funding requests must be submitted on the **NEW/COMPETITIVE State of New Mexico VOCA Victim Assistance Grant Application** form.

The **NEW/COMPETITIVE State of New Mexico VOCA Victim Assistance Grant Application Form** consists of the following sections in the fillable PDF Form. All sections must be completed, unless not applicable to your agency.

Applicant Contact Information (*signature required*)
Project Summary (brief and clear)
Standard Conditions (*signature required*)
Project Budget and Budget Narrative (include Match, except for tribal applicants)
Narrative (6 sections)
Primary Project Components (lists goals, measurable objectives, activities, timeline, and staff)
Certification of Collaboration (*signature required*)
Assurances (*signature required*)
Certification Forms (*signature required*)

The **Additional Documentation Required** file (for NEW/COMPETITIVE applications only) must be organized and indexed in the following format and must contain, at a minimum, all listed items in the sequence indicated. **All items are mandatory to be considered for new/competitive projects.**

Job Descriptions and Current Resumes (Staff and Volunteers listed within proposal)
Most Recent Audit (or demonstration of fiscal responsibility and capacity for management of federal funds)
Agency Budget
Organizational chart
VOCA Staff Salary Spreadsheet (created by your agency to show the complete funding breakdown of sources used to pay each person listed on the VOCA budget)
LEP Plan
Bylaws and Articles of Incorporation or letter (non-profits)
Proof of 501(c)(3) Status (non-profits)
Board members list (non-profits)
Any Additional Attachments (e.g. sample contracts, sample client survey, other relevant documents)

The **CONTINUATION State of New Mexico VOCA Victim Assistance Grant Application Form** is for *current VOCA subgrantees only*. Additional documentation including the proposed FFY19 project budget, agency budget, updated job descriptions/resumes, most recent audit, salary spreadsheet, and board members list will be requested at a later date. The form consists of the following sections in the fillable PDF form. All sections must be completed, unless not applicable to your agency.

Applicant Contact Information (*signature required*)
Project updates,
FFY19 Primary Project Components
Standard Conditions (*signature required*)
Assurances (*signature required*)
Certification forms (*signature required*)

All sections of the VOCA Victim Assistance Grant Application Forms must be thoroughly completed. All information requested must be included in the Additional Documentation Required file (new/competitive applications only). Any proposal that does not adhere to these requirements may be deemed nonresponsive and may be removed from consideration for funding. Applicants may attach other materials that they feel may improve the quality of their responses.

Evaluation Summary for New/Competitive Applications

The following is a summary of evaluation factors with point values assigned to each. These, along with the general requirements, will be used in the evaluation of applicants' proposals. History of prior grant compliance with

CVRC will be considered during the evaluation process.

VOCA Victim Assistance Grant Application	800 Points Available
Applicant Contact Information	10
Project Summary	50
Standard Conditions	Yes/No*
Project Budget and Budget Narrative (include Match)	215
Narrative	250
Primary Project Components	200
Certification of Collaboration	75
Certification Forms	Yes/No *
VOCA Victim Assistance Additional Documentation Required	200 Points Available
Job Descriptions/Resumes (Staff and Volunteers)	20
Audit or other financial capacity evidence	100
Agency Budget	50
Organizational chart	10
VOCA Staff Salary Spreadsheet	20
LEP Plan	Yes/No *
Bylaws and Articles of Incorporation or letter (non-profits)	Yes/No *
Proof of 501(c)(3) Status (non-profits)	Yes/No *
Board members list (non-profits)	Yes/No *

MAXIMUM NUMBER OF TOTAL POINTS 1000

*Although not scored, if applicable, the information is mandatory and failure to provide this documentation may result in a determination that the applicant’s proposal is nonresponsive.

State of New Mexico VOCA Victim Assistance Grant Application Form Guidance

Successful candidates must complete each section, ensuring that the information provided is accurate and clearly demonstrates a need within the community for the proposed project.

Applicant Contact Information

The listed individuals will receive all pertinent grant information throughout the award cycle. Please provide current and accurate information. Continuation applications should reflect any updates.

Project Summary

This should be a brief and clear summary of the project proposed in this application, including the number of victims to be served. This is not meant to be a general description of the organization’s services. This section is limited to 1000 characters within the form. Continuation applications should reflect any updates.

Standard Conditions, Assurances, and Federal Certifications

An authorized individual within the applicant’s agency must read, agree to, and **sign** off on all of the standard conditions, assurances, and federal certifications regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements set forth within the application, including all of the requirements established within the RFP. These forms are mandatory. Please retain the original signed forms within your agency.

Project Budget and Budget Narrative

For NEW/competitive applications, prepare the budget and budget narrative for one year within the VOCA Victim Assistance Grant Application Form. The budget narrative should be detailed describing all expenditures (see Budget Instructions). All organizations are required to provide match budget based off of the VOCA Victim Assistance guidelines outlined above in the RFP of the total cost of the entire project.

A detailed, itemized, operational project budget narrative must be completed in the budget section of the VOCA Victim Assistance Grant Application Form showing justification for specific items or categories. Justification should clearly indicate that the items being requested are essential to the achievement of the stated objectives. Match must be included and adequately address the type of match and, if in-kind, how the cash value was determined.

Complete the FFY19 VOCA Victim Assistance Budget Section using the appropriate categories. The following budget instructions explain what each line item should contain. List federal funds and match separately. The total of the federal and match must equal the project budget.

These items will be requested from continuation applicants at a later date.

Budget for Line Item Categories Budget MUST be Rounded Off:

00.0 Personnel: Identify anyone to be paid on this subgrant. List each position by title, name if known, the annual salary, the estimated VOCA hours per week to be devoted to the project, the number of months, and the amount of VOCA Victim Assistance funding requested. Please note- you CANNOT list VOCA percent of salary. VOCA personnel must be calculated off of actual hours worked. Number of VOCA hours should be rounded to the nearest quarter hour for realistic tracking purposes.

Example:

<u>Position</u>	<u>Annual Salary</u>	<u>Hrly Rate</u>	<u>Hrs/wk</u>	<u>VOCA Hrs/Wk</u>	<u># of months</u>	<u>VOCA Amount</u>
Advocate	\$38,000.00	\$18.269	40	4	12	\$3,800.00

10.0 Personnel Benefits: List all personnel benefits and the costs, itemized and computation shown. These may include FICA/Medicare, Social Security, Worker's Compensation, Retirement, Unemployment Compensation, Medical, Dental, Vision, Disability, and Life Insurance. Personnel benefits cannot be requested at a higher percentage than the corresponding percentage paid for that employee under the Personnel category. Please itemize all costs.

20.0 Instate Travel: Itemize travel expenses by specific purpose and show basis for computation (include estimated costs for meals, lodging, and mileage). Be sure to include Advocacy in Action Conference registration, lodging, and travel expenses in this category.

30.0 Maintenance/repairs: Includes janitorial supplies and equipment and vehicle maintenance.

40.0 Supplies: List items within this category separately for office and other expendable supplies, which must be a detailed list and pro-rated to the total agency budget. All technology/equipment and furniture should be listed under 80.0 (Capital Outlay), regardless of dollar value.

50.0 Contractual/Consultants: For individuals - list types of services, name, address, hourly or daily rate and amount of time. For contracts with firms - list types of services and total costs. May include pro-rated audit cost.

- 60.0 Operation Cost:** List items within this category separately for telephone, internet, rent, utilities, postage, printing, etc. at a pro-rated share, with itemized costs included in the calculations.
- 80.0 Capital Outlay:** List each item or equipment to be purchased including the description and cost. (Computers, office desks, chairs, scanners, etc.) There is no minimum dollar amount threshold for this category.
- 95.0 Out of State Travel/Other:** Itemize travel expenses by specific purpose and show basis for computation. Include meals, lodging, and mileage. Trainings and conferences will need to have agendas submitted for approval. Other items not covered under the existing categories should be included here.

Financial Match Requirements

The match budget must be included in the budget and budget narrative section of the application.

Narrative

Within the VOCA Victim Assistance Grant Application Form, briefly respond to each topic. The narrative is limited to character space provided within each of these topics. The six topics, provided below, should provide a clear picture of the applicant's agency, collaborative partners, and the way in which this project works to provide services to victims of crime in New Mexico. This is mandatory of new/competitive applicants. Continuation applicants may reflect project updates.

1. Briefly describe your agency/organization. Provide a comprehensive history of your work with victims of crime. Include years in existence, services provided and populations served. Discuss any funding losses within your region and/or agency and the impact this has had on serving victims.
2. What is the target population that the project will serve? Please include a discussion on how your agency works to serve victims of federal crimes.
3. What is the nature of the problem that the proposed project will address? Using statistical information of the state and region, justify the request for funding to serve victims of crime or victims of a specific crime.
4. Identify the underserved populations in the region and the way in which the grant activities will be designed to provide services that are culturally and linguistically appropriate. Describe ways in which your organization is uniquely qualified to provide services to underserved populations.
5. Describe the ways your organization uses volunteers to support the project and overall mission of the agency. The activities must be VOCA eligible. Describe how your agency works to notify, educate, and assist all victims with New Mexico Victims' Rights and victim compensation.
6. Identify your project partners and describe the ways in which collaboration will enhance the intended outcome of the project. Also, of what state or national organizations is the applicant a member in order to keep current about best practices?

Primary Project Components (PPC)

The Primary Project Components (PPC) forms are a clear and concise way in which to present the applicant's goals, objectives, activities, timeline, and evaluation process.

The PPC form is intended to outline: 1) the program goals, measurable objectives, implementing activities, and impact evaluation activities and 2) the timeline for carrying out the implementing activities. It is a detailed plan that informs the proposal reviewers of the ways that VOCA Victim Assistance funds are to be spent. A PPC form is completed for each measurable objective of the proposal.

If the proposed budget includes VOCA Victim Assistance federal or match funds to attend any training event (including the required Compensation/Grant training and the Annual Advocacy in Action Conference) include these items in the Primary Project Components.

There are six PPC pages within the VOCA Victim Assistance Grant Application Form. If additional PPC forms are needed, you can obtain them on CVRC's website, www.cvrc.state.nm.us. The additional PPC form(s) must be saved as a PDF and submitted with the application. Continuation applicants must also submit FFY19 PPCs and indicate whether there are any updates from the project's FFY18 PPCs.

Certification of Collaboration Instructions (NEW/COMPETITIVE applicants only)

To ensure collaboration within communities, all applicants must describe ways in which they currently collaborate with other non-profit, non-governmental, tribal, and governmental service providers. Provide details and examples of collaboration during the previous year. Collaboration includes partnerships and strong working relationships with federal, state, local, or tribal victim service programs, continued collaboration through multi-disciplinary teams, coordinated community response teams, and other networking activities. It is not sufficient to merely list names of organizations or meetings attended together. Agencies that do not adequately demonstrate meaningful collaboration will not be considered.

Job Descriptions and Resumes

For NEW/competitive applicants, provide job description(s)/contract(s) followed by the person's resume in the position for each position listed in the federal and match budget. It is allowable to include more than one person's resume if more than one VOCA funded or match staff have the same job description. All job descriptions/contracts must include minimum qualifications. Resumes must be current and include the individual's present position corresponding to the job descriptions provided.

Agency Budget

For NEW/competitive applicants, in addition to the submission of the proposed project's budget, please submit a copy of your agency's current budget that includes identified projected receivables and expenditures. Include all sources of revenue/funding and expenditures that support victim services. Highlight any funding that decreased from the previous fiscal year due to economic times. An electronic copy of the original document(s) must be included in the Additional Documentation Required PDF file submitted.

Spreadsheet/Chart of VOCA Staff Funding Sources

In addition to the submission of the proposed project's budget, please submit a breakdown in chart form of the funding sources for all federal and match staff in the proposed VOCA Victim Assistance award. There is no specific required form for this information. An electronic copy of the original document(s) must be included in the Additional Documentation Required PDF. This will be requested of continuation applicants at a later date.

See pages 11 and 16 for information about LEP plan and audit submission requirements. Organizational chart, bylaws/articles of incorporation (non-profits), and proof of 501 (c)(3) status should be submitted as part of the Additional Documentation Required PDF. (Non-profits) Board members list should include names, Board positions, and contact information (mailing address, email, and phone) of current Board members. **-END OF RFP-**