“This project was supported by Grant No. 2017-VA-GX-0076 awarded by the Office for Victims of Crime, 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 for Victims of Crime.”
Mission of VOCA (Victims of Crime Act) Grant:

Provide services to all crime victims regardless of their ability to pay.
This afternoon, you will learn:

Highlights of the grant proposal process/sequence of events and funding priorities

Brief overview of continuation application for current VOCA subgrantees

Detailed description of new/competitive proposal submission

Guidance on creating the budget, including match obligations

Highlights of new allowable costs under the VOCA Rule

Guidance on writing a high quality narrative

Guidance on creating Primary Project Components (PPCs)

Information about the Certification of Collaboration

Details about the Additional Documentation Required

Overall tips for success
Logistics regarding questions:

You may **type** questions in the chat box through the webinar screen.

Periodic **stopping** points to address questions.

More **complex** or **individualized** questions may be answered outside of the webinar.

Any questions not addressed during webinar due to time constraints will be **emailed** after the webinar.

If you are registered for this webinar and/or if you sent in an Indication of Interest email, you’ll get all questions and answers about the RFP emailed to you in batches.

Feel free to send questions after this webinar to CVRC.grants@state.nm.us
Services to victims of crime are defined as those efforts that:

respond to the emotional and physical needs of crime victims;

assist primary and secondary victims of crime to stabilize their lives after a victimization;

assist victims to understand and participate in the criminal justice system; and

provide victims of crime with a measure of safety and security.
Funding Priorities

See the latest Statewide Implementation Plan for information on identified needs in NM

Requested funding must be reasonable

  Review Committee determines denying, partially, or fully funding proposals

Consideration for programs that address access to services for underserved populations as evidenced in the Narrative Section & the Primary Project Components
Funding Availability

Total available funding **over $13 million**

$6,646,127 for continuation projects

Approximately $7,000,000 ($7M) for new/competitive projects
Mandated Allocations

AT LEAST 10% OF FUNDING (CONTINUATION AND COMPETITIVE) TO EACH OF THE FOLLOWING 3 PRIORITY CATEGORIES OF VICTIMS:

• SEXUAL ASSAULT
• DOMESTIC VIOLENCE
• CHILD ABUSE
At least 10% of funding (continuation and competitive) to previously underserved victims of violent crime including but not limited to:

- Victims of federal crimes
- Survivors of homicide victims
- Victims of assault
- Victims of robbery
- Victims of gang violence
- Victims of hate and bias crimes

- Victims of intoxicated drivers
- Victims of human trafficking
- Victims of economic exploitation
- Victims of fraud
- Victims of elder abuse
Identified needs include:

Programs that provide services to culturally specific populations.

Organizations that provide series to underserved populations. See page 12 of the RFP for the list of examples of underserved victim populations.
## Sequence of Events

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

Submitted to the CVRC Grants Email: CVRC.Grants@state.nm.us
No later than July 23, 2018
No later than 4:30 PM Mountain Time

The 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.
Questions?

New Mexico non-profits, governmental, and tribal orgs are eligible for funding.

Must demonstrate a record of providing services to crime victims.

Victims served may be of all ages and of all types of crimes (DIFFERENT THAN VAWA).

Law enforcement officers and prosecutors are INELIGIBLE under VOCA (DIFFERENT THAN VAWA; advocates based in LE and pros. OK).

Focus is on providing direct services to victims and related costs for activities supporting direct services to victims.

Civil rights and other protections apply!
Important note:

Grant writing and fundraising are NOT VOCA eligible activities!

VOCA funded direct victim services staff may share insights on program needs and confirm accuracy of program related information provided in the proposal, but may NOT use any VOCA funded time to support writing the grant application.

The intention of VOCA funds is to support direct victim services. Fundraising (including grant writing) is an expressly unallowable activity in the VOCA Rule.
Continuation Application (current subgrantees)

If you are eligible to submit the continuation application (almost all current NM VOCA subgrantees), you received an email on 6/19/18 with your continuation federal and match amounts.

Yes, it’s a simplified but separate application to provide updates and required signatures.

Deadline is the same as for the competitive application (4:30 on 7/23).

Aside from updated PPCs for ALL continuation applicants, no additional documentation needed at the same time as the application – will be requested later (August).
Continuation Application (current subgrantees)

Continuation/current subgrantees may submit (an) additional new/competitive application(s) if an increase in funding is sought.

A request for an increase in funding for current/continuation VOCA subgrantee MUST be on a separate new/competitive application.

If you are requesting an increase in your continuation amount, you must STILL complete and submit a continuation application with your continuation amount only.
Continuation Application (current subgrantees)

Application includes:

- Updated contact info
  SIGNATURE REQUIRED
- Project updates since FFY18
- Standard Conditions – SIGNATURE REQUIRED
- Assurances – SIGNATURE REQUIRED
- Certification forms – SIGNATURE REQUIRED
- Separate attachment of FFY19 PPCs
  NEW!

Submit by the deadline!
Make sure it’s complete (e.g. include all email addresses, sign in all designated locations)

Email to CVRC.grants@state.nm.us (don’t mail, fax, hand deliver, drop off, slide under the door, or otherwise send in any other way besides email to the CVRC.grants email address)
QUESTIONS ABOUT THE CONTINUATION APPLICATION?
VOCA Victim Assistance Grant Application: 800 total points
  Applicant Contact Information: 10 points
  Project Summary: 50 points
  Standard Conditions: Yes/No*
  Project Budget and Budget Narrative (+ Match): 215
    Narrative: 250
  Primary Project Components: 200
  Certification of Collaboration: 75
  Certification Forms: Yes/No*

VOCA Victim Assistance Additional Documentation Required: 200 total points
  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 (non-profits): Yes/No*
  Proof of 501(c)(3) Status (non-profits): Yes/No*
  Board members list: Yes/No*

**History of prior grant compliance considered.
* Information is mandatory if applicable; failure to include may result in determination that application was non-responsive
Positive comments from Review Committees past:

+ agency can make progress towards solving problem
+ can have a statewide reach
+ there is a huge need
+ willingness to acknowledge what they can do better
+ good community networking
+ explained problem well
+ good to see outreach to Native communities
+ addresses mental health needs
+ PPCs match narrative well, clear what they’re going to do
+ well written proposal
Negative comments from Review Committees past:

- confusion about population served (not clear)
- low measurable objectives for $ requested
- overly ambitious objectives for $
- not enough effort to meet with collaborative partners
- duplication of efforts
- narrative didn’t include everything requested in budget
- match expenses not allowable (e.g. time spent grant writing/fundraising)
- certificate of collaboration was old/inaccurate/outdated
- need better accountability
- poorly written
- lacks specificity
- outcomes not measurable/not sure what they want to do or how
- didn’t address underserved communities
- previously received funding and had challenges, but did not address how they have improved since
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 mandatory elements outlined within the Request for Proposals.
Appeals Deadline 9/3/2018

Written letter emailed to CVRC Director
By 10:00 a.m. Mountain Time
Review RFP Procedures
Include: Name, Address of Protestor, and Proposal Title

Grounds for Appeal
Supporting Exhibits
Requested Ruling
VOCA Proposal
Read pages 8, 20-21 of RFP

**TWO** components of a new/competitive proposal:
* VOCA Competitive Application Form
* Additional Documentation Required (see checklist)

**TWO** components of a continuation proposal:
* VOCA Continuation Application Form
* FFY19 PPC forms
  (Other additional documents requested at a later date)
VOCA Competitive Application Form

ONE of the TWO documents that must be emailed to have a complete application.

Do not deviate from the directions.

Complete EACH section of the form.

Do not remove or change the order of any pages of the application form.

Please digitally sign (vs. printing/scanning) application.
Complete ALL of the information requested, including zip+ 4
Avoid using “same as above” for duplicate information
Targeted communities should reference geography
Signature must be an authorized official or someone with designated official signing authority
Electronic signatures are embedded into the document
DON’T FORGET TO SIGN ELECTRONICALLY! (page 1 on new/competitive form; also elsewhere in application; see VOCA Checklist)
## Application Sections

<table>
<thead>
<tr>
<th>Project Summary (50 pts.)</th>
<th>Standard Conditions (Yes/No*)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Brief and clear</strong></td>
<td><strong>Authorized Official</strong></td>
</tr>
<tr>
<td>Limited to 1000 characters</td>
<td>Must Read</td>
</tr>
<tr>
<td>Correlate to specific project requesting funds</td>
<td>Must Certify</td>
</tr>
<tr>
<td>Not a general overview of your organization</td>
<td>Maintain Original Signature on File</td>
</tr>
<tr>
<td></td>
<td><em>Failure to pass this section may render the application ineligible.</em></td>
</tr>
<tr>
<td></td>
<td><strong>PLEASE DON’T FORGET TO SIGN!!</strong></td>
</tr>
</tbody>
</table>
Before we move to the budget, questions?
Planning the Budget
Budget (215 pts.)
Considerations:

Does it support the problem statement in the narrative?

Does it support ALL of the activities listed in the Primary Project Components?

Is it clear?

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/includes ineligible expenses
Budget Expectations

$ Use Budget Form in the application
$ Follow budget instructions (see esp. pp. 23-24 in RFP)
$ Line item categories observed and itemized
$ Round off: NO CENTS
$ Continuation applicants will submit later

$ Match is clearly identifiable as in-kind or cash; don’t overmatch
$ SOURCE OF MATCH IS CLEARLY IDENTIFIED (must be non-federal)
$ Budget, proposal narrative, and Primary Project Components all correspond
$ Fiscal Agent/Finance Officer reviewed prior to submission
$ No supplanting!
Allowable Costs Added Under the VOCA Rule Change (new as of current fiscal year)

See OVC Comparison Document (on CVRC website):

Services to incarcerated victims permitted for victim services and associated activities.

Perpetrator rehabilitation and counseling is permitted.
Added Allowable Costs Under the VOCA Rule

Civil legal assistance in both emergency and non-emergency situations if related to the victimization (no tort claims or criminal defense). Some examples include cases involving protection orders, family, custody and support, housing, dependency matters, immigration assistance, intervention with creditors, law enforcement (e.g. to obtain police reports), and other entities on behalf of victims of identity theft, intervention with administrative agencies, schools/colleges, and tribal entities, motions to vacate and/or expunge certain convictions based on victim status, assertion of victim rights in criminal proceedings related to victimization.
Added Allowable Costs Under the VOCA Rule

New Rule is more specific regarding types of allowable support and advocacy although also previously allowable (e.g. traditional, cultural, and/or alternative healing such as art therapy, yoga, etc.)

Substance abuse treatment permitted if directly related to the victimization and provided by a person who meets professional standards of the jurisdiction.

Peer support permitted including activities that allow victims to meet other victims, share experiences, and provide self-help, information, and emotional support.
Forensic interviews permitted if: (1) results not only used for law enforcement and prosecution purposes but also for identification of needs (e.g. social services, advocacy, case management, mental health, etc.), (2) conducted in context of multi-disciplinary investigation and diagnostic team or in specialized setting (e.g. child advocacy center), AND (3) interviewer is trained to conduct forensic interviews appropriate to the developmental age and abilities of children, or the developmental, cognitive, and physical or communication disabilities presented by adults.
Added Allowable Costs Under the VOCA Rule

Coordination activities that facilitate the provision of direct services permitted including statewide coordination of victim notification systems, crisis response teams, multi-disciplinary teams, coalitions to support and assist victims, etc.

Multi-system, interagency, multi-disciplinary response to crime victim needs, including activities that support a coordinated and comprehensive response to crime victims’ needs.

Needs assessment, victim satisfaction surveys, and reasonable evaluation costs are permitted.

Liability insurance on buildings and security guards permitted.
Added Allowable Costs:

KEEP IN MIND:

Still must justify need within the proposal.

Still must address need within NM.

Still must score high enough within proposal Review Committee for funding recommendation.

Still must be approved by the Commission for funding.
Services, Activities, and Costs

Listed generally on pp. 17-18 of the RFP

Look at the VOCA Rule for more detailed descriptions!

See link to VOCA Rule:

- Within RFP
- Within the email that accompanied the RFP
- On the CVRC website under Resources tab
- On the fantastic internet using your favorite search engine

Matching Funds Requirement

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

All others must provide matching contributions in support of the project.

Both new/competitive applicants who are NOT currently receiving VOCA funds and continuation applicants must match 20% for the total project.
Match formula:

(CURRENT SUBGRANTEE, EXCEPT TRIBAL):

FEDERAL FUNDS REQUESTED X .20 ÷ .80 = MATCH

OR DIVIDE TOTAL FEDERAL AMOUNT REQUESTED BY 4
Example 1
The Federal Government offers a $100,000 grant. The match requirement is an 80/20 ratio (Federal/Recipient).

<table>
<thead>
<tr>
<th></th>
<th>Formula</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Govt. Grant Amount</td>
<td>$100,000</td>
</tr>
<tr>
<td>2</td>
<td>Compute Total Project Cost</td>
<td>$125,000</td>
</tr>
<tr>
<td>3</td>
<td>Match Requirement</td>
<td>$25,000</td>
</tr>
</tbody>
</table>
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
Before we move to the narrative, any questions?
Continuation applicants: updates only

**Mandatory** for New/Competitive applicants
Six Section Narrative (250 pts.):

#1

Briefly describe your agency/organization. Provide a comprehensive description 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. (2000 characters maximum)
What is the target population that the project will serve? If applicable, include a discussion of how your agency works to serve victims of federal crime. (2000 characters maximum)

Identify the demographics of the target population that the project will serve.

Be clear and accurate.

*Important Hint: Should support problem statement from #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. (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 (#S)
✓ SURVEYS
✓ FOCUS GROUPS

NM INTERPERSONAL VIOLENCE DATA CENTRAL REPOSITORY
REPORTS ON DOMESTIC VIOLENCE AND SEX CRIMES

NM INTERPERSONAL VIOLENCE DEATH REVIEW TEAM
ANNUAL REPORT

Available at www.cvrc.state.nm.us
Problem Statement

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 populations in your 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. (4000 characters maximum)

- Identify the underserved populations in your region and the barriers encountered in accessing services. See p. 12 of the RFP for examples of underserved populations.
- How many people are affected?
- Describe how the project will provide linguistically and culturally accessible services.
Describe the ways your agency uses or will use 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. (4000 characters maximum).
Identify your project partners and describe the ways in which collaboration will enhance the intended outcome of the project. Also, what state or national organizations is the applicant a member of in order to keep current about best practices? (4000 characters maximum)
ANSWER ALL PARTS OF EACH QUESTION IN THE NARRATIVE OR RISK LOSING POINTS.
Primary Project Components (PPCs) (200 pts.)

Goals

**Measurable** Objectives

- Activities
- Performed by whom?
- Timeline (which quarters? Timeline starts 10/1)
- Evaluation Process

Direct victim service categories

- Pp. 18-19 of RFP; corresponds to quarterly reporting
- Includes information & referral, personal advocacy/accompaniment, emotional support/safety, shelter/housing, and criminal/civil justice system assistance.
Establishing Goals

It is not an ultimate societal goal.

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

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

Increase the number of domestic violence victims who receive legal assistance to obtain orders of protection in Enchilada 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 Enchilada 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.
Developing Measurable Objectives

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! Use numbers!
Example PPC:

**Goal # 1:** Increase the number of domestic violence victims who receive personal advocacy, support, and case management in Sopaipilla and southern Taco Counties.

**Measurable Objective #1:** Advocates will provide 200 victims of domestic violence with crisis intervention/support services.
### Example PPC:

<table>
<thead>
<tr>
<th>Goal</th>
<th>Measurable Objective</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Goal #1</strong>: Increase the advocacy for</td>
<td><strong>MO#1</strong>: Increase by 15 the number of CASA</td>
</tr>
<tr>
<td>abused, neglected, and abandoned</td>
<td>volunteers serving abused, neglected, and</td>
</tr>
<tr>
<td>children in the District Court</td>
<td>abandoned children in Frijoles County</td>
</tr>
<tr>
<td>system in Frijoles County, New Mexico.</td>
<td>(increase of 50%).</td>
</tr>
</tbody>
</table>
# Example PPC:

<table>
<thead>
<tr>
<th>Goal</th>
<th>Measurable Objective</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Goal #1:</strong> Enhance the quality of services given to victims of sexual assault in Tortilla County by providing skills training to sexual assault advocacy staff.</td>
<td><strong>MO#1:</strong> Ensure that six (6) sexual assault victim advocates will register for and attend the Advocacy in Action Conference.</td>
</tr>
</tbody>
</table>
Objectives should be...

SPECIFIC
MEASURABLE
ACTION ORIENTED
REALISTIC
TIME DIMENSIONED
If you use a percentage (e.g. “increase the number of victims receiving individual counseling by 20%”), make sure that the baseline of victims receiving counseling is included in the problem statement, so that the reviewers understand what 20% represents. **20% of what number currently?**
Implementing Activities are the activities your agency must do to carry out the objectives you stated.

They should be listed within the timeline they will be performed [which quarter(s)].

Position title(s) of who will be performing activities should be included (may include people not funded under this grant, but **do NOT** list people in the budget who are NOT listed in the PPCs!)
Impact Evaluation Activity

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, decrease, or other changes to the degree your objectives stated.
Before we talk about collaboration, questions?
Certification of Collaboration (75 pts.)

- Resource sharing for mutual gain
- Increased coordination of services
- Mutual commitments
- Provide specific examples of collaboration from the past year.
- Don’t just list the meetings you attend together!
Meaningful Collaboration

Demonstrates a partnership between organizations

Addresses the problem by involving all that might play a part in developing and implementing a solution
Federal Certification Forms

Assurances
Read, sign (authorized official)
Date

Certifications
Read, sign (authorized official)
Include ALL information requested on last page, including IRS/Vendor Number (same as tax ID number/EIN)
Additional Documentation Required (200 pts.)

ONE of the TWO documents that must be emailed to have a complete new/competitive application.

Include all of the Additional Documentation Required. See pp. 20-21 of RFP for list.

Not required for continuation application at this time; will be requested later.
Job Descriptions, Contracts, Resumes (20 pts.)

Current job descriptions for the proposed federal and match positions.

Actual or proposed contracts with contractual consultants. Drafts of contract required as part of Additional Documentation if listed in the budget.

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

If an agency audit has not been completed yet, an explanation must be submitted along with other reliable demonstration of financial stability (e.g. copies of financial statements), capacity for administration of federal funds, and a willingness to obtain an audit should funds be awarded.
Agency Budget (50 pts.)

Current and Legible!
Receivables
Expenditures

Can be based on calendar year, state fiscal year, or federal fiscal year depending on your agency
Organizational Chart (10 pts.)

Shows management structure of organization and lists employee positions
Provides overview of services provided/divisions or departments within the agency
Legible and current!
Breakdown of all funded and match VOCA staff

Allocation of total salary across funding sources

Spreadsheet created by your agency (no specific form)

Should list each position/employee and account for entire salary

E.g. Victim Advocate #1 total salary is $36,000/year; $6,000 (17%) to be paid with general funds/reserves, $10,000 (28%) to be paid with CYFD funds, $10,000 (28%) with VOCA funds, $5,000 (14%) with City of Flauta funds, and $5,000 (14%) with VAWA funds. Victim Advocate #2 total salary is $40,000, 100% paid by VOCA.

Did I mention no supplanting??
Limited English Proficiency (LEP) Plans *(Yes/No *)

Mandatory - all recipients of federal funds that are providing services to individuals must have a comprehensive plan in place that includes a description of how staff will be informed of and trained on the plan.

Must provide meaningful access to resources and services.

Reasonable costs associated with providing meaningful access are allowable in the budget.
Plan may 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?
For Non-profits:

Proof of 501 (c) (3) status *(Yes/No *)
Bylaws and Articles of Incorporation *(Yes/No *)
Current list of Board Members *(Yes/No *)

Include names and contact Information (email and phone number)
Building Your Proposal

Carefully read RFP packet!

Choose a priority
Brag but don’t lie/exaggerate
Develop narrative
Build Primary Project Components
Establish project budget
Assume reviewers know nothing and everything
TIPS

Keep the proposal simple, clear, & concise.

Proof your work: typos are distracting; don’t miss any important details!

Watch your budget (Committed, not greedy)

Email the entire proposal on time, not just the application form (for new/competitive).
Before the final stretch, any more questions?
Basic expectations if awarded funding:

Quarterly statistical reporting (see CVRC website for sample form).

(At least) quarterly invoice submission. New subgrantees will submit monthly.

Attendance at Advocacy in Action conference (April 2019).

Participation in compensation, grants, and civil rights training.

Completion of free online OVC TTAC basics and core competencies training modules by direct services staff.

Regular communication with Grants Department.

Site visit monitoring at least once every two years.

See RFP for more details.
Additional questions regarding the RFP must be emailed by:

4:30 pm Mountain Time on July 16, 2018.

Questions about the RFP will not be answered by phone or in person out of fairness to all applicants.

Anyone that submitted an “Indication of Interest” email or in attendance of this Grant Writing Workshop will receive a written response to the questions.
Due Date/Time: NO EXTENSIONS!!!

Submitted to the CVRC Email CVRC.Grants@state.nm.us

No later than July 23, 2018

No later than 4:30 PM Mountain Time

The 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.
Thank you!

GOOD LUCK!!