



STOP Violence Against Women Grant Program

**Grant Writing Workshop
January 24, 2018**

Special Condition

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

Mission of STOP VAWA Grant



Encourage states to develop and strengthen the criminal justice system's response to violence against women and to support and enhance services for victims.

Violence Against Women

- Primary focus of project must be devoted to adults.
- Services to children as secondary victims only **or** as primary victims if they are being served as witnesses of domestic violence.
- Violence against women = the crimes of domestic violence, sexual assault, stalking and dating violence.
- **Men are not excluded** if they have been victims of these crimes.

Statewide Implementation Plan

- Plan developed through deliberative consultation and coordination with a broad range of participants.
 - Statewide Survey
 - Statewide Focus Groups
 - Targeted Participation throughout Allocation Categories
- Each subsequent year of planning builds upon the previous year, taking into account the grant eligible purpose areas.
- Request for proposals (RFP's) are developed based on the state plan.





Adopted June 19, 2017

Statewide Plan that outlines CVRC's funding priorities and strategies for its formula grant programs.

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

Adopted: June 19, 2017

Sections to Highlight in the 2017-2020 Statewide Implementation Plan

- Current Project Goals and Objectives
 - page 17
- Goals and Objectives for Reducing Domestic Violence-Related Homicides
 - page 19
- Priority Areas
 - page 19
- Federal Purpose Areas
 - page 19

- Priorities and Goals Regarding How Funds Will Be Used
 - page 28
- Types of Programs to Be Funded
 - page 36
- Plan for 20% Sexual Assault Set Aside
 - page 40
- Plan for PREA Compliance
 - page 41

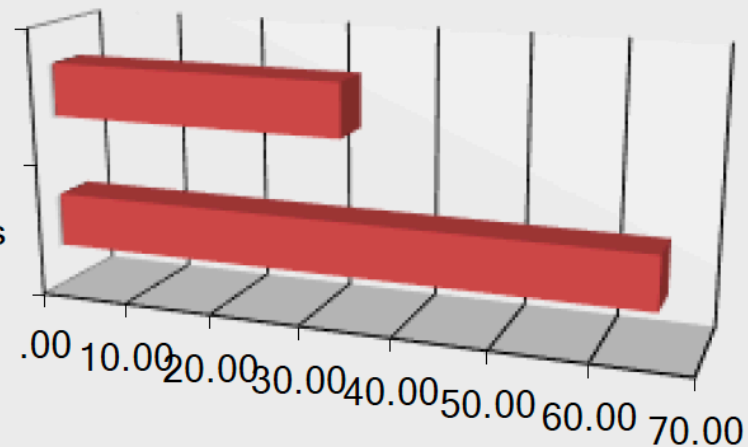
Priority Consideration

- ➔ Participants identified that 65% of funds should support maintenance of core services and 35% should support new and innovative approaches.

What percentage of victim services funding should be dedicated to the maintenance of core victim services versus developing new and innovative approaches to serving victims in our state?

developing new and innovative approaches

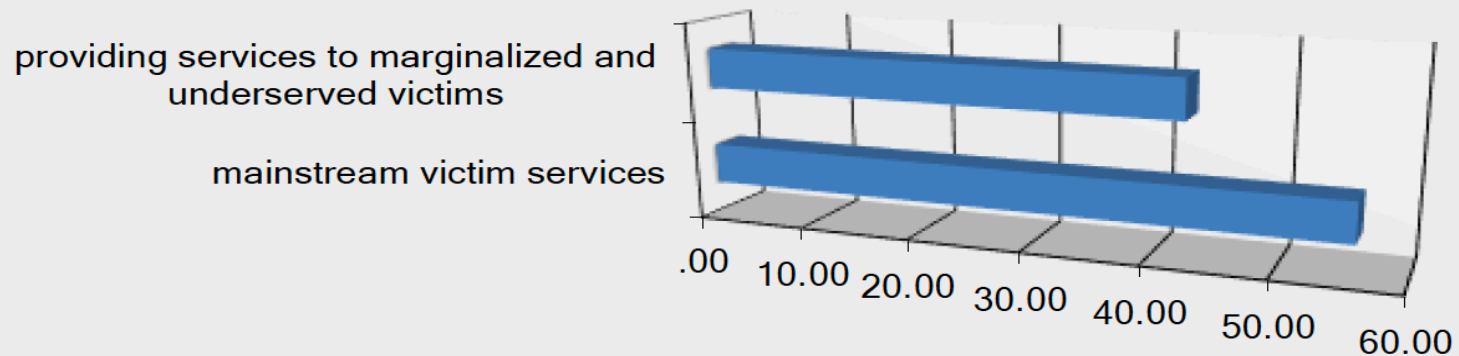
maintenance of core victim services



Priority Consideration

- ➔ Stakeholders identified that 56% of funds should be dedicated to mainstream services, and the remaining 44% towards underserved, marginalized population specific services.

What percentage of victim services funding should be dedicated to the mainstream victim services versus programs whose missions are dedicated to providing services to marginalized and underserved victims in our state?



Collaboration within Communities



community



STATE OF NEW MEXICO

Crime Victims Reparation Commission



Request for Proposals

STOP Violence Against Women Formula Grant

Federal Grant # 2017-WF-AX-0019

RFP # 19-780-P707-0000000052

Issuance Date: January 8, 2018

Located at:

<http://www.cvrc.state.nm.us/information/vawa-grant-info/>

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Information Section



SEQUENCE OF EVENTS TIMELINE

	Action	Responsibility	Date
1	Issuance of RFP	CVRC	01/08/2018
2.	Acknowledgement of Interest	Applicants	01/22/2018
3.	Grant Writing Workshop WEBINAR	CVRC	01/24/2018
4.	Questions Emailed	Applicants	02/07/2018 10:00AM Mountain Standard Time
5.	Submission of Proposal	Applicants	02/12/2018 4:00 PM Mountain Standard Time
6.	Evaluation Process	Evaluation Committee	02/12-04/05/2018
7.	Preliminary Award Letters Emailed	CVRC	04/05/2018
8.	Special Conditions Due	Applicants	05/04/2018
9.	Protest Period Ends	Applicants	04/19/2018 10:00AM Mountain Standard Time
10.	Protests Presented and Final Approval CVRC Commission	CVRC	05/24/2018
11.	Final Award Contract Mailed	CVRC	Week of 05/28/2018

Additional questions regarding the RFP must be
emailed by

10:00 am MST on February 7, 2018.

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

Due Date/Time

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

No later than February 12, 2018

No later than 4:00 PM Mountain Standard Time



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

STOP VAWA Funding Strategy

4 Year Cycle

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

Yearly Budget Amounts

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

Funding Availability



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



Mandated Allocations

30%	Victim Services
25%	Law Enforcement
25%	Prosecution
5%	Courts
	<i>Remaining</i>
15%	Undesignated

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

Mandated Allocations

- Total available funding for this RFP is **\$1,207,159.00**. Of that, **\$973,954.00 is designated for continuation projects** that have not yet completed a four-year cycle. The remaining **\$233,205.00 is available for new/competitive projects**.
- Of the funds available for new/competitive projects, \$132,551.00 must support prosecution purposes, \$12,367.00 must support law enforcement purposes, \$27,237.00 must support victim services purposes, \$12,730.00 must go to the courts for court purposes and \$48,320.00 can enhance any of these allocations or support federal purposes that do not fit within these categories.

Priority Consideration

- ➔ The 2017 -2020 Implementation Plan outlined a statewide priority to support new and innovative approaches, in addition to allocating funds to support projects for underserved, marginalized and culturally specific population specific services. To support the current strategic plan, priority consideration will be given for positions or programs that specifically improve services to underserved, marginalized and culturally specific populations and/or support new and innovative approaches.

Federal Purpose Areas

- Violence Against Women Act 2013
 - 20 Federal Purpose Areas
 - Projects **MUST** Fit Within at Least ONE of these Federal Purpose Areas
 - **AND**
 - The 2017 – 2020 Statewide Implementation Plan

Implementation Plan Priorities

- Project must support the Statewide Implementation Plan
- Requested funding must be reasonable
 - Peer Review Committee determines denying, partially or fully funding proposals
- Priority consideration positions or programs that specifically improve services to underserved, marginalized and culturally specific populations and/or support new and innovative approaches.

STOP VAWA Eligibility and Restrictions

- Questions?
- Adult and Teen Victims of domestic violence, sexual assault, stalking and/or dating violence
 - Services
 - Trainings
 - Officers
 - Prosecutors
- Some of the eligibility highlights
 - Civil Legal
 - PREA
 - male focused program
 - age of youth defined 11

State of New Mexico STOP VAWA Grant Application

Applicant Contact Information

Project Summary

Standard Conditions

Project Budget and Budget Narrative

Federal Purpose Areas

Narrative

Primary Project Components

Certification of Consultation

Match Waiver Request** If applicable.

Federal Certification Forms

STOP VAWA Additional Documentation Required

Job Descriptions/Contracts/Resumes

Audit

Agency Budget

VAWA Funded and Match Staff Spreadsheet

LEP Plan (For programs working with victims)

Bylaws and Articles of Incorporation or letter** (non-profits)

Proof of 501c3 Status ** (non-profits)

List of Board Members (non-profits)

800 Points Available

Pass/Fail*

50

Pass/Fail*

250

Pass/Fail*

250

250

Pass/Fail*

Pass/Fail *

Pass/Fail *

200 Points Available

25

100

75

Pass/Fail*

Pass/Fail *

Pass/Fail *

Pass/Fail *

Pass/Fail *

MAXIMUM NUMBER OF TOTAL POINTS

1000

Evaluation Summary

Eligibility

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

Protest Deadline 4/19/2018

- Written Letter Mailed to CVRC Director
 - By 10:00 am Mountain Standard Time
 - Review RFP Procedures
- Include: Name, Address of Protestor and Proposal Title
- **Grounds for Protest**
 - **Supporting Exhibits**
 - **Requested Ruling**

STOP VAWA RFP Proposal

Inclusive of Continuing & New/Competitive Applications

TWO Components of the Proposal

Read RFP

- STOP VAWA Grant Application Form**
- Additional Documentation Required**

STOP VAWA Grant Application Form

- ➔ ONE of the TWO documents that must be e-mailed to have a complete application.
- ➔ Do not deviate from the directions
- ➔ Complete EACH Section of the Form

Contact Information Application Page

- Continuing **VERSUS** Competitive/New
- Complete **ALL** the information requested
- Signature must be an authorized official or someone with designated **official signing authority**
 - **Electronic Signature**

Application Sections

Project Summary

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

Standard Conditions

- Authorized Individual
 - Must Read
 - Must Certify

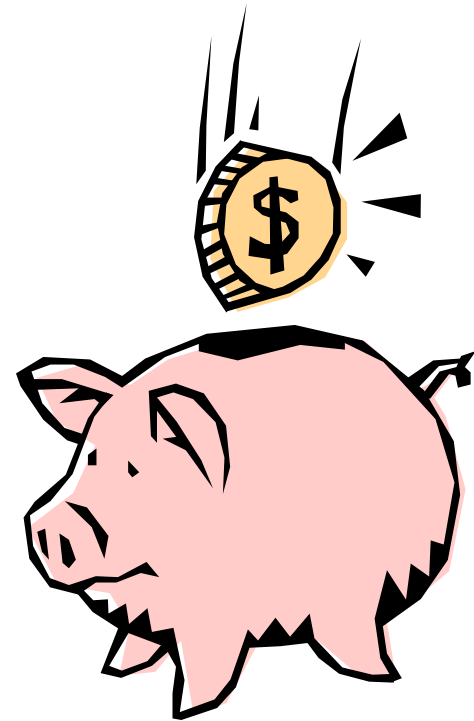
Planning the Budget



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Budget Development

- Does it support the problem statement?
- Does it support ALL the activities listed in the primary project components?
- Is it realistic?
- Is it rounded off?



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



A LOOK *at the* BUDGET

B N
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Budget Expectations

\$ Use Budget Form in the Application

\$ Follow budget instructions

\$ Line item categories observed

\$ Round off: NO CENTS

\$ Match is clearly identifiable as in-kind or cash

\$ SOURCE OF MATCH IS CLEARLY IDENTIFIED

\$ Budget, proposal narrative and Primary Project Components all correspond

\$ Fiscal Agent Reviewed Prior to Submission

Matching Funds Requirement

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

Match Formula



Federal Funds Requested X .25 ÷ .75 = match

Matching Funds



Example

$$\$10,000 \times .25 \div .75 = \$3,333$$

Matching Funds Requirements



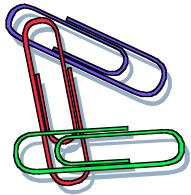
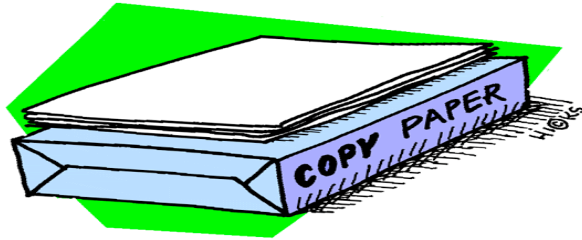
CASH

Or

IN-KIND



Match Ideas



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

Federal Purpose Areas

Check The Appropriate Purpose Area

Select Accurate Purpose Area for Your Proposed Project

There are 20 Federal Purposes

MANDATORY

Seven Question Narrative

- Questions 1 -7 MANDATORY for all new/competitive applications.
- Question 1-6 are optional for continuation projects, question *7 is MANDATORY for all applicants.

Seven Section Narrative: #1

- ➔ Briefly describe your agency/organization. Provide a comprehensive description of your agency's work with victims of domestic violence, sexual assault, stalking and/or dating violence. Is your agency a program whose mission is to reach and provide services to underserved, marginalized and/or culturally specific populations. If so, please describe. *A description of the type of agency (non-profit, governmental, law enforcement, etc.) must be included. (2000 characters maximum)*

Seven Section Narrative: #2

- What is the target population that the project will address?
(2000 characters maximum)
- Identify the demographics of the target population that the project will serve
- Should be clear and accurate.

Important Hint: Should support problem statement

Seven Section Narrative: #3

- ✓ What is the nature of the problem that the proposed project will address? (Substantiate the problem with current data and other relevant information, as applicable.) (4000 characters maximum)
 - Strong, persuasive presentation of the problem
 - Backbone of the proposal and must be supported by all other elements (measurable objectives, implementing activities, evaluation activities)



Developing a Problem Statement

What is the nature of the problem?

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

Who else in your area is working on the problem?

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

What **impact** will the project have on the criminal justice system and the targeted geographic region?



USE DATA TO SUBSTANTIATE YOUR NEEDS

CURRENT, ACCURATE & **RELEVANT**

✓ Quantitative

✓ Surveys

✓ Focus Groups

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

➤ *NM Interpersonal Violence Death Review Team Annual Report*

www.cvrc.state.nm.us

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

Seven Section Narrative: #4

- ➔ Identify underserved, marginalized and culturally specific populations in your region. Describe ways in which your organization is uniquely qualified to provide services to underserved marginalized and culturally specific populations and/or how your organization will work towards reaching and developing meaningful services for underserved marginalized and culturally specific populations. (4000 characters maximum)
- Identify the underserved populations in your region and the barriers encountered in accessing services.
 - How many people are affected?
 - Describe how the project will provide linguistically, culturally and accessible services.

Applicants may include
training of organization's
staff by underserved
populations



Seven Section Narrative #5

- Describe the way in which the proposed project will address one of the priorities outlined in the 2017 - 2020 Implementation Plan and how this supports the Federal Purpose Area(s) selected. (4000 characters maximum)

Seven Section Narrative: #6

- ➔ Identify your project partners and describe the ways in which collaboration will enhance the intended outcome of the project. (4000 characters maximum)

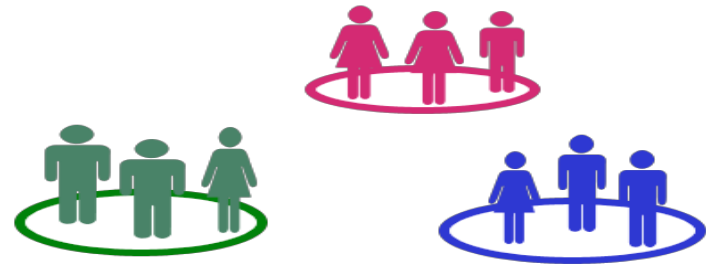


Seven Section Narrative: #7

- Please describe agency policies and procedures that account for the access needs of participants with disabilities and participants who have limited English proficiency or are Deaf or hard of hearing, including how the agency ensures operational budget to support the costs associated with accessibility. In addition, please describe how your agency provides training for staff regarding the LEP plan and ensuring meaningful access to individuals who are Deaf and hard of hearing and individuals with disabilities. (4000 characters maximum)

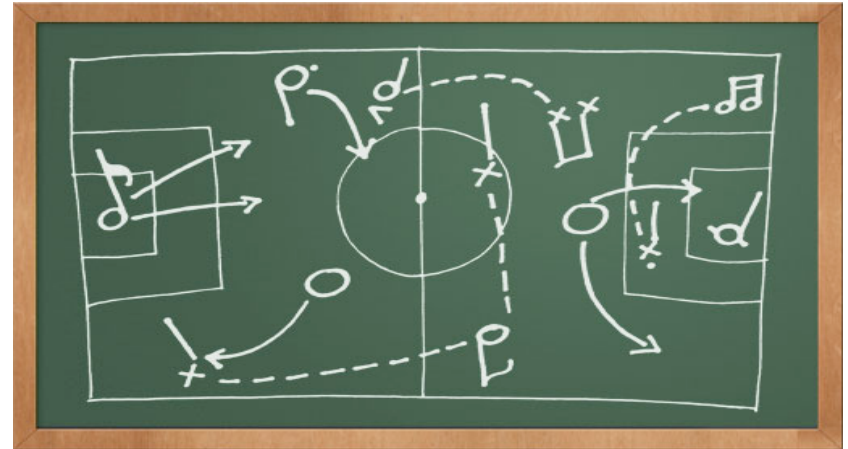
Collaboration

- Demonstrate that collaborative agencies have been involved in the planning process
- Resource sharing for mutual gain
- Increased coordination of services
- Mutual commitments



Primary Project Components

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



Establishing Goals

It is not an ultimate societal goal.

- The program goal is a general statement about what you'd like to achieve among a particular population or geographical area.
- It should directly relate to a demonstrated need, as identified in the problem statement.



Goals

➤ Increase the number of domestic violence victims who receive legal assistance to obtain orders of protection in Catron county.

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

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

Helpful Hints: Goal Statement

- The goal statement must follow logically from your statement of the problem. (The Narrative)
- It is not appropriate to talk about a reduction in domestic violence if your statement of the problem discussed the need and justification for civil legal assistance.

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!

Example PPC

Goal

- **Goal # 1:** Provide training to law enforcement in San Juan County regarding sexual assault laws and best practices for enforcement.

Measurable Objective

- **MO #1.:** Conduct 1 training per quarter at each of the local law enforcement agencies (Aztec, Bloomfield, Farmington and San Juan County).

Objectives should be...

SPECIFIC

MEASURABLE

ACTION ORIENTED

REALISTIC

TIME DIMENSIONED

If you use a percentage (increase the number of SA convictions by 20%), make sure that the baseline of convictions is included in the problem statement, so that the reviewers understand what 20% represents.

Implementing Activities

- Implementing Activities are those activities you must do to carry out the objectives you stated.
- They should be listed within the timeline they will be performed.

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 or decrease or other changes to the degree your objectives stated.

Certification of Consultation

Applies to all applicants

- Must consult with victim services programs during the development of the proposal
- Dates & content of planning meetings
- Complete form and sign (authorized)

Meaningful Collaboration

- Demonstrates a partnership between organizations
- Addresses the problem by involving all that might play a part in developing and implementing a solution
- Governmental agencies must **certify** that they collaborated with non-governmental victim services providers in the planning process

Match Waiver Request Form

- Tribal and non-profit, non-governmental victim services organizations that are providing DIRECT services to victims DO NOT require match.
- Governmental agencies MUST provide match. No waiver or exemption can be requested or offered.
- Tribal and non-profit, non-governmental victim services organizations who are providing activities other than direct victim services, are NOT exempt from match, but MAY REQUEST A MATCH WAIVER.
 - *If you are applying for a match waiver, do not include the match in your budget form and narrative*
 - *Please provide detail as to the NEED for a waiver to be granted.*

Federal Certification Forms

Federal Certification Forms

➤ Assurances

- Read, sign (authorized)
- Date

➤ Certifications

- Read
- Include ALL information requested on last page, including IRS/Vendor Number

MEASURABLE OBJECTIVES

COLLABORATION

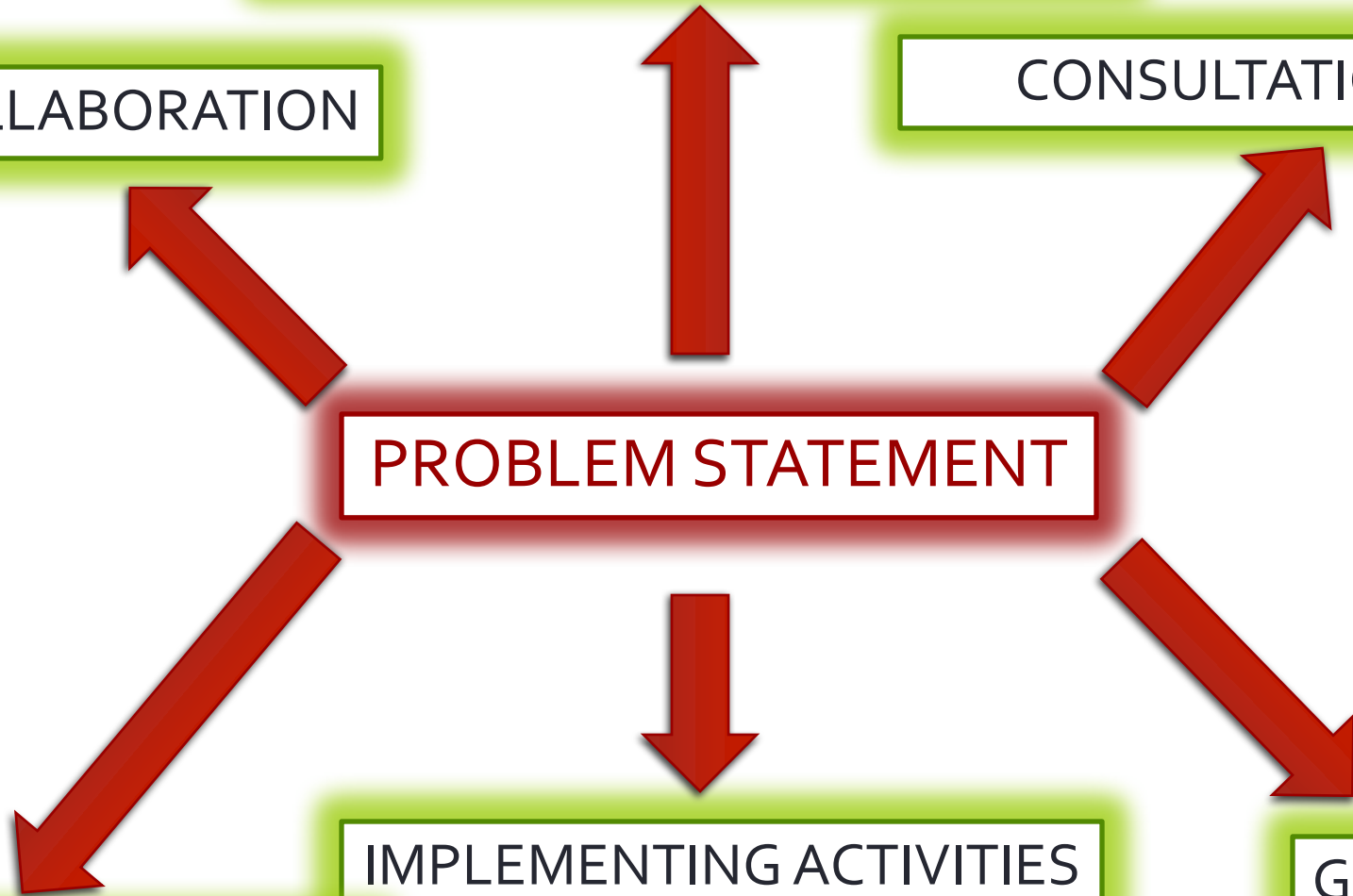
CONSULTATION

PROBLEM STATEMENT

IMPLEMENTING ACTIVITIES

GOALS

PROJECT BUDGET

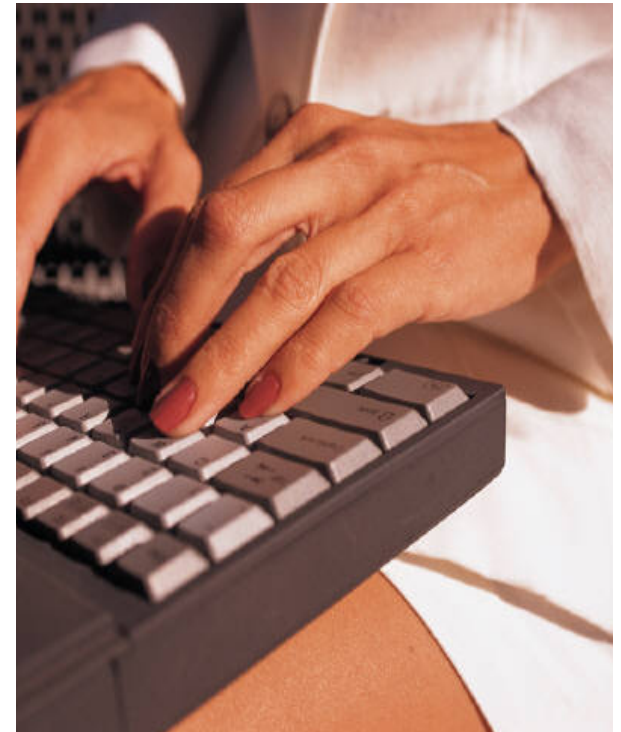


Additional Documentation Required

- ONE of the TWO documents that must be e-mailed to have a complete application.
- Include all of the Additional Documentation Required.

Job Descriptions, Contracts, Resumes

- Current Job Descriptions for the proposed federal and match positions.
- Actual or proposed contracts with contractual consultants. Drafts of contract required.
- If applicable, resumes of candidates. If the match positions are already filled, provide the resume.



- Most recent agency audit. This must be included within your application, even if we have it on file.

Agency Budget

Current

Receivables

Expenditures



VAWA Staff Spreadsheet

- Breakdown of all funded and match VAWA staff
 - Allocation of total salary across funding sources

Limited English Proficiency Plans

- Mandatory - all recipients of federal funds that are providing services to individuals must have a comprehensive plan in place
- Must provide meaningful access to resources and services
- Reasonable costs associated with providing meaningful access should be in the budget
- This plan must also meaningfully address services to persons who are deaf and hard of hearing and individuals with disabilities have meaningful access to the programs, services, and information those entities provide.

Limited English Proficiency Plan

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



LEP.gov

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

501c3 Documents

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



Building Your Proposal

Recommendations

Carefully Read RFP Packet

Choose a Priority

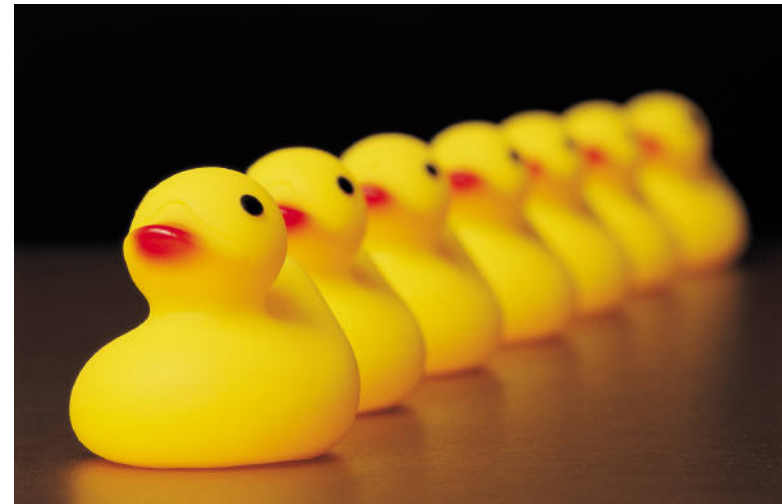
Develop Narrative

Build Primary Project Components

Establish Project Budget

TIPS

- Keep the proposal simple, clear & concise
- Proof your work
- Watch your budget (Committed, not greedy)
- Email the entire proposal on time.



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Thank you!

GOOD LUCK!!



SEND