

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

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INFORMATION SECTION

INTRODUCTION/PURPOSE

The Violence Against Women Act (VAWA), signed into law by President Clinton in 1994, has resulted in innovative legislation that combines tough penalties for offenders and assistance to victims of domestic violence, sexual assault, stalking and dating violence. This comprehensive approach provides a substantial commitment of Federal resources for police, prosecution, prevention and victim services to communities throughout the country. The primary funding source under VAWA is the STOP Violence Against Women Grant Program (STOP VAWA Program) administered by the Office on Violence Against Women, Office of Justice Programs, US Department of Justice. STOP stands for Services, Training, Officers, and Prosecutors; the necessary elements to effect change within the criminal justice system.

The STOP Violence Against Women Grant Program was reauthorized and amended on March 7, 2013 by the Violence Against Women Act of 2013 (VAWA 2013). The STOP VAWA Program continues to encourage the development and implementation of effective, victim-centered law enforcement, prosecution and court strategies to address violent crimes of domestic violence, sexual assault, stalking and dating violence; and the development and enhancement of victim services in cases involving these crimes. It envisions a partnership among law enforcement, prosecution, courts and victim services organizations to enhance victim safety and hold offenders accountable for their crimes against women.

The New Mexico Crime Victims Reparation Commission (CVRC) is soliciting proposals from governmental agencies and non-profit, non-governmental organizations conducting business in the state to develop and maintain domestic violence, sexual assault, stalking and dating violence services, programs and training initiatives under the STOP VAWA Grant that are:

- Flexible and designed to meet the needs of domestic violence, sexual assault, stalking and dating violence victims and providers at the state and local level;
- Inclusive of and responsive to the ethnic, cultural, racial and socioeconomic diversity of the state; and
- Clearly defined with goals and measurable objectives for the services provided.

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

ISSUANCE OF RFP

The RFP for the STOP VAWA Program is issued by CVRC on **Monday, January 8, 2018.**

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.**

GRANT WRITING WORKSHOP

CVRC will hold one STOP VAWA grant-writing workshop that will be available to attend via webinar, on **Wednesday, January 24, 2018 at 12:00 PM –2:00 PM, (Mountain Standard Time).** The workshop will present information, provide grant-writing tips, clarify issues and answer questions. This workshop is not mandatory but applicants are encouraged to participate. Only those who email an acknowledgement of interest and/or participate in the Grant Writing Workshop Webinar will receive emailed notification of RFP amendments and/or questions. Applicants interested in attending the workshop must register at the following link:

Please register for STOP VAWA Grant Writing Workshop RFP #19-780-P707-0000000052 on **Wednesday, January 24, 2018 at 12:00 PM –2:00 PM** at: <https://attendee.gotowebinar.com/register/3755904620420656641>

After registering, you will receive a confirmation email containing information about joining the webinar.

ACKNOWLEDGEMENT OF INTEREST

The acknowledgement of interest is optional, however, only those who email an acknowledgement of interest and/or participate in the Grant Writing Workshop Webinar will receive emailed notification of RFP amendments and/or questions. Interested applicants can email an acknowledgement of interest to MaryEllen Garcia, VAWA Grants Administrator, CVRC.Grants@state.nm.us, by **Monday, January 22, 2018** in order to be notified of any RFP amendments and to receive responses to emailed questions regarding the RFP. The acknowledgement of interest should include the applicant's physical address, phone number and email address.

QUESTIONS REGARDING RFP

Questions regarding the RFP must be emailed to CVRC.Grants@state.nm.us no later than **10:00 AM (Mountain Standard Time) Wednesday, February 7, 2018.** Only applicants who email an acknowledgement of interest and/or attends the grant-writing workshop online seminar will receive a written response to the questions.

SUBMISSION OF PROPOSALS: ELECTRONIC ONLY

Electronic proposals for new/competitive **and** continuing projects must be received no later than **4:00 PM (Mountain Standard Time) on Monday, February 12, 2018**. Proposals received after that time will be rejected as not meeting the mandatory requirements of the RFP. Applicants must submit proposals via e-mail to CVRC.Grants@state.nm.us.

A complete proposal must adhere to the applicant submission instructions outlined in the proposal format and organization section. If an applicant submits multiple versions of an application, CVRC will review the most recent version submitted.

The electronic proposal must be in PDF format; no other electronic format will be accepted. If technical difficulties are experienced at any point during the application process, the applicant must contact the VAWA Grants Administrator, MaryEllen Garcia, at 505.841.9432, no later than **5:00 PM (Mountain Standard Time) by Wednesday, February 7, 2018**.

Please note that copies received via facsimile or mail will not be accepted. Applicants who submit proposals in other formats will be rejected as not meeting the mandatory requirements of the RFP.

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.

TERM OF THE AWARD

The term of the contract is July 1, 2018 – June 30, 2019.

FUNDING STRATEGY

The 2017 – 2020 State of New Mexico Implementation Plan outlines the funding strategy for the STOP VAWA awards issued through CVRC. In an effort to continue successful projects, encourage sustainability and also fund new projects, CVRC adheres to the following funding strategy for its STOP VAWA Formula Grant: All projects that were successfully implemented and managed during the grant year will be eligible for continuation funding unless the project was a non-recurring project (such as a conference, training, technology or equipment, etc.). After two successful grant years of funding the project can apply for a third year of continuation funding with a 10% reduction in the request for funds (using the initial budget). After three years of funding, the project can apply for a fourth year of continuation funding with an additional 10% reduction in the request for funds for a total of a 20% reduction (using the initial budget). Projects are required to submit continuation-funding applications annually to determine eligibility for continued funding.

New/Competitive Projects

Governmental agencies and non-profit, non-governmental organizations doing business in New Mexico are encouraged to apply for new projects that support the funding priorities outlined with the State of New Mexico Crime Victims Reparation Commission 2017 - 2020 Implementation Plan for STOP VAWA awards and meet the funding requirements outlined within this RFP.

Continuing Projects

The CVRC Grants Department will notify projects eligible for continuation funding within the four-year strategy via e-mail prior to the solicitation being released. These projects will be notified of the year of funding as well as the budget amount available for their project. Continued projects will be required to submit a continuation-funding application in accordance with the sequence of events outlined in this solicitation in order to be eligible for funding. Continuation funding applications received after that time shall be rejected as not meeting the mandatory requirements of the RFP.

APPROPRIATION AND AVAILABILITY OF FUNDS

In accordance with federal guidelines at least 25% of the funds granted will be allocated for prosecution purposes, at least 25% percent will be allocated for law enforcement purposes, at least 30% will be allocated for victim services purposes, and at least 5% will be allocated to the judiciary. Approximately 15% will be allocated under the discretionary category. All awards must support the STOP VAWA Federal purposes outlined in the Violence Against Women Act of 2013 and the priorities outlined within the State of New Mexico Crime Victims Reparation Commission 2017 - 2020 Implementation Plan.

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

Of the funds available for new/competitive projects, \$132,551.00 must support prosecution purposes, \$12,367.00 must support law enforcement purposes, \$27,237.00 must support victim services purposes, \$12,730.00 must go to the courts for court purposes and \$48,320.00 can enhance any of these allocations or support federal purposes that do not fit within these categories.

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

All awards are subject to the availability of appropriated funds, the mandated allocation categories and provisions of the STOP VAWA award and any modifications or additional requirements that may be imposed by law.

FEDERAL PURPOSE AREAS

The emphasis of the STOP VAWA Program continues to be on the implementation of comprehensive strategies to address domestic violence, sexual assault, stalking and dating violence, that are sensitive to the needs and safety of victims and to hold offenders accountable for their crimes. The Violence Against Women Act of 2013 expanded the Federal purpose areas to include 20 purposes. Projects must support at least one of these Federal purposes, which can be located in the FY19 STOP VAWA Application form, the Violence Against Women Act of 2013 and/or the 2017 – 2020 Implementation Plan.

SPECIAL EMPHASIS

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, 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 populations that experience barriers to the access to services as a result of race, ethnicity, language, physical, emotional or mental disabilities, sexual orientation, age and/or geography.

Applicants whose geographic area includes an American Indian population must include grant activities specifically designed to meet the needs of Indian tribes, or Indian populations in their service area. Applicants that do not have tribes or tribal lands within their service area must demonstrate good faith efforts to reach out to American Indians residing in their service area.

Applicants whose geographic area includes other underserved populations must identify those populations and include grant activities specifically designed to meet the needs of those populations.

UNDERSERVED POPULATIONS

In addition to the underserved populations outlined within the 2017-2020 Implementation Plan, underserved victim populations include but are not limited to the following Federal definitions:

Geographic location

Rural
Tribal
Underserved Urban
Other

Racial/Ethnic Groups

Hispanic
Native American
African-American
Pacific Islander
Other

Non-English Speaking

Spanish-speaking
Speaks a Native American language
Speaks an Asian language
Speaks another non-English language

Other Special Needs Populations

Mentally/emotionally challenged
Physically/medically challenged
Older victim
Migrant farm worker
LGBTQI
Immigrant
At-risk group (e.g., incarcerated, sex worker, substance abuser, etc.)
Other

Applicants may include training of their organization's staff by members of the region's underserved population(s) in the Primary Project Components section. This activity may be supported in the proposed budget.

CULTURALLY- SPECIFIC

An organization is eligible to receive the culturally specific set aside if the organization is a nonprofit, nongovernmental organization or tribal organization that serves a specific geographic community that:

- Focuses primarily on domestic violence, dating violence, sexual assault, or stalking;
- Has established a specialized culturally specific program that addresses domestic violence, dating violence, sexual assault, or stalking;
- Has a primary focus on underserved populations (and includes representatives of these populations) and domestic violence, dating violence, sexual assault, or stalking; **or**
- Obtains expertise, or shows demonstrated capacity to work effectively, on domestic violence, dating violence, sexual assault, and stalking through collaboration;

and:

- Is primarily directed toward racial and ethnic minority groups; *and*
- Is providing services tailored to the unique needs of that population.

An organization will qualify to meet this culturally specific set aside for funding if its primary mission is to address the needs of racial and ethnic minority groups or if it has developed a special expertise regarding a particular racial and ethnic minority group.

STOP VAWA ELIGIBILITY AND RESTRICTIONS

Applications will be accepted from offices and agencies of New Mexico State government, units of local government, Indian tribal governments, and non-profit, non-governmental victim services programs. Applications must adhere to the eligibility guidelines within the Federal STOP VAWA award. Eligibility is not limited to the following highlights.

Funded projects must provide services to adult and/or teen victims of domestic violence, sexual assault, stalking and/or dating violence. Services to children can only be funded if the children are the secondary victims that are receiving services and there is a direct link between the primary victim (adult) and the secondary victim (child) or if they are receiving complementary emergency services such as children who witness domestic violence. Non-perpetrating spouses/partners of sexual assault victims may also be served.

STOP VAWA funds may not be used to support services that focus exclusively on children (with the exception identified above) or to develop prevention curricula for schools.

STOP VAWA funds are intended to foster more widespread apprehension, prosecution, and adjudication of persons committing violent crimes of domestic violence, sexual assault, stalking and dating violence through the criminal justice system.

Applicants can now provide a full range of legal services, such as housing, family law, public benefits, and other similar matters. Any subgrantee providing legal assistance must certify that:

- 1) any person providing legal assistance with STOP funds
 - a. has demonstrated expertise in providing legal assistance to victims of domestic violence dating violence, sexual assault, or stalking in the targeted population; or
 - b. i. is partnered with an entity or person that has such demonstrated expertise and ii) has completed or will complete training in connection with domestic violence, dating violence, stalking, sexual assault, and related legal issues, including training on evidence-based risk factors for domestic and dating violence homicide;
- 2) any training program conducted in satisfaction of the requirement of paragraph (1) has been or will be developed with input from and in collaboration with a tribal, state, territorial, or local domestic violence, dating violence, sexual assault, or stalking victim service provider or coalition, as well as appropriate tribal, state, territorial, and local law enforcement officials;
- 3) any person or organization providing legal assistance through the STOP program has informed and will continue to inform state, local, or tribal domestic violence, dating violence, or sexual assault programs and coalitions, as well as appropriate state and local law enforcement officials of their work; and
- 4) the subgrantee's organizational policies do not require mediation or counseling involving offenders and victims physically together, in cases where sexual assault, domestic violence, dating violence, or child sexual abuse is an issue.

CRITERIA FOR VICTIM SERVICES PROGRAMS

Victim services programs supported with STOP VAWA funds should meet all of the following criteria:

1. Victim services programs should have, as one of their primary purposes, to provide services to victims of domestic violence, sexual assault, dating violence and/or stalking.

Experts view domestic violence as a pattern of coercive behavior that is used by one person to gain power and control over a current or former intimate partner. This pattern of behavior may include physical or sexual violence, emotional and psychological intimidation, threats, verbal abuse, stalking, isolation and economic control. State administrators should be aware that when victims of domestic violence flee from abuse, perpetrators of domestic violence frequently claim to be victims in order to locate their former victims, punish them for leaving, or regain control over victims through legal proceedings. Organizations that claim to assist victims but actually assist perpetrators in regaining control over victims are not eligible for support.

2. Victim services programs should reflect (e.g., through mission statements or training for all staff) an understanding that the violence perpetrated against victims is grounded in an abuse of power by offenders, reinforced through intimidation and coercion, sanctioned by traditional societal and cultural norms, and supported by the legal system's historically discriminatory response to domestic violence, sexual assault, dating violence and stalking crimes.

It is important for victim services programs to have this understanding because existing cultural and legal norms validate perpetrator conduct, compromise victim safety, discourage social support for victims, and perpetuate societal tolerance of the violence. In the context of these norms, perpetrator conduct impedes the liberty and autonomy of victims, creates fear of the perpetrator, causes physical and/or psychological injury, and limits the victim's access to services. The philosophy of victims service programs must reject the use of violence and intimidation to perpetuate these and other form of inequality.

3. Victim services programs must address a demonstrated need in their communities by providing services that promote the integrity and self-sufficiency of victims, improve their access to resources, and create options from victims seeking safety from perpetrator violence.

A lack of services alone does not demonstrate the need for a particular program to be funded. Rather, states should determine whether there is a demonstrated need for the proposed services and whether the applicant would serve a significant number of victims who would not otherwise have access to resources, such as safe housing, economic self sufficiency, advocacy and counseling, and culturally appropriate services. Services must be designed to restore victim autonomy, for example, by assisting victims when perpetrators continue to stalk them or deny them access to financial resources such as family income or bank accounts.

4. Victim services programs must not engage in activities that compromise victim safety.

Examples of activities that compromise victim safety include, but are not limited to: mediation, alternative dispute resolution, couples counseling, or any other intervention that implies that both parties are responsible for the perpetrator's violence; failing to respect victim autonomy and decision-making; intervention or counseling programs for perpetrators that do not use the coercive power of the criminal justice system to hold them accountable for their behavior, such as anger or stress management programs; and providing perpetrators with confidential information about the whereabouts or activities of victims or their families.

5. Victim services programs must consult and coordinate with other non-profit, non-governmental victim services programs, including sexual assault and domestic violence victim services programs.

6. Victim service applicants should be non-profit, non-governmental domestic or sexual violence service programs that have a significant history of providing services to victims of domestic violence, sexual assault, dating violence and/or stalking.

7. Victim service providers may not ask for immigration status or social security numbers from victims requesting services.

NONDISCLOSURE OF CONFIDENTIAL OR PRIVATE INFORMATION

In accordance with 42 US C. § 13925(b)(2) grantees and subgrantees may not disclose personally identifying information about victims served with OVW funds without a written release unless the disclosure of the information is required by a statute or court order. This applies whether the information is being requested for an OVW grant program or another Federal agency, state, tribal, or territorial grant program. This provision also limits disclosures by OVW subgrantees to OVW grantees, including disclosures to statewide or regional databases.

“Personally identifying information” means individually identifying information for or about an individual including information likely to disclose the location of a victim of domestic violence, dating violence, sexual assault, or stalking, including (but not limited to) a first and last name; a home or other physical address; contact information (including a postal, e-mail or Internet protocol address, or telephone or facsimile number); a social security number; and any other information, including date of birth, racial or ethnic background, or religious affiliation that, in combination with other information, would serve to identify any individual. The specifics of what information is protected may depend on the individual situation. Grantees should be cognizant of their specific environment, including the size of their population, in making the determination of what information they might need to protect in order to prevent disclosures that could be used to locate individual victims.

Releases must be written, informed and reasonably time-limited. At a minimum, victims should understand why the information would be shared, who would have access to the information, and what information would be shared. What time period is reasonable will depend on the specific situation. OVW interprets the statute to prohibit grantees from requiring release of information as a condition of service.

The victim should sign releases unless the victim is a non-emancipated minor or a person with disabilities that is unable to sign. In the case of a minor, the minor and a parent or guardian should sign the release; in the case of a person with disabilities, a legally appointed guardian should sign it. The abuser of the minor or person with disabilities or the abuser of the other parent of the minor may not give consent.

If release is compelled by statutory or court mandate, the grantee or subgrantee must make reasonable attempts to notify affected victims and take steps necessary to protect the privacy and safety of such victims.

Grantees and subgrantees may share non-personally identifying data in the aggregate regarding services to their clients and non-personally identifying demographic information in order to comply with Federal, state, tribal or territorial reporting, evaluation, or data collection requirements

Grantees and subgrantees may share court-generated information and law-enforcement generated information contained in secure, governmental registries for protection order enforcement purposes.

Grantees and subgrantees may share law enforcement-and prosecution-generated information necessary for law enforcement and prosecution purposes.

For the purpose of file review during onsite visits by CVRC, subgrantees may choose to redact files in lieu of securing a written release.

ACTIVITIES THAT MAY COMPROMISE VICTIM SAFETY

Ensuring victim safety is the guiding principle underlying this program. Experience has shown that certain practices compromise victim safety rather than enhance it. Certain responses by the authorities may have the effect of minimizing or trivializing the offender’s criminal behavior. Accordingly, consistent with the goals of ensuring victim safety and holding perpetrators accountable for their criminal conduct, applicants will not support any activities that may compromise victim safety and recovery such as:

- Procedures or policies that exclude victims from receiving safe shelter, advocacy services counseling and other assistance based on their actual or perceived sex age immigration status race religion, sexual

orientation gender identity mental health condition, physical health condition, criminal record work in the sex industry or the age and/or sex of their children;

- Project design and budgets that fail to account for the access needs of participants with disabilities and participants who have limited English proficiency or are Deaf or hard of hearing;
- Procedures or policies that compromise the confidentiality of information and privacy of persons receiving services;
- Procedures or policies that fail to ensure service providers conduct safety planning with victims:
- Offering perpetrators, the option of entering pre-trial diversion programs;
- Mediation or counseling for couples as a systemic response to domestic violence or sexual assault;
- Requiring victims to report sexual assault, stalking, dating violence or domestic violence crimes to law enforcement or forcing victims to participate in criminal proceedings;
- Batterer intervention programs that do not use the coercive power of the criminal justice system to hold batterers accountable for their behavior; and
- Procedures that would force victims of domestic violence to testify against their abusers or impose other sanctions on them. Rather, procedures that provide victims the opportunity to make an informed choice about whether to testify are encouraged;
- Supporting policies that deny individuals access to services based on their relationship to the perpetrator;
- Procedures or policies that impose requirements on victims in order to receive services (e.g., seek an order of protection receive counseling participate in couples counseling or mediation report to law enforcement seek civil or criminal remedies, etc.);
- Placing of batterers in anger management programs.

ALLOWABLE COSTS

In general, STOP VAWA grants may support personnel, training, technical assistance, outreach, evaluation, data collection and equipment costs to enhance the apprehension, prosecution, and adjudication of persons committing violent crimes against women and to provide or improve services for victims. Allowable costs and eligibility of projects is in accordance with the STOP VAWA grant program guidelines, the grants financial management guide and the 2017 – 2020 Implementation Plan.

STOP VAWA FUNDS AND SERVICES TO MEN

Although the STOP VAWA Grant is funded under the “Violence Against Women Act,” it shall not be construed to prohibit male victims of domestic violence, sexual assault, stalking and dating violence from receiving benefits and services. The Violence Against Women Act of 2013 expanded its Federal purposes to include two new purpose areas that specifically included men, which means that subgrantees under those purpose areas may have projects that target male victims. The specific purpose areas are purpose area 17 (focusing on programs addressing sexual assault against men, women, and youth in correctional and detention settings) and purpose area 19 (focusing on services and responses targeting male and female victims of domestic violence, dating violence, sexual assault, or stalking, whose ability to access traditional services and responses is affected by their sexual orientation or gender identity).

NON-ALLOWABLE COSTS

Non-allowable costs include lobbying, fundraising, prevention activities and services to children unless the children’s services are of a secondary nature to the primary services provided to the adult victim or if children’s services are complementary emergency services such as serving child witnesses to domestic violence.

STOP VAWA Grant funds may not be used to support the development or presentation of a domestic violence, sexual assault, stalking or dating violence curriculum for primary or secondary schools. In addition, grant funds may not be used to teach primary or secondary school students from an existing curriculum.

IMPORTANT: MINIMUM STOP VAWA REQUIREMENTS

STOP VAWA subgrantees should ensure the following:

The program must ensure that their measurable activities/objectives as outlined in their project description correspond to the actual services offered.

1. All Federal and state laws must be followed. No exceptions will be allowed.
2. Every program is expected to meet reporting requirements.
3. Records must be maintained in a safe, secure and confidential manner, in accordance with the VAWA provisions of confidentiality.
4. Programs must coordinate and cooperate with other programs in their area or jurisdiction so that victims' interests always come first.
5. STOP VAWA funded programs that provide direct services to victims are responsible for learning about crime victim's compensation benefits and must ensure that eligible victims in their area are aware of these benefits.
6. Non-profit programs will furnish CVRC with copies of their Bylaws and Articles of Incorporation.
7. All programs that provide direct services to victims should have facilities that are clean, well maintained and ensure accessibility to services.
8. STOP VAWA funded staff salaries and match salaries must be documented by time and attendance records, which reflect an after the fact determination of actual hours and activities of the employee and be inclusive of all activities performed by the employee, not just time spent towards this award.
9. All financial records must be properly maintained and supportive documentation must be kept for all STOP VAWA federal and match funded expenditures.
10. Written procedures for financial operation are in place and available.
11. A double entry bookkeeping system exists with categories that match the budget.

CERTIFICATION OF CONSULTATION

The Office on Violence Against Women (OVW), US Department of Justice requires that all STOP VAWA funded state, local and tribal governmental subgrantees certify that they have consulted with victim services programs* during the course of the development of their subgrant applications. Therefore, all governmental agencies must submit, as a part of this application, the certification form found in the application section. This form addresses OVW's most recent requirement that governmental agencies provide the dates and content of the planning meetings.

Additionally, to ensure collaboration within communities, **all applicants** must describe ways in which they consult with other service providers, non-profit, non-governmental and governmental, within the course of the development of their application.

*VAWA defines a victim services program as "a non-profit, non-governmental organization that assists domestic violence, dating violence, sexual assault, or stalking victims, including rape crisis centers, domestic violence shelters, faith-based organizations, and other organizations with a documented history of effective work concerning domestic violence, dating violence, sexual assault or stalking."

EQUAL OPPORTUNITY/CIVIL RIGHTS COMPLIANCE

In order to receive STOP VAWA funds, a successful applicant must agree to the following civil rights provisions:

The subgrantee agrees to abide by all Federal and State laws and rules and regulations, and executive orders of the Governor of the State of New Mexico pertaining to equal employment opportunity.

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 US C. § 3789d); the Victims of Crime Act (42 US C. § 10604 (e)); the Juvenile Justice and Delinquency Prevention Act of 2002 (42 US C. § 5672 (b)); the Civil Rights Act of 1964 (42 US C. § 2000d); the Rehabilitation Act of 1990 (42 US C. §§ 12131-34); the Education Amendments of 1972 (20 US C. §§ 1681, 1683, 1685-86); the Age Discrimination Act of 1975 (42 US C. §§ 6101-07); 28 C.F.R. pt 31 (US Department of Justice Regulations – OJJDP Grant Programs); 28 C.F.R. pt. 42 (US 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); 28 C.F.R. pt. 38 (US Department of Justice Regulations – Equal Treatment for Faith-Based Organizations); 28 C.F.R. pt. 54 (US Department of Justice Regulations – Equal Treatment for Educational Programs).

In the event a Federal or State court or Federal or State administrative agency makes a finding of discrimination after a due process hearing on the grounds of race, color, religion, national origin, sex, sexual preference, age or disability 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).

Subgrantee 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 grantee agencies receiving less than \$25,000, or grantee 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, recipient 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. Subgrantees are required to consider the need for language services for LEP persons served or encountered both in developing its budgets and conducting its 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, recipients 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 and translation services, where necessary. Grantees are required 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 US 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.

Executive Order 13166 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.

All organizations that provide direct services are be required to submit an LEP plan as part of this proposal. 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

The Federal government and those receiving assistance from the Federal government must take reasonable steps to ensure that LEP persons have meaningful access to the programs, services, and information those entities provide. This will require agencies to develop creative solutions to address the needs of this ever-growing population of individuals whose primary language is not English.

Applicants must develop a plan/protocol on the way in which your organization/agency will provide services to LEP victims. The plan must be clear, concise and your agency must have the ability to carry it out.

Instructions for submitting your agency's LEP Plan are in the application section below.

PRIMARY PROJECT COMPONENTS (GOALS, MEASURABLE OBJECTIVES, IMPLEMENTING ACTIVITIES, AND EVALUATION ACTIVITIES)

Goals, Measurable Objectives, Implementing Activities and Project Evaluation Activities are required to be completed in the State of New Mexico STOP VAWA Grant Application. The application form includes six pages for the Primary Project Components. Applicants that require more than six pages for their Primary Project Component's are instructed to complete the Additional Primary Project Component form found on CVRC's web page. The Additional Primary Project Component form can be located on the VAWA page at www.cvrc.state.nm.us.

An in-depth description of the development of primary project components will be provided at the **Wednesday, January 24, 2018** STOP VAWA Grant Writing Workshop Webinar. It is highly recommended that you attend this workshop if you have never developed primary project components that were subsequently approved by a CVRC proposal peer review committee. In addition, technical assistance on completing the primary project components form and developing primary project components will only be provided to workshop attendees.

METHOD OF PAYMENT

Method of payment is Cash Reimbursement. A monthly invoice and accounting record of expenditures must be submitted by the 10th day following the previous month's expenditures to be eligible to receive a monthly payment. If the 10th day falls on a weekend or holiday the invoice will be due on the last business day prior to the 10th. Unless mandatory special conditions are applied to your award, applicants may choose to submit invoices on a quarterly basis if written notification is provided.

SUPPLANTING PROHIBITION

Federal funds must be used to supplement existing funds for program activities and may not replace (supplant) non-Federal funds that have been appropriated for the same purpose. Potential supplanting will be the subject of monitoring and audit. Violations can result in a range of penalties, including suspension of future funds under this program, suspension of debarment from Federal grants, recoupment of monies provided under this grant and civil and/or criminal penalties. Applicants are encouraged to attend the Grant Writing Workshop Webinar, **Wednesday, January 24, 2018**.

REPORTING REQUIREMENTS

All subgrantees are required to submit financial, progress and annual performance reports to the CVRC by the due dates. Failure to comply with reporting requirements (including the timely submission of reports) may result in administrative action such as withholding of payments and termination of awards and could affect the awarding of

subsequent grants. In addition, applicants' compliance with previous grant reporting obligations will be an important consideration during the proposal review process.

Cash Reimbursement Packets: All subgrantees must submit cash reimbursement packets no later than the 10th day of each month. If the 10th day falls on a weekend or holiday, the invoice will be due on the last business day prior to the 10th. Applicants may choose to submit invoices on a quarterly basis. Failure to submit this packet in an accurate and timely manner will result in a delay or denial of payments.

Progress Report: A progress report must be submitted for each calendar quarter no later than the 10th day of the month following the end of the quarter. If the 10th day falls on a weekend or holiday, the report will be due on the last business day prior to the 10th. Failure to submit this report in a timely and accurate manner will result in a delay or denial of payments or termination of the contract.

Annual Performance Report: An annual program performance report is also required. The necessary forms and the due date will be forwarded to all subgrantees at the appropriate time. This report is based on the information provided in the quarterly progress report and is utilized by the Department of Justice for the annual report to Congress. Failure to submit this report in a timely and accurate manner will result in a delay or denial of payments or a termination of the contract.

Demographic Information: Subgrantees must maintain demographic information on victims for which services were provided. The required data to be collected is included in the progress report form.

Fiscal Management Requirements: Subgrantees are required to provide documentation; audit reports or such records as may be necessary to assure fiscal control, proper fund management and effective disbursement of STOP VAWA funds. Accounting for the revenue and expenditures for both Federal and match of the STOP VAWA award must be maintained.

Programmatic and Financial Reporting Periods:

Reporting Period	Quarter	Due Date
July - September	1	October 10th
October- December	2	January 10th
January - March	3	April 10th
April - June	4	July 10th

AUDIT REQUIREMENTS

Submit a complete audit report with the STOP VAWA application. Subsequent audit reports must be submitted within nine months after the close of the fiscal year to CVRC. Funded agency's must adhere to the single audit requirements of the OMB Circular A-133/ Uniform Guide. If an agency does not meet the single audit threshold programs will be contractually required to have their STOP VAWA funds reviewed in their annual audit. This is to ensure funds are not being commingled with other funding sources, are tracked, reconcile when randomly tested and there is no risk for fraud, waste and/or abuse of funds. The testing does not have to rise to the level of an OMB A-133/Uniform Guide audit, but must include an agreement that the auditor will perform agreed-upon procedures in accordance with applicable generally accepted auditing standards or attestation standards established by the American Institute of Certified Public Accountants (AICPA).

A sample agreement can include the following:

We have agreed to perform the following procedures and report to you the factual findings resulting from our work:

- The audit will include procedures to verify that the Agency is maintaining separate accounts and accounting records for the VAWA funds, to ensure the funds are accounted for separately and not commingled with any other funding sources.
- A sample of XX disbursements charged to the VAWA grants will be reviewed and assessed to determine if the charges comply with the terms of the grants.
- A sample of XX invoices submitted to CVRC will be reviewed to assess whether or not cash requests were on a cost reimbursement basis (e.g. the agency incurred the cost prior to the request for payment.)

Submitted audit reports should include:

- The auditor's report on financial statements and a schedule of financial assistance showing the total expenditure for each Federal assistance program.
- The auditor's report on compliance containing:
 - A statement of positive assurance with respect to those items tested for compliance;
 - A statement of negative assurance of those items not tested and a summary of all instances of noncompliance and;
 - The auditor's report on the study and evaluation of internal control system.

Audit Costs: Subgrantees who are eligible may use STOP VAWA funds to support the pro-rated share of reasonable audit costs, which are considered essential to the operation of the STOP VAWA project and are allowable.

FINANCIAL MATCH REQUIREMENTS

The purpose of matching funds is to increase the amount of resources available to projects supported by Federal grant funds. The grant award may not be more than 75% of the total costs of the project. Therefore, a 25%, non-Federal cash or in-kind match is required.

Tribal and non-profit, non-governmental victim services organizations that are providing direct services to victims are exempt from the match requirement. However, if these organizations are providing services for any other entity (law enforcement training, etc.), they must still provide a match UNLESS they apply for and are approved for a match waiver. All other organizations must provide a match.

Federal funds may not be used as match. The formula to calculate matching funds is:

Federal Funds requested x .25 ÷ .75 = match

Example:

Federal Funds	\$30,000 (75%)
Matching Funds	\$10,000 (25%)
Total Program Costs	\$40,000 (100%)

Matching funds may either be in the form of cash contributions or in-kind contributions. In-kind contributions may include donations of equipment, office supplies, workshop or classroom materials, work space or the monetary value of time contributed by professionals, support and technical staff, and volunteers, if the services they provide are an integral and necessary part of the funded project. The value of donated services must be consistent with the rate of compensation paid for similar work in the labor market in your region. Cash contributions may be from sources other than Federal dollars, such as private donations or state or local funds.

All funds designated as match are restricted to the same uses as the STOP VAWA Federal funds and must be expended within the grant period. In the event that the total match requirement is not expended, the subgrantee will be required to REFUND or will not be reimbursed the Federal amount equivalence. Therefore, it is important not to over match.

MATCH WAIVER APPLICATION INSTRUCTIONS

As noted above, the only organizations that may apply for a match waiver are tribal and victim services organizations that are not providing direct services to victims.

In order to apply for a match waiver and demonstrate your organization's financial need, please submit a form (see application section) addressing ALL the issues or points listed below (if an issue does not apply, please indicate as such). Please attach documentation that supports the information that you provided in your letter. Failure to respond to all items may significantly delay the waiver review and/or result in the denial of the waiver request.

- Name and title of individual requesting the waiver.
- Project period of grant award and amount of match requested to be waived.
- If your state or local region has been affected by a disaster AND been designated a FEMA disaster area within the past 3 years. Please attach a copy of the declaration of disaster.
- Any special circumstances indicating financial need and/or economic distress or other evidence you would like considered (e.g. lay-offs, double digit unemployment rates, reduction of funding, population served).

TRAINING REQUIREMENTS

Registration fees and travel expenditures may be included in the budget.

Mandatory Training Compensation:

All staff, funded and not funded by STOP VAWA funds, providing direct services to victims of crime are required to attend at least one Victim Compensation training workshop during the grant year offered by CVRC.

Mandatory Training Grant Reporting:

The individuals responsible for completing the progress and financial reports must attend at least one Grant Reporting workshop during the grant year.

Mandatory Training Advocacy in Action:

Unless a waiver is obtained, at least one member of the STOP VAWA project or a project partner must attend the annual New Mexico Crime Victims Reparation Commission Advocacy in Action Conference. A \$399.00 registration fee, mileage, meals and lodging (for applicants more than 60 miles outside of Albuquerque), may be budgeted for this expenditure.

Optional Advanced Victim Advocacy Training:

An applicant may budget to send a staff person to the Basic and Advanced Victim Advocacy Training (VAT) in the Summer 2018. Enrollment is limited and acceptance is not guaranteed. The training cost estimate of \$500.00 for registration, meals, lodging and course materials and \$100.00 for travel expenses, may be budgeted for this purpose.

DUNS NUMBER REQUIREMENT

All applicants under this solicitation must include a DUNS (Data Universal Numbering System) number in their application. Applications without a DUNS number are incomplete and therefore are not accepted.

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 subgrantees. 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.

SYSTEM FOR AWARD MANAGEMENT (SAM.GOV)

All applicants for federal grants are now 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 Subgrantees. 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. The agency's SAM.gov expiration date is required on the application.

NO COPYRIGHT RESTRICTIONS

All materials that are developed under this contract must be without copyright restrictions. Any materials that are copied and distributed must receive prior approval from CVRC. A CD/DVD of developed materials will be delivered to the VAWA/VOCA Grant Administrator upon completion of the project.

HUMAN SUBJECTS TESTING

The Department of Justice (DOJ) is a signatory to the Federal policy on protection of human subjects of research, the "Common Rule." DOJ's incorporation of the Common Rule is set forth in 28 CFR Part 46 – Protection of Human Subjects, which requires that research involving human subjects be submitted to an independent review board for approval and that informed consent procedures be followed. The policies set forth in 28 CFR Part 46 apply to all research involving human subjects conducted, supported or otherwise subject to regulation by any Federal department or agency that has adopted the Common Rule. Federal funds may not be expended for research involving human subjects unless the requirements of this policy have been satisfied, if the research is not covered by an exemption set forth in 28 CFR section 46.101(b)(1).

The applicant must indicate whether the project or activity in its application includes research that may involve human subjects, as defined in 28 CFR Part 46.

NEW MEXICO EMPLOYEES HEALTH COVERAGE

1. For all contracts solicited and awarded on or after January 1, 2008: If the contractor has, or grows to, six (6) or more employees who work, or who are expected to work, an average of at least 20 hours per week over a six (6) month period during the term of the contract, contractor must agree to:

(a) have in place, and agree to maintain for the term of the contract, health insurance for those employees and offer that health insurance to those employees no later than July 1, 2008 if the expected annual value in the aggregate of any and all contracts between Contractor and the State exceed one million dollars or;

(b) have in place, and agree to maintain for the term of the contract, health insurance for those employees and offer that health insurance to those employees no later than July 1, 2009 if the expected annual value in the aggregate of any and all contracts between Contractor and the State exceed \$500,000 dollars or

(c) have in place, and agree to maintain for the term of the contract, health insurance for those employees and offer that health insurance to those employees no later than July 1, 2010 if the expected annual value in the aggregate of any and all contracts between Contractor and the State exceed \$250,000 dollars.

2. Offeror must agree to maintain a record of the number of employees who have (a) accepted health insurance; (b) declined health insurance due to other health insurance coverage already in place; or (c) declined health insurance for other reasons. These records are subject to review and audit by a representative of the state.

3. Offeror must agree 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.insurenewmexico.state.nm.us/.

4. For Indefinite Quantity, Indefinite Delivery contracts (price agreements without specific limitations on quantity and providing for an indeterminate number of orders to be placed against it); these requirements shall apply the first day of the second month after the contractor reports combined sales (from state and, if applicable, from local public bodies if from a state price agreement) of \$250,000, \$500,000 or \$1,000,000.

FUNDING PRIORITIES & PROPOSAL SUBMISSION

NEW MEXICO PRIORITIES FOR RFP # 19-780-P707-000000052

The State of New Mexico Crime Victims Reparation Commission 2017 – 2020 Implementation Plan outlines funding priorities and strategies for the STOP VAWA grant program. The plan was adopted March 17, 2014 as part of CVRC's statewide implementation planning process for our federal awards and is in effect for the three federal award years of 2017 - 2020. The plan can be found at <http://www.cvrc.state.nm.us/information/vawa-grant-info/> or using the hyperlink above.

Proposed projects must adhere to one of the established priorities outlined within this plan and must support at least one of the eligible Federal purpose areas for the STOP VAWA grant. The 2017 – 2020 Implementation Plan outlines current and future goals and objectives, types of programs to be funded and how the state will meet the statutory requirements of the STOP VAWA award.

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

Of the funds available for new/competitive projects, \$132,551.00 must support prosecution purposes, \$12,367.00 must support law enforcement purposes, \$27,237.00 must support victim services purposes, \$12,730.00 must go to the courts for court purposes and \$48,320.00 can enhance any of these allocations or support federal purposes that do not fit within these categories.

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

All awards are subject to the availability of appropriated funds, the mandated allocation categories and provisions of the STOP VAWA award and any modifications or additional requirements that may be imposed by law.

PROPOSAL FORMAT AND ORGANIZATION

All applicants, continuing and new/competitive must complete the **State of New Mexico STOP VAWA Grant Application** form. (The STOP VAWA Grant Application form requires Adobe Reader.) Applicants, continuing and new/competitive must also send, via e-mail, the **Additional Documentation Required** in a single PDF form.

The State of New Mexico STOP VAWA 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.

New/competitive applicants must complete every section of the **STOP VAWA 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.

Continuing project applicants are not required to complete sections that indicate *optional for continuation projects. Please note that the narrative has seven questions, 1- 6 are optional for continuing projects and **question number 7 in mandatory for all programs**. Failure to submit sections that are required for continuing projects will jeopardize continuation funding.

A complete proposal will consist of two electronic files, which must be e-mailed in two separate e-mails.

- The first electronic file will be a complete **State of New Mexico STOP VAWA 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: **SunshineCountyPoliceAppliciation.pdf**.
- The second file will be a scanned copy of the Additional Documentation Required, in the order outlined below. Applicants should have a title page between each section of 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: **SunshineCountyPoliceAdditionalDocumentation.pdf**.

The **State of New Mexico STOP VAWA Grant Application form** consists of the following sections in the PDF form. All sections must be completed, unless not applicable to your agency. The two sections, which might not apply to your agency, would be the Certification of Consultation and the Match Waiver Request. Please refer to the instructions in the RFP to determine if these sections apply to your agency. All other sections must be completed to be considered for funding.

Applicant Contact Information
 Project Summary
 Standard Conditions
 Project Budget and Budget Narrative
 Federal Purpose Areas
 Narrative *1-6 optional for continuing, 7 mandatory for all.
 Primary Project Components
 Certification of Consultation (All Projects)
 Match Waiver Request ** If applicable.
 Federal Certification Forms

The Additional Documentation Required file must be organized and indexed in the following format and must contain, at a minimum, all listed items in the sequence indicated.

Current Job Descriptions, Contracts and 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)
 Any Additional Attachments

All sections of the STOP VAWA Grant Application form must be thoroughly completed. All information requested must be included in the Additional Documentation Required file. Any proposal, both new/competitive and continuation, that does not adhere to these requirements will be deemed non-responsive and will be removed from consideration for funding. Applicants may attach other materials that they feel may improve the quality of their responses.

EVALUATION SUMMARY

The following is a summary of evaluation factors with point values assigned to each for the **new/competitive** project applications. **Continuing projects** are not scored, however, failure to submit all the requested documentation will jeopardize continuation funding. 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.

State of New Mexico STOP VAWA Grant Application	800 Points Available
Applicant Contact Information	Pass/Fail*
Project Summary	50
Standard Conditions	Pass/Fail*
Project Budget and Budget Narrative	250
Federal Purpose Areas	Pass/Fail*
Narrative	250
Primary Project Components	250
Certification of Consultation	Pass/Fail*
Match Waiver Request** If applicable.	Pass/Fail *
Federal Certification Forms	Pass/Fail *
STOP VAWA Additional Documentation Required	200 Points Available
Job Descriptions/Contracts/Resumes	25
Audit	100
Agency Budget	75
VAWA Funded and Match Staff Spreadsheet	Pass/Fail*
LEP Plan (For programs working with victims)	Pass/Fail *
Bylaws and Articles of Incorporation or letter** (non-profits)	Pass/Fail *
Proof of 501c3 Status ** (non-profits)	Pass/Fail *
List of Board Members (non-profits)	Pass/Fail *
 MAXIMUM NUMBER OF TOTAL POINTS	 1000

**Although not scored, if applicable, the information is mandatory and failure to provide this documentation could result in a determination that the applicant's proposal is non-responsive. ** Non-profit, non-governmental victim services agencies must provide evidence of 501c3 status.*

SEND PROPOSAL TO

Proposals are due, via electronic submission to the CVRC at CVRC.Grants@state.nm.us by **4:00 PM (Mountain Standard Time) on Monday, February 12, 2018.** Proposals arriving after 4:00 PM (Mountain Standard Time) will be disqualified from consideration. It is strongly recommended that applications be submitted with read and delivery receipt options selected.

The State of New Mexico e-mail system does not accept attachments that exceed the 20MB limit. If your STOP VAWA Grant Application or Additional Documentation Required files exceeds this limit, applicants are instructed to submit the proposal in several e-mails. E-mails must clearly report the number of e-mails to expect. For example, *this is Sunshine County Police Departments STOP VAWA Application 1 of 4.* The entire application must be submitted by **4:00 PM (Mountain Standard Time) on Monday, February 12, 2018.** If only part of the application is received on time the proposal will be disqualified from consideration. Applications arriving office after the deadline for submission will not be accepted. Faxed or mailed proposals will not be accepted.

PROTEST DEADLINE

The protest period deadline period will end at **10:00AM, (Mountain Standard Time) on Thursday, April 19, 2018**. Protests must be in the form of a written letter and must include the name and address of the protestor and the request for proposal's title. It must also contain a statement of grounds for protest including appropriate supporting exhibits and must specify the requested outcome. The protest letter must be addressed and mailed to Frank Zubia, Director New Mexico Crime Victims Reparation Commission must be received via mail (address below) by **10:00AM, (Mountain Standard Time) on Thursday, April 19, 2018**. A PDF copy must be e-mailed to MaryEllen Garcia, VAWA Grants Administrator, at CVRC.Grants@state.nm.us no later than **10:00AM, (Mountain Standard Time) on Thursday, April 19, 2018**. **The mailed letter to the Director and emailed copy must both be received prior to the deadline in order to be eligible to protest the preliminary award decision.**

Frank Zubia, Director
New Mexico Crime Victims Reparation Commission
6200 Uptown Blvd, Suite 210
Albuquerque, New Mexico 87110

APPLICATION SECTION

STATE OF NEW MEXICO STOP VAWA GRANT APPLICATION FORM INSTRUCTIONS

The STOP VAWA Grant Application form can be located on CVRC's web page, www.cvrc.state.nm.us. The form consists of the sections outlined in the proposal format and organization sections. The STOP VAWA Grant Application form requires Adobe 6.0 or higher. Adobe is a free program and can be downloaded at get.adobe.com/reader. Successful candidates must complete each section, ensuring that the information provided is accurate and clearly demonstrates a need within your community for the proposed project. The STOP VAWA Grant Application must be submitted no later than **4:00PM (Mountain Standard Time), Monday, February 12, 2019, via e-mail to CVRC.Grants@state.nm.us**. Applicants are required to maintain a copy within their agency. Applicants are encouraged to attend the Grant Writing Workshop Webinar on **Wednesday, January 24, 2018**.

APPLICANT CONTACT INFORMATION INSTRUCTIONS

This section includes information regarding the contact person, authorized person and financial officer for your agency. Additionally, you are providing information regarding the amount of funding you are requesting and basic information about your proposal. Carefully review each part of the contact information section and provide current and accurate information.

PROJECT SUMMARY INSTRUCTIONS

Provide a brief summary of the project that you are proposing in this application. The summary must include a description of how the project supports the 2014 – 2016 Implementation Plan. Summaries are limited to 750 characters within the form. Program summaries should be brief, clear and concise.

STANDARD CONDITIONS INSTRUCTIONS

An authorized individual within your agency must read and agree to all of the standard conditions set forth within the application, including all of the requirements established within the RFP. An authorized individual within your agency must electronically sign this section. Please retain the original signed forms within your agency. If selected to receive an award, the applicant would provide the original application to CVRC.

PROJECT BUDGET AND BUDGET NARRATIVE INSTRUCTIONS

Prepare the budget and budget narrative within the STOP VAWA Grant Application form. The budget narrative should be detailed and describe all expenditures (see Budget Instructions). All organizations that are required to provide a match must budget for a 25% matching amount of the total cost of the entire project (see formula below). Budgets may include expenses related to training.

BUDGET NARRATIVE INSTRUCTIONS

A complete, itemized, operational project budget narrative must be completed in the budget section of the STOP VAWA 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. If required, the match must be included and adequately address the type of match and, if in-kind, how the cash value was determined. **This is an extremely important section.**

Fill out the **FY19 STOP VAWA Budget Section** using the appropriate categories. The following budget instructions explain what each line item should contain. List Federal and match funds separately. The total should equal your project budget.

Budget Instructions for Line Item Categories

00.0 Personnel: Identify anyone to be paid as a salaried position on this subgrant. List each position by title, the annual salary, the hourly rate, the total hours the employee works per pay period, the actual hours to be dedicated to the STOP VAWA award, the number of months, and the amount of VAWA funding requested.

Example:

<u>Position</u>	<u>Annual Salary</u>	<u>Hrly Rate</u>	<u>Hrs/wk</u>	<u>VAWA Hrs/Wk</u>	<u># of months</u>	<u>Amount</u>
Counselor	\$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 can include Social Security, Worker's Compensation, Retirement, Unemployment Compensation and Insurance.
- 20.0 In State Travel:** Itemize travel expenses by specific purpose and show basis for computation (include costs for meals, lodging, and mileage). Be sure to include the CVRC compensation and grant reporting trainings and the Advocacy in Action Conference registration, lodging and travel expenses. Travel related costs must be necessary and reasonable.
- 30.0 Maintenance:** Includes janitorial supplies and equipment maintenance contracts.
- 40.0 Supplies:** List items within this category separately for office supplies.
- 50.0 Contractual and Consultant:** 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. Includes pro-rated audit cost, only if your agency is eligible.
- 60.0 Operating Cost:** List items within this category separately for telephone, rent, postage, printing, training, etc. at a prorated 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.
- 95.0 Out of State Travel/Other:** Itemize travel expenses by specific purpose and show basis for computation. Include meals, lodging and mileage. Other items not covered under the existing line items should be included here. Travel related costs must be necessary and reasonable.

NOTE: Applicants may not allocate any funds for building renovations. This includes such seemingly minor activities as painting or carpeting.

****BUDGETS MUST BE ROUNDED OFF ****

FINANCIAL MATCH REQUIREMENTS INSTRUCTIONS

The purpose of matching funds is to increase the amount of resources available to projects supported by Federal grant funds.

The grant award may not be more than 75% of the total costs of the project. Therefore, a 25%, non-Federal cash or in-kind match is required.

Federal funds may not be used as match. The formula to calculate matching funds is:

Federal Funds requested x .25 ÷ .75 = match

Example:

Federal Funds	\$30,000 (75%)
Matching Funds	\$10,000 (25%)
Total Program Costs	\$40,000 (100%)

Tribal and non-profit, non-governmental victim services organizations that are providing direct services to victims are exempt from the match requirement. However, if these organizations are providing services for any other entity or purpose (law enforcement training, etc.) they must still provide a match UNLESS they apply for and are approved for a match waiver.

ALL OTHER AGENCIES/ORGANIZATIONS MUST PROVIDE MATCH

Matching funds may either be in the form of cash contributions or in-kind contributions. In-kind contributions may include donations of equipment, office supplies, workshop or classroom materials, work space or the monetary value of time contributed by professionals, support and technical staff, and volunteers, **if the services they provide are an integral and necessary part of the funded project.** The value of donated services must be consistent with the rate of compensation paid for similar work in the labor market in your region. Cash contributions may be from sources other than Federal dollars, such as private donations or state or local funds. All funds designated as match are restricted to the same uses as the STOP VAWA Federal funds and must be expended within the grant period. **In the event that the total match requirement is not expended, the subgrantee will be required to REFUND the Federal amount equivalence.** Therefore, it is important not to over match.

NARRATIVE INSTRUCTIONS

Within the STOP VAWA Grant Application form briefly and concisely respond to each topic. The narrative is limited to character space provided within each of these topics. The topics, provided below, should provide a clear picture of your agency, collaborative partners and the way in which your project. ***Question 1-6 are optional for continuation projects, question *7 is MANDATORY for all applicants continuation and new/competitive.***

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)
2. What is the target population that the project will address? (2000 characters maximum)
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)
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)
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)
6. Identify your project partners and describe the ways in which collaboration will enhance the intended outcome of the project. (4000 characters maximum)
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)

PRIMARY PROJECT COMPONENTS INSTRUCTIONS

The Primary Project Components presents a clear and concise way in which to present your goals, objectives, activities, timeline and evaluation process. An explanation on how to develop these components is briefly outlined below. However, if you have never used the *Primary Project Components* form, *you are not expected to be able to*

*complete the form based solely on this explanation. **The Primary Project Components will be an important area of focus during the Grant Writing Workshop Webinar on Wednesday, January 24, 2018).***

The *Primary Project Components* 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 your detailed game plan and it informs the proposal reviewers of the ways in which you plan to expend VAWA funds.

A *Primary Project Components* form is completed for each measurable objective of the proposal. So, if a proposal has three measurable objectives, three *Primary Project Components* will be submitted.

If you are planning on using STOP VAWA Federal or match funds to attend any training event (including the required Compensation/Grant training and the Annual Advocacy in Action Conference and the optional, 2016 Basic and Advanced Victim Advocacy Training) include these items in the Primary Project Components.

There are six *Primary Project Components* pages within the STOP VAWA Grant Application form. If you need additional more than six you can obtain a Primary Project Component form on CVRC's web page, www.cvrc.state.nm.us. The additional Primary Project Component form must be saved as a PDF and submitted with your application.

MATCH WAIVER APPLICATION INSTRUCTIONS

As noted above, the only organizations that may apply for a match waiver are tribal and victim services organizations that are not providing direct services to victims. All other organizations must provide a match.

In order to apply for a match waiver and to demonstrate your organization's financial need, please complete the MATCH WAIVER section found in the application form. Please attach documentation that supports the information that you provided in your letter, within the Additional Documentation Required sections. Failure to respond to all items may significantly delay the waiver review and/or result in the denial of the waiver request.

- Name and title of individual requesting the waiver
- Project period of grant award and amount of match requested to be waived
- If your state or local region has been affected by a disaster AND been designated a FEMA disaster area within the past 3 years. *Please attach a copy of the declaration of disaster.*
- Any special circumstances indicating financial need and/or economic distress or other evidence you would like considered (e.g. lay-offs, double digit unemployment rates, reduction of funding, population served)

CERTIFICATION OF CONSULTATION

The Office on Violence Against Women, US Department of Justice, requires that all STOP VAWA funded state, local and tribal law enforcement, prosecution and court related applicants certify that they have consulted with state, local or tribal victim services programs during the course of the development of their applications and provide dates and content of these planning meetings.

Additionally, to ensure collaboration within communities, all applicants must describe ways in which they consult with other service providers, non-profit, non-governmental and governmental, within the course of the development of their application.

Agencies that do not adequately demonstrate meaningful collaboration will not be considered.

FEDERAL CERTIFICATION FORMS INSTRUCTIONS

The Assurances and Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements must be reviewed by an authorized individual within your agency and signed electronically. Please retain the original signed forms within your agency. If selected to receive an award, the applicant would provide the original application to CVRC.

ADDITIONAL DOCUMENTATION REQUIRED

The Additional Documentation Required is outlined in the proposal format and organization sections. These documents must be submitted no later than **4:00 PM (Mountain Standard Time), Monday, February 12, 2018, via e-mail to CVRC.Grants@state.nm.us**, in a single PDF electronic file. Applicants are asked to maintain an original copy of these documents within their agency. If selected to receive an award, the applicant would provide one original copy to CVRC. Applicants are encouraged to attend the Grant Writing Workshop Webinar, **Wednesday, January 24, 2018**.

JOB DESCRIPTIONS, CONTRACTS AND RESUMES

Please provide job description(s) followed by the individual's resume for each position listed in the Federal and match budget. If there is no one currently in the position, then a resume should not be provided. It is allowable to include more than one individual's resume if more than one STOP VAWA funded or match staff have the same job description. Provide a copy of a contract for any contractual services proposed. This contract does not need to be executed. If available, provide a resume for this contractual consultant. All job descriptions and contractual consultants must include minimum qualifications. All resumes must be current and include the individual's present position which match's the job descriptions provided.

AUDIT

Applicants must include a current agency audit report. An electronic copy of the original document(s) must be included in the Additional Documentation Required PDF file submitted. If the file size is too large for this application there are two options for submitting the agency audit either a link to the audit through your agency website or a hand delivered copy to CVRC. The audit must be received prior to the application deadline. Insert a memo in this section indicating the file was too large for this application and how it was submitted.

AGENCY BUDGET

In addition to the submission of the proposed project's budget, please submit a copy of your agency's current budget that includes projected receivables and expenditures. An electronic copy of the original document(s) must be included in the Additional Documentation Required PDF file submitted.

VAWA FUNDED AND MATCH STAFF SPREADSHEET

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 STOP VAWA Award. This must include all staff listed in the budget. An electronic copy of the original document(s) must be included in the Additional Documentation Required PDF file submitted.

LEP PLAN INSTRUCTIONS

The Federal government and those receiving assistance from the Federal government must take reasonable steps to ensure that LEP persons have meaningful access to the programs, services, and information those entities provide. This will require agencies to develop creative solutions to address the needs of this ever-growing population of individuals whose primary language is not English. 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.

Instructions for Applicants for LEP Plan

Develop a plan/protocol on the way in which your organization/agency will provide services to LEP victims. The plan must be clear, concise and your agency must have the ability to carry it out. Go to www.cvrc.state.nm.us to review a sample plan and additional information that will assist you with plan development. An electronic copy of the original document(s) must be included in the Additional Documentation Required PDF file submitted.

Who is a Limited English Proficient Person?

Persons who do not speak English as their primary language and who have a limited ability to read, speak, write, or understand English can be limited English proficient, or “LEP”. These individuals may be entitled to language assistance with respect to a particular type of service, benefit, or encounter.

Who Must Comply?

All programs and entities that receive assistance from the Federal government (i.e. recipients), including:

- State and local agencies
- Private and non-profit entities
- All Subgrantees (entities that receive Federal funding from one of the recipients listed above) also must comply.
- All programs and operations of the Federal government also must comply.
- Recipients Title VI of the 1964 Civil Rights Act

“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.” 42 US C. § 2000d.

Different treatment based on a person’s inability to speak, read, write, or understand English may be a type of national origin discrimination.

Recipients and Federal Government Executive Order 13166

This Order, “Improving Access to Services for Persons with Limited English Proficiency,” directed Federal agencies to:

- Publish guidance on how their recipients can provide access to LEP persons.
- Improve the language accessibility of their own Federal programs.
- Break down language barriers by implementing consistent standards of language assistance across Federal agencies and amongst all recipients of Federal financial assistance.
- The Order covers all Federal and Federally assisted programs and activities.

Obligations: Four-Factor Analysis

Recipients of Federal financial assistance have an obligation to reduce language barriers that can preclude meaningful access by LEP persons to important benefits, rights, programs, information and services. (The Federal government has the same obligations as a result of Executive Order 13166.) The starting point is an individualized assessment that balances the following four factors:

- The number or proportion of LEP persons eligible to be served or likely to be encountered by the program or grantee/recipient;
- The frequency with which LEP individuals come in contact with the program;
- The nature and importance of the program, activity or service provided by the program to people’s lives; and
- The resources available to the grantee/recipient and costs.

Elements of a LEP Policy/Plan

Elements that may be helpful in designing an LEP policy or plan:

- Identifying LEP persons who need language assistance
- Identifying ways in which language assistance will be provided
- Training staff
- Providing notice to LEP persons
- Monitoring and updating LEP policy

Examples of Language Assistance Services

- Direct foreign language communication by fluent bilingual staff.
- Interpretation (oral), conducted in-person or via telephone by qualified interpreters.
- Translation (written) by qualified translators

BYLAWS AND ARTICLES OF INCORPORATION INSTRUCTIONS

Non-profit programs must furnish CVRC with copies of their Bylaws and Articles of Incorporation. An electronic copy of the document(s) must be included in the Required PDF file submitted.

PROOF of 501c3

Additionally, non-profits must provide evidence of their 5201c3 status. An electronic copy of the document(s) must be included in the Required PDF file submitted.

LIST OF BOARD

Additionally, non-profits must provide a list of all current Board members, including their name, mailing address, e-mail, phone number, start of term, end of term and their position on the Board. An electronic copy of the document(s) must be included in the Required PDF file submitted.

FINAL STEPS

It is strongly advised that you return to the proposal format and organization section to make sure that you have included all necessary items in the required sequence and format.

Proof your work.

A completed application consists of two PDF documents e-mailed to CVRC.Grants@state.nm.us. (1) STOP VAWA Grant Application form (2) Additional Documentation Required. Follow the instructions outlined in the proposal format and organization section.

Make sure your proposal arrives to the New Mexico Crime Victims Reparation Commission via e-mail by 4:00 pm (Mountain Standard Time) on Monday, February 12, 2018. E-mail address: CVRC.Grants@state.nm.us