

# **State of New Mexico**

## **Crime Victims Reparation Commission**



### **Request for Proposals**

**STOP Violence Against Women Formula Grant**

**Federal Grant # 15JOVW-23-GG-00591-STOP**

**WebGrants RFP ID #26340**

**Issuance Date: January 22, 2024**

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# Information Section

## **INTRODUCTION AND 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 15, 2022 by the Violence Against Women Act Reauthorization Act of 2022 (VAWA 2022). 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, 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, tribal 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 Program 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**

	<b>Action</b>	<b>Responsibility</b>	<b>Date</b>
1.	Issuance of RFP	CVRC	01/22/2024
2.	Grant Writing Workshop Prerecorded Webinar	CVRC	01/22/2024
3.	Registration in WebGrants Final Deadline	Applicants	02/27/2024
4.	Question Period – Questions Submitted Within WebGrants System	Applicants	01/22/2024 -02/27/2024  Responses will be posted on a rolling basis within 72 hours of receiving each question.  <b>The last question answered must be posted before 10:00 AM Mountain Time (MT) on February 27.</b>
<b>5.</b>	<b>Submission of Proposal</b>	<b>Applicants</b>	<b>03/01/2024 Before 4:00 PM Mountain Time (MT)</b>
6.	Review Process	Review Committee	03/01/2024-04/25/2024
7.	Preliminary Award Notification	CVRC	04/25/2024
8.	Special Conditions Due	Applicants	04/25/2024-5/23/2024
9.	Protest Period Ends	Applicants	<b>05/06/2024 10:00AM Mountain Time (MT)</b>
10.	Protests Presented and Final Approval CVRC Commission	CVRC	05/23/2024
11.	Final Executed Contract Emailed	CVRC	Prior to 06/30/2024

## **ISSUANCE OF RFP**

The Request for Proposal (RFP) for the STOP VAWA Program is issued by The New Mexico Crime Victims Reparation Commission (CVRC) on **Monday, January 22, 2024**.

## **ELIGIBILITY**

This is a competitive RFP process. Applicants must be able to present their organizational capacity to complete the mandatory elements outlined within their proposal. **CVRC has determined that proposals will be ineligible for consideration if they are late, incomplete or fail any of the mandatory elements outlined within the RFP Solicitation.**

## **GRANT WRITING WORKSHOP**

A pre-recorded CVRC VAWA grant writing workshop is available to view in the funding opportunity at [nmcvrcgrants.com](http://nmcvrcgrants.com) and the CVRC YouTube Channel at <https://youtu.be/jAGMIfhT1s>. The workshop presents step-by-step instructions to submit a proposal, updates related to the latest VAWA Reauthorization, grant writing tips, and answers to frequently asked questions. This workshop is not mandatory, but applicants are strongly encouraged to watch the video to submit a successful and comprehensive proposal.

## **REGISTRATION FOR WEBGRANTS ONLINE MANAGEMENT SYSTEM**

Applicants must register within the New Mexico Crime Victims Reparation Commission WebGrants Online Grants Management System (WebGrants) at [nmcvrcgrants.com](http://nmcvrcgrants.com) to submit their new/competitive or continuing proposals. For a guide on how to register, watch the short video “WebGrants: Getting Started” on the CVRC YouTube channel <https://youtu.be/bW-OhFRrucA?si=h3JvVKRUJJalIBZ2>. Applicants do not need to register again if they have previously used WebGrants and have a login ID and a password.

**The deadline to register in WebGrants is Tuesday February 27, 2024, for new users.** Applicants are encouraged to register all users that may need access to the application prior to this date to ensure full system access. Users who register are not automatically approved but are reviewed Monday through Friday from 8:00 AM to 5:00 PM (MT). Users who register after this deadline will be unable to submit a proposal and will not be considered for protest. Please note that WebGrants registration is not the proposal submission. Applicants who do not register by this deadline and do not submit a complete proposal within the New Mexico Crime Victims Reparation Commission WebGrants Online Grants Management System will not be considered for protest.

## **SUBMISSION OF PROPOSALS**

Submissions for new/competitive and continuation projects **must** be received in the New Mexico Crime Victims Reparation Commission WebGrants Online Grants Management System no later than **4:00 PM (Mountain Time) on Friday, March 1, 2024**. Proposals received after that time will be rejected as not meeting the mandatory requirements of the RFP. Applicants must submit proposals through the New Mexico Crime Victims Reparation Commission WebGrants Online Grants Management System found at [nmcvrcgrants.com](http://nmcvrcgrants.com).

A complete proposal must adhere to the applicant submission instructions outlined in the RFP. If an applicant submits multiple versions of a proposal, CVRC will review the most recent version submitted.

If technical difficulties are experienced at any point during the proposal process, the applicant must contact the VAWA Grant Administrator, Kristin Wood-Hegner, at (505) 709-0485 no later than **4:00 PM (Mountain Time) on Tuesday February 27, 2024**.

Please note that copies received via email, 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.

## **QUESTIONS REGARDING RFP**

To preserve the transparency, equity, and integrity of the application process, questions regarding the RFP must be submitted in WebGrants at [nmcvrcgrants.com](http://nmcvrcgrants.com). All questions and responses will be displayed to all applicants on the Funding Opportunity Preview. CVRC staff will not respond to RFP questions submitted through the direct electronic mail service, the state designated email addresses.

## **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, continuation or new.

The review process will take place between Friday March 1, 2024 and Thursday April 25, 2024. During this time, the CVRC Grants Bureau Chief and the VAWA Grant Administrator may initiate discussions with submitting agencies for clarification. Proposals may also 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, 2024 – June 30, 2025.

## **FUNDING STRATEGY**

The State of New Mexico Crime Victims Reparation Commission 2022-2025 Strategic Implementation Plan outlines the funding strategy for the STOP VAWA awards issued through CVRC. To continue successful projects, encourage sustainability, and 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, 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 proposals annually to determine eligibility for continued funding.

### **New/Competitive Projects**

Governmental agencies, tribal 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 2022-2025 Strategic Implementation Plan for STOP VAWA awards and meet the funding requirements outlined within this RFP.

### **Continuation Projects**

The CVRC Grants Department has notified projects eligible for continuation funding via e-mail prior to releasing the RFP. The notification included the available project budget and the project's funding cycle year (first, second, third, or final). To be eligible for funding, continuing projects must submit a continuation proposal in accordance with this RFP's sequence of events. Continuation proposals received after the submission deadline 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 VAWA 2022 and the priorities outlined within the State of New Mexico Crime Victims Reparation Commission 2022-2025 Strategic Implementation Plan.

Total available funding for this RFP is \$1,317,877.00. Of that, \$1,108,280.00 is designated for continuation projects that have not yet completed a four-year cycle. The remaining \$209,597.00 is available for new/competitive projects.

Of the funds available for new/competitive projects, a minimum of \$67,219.00 must support prosecution purposes and a minimum of \$94,866.00 must support law enforcement purposes while a minimum of \$47,512.00 may be used for undesignated projects that support the federal purpose areas or to increase the other four allocations.

The State of New Mexico Crime Victims Reparation Commission 2022-2025 Strategic Implementation Plan outlined a statewide priority to support new and innovative approaches, in addition to allocating funds to support projects serving under-served, marginalized, and culturally-specific populations. To support the current strategic plan, priority consideration will be given for positions or programs that specifically improve services to under-served, 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, provisions of the STOP VAWA award, and any modifications or additional requirements that may be imposed by law.

### **FEDERAL PURPOSE AREAS**

The STOP VAWA Grant Program continues to emphasize the implementation of comprehensive strategies that address domestic violence, sexual assault, stalking, and dating violence, are sensitive to the needs and safety of victims, and hold offenders accountable for their crimes. The Violence Against Women Act of 2022 expanded the Federal Purpose Areas to include 24 purposes, which can be viewed on the VAWA Purpose Area Factsheet at [nmcvregrants.com](http://nmcvregrants.com). Projects are required to support at least one of these Federal Purpose Areas, which must be selected on the WebGrants proposal at [nmcvregrants.com](http://nmcvregrants.com).

### **SPECIAL EMPHASIS**

The State of New Mexico Crime Victims Reparation Commission 2022-2025 Strategic Implementation Plan outlines a statewide priority to support new and innovative approaches, in addition to allocating funds to support services for under-served, marginalized, culturally-specific populations. To support the current strategic plan, priority consideration will be given for positions or programs that specifically improve services to under-served populations that experience service access barriers in relation to race, ethnicity, language, disability, sexual orientation, gender identity, age, 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 under-served populations must identify those populations and include grant activities specifically designed to meet the needs of those populations.

### **UNDERSERVED POPULATIONS**

In addition to the under-served populations outlined within the State of New Mexico Crime Victims Reparation Commission 2022-2025 Strategic Implementation Plan, under-served 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 under-served 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 non-profit, non-governmental organization, or tribal organization that serves a specific geographic community that:

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

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and ethnic minority group. The organization must do more than merely provide services to the targeted group; rather, the organization must provide culturally competent services designed to meet the specific needs of the target population.

## **STOP VAWA ELIGIBILITY AND RESTRICTIONS**

Proposals 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. Proposals must adhere to the eligibility guidelines within the Federal STOP VAWA award.

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.

**Funded projects must provide services to adult and/or teen victims** of domestic violence, sexual assault, stalking, or dating violence. 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. 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.

### **Legal Assistance**

Projects funded by STOP VAWA may provide legal assistance to adult, youth, or child victims of domestic violence, dating violence, sexual assault, or stalking with matters related to:

- Divorce, parental rights, child support, Tribal, territorial, immigration, employment, administrative agency, housing, campus, education, healthcare, privacy, contract, consumer, civil rights, protection or other injunctive proceedings, related enforcement proceedings, and other similar matters;
- Criminal justice investigations, prosecutions, and post-conviction matters (including sentencing, parole, and probation) that impact the victim's safety, privacy, or other interests as a victim;
- Alternative dispute resolution, restorative practices, or other processes intended to promote victim safety, privacy, and autonomy, and offender accountability, regardless of court involvement; or
- With respect to a conviction of a victim relating to or arising from domestic violence, dating violence, sexual assault, stalking, or sex trafficking victimization of the victim, post-conviction relief proceedings in State, local, Tribal, or territorial court.

In accordance with VAWA 2022, any subgrantee providing legal assistance with STOP VAWA funds must certify that:

1. The legal assistance is provided by or under the direct supervision of a person who is:
  - a licensed attorney;
  - in immigration proceedings, a Board of Immigration Appeals accredited representative;
  - in claims of the Department of Veterans Affairs, a representative authorized by the Secretary of Veterans Affairs; or
  - any person who functions as an attorney or lay advocate in tribal court;

And

- has demonstrated expertise in providing legal assistance to victims of domestic violence, dating violence, sexual assault, or stalking in the targeted population; or
- is partnered with an entity or person that has demonstrated expertise described above, and has completed, or will complete, training in connection with domestic violence, dating violence,

stalking, or 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 “demonstrated expertise” requirement described above has been or will be developed with input from and in collaboration with a tribal, State, territorial, local, or culturally specific 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 a program funded under subsection (c) 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, stalking, or child sexual abuse is an issue.

### **CRITERIA FOR VICTIM SERVICES PROGRAMS**

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. Victims 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 victim 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) recipients and subrecipients 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 subrecipients to OVW recipients, 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. Recipients 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 recipients from requiring release of information as a condition of service.

If the victim consents to releases of information, the victim should sign the 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.

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

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

Recipients and subrecipients 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, subrecipients 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. STOP VAWA does not fund activities that jeopardize victim safety, deter or prevent physical or emotional healing for victims, or allow offenders to escape responsibility for their actions. 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:

1. Procedures or policies that exclude victims from receiving services 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, income or lack of income, or the age and/or sex of their children.
2. Procedures or policies that compromise the confidentiality of information and/or privacy of victims.
3. Procedures or policies that require victims to take certain actions (e.g., seek an order of protection; receive counseling; participate in counseling, mediation, or restorative justice/circle processes; report to law enforcement or other authorities; seek civil or criminal remedies) or penalize them for failing to do so.
4. Procedures or policies that fail to include conducting safety planning with victims.
5. Project designs, products, services, and/or budgets that fail to account for the unique needs of individuals with disabilities, with limited English proficiency, or who are Deaf or hard of hearing, including accessibility for such individuals.
6. Using technology without addressing implications for victim confidentiality, safety planning, and the need for informed consent.
7. Partnering with individuals or organizations that support/promote practices that compromise victim safety and recovery or undermine offender accountability.

### **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 [State of New Mexico Crime Victims Reparation Commission 2022-2025 Strategic Implementation Plan](#).

### **STOP VAWA FUNDS AND SERVICES TO ALL GENDERS**

Although the STOP VAWA Grant is funded under the “Violence Against Women Act,” it shall not be construed to prohibit on the basis of gender or gender identity any 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 subrecipients 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 subrecipients should ensure the following:

1. The program must ensure that their measurable activities/objectives as outlined in their project description correspond to the actual services offered.
2. All Federal and state laws must be followed. No exceptions will be allowed.
3. Every program is expected to meet reporting requirements.
4. Records must be maintained in a safe, secure and confidential manner, in accordance with the VAWA provisions of confidentiality.
5. Programs must coordinate and cooperate with other programs in their area or jurisdiction so that victims' interests always come first.
6. 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.
7. Non-profit programs will furnish CVRC with copies of their Bylaws and Articles of Incorporation.
8. All programs that provide direct services to victims should have facilities that are clean, well maintained, and ensure accessibility to services.
9. 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.
10. All financial records must be properly maintained, and supportive documentation must be kept for all STOP VAWA Federal and match funded expenditures.
11. Written procedures for financial operation are in place and available.
12. 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 subrecipients certify that they have consulted with victim services programs\* during the development of their subgrant proposals. Therefore, all governmental agencies must submit, as a part of this proposal, the certification found in the proposal section. This certification 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 at least two other service providers, non-profit, non-governmental and governmental, within the course of the development of their proposal.

\*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**

*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 recipients can be found at [www.ojp.usdoj.gov/ocr/](http://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. Subrecipients 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](http://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.

Recipients 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 recipients to assist them in complying with Title VI. The guidance document can be accessed on the Internet at [www.lep.gov](http://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 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](http://www.cvrc.state.nm.us). Additional information can also be found at [https://www.lep.gov/guidance/guidance\\_index.html](https://www.lep.gov/guidance/guidance_index.html).

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.

The LEP Plan must be attached within your proposal in the New Mexico Crime Victims Reparation Commission WebGrants Online Grants Management System at [nmcvrcgrants.com](http://nmcvrcgrants.com).

### **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 within your application in the New Mexico Crime Victims Reparation Commission WebGrants Online Grants Management System at [nmcvrcgrants.com](http://nmcvrcgrants.com).

An in-depth description of the development of primary project components will be provided within the STOP VAWA Grant Writing Workshop training video. It is highly recommended that you watch this workshop if you have never developed primary project components that were subsequently approved by a CVRC proposal peer review committee.

### **METHOD OF PAYMENT**

Method of payment is Cash Reimbursement. All subrecipients must submit Invoice and Record of Match reflecting expenditures of the previous month into [nmcvrcgrants.com](http://nmcvrcgrants.com) by 11:59 PM on or before the 10th of each month. If the 10th is on a Friday, weekend or holiday, the deadline will be the following business day by 11:59 PM. Subrecipients may choose to submit invoices on a quarterly basis, unless special conditions are applied to your award. **Failure to submit this packet in an accurate and timely manner will result in a delay or denial of payments.** Submission of monthly invoices will be within the New Mexico Crime Victims Reparation Commission WebGrants Online Grants Management System at [nmcvrcgrants.com](http://nmcvrcgrants.com). Subrecipients will receive post-award training for submission of their monthly invoice.



## **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 view the STOP VAWA Grants Writing Workshop training video, which is available on the CVRC YouTube Channel at [www.youtube.com/@newmexicocrimevictimsrepar430](http://www.youtube.com/@newmexicocrimevictimsrepar430).

## **DISCLOSURE OF LOBBYING ACTIVITIES**

The Federal government requires certain entities receiving federal funds to disclose lobbying activities pursuant to 32 U.S.C 1352. To meet this requirement, it is now mandatory for all applicants for this grant to submit a completed SF-LLL "Disclosure of Lobbying Activities" form (OMB Number: 4040-0013) as part of the proposal process. The form is available on New Mexico Crime Victims Reparation Commission WebGrants Online Grants Management System at [nmcvrcgrants.com](http://nmcvrcgrants.com).

In box 4 of the SF-LLL form, please select SubAwardee. Then enter CVRC's information in box 5 as follows:

New Mexico Crime Victims Reparation Commission  
6200 Uptown Blvd NE  
Suite #210  
Albuquerque, NM 87110

**Proposals without a completed lobbying disclosure form will be considered incomplete.**

## **REPORTING REQUIREMENTS**

All subrecipients are required to submit financial, progress, and annual performance reports to 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.

**Invoice and Record of Match:** All subrecipients must submit these reports reflecting expenditures of the previous month into [nmcvrcgrants.com](http://nmcvrcgrants.com) as described under METHOD OF PAYMENT on the previous page.

**Progress Report:** A semiannual progress report must be submitted for each calendar half no later than the 15th day of the month following the end of the half, unless more frequent progress reports re specified in the subgrant's special conditions. These shall be submitted on January 15th and July 15th each year. If the 15th day falls on a weekend or holiday, the report will be due on the last business day prior to the 15th. **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.** Submission of semiannual progress reports will be within WebGrants at [nmcvrcgrants.com](http://nmcvrcgrants.com). Subrecipients will receive post-award training for submission of their semiannual progress report.

**Annual Performance Report:** An annual program performance report is also required. The necessary forms and the due date will be forwarded to all subrecipients 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: Subrecipients 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: Subrecipients 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.

Financial Reporting Periods:

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

## **AUDIT REQUIREMENTS**

Attach a complete audit report with the STOP VAWA proposal in the New Mexico Crime Victims Reparation Commission WebGrants Online Grants Management System at [nmcvrcgrants.com](http://nmcvrcgrants.com). Subsequent audit reports must be submitted within nine months after the close of the fiscal year to CVRC. Funded agencies 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.

**STOP VAWA Solicitation WebGrants ID #26340**

- 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.

## **TRAINING REQUIREMENTS**

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

### **Mandatory Compensation Training**

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 Grant Reporting Training**

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

### **Mandatory NMCVRC Sponsored Training**

Unless a waiver is obtained, at least one member of the STOP VAWA project or a project partner must attend a New Mexico Crime Victims Reparation Commission's training, Advocacy in Action. Up to \$399.00 may be budgeted for this expenditure to cover registration fees, mileage, meals, or lodging.

### **Mandatory OVC TTAC On-line Training**

All agency staff must complete the OVC TTAC training at least once every three years. The certificate of completion must be included in the personnel files.

## **UEI NUMBER REQUIREMENT**

All applicants under this solicitation must include a Unique Entity ID (UEI) in their proposal. The UEI is a unique 12-character sequence that has replaced the previous DUNS number to identify and track Federal assistance applicants, recipients, and subrecipients. The UEI number will be used throughout the grant life cycle. To obtain a UEI, applicants must register at SAM.gov. If your entity is already registered, you can view your UEI by logging in to SAM.gov and selecting "Search" from the header menu. Expand "Select Domain," then select "Entity Information," and click "Entities." This search allows for keywords and filters. The Unique Entity ID is displayed in the search results. Proposals without a Unique Entity ID are incomplete.

## **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 Subrecipients. Organizations that have previously submitted proposals 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](http://www.sam.gov). The agency's SAM.gov expiration date is required on the proposal.

## **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. An electronic copy of developed materials will be delivered to the VAWA 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 proposal 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 website link to additional information: <https://www.bewellnm.com/>.
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**

The State of New Mexico Crime Victims Reparation Commission 2022-2025 Strategic Implementation Plan outlines funding priorities and strategies for the STOP VAWA Grant Program. The plan was adopted June 16, 2022 as part of CVRC's statewide implementation planning process for our Federal awards and is in effect for the three Federal award years of 2022-2025. The plan can be found at <https://www.cvrc.state.nm.us/documents-to-download/>.

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 State of New Mexico Crime Victims Reparation Commission 2022-2025 Strategic 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.

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 2022 and the priorities outlined within the State of New Mexico Crime Victims Reparation Commission 2022-2025 Strategic Implementation Plan.

Total available funding for this RFP is \$1,317,877.00. Of that, \$1,108,280.00 is designated for continuation projects that have not yet completed a four-year cycle. The remaining \$209,597.00 is available for new/competitive projects. Of the funds available for new/competitive projects, \$67,219.00 must support prosecution purposes and \$94,866.00 must support law enforcement purposes while \$47,512.00 may be used for undesignated projects that support the federal purpose areas or to increase the other four allocations. While the victim services and judiciary allocation requirements have been met by the committed funding for Fiscal Year 2025 continuation projects, new/competitive victim services and judiciary proposals may apply for the undesignated funding.

The State of New Mexico Crime Victims Reparation Commission 2022-2025 Strategic Implementation Plan outlined a statewide priority to support new and innovative approaches, in addition to allocating funds to support projects for under-served, 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 under-served, 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, continuation and new/competitive must submit their proposal within the CVRC WebGrants Online Grants Management System at [nmcvrcgrants.com](http://nmcvrcgrants.com). Applicants must register to use this system. Please review the registration section of this RFP. No other electronic formats will be accepted.

New/competitive applicants must complete every section of the solicitation and adhere to the instructions within the RFP. **New/competitive projects that omit any section will not be considered for funding.**

**Continuation** project applicants are required to complete every section of the **solicitation and adhere to the instructions within the RFP**. There are some portions that may be marked as optional. Failure to submit sections that are required for continuing projects will jeopardize continuation funding.

All sections of the STOP VAWA Grant Proposal must be thoroughly completed. All information requested must be included within the proposal in the New Mexico Crime Victims Reparation Commission WebGrants Online Grants

Management System. 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 CRITERIA**

The following is a summary of evaluation factors with point values assigned to each for the **new/competitive** project proposals. Continuation 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.

<b>Proposal Sections</b>	<b>800 Points Available</b>
Applicant Contact Information	Pass/Fail*
Project Summary	50
Standard Conditions	Pass/Fail*
Narrative	250
Federal Purpose Areas	Pass/Fail*
Primary Project Components	250
Project Budget and Budget Narrative	250
Match Waiver Request** If applicable.	Pass/Fail*
Certification of Consultation	Pass/Fail *
 <b>Attached Additional Documentation Required</b>	 <b>200 Points Available</b>
Federal Certification Forms	100
Agency Budget	100
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 501(c)(3) Status ** (non-profits)	Pass/Fail *
Agency Audit (if applicable)	Pass/Fail *
List of Board Members with their names, occupations, and terms (non-profits)	Pass/Fail *
 <b>Maximum Number of Total Points</b>	 <b>1000</b>

\*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.

**PROPOSAL SUBMISSION**

Submissions for new/competitive and continuation projects must be received in the New Mexico Crime Victims Reparation Commission WebGrants Online Grants Management System no later than **4:00 PM (Mountain Time) on Friday, March 1, 2024**. A complete proposal must adhere to the applicant submission instructions outlined in the RFP. Applicants must submit proposals through the New Mexico Crime Victims Reparation Commission WebGrants Online Grants Management System found at [nmcvrcgrants.com](http://nmcvrcgrants.com). If an applicant submits multiple versions of a proposal, CVRC will review the most recent version submitted.

**Please note: Proposals received via email, facsimile, or mail will not be accepted. Applicants who submit proposals in other formats or submit after the deadline will be rejected as not meeting the mandatory requirements of the RFP.**

**If technical difficulties are experienced at any point during the proposal process, the applicant must contact the VAWA Grants Administrator, Kristin Wood-Hegner at (505) 709-0485, no later than 4:00 PM (Mountain Time) on Tuesday February 27, 2024.**

### **PROTEST PERIOD**

The preliminary award notification will be released on Thursday, April 25, 2024 and followed by a period to protest the decision. The protest period deadline will end at 10:00AM, (Mountain Time) on Monday May 6, 2024. Protests must be in the form of a written letter and must include the name and address of the protestor and the RFP'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 emailed to Frank Zubia, Director New Mexico Crime Victims Reparation Commission and must be received via email to Frank.Zubia@cvrc.nm.gov by **10:00AM, (Mountain Time) Monday, May 6, 2024. Mailed copies will not be accepted.** A copy must be e-mailed to Kristin Wood-Hegner, VAWA Grant Administrator, at Kristin.Wood-Hegner@cvrc.nm.gov no later than **10:00 AM, (Mountain Time) on Monday, May 6, 2024.**

The emailed letter to the Director and emailed copy to the VAWA Grant Administrator must both be received prior to the deadline to be eligible to protest the preliminary award decision.



# **WEBGRANTS PROPOSAL SUBMISSION**

## **STATE OF NEW MEXICO STOP VAWA GRANT APPLICATION SUBMISSION INSTRUCTIONS**

The New Mexico Crime Victims Reparation Commission WebGrants Online Grants Management System and the Fiscal Year 2025 STOP VAWA RFP can be found at [nmcvrcgrants.com](https://nmcvrcgrants.com). 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 Proposal must be submitted no later than **4:00PM (Mountain Time), Friday, March 1, 2024** through the WebGrants portal. Applicants are encouraged to watch the training video provided for this solicitation on the CVRC YouTube Channel at <https://www.youtube.com/@newmexicocrimevictimsrepar430>.

### **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 being proposed. The summary must include a description of how the project supports the State of New Mexico Crime Victims Reparation Commission 2022-2025 Strategic Implementation Plan. Summaries are limited to 1000 characters within the form. Program summaries should be clear and concise.

### **STANDARD CONDITIONS INSTRUCTIONS**

An authorized individual within your agency must read and agree to all standard conditions set forth within the proposal, including all the requirements established within the RFP.

### **NARRATIVE INSTRUCTIONS**

Within the STOP VAWA Grant Proposal 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 will assist survivors of domestic violence, sexual assault, stalking and/or dating violence.

***Questions 1-7 are MANDATORY for all competitive applications.***

***Questions 1-6 are optional for continuation projects,***

***question 7 is MANDATORY for all applications continuation and new/competitive.***

***Continuation applicants can enter NA for questions 1-6.***

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 under-served, 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 this 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 under-served, marginalized and culturally-specific populations in your region. Describe ways in which your organization is uniquely qualified to provide services to under-served marginalized and culturally-specific populations and/or how your organization will work towards reaching and developing meaningful services for under-served 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 [State of New Mexico Crime Victims Reparation Commission 2022-2025 Strategic 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. (Mandatory) 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. 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. Survivors experience many barriers in seeking services, including access to transportation. What does your agency do to provide access to transportation? (4000 characters maximum)

## **FEDERAL PURPOSE AREAS**

The emphasis of the STOP VAWA Grant 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 2022 expanded the Federal Purpose Areas to include 24 purposes. Projects must support at least one of these Federal Purposes, which can be located in the Violence Against Women Act of 2022. The Federal Purpose Area(s) must be selected within the proposal submitted within the New Mexico Crime Victims Reparation Commission WebGrants Online Grants Management System.

## **PRIMARY PROJECT COMPONENTS (PPC) INSTRUCTIONS**

Goals, Measurable Objectives, Implementing Activities and Project Evaluation Activities are required to be completed within your proposal in the New Mexico Crime Victims Reparation Commission WebGrants Online Grants Management System at [nmcvrcgrants.com](http://nmcvrcgrants.com).

Primary Project Components (PPCs) are intended to outline:

1. Goal #: the goals that the program expects to achieve
2. Measurable Objective #: a quantifying number to reach, which will indicate you have reached your goal,
3. Implementing Activities: the activities carried out to reach the goal,
4. Performed By: The key staff who will carry out the activity
5. Timeline: when the implementing activities will be carried out by quarter
6. Impact Evaluation Activities: documents that confirm your achievements

PPC's are the detailed game plan, and they inform the solicitation reviewers the ways in which you plan to expend VAWA funds. The PPCs present 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. It is recommended to number each of the components such as Goal #1 with Measurable Objective #1 and Implementing Activity #1A, #1B, #1C as an example. If you have never developed Primary Project Components, you are not expected to be able to complete the form based solely on this explanation. If you are planning to use

Federal or Match funds to attend any training event (including the required Compensation/Grant training, National Trainings, etc.), list these training activities in the PPCs.

The STOP VAWA Grant Writing Workshop provides an in-depth description of the primary project components development. It is highly recommended that you watch this workshop if you have never developed primary project components that were subsequently approved by a CVRC proposal peer review committee. The pre-recorded webinar is available on [CVRC’s YouTube channel](https://www.youtube.com/channel/UCjAGMifhtH1s) and can be viewed at <https://youtu.be/jAGMifhtH1s>.

**Primary Project Components Example**

Goal #	Measurable Objective #	Implementing Activity	Performed By	Timeline	Implementation Evaluation Activity
1) To address unmet VAWA victimization needs of individuals in substance use disorder treatment and recovery.	1) Provide Peer Support Services to 50 VAWA victims who are currently in substance use disorder treatment and/or recovery.	1A) Continue providing direct Peer Support Services to individuals who have been a victim of a VAWA crime including case management, information & referrals, advocacy, victim compensation assistance & emotional support.	1A) Peer Support Leader and Clinical Director	1A) 1st Quarter	1A) Data collection forms documenting services provided, Peer Support Volunteer applications and Training Schedule/Records
1) To address unmet VAWA victimization needs of individuals in substance use disorder treatment and recovery.	1) Provide Peer Support Services to 50 VAWA victims who are currently in substance use disorder treatment and/or recovery.	1B) Increase collaborative relationships with local and state victim service provider networks. Two staff will attend a national training.	1B) Peer Support Leader and Clinical Director	1B) 3rd Quarter	1B) Meeting documentation including agendas and minutes, Conference Registration and Travel Documentation

**PROJECT BUDGET AND BUDGET NARRATIVE INSTRUCTIONS**

Prepare the budget and budget narrative within the proposal on the New Mexico Crime Victims Reparation Commission WebGrants Online Grants Management System. The budget narrative should be detailed and describe all expenditures. 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 under FINANCIAL MATCH REQUIREMENTS INSTRUCTIONS on the next page). Budgets may include expenses related to training.

**BUDGET NARRATIVE INSTRUCTIONS**

This is an extremely important section. A complete, itemized, operational project budget narrative must be completed in the budget section on the New Mexico Crime Victims Reparation Commission WebGrants Online Grants Management System 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.

Complete the Budget Section using the appropriate categories within the New Mexico Crime Victims Reparation Commission WebGrants Online Grants Management System. The following budget instructions explain what each line item should contain. The total should equal your project budget, and **budgets must be rounded to the nearest dollar.**

#### Budget Instructions for Line-Item Categories

- 00.0 Personnel:** Identify everyone to be paid on this subgrant, and include salaried employees as an hourly position. 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.
- 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. Travel-related costs must be necessary and reasonable.
- 30.0 Maintenance:** Includes pro-rated janitorial supplies and equipment maintenance contracts.
- 40.0 Supplies:** List items within this category separately for office and other 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.
- 60.0 Operation Costs:** 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. Capital Outlay would include computers, desks, etc. and does not have a minimum dollar amount
- 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

Budget Justification: There is a section at the end of the budget which allows for expanded justification to include the breakdown and formulas.

**\*\*BUDGETS MUST BE ROUNDED OFF \*\* Using whole dollars only, no cents.**

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

#### 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.

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:

$$\text{Federal Funds Requested} \times 0.25 \div 0.75 = \text{Required Match}$$

Another way to calculate this is:

$$\text{Federal Funds Requested} \div 3 = \text{Required Match}$$

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 training materials, workspace 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. **If 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. All other organizations must provide a match.***

To apply for a match waiver and demonstrate your organization's financial need, please submit a form (see proposal 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).

## **CERTIFICATION OF CONSULTATION**

The US Department of Justice, Office on Violence Against Women 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 proposals and provide dates and content of these planning consultations (discussions) as part of the proposal submission.

Please note that these planning consultations (discussions) must be held outside regularly scheduled meetings, such as Multi-Disciplinary Team (MDT) meetings and Coordinated Community Response (CCR) 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 proposal. Qualifying proposals will include collaboration with a minimum of two qualifying agencies. Agencies that do not adequately demonstrate meaningful collaboration will not be considered.

## **ADDITIONAL DOCUMENTATION REQUIRED**

The Additional Documentation Required are attachments that must be included within your completed proposal. These attachments must be uploaded within New Mexico Crime Victims Reparation Commission WebGrants Online Grants Management System. They can be in Word, PDF, Excel or any other format as appropriate for the requested information. Please ensure you have uploaded the correct files. Failure to submit the required information may jeopardize your proposal. The following documentation must be included:

### **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. The digitally signed document must be uploaded to the proposal within the New Mexico Crime Victims Reparation Commission WebGrants Online Grants Management System. The form can be downloaded from the New Mexico Crime Victims Reparation Commission WebGrants Online Grants Management System.

### **Job Descriptions, Contracts, and Resumes**

Please provide job description(s) followed by the individual's updated 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 the job descriptions provided.

### **Audit**

Applicants must include a current agency audit report. If you do not have an agency audit for the prior fiscal year you must submit documentation to demonstrate financial capacity and memo from your Board President that if awarded your agency would complete an audit the next fiscal year. An electronic copy of the original document(s) must be attached in the Additional Documentation Required file submitted.

### **Agency Budget**

In addition to the submission of the proposed project's budget, please attach 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 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 file submitted.

## **LIMITED ENGLISH PROFICIENCY AND ACCESSIBILITY 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.

This plan can be in the form of a single adopted plan that addresses language access, access for survivors with disabilities and accessibility of services, or, it can be comprised of several agency policies that independently address these needs. An electronic copy of the original document(s) must be attached.

### **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](http://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 attached in the Additional Documentation Required 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 Subrecipients (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**

STOP VAWA Solicitation WebGrants ID #09766



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

## **DOCUMENTS FOR NON-PROFIT APPLICANTS 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 attached in the Additional Documentation Required file submitted. Additionally, non-profits must provide evidence of their **501(c)(3) status**.

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, occupation, and their position on the Board. An electronic copy of the document(s) must be attached in the Additional Documentation Required file submitted.

## **FINAL STEPS**

Submissions for new/competitive and continuation projects must be received in the New Mexico Crime Victims Reparation Commission WebGrants Online Grants Management System no later than **4:00 PM (Mountain Time) on Friday, March 1, 2024**. Proposals received after that time will be rejected as not meeting the mandatory requirements of the RFP. Applicants must submit proposals through the New Mexico Crime Victims Reparation Commission WebGrants Online Grants Management System found at [nmcvrcgrants.com](http://nmcvrcgrants.com).

If technical difficulties are experienced at any point during the proposal process, the applicant must contact the VAWA Grant Administrator, Kristin Wood-Hegner, at (505) 709-0485, no later than **4:00 PM (Mountain Time)** by **Tuesday February 27, 2024.**

**Please note that copies received via email, 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.**