



FY 2025 RFP STOP VAWA

GRANT WRITING WORKSHOP

January 22, 2024



OVW Special Condition

This project was supported by Grant No. 15JOVW-23-GG-00591 awarded by the Office on Violence Against Women, U.S. Department of Justice. The opinions, findings, conclusions, and recommendations expressed in this publication/program/exhibition are those of the author(s) and do not necessarily reflect the views of the Department of Justice, Office on Violence Against Women.



STOP VAWA

Grant Mission

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





Violence Against Women

Who can be served?

Adults of **all genders and gender identities** who have experienced:

- **Domestic Violence**
- **Dating Violence**
- **Sexual Assault**
- **Stalking**

Primary focus of the project must be devoted to adults

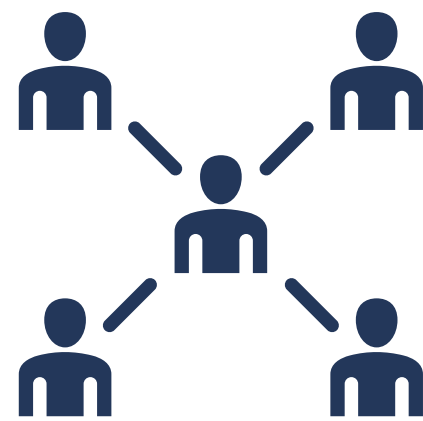
Services to children only as secondary victims or as primary victims if they are served as witnesses of domestic violence





State of New Mexico Crime Victims Reparation Commission

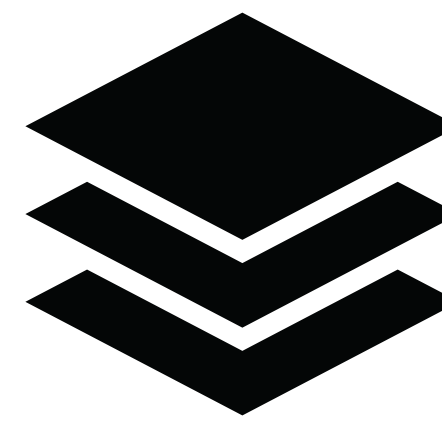
2022-2025 Strategic Implementation Plan



Consultation

Developed through deliberative consultation and coordination with a broad range of participants.

- Statewide Survey
- Statewide Focus Groups
- Targeted Participation throughout Allocation Categories



Builds upon each year

Each subsequent year of planning builds upon the previous year, taking into account the grant-eligible purpose areas.



RFPs

Request for proposals (RFP's) are developed based on the state plan.

2022-2025 Strategic Implementation Plan

Goals and Objectives

Successful proposals must align with Implementation Plan's Goals and Objectives

Concise Goals & Objectives (pg. 30)

Priorities & Goals regarding how funds will be used (pg 32-40)

Victim Services (pg. 32)

Court (pg. 38)

Law Enforcement (pg. 35)

Addressing Underserved (pg. 38)

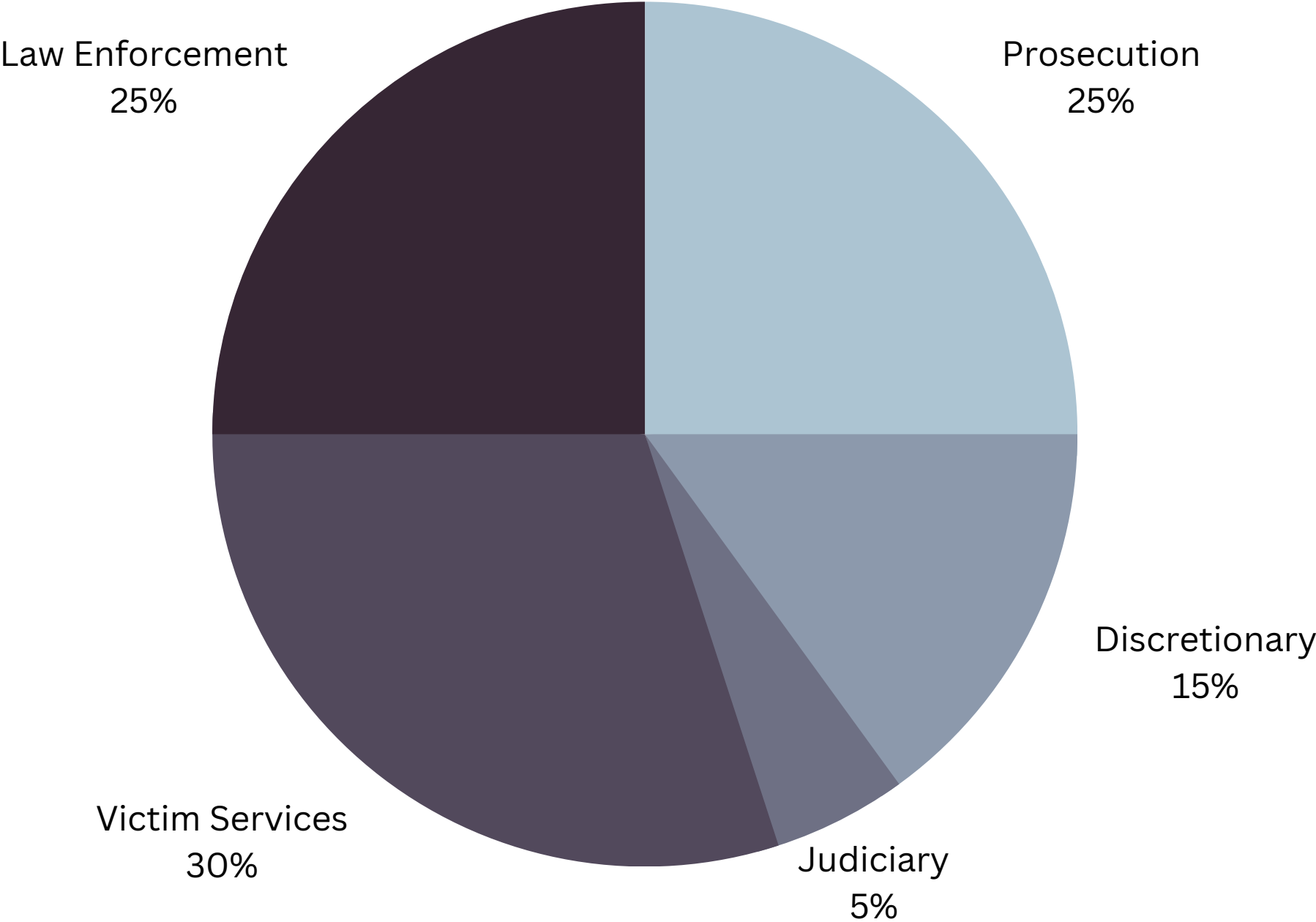
Prosecution (pg. 37)

Cross Cutting (pg. 39)



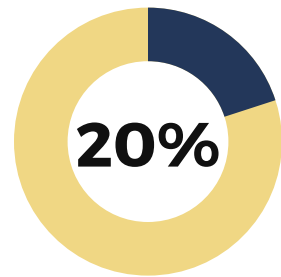
2022-2025 Strategic Implementation Plan

Allocations & Types of Programs to be Funded (pg 40)



2022-2025 Strategic Implementation Plan

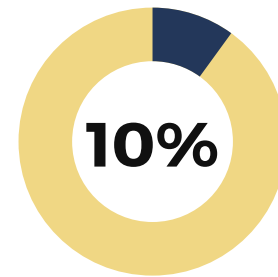
Statutory Priorities Areas & Special Considerations



Sexual Assault (pg 42)

20% of STOP

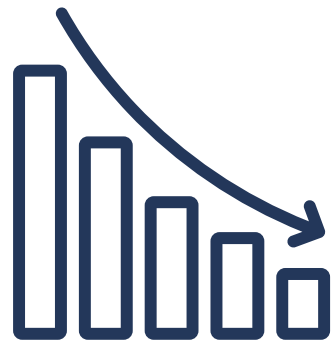
Across 2 categories



Underserved Communities (pg 45-48)

10% of Victim Services allocation

Culturally-specific community-based organizations
Priority Consideration



Reducing Homicides (pg 43)

All recommendations from the 2021 Report by the Intimate Partner Death Review Team incorporated throughout the Implementation Plan



Community Collaboration Meaningful & Mandatory

- Common reason proposal is denied
- Consult with community & governmental service providers
- Demonstrate coordination **during proposal development**
- **Minimum of 2 agencies**
- MDT/CCR regular meetings do **not** meet the criteria



Request for Proposals

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

	Action	Responsibility	Date
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. The last question answered must be posted before 10:00 AM Mountain Time (MT) on February 27.
5.	Submission of Proposal	Applicants	03/01/2024 Before 4:00 PM Mountain Time (MT)
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	05/06/2024 10:00AM Mountain Time (MT)
10.	Protests Presented and Final Approval CVRC Commission	CVRC	05/23/2024
11.	Final Executed Contract Emailed	CVRC	Prior to 06/30/2024

WebGrants Online Grant Management System

nmcvrcgrants.com

- **Registration**
 - Watch registration instructions on CVRC Youtube
 - **Register new users by February 27**
- **Add new users to the application**
 - Current application -> General Information -> Edit
 - Select users in Additional Grantee Contacts
 - Save
- **Ask a Question**
 - Questions must be asked in WebGrants
 - **Ask Questions until 10:00 am February 27 Mountain Time**
- **Submit Proposal**
 - Continuation
 - Competitive

The screenshot shows the CVRC New Mexico WebGrants Online Grant Management System login page. At the top left is the CVRC New Mexico logo. Below it is a 'Login' section with a key icon. The main content area contains a form with the heading 'Enter your user id and password'. There are two input fields for user ID and password, followed by a green 'SIGN IN' button. Below the form are links for 'Forgot User ID?' and 'Forgot Password?'. A yellow button labeled 'Click here to Register' is positioned below the login form. Below that is a section titled 'Interested in the current posted Opportunities?' with a blue button labeled 'View Current Funding Opportunities'. At the bottom is an 'Announcements' section with a document icon. The footer contains the copyright notice: 'Copyright © 2001-2023 Dulles Technology Partners Inc.'



Proposal Due Date & Time

4:00 PM March 1

- Submit through WebGrants www.nmcvrcgrants.com
- Deadline: March 1, 2024
- No later than 4:00 PM Mountain Time

Late Submissions Not Accepted

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



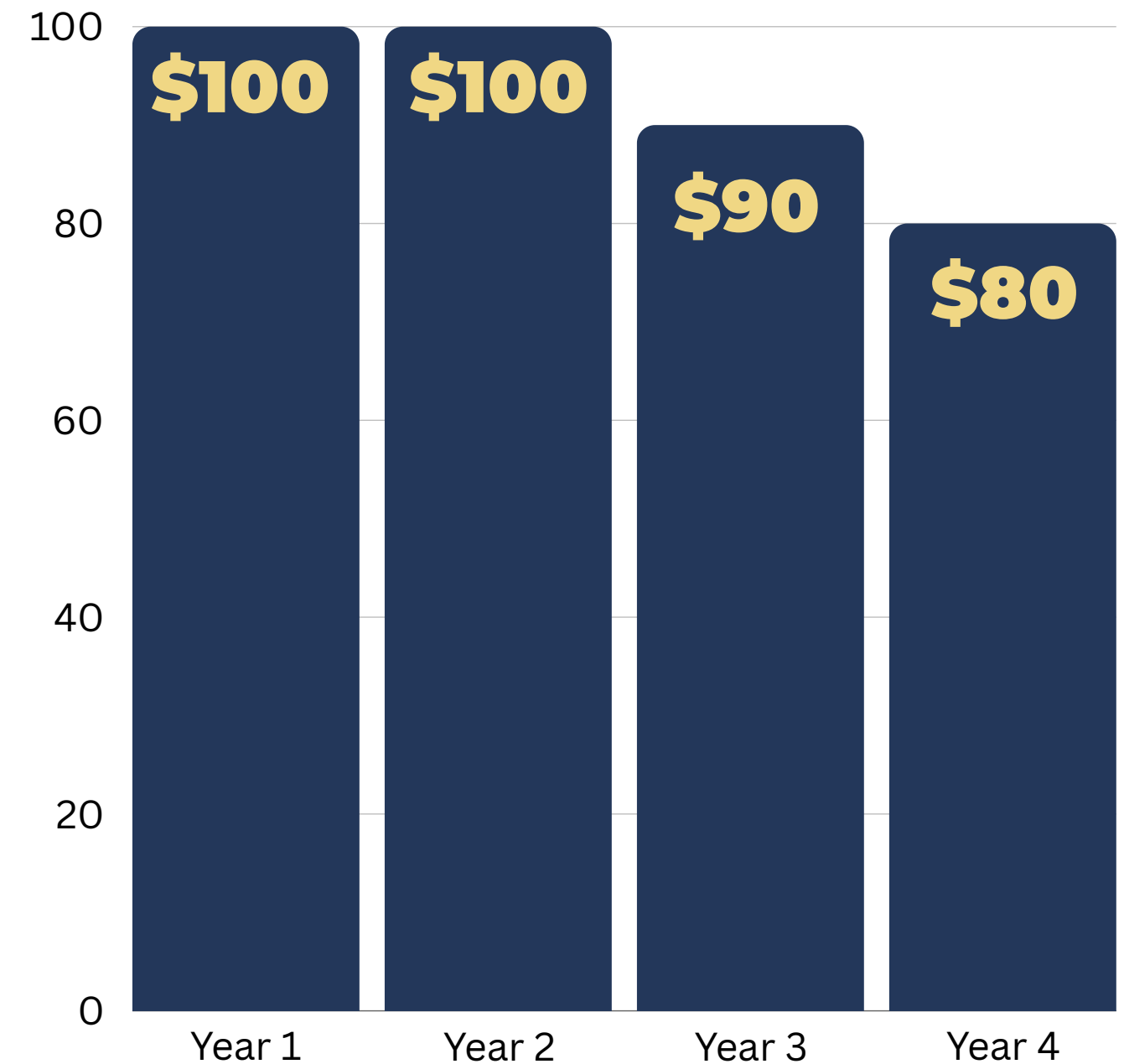
STOP VAWA Funding Strategy

Continuation Funds

- **4-year cycle**
 - Must maintain good standing
 - Non-recurring projects ineligible (conference, etc)
 - Submit continuation proposal for funding years 2-4
 - 5th year - Apply as new in competitive process
- **Yearly Budget Applications**
 - Year 1: Original award
 - Year 2: Original award
 - Year 3: 10% reduction of original award
 - Year 4: Additional 10% reduction of original award



Continuation Funds Example



The Violence Against Women Reauthorization Act of 2022 (VAWA 2022)

Federal Purpose Areas

- STOP VAWA proposals **must** fit within
 - **at least one of the 24 Federal Purpose Areas**
 - **the Goals and Objectives of the 2022-2025 Strategic Implementation Plan**
- Download the purpose areas under the Funding Opportunity on WebGrants www.nmcvrcgrants.com



FEDERAL PURPOSE AREAS

VIOLENCE AGAINST WOMEN REAUTHORIZATION ACT OF 2022

Proposals requesting STOP VAWA funding must demonstrate how the project or program aligns with at least one of the following 24 VAWA 2022 Federal Priority Areas

- 1** Training law enforcement officers, judges, other court personnel, and prosecutors to more effectively identify and respond to violent crimes against women, including the crimes of domestic violence, dating violence, sexual assault, and stalking, including the appropriate use of nonimmigrant status under subparagraphs (T) and (U) of section 101(a) (15) of the Immigration and Nationality Act (8 U.S.C.1101 (a)).
- 2** Developing, training, or expanding units of law enforcement officers, judges, other court personnel, and prosecutors specifically targeting violent crimes against women, including the crimes of domestic violence, dating violence, sexual assault, and stalking.
- 3** Developing and implementing more effective police, court, and prosecution policies, protocols, orders, and services specifically devoted to preventing, identifying, and responding to violent crimes against women, including the crimes of domestic violence, dating violence, sexual assault, and stalking, as well as the appropriate treatment of victims including implementation of the grant conditions in section 40002(b) of the Violence Against Women Act of 1994 (34 U.S.C. 12291(b)).
- 4** Developing, installing, or expanding data collection and communication systems, including computerized systems, linking police, prosecutors, and courts or for the purpose of identifying, classifying and tracking arrests, protection orders, violations of protection orders, prosecutions, and convictions for violent crimes against women, including the crimes of domestic violence, dating violence, sexual assault, and stalking.
- 5** Developing, enlarging, or strengthening victim services programs, including domestic violence, dating violence, and stalking, developing or improving delivery of victim services and legal assistance to underserved populations, providing specialized domestic violence court advocates in courts where a significant number of protection orders are granted, and increasing reporting and reducing attrition rates for cases involving violent crimes against women, including crimes of domestic violence, dating violence, sexual assault, and stalking.
- 6** Developing, enlarging, or strengthening programs addressing the needs and circumstances of Indian tribes in dealing with violent crimes against women, including the crimes of domestic violence, dating violence, sexual assault, and stalking.
- 7** Supporting formal and informal Statewide, multidisciplinary efforts, to the extent not supported by state funds, to coordinate the response of state law enforcement agencies, prosecutors, courts, victim services agencies, and other state agencies and departments, to violent crimes against women, including the crimes of sexual assault, domestic violence, dating violence and stalking.



Eligibility

Applicants must be able to present their organizational capacity to complete the mandatory elements outlined within their proposal.

The New Mexico Crime Victims Reparation Commission has determined that applications will be ineligible for consideration if they are late, incomplete or fail any of the mandatory elements outlined within the Request for Proposal Solicitation.

WebGrants - nmcvrcgrants.com

Application Submission

- **Proposal Types**

- Please Review the RFP
- New / Competitive Proposals
- Continuation Proposals
 - Copy Application

- **Proposal Sections**

- General Information
- STOP VAWA Application
- STOP VAWA Federal Purpose Areas
- VAWA Narrative
- Primary Project Components (PPCs)
- Budget
- Match Waiver Request Form
- VAWA Certification of Consultation
- Additional Documentation Required

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VAWA Narrative

7 Topics

- **All topics are mandatory for competitive proposals**
- **Only #7 is mandatory for continuation proposals**

Topic 3 & Problem Statement

- Strong, persuasive presentation of the problem
- Clear, concise picture
- Backbone of the proposal. Must be supported by all other elements
 - Measurable objectives, implementing activities, evaluation activities
- **Weak problem statements indicate that the applicant organization may not understand the problem or is not prepared to have a positive impact on the problem**

VAWA Narrative Topic 3

Developing the Problem Statement

- What is the nature of the problem?
- Who else in your area is working on the problem?
- How many people are affected and to what extent?
 - How can you prove it?
 - What statistical evidence do you have to support your statements?
- How often does the problem occur?
- What is the current client utilization of services for your agency?
- What is unique or special about your region?
- What **impact** will the project have on the criminal justice system and the targeted geographic region?



Use Data to Substantiate Your Needs

- Current, accurate, relevant
- Quantitative
- Surveys
- Focus Groups

Data Resources

- NM Interpersonal Violence Data Central Repository Reports on Domestic Violence and Sex Crimes
- NM Intimate Partner Violence Death Review Team Annual Report
- www.cvrc.state.nm.us

Primary Project Components (PPCs)

Goal Statement

- Directly relates to a demonstrated need, as identified in the problem statement.
- **Not** an ultimate societal goal.
- Follows logically from your problem statement.
 - It is not appropriate to talk about a reduction in domestic violence if your statement of the problem discussed the need and justification for civil legal assistance.
- **Example: Increase the number of domestic violence victims who receive legal assistance to obtain orders of protection in Catron county.**
 - Program goal relative to demonstrated community need & is a goal that one can control.
 - This is different than "Reduce the incidence of domestic violence in Catron County"

Primary Project Components (PPCs)

Measurable Objectives

- **Quantifiable statements that support the goal and specify what must be done to:**
 - Maintain, Increase, Decrease, Enhance, Improve
 - And by how many
 - The amount of change you expect
- **SMART Objectives are**
 - Specific, Measurable, Action-oriented, Realistic, Timebound
- **Tip**
 - If you use a percentage (e.g. increase the number of SA convictions by 20%), include the baseline of convictions in the problem statement, so reviewers understand what 20% represents.

Primary Project Components (PPCs)

Implementing Activities & Impact Evaluation Activity

- **Implementing Activities**
 - Activities you must do to carry out the objectives you stated
 - Should be listed within the timeline they will be performed
- **Impact Evaluation Activity**
 - How will you show the impact of your program, i.e. did you reach your objectives?
 - You can answer this question if:
 - You can prove that your implementing activities were carried out, and
 - You can measure the increase or decrease or other changes to the degree your objectives stated

Primary Project Components (PPCs)

Example

Goals	Measurable Objectives	Implementing Activities	Impact Evaluation Activity
<p>Goal # 1: Increase knowledge of law enforcement in San Juan County regarding sexual assault laws and best practices for enforcement in responding to victims of sexual assault.</p>	<p>MO #1a.: Conduct 1 training per quarter at each of the local law enforcement agencies (Aztec, Bloomfield, Farmington and San Juan County) to educate at least 5 law enforcement officers.</p>	<p>1a. Develop a PowerPoint using best practices for law enforcement response to victims of sexual assault.</p> <p>1b. Collaborate with the Coalition of Sexual Assault Programs to approve training materials.</p>	<p>1a. Maintain copy of PowerPoints, agendas, sign-in sheets and evaluation forms electronically at agency</p>

Proposal Budget

Budget Development

- Does it support the problem statement?
- Does it support all activities in PPCs?
- Is it realistic?
- Is it rounded off?

Common Issues

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



Budget Expectations

- Use Budget Section in WebGrants
- Follow budget instructions
- Line item categories observed
- Round off requested amount, no cents
- Match is clearly identifiable as in-kind or cash
- Source of match is clearly identified
- Budget, proposal narrative, & PPCs align
- Fiscal Agent Reviewed Prior to Submission

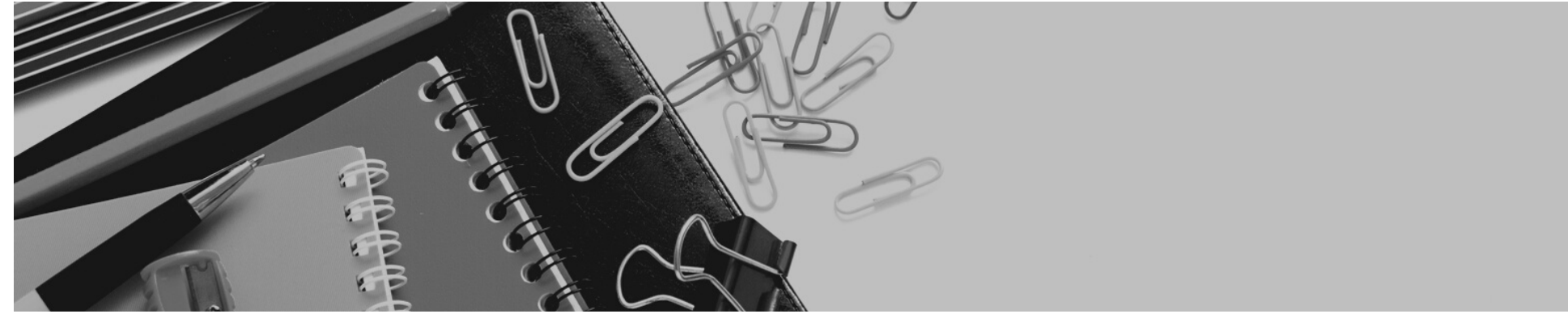
Matching Funds

Requirements & Waiver

- **Exempt:** Tribal & non-profit, non-governmental victim services organizations that are providing direct services to victims are exempt
- Not exempt, but **may request a match waiver:** Tribal & non-profit, non-governmental victim services organizations providing other services
 - Do not include match in budget form and narrative if applying for waiver
 - Provide details for the need for a waiver
- **All others must provide a match**
 - All governmental agencies must provide a match

Match Formula & Requirements

- $\text{Match} = (\text{Federal Funds Requested}) \times 0.25 \div 0.75$
- $(\$10,000 \text{ request}) \times 0.25 \div 0.75 = \$3,333 \text{ match}$
- Cash or In-Kind



Match Ideas

- Donations
- Expendable Equipment
- Office supplies, capital outlay
- Work space
- Operations
- Monetary value of time contributed by staff or volunteers if the services they provide are a necessary part of the funded project
- **Cannot be derived from federal funds**



Certification of Consultation

Applies to All Applicants

- Must consult with victim services programs **during the development of the proposal**
- **Dates & content meetings with at least 2 agencies**
- Complete form and sign (authorized)
- Governmental agencies must certify that they collaborated with non-governmental victim services providers in the planning process

Meaningful Collaboration

- Demonstrate that collaborative agencies have been involved in the planning process
- Resource sharing for mutual gain
- Increased coordination of services
- Mutual commitments
- Demonstrates a partnership between organizations
- Addresses the problem by involving all that might play a part in developing and implementing a solution



Additional Documentation



Required Federal Forms

- **Assurances**
- **Certifications**
- **Disclosure of Lobbying Activities**

Job Descriptions, Contracts, Resumes

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

Other Required Documents

- Most recent **agency audit** must be included in proposal, even if CVRC has it on file
- **Agency Budget:** Current, Receivables, Expenditures
- **VAWA Staff Spreadsheet**
 - Breakdown of all funded & match VAWA staff
 - Allocation of total salary across funding sources

Required 501(c)(3) Documents

- **501(c)(3) Proof**
- **Articles of Incorporation**
- **Current list of Board Members**
 - *Contact Information*
 - *Occupation*
 - *Term information*

Limited English Proficiency Plan

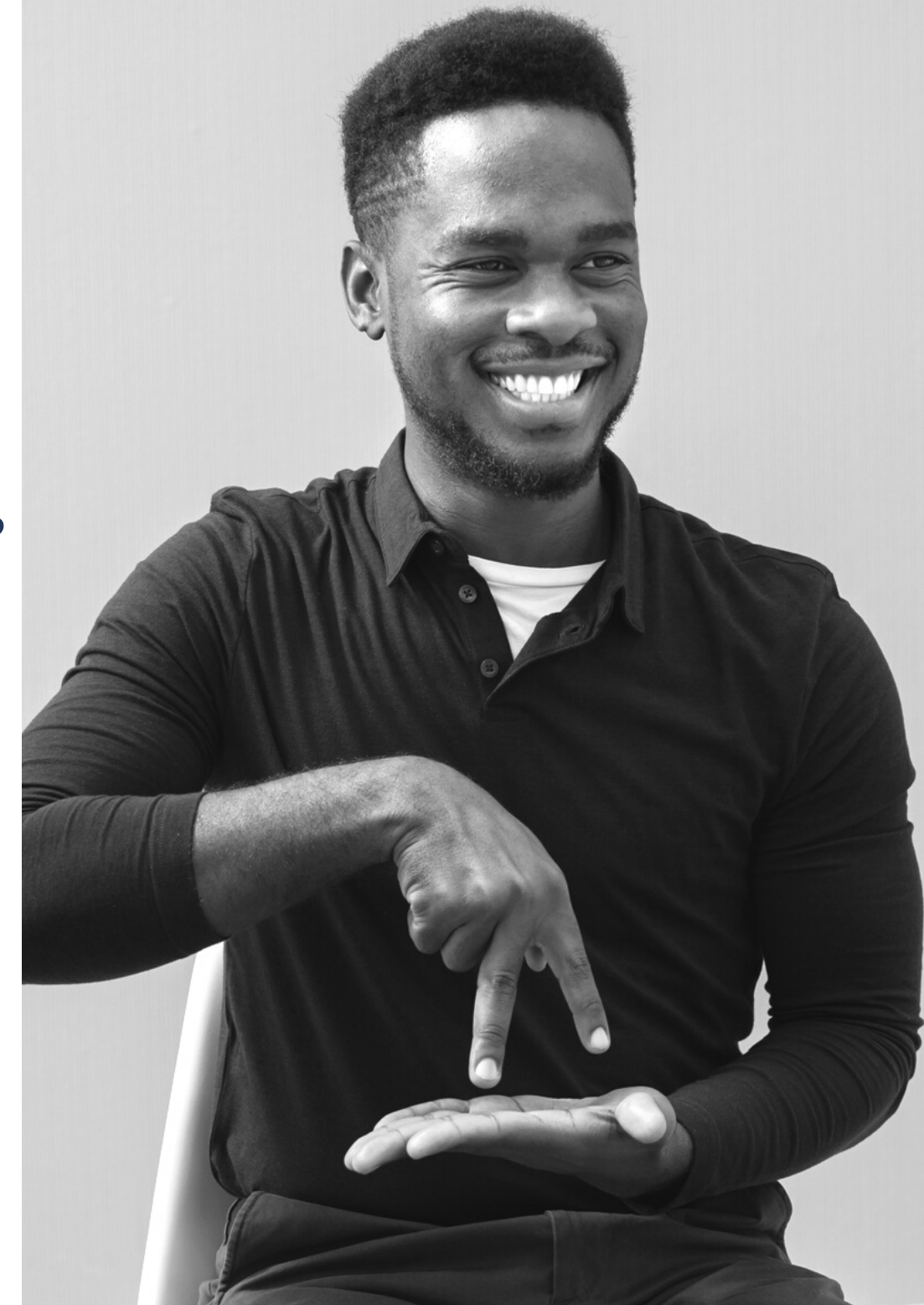
Mandatory

- All recipients of federal funds that are providing services to individuals must have a comprehensive plan in place
- Must provide meaningful access to resources and services
- Reasonable costs associated with providing access should be in budget
- Must meaningfully address access to programs, services, and information to persons who are Deaf and hard of hearing and individuals with disabilities

Provide responses to the following

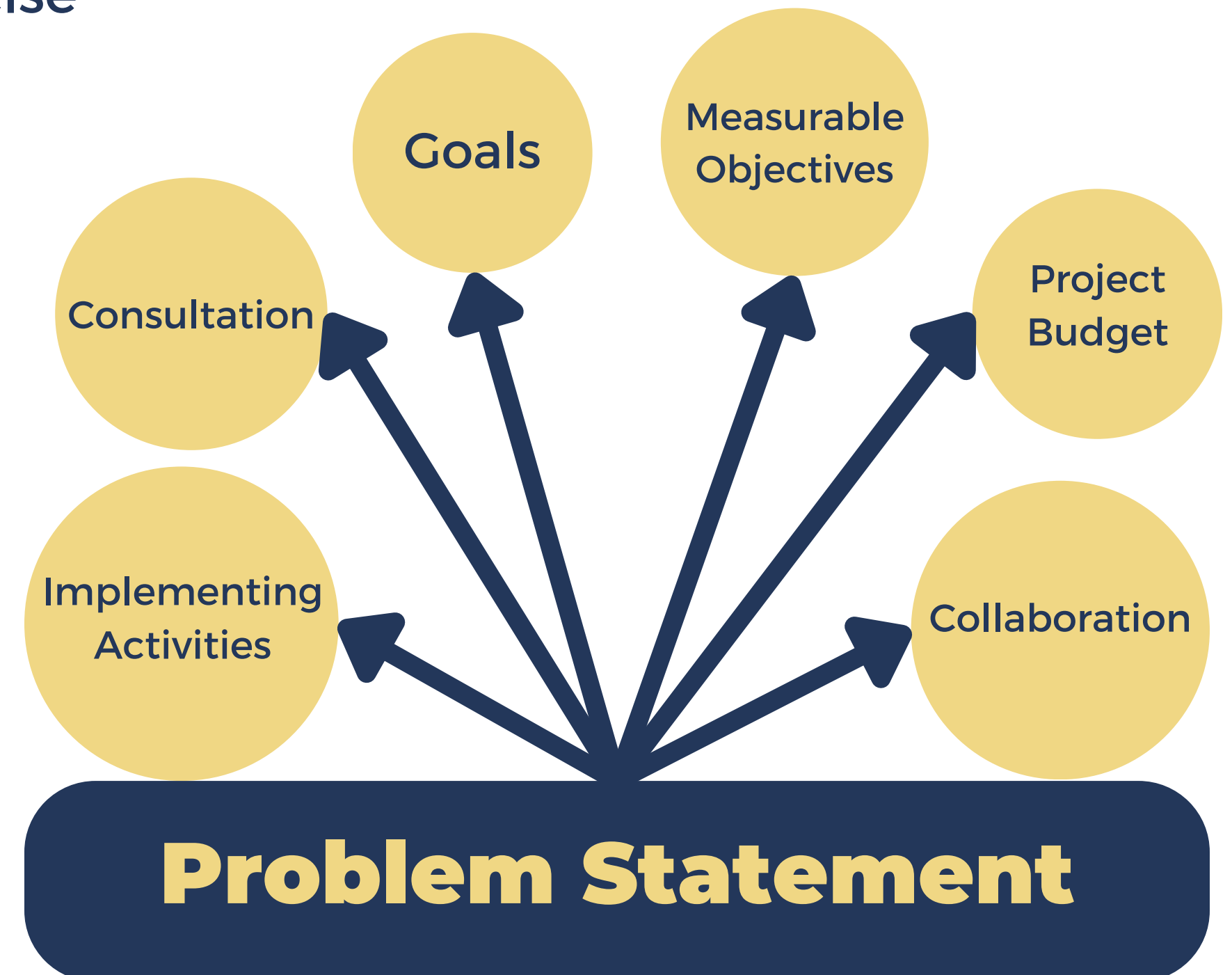
- What is your org's process for ID'ing LEP persons who need language assistance?
- **Provide the percentage of LEP persons within your organization's eligible service population**
- What frequency do LEP individuals come into contact with the program?
- What resources are available to LEP persons by your organization? What language assistance resources are available?
- How is or how will staff be trained to serve LEP individuals?
- What is the status of LEP policy development within your organization?
- How do you provide information about your services to LEP persons?

LEP.gov



Building Your Proposal

1. Carefully read RFP packet
2. Keep the proposal simple, clear & concise
 - a. Choose a Priority
 - b. Develop Narrative
 - c. Build Primary Project Components
 - d. Establish Project Budget
3. Build around your Problem Statement
4. Submit entire proposal on time
 - a. March 1, 2024
 - b. 4:00 PM (Mountain)
 - c. nmcvrcgrants.com
 - d. No late submissions accepted



THANK YOU

GOOD LUCK!

For assistance, contact

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