

# **State of New Mexico**

## **Crime Victims Reparation Commission**



### **Request for Proposals**

#### **Sexual Assault Services Programs**

**Federal Grant # 15JOVW-24-GG-00496-SASP**

**Request for Proposal WebGrants #29888**

**Issuance Date: February 24, 2025**

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# Information Section

## INTRODUCTION/PURPOSE

The Sexual Assault Services Program (SASP) was created by the Violence Against Women and Department of Justice Reauthorization Act of 2005 (VAWA 2005), 42 U.S.C. §14043g, and is the first Federal funding stream solely dedicated to the provision of direct intervention and related assistance for victims of sexual assault. Overall, the purpose of SASP is to provide intervention, advocacy, accompaniment (e.g., accompanying victims to court, medical facilities, police departments, etc.), support services, and related assistance for adult, youth, and child victims of sexual assault, family and household members of victims, and those collaterally affected by the sexual assault.

Congress, the Office on Violence Against Women (OVW), and victim advocates recognized the need to place increased focus on sexual assault in order to address the lack of available direct intervention and related assistance services and the unique aspects of sexual assault trauma from which victims must heal. Adults and children of any gender can be victims of sexual assault. The perpetrator can be a relative, acquaintance (e.g., boyfriend/girlfriend, friend, coworker, neighbor), or a stranger. Nationally, one in six women and one in thirty-three men will be sexually assaulted in their lifetime.

The Sexual Assault Services Formula Grant Program (SASP Formula Program) directs grant dollars to states and territories to assist them in supporting rape crisis centers and other nonprofit, nongovernmental organizations, including faith-based and other community organizations, that provide core services, direct intervention, and related assistance of sexual assault victims.

Funds provided through the SASP Formula Grant Program are designed to supplement other funding sources directed at addressing sexual assault on the state level.

## SEQUENCE OF EVENTS TIMELINE

	<b>Action</b>	<b>Responsibility</b>	<b>Date</b>
1.	Issuance of RFP	CVRC	02/24/2025
2.	Registration in WebGrants Final Deadline	Applicants	03/19/2025
3.	Grant Writing Workshop Prerecorded Webinar	CVRC	02/24/2025
4.	Question Period – Questions Submitted Within WebGrants System	Applicants	03/19/2025 last question answered 10:00AM Mountain Time
<b>5.</b>	<b>Submission of Proposal</b>	<b>Applicants</b>	<b>03/31/2025 Before 4:00 PM Mountain Time</b>
6.	Review Process	Review Committee	03/31/2025-04/24/2025
7.	Preliminary Award Notification	CVRC	04/24/2025
8.	Selected Agency Subrecipient Procurement	Preliminary Awarded Applicant	04/24/2025-05/31/2025
9.	Special Conditions Due	Applicants	5/22/2025
10.	Protest Period Ends	Applicants	<b>05/22/2025 10:00AM Mountain Time</b>
11.	Protests Presented and Final Approval CVRC Commission	CVRC	<b>05/22/2025</b>
12.	Final Executed Contract Emailed	CVRC	Prior to 05/31/2025

## **ISSUANCE OF RFP**

The RFP for the SASP Program is issued by CVRC on **Monday February 24, 2025.**

## **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.**

## **QUESTIONS REGARDING RFP**

Questions regarding the RFP must be submitted within the WebGrants Online Grants Management System, [nmcvcregrants.com](http://nmcvcregrants.com). To submit a question, select the RFP title under Funding Opportunities. A text box will pop up when you click the blue “? Ask a Question” button. Type your question into the box and press save. CVRC will respond to your question within three days. Both the question and answer will become visible to other users upon CVRC’s posted response. To view all questions and responses, scroll to the bottom of the Funding Opportunity Details page. Questions and Answers will be displayed by date and time posted.

## **SUBMISSION OF PROPOSALS**

Submissions must be received in the New Mexico Crime Victims Reparation Commission WebGrants Online Grants Management System no later than **4:00 PM (Mountain Standard Time) on Monday, March 31, 2025.** 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 [nmcvcregrants.com](http://nmcvcregrants.com)

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

If technical difficulties are experienced at any point during the application process, the applicant must contact the VAWA Grants Administrator, Kristin Wood-Hegner, at (505) 709-0485 or [Kristin.Wood-Hegner@cvrc.nm.gov](mailto:Kristin.Wood-Hegner@cvrc.nm.gov), or the Grants Bureau Chief, Donna Richmond, at (505) 795-4486 or [Donna.Richmond@cvrc.nm.gov](mailto:Donna.Richmond@cvrc.nm.gov) no later than **4:00 PM (Mountain Time) by Wednesday, March 19, 2025.**

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.

## **TERM OF THE AWARD**

**The term of the contract is July 1, 2025 – June 30, 2026.**

## **FUNDING STRATEGY**

CVRC will only award the SASP Formula Grant for one year, covering Fiscal Year 2026 (July 1, 2025 - June 30, 2026). CVRC reserves the right to extend existing contracts up to four (4) years at its sole discretion, contingent upon the availability of Federal appropriation. No guarantee of continued funding beyond the initial award period is implied or should be inferred.

## **APPROPRIATION AND AVAILABILITY OF FUNDS**

\$814,954.00 is available for funding the SASP Formula Program. \$36,857.00 may be used for the administrative costs of managing the program and these expenditures must be clearly defined in the budget. A minimum of \$778,097.00 must be sub-granted to support rape crisis centers and other non-profit, non-governmental organizations, including faith-based and other community organizations that provide core services, direct intervention, and related assistance for sexual assault victims.

All awards are subject to the availability of appropriated funds and any modifications or additional requirements that may be imposed by law.

## **ELIGIBILITY REQUIREMENTS AND RESTRICTIONS**

CVRC is seeking **one New Mexico non-profit, non-governmental organization** that will subgrant the entire award through a competitive RFP process (less \$36,857.00 for administrative funds) to rape crisis centers and other eligible programs and projects to assist those victimized by sexual assault as described under the Program Priorities and Statutory Purpose Areas.

The successful applicant will establish a SASP advisory group to create the RFP, select finalists and serve in an advisory capacity. A maximum of \$36,857.00 may be retained and used by the successful applicant exclusively for the purpose of administering the grant program.

The successful applicant will be a non-profit, non-governmental New Mexico organization that has provided the following statewide services for a minimum of five years:

- Training and technical assistance to sexual assault service providers (rape crisis services, SANE programs and community mental health agencies) throughout New Mexico on issues related to sexual violence, evidence-based practice, agency management, coordinated, community response to addressing sexual violence, national trends, and current state and national data specific to sexual violence.
- Developing and disseminating sexual assault program request for proposals, soliciting potential applicants, convening and facilitating proposal review committees, developing contracts, and managing the fiscal and programmatic services provided by subrecipients.
- The successful applicant organization will have established staff positions that currently provide training and technical assistance to sexual assault service providers (rape crisis services, SANE programs and community mental health agencies) throughout New Mexico.

## **PROGRAM PRIORITIES**

Grant dollars must be used to support rape crisis centers and other non-profit, non-governmental organizations, including faith-based and other community organizations that provide core services, direct intervention, and related assistance to sexual assault victims.

Overall, the purpose of SASP is to provide intervention, advocacy, accompaniment (e.g., accompanying victims to court, medical facilities, police departments, etc.), support services, and related assistance for:

- adult, youth, and child victims of sexual assault,
- family and household members of victims; and
- those collaterally affected by the victimization, except for the perpetrator of such victimization (e.g., friends, coworkers, classmates)

In federal fiscal year 2024, funds under the SASP Formula Grant Program may be used for the following purpose:

- To support the establishment, maintenance, and expansion of rape crisis centers and other programs and projects to assist those victimized by sexual assault.

- Address the specific challenges that rural communities face in providing sexual assault victim services.

The successful applicant will develop and support projects that:

- Support rape crisis centers in providing direct intervention and related assistance services; and
- Support dual programs that provide sexual assault and domestic violence services to enhance the provision of sexual assault-related direct intervention and related assistance services.

### **STATUTORY PROGRAM PURPOSES/ALLOWABLE ACTIVITIES**

By statute, funds under the SASP Formula Grant Program may be used for the following purpose:

- To support the establishment, maintenance and expansion of rape crisis centers and other programs and projects to assist those victimized by sexual assault.
- Support dual programs that provide sexual assault and domestic violence services to enhance the provision of sexual assault-related direct intervention and related assistance services.

SASP funds shall be used to provide grants to rape crisis centers and other non-profit, non-governmental organizations, including faith-based and other community organizations, including Tribal non-profit organizations, for programs and activities that provide direct intervention and related assistance. Intervention and related assistance may include:

- 24-hour hotline services providing crisis intervention services and referral;
- Accompaniment and advocacy through medical, criminal justice, and social support systems, including medical facilities, police and court proceedings;
- Crisis intervention, short-term individual and group support services, direct payments, and comprehensive service coordination and supervision to assist sexual assault victims and family or household members;
- Information and referral to assist the sexual assault victim and family or household members;
- Community-based, linguistically and culturally specific services and support mechanisms including outreach activities for underserved communities; and
- The development and distribution of materials on issues related to the services described in the previous bullets.

### **PRIORITY CONSIDERATION**

A requirement of the Sexual Assault Services Grant Program is to make subgrants under this award giving priority to areas of varying geographic size with the greatest demonstration of need; to take into consideration the population of the geographic area to be served; to distribute monies equitably on a geographic basis, including nonurban and rural areas of various geographic sizes; and to identify and address the needs of the underserved populations in New Mexico. The successful applicant will consult with a SASP advisory group to create the RFP, select finalists and serve in an advisory capacity. The SASP advisory committee should develop criteria for the RFP which works towards increasing services to un-served, underserved and inadequately served populations.

### **SASP ADVISORY COMMITTEE**

The selected applicant shall create a SASP advisory group consisting of the New Mexico Crime Victims Reparation Commission Grants Bureau Chief, New Mexico Crime Victims Reparation Commission VAWA Grant Administrator, New Mexico Coalition of Sexual Assault Program members, the Coalition to Stop Violence Against Native Women members, members from underserved, culturally specific service providers and other identified stakeholders. The advisory committee may consist of potential subrecipients, however, the request for proposal review committee must avoid any conflicts of interest and cannot be comprised of individuals within eligible subrecipients.

## **UNALLOWABLE ACTIVITIES**

Grant funds under the SASP Formula Grant Program may not be used for any unauthorized purposes, including but not limited to the following activities:

- Lobbying
- Fundraising
- Research projects
- Physical modifications to buildings, including minor renovations
- Sexual Assault Forensic Examiner projects
- Criminal justice-related projects, including law enforcement, prosecution, courts and forensic interviews
- Activities focused on prevention efforts (e.g., bystander intervention, social norm campaigns, presentations on healthy relationships, etc.)
- Sexual Assault Forensic Medical Examiner programs
- Sexual Assault Response Team coordination
- Domestic violence services unrelated to sexual violence.

## **PERFORMANCE MEASURES**

Performance measures will address, at a minimum:

- 1) The number of victims receiving requested services funded by the grant; and
- 2) The number of victim advocates supported by the grant

This information will be provided to OVW through an annual progress report.

## **UNDERSERVED POPULATIONS**

Underserved victim populations include but are not limited to the following Federal definitions:

### **Geographic location**

Rural  
Tribal  
Underserved Urban  
Other

### **Racial/Ethnic Groups**

Hispanic  
Native American  
African-American  
Pacific Islander  
Other

### **Non-English Speaking**

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

### **Other Special Needs Populations**

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

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

## **NONDISCLOSURE OF CONFIDENTIAL OR PRIVATE INFORMATION**

In accordance with 42 US C. § 13925(b)(2) grantees 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  
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program or another Federal agency, state, tribal, or territorial grant program. This provision also limits disclosures by OVW subrecipients to OVW grantees, including disclosures to statewide or regional databases.

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

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

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

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

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

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

Grantees 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. SASP 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.

## **SASP FUNDS AND SERVICES TO ALL GENDERS**

Although the SASP 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 sexual assault from receiving benefits and services.

## **EQUAL OPPORTUNITY/CIVIL RIGHTS COMPLIANCE**

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

The subrecipient 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.

Subrecipient 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 (42US 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); and 28 C.F.R. pt. 38 (US Department of Justice Regulations – Equal Treatment for Faith-Based Organizations).

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 subrecipient 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).

Subrecipient will provide an Equal Employment Opportunity Plan (EEOP) 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 EEOP 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 EEOP is required. Information about civil rights obligations of grantees 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. Subrecipient is encouraged 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 subrecipient shall not retaliate against individuals for taking action or participating in action to secure rights protected by these laws.

### **PROVIDING MEANINGFUL ACCESS TO VICTIMS WITH LIMITED ENGLISH PROFICIENCY (LEP)**

National origin discrimination includes discrimination on the basis of limited English proficiency (LEP). As noted above, to ensure compliance with Title VI of the Civil Rights Act and the Omnibus Crime Control and Safe Streets Act, recipients are required to take reasonable steps to ensure the LEP persons have meaningful access to their programs. Meaningful access may entail providing language assistance services, including interpretation and translation services, where necessary. Grantees are encouraged to consider the need for language services for LEP persons served or encountered both in developing their proposals and budgets and in conducting their programs and activities. Reasonable costs associated with providing meaningful access for LEP individuals are considered allowable program costs. The US Department of Justice has issued guidance for grantees to assist them in complying with Title VI. The guidance document can be accessed on the Internet at [www.lep.gov](http://www.lep.gov) or by contacting the OJP's Office for Civil Rights at 202-307-0690.

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. Go to [www.cvrc.nm.gov](http://www.cvrc.nm.gov) to review a sample plan and additional information that will assist you with plan development.

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

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

Goals, Measurable Objectives, Implementing Activities and Project Evaluation Activities are required to be completed 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 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 subgrantees must submit Invoices reflecting expenditures of the previous month must be submitted 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. packets no later than the 10th day of each month. Applicants 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). Applicants 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.

## **REPORTING REQUIREMENTS**

All subrecipients are required to submit financial, progress and annual performance reports to the CVRC by the due dates. Failure to comply with reporting requirements (including the timely submission of reports) may result in administrative action such as withholding of payments and termination of awards and could affect the awarding of subsequent grants. In addition, applicants' compliance with previous grant reporting obligations will be an important consideration during the proposal review process.

Cash Reimbursement Packets: All subgrantees must submit Invoice reflecting expenditures of the previous month must be submitted 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. packets no later than the 10th day of each month. Applicants 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). Applicants will receive post award training for submission of their monthly invoice.

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

Annual Performance Report: An annual program performance report is also required. The necessary forms and the due date will be forwarded to all 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 SASP funds. Accounting for the revenue and expenditures of the SASP award must be maintained.

Programmatic and Financial Reporting Periods:

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

## **AUDIT REQUIREMENTS**

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

A sample agreement can include the following:

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

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

Submitted audit reports should include:

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

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

## **TRAINING REQUIREMENTS**

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

***Mandatory Training Compensation:***

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

***Mandatory Training Grant Reporting:***

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

***Mandatory NMCVRC-Sponsored Training:***

Unless a waiver is obtained, at least one member of the SASP project or a project partner must attend a New Mexico Crime Victims Reparation Commission training. 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 applications via Grants.gov or CCR.gov should be registered and have already migrated their accounts, as it is a requirement for Grants.gov registration. Please note that applicants must update or renew their SAM.gov registration at least once per year to maintain an active status. Information about registration procedures can be accessed at [www.sam.gov](http://www.sam.gov). The agency's SAM.gov expiration date is required on the application.

**NO COPYRIGHT RESTRICTIONS**

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

**HUMAN SUBJECTS TESTING**

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

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

### **NEW MEXICO EMPLOYEES HEALTH COVERAGE**

1. For all contracts solicited and awarded on or after January 1, 2008: If the contractor has, or grows to, six (6) or more employees who work, or who are expected to work, an average of at least 20 hours per week over a six (6) month period during the term of the contract, contractor must agree to:
  - (a) have in place, and agree to maintain for the term of the contract, health insurance for those employees and offer that health insurance to those employees no later than July 1, 2008 if the expected annual value in the aggregate of any and all contracts between Contractor and the State exceed one million dollars or;
  - (b) have in place, and agree to maintain for the term of the contract, health insurance for those employees and offer that health insurance to those employees no later than July 1, 2009 if the expected annual value in the aggregate of any and all contracts between Contractor and the State exceed \$500,000 dollars or
  - (c) have in place, and agree to maintain for the term of the contract, health insurance for those employees and offer that health insurance to those employees no later than July 1, 2010 if the expected annual value in the aggregate of any and all contracts between Contractor and the State exceed \$250,000 dollars.
2. Offeror must agree to maintain a record of the number of employees who have (a) accepted health insurance; (b) declined health insurance due to other health insurance coverage already in place; or (c) declined health insurance for other reasons. These records are subject to review and audit by a representative of the state.
3. Offeror must agree to advise all employees of the availability of State publicly financed health care coverage programs by providing each employee with, as a minimum, the following web site link to additional information: [www.insurenwemexico.state.nm.us/](http://www.insurenwemexico.state.nm.us/).
4. For Indefinite Quantity, Indefinite Delivery contracts (price agreements without specific limitations on quantity and providing for an indeterminate number of orders to be placed against it); these requirements shall apply the first day of the second month after the contractor reports combined sales (from state and, if applicable, from local public bodies if from a state price agreement) of \$250,000, \$500,000 or \$1,000,000.

# **FUNDING PRIORITIES & PROPOSAL SUBMISSION**



## **NEW MEXICO PRIORITIES**

State of New Mexico Crime Victims Reparation Commission 2022-2025 Strategic Implementation Plan outlines funding priorities and strategies for the SASP 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 Federal award years of 2022-2025. The plan can be found at <https://www.cvrc.nm.gov/wp-content/uploads/2022/07/2022-2025-Implementation-Plan-Final-June-16-2022-WO-Appendix.pdf>.

Proposed projects must adhere to the established priorities outlined within this plan and must support the eligible allowable activities for the SASP grant. 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 SASP award.

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

## **PROPOSAL FORMAT AND ORGANIZATION**

All applicants must submit their application within the New Mexico Crime Victims Reparation Commission 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.

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.

All sections of the SASP Grant Application must be thoroughly completed. All information requested must be included within the application in the New Mexico Crime Victims Reparation Commission WebGrants Online Grants Management System. Any proposal that does not adhere to these requirements will be deemed non-responsive and will be removed from consideration for funding. Applicants may attach other materials that they feel may improve the quality of their responses

## **EVALUATION SUMMARY**

The following is a summary of evaluation factors with point values assigned to each for the project applications. 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>State of New Mexico SASP Grant Application</b>	<b>800 Points Available</b>
Applicant Contact Information	Pass/Fail*
Project Summary	100
Standard Conditions	Pass/Fail*
Project Budget and Budget Narrative	200
Narrative	250
Primary Project Components	250
Federal Certification Forms	Pass/Fail *
<b>SASP Additional Documentation Required</b>	<b>200 Points Available</b>
Job Descriptions/Contracts/Resumes	25
Audit	100
Agency Budget	75
SASP Funded Spreadsheet	Pass/Fail*
LEP Plan or letter (For programs working with victims)	Pass/Fail *

Bylaws and Articles of Incorporation or letter** (non-profits)	Pass/Fail *
501c3 Status ** (non-profits)	Pass/Fail *
List of Board Members (non-profits)	Pass/Fail *

MAXIMUM NUMBER OF TOTAL POINTS 1000

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

**PROPOSAL SUBMISSION**

Submissions for 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 Monday, March 31, 2025**. 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 an application, CVRC will review the most recent version submitted.

If technical difficulties are experienced at any point during the application process, the applicant must contact the VAWA Grants Administrator, Kristin Wood-Hegner, at (505) 709-0485 or [Kristin.Wood-Hegner@cvrc.nm.gov](mailto:Kristin.Wood-Hegner@cvrc.nm.gov), or the Grants Bureau Chief, Donna Richmond, at (505) 795-4486 or [Donna.Richmond@cvrc.nm.gov](mailto:Donna.Richmond@cvrc.nm.gov), no later than 4:00 PM (Mountain Time) by Wednesday March 19, 2025.

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.

**PROTEST PERIOD**

The protest period deadline will end at **10:00AM (Mountain Time) on Thursday May 22, 2025**. Protests must be in the form of a written letter and must include the name and address of the protestor and the Request for Proposal’s title. It must also contain a statement of grounds for protest including appropriate supporting exhibits and must specify the requested outcome. The protest letter must be addressed and emailed to Frank Zubia, Director New Mexico Crime Victims Reparation Commission and must be received via email to [Frank.Zubia@state.nm.us](mailto:Frank.Zubia@state.nm.us) by **10:00AM (Mountain Time) Thursday, May 22, 2025**. A PDF copy must be e-mailed to Kristin Wood-Hegner, VAWA Grants Administrator, at [Kristin.Wood-Hegner@cvrc.nm.gov](mailto:Kristin.Wood-Hegner@cvrc.nm.gov) no later than **10:00AM, (Mountain Time) on Thursday, May 22, 2025**. **The emailed letter to the Director and emailed copy to the VAWA Grants Administrator must both be received prior to the deadline in order to be eligible to protest the preliminary award decision.**

# WEBGRANTS APPLICATION SECTION

## **STATE OF NEW MEXICO SASP GRANT APPLICATION INSTRUCTIONS**

The New Mexico Crime Victims Reparation Commission WebGrants Online Grants Management System can be found at [nmcvcregrants.com](http://nmcvcregrants.com). The FY26 SASP Request for Proposal can be found on this website. 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 SASP Grant Application must be submitted no later than **4:00PM (Mountain Time), Monday, March 31, 2025 through the WebGrants portal. Applicants are encouraged to watch the training video provided for this solicitation.**

### **APPLICANT CONTACT INFORMATION INSTRUCTIONS**

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

### **PROJECT SUMMARY INSTRUCTIONS**

Provide a brief summary of the project that you are proposing in this application. The summary must include a description of how the project supports the 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 brief, clear and concise.

### **STANDARD CONDITIONS INSTRUCTIONS**

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

### **NARRATIVE INSTRUCTIONS**

Within the SASP Grant Application briefly and concisely respond to each topic. The narrative is limited to character space provided within each of these topics. The seven topics, provided below, should provide a clear picture of your agency, collaborative partners and the way in which your project

1. Utilizing the Eligibility Requirements within the solicitation describe your organization's eligibility to receive this award and ability to develop and manage this project successfully. (2000 characters maximum)
2. Please provide a description of the SASP Advisory Committee. Also, please provide a proposed timeline to issue a competitive solicitation, conduct a proposal review and make subrecipient awards to begin July 1, 2024? (2000 characters maximum)
3. A requirement of the Sexual Assault Services Grant Program is to make subgrants under this award giving priority to areas of varying geographic size with the greatest demonstration of need; to take into consideration the population of the geographic area to be served; to distribute monies equitably on a geographic basis, including non-urban and rural areas of various geographic sizes; and to identify and address the needs of the underserved populations in New Mexico. Please describe the way in which your organization will meet this requirement. (4000 characters maximum)
4. Please describe the way in which subrecipients will be monitored to ensure programmatic and fiscal compliance. This topic must also be addressed in the Primary Project Components section. (4000 characters maximum)
5. Please identify representatives of underserved populations in New Mexico and the process that your organization will utilize to collaborate with them to create the plan that will be reflected in a competitive RFP, to select finalists and to serve in an advisory capacity. This topic must also be addressed in the Primary Project Components section. (4000 characters maximum)

6. Please provide a statement that it will be a contractual requirement that all SASP subrecipients will attend a least one CVRC sponsored Victim Compensation training program. This topic must be addressed in the Primary Project Components section. (4000 characters maximum)
7. Please describe agency policies and procedures that account for the access needs of participants with disabilities and participants who have limited English proficiency or are Deaf or hard of hearing, including how the agency ensures operational budget to support the costs associated with accessibility. In addition, please describe how your agency provides training for staff regarding the LEP plan and ensuring meaningful access to individuals who are Deaf and hard of hearing and individuals with disabilities. Include how the agency will ensure this with selected SASP subrecipients. (4000 characters maximum)

**PROJECT BUDGET AND BUDGET NARRATIVE INSTRUCTIONS**

Prepare the budget and budget narrative within the SASP Grant Application form. The budget narrative should be detailed and describe all expenditures (see Budget Instructions).

**BUDGET NARRATIVE INSTRUCTIONS**

Prepare the budget and budget narrative within the application on the New Mexico Crime Victims Reparation Commission WebGrants Online Grants Management System. The budget narrative should be detailed and describe all expenditures.

**Budget Instructions for Line-Item Categories**

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

Example:

<u>Position</u>	<u>Annual Salary</u>	<u>Hrly Rate</u>	<u>Hrs/wk</u>	<u>SASP Hrs/Wk</u>	<u># of months</u>	<u>Amount</u>
Counselor	\$38,000.00	\$18.269	40	4	12	\$3,800.00

**10.0 Personnel Benefits:** List all personnel benefits and the costs, itemized and computation shown. These can include Social Security, Worker's Compensation, Retirement, Unemployment Compensation and Insurance.

**20.0 In State Travel:** Itemize travel expenses by specific purpose and show basis for computation (include costs for meals, lodging, and mileage). Be sure to include the CVRC-sponsored training registration, lodging and travel expenses. Travel related costs must be necessary, reasonable, and aligned with the rates established in the following subsections of the most current version of the New Mexico Administrative Code (NMAC) 2.24.2.

- Lodging: Reimbursed only as actual expenses. Requests for per diem lodging will not be approved. Receipts are required to be submitted with the request for reimbursement. Lodging in excess of \$215.00 requires prior approval from the CVRC VAWA Grants Administrator. See NMAC 2.24.2.9 (A)(1,3).
- Meals: Reimbursed only on a per diem basis prorated for actual time from work. See NMAC 2.42.2.8 (B). Current per diem rates can be viewed on the Department of Finance and Administration’s website <https://www.nmdfa.state.nm.us/>. (Currently \$59.00 per day)
- Mileage: Mileage accrued in the use of a private vehicle while conducting activities within the scope of work may be included in the budget at the State of New Mexico rate, which is currently \$0.67 per mile. See NMAC 2.42.2.11 (B)(1).

**30.0 Maintenance:** Includes janitorial supplies and equipment maintenance contracts.

**40.0 Supplies:** List items within this category separately for office supplies.

**50.0 Contractual and Consultant:** For individuals - list types of services, name, address, hourly or daily rate and amount of time. For contracts with firms - list types of services and total costs. Includes pro-rated audit cost, only if your agency is eligible.

- 60.0 Operating Cost:** List items within this category separately for telephone, rent, postage, printing, training, etc. at a prorated share, with itemized costs included in the calculations.
- 80.0 Capital Outlay:** List each item or equipment to be purchased including the description and cost.
- 95.0 Out of State Travel/Other:** Itemize travel expenses by specific purpose and show basis for computation. Include meals, lodging and mileage. Other items not covered under the existing line items should be included here. Travel related costs must be necessary, reasonable, and aligned with the rates established in the following subsections of the most current version of the New Mexico Administrative Code (NMAC) 2.24.2.
- Lodging: Reimbursed only as actual expenses. Requests for per diem lodging will not be approved. Receipts are required to be submitted with the request for reimbursement. Lodging in excess of \$215.00 requires prior approval from the CVRC VAWA Grants Administrator. See NMAC 2.24.2.9 (A)(1,3).
  - Meals: Reimbursed only on a per diem basis prorated for actual time from work. See NMAC 2.42.2.8 (B). Current per diem rates can be viewed on the Department of Finance and Administration's website <https://www.nmdfa.state.nm.us/>. (Currently \$59.00 per day)
  - Mileage: Mileage accrued in the use of a private vehicle while conducting activities within the scope of work may be included in the budget at the State of New Mexico rate, which is currently \$0.67 per mile. See NMAC 2.42.2.11 (B)(1).

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

**\*\*BUDGETS SHOULD BE ROUNDED OFF \*\***

## **PRIMARY PROJECT COMPONENTS INSTRUCTIONS**

The Primary Project Components 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. However, if you have never developed *Primary Project Components* you are not expected to be able to complete the form based solely on this explanation. **The Primary Project Components will be an important area of focus during the Grant Writing Workshop Webinar. Please review the recorded training.**

The *Primary Project Components* are intended to outline: 1) the program goals, measurable objectives, implementing activities, and impact evaluation activities and 2) the timeline for carrying out the implementing activities. It is your detailed game plan and it informs the proposal reviewers of the ways in which you plan to solicit and monitor your subrecipient funds.

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

## **FEDERAL CERTIFICATION FORMS INSTRUCTIONS**

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

## **ADDITIONAL DOCUMENTATION REQUIRED**

The Additional Documentation Required are attachments that must be included within your completed application. 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 application.

## **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 application 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 resume for each position listed in the Federal 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 SASP funded 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.

## **SASP FUNDED 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 staff in the proposed SASP 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 polices 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.nm.gov](http://www.cvrc.nm.gov) 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 Subgrantees (entities that receive Federal funding from one of the recipients listed above) also must comply.
- All programs and operations of the Federal government also must comply.
- Recipients Title VI of the 1964 Civil Rights Act

“No person in the United States shall, on the ground of race, color or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance.” 42 US C. § 2000d.

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

## **Obligations: Four-Factor Analysis**

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

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

## **Elements of a LEP Policy/Plan**

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

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



## **Examples of Language Assistance Services**

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

## **BYLAWS AND ARTICLES OF INCORPORATION INSTRUCTIONS**

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

### **501(c)(3)**

Additionally, non-profits must provide evidence of their 501(c)(3) status. An electronic copy of the document(s) must be attached in the Additional Documentation Required file submitted.

## **LIST OF BOARD MEMBERS**

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

## **OPTIONAL DOCUMENTATION**

An applicant shall submit a sample SASP solicitation, proposal review timeline, subrecipient contracts and other monitoring tools as part of this solicitation. These items will be submitted after the preliminary award determination. In addition, the agency selected can and should begin the SASP advisory committee and solicitation process upon receiving preliminary award determination.

## **FINAL STEPS**

Submissions 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 Monday, March 31, 2025**. 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 application process, the applicant must contact the VAWA Grants Administrator, Kristin Wood-Hegner, at (505) 709-0485 or [Kristin.Wood-Hegner@cvrc.nm.gov](mailto:Kristin.Wood-Hegner@cvrc.nm.gov), or the Grants Bureau Chief, Donna Richmond, at (505) 795-4486 or [Donna.Richmond@cvrc.nm.gov](mailto:Donna.Richmond@cvrc.nm.gov), no later than **4:00 PM (Mountain Time) by Wednesday, March 19, 2025**.

*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.*