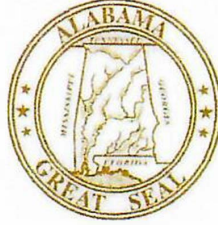


OFFICE OF THE GOVERNOR

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ALABAMA DEPARTMENT OF ECONOMIC
AND COMMUNITY AFFAIRS


KENNETH W. BOSWELL
DIRECTOR

STATE OF ALABAMA

December 30, 2020

MEMORANDUM

TO: All Interested Parties

FROM: Kenneth W. Boswell, Director 

SUBJECT: VOCA 2021 Open-Competitive Request for Proposals (RFP) for Short-term Funding

The Alabama Department of Economic and Community Affairs' (ADECA) Victim Assistance Program has around \$2,000,000 available in short-term funding. These additional funds are available based on subrecipient deobligations and must be expended by September 30, 2021. ADECA will distribute these funds through this RFP process to eligible victim service agencies whose mission is to provide services to crime victims. This memorandum serves to inform the interested parties to apply to ADECA by the February 5, 2021 deadline. Any awarded funds will be in the form of a one-time award and is not an indication of any continued funding. The attached RFP Application Instructions will guide interested parties through eligibility requirements, allowable costs, specific application instructions, required forms, and other necessary information required for submission of an application.

If there are any questions about applying for this program, please contact Dorothy May at (334) 353-5313 or Nicole Northington at (334) 353-2553.

KWB:wmb:dy
Attachments

REQUEST FOR PROPOSALS

Victims of Crime Act



Alabama Department of Economic and Community Affairs

Law Enforcement and Traffic Safety Division

Victims Assistance Grant Program

Issue Date:	January 11, 2021
Proposal Due Date:	February 5, 2021

Victims of Crime Act Program

The Alabama Department of Economic and Community Affairs' (ADECA) Law Enforcement and Traffic Safety (LETS) Division is seeking applicants that provide direct services to victims of crime in accordance with the Victims of Crime Act, 34 U.S.C. § 20103 (a) and (b).

Eligible Applicants:

Applicants are limited to victim service agencies within Alabama whose mission is to provide services to crime victims, particularly of violent crime, and are operated by a public agency, a nonprofit organization or a combination of such agencies or organizations.

Award Period:

The award period will tentatively run from March 1, 2021 until September 30, 2021. The official start date will be contingent upon a fully executed award. Continued funding will be contingent upon the availability of funds, continuous compliance with grant management requirements, project success, and future applications.

Proposals:

Proposals must be submitted electronically. Proposals must be submitted to the LETS email at lets@adeca.alabama.gov.

Submission Information:

All proposals must be received **no later than 3:30 p.m., February 5, 2021.**

Late Proposals:

Proposals submitted after the due date will not be considered. Any items arriving to our office separate of the original application submission will not be added to the application. The Law Enforcement and Traffic Safety Division reserves the right to reject any incomplete proposals without review.

Technical Assistance:

For assistance with the requirements of this request for proposal, please submit your questions to either Dorothy May, Human Services Program Supervisor, at dorothy.may@adeca.alabama.gov or at (334) 353-5313; Nicole Northington, Human Services Program Supervisor, at nicole.northington@adeca.alabama.gov or at (334) 353-2553; or Derek Yarbrough VOCA Administrator at derek.yarbrough@adeca.alabama.gov or at (334) 353-3252.

Please keep a complete copy of your proposal (including a copy of all completed and signed attachments) for your records.

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PART I – FUNDING OPPORTUNITY DESCRIPTION

Background on the Victims of Crime Act

Enacted in 1984, the Victims of Crime Act (VOCA) is the central source of federal financial support for direct services to victims of crime. VOCA's Victim Assistance Program is administered by The Alabama Department of Economic and Community Affairs' (ADECA) Law Enforcement and Traffic Safety (LETS) Division, through the U.S. Department of Justice, Office of Justice Programs, Office for Victims of Crime, which provides funding to various agencies in support of providing direct victim assistance services for victims and survivors of domestic violence, sexual assault, child abuse, drunk driving, homicide, and other crimes.

The primary purpose of the Victim Assistance Program is to support the provision of direct services to victims of crime throughout Alabama. According to the VOCA Final Rule, a crime victim is a person who has suffered physical, sexual, financial, or emotional harm as a result of the commission of a crime. The primary goal of this program is to provide funding through grant awards to agencies for projects that will provide, enhance, improve, and expand direct services to victims of crime. Direct services are defined as those efforts that (1) respond to the emotional and physical needs of crime victims; (2) assist primary and secondary victims of crime to stabilize their lives after victimization; (3) assist victims to understand and participate in the criminal justice system; and (4) provide victims of crime with a measure of safety. **Funding cannot be used for the investigation or prosecution of crimes.**

Eligibility Requirements

VOCA establishes eligibility criteria that must be met by all organizations in order to receive VOCA funds. Each victim assistance program that receives VOCA funding **must** meet the following requirements:

- Possess a history of providing services or demonstrate the capacity to provide services to crime victims;
- Is operated by a public agency or a nonprofit organization, or combination;
- Meets the appropriate match requirements;
- Most show substantial financial support from sources other than VOCA funding;
- Uses volunteers unless granted a waiver for a compelling reason (Board members will not be considered volunteers since it is an administrative necessity in qualifying as a non-profit organization);
- Promotes coordinated public and private efforts to aid crime victims within the community served;
- Assists victims in applying for or notifying them of the availability of crime victim compensation;
- Prohibited from discriminating in its provision of services;
- Maintains civil rights information;
- Provides services to victims of Federal crimes on the same basis as services are provided to victims of State and local crimes;
- Non-supplantation, VOCA funds will not be used to supplant or replace any state and local funds that would otherwise be available for crime victim services;
- Provides services to crime victims without charge unless a waiver is obtained from ADECA;
- Maintains confidentiality of client-counselor and research information;
- Complies with Federal rules regulating VOCA, including Program Guidelines/Rules and the effective edition of the OJP Financial Guide;

- Complies with additional eligibility or service criteria established by ADECA.

General Programmatic/Financial Requirements and Instructions

Grants funded under the VOCA Victim Assistance Formula Grant Program are governed by the following:

- Uniform Guidance: 2 CFR Part 200 <https://www.gpo.gov/fdsys/granule/CFR-2014-title2-vol1/CFR-2014-title2-vol1-part200/contentdetail.html>
- U.S. Department of Justice, Grants Financial Guide https://ojp.gov/financialguide/doj/pdfs/DOJ_FinancialGuide.pdf
- Victims of Crime Act Victim Assistance Program Final Rule <https://www.federalregister.gov/d/2016-16085>

Purpose Areas

The Victims of Crime Act stipulates that a minimum of 40 percent of the state's total grant will be awarded by giving 10 percent to each of 4 categories of crime victims: sexual assault, domestic violence, child abuse, and underserved populations. These four different types of crime victims are considered our four different purpose areas. Underserved victims are determined by the ADECA and are designated by type of crime, demographic, and/or other identifying characteristics. The underserved populations are identified as victims in extremely rural communities, victims of elderly abuse, victims with disabilities, victims categorized as racial or ethnic minorities, survivors of homicide, and LGBT victims.

If you are applying to specifically target more than one of these purpose areas, then you must submit separate project narratives, budget cover pages, budget narratives, and budget personnel attachments. You will then submit one budget cover page for the combined purpose areas. If you have any questions about whether to apply for multiple purpose areas, please reach out for technical assistance.

Allowable Costs for Direct Services

Direct services for which VOCA funds may be used include, but are not limited to, the following, as can be found in the final federal rules and regulations for the Victims of Crime Act Victim Assistance Program (<https://www.federalregister.gov/d/2016-16085>):

Immediate emotional, psychological, and physical health and safety. Services that respond to immediate needs (other than medical care, except as allowed under paragraph (a)(9) of section 94.119) of crime victims, including but not limited to: crisis intervention services; accompanying victims to hospitals for medical examinations; hotline counseling; safety planning; emergency food, shelter, clothing, and transportation; short-term (up to 45 days) in-home care and supervision services for children and adults who remain in their own homes when the offender/caregiver is removed; short-term (up to 45 days) nursing-home, adult foster care, or group-home placement for adults for whom no other safe, short-term residence is available; window, door, or lock replacement or repair, and other repairs necessary to ensure a victim's safety; costs of the following, on an emergency basis (i.e., when the State's compensation program, the victim's health insurance plan, Medicaid, or other health care funding source, is not reasonably expected to be available quickly enough to meet the emergency needs of a victim, typically within 18 hours of a crime): nonprescription and prescription medicine, prophylactic or other treatment to prevent HIV/AIDS infection or other infectious disease, durable medical equipment and other

healthcare items are allowed; and emergency legal assistance, such as filing for restraining or protective orders, obtaining emergency custody orders and visitation rights.

Personal advocacy and emotional support. Personal advocacy and emotional support, including, but not limited to: working with a victim to assess the impact of the crime; identification of victim's needs; case management; management of practical problems created by victimization; identification of resources available to the victim; provision of information, referrals, advocacy, and follow-up contact for continued services, as needed; and traditional, cultural, and/or alternative therapy/healing (e.g., art therapy, yoga).

Mental health counseling and care. Mental health counseling and care, including, but not limited to, outpatient therapy/counseling (including, but not limited to, substance-abuse treatment so long as the treatment is directly related to the victimization) provided by a person who meets professional standards to provide these services in the jurisdiction in which the care is administered.

Peer-support. Peer-support, including, but not limited to, activities that provide opportunities for victims to meet other victims, share experiences, and provide self-help, information, and emotional support.

Facilitation of participation in criminal justice and other public proceedings arising from the crime. The provision of services and payment of costs that help victims participate in the criminal justice system and in other public proceedings arising from the crime (e.g., juvenile justice hearings, civil commitment proceedings), including, but not limited to: advocacy on behalf of a victim; accompanying a victim to offices and court; transportation, meals, and lodging to allow a victim who is not a witness to participate in a proceeding; interpreting for a non-witness victim who is deaf or hard of hearing, or with limited English proficiency; providing child care and respite care to enable a victim who is a caregiver to attend activities related to the proceeding; notification to victims regarding key proceeding dates; assistance with Victim Impact Statements; assistance in recovering property that was retained as evidence; and assistance with restitution on behalf of crime victims.

Legal assistance. Legal assistance services (including, but not limited to, those provided on an emergency basis), where reasonable and where the need for such services arises as a direct result of the victimization. Such services include, but are not limited to: those (other than criminal defense) that help victims assert their rights as victims in a criminal proceeding directly related to the victimization, or otherwise protect their safety, privacy, or other interests as victims in such a proceeding; motions to vacate or expunge a conviction, or similar actions, where the jurisdiction permits such a legal action based on a person's being a crime victim; and those actions (other than tort actions) that, in the civil context, are reasonably necessary as a direct result of the victimization.

Forensic medical evidence collection examinations. Forensic medical evidence collection examinations for victims to the extent that other funding sources as State appropriations are insufficient. Forensic medical evidence collection examiners are encouraged to follow relevant guidelines or protocols issued by the State or local jurisdiction. Sub-recipients are encouraged to provide appropriate crisis counseling and/or other types of victim services that are offered to the victim in conjunction with the examination. Sub-recipients are also encouraged to use specially trained examiners such as Sexual Assault Nurse Examiners.

Forensic interviews. Forensic interviews, with the following parameters: results of the interview will be used not only for law enforcement and prosecution purpose, but also for identification of needs such as social services, personal advocacy, case management, substance abuse treatment, and mental health services; interviews are conducted in the context of a multi-disciplinary investigation and diagnostic team, or in a specialized setting such as child advocacy center; and the interviewer is trained to conduct forensic interviews appropriate to the developmental age and abilities of children, or the developmental, cognitive, and physical or communication disabilities presented by adults.

Transportation. Transportation of victims to receive services and to participate in criminal justice proceedings.

Public awareness. Public awareness and education presentations (including, but not limited to, the development of presentation materials, brochures, newspaper notices, and public service announcements) in schools, community centers, and other public forums that are designed to inform crime victims of specific rights and services and provide them with (or refer them to) services and assistance.

Transitional housing. Subject to any restrictions on amount, length of time, and eligible crimes, set by ADECA, transitional housing for victims (generally, those who have a particular need for such housing, and who cannot safely return to their previous housing, due to the circumstances of their victimization), including, but not limited to, travel, rental assistance, security deposits, utilities, and other costs incidental to the relocation to such housing, as well as voluntary support services, such as childcare and counseling.

Relocation. Subject to any restrictions on amount, length of time, and eligible crimes, set by ADECA, relocation of victims (generally, where necessary for the safety and well-being of a victim), including, but not limited to, reasonable moving expenses, security deposits on housing, rental expenses, and utility startup costs.

Allowable costs for activities supporting direct services

Supporting activities for which VOCA funds may be used include, but are not limited to, the following:

- Coordination of activities that facilitate the provision of direct services, include, but not are not limited to, State-wide coordination of victim notification systems, crisis response teams, multi-disciplinary teams, coalitions to support and assist victims, and other such programs, and salaries and expenses of such coordinators.
- Payment of salaries and expenses of supervisory staff in a project, when ADECA determines that such staff are necessary and effectively facilitate the provision of direct services. This will generally only be considered for positions that supervise other staff positions who are responsible for the direct provision of services.
- Activities that support a coordination and comprehensive response to crime victims needs by direct service providers, including, but not limited to, payment of salaries and expenses of direct service staff serving on child and adult abuse multi-disciplinary investigation and treatment teams, coordination with federal agencies to provide services to victims of federal crimes and/or participation on Statewide or other task forces, work groups, and committees to develop protocols, interagency, and other working agreements.

- Contracting for specialized professional services at a rate not to exceed a reasonable market rate, that are not available within the organization.
- Subject to the provisions of the DOJ Grants Financial Guide and government-wide grant rules relating to acquisition, use and disposition of property purchased with federal funds, procuring automated systems and technology that support delivery of direct services to victims, including, but not limited to, procurement of personnel, hardware, and other items, as determined by ADECA after considering: whether procurement will enhance direct services; how any acquisition will be integrated into and/or enhance the program's current system; the cost of installation; the cost of training staff to use the automated systems and technology; the ongoing operations costs; and how additional costs related to any acquisition will be supported.
- Activities in support of training volunteers on how to provide direct services when such services will be provided primarily by volunteers.
- Activities in support of opportunities for crime victims to meet with perpetrators if such meetings are requested or voluntarily agreed to by the victim (who may, at any point, withdraw) and have reasonably anticipated beneficial or therapeutic value to crime victims. ADECA must closely review the criteria for conducting these meetings and at a minimum, the following should be considered: the safety and security of the victim; the cost versus the benefit or therapeutic value to the victim; the procedures for ensuring that participation of the victim and offenders are voluntary and that the nature of the meeting is clear; the provision of appropriate support and accompaniment for the victim; appropriate debriefing opportunities for the victim after the meeting; and the credentials of the facilitators.

Allowable Administrative Costs

Administrative costs for which VOCA funds may be used by sub-recipients include, but are not limited to, the following:

- Personnel costs that are directly related to providing direct services and supporting activities, such as salary expenses (including fringe benefits), and an allocated share of liability insurance.
- Training exclusively for developing the skills of direct service providers, including paid staff and volunteers, so that they are better able to offer quality direct services.
- Training-related costs such as travel (in-State, regional, and national), meals, lodging, and registration fees for paid direct-service staff (both VOCA-funded and not).
- Organizational expenses that are necessary and essential to providing direct service and other allowable victim services, including, but not limited to, the allocated costs of rent, utilities, and local travel expenses, and required minor building adaptations necessary to meet the Department of Justice standards implementing the Americans with Disabilities Act and/or modifications that would improve the programs' ability to provide services to victims.
- Expenses of procuring furniture and equipment that facilitate the delivery of direct services, except that the VOCA grant may be charged only an allocated share of an item that is not used exclusively for victim-related activities.
- Operating costs which include, but are not limited to, supplies, printing, photocopying, postage, courier service, brochures that describe available resources, computer backup files/tapes and storage, design and maintenance of Web site and social media, and essential communication.

- Costs of employee time spent performing VOCA-required time and attendance sheets, collecting and maintaining crime victims' records, conducting victim satisfaction surveys and needs assessments, and funding an allocated share of audit costs.
- Costs of leasing or purchasing vehicles, as determined by the ADECA after considering, at a minimum, if the vehicle is essential to the provision of direct services.
- Costs of maintenance, repair, and replacement of items that contribute to maintenance of a healthy or safe environment for crime victims, as determined by the ADECA after considering, at a minimum, if other sources of funding are available.

Unallowable Direct Charges

VOCA funds cannot be used for the following expenses. Although once considered allowable expenses are now considered unallowable direct charges. If these types of items can be acquired as a proper source of match, they will be considered allowable uses to meet any matching requirement.

- **Administrative Time.** Any percentage of time for executive directors, financial officers, bookkeepers, office managers, deputy directors, accountants, or the like to provide oversight, administration, supervision, or grant reporting. Supervision time will not be allowable for anyone to supervise a position who also supervises other staff members.
- **Cap on percentage of allocated expenses.** Operating expenses that are cost allocated should not be allocated at more than 90%.
- **Memorials.** Any type of expense related to creating memoriam.
- **Job advertisements.** Expenses for advertising new or vacant positions.
- **Décor.** Any type of expenses that could be considered aesthetic, such as; rugs, lamps, pictures, or the like)
- **Lawn care, janitorial, custodial, or cleaning servcies.** Costs for any of these servcies for central offices or administrative office/workspaces. An exception will be made for the portion of shelter facilities where clients are housed.
- **Project Evaluation expenses.** Any evaluation activities aimed at overall agency activities or any specific aspects of a project.
- **Supervision for licensure purposes.** Costs related to obtaining individual licensure.
- **Membership fees.** Any agency membership or professional membership fees.
- **Accounting services.** Any agreements with outside entities to conduct financial activities.
- **General, Property, and Commercial Insurances.**

Unallowable Costs and Activities

Notwithstanding any other provision of the guidelines and regulations, no VOCA funds may be used to fund or support the following, as can be found in the federal rules and regulations for the Victims of Crime Act Victim Assistance Program (<https://www.federalregister.gov/d/2016-16085>) or other additional costs as stated in the DOJ Financial Guide. The most current Financial Guide can be found at the link provided: <http://ojp.gov/financialguide/DOJ/>:

- **Lobbying.** Lobbying or advocacy activities with respect to legislation or to administrative changes to regulations or administrative policy (c.f. 18 U.S.C. 1913), whether conducted directly or indirectly.
- **Research and studies.** Research and studies.

- **Active investigation and prosecution of criminal activities.** The active investigation and prosecution of criminal activity, except for the provision of victim assistance services (e.g., emotional support, advocacy, and legal services) to crime victims, under 94.119, during such investigation and prosecution.
- **Fundraising.** Any activities related to fundraising, except for fee-based, or similar, program income authorized by ADECA. The sub-recipient may engage in fundraising, as long as such activities are not financed by federal grant funds.
- **Capital expenses.** Capital improvements; property losses and expenses; real estate purchases; mortgage payments; and construction (except as specifically allowed elsewhere in the regulations and guidelines).
- **Compensation for victims of crime.** Reimbursement of crime victims for expenses incurred as a result of a crime, except as otherwise allowed by other provisions in the regulations and guidelines.
- **Medical care.** Medical care, except as otherwise allowed by other provisions in the regulations and guidelines.
- **Salaries and expenses of management.** Salaries, benefits, fees, furniture, equipment, and other expenses of executive directors, board members, and other administrators (except as specifically allowed elsewhere in the guidelines and regulations).

Written Agreements or Memorandums of Understanding

Submission of written agreements or memorandums of understanding is paramount for demonstrating the requirement of coordination with community partners. For purposes of this application, the written agreements are documents containing the terms of the partnership and the roles and responsibilities between two or more parties. The MOU should be signed and dated by the Authorized Organization Representative (AOR) of each proposed partner agency during the development of the application. Details of any MOUs specific to the project should be detailed in the Appendix.

The written agreement or MOU must:

1. Clearly identify the partners and provide a brief history of the collaborative relationship among those partners, including when and under what circumstances the relationship began and when each partner entered into the relationship;
2. Clearly state the roles and responsibilities each partner will assume to ensure the success of the proposed project;
3. Include all relevant agencies or organizations that are necessary and will collaborate to implement the goals, objectives or activities included within the proposed project;
4. Specify the extent of each partner's participation in developing the application;
5. Demonstrate a commitment on the part of all project partners to work together to achieve stated project goals;
6. Describe the resources each partner would contribute to the project, either through time, in-kind contributions, or grant funds (e.g., office space, project staff, and training);
7. Adequately demonstrate the correlation between the issue(s) to be addressed and the expertise of proposed organizations and key staff/positions;
8. Signatories should include their titles and agencies under their signatures.

PART II - APPLICATION INSTRUCTIONS

General Instructions

The following pages provide the instructions for completing each section of this application. These instructions should be read in their entirety, before beginning to prepare your application.

It is imperative that the application be clear, complete, and concise. Unless the project is adequately described in the narrative, it will be impossible to complete a review of the application. The narrative should be presented in a manner that is easily understood.

If you are applying to specifically target more than one of these purpose areas, then you must submit separate project narratives, budget cover pages, budget narratives, and budget personnel attachments. You will then submit one budget cover page for the combined purpose areas. If you have any questions about whether to apply for multiple purpose areas, please reach out for technical assistance.

Cover Page Instructions

1. **Applicant:** Enter the official name, address (must provide street address, unless agency's main office also serves as location for a domestic violence shelter, P.O. Box, zip code, telephone number (including the area code), and E-mail address of the State agency, local governmental unit, or institution which will administer the project as a direct subgrantee of the State of Alabama. Applicant must be a legal entity.
2. **Implementing Agency:** Enter the name and telephone number (including the area code) of the agency that will implement the project if it is different than the applicant.
3. **Authorizing Official:** This is the individual authorized to enter into binding commitments on behalf of the applicant. The official will normally be the chief officer of the agency or governmental unit involved; i.e. Mayor, County Commission Chairman, City Council President, State Department Director, President of the Board of Directors. No signature required.
4. **Project Director:** Enter the name, address, zip code, telephone number (including the area code), and E-mail address of the individual who will be in direct charge of the project. The project director should be a person who combines knowledge and experience in the project area with abilities in administration and supervision of personnel. The project director will also be expected to devote the necessary amount of time to ensure the effective management the project. This individual should be an employee of the agency named in 1 or 2 above. No signature required.
5. **Financial Officer:** Enter the name, address, zip code, telephone number (including the area code), fax number (including the area code), and E-mail address of the person who will be responsible for fiscal matters relating to the project, and in ultimate charge of accounting, management of funds, verification of expenditures, and grant financial reports. This individual shall not be the Project Director or the Authorizing Official. No signature required.
6. **Current Grants:** Indicate the grant number of any currently awarded grants through the LETS Division.
7. **Program(s) Under Which Application is Made:** This section has been pre-filled.
8. **Active membership in Statewide associations or coalitions:** Indicate all active memberships with any Statewide associations or coalitions that your agency is involved.
9. **Name of Project:** Enter a brief, descriptive title.
10. **Total Grant Funds Requested:** Enter the total amount of VOCA funds to be awarded or the amount being requested. This amount will not include the matching amount.
11. **Federal Employer Identification Number:** Enter the agency's Federal Employer Identification Number (FEIN).

12. **Other Federal Support:** When other Federal support will be available for financing of components or parts of the project, the applicant should so indicate. This requirement should be interpreted broadly and include notice of any related activities supported by other Federal programs (DOT, HHS, DOL, etc.)

13. **Data Universal Numbering System (DUNS) Number:** Enter your agency's nine-digit DUNS number.

14. **Sam.gov Registration Expiration Date:** Enter the expiration date of your agency's System for Award Management (SAM) registration.

15. **Congressional District:** Enter the agency's Federal Congressional District Number.

16. **Organizational Type:** Check the organizational type that applies to your agency.

17. **Project Summary:** In the space provided, summarize the primary purpose of this project and the principal benefit(s) expected from its successful completion. This information will be utilized to develop a news release; therefore, care should be taken to make it brief and descriptive. The additional boxes allow for you to put specific summaries for each grant program.

Instructions for General Application Section

In this section, the narrative should provide an overall explanation of the services that your agency provides. The narrative must be clear enough to allow program managers to understand what the agency does and the services it provides.

If you are applying to specifically target more than one of these purpose areas, then you must submit separate project narratives. If you have any questions about whether to apply for multiple purpose areas, please reach out for technical assistance.

The General Narrative form has been provided to complete this section. This section should not exceed four (4) pages. If you find yourself exceeding this limit, you may need to condense the information you are providing.

This section should include the following:

- An overview of the services that are provided and what your agency does throughout the service area.
- What problem is being addressed and include local statistics and relevant facts about the problem as it relates to your area? (*If your project is Statewide, then National and statewide data could be your main supporting data.*)
- Identify any gaps in services for victims within the targeted service area(s).
- Provide a detailed description of the level of services offered in each county or city.
- Provide a summary indicating achievements or accomplishments of the project you are seeking to be funded.

Instructions for Completing the VOCA Appendix

This section should tell the reader exactly what the project plans to do. It should be clear to the reader that the project has been well thought out, excellent planning is evident, and chances of success are documented as good. The applicant must justify who will be involved in the project and demonstrate that they have the capacity to address the stated need and that they can successfully implement the stated project activities. The applicant should use goals that are overarching

principles that guide decision making. Objectives should be relevant, specific and measurable, and used to accomplish a goal. The objectives should express what the program will accomplish in concrete terms. Each objective should correspond to a performance indicator. Objectives should outline who will do what by when. The applicant must demonstrate the ability to collect and analyze collected data in order to effectively monitor program success. All data collected should also relate to the stated goals and objectives.

If you are applying to specifically target more than one of these purpose areas, then you must submit separate project narratives for each purpose area. If you have any questions about whether to apply for multiple purpose areas, please reach out for technical assistance.

The VOCA Appendix form has been provided to complete this section. This section should not exceed fifteen (15) pages. If you find yourself exceeding this limit, you may need to condense the information you are providing.

This section should include the following:

- Identify the general goals that will be achieved upon completion of the proposed project. It should include the number of persons assisted through the project and show the project's expected outcome. The goals for the project should include quantitative and descriptive estimates of the services that will be provided.
- The types of clients, the counties, and the services to be offered to those clients should be clearly detailed.
- Detail the specific tasks and activities that grant funded staff will be conducting during this project.
- Describe the long-term benefits that will be achieved through the successful completion of the project. Describe the expected outcomes and long-term benefits that will be achieved through the successful completion of the project.
- Explain how you plan on tracking and evaluating the project to ensure that the stated goals of the project are met. This explanation should clearly show how the project's success will be measured. **See examples of output and outcome measures that should be included in your project narrative.*
- Provide a complete description detailing the collaboration that will take place between your agency and other area agencies and/or groups, which should be substantiated by written agreements. Details about how this collaboration will affect this project should be clear.
- Explain how your agency is using volunteers specifically through the VOCA grant program.
- Describe how your agency will notify and assist victims in applying for Alabama Crime Victims' Compensation.
- Describe how your agency will maintain civil rights information and maintain client confidentiality.
- Detail how services are offered free of charge and if there are any costs incurred by clients.

- Detail the agency's plans to ensure long-term sustainability. (Provide details on your plan to sustain your project, should there be a reduction in funding availability.)

* Your measurements should help you link your program's activities with the kinds of outcomes you expect victims to accomplish as they work with your program. Below are some examples of the output and outcome measures that should be included as part of your agencies data collection:

Output Measures: *The results of your work.*

- Number of counseling sessions provided
- Number of office walk-in clients
- Number of referrals received and made
- Number of interagency meetings held
- Number of people attending support groups
- Number of case disposition letters sent or calls made to victims and police officers
- Number of follow-up contacts
- Number of court protection orders
- Type of services offered
- Number of services offered
- Number of unmet service needs (e.g., crisis intervention at the crime scene or updates on the status of one's case)
- Number of crime related problems (e.g., medical, financial, and job related)
- Number of volunteers
- Number of training sessions provided
- Number of calls to service hotline

Outcome Measures: *The changes that occur as a result of your program.*

- Improved system efficiency (e.g., decrease in time spent by witnesses waiting to testify in court)
- Crime impact on victim's relationships and daily activities
- Change in victim service program usage
- Change in satisfaction with agency services received
- Change in satisfaction with case outcome
- Change in neighborhood satisfaction
- Change in psychological functioning (e.g., depression, hostility, and anxiety)
- Change in tangible social support
- Change in emotional social support
- Less physical re-abuse
- Decrease in fear of crime
- Decrease in perceived vulnerability to misfortunes (e.g., feeling likely to be in a car accident or hospitalized in the near future)
- Decrease in self-blame
- Change in victim's confidence in police effectiveness
- Change in reporting future incidents to police

Instructions for Completing the Budget/Budget Narrative

INSTRUCTIONS FOR BUDGET PAGE

Your application should contain a budget page and a separate budget narrative section, which should provide justification and describe in detail the basis for determining the cost of the items included in each budget category. All costs must be allocable, reasonable, and allowable.

If you are applying to specifically target more than one purpose area, then you must submit separate budget cover pages. You will then submit one budget cover page for the combined purpose areas. If you have any questions about whether to apply for multiple purpose areas, please reach out for technical assistance.

The budget should cover only the period for which this project will be funded.

In accordance with 2 CFR 200.331(a)(1)(xiii) and (a)(4), and 2 CFR 200.414, subrecipients of federal awards may charge indirect costs to the award unless statutorily prohibited by the federal program and in accordance with any applicable administrative caps on federal funding. ADECA will not negotiate indirect cost rates with subrecipients, but will accept a federally negotiated indirect cost rate or the 10% de minimis rate of the modified total direct cost (MTDC) as defined in 2 CFR 200.68. If requesting the 10% de minimis rate, subrecipients must submit a certification that the entity has never received a federally approved indirect cost rate. Subrecipients are allowed to allocate and charge direct costs through cost allocation. However, in accordance with 2 CFR 200.403, costs must be consistently charged as either indirect or direct costs but not charged as both or inconsistently charged to the federal award. Once chosen, the method must be used consistently for all federal awards until such time as a negotiated rate is approved by the subrecipients' federal cognizant agency.

Applicants should consult with their CPA or other financial professional to determine the amount of MTDC if the agency chooses to apply the de minimis rate.

Applicants that have multiple grant awards and/or conduct both allowable and unallowable activities must reasonably allocate their costs to ensure that grant funds and match (both cash and in-kind) are equitably distributed among funding sources. This allocation must be explained within the budget narrative.

Only the yellow cells of this form should be altered. When completing this form you will enter the award amount and then enter the applicable ADECA/LETS Share percentage.

A. Personnel:

Salaries:

- Enter total salaries for the grant period.

Fringe Benefits:

- Enter total fringes for the grant period.

B. Professional Services:

- Enter total professional services for the grant period. *Note: Travel for Professional Services should be listed within this subsection and not the Travel Section.*

C. Travel:

- Enter total for all in state and out of state travel for grant period.

D. Operating Expenses:

- Enter total for operating expenses for the grant period. *Note: This should also include indirect costs.*

E. Equipment:

Since equipment purchases will not be allowable under this Request for Proposal, nothing should be listed in this section.

Total Project Cost:

The “Total Project Cost” should be the sum of the “Category Totals”. This “Total Project Cost” should then be distributed to “Matching Contribution” and “LETS Support” in accordance with the funding ratio allowable for the specific project. If using in-kind match, amounts should be broken down in the budget narrative.

INSTRUCTIONS FOR ATTACHMENT 1 (PERSONNEL)

Options have been provided at the top of this page for you to enter your grant number and to select your VOCA purpose area. Since your grant number is not available at this time, you may leave this field blank.

If you are applying to specifically target more than one purpose area, then you must submit separate budget personnel attachments for each purpose area. If you have any questions about whether to apply for multiple purpose areas, please reach out for technical assistance.

Salaries

List the name of the employee (or input TBA if unknown), position/title, salary, rate of pay (Bi-Weekly, Semi-Monthly or Hourly), and estimated percent of time devoted to the project. Additional detailed information may be added in the Budget Narrative Section. When completing this subsection, please remember the following:

- For known personnel use the actual rate of pay, if they are a salaried employee use their actual salary rate, and if they are an hourly employee use their actual hourly rate. Do not use an amount just for budgeting purposes.
- Each position title being listed should match the title listed on the corresponding job description that is included in the grant application. (Ex: If an employee’s title is “Therapist” on the included job description, do not interchange therapist with the word “Counselor” on the Budget sections.
- When entering the number of pay periods for an hourly employee enter their number of hours worked not how often they get paid.

Fringe Benefits

Indicate each type of fringe benefit included and keep in mind that the computation should be explained in the Budget Narrative Section. This section is based on the employer’s share of expenses. When completing this subsection, please remember the following:

- Maximum amount allowed for FICA = 7.65% of salaries.
- SUI based on the first \$8,000 of an employee's pay per calendar year. Most employees will be eligible to claim SUI in January. New employees may claim SUI upon date of hire.
- Allowable insurances include health, disability, and life.
- Workers' compensation is a rate unique for your agency.
- For any fringe benefit calculation, enter the allocable amount for that fringe benefit and enter the percentage rate. This should give you the total amount to be claimed for the grant period for a fringe benefit. Do not enter the total amount to be claimed for the grant period for a fringe benefit, then multiply that number by 100%.

Instructions for the Budget Narrative Section

The Budget Narrative section should provide complete details for each line item listed on the budget form. Show cost calculations demonstrating how you arrived at the amount requested in the Budget section. Make sure budget narrative is signed by a certified official.

If you are applying to specifically target more than one purpose area, then you must submit separate budget narratives for each purpose area. If you have any questions about whether to apply for multiple purpose areas, please reach out for technical assistance.

The following should also be considered when completing the subsections:

- **Personnel:**
 - All personnel on the grant should have a realistic and accurate percent of time based on the time dedicated to accomplish the goals and objectives of the grant project.
 - The Position Title should be consistent on all reporting documents. (i.e. Budget, Budget Narrative, and Job Description)
 - Include a detailed summary of the specific activities related to this grant
 - Identify the goal(s) that each position and activities is tied to.
- **Fringe Benefits:**
 - Any fringe benefits that incur a flat monthly rate (i.e. health insurance, life insurance, etc.) should be allocated based on the estimated percentage of time worked on the project.
 - This section should list each benefit and their calculations to match the amounts listed in the Budget section.
- **Professional Services:**
 - This section should include the type of service being provided, hourly rate, amount of time spent on the project, other expenses including travel and the total cost
 - Identify the goal(s) that each service is tied to.
- **Travel:**
 - Expenses should be detailed in this section by explaining the specific travel purposes. Specify and detail the proposed out of state/in state travel. Your mileage reimbursement rate should be noted within this section.
 - Identify the goal(s) that travel is tied to.
- **Operating:**
 - Rent, utilities, supplies, printing, postage, etc. must be allocated if used to accomplish other functions of the agency.
 - This section should be detailed when describing how rent and utilities are calculated. (Ex: State the method used in calculating the percentage of rent and utilities).

- Items such as computers and laptops should be related to a specific position. These items cannot be purchased in excess of staff and must be justified with a clear explanation in the budget narrative.

- **Program Match:**

The source of cash and in-kind match must be detailed in the budget narrative. A 20% match is required for this grant opportunity, unless granted a match waiver. ADECA will award a percentage of the Total Project Cost. The appropriate matching contributions, of cash, in-kind or combination, are required and must be derived from non-federal sources, except as provided in the applicable guidelines, and may include, but are not limited to, the following: cash, volunteered professional or personal services; materials/equipment; and space and facilities. Each sub-recipient shall maintain records that clearly show the source and amount of the match and period of time for which such contributions were allocated. The basis for determining the value of match shall be documented, and volunteer services shall be substantiated by the same methods used by the sub-recipient for its paid employees.

 - **Match Requirement.** The purpose of matching contributions is to increase the amount of resources available to the projects supported by grant funds. All funds designated as match are restricted to the same uses as the grant funds and must be expended within the grant period. Match must be provided on a project-by-project basis.
 - **Match Calculation.** The following formula shall be used to determine the grant match requirement where the ADECA/LETS share is 80% and the match requirement is 20%.
 - ADECA/LETS Share Requested divided by 80% = Total Project Cost
 - Total Project Cost minus ADECA/LETS Share = Match Requirement OR Total Project Cost times Match % = Match Requirement

Example: \$30,000 ADECA/LETS Share

 - \$30,000 ADECA/LETS Share Requested (\div) .80 or 80% ADECA/LETS Percentage = \$37,500 Total Project Cost, then
 - \$37,500 Total Project Cost (-) \$30,000 ADECA/LETS Share Requested = \$7,500 Match Requirement
 - **Cash Contributions** represent an applicant's cash outlay, including non-federal money contributed by public agencies, private organizations and individuals. These items must be encumbered within the grant period.
 - **In-Kind Contributions** represent the value of non-cash contributions provided by the applicant. In-kind contributions may be in the form of charges for real property and non-expendable personal property and the value of goods and services specifically identifiable to the project.
 - a. In-kind match may include donations of expendable equipment, office supplies, workshop or classroom materials, work space, or the monetary value of time contributed by professionals and technical personnel and other skilled and unskilled labor, if the services they provide are an integral and necessary part of a funded project. Donated time from board members or paid staff cannot be used as in-kind match.
 - b. The value placed on donated services must be consistent with the rate of compensation paid for similar work in the sub-recipient's organization. If the required skills are not found in the sub-recipient's organization, the rate of

- compensation must be consistent with the labor market and a citation must be provided. In either case, fringe benefits may be included in the valuation.
- c. The value placed on loaned or donated equipment may not exceed its fair market value.
 - d. The value of donated space may not exceed the fair rental value of comparable space as established by an independent appraisal of comparable space and facilities in privately-owned buildings in the same locality. Donated space must be documented by a letter from the landlord which clearly compares the fair rental value to what is being charged.
- **Record Keeping.** Sub-recipients must maintain records that clearly show the source, amount, and the allocation date. The value for personal services, materials, equipment, and space must be documented by the donor. Volunteers must use the same backup documentation the organization uses for its employees. In-kind match does not have to be recorded on a regular basis but must be recorded before the end of the grant period.

Match Waiver Instructions

The option to apply for a match waiver will continue for this grant period. A signed match waiver request letter will need to be included with your application. Subrecipients must clearly demonstrate the need to be awarded a match waiver. Given the current state of the nation, considerations will be given for agencies to seek waivers beyond what they have provided in the past. However, additional requirements and more detailed information will be required to be documented and submitted in instances of match waiver requests greater than the past year's level. Additional information will be provided as it is received. Factors typically considered include local resources, annual budget changes, past ability to provide match, and whether the funding is for new or additional activities requiring additional match versus continuing activities where match is already provided. The following questions must be answered in your match waiver justification letter:

1. How is the grant currently being matched? *(If you are a new agency, you must show how the organization meets the requirement for substantial resources beyond VOCA funding. At the same time, be able to demonstrate a reasonable level of match to be provided below what is required.)*
2. What extenuating circumstances exist that impede the organization's ability to partially or fully match the VOCA grant funds requested?
3. Has the organization considered all possible options for meeting the match with in-kind and cash sources that are not being used as match on another federal grant?
4. What methods has the organization used to consider all possible options for meeting the match requirements?
5. What steps does the organization take in order to be able to meet the match requirement in the future (i.e. Recruiting more volunteers)?
6. If a grant match waiver is approved, does the organization anticipate this as a one-time request or are there extenuating circumstances that will require a waiver request next year?
7. How would the denial of a match waiver impact the VOCA project?
8. Would the program have to decline all or part of the grant award if a match waiver is not granted?

PART III – REVIEW AND AWARD INFORMATION

Estimated Funding

The total amount of funds available under this solicitation is estimated to be around \$2,000,000.

Period of Performance

Project periods can be estimated to start March 1, 2021 and end September 30, 2021. The official start date will be contingent upon a fully executed award.

Review Process

Applications are carefully reviewed for completeness and to ensure that only projects with a significant chance of success are funded. All applications will be checked for completeness by ADECA staff. Complete applications will continue to the risk assessment stage. After the risk assessment, applications will be reviewed by at least 3 program staff. Once an application is reviewed, all reviews will be combined, and applications with acceptable reviews will be recommended for funding. Priority for funding is based upon the following factors:

- Project eligibility as determined by the four priority program areas.
- Probability of success.
- Geographic areas of greatest need.
- Jurisdictions with limited resources.
- Recent crime statistics for the area and the proposed number of crime victims the project would serve.
- Projects must have a goal of self-sufficiency.
- Interagency support and multijurisdictional cooperation between the applicant and other jurisdictions in the development and implementation of the project. **Written agreements, such as memorandums of understanding, should exist and be included with the proposal.**
- Current or past grant performance. Applicants that have been previously funded by ADECA/LETS will be reviewed for past compliance, including financial management, progress and annual reports, monitoring results, audit reports, and any other relevant documentation or information.

The following items explain the standards by which each application is rated. Past experience has shown that projects are successful because one person or a group of people have identified a problem, developed a solution, and carefully designed a plan to arrive at the solution. The grant application leads the grant applicant through a structured approach to problem solving. Successful applicants use these pages of the application to help the reviewer see the problem and easily understand the proposed solution. Application length is irrelevant; clarity is a critical factor in a well composed application.

- Project Impact and Priority areas - The project should be designed to address the crime victim service problems and needs of the area to be served.
- Project Feasibility - Applications should describe sufficiently and clearly how the project will be implemented.
- Interagency Collaboration - Priority will be given to projects demonstrating increased coordination and collaboration between the applicant and other associating agencies. The application clearly outlines cooperation anticipated from other agencies or jurisdictions and why it will make the activity more successful and how crime victims are better served.

Written agreements, such as memorandums of understanding, should exist and be included with the proposal.

- Performance Indicators - The indicators match objectives exactly and are useful measurements to assess the effectiveness of the project. The project has additional measures for evaluating project impact.
- Design quality of the proposal - The proposal is clearly written, supported by facts, and contains **measurable** objectives and performance indicators.

Risk Assessments

Federal regulations require ADECA to conduct a risk assessment of each applicant before an award can be made. A risk assessment must be based on each applicant with regard to current or previous funding, unresolved audit issues, delinquent programmatic and fiscal reporting, and prior performance. You will need to complete the attached Risk Assessment Questionnaire. Your answers will aid in completing your assessment, which ultimately determines your risk level for the grant period. If you have any questions about the Questionnaire, please reach out for technical assistance.

Applicants with any findings may carry special conditions such as increased monitoring and/or prohibitions on drawing funds until certain requirements are met. Applicants with substantial or persistent performance or compliance issues, long-standing open audits, or open criminal investigations will likely not receive an award until all issues are resolved. All assessments are unique and will be handled on a case-by-case basis.

Method of Payment

In 2 CFR Part 200.305, the Subrecipient will be paid on an advance payment basis provided that it maintains a cash management plan, maintains or demonstrates the willingness and ability to maintain procedures that minimize the time elapsing between the transfer of funds and their disbursement by the Subrecipient. If the time between transfer and disbursement of funds exceeds ten (10) days, the subrecipient will not be in compliance with advancement procedure requirements and may be taken off advance payment process. A follow-up invoice must be submitted to account for the actual expenditures made against advances. The Subrecipient may request, in writing, to be paid on a reimbursable basis over the duration of the Agreement. Subrecipients who are determined as high risk or fail to comply with general or specific terms of the federal award may be placed on a reimbursement basis.

Cost Matching

All funds designated as match is restricted to the uses outlined in the application and must be expended within the grant period. Only services and activities that are VOCA allowable qualify as match. VOCA recipients must maintain records, which clearly show the source, the amount, and the period during which the match was expended. Match used for VOCA cannot be included as a matching contribution for any other federal funds. As a condition to receive VOCA funds, all recipients must provide at least 20% cash or in-kind match from non-federal sources to the federal amount awarded, unless granted a match waiver. Cash contributions represent an applicant's cash amount, including non-federal money contributed by public agencies and institutions, and private organizations and individuals. In-kind contributions are the value of something received or provided that does not have a cost associated with it. In-kind match may include donations of expendable equipment, office supplies, workshop or training materials, work space, or the monetary value of time contributed by professionals and technical personnel and other skilled and unskilled labor, if the services they provide are an integral and necessary part of a funded project.

Grant Reporting Requirements

VOCA recipients are required to maintain appropriate programmatic and financial records that fully disclose the amount and disposition of VOCA funds received (i.e., daily time and attendance records; the total cost of the project; receipts for expenditures); the portion of the project supplied by other sources; and other records. Progress reports are to be submitted in a calendar quarter basis, regardless of the start date of the subgrant project. These reports must provide an update on the project's objectives. Failure to submit these reports in a timely manner will delay any reimbursements submitted within the grant period. See table below for the progress reports due dates:

Report Period	Due on or before the following dates
January 1 through March 31	April 15 th
April 1 through June 30	July 15 th
July 1 through September 30	October 15 th

Financial Accounting Practices

The following is a list of questions that applicants will need to consider when applying for federal funding. *Note: All answers should be an affirmative response.*

1. Will all funds awarded under this program be maintained in a manner that they will be accounted for separately and distinctly from other sources of revenue/funding?
2. Does the applicant have written accounting policies and procedures? How often are these policies and procedures updated? ADECA may request a copy for review during the application/award process or as part of the grant monitoring process.
3. Is the applicants' financial management system able to track actual expenditures and outlays with budgeted amounts for each grant or subgrant?
4. Does the applicant have procedures in place for minimizing the time elapsing between transfer of funds from the United States Treasury and disbursement for project activities?
5. Does the applicant have effective internal controls in place to adequately safeguard grant assets and to ensure that they are used solely for authorized purposes?
6. Does the applicant have a documented records retention policy?
7. Is the individual primarily responsible for fiscal and administrative oversight of grant awards familiar with the applicable grants management rules, principles, and regulations including the new Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (2 CFR Part 200) issued on December 26, 2103?
8. Are the officials of the organization bonded?

This 'Request for Proposal' does not indicate acceptance or approval of any proposal in response to this request. No grant or contract payment can be made until an agreement has been fully executed. Therefore, no work shall begin on projects selected for funding until an executed grant agreement or professional services contract has been received. All awards are contingent upon state receipt of federal funds awarded.

PART IV – ADDITIONAL INFORMATION ON REQUIRED FORMS

1. Signature Certification Form – This form authorizes the persons listed on the form to sign reports, request for payments and other legal instruments associated with the grant application and award.
2. State of Alabama Disclosure Statement - Act 2001-955 requires the disclosure statement to be completed and filed with all proposals, bids, contracts, or grant proposals to the State of Alabama in excess of \$5,000. The form must be signed, dated, and notarized prior to submission. **Complete all lines as indicated. If an item does not apply, denote N/A (not applicable).**
3. A Resolution for (Cash or In-Kind) Matching Funds - The purpose of the resolution is to verify the applicants cash or in-kind matching funds. Must be signed and completed before submission.
4. Certification Regarding Debarment, Suspension, Ineligibility, and Involuntary Exclusion – Lower Tier Covered Transactions (Sub-Recipient) – This form is used to ensure that an agency is not suspended or otherwise excluded from receiving federal funding, must be signed and returned with the application.
5. Certification Regarding Lobbying- Compliance with federal certifications requirements for restrictions on lobbying. Must complete and be signed by the Authorizing Official before disbursement of funds.
6. Certification Regarding Drug-Free Workplace Requirements - The certification says the subrecipient certifies that it will provide a drug-free workplace. Certification Regarding Drug-Free Workplace Requirements form must be signed and included with the grant application.
7. Equal Employment Opportunity Certification – Compliance is required with the following federal laws which prohibit discrimination on the basis of race, color, national origin, religion, sex, age or disability. The Equal Employment Opportunity Program Certification must be completed and signed by the Authorizing Official.
8. Financial Questionnaire - The questionnaire is a tool designed to assist both subgrantee and the LETS staff in assessing the subgrantee’s management capabilities. Subrecipient organizations are expected to have certain systems, policies, and procedures in place for managing their own funds, equipment, and personnel. The questionnaire must be completed, signed, and included in the application.
9. Risk Assessment Questionnaire – The questionnaire is a supplemental tool to for completing a full risk assessment. A risk assessment must be conducted on each applicant before an award can be made. A higher risk rating may require additional grant requirements or special conditions. All assessments are unique and are handled on a case-by-case basis.
10. MOU’s or Written Agreement(s) – The formal written agreement should outline the agreements or partnerships you have with any outside organizations for collaboration or coordination of services. For example, the agreement might outline an agreement with another nonprofit to partner in offering counseling to crime victims.
11. E-Verify – You will need to submit E-Verify MOU first page, signature page, page that includes the TIN number (FEIN), and any company profile pages that may be applicable such as the page listing multiple sites. E-Verify is an Internet-based system that compares information from an employee's Form I-9, Employment Eligibility Verification, to data from U.S. Department of Homeland Security and Social Security Administration records to confirm employment eligibility. You can enroll in E-Verify through <http://www.uscis.gov/e-verify>.
12. 10% De Minimis Certification – In order to use the 10% de minimis rate for indirect cost, an agency must have never received a negotiated indirect cost rate. If an agency elects to use the 10% de minimis rate, then the applicant must submit this certification form.

13. Job Description of Volunteers - list of the job responsibilities of the volunteers.
14. Job Descriptions- Attach a job description for each position for which funding is requested and listed in the Personnel section of the budget
15. Board of Directors – List of current Governing Body and their contact information
16. Organization Chart – Chart of your agency’s current organizational structure.
17. Civil Rights Compliance Checklist – This checklist ensures the applicant is in compliance with all civil rights regulations.
18. Current By-Laws, Financial Policies and Procedures, & Personnel Policies and Procedures – All applicants, without a current LETS award, should submit all current agency By-Laws, Financial Policies and Procedures, Personnel Policies and Procedures, and any other pertinent information related to the governance of the agency to lets@adeca.alabama.gov.
19. Professional Standards Review – All domestic violence shelters, rape crisis centers, and child advocacy centers are required to receive a professional standards review by their corresponding state coalition/association. Applicants are not required to be members of any specific coalition/association, however if you are one of these agencies you must arrange a professional standards review. A copy must be forwarded to our office. We reserve the right to decline funding, withhold payments, or terminate grant agreements of agencies not compliant with this policy. More information can be found in LETS Policy Letter 16 Professional Standards Reviews at <https://adeca.alabama.gov/Divisions/lets/Pages/default.aspx>.
20. Data Universal Numbering System Number – All applicants requesting funding are required to have a Data Universal Numbering System (DUNS) number. The DUNS number must be provided on the application cover page. A DUNS number is a unique nine-digit number that is recognized universally as a means to identify and track millions of businesses worldwide. It is used for tracking purposes and to validate address and point of contact information for federal assistance applicants, recipients, and subrecipients. Applicants may obtain a DUNS number free of charge by contacting Dun & Bradstreet (D&B) at 1-866-705-5711 or on the web at <http://www.dnb.com>.

Before preparing your application, take a few moments to review the information being provided. This will help you in providing the needed and correct information. Prior to submitting your application, make sure all of the information is included (use the checklist provided). Having someone else proof your application can be a great benefit to catch errors that you have overlooked. We want your application to be successful. Please contact our office with any questions or concerns.

PART V – PROPOSAL CONTENTS

Each proposal must contain:

- 1. An Application Cover page;**
- 2. A General Narrative detailing what the proposed program will address;**
- 3. An Appendix that specifies the goals and objectives that will address this problem;**
- 4. A detailed Budget, along with a Budget Narrative that justifies the budget.**

Additional Forms to be completed and/or signed:

- Signature Certification Form
- State of Alabama Disclosure Statement
- A Resolution of Applicant for (Cash or In-Kind) Matching Funds
- Certification Regarding Debarment, Suspension, Ineligibility, and Involuntary Exclusion – Lower Tier Covered Transactions (Sub-Recipient)
- Certification Regarding Lobbying (if applicable)
- Certification Regarding Drug-Free Workplace Requirements
- Equal Employment Opportunity Certification
- Financial Questionnaire
- Risk Assessment Questionnaire
- MOUs or Written Agreement(s)
- E-Verify Documentation
- 10% De Minimis Certification Form (if applicable)
- Job Descriptions for Volunteers
- Job Descriptions for All Personnel Listed in the Grant Application
- List of the Board of Directors with Contact Information
- Organizational Chart
- Civil Rights Compliance Checklist
- Agency's current By-Laws, Financial Policies and Procedures, & Personnel Policies and Procedures. (if applicable)
- Professional Standards Review (if applicable)
- Match Waiver Request Letter (if applicable)