

REQUEST FOR PROPOSALS

Victims of Crime Act



Alabama Department of Economic and Community Affairs

Law Enforcement and Traffic Safety Division

Victim Assistance Grant Program

Issue Date: **May 18, 2022**

Proposal Due Date: **June 19, 2022**

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 October 1, 2022 until September 30, 2023. 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.

Submission Information

For FY 2023, applicants will complete and submit their VOCA applications in Alabama Grants at <https://grants.alabama.gov/>.

Applicants must submit the full application(s) **by 11:59 p.m., June 19, 2022** in Alabama Grants.

System Registration for New Applicants

- Navigate to <https://grants.alabama.gov/>
- Have an Authorized Official (AO) for your organization register as a new user.
- Complete and submit a registration request.
- Wait for an email confirmation granting access to the system.
- After receiving the confirmation, your AO can login to the system and designate access to your organizational account to other staff members as appropriate. (See the Grantee Admin Manual or Grantee Admin Training Video under the Alabama Grants' Training Materials section)

Based on the organization type selected under the organization profile, a user will see any available funding opportunities under the "My Opportunities" panel of the user's dashboard.

If you are applying to specifically target more than one VOCA purpose area, you must submit an individual application for each purpose area. If you have any questions about whether to apply for multiple purpose areas, please reach out to LETS staff for technical assistance.

For previous applicants: All sections of the application, except for Miscellaneous Attachments, can be copied forward using the copy forward feature. The option to select this feature is available only when you attempt to initiate an application. The copy forward feature will save time by allowing you to prefill most of the application information with the details from your agency's previous submissions. Please see page 12 for detailed instructions on how to use the copy forward feature. You should, however, still ensure that the information provided is up-to-date and accurate for the proposed project period.

Any application or documentation in support of an application not submitted in Alabama Grants will not be accepted for review. The Law Enforcement and Traffic Safety Division reserves the right to reject any incomplete proposals without review.

Contact Information

For assistance with technical issues, such as forgetting username and/or password, adding dashboard panels, or navigating the website in Alabama Grants, contact the Agate Software Helpdesk at helpdesk@agatesoftware.com or at 1 (800) 820-1890. The Agate Software Helpdesk operates 7:00 a.m. to 7:00 p.m. CST Monday - Friday.

For assistance with the requirements of this request for proposal, please submit your questions to:

Current VOCA Recipients: Please contact your current program manager.

New Applicants: Please contact either Dorothy May, Human Services Program Supervisor, at Dorothy.May@adeca.alabama.gov or at (334) 353-5313; or Nicole Northington, Human Services Program Supervisor, at Nicole.Northington@adeca.alabama.gov or at (334) 353-2553.

If an applicant experiences technical issues with Alabama Grants and is unable to submit its application by the deadline, the applicant must document the issue and email the contacts identified above **before the application deadline**.

Recorded Application Webinar

LETS conducted an application webinar to review the Alabama Grants system, the solicitation requirements, and conducted a question and answer session with potential applicants before the FY 2022 grant cycle. Following is a link to the recorded webinar: <https://youtu.be/fLoDpKKjpXw>. Please consider watching the webinar if you are a new applicant or new to your agency and the grant application process. Please keep in mind that the dates referenced in the video are NOT accurate for the FY 2023 grant cycle. Refer to this solicitation for accurate dates.

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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:

- [Electronic Code of Federal Regulations \(eCFR\)](#)
- [DOJ Grants Financial Guide \(ojp.gov\)](#)
- [Federal Register :: Victims of Crime Act Victim Assistance Program](#)

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 categories are the four different purpose areas under this program. Underserved victims are determined by 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 an individual application for each purpose area. 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, and as can be found in the final federal rules and regulations for the Victims of Crime Act Victim Assistance Program ([Federal Register :: Victims of Crime Act Victim Assistance Program](#)):

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 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.
- 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 (within the state only), meals, lodging, and registration fees for paid direct-service staff.
- 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
- 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.

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%.
- **Out-of-State travel expenses.** Travel expenses related to out-of-state trainings to include; air fare, conference registration, per diem, or other associated costs.
- **Large recreational items.**
- **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 services.** Costs for any of these services 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.
- **Office furnishings.** Desks, hutches, shelving, or other similar types of furniture.
- **Case management systems.** Expenses for acquiring systems to support agency functions.
- **Repairs and maintenance expenses and building adaptation.** Any building adaptation or costs of maintenance, repair, or replacement of items (such as a furnace, routine maintenance, roofs, A/C repair/replacement, etc.)
- **General, Property, and Commercial Insurances.**
- **Equipment.** Leasing or purchasing of vehicles or other equipment valued over \$5,000.

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 ([Federal Register :: Victims of Crime Act Victim Assistance Program](#)) or other additional costs as stated in the DOJ Financial Guide ([DOJ Grants Financial Guide \(ojp.gov\)](#)).

- **Lobbying.** Lobbying or advocacy activities with respect to legislation or to administrative changes to regulations or administrative policy, 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).

PART II - APPLICATION INFORMATION

General Instructions for New Applicants

To complete an application for VOCA Assistance funding you must register with Alabama Grants.

Follow these steps to begin your initial registration:

- Navigate to <https://grants.alabama.gov/>
- Have an Authorized Official (AO) for your organization register as a new user.
- Complete and submit a registration request.
- Wait for an email confirmation granting access to the system.
- After receiving the confirmation, your AO can login to the system and designate access to your organizational account to other staff members as appropriate. (See the Grantee Admin Manual or Grantee Admin Training Video under the Alabama Grants' Training Materials section)

After successfully registering in the system, an Authorized Official can add new members through the Organizational Members section. Each agency member can be assigned one of three roles: Subrecipient Viewer, Subrecipient Staff, and Subrecipient Admin. The role of a Subrecipient Viewer only allows individuals in those roles to view information within the system. The role of Subrecipient Staff allows individuals to enter or alter information but does not have the ability to submit or accept documents. The role of Subrecipient Admin will receive full access within the system.

Note: Each agency employee must have an Alabama Grants profile, if their position will be requested in a grant application. When completing the application's Personnel Section, you will select employee names from a dropdown box that is prefilled with the names of individuals who have a profile in the system. The selection "TBD" has been programmed in the dropdown box for vacant or unfilled positions.

After logging in, you will arrive at your personal dashboard. Here you will see the 'My Tasks', 'My Opportunities', and 'Announcements' panels. The My Opportunities panel is where you find links to complete applications for different funding opportunities. Funding opportunities will only be seen once the period opens for application and will disappear once the application period closes. After you select the funding opportunity, you will select whether you agree or decline to begin the selected application. After you agree to begin the application, you will be directed to application landing page where you can begin completing the application. On your dashboard, your application will be found in the My Tasks panel, where it can be accessed until you submit or cancel the application.

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

As you complete your application it is imperative that the application be clear, complete, and concise. If the project is not adequately described in the application, it will be impossible to conduct a thorough review of the application. Each narrative should be presented in a manner that is easily understood.

General Instructions for Previous Applicants

Navigate to <https://grants.alabama.gov/>

After logging in, you will arrive at your personal dashboard. Here you will see the ‘My Tasks’, ‘My Opportunities’, and ‘Announcements’ panels. The My Opportunities panel is where you find links to complete applications for different funding opportunities. Funding opportunities will only be seen once the period opens for application and will disappear once the application period closes. After you select the funding opportunity, you will select whether you agree or decline to begin the selected application. This is also where you can elect to copy your previous application forward (see screenshot below).

VOCA - Crime Victim Assistance - Underserved 2023

Provided By: LETS Provider Organization

Provided To: Department of Human Resources

Copy Forward Document: (dropdown menu open showing: Don't Copy Forward, 19 VA VS 017)

ALLETS Application Availability Dates:

Due Date: N/A

Description:

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.

Proceed **Cancel**

After you agree to begin the application, you will be directed to application landing page where you can begin completing the application. On your dashboard, your application will be found in the My Tasks panel, where it can be accessed until you submit or cancel the application.

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

As you complete your application it is imperative that the application be clear, complete, and concise. If the project is not adequately described in the application, it will be impossible to conduct a thorough review of the application. Each narrative should be presented in a manner that is easily understood. After copying forward your previous application, please be sure to make any needed updates so that your application is current and correct.

Matching Requirement

Awards made under this solicitation will benefit from an emergency match waiver which waives the full 20% matching requirement. Within the ‘Sources of Contribution’ module of the VOCA application, the applicant is given the option to apply for a match waiver. The applicant should select “Yes” to the question “Are you applying for a Match Waiver?” and must insert “N/A” in all match waiver fields on the Match Waiver Request tab.

Indirect Costs

In accordance with 2 CFR 200.332(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 accept a federally negotiated indirect cost rate. If no approved rate exists, ADECA will collaborate with the subrecipient to determine an appropriate rate. This rate will be either a negotiated rate, which can be based on a prior negotiated rate between a different pass-through entity and the same subrecipient, or the 10% de minimis rate of the modified total direct cost (MTDC) as defined in 2 CFR 200.1. If basing the rate on a previously negotiated rate, ADECA is not required to collect information justifying this rate, but may elect to do so. 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.

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 III – AWARD AND REVIEW INFORMATION

Estimated Funding

The total amount of funds available under this solicitation is approximately \$24,000,000.

Period of Performance

Project periods will tentatively start October 1, 2022 and will end September 30, 2023.

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 a group of reviewers. 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 considered. 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 the application to help the reviewer see the problem and easily understand the proposed solution. Clarity of the application 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 is issued. A risk assessment must be based on each applicant regarding current or previous funding, unresolved audit issues, delinquent programmatic and fiscal reporting, and prior performance. You will need to complete the 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.

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 and applicants must have documentation supporting each response. ADECA may request a copy of supporting documentation as to any and/or all responses during the application/award process or as part of the grant monitoring process.*

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?
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, 2013?
8. Are the officials of the organization bonded?

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
October 1 through December 31	January 15 th
January 1 through March 31	April 15 th
April 1 through June 30	July 15 th
July 1 through September 30	October 15 th

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.