

State of Hawaii  
Department of the Attorney General  
Crime Prevention and Justice Assistance Division  
Grants and Planning Branch



**Request for Proposals**  
(REVISED April 5, 2016)

**RFP Number: AG-CPJAD-VOCA-2015-VA**  
**Victims of Crime Act Victims Assistance**  
**Grant Program**

Date Issued: March 4, 2016

Proposal Due Date: **APRIL 20, 2016**

**Note:** *It is the applicant's responsibility to check the public procurement notice website, the request for proposals website, or to contact the RFP point-of-contact identified in the RFP for any addenda issued to this RFP. The State shall not be responsible for any incomplete proposal submitted as a result of missing addenda, attachments or other information regarding the RFP.*

March 4, 2016

## **REQUEST FOR PROPOSALS**

### **VICTIMS OF CRIME ACT VICTIM ASSISTANCE GRANT PROGRAM RFP Number AG-CPJAD-VOCA-2015-VA**

The Department of the Attorney General (the “Department”), as the State Administering Agency for the Victims of Crime Act (VOCA) Victim Assistance Grant Program, is requesting proposals from qualified applicants to (1) create, improve, or enhance core victim services; and/or (2) develop, maintain, or expand innovative services to assist victims of crime.

The Federal Program Guidelines for the VOCA Victim Assistance Grant Program defines “services” 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 a victimization; (3) assist victims to understand and participate in the criminal justice system; and (4) provide victims of crime with a measure of safety and security, such as boarding-up broken windows and replacing/repairing locks.

The contract term will begin on or around July 1, 2016 and may extend through June 30, 2018. Multiple contracts will be awarded under this request for proposals. Non-profit organizations and state and local government agencies are encouraged to apply.

Proposals shall be mailed, postmarked by the United States Postal Service, on or before **April 20, 2016**, and received no later than ten (10) days from the submittal deadline. Hand delivered proposals shall be delivered no later than 4:30 p.m. Hawaii Standard Time (HST), on **April 20, 2016**, at the drop-off site designated on the Proposal Mail-In and Delivery Information Sheet. Proposals postmarked or hand-delivered after the submittal deadline shall be rejected as late. There are no exceptions to this requirement.

All prospective applicants are encouraged to attend the RFP orientation to be conducted by the Department on March 18, 2016 from 1:30 p.m. to 3:30 p.m. HST, at Leiopapa A Kamehameha Building, 235 South Beretania Street, 15th Floor Conference Room, Honolulu, Hawaii. If you are unable to attend the RFP orientation in person, the RFP orientation will also be available via GoToMeeting. Prospective applicants may register for the RFP orientation via GoToMeeting by emailing the RFP contact person no later than 1:00 p.m. HST on March 15, 2016.

The deadline for submission of written questions is 1:00 p.m. HST on March 24, 2016. All written questions will receive a written response from the Department on or about April 5, 2016.

Any inquiries and requests regarding this RFP should be directed to Ms. Jayna Reynon, Criminal Justice Planning Specialist, Department of the Attorney General, at Leiopapa A Kamehameha Building, 235 South Beretania Street, Suite 401, Honolulu, Hawaii 96813, telephone: (808) 586-1154, fax (808) 586-1097, email: [jayna.a.reynon@hawaii.gov](mailto:jayna.a.reynon@hawaii.gov).

## PROPOSAL MAIL-IN AND DELIVERY INFORMATION SHEET

### NUMBER OF COPIES TO BE SUBMITTED:

**One (1) original of the proposal and exhibits/attachments**

**AND**

**Four (4) copies of the proposal and exhibits/attachments**

**AND**

**One (1) electronic copy of the proposal and exhibits/attachments  
in Portable Document Format (PDF)**

**AND**

**One (1) electronic copy of the proposal in Microsoft Word (.doc) format**

The electronic copy of the proposal and exhibits/attachments in Portable Document Format (PDF) and the electronic copy of the proposal in Microsoft Word (.doc) format shall be transmitted on one or more compact disc(s). Each compact disc shall be labeled with the applicant's name, proposal title, RFP number, and the disc number (e.g., Disc 1 of 2, Disc 2 of 2). Electronic copies shall be capable of being read by a personal computer system running a Windows-based operating system. Further, the Microsoft Word (.doc) shall be capable of being read by Microsoft Word 2003. It is the applicant's responsibility to ensure that the electronic copies are capable of being read.

**To be considered a complete proposal, the original, paper copies, and electronic copies of the proposal and exhibits/attachments shall be mailed or hand-delivered together.**

ALL MAIL-INS SHALL BE POSTMARKED BY THE UNITED STATES POSTAL SERVICE (USPS) NO LATER THAN **APRIL 20, 2016** and received by the state purchasing agency no later than ten (10) days from the submittal deadline.

#### All Mail-Ins

Department of the Attorney General  
Crime Prevention & Justice Assistance Division  
235 South Beretania Street, Suite 401  
Honolulu, Hawaii 96813

#### Department of the Attorney General, Crime Prevention & Justice Assistance Division RFP Coordinator

Ms. Jayna Reynon  
Telephone: (808) 586-1154  
Facsimile: (808) 586-1097  
E-mail: jayna.a.reynon@hawaii.gov

ALL HAND DELIVERIES SHALL BE ACCEPTED AT THE FOLLOWING SITE UNTIL **4:30 P.M., Hawaii Standard Time (HST), APRIL 20, 2016**. Deliveries by private mail services such as FEDEX shall be considered hand deliveries. Hand deliveries shall not be accepted if received after 4:30 p.m., April 20, 2016.

#### Drop-off Site

Department of the Attorney General, Crime Prevention & Justice Assistance Division  
235 South Beretania Street, Suite 401  
Honolulu, Hawaii 96813

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# **Section 1**

## **Administrative Overview**

# Section 1

## Administrative Overview

**Applicants are encouraged to read each section of the RFP thoroughly. While sections such as the administrative overview may appear similar among RFPs, state purchasing agencies may add additional information as applicable. It is the responsibility of the applicant to understand the requirements of *each* RFP.**

### 1.1 Procurement Timetable

**Note that the procurement timetable represents the State’s best estimated schedule. If an activity on this schedule is delayed, the rest of the schedule will likely be shifted by the same number of days. Contract start dates may be subject to the issuance of a notice to proceed.**

<u>Activity</u>	<u>Scheduled Date</u>
Public notice announcing Request for Proposals (RFP)	March 4, 2016
Distribution of RFP	March 4, 2016 – April 20, 2016
RFP orientation session	March 18, 2016
Closing date for submission of written questions for written responses	March 24, 2016
State purchasing agency’s response to applicants’ written questions	April 5, 2016
Discussions with applicant prior to proposal submittal deadline (optional)	March 4, 2016 – April 12, 2016
Proposal submittal deadline	<b>APRIL 20, 2016</b>
Discussions with applicant after proposal submittal deadline (optional)	April 21, 2016 – April 22, 2016
Final revised proposals (optional)	April 25, 2016
Proposal evaluation period	April 25, 2016 – May 6, 2016
Provider selection	May 9, 2016 – May 27, 2016
Notice of statement of findings and decision	May 31, 2016 – June 30, 2016
Contract start date	On or around July 1, 2016



## 1.2 Website Reference

Item	Website
1 Procurement of Health and Human Services	<a href="http://spo.hawaii.gov/for-vendors/vendor-guide/methods-of-procurement/health-human-services/competitive-purchase-of-services-procurement-method/cost-principles-table-hrs-chapter-103f-2/">http://spo.hawaii.gov/for-vendors/vendor-guide/methods-of-procurement/health-human-services/competitive-purchase-of-services-procurement-method/cost-principles-table-hrs-chapter-103f-2/</a>
2 RFP website	<a href="http://hawaii.gov/spo2/health/rfp103f/">http://hawaii.gov/spo2/health/rfp103f/</a>
3 Hawaii Revised Statutes (HRS) and Hawaii Administrative Rules (HAR) for Purchases of Health and Human Services	<a href="http://spo.hawaii.gov">http://spo.hawaii.gov</a> Click on the “References” tab.
4 General Conditions, AG-103F13	<a href="http://hawaii.gov/forms/internal/department-of-the-attorney-general/ag-103f13-1/view">http://hawaii.gov/forms/internal/department-of-the-attorney-general/ag-103f13-1/view</a>
5 Forms	<a href="http://spo.hawaii.gov">http://spo.hawaii.gov</a> Click on the “Forms” tab.
6 Cost Principles	<a href="http://spo.hawaii.gov">http://spo.hawaii.gov</a> Search: Keywords “Cost Principles”
7 Protest Forms/Procedures	<a href="http://spo.hawaii.gov/for-vendors/vendor-guide/protests-for-health-and-human-services/">http://spo.hawaii.gov/for-vendors/vendor-guide/protests-for-health-and-human-services/</a>
8 Hawaii Compliance Express (HCE)	<a href="http://spo.hawaii.gov/hce/">http://spo.hawaii.gov/hce/</a>
9 Hawaii Revised Statutes	<a href="http://capitol.hawaii.gov/hrscurrent">http://capitol.hawaii.gov/hrscurrent</a>
10 Department of Taxation	<a href="http://tax.hawaii.gov">http://tax.hawaii.gov</a>
11 Department of Labor and Industrial Relations	<a href="http://labor.hawaii.gov">http://labor.hawaii.gov</a>
12 Department of Commerce and Consumer Affairs, Business Registration	<a href="http://cca.hawaii.gov">http://cca.hawaii.gov</a> click “Business Registration”
13 Campaign Spending Commission	<a href="http://ags.hawaii.gov/campaign/">http://ags.hawaii.gov/campaign/</a>
14 Internal Revenue Service	<a href="http://www.irs.gov/">http://www.irs.gov/</a>
15 VOCA Fillable Forms (Attorney General Website)	<a href="http://ag.hawaii.gov/cpja/">http://ag.hawaii.gov/cpja/</a>
<b>(Please note: website addresses may change from time to time. If a State link is not active, try the State of Hawaii website at <a href="http://hawaii.gov">http://hawaii.gov</a>)</b>	

### 1.3 Authority

This RFP is issued under the provisions of the Hawaii Revised Statutes (HRS) Chapter 103F and its administrative rules. All prospective applicants are charged with presumptive knowledge of all requirements of the cited authorities. Submission of a valid executed proposal by any prospective applicant shall constitute admission of such knowledge on the part of such prospective applicant.

### 1.4 RFP Organization

This RFP is organized into five sections:

*Section 1, Administrative Overview:* Provides applicants with an overview of the procurement process.

*Section 2, Service Specifications:* Provides applicants with a general description of the tasks to be performed, delineates provider responsibilities, and defines deliverables (as applicable).

*Section 3, Proposal Application Instructions:* Describes the required format and content for the proposal application.

*Section 4, Proposal Evaluation:* Describes how proposals will be evaluated by the state purchasing agency.

*Section 5, Attachments:* Provides applicants with information and forms necessary to complete the application.

### 1.5 Contracting Office

The Contracting Office is responsible for overseeing the contract(s) resulting from this RFP, including system operations, fiscal agent operations, and monitoring and assessing provider performance. The Contracting Office is:

**Department of the Attorney General  
Crime Prevention & Justice Assistance Division, Grants & Planning Branch  
235 South Beretania Street, Suite 401  
Honolulu, Hawaii 96813  
Telephone: (808) 586-1150  
Facsimile: (808) 586-1097  
<http://ag.hawaii.gov/cpja/>**

## 1.6 RFP Point-of-Contact

From the release date of this RFP until the selection of the successful provider(s), any inquiries and requests shall be directed to the sole point-of-contact identified below.

<p><b>Ms. Jayna Reynon</b> <b>Telephone: (808) 586-1154</b> <b>Email: jayna.a.reynon@hawaii.gov</b></p>
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## 1.7 Orientation

An orientation for applicants in reference to the request for proposals will be held as follows:

<b>Date:</b>	<u>March 18, 2016</u>	<b>Time:</b>	<u>1:30 p.m. – 3:30 p.m. (HST)</u>
<b>Location:</b>	<u>Leiopapa A Kamehameha Building, 235 South Beretania Street, 15<sup>th</sup> Floor Conference Room, Honolulu, Hawaii</u>		

Applicants that are unable to attend the orientation in person may attend the meeting online via GoToMeeting. To register for the RFP orientation via GoToMeeting, email the RFP contact person no later than 1:00 p.m. on March 15, 2016.

Applicants are encouraged to submit written questions prior to the orientation. Impromptu questions will be permitted at the orientation and spontaneous answers provided at the state purchasing agency's discretion. However, answers provided at the orientation are only intended as general direction and may not represent the state purchasing agency's position. Formal official responses will be provided in writing. To ensure a written response, any oral questions should be submitted in writing following the close of the orientation, but no later than the submittal deadline for written questions indicated in the subsection 1.8, Submission of Questions.

## 1.8 Submission of Questions

Applicants may submit questions to the RFP point-of-contact identified in Section 1.6. Written questions should be received by the date and time specified below. The purchasing agency will respond to written questions by way of an addendum to the RFP.

Deadline for submission of written questions:

<b>Date:</b>	<u>March 24, 2016</u>	<b>Time:</b>	<u>1:00 p.m. HST</u>
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State agency responses to applicant written questions will be provided by:

<b>Date:</b>	<u>April 5, 2016</u>
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## 1.9 Submission of Proposals

- A. Forms/Formats** - Forms, with the exception of program specific requirements, may be found on the State Procurement Office website referred to in Section 1.2, Website Reference. Refer to the Section 5, Proposal Application Checklist for the location of program specific forms.
- 1. Proposal Application Identification (Form SPOH-200).** Provides applicant proposal identification.
  - 2. Proposal Application Checklist.** The checklist provides applicants specific program requirements, reference and location of required RFP proposal forms, and the order in which all proposal components should be collated and submitted to the state purchasing agency.
  - 3. Table of Contents.** A sample table of contents for proposals is located in Section 5, Attachments. This is a sample and meant as a guide. The table of contents may vary depending on the RFP.
  - 4. Proposal Application (Form SPOH-200A).** Applicant shall submit comprehensive narratives that address all proposal requirements specified in Section 3, Proposal Application Instructions, including a cost proposal/budget, if required.
- B. Program Specific Requirements.** Program specific requirements are included in Sections 2 and 3, as applicable. Required Federal and/or State certifications are listed on the Proposal Application Checklist in Section 5.
- C. Multiple or Alternate Proposals.** Multiple or alternate proposals shall not be accepted unless specifically provided for in Section 2. In the event alternate proposals are not accepted and an applicant submits alternate proposals, but clearly indicates a primary proposal, it shall be considered for award as though it were the only proposal submitted by the applicant.
- D. Provider Compliance (Non-Profit Organizations Only).** All non-profit organization providers shall comply with all laws governing entities doing business in the State.
- **Tax Clearance.** Pursuant to HRS §103-53, as a prerequisite to entering into contracts of \$25,000 or more, providers are required to have a tax clearance from the Hawaii State Department of Taxation (DOTAX) and the Internal Revenue Service (IRS). Refer to Section 1.2, Website Reference for DOTAX and IRS website address.
  - **Labor Law Compliance.** Pursuant to HRS §103-55, providers shall be in compliance with all applicable laws of the federal and state governments relating to workers' compensation, unemployment compensation, payment of

wages, and safety. Refer to Section 1.2, Website Reference for the Department of Labor and Industrial Relations (DLIR) website address.

- **Business Registration.** Prior to contracting, owners of all forms of business doing business in the state except sole proprietorships, charitable organizations, unincorporated associations and foreign insurance companies shall be registered and in good standing with the Department of Commerce and Consumer Affairs (DCCA), Business Registration Division. Foreign insurance companies must register with DCCA, Insurance Division. More information is on the DCCA website. Refer to Section 1.2, Website Reference for DCCA website address.

Providers may register with Hawaii Compliance Express (HCE) for online compliance verification from the DOTAX, IRS, DLIR, and DCCA. There is a nominal annual registration fee (currently \$12) for the service. The HCE's online "Certificate of Vendor Compliance" provides the registered provider's current compliance status as of the issuance date, and is accepted for both contracting and final payment purposes. Refer to Section 1.2, Website Reference, for HCE's website address.

Providers not utilizing the HCE to demonstrate compliance shall provide paper certificates to the purchasing agency. All applications for applicable clearances are the responsibility of the providers. All certificates must be valid on the date it is received by the purchasing agency. The tax clearance certificate shall have an original green certified copy stamp and shall be valid for six months from the most recent approval stamp date on the certificate. The DLIR certificate is valid for six months from the date of issue. The DCCA certificate of good standing is valid for six months from date of issue.

- E. Wages Law Compliance.** If applicable, by submitting a proposal, the applicant certifies that the applicant is in compliance with HRS §103-55, Wages, hours, and working conditions of employees of contractors performing services. Refer to Section 1.2, Website Reference for statutes and DLIR website address.
- F. Campaign Contributions by State and County Contractors.** HRS §11-355 prohibits campaign contributions from certain State or county government contractors during the term of the contract if the contractors are paid with funds appropriated by a legislative body. Refer to Section 1.2, Website Reference for statutes and Campaign Spending Commission website address.
- G. Confidential Information.** If an applicant believes any portion of a proposal contains information that should be withheld as confidential, the applicant shall request in writing nondisclosure of designated proprietary data to be confidential and provide justification to support confidentiality. Such data shall accompany the proposal, be clearly marked, and shall be readily separable from the proposal to facilitate eventual public inspection of the non-confidential sections of the proposal. *Note that price is not considered confidential and will not be withheld.*

**H. Proposal Submittal.** All mail-ins shall be postmarked by the United States Postal Service (USPS) and received by the state purchasing agency no later than the submittal deadline indicated on the attached Proposal Mail-In and Delivery Information Sheet, or as amended. All hand deliveries shall be received by the state purchasing agency by the date and time designated on the Proposal Mail-In and Delivery Information Sheet, or as amended.

Proposals shall be rejected when:

- Postmarked after the designated date; or
- Postmarked by the designated date but not received within 10 days from the submittal deadline; or
- If hand delivered, received after the designated date and time.

The number and format of copies required is located on the Proposal Mail-In and Delivery Information Sheet. Deliveries by private mail services such as FEDEX shall be considered hand deliveries and shall be rejected if received after the submittal deadline. Dated USPS shipping labels are not considered postmarks.

Faxed proposals and proposals transmitted via email are not permitted.

## **1.10 Discussions with Applicants**

- A. Prior to Submittal Deadline.** Discussions may be conducted with potential applicants to promote understanding of the purchasing agency's requirements.
- B. After Proposal Submittal Deadline.** Discussions may be conducted with applicants whose proposals are determined to be reasonably susceptible of being selected for award, but proposals may be accepted without discussions, in accordance with HAR §3-143-403.

## **1.11 Opening of Proposals**

Upon the state purchasing agency's receipt of a proposal at a designated location, proposals, modifications to proposals, and withdrawals of proposals shall be date-stamped, and when possible, time-stamped. All documents so received shall be held in a secure place by the state purchasing agency and not examined for evaluation purposes until the submittal deadline.

Procurement files shall be open to public inspection after a contract has been awarded and executed by all parties.

## **1.12 Additional Materials and Documentation**

Upon request from the state purchasing agency, each applicant shall submit additional materials and documentation reasonably required by the state purchasing agency in its evaluation of the proposals.

### 1.13 RFP Amendments

The State reserves the right to amend this RFP at any time prior to the closing date for final revised proposals.

### 1.14 Final Revised Proposals

If requested, final revised proposals shall be submitted in the manner and by the date and time specified by the state purchasing agency. If a final revised proposal is not submitted, the previous submittal shall be construed as the applicant's final revised proposal. *The applicant shall submit **only** the section(s) of the proposal that are amended, along with the Proposal Application Identification Form (SPOH-200).* After final revised proposals are received, final evaluations will be conducted for an award.

### 1.15 Cancellation of Request for Proposal

The RFP may be canceled and any or all proposals may be rejected in whole or in part, when it is determined to be in the best interest of the State.

### 1.16 Costs for Proposal Preparation

Any costs incurred by applicants in preparing or submitting a proposal are the applicants' sole responsibility.

### 1.17 Provider Participation in Planning

Provider(s), awarded a contract resulting from this RFP,

are required

**are not required**

to participate in the purchasing agency's future development of a service delivery plan pursuant to HRS §103F-203.

Provider participation in a state purchasing agency's efforts to plan for or to purchase health and human services prior to the release of a RFP, including the sharing of information on community needs, best practices, and providers' resources, shall not disqualify providers from submitting proposals, if conducted in accordance with HAR §§3-142-202 and 3-142-203.

## **1.18 Rejection of Proposals**

The State reserves the right to consider as acceptable only those proposals submitted in accordance with all requirements set forth in this RFP and which demonstrate an understanding of the problems involved and comply with the service specifications. Any proposal offering any other set of terms and conditions contradictory to those included in this RFP may be rejected without further notice.

A proposal may be automatically rejected for any one or more of the following reasons:

- (1) Rejection for failure to cooperate or deal in good faith. (HAR §3-141-201)
- (2) Rejection for inadequate accounting system. (HAR §3-141-202)
- (3) Late proposals. (HAR §3-143-603)
- (4) Inadequate response to request for proposals. (HAR §3-143-609)
- (5) Proposal not responsive. (HAR §3-143-610(a)(1))
- (6) Applicant not responsible. (HAR §3-143-610(a)(2))

## **1.19 Notice of Award**

A statement of findings and decision shall be provided to each responsive and responsible applicant by mail upon completion of the evaluation of competitive purchase of service proposals.

Any agreement arising out of this solicitation is subject to the approval of the Department of the Attorney General as to form, and to all further approvals, including the approval of the Governor, required by statute, regulation, rule, order or other directive.

No work is to be undertaken by the provider(s) awarded a contract prior to the contract commencement date. The State of Hawaii is not liable for any costs incurred prior to the official starting date.

## **1.20 Protests**

Pursuant to HRS §103F-501 and HAR Chapter 148, an applicant aggrieved by an award of a contract may file a protest. The Notice of Protest form, SPOH-801, and related forms are available on the SPO website. Refer to Section 1.2, Website Reference for website address.



Only the following matters may be protested:

- (1) A state purchasing agency's failure to follow procedures established by Chapter 103F of the Hawaii Revised Statutes;
- (2) A state purchasing agency's failure to follow any rule established by Chapter 103F of the Hawaii Revised Statutes; and
- (3) A state purchasing agency's failure to follow any procedure, requirement, or evaluation criterion in a request for proposals issued by the state purchasing agency.

The Notice of Protest shall be postmarked by USPS or hand delivered to 1) the head of the state purchasing agency conducting the protested procurement and 2) the procurement officer who is conducting the procurement (as indicated below) within five working days of the postmark of the Notice of Findings and Decision sent to the protestor. Delivery services other than USPS shall be considered hand deliveries and considered submitted on the date of actual receipt by the state purchasing agency.

<b>Head of State Purchasing Agency</b>	<b>Procurement Officer</b>
Name: The Honorable Douglas S. Chin	Name: Shaleigh Tice
Title: Attorney General	Title: Branch Chief, CPJAD/GP
Mailing/Business Address: 425 Queen Street Honolulu, Hawaii 96813	Mailing/Business Address: 235 South Beretania Street, Suite 401 Honolulu, Hawaii 96813

### **1.21 Availability of Funds**

The award of a contract and any allowed renewal or extension thereof, is subject to allotments made by the Director of Finance, State of Hawaii, pursuant to HRS Chapter 37, and subject to the availability of State and/or Federal funds.

### **1.22 General and Special Conditions of Contract**

The general conditions that will be imposed contractually are on the SPO website. Special conditions may also be imposed contractually by the state purchasing agency, as deemed necessary.

### **1.23 Cost Principles**

To promote uniform purchasing practices among state purchasing agencies procuring health and human services under HRS Chapter 103F, state purchasing agencies will utilize standard cost principles as outlined on the SPO website. Refer to Section 1.2 Website Reference for website address. Nothing in this section shall be construed to create an exemption from any cost principle arising under federal law.

**Section 2**

**Service Specifications**

# Section 2

## Service Specifications

### 2.1 Introduction

#### A. Overview, purpose or need

The Victims of Crime Act of 1984, Public Law 98-473, as amended, and codified at 42 U.S.C. § 10601, et seq. (“VOCA”) established the Crime Victims Fund (the “Fund”) in the United States Department of Treasury to collect the fines assessed against federal criminals and serve as the funding source for carrying out all of the activities authorized by VOCA, including the VOCA Victim Assistance Grant Program (the “VOCA Grant”).

**The primary purpose of the VOCA Grant is to support the provision of direct services to victims of crime.**

The VOCA Grant is administered by the United States Department of Justice, Office of Justice Programs, Office for Victims of Crime (“OVC”). OVC makes annual grants from the Fund to states to support the provision of services to victims of crime. The State Administering Agency for the VOCA Grant in Hawaii is the Department of the Attorney General (the “Department”).

Historically, the Department received approximately \$2 million per fiscal year and used a conduit system to distribute the VOCA Grant funds throughout the state by subgranting the entire award (less the administrative funds) to the victim witness units in the county prosecutors’ offices and the State of Hawaii Department of Human Services (DHS). The victim witness units subgranted a portion of their funds to non-profit service providers in their respective counties.

The Department received \$8,995,706 in FY 2015 VOCA Grant funds. The Department will continue to use the conduit system to fund the services provided by the victim witness units in county prosecutors’ offices and its non-profit subgrantees in the amount of \$5,678,291. To dispense the remaining funds, the Department will use an open, competitive Request for Proposals (RFP) solicitation process to allow non-profit organizations and local and state government agencies to apply directly to the Department for VOCA Grant funding. The victim witness units of the county prosecutors’ offices are not eligible to apply for funding under this RFP.

The Department is soliciting proposals from eligible organizations to (1) create, improve, or enhance core victim services and/or (2) develop, maintain, or expand innovative services to assist victims of crime.

## **B. Planning activities conducted in preparation for this RFP**

In accordance with Hawaii Administrative Rule (HAR) § 3-142-301, the Department carried out planning activities prior to making a decision on the type and amount of services to purchase.

### Views of Service/Community Advocacy Organizations – HAR § 3-142-301

The Department developed a funding strategy to address gaps and needs in crime victim services based on information gathered from the following sources:

- An online survey of victim service providers, stakeholders, and the community regarding gaps and needs in crime victim services;
- Four information briefing sessions on the increase in VOCA funding held on Oahu, Hawaii, Maui and Kauai; participants were asked to share their thoughts on the gaps and needs in crime victim services; and
- A VOCA Advisory Group that included representatives from a cross-section of the public and private sector victim services community.

The information was collected by the Department during the period from October 2015 to January 2016 and analyzed for insights on the following considerations:

- The range of victim services throughout the state and within communities;
- The unmet needs of crime victims;
- The demographic profile of crime victims;
- The coordinated/cooperative response of community organizations in organizing services for crime victims; and
- The availability of services to crime victims throughout the criminal justice process.

### *Community Gaps and Needs Survey*

The Department developed a short, online survey of the gaps and needs in victim services. The survey period was from December 31, 2015 to January 18, 2016. The Department received responses from 146 individuals.

The purpose of the survey was to obtain the survey respondents' perspectives on (1) direct services provided by organizations and agencies in Hawaii; (2) gaps and needs in Hawaii's victim services community; (3) barriers that victims face to

obtain services; and (4) how the increase in funding could be best used to provide victims with needed services.

Survey respondents (1) identified victims of sexual assault (child and adult), domestic violence, human trafficking (labor and sex), and child abuse/neglect as types of victims needing more services; (2) identified youth/teens, homeless, lesbian, gay, bisexual, transgendered, queer, and questioning (LGBTQQ), trafficked and disabled populations as populations having unmet gaps and needs; and (3) identified fear of the perpetrator, the stigma/shame of being a crime victim, and lack of knowledge of available services/poor referral systems as barriers that crime victims face in obtaining services.

### *Information Briefing Sessions*

The Department held information briefings to directly engage with service providers and interested community members in each county on the following dates: November 3, 2015 (City and County of Honolulu); November 30, 2015 (County of Kauai); December 4, 2015 (County of Maui); and December 10, 2015 (County of Hawaii).

The objectives of the information briefings were to (1) inform the victim services community that the VOCA Grant award increased substantially for fiscal year 2015; (2) notify interested parties that the VOCA Grant Request for Proposals would be available in early 2016; and (3) provide service providers and community members with an opportunity to provide input on the gaps and needs in crime victim services.

### *VOCA Advisory Group*

The Department convened the VOCA Advisory Group to engage key members of the victim services community to evaluate the possible funding priorities to respond to the gaps and needs faced by victim services providers.

The VOCA Advisory Group was designed to be a cross-section of the victim services community and consisted of representatives from federal, state, county, and coalition agencies that have knowledge and experience in victim services. The VOCA Advisory Group encouraged the Department to allow both non-profit organizations and government agencies to be eligible to apply for VOCA funding. In addition, the VOCA Advisory Group identified several services that were important but declined to designate those services as priorities. Finally, the VOCA Advisory Group suggested additions to the definition of “underserved” populations for the purposes of the VOCA Grant.

The Department took the VOCA Advisory Group recommendations under advisement.

## Request for Information – HAR § 3-142-202

The Department posted a Request for Information on the State Procurement Office Procurement Notices System website on January 29, 2016 to gather information and to assist in the development of this RFP. Written comments, suggestions and feedback on the service specifications were due on or before February 12, 2016.

Planning information may be obtained via email from the RFP Contact Person for this RFP.

### **C. Description of the service goals**

The primary purpose of the VOCA Grant is to support the provision of direct services to victims of crime.

The Department seeks projects and initiatives from eligible organizations to (1) create, improve, or enhance core victim services; and/or (2) develop, maintain, or expand innovative services to assist victims of crime.

#### Definition of “Services”

The Federal Program Guidelines for the VOCA Grant defines “services” 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 a victimization; (3) assist victims to understand and participate in the criminal justice system; and (4) provide victims of crime with a measure of safety and security, such as boarding-up broken windows and replacing/repairing locks.

A non-exhaustive list of core victim services and a description of the allowable services, activities, and costs are discussed in this RFP at Section 2.4, Scope of Work.

### **D. Description of the target population to be served**

The primary purpose of the VOCA Grant is to support the provision of direct services to victims of crime. The VOCA Grant’s federal regulations define a “victim of crime” or “crime victim” as *a person who has suffered physical, sexual, financial or emotional harm as a result of the commission of a crime.*

The definition does not require the crime victim to report the crime to any law enforcement agency in order to receive VOCA-funded services.

Although VOCA-funded programs cannot restore the losses suffered by victims of financial crime, victims are eligible for counseling, criminal justice advocacy, and other support services offered by VOCA-funded victim assistance programs.

The definition of crime victim or victim of crime includes federal crime victims, which is defined as (1) a victim of an offense that violates a federal criminal statute or regulation; or (2) a victim of an offense that occurs in an area where the federal government has jurisdiction.

**E. Geographic coverage of service**

The service areas for this RFP include Counties of Hawaii, Kauai, and Maui (including Molokai and Lanai), and the City and County of Honolulu in the State of Hawaii. Proposals shall address one or more of the above-stated counties.

**F. Probable funding amounts, source, and period of availability**

Source of Funding

The funding available under this RFP is a combination VOCA Grant (CFDA No. 16.575) funding for FY 2014 and FY 2015.

Total Funding Available

A total of **\$3,666,565** in funding will be available:

- FY 2014 VOCA Grant: \$349,150
- FY 2015 VOCA Grant: \$3,317,415

Minimum and Maximum Funding Per Project

Project budgets shall be for a minimum of \$50,000 per year and a maximum of \$250,000 per year.

Availability Period

Applications for VOCA Grant funding under this RFP should start on or around July 1, 2016. VOCA funding may be requested for up to a 24-month contract period, but not to exceed June 30, 2018. The second year of the contract is subject to the program's satisfactory performance and the availability of funds.

**G. Limitations on the VOCA Grant<sup>1</sup>**

The following is a non-exhaustive list of services, activities, and costs that cannot be supported with VOCA Grant funds:

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<sup>1</sup> This non-exhaustive list identifies services, activities, and costs that cannot be supported by the VOCA Victim Assistance Grant Program (the "VOCA Grant"); some of the identified expenses may be allowable under the VOCA Victim Compensation Program, which is *not* the subject of this RFP. The Department reserves the right to amend the non-exhaustive list in this section to reflect any changes in federal or state rules, regulations, or statutes.

a. Lobbying and Administrative Advocacy

VOCA Grant funds cannot support victim legislation or administrative reform, whether conducted directly or indirectly.

b. Perpetrator Rehabilitation and Counseling

VOCA Grant funds cannot be knowingly used to offer rehabilitative services to offenders. Likewise, VOCA Grant funds cannot support services to incarcerated individuals, even when the service pertains to the victimization of that individual.

c. Needs Assessments, Surveys, Evaluations, and Studies

VOCA Grant funds cannot be used to pay for efforts to study and/or research particular crime victim issues.

d. Prosecution Activities

VOCA Grant funds cannot be used to pay for activities that are directed at prosecuting an offender and/or improving the criminal justice system's effectiveness and efficiency, such as witness notification and management activities and expert testimony at trial. In addition, victim witness protection costs and subsequent lodging and meal expenses are considered part of the criminal justice agency's responsibility and cannot be supported with VOCA Grant funds.

e. Fundraising Activities

f. Property Loss

VOCA Grant funds cannot be used to reimburse crime victims for expenses incurred as a result of a crime (e.g., insurance deductibles, replacement of stolen property, funeral expenses, lost wages, and most medical costs).

g. Most Medical Costs

VOCA Grant funds cannot pay for nursing home care, home healthcare costs, inpatient treatment costs, hospital care, and other types of emergency and non-emergency medical and/or dental treatment. VOCA Grant funds cannot support medical costs resulting from a victimization, except for forensic medical examinations for sexual assault victims. (For sexual assault victims, forensic exams are allowable only to the extent that other funding sources are unavailable or insufficient, and such exams conform to state evidentiary collection requirements.)



h. Relocation Expenses

VOCA Grant funds cannot support relocation expenses for crime victims, such as moving expenses, security deposits on housing, ongoing rent, and mortgage payments. However, funds may be used to support staff time in locating resources to assist victims with those expenses.

i. Administrative Staff Expenses

VOCA Grant funds cannot pay for salaries, fees, and reimbursable expenses associated with administrators, board members, executive directors, consultants, coordinators, and other individuals not providing direct services to crime victims.

j. Development of Protocols, Interagency Agreements, and Other Working Agreements

k. Costs of Sending Individual Crime Victims to Conferences

l. Activities Exclusively Related to Crime Prevention

## **2.2 Contract Monitoring and Evaluation**

Contracts are monitored and evaluated, at a minimum, by the Department. The criteria by which the performance of the contract will be monitored and evaluated are:

- Performance/Outcome Measures
- Output Measures
- Quality of Care/Quality of Services
- Financial Management
- Administrative Requirements

## 2.3 General Requirements

### A. Specific qualifications or requirements, including but not limited to licensure or accreditation

#### 1. VOCA Federal Program Guidelines<sup>2</sup>

- a. The applicant shall be operated by a public agency or a non-profit organization or a combination of such organizations, and provide services to crime victims. A non-profit applicant, if awarded a contract under this RFP, shall certify that it is a non-profit organization eligible to receive federal funds under the VOCA Federal Program Guidelines.
- b. The applicant shall demonstrate a record of providing effective services to crime victims. This includes having the support and approval of its services by the community, a history of providing direct services in a cost-effective manner, and financial support from non-federal sources.

An applicant that is unable to demonstrate a record of providing effective services to crime victims may be eligible to receive VOCA funding if it can demonstrate that 30 percent (30%) of its financial support comes from non-federal sources.

- c. The applicant shall demonstrate that it is capable of providing matching contributions of 20 percent (20%) – cash or in-kind – of the total cost of each VOCA project, i.e., VOCA grant plus match, from non-federal sources. All funds designated as match funds are restricted to the same uses as the VOCA Grant funds and shall be expended within the grant period. Match shall be provided on a project-by-project basis. Further explanation on the 20% match requirement is provided in Section 2.3.A.4, Program Match Requirement – 20% of Total Project.
- d. The applicant shall use volunteers unless the Department determines there is a compelling reason to waive this requirement. A “compelling reason” may be a statutory or contractual provision concerning liability or confidentiality of counselor/victim information, which bars the use of volunteers for certain positions, or the inability to recruit volunteers after a sustained and aggressive recruitment effort.
- e. The applicant shall assist victims in applying for victim compensation benefits. Such assistance shall consist of more than just providing victims with information and referral to the victim compensation benefits.

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<sup>2</sup> The Office for Victims of Crime has been in the process of promulgating new federal regulations for the VOCA Victim Assistance Grant Program, but has yet to issue the new regulations. To the extent that the summary of the federal program regulations listed in this RFP conflicts with the VOCA Federal Program Guidelines, the requirements set forth in the VOCA Federal Program Guidelines will control the duties and obligations of the Department and any grant recipient.

- f. The applicant shall comply with the applicable provisions of VOCA, the Program Guidelines, and the requirements of the most current edition of the Department of Justice Grants Financial Guide, which includes maintaining appropriate programmatic and financial records that fully disclose the amount and disposition of the VOCA funds received. In addition, the applicant shall develop and maintain fiscal, statistical, and administrative records pertaining to the services as specified by the Department.
- g. The applicant shall, within the timetable established by the Department, maintain statutorily required civil rights statistics on victims served by race, national origin, sex, age, and disability. In addition, the applicant shall permit reasonable access to its books, documents, papers, and records to determine whether the applicant is complying with applicable civil rights laws. This requirement is waived when providing a service where soliciting the information may be inappropriate, or offensive, to the crime victim.
- h. The applicant shall abide by any additional eligibility or service criteria as established by the Department.
- i. The applicant shall provide services to victims of federal crimes on the same basis as victims of state/local crimes.
- j. The applicant shall provide services to crime victims at no charge through the VOCA-funded project. Any deviation from this provision requires prior approval from the Department.
- k. The applicant shall maintain the confidentiality of client-counselor information as required by state and federal law.
- l. The applicant shall maintain the confidentiality of research information. Recipients of VOCA monies shall not use or reveal any research or statistical information furnished under VOCA by any person, and shall not use or reveal any research or statistical information identifiable to any specific private person for any purpose other than the purpose for which information was obtained. It should be noted that there is nothing in VOCA or its legislative history to indicate that Congress intended to override or repeal, in effect, a state's existing law governing the disclosure of information which is supportive of VOCA's fundamental goal of helping crime victims. Further, this confidentiality provision should not be interpreted to thwart the legitimate informational needs of public agencies.

**2. Federal Requirements and Grant Conditions**

- a. *DUNS number is required.* In accordance with the Federal Funding Accountability Act (FFATA) of 2006, all applicants shall have a DUNS (Data Universal Numbering System) number to be eligible for VOCA funds. Applicants that do not have a DUNS number should request one through the D&B D-U-N-S Request Service for U.S. Federal Government Contractors and Grantees (<http://fedgov.dnb.com/webform/displayHomePage.do>)
- b. *System for Award Management (SAM) is required.* All applicants applying for VOCA funds shall obtain and maintain a current registration in the System for Award Management (SAM) database. The SAM is the official U.S. Government system that consolidated the capabilities of CCR/FedReg, ORCA, and EPLS. There is no cost to registrants for registering on the SAM website (<https://www.sam.gov>). Check to see if your agency is already registered with the SAM. The DUNS number provided in your application must match the number in the SAM. **Note: Applicants shall update or renew their SAM registration annually to maintain an active status.**

**3. State of Hawaii State Procurement Office (SPO) Requirements**

- a. For proposals submitted by non-profit organizations: The applicant shall maintain insurance acceptable to the Department in full force and effect throughout the term of the contract. The policy or policies of insurance maintained by the applicant shall provide the following limit(s) and coverage:

<b>COVERAGE</b>	<b>LIMITS</b>
Commercial General Liability (occurrence form)	\$2,000,000 Combined single limit per occurrence for bodily injury and property damage.
Automobile, if applicable	Bodily injury: \$1,000,000/person \$1,000,000/occurrence
Professional Liability, if applicable	\$1,000,000/claim \$2,000,000 annual aggregate

- b. For proposals submitted by non-profit organizations: The applicant shall comply with the general conditions that will be imposed contractually. The general conditions that will be imposed contractually are on the SPO website.

- c. The applicant shall comply with the Chapter 103F, HRS Cost Principles for Purchases of Health and Human Services. Refer to the SPO website in Section 1.2, Website Reference.

**4. Program Match Requirement – 20% of Total Project**

The VOCA Grant requires a 20% match contribution (cash or in-kind) of the total project cost. The total project cost consists of the federal funds plus the agency match contribution. The purpose of the match contribution is to increase the amount of resources available to the projects supported by VOCA Grant funds.

The applicant shall demonstrate how it will satisfy the 20% match contribution (cash or in-kind) requirement set forth in the VOCA Federal Program Guidelines. All funds designated as match are restricted to the same uses as the VOCA Grant funds and shall be expended within the grant period. Matching contributions shall be derived from non-federal sources. Applicants shall not use federal funds as matching contributions.

In-kind matching contributions may include donations of expendable equipment, office supplies, workshop or classroom materials, work space, or the monetary value of time contributed by professional and technical personnel, and any other skilled and unskilled labor, if the services they provide are an integral and necessary part of the project.

*Example – 20% Match Calculation*

An applicant requests \$200,000 in VOCA Grant funding for the period from July 1, 2016 through June 30, 2018. The applicant must provide \$50,000 from non-federal sources in matching contribution. That contribution must be expended by June 30, 2018. The matching contribution is calculated by dividing the total requested VOCA Grant funding by four:

VOCA Grant	=	\$ 200,000
<u>Matching Contribution</u>	=	\$ 50,000 (= \$200,000/4)
Total Project Cost	=	\$ 250,000

Verification of Matching Contribution = 20% of \$250,000 = \$50,000

**B. Secondary purchaser participation**  
(Refer to HAR §3-143-608)

After-the-fact secondary purchases will be allowed.  
Planned secondary purchases: None

**C. Multiple or alternate proposals**

(Refer to HAR §3-143-605)

**Allowed**                       Unallowed

Multiple proposals shall be **physically separate** proposals.

Applicants submitting multiple proposals shall **rank the priority** of the proposals.

**D. Single or multiple contracts to be awarded**

(Refer to HAR §3-143-206)

Single                       Multiple                       **Single & Multiple**

Criteria for multiple awards:

The award decisions will be based on competition and the advantage to the State. The proposals will be reviewed in accordance with the requirements detailed in Section 2.4, Scope of Work, and Section 3, Proposal Application Instructions.

In addition, Section 2.4, Scope of Work, and Section 3, Proposal Application Instructions, detail how an applicant may request consideration for additional points based on services rendered to victims from underserved populations, eligibility for the set aside for services rendered to victims of child abuse, and eligibility for the set aside for services rendered to victims residing in the County of Hawaii, County of Kauai, and/or County of Maui.

**E. Single or multi-term contracts to be awarded**

(Refer to HAR §3-149-302)

**Single term (2 years or less)**                       Multi-term (more than 2 years)

Contract terms:

- Initial Term of Contract: Up to a 24-month period, but not to exceed June 30, 2018. (The initial period shall start on or around July 1, 2016.)
- Number of possible extensions: None
- Maximum length of contract: up to 24-months, but not to exceed June 30, 2018.

## 2.4 Scope of Work

The primary purpose of the VOCA Grant is to support the provision of direct services to victims of crime by eligible entities.

The Department seeks projects and initiatives from eligible organizations to (1) create, improve, or enhance core victim services; and/or (2) develop, maintain, or expand innovative services to assist victims of crime.

The scope of work encompasses the following tasks and responsibilities:

### A. Service Activities (Minimum and/or mandatory tasks and responsibilities)

#### 1. VOCA Priority Areas

Under the VOCA Federal Program Guidelines, a minimum of 10% of the total grant award to the state must be allocated to each of the following priority areas: (1) sexual assault; (2) domestic violence; (3) child abuse; and (4) victims of violent crime who are members of an underserved population (collectively, the “10% thresholds”).

**The Department is obligated to ensure that the 10% thresholds will be met. Funding decisions will be made based on proposal scores and the need to ensure that the 10% thresholds are met.**

Because the 10% threshold is the Department’s obligation, **an applicant is not required to take into account the priority areas in designing the proposal’s projects or initiatives.** The proposal’s projects or initiatives may address one or more of the priority areas or none of the priority areas.

#### *Underserved Populations*

The VOCA Grant provides State Administering Agencies with the discretion to define “underserved populations” to reflect the needs of its respective states. The populations designed as “underserved populations” for the purposes of this RFP are listed in Section 2.4.A.5.

A proposal may address one or more of these underserved populations.

## **2. Definitions of “Services” and Examples of “Core Victim Services”**

The primary purpose of the VOCA Grant is to support the provision of direct services to victims of crime.

The applicant shall demonstrate that the proposal provides direct services to crime victims. The VOCA Federal Program Guidelines defines “services” as those efforts that:

- Respond to the emotional and physical needs of crime victims;
- Assist primary and secondary victims of crime to stabilize their lives after a victimization;
- Assist victims to understand and participate in the criminal justice system; and
- Provide victims of crime with a measure of safety and security, such as boarding-up broken windows and replacing/repairing locks.

The services provided by VOCA Grant funded projects shall be provided to crime victims at no charge.

The following is a non-exhaustive list of services, which may be considered “core victim services”: advocacy; case management; counseling; crisis response; legal assistance and advocacy; shelter; and transitional services.

## **3. All Services, Activities and Costs Funded by the VOCA Grant Must be Allowable**

All services and activities proposed by the applicant and all costs incurred by VOCA-funded projects must be allowable under VOCA’s Federal Program Guidelines. VOCA Grant funds cannot be used to support services, activities, and costs that are not allowable, including but not limited to the items listed in Section 2.1.G, Limitations on the VOCA Grant.

The following is a list of services, activities, and costs that are allowable and eligible for support with VOCA Grant funds:

### **a. Immediate Health and Safety**

Those services which respond to the immediate emotional and physical needs (excluding medical care) of crime victims such as crisis intervention; accompaniment to hospitals for medical examinations; hotline counseling; emergency food, clothing, transportation and shelter (including emergency, short-term nursing home shelter for elder abuse



victims for whom no other safe, short-term residence is available); and other emergency services that are intended to restore the victim's sense of security. Also allowable under this category is emergency legal assistance such as filing restraining orders and obtaining emergency custody/visitation rights, boarding-up broken windows and/or replacing locks.

b. Mental Health Assistance

Services that assist the primary and secondary victims of crime in understanding the dynamics of victimization and in stabilizing their lives after victimization such as counseling, group treatment, and therapy.

c. Assistance with Participation in Criminal Justice Proceedings

These services may include advocacy on behalf of crime victims; accompaniment to criminal justice offices and court; transportation to court; child care or respite care to enable a victim to attend court; notification of victims regarding trial dates, case disposition information, and parole consideration procedures; and assistance with victim statements.

d. Forensic Examinations

For sexual assault victims, forensic exams are allowable costs only to the extent that other funding sources are unavailable or insufficient, and such exams conform with state evidentiary collection requirements.

e. Costs Necessary and Essential to Providing Direct Services

Pro-rated costs of rent, telephone services, transportation costs for victims to receive services, emergency transportation costs that enable a victim to participate in the criminal justice system, and local travel expenses for service providers are allowable.

f. Special Services

Services to assist crime victims with managing practical problems created by the victimization such as acting on behalf of the victim to other service providers, creditors, or employers; assisting the victim to recover property that is retained as evidence; assisting in filing for compensation benefits; and helping to apply for public assistance.

g. Personnel Costs

Costs that are directly related to providing direct services, such as staff

salaries and fringe benefits, including malpractice insurance; the cost of advertising to recruit VOCA-funded personnel; and the costs of training paid and volunteer staff.

h. Restorative Justice

Opportunities for crime victims to meet with perpetrators, if such meetings are requested or voluntarily agreed to by the victim and have possible beneficial or therapeutic value to crime victims.

**4. Indirect Costs**

Indirect costs are costs of an organization that are not readily assignable to a particular project, but are necessary to the operation of the organization and the performance of the project. Such costs are generally identified with the organization's overall operation and are further described in the Uniform Administrative Requirements, Cost Principles, and Audit Requirements in 2 C.F.R. Part 200, as adopted and supplemented by the Department of Justice in 2 C.F.R. Part 2800 (the "Part 200 Uniform Requirements"). The cost of operating and maintaining facilities, depreciation, and administrative salaries are examples of indirect costs.

For more information on the Part 200 Uniform Requirements, see the Office of Justice Programs (OJP) website at <http://ojp.gov/funding/Part200UniformRequirements.htm>.

For the purposes of this RFP, applicants may be permitted an allocation in their budget for indirect costs under one of the following:

a. Applicant has a federally approved indirect cost rate agreement

If the applicant has a federally approved indirect cost rate agreement in place, the applicant may include an allocation for indirect costs. Applicants must provide a copy of their federally approved indirect cost rate agreement.

- b. Applicant does not have a federally approved indirect cost rate agreement

If the applicant does not have a federally approved indirect cost rate, the applicant may include a 10% de minimis rate; §2 CFR 200.414(f) provides for this type of rate:

Any non-Federal entity that has never received a negotiated indirect cost rate, (except for those non-Federal entities described in Appendix VII to Part 200 — States and Local Government and Indian Tribe Indirect Cost Proposals, paragraph (d)(1)(B)) may elect to charge a de minimis rate of 10% of modified total direct costs (MTDC) which may be used indefinitely. As described in §200.403, Factors Affecting Allowability of Costs, costs must be consistently charged as either indirect or direct costs, but may not be double charged or inconsistently charged as both. If chosen, this methodology once elected must be used consistently for all Federal awards until such time as a non-Federal entity chooses to negotiate for a rate, which the non-Federal entity may apply to do at any time.

According to §200.68, MTDC is composed of the following:

MTDC means all direct salaries and wages, applicable fringe benefits, materials and supplies, services, travel, and subawards and subcontracts up to the first \$25,000 of each subaward or subcontract (regardless of the period of performance of the subawards and subcontracts under the award). MTDC excludes equipment, capital expenditures, charges for patient care, rental costs, tuition remission, scholarships and fellowships, participant support costs and the portion of each subaward and subcontract in excess of \$25,000. Other items may only be excluded when necessary to avoid a serious inequity in the distribution of indirect costs, and with the approval of the cognizant agency for indirect costs.

Note: If a 10% de minimis rate is to be used by the applicant, a breakdown of the applicant's MTDC must be submitted with the proposed budget.

## **5. Prioritization of Services Provided to Underserved Populations**

The Department will give priority to proposals providing services to victims in underserved populations through the awarding of additional points to the proposals during the proposal evaluation process.

**The following are populations that the Department has designated as “underserved populations” for the purpose of this RFP:**

- Victims with Disabilities
- Elderly Victims
- Victims of Sex Trafficking
- Immigrant Victims and Victims with Limited English Proficiency
- Lesbian, Gay, Bisexual, Transgendered, Queer and Questioning (LGBTQQ) Victims
- Victims of Property Crimes
- Victims Residing in Rural or Geographically Isolated Areas<sup>3</sup>
- Survivors of Homicide and Negligent Homicide Victims
- Tourist/Visitor Victims

The underserved populations stated above encompass a variety of considerations – demographic type, crime/victimization type, and geography. As a result, there are different requirements (detailed below) to demonstrate that a proposal is entitled to prioritization through the awarding of additional points.

**Additional points shall not be awarded if the proposal’s services consist of only the provision of information and referrals.**

To obtain full points for service(s) provided to underserved populations, a proposal shall satisfy the requirements applicable to the target population, as detailed below:

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<sup>3</sup> The following geographic areas were designated by the Department to be “rural or geographically isolated areas”:

- Any or all census tracts located in the County of Kauai;
- Any or all census tracts located in the County of Hawaii;
- Any or all census tracts located on the island of Molokai;
- Any or all census tracts located on the island of Lanai; and
- The following census tracts in the County of Maui: 301 (East Maui), 320 (Maalaea, Olowalu, and Laniopoko), 302.01 (Pauwela), and 303.01 (Kula).

a. **Underserved Populations Defined by Demographic Type**

i. The following underserved populations are underserved populations defined by demographic type:

- Victims with Disabilities
- Elderly Victims
- Immigrant Victims and Victims with Limited English Proficiency
- LGBTQQ Victims
- Tourist/Visitor Victims

Members of these underserved populations may be victims of a variety of crime types and may live in any geographic area in the state (with the exception of tourist/visitor victims, who may reside outside the state).

ii. **An applicant seeking additional points on the basis of the services provided to an underserved population defined by demographic type shall satisfy all of the following requirements:**

- In the first paragraph of the Program Overview section of the proposal, the applicant shall (1) clearly indicate it is applying for additional points on the basis of providing services to victims from underserved population(s) and (2) explicitly identify the underserved population(s) being addressed by the proposal's project(s) or initiative(s);
- Throughout the Experience and Capability section of the proposal, the applicant shall demonstrate that it has the experience, capability, and capacity to provide services to crime victims from the target underserved population(s);
- In the Service Delivery, Part II section of the proposal where the applicant discusses/identifies the "Target Population and Number of Individuals to be Served Identified," the applicant shall demonstrate that at least 40% of the total number of victims served by the applicant in the previous calendar year were members of the target underserved population(s), or at least 40% of the anticipated number of victims to be served by the proposal's projects and initiatives will be members of the target underserved population(s); and

- Throughout the Service Delivery, Part II section of the proposal, the applicant shall demonstrate that the services provided are tailored to the unique needs of the target underserved population(s).
- iii. The applicant shall do more than merely provide information and referral to the members of the target underserved population; rather, the applicant shall provide direct services to the target underserved population(s).

**b. Underserved Populations Defined by Geography**

- i. Victims residing in rural or geographically isolated areas is an underserved population defined by geography. *See* Footnote 3.

Members of these underserved populations may belong to any racial, ethnic, or demographic group, and may be victims of a variety of crimes.

- ii. **An applicant seeking additional points on the basis of the services provided to an underserved population defined by geography shall satisfy all of the following requirements:**

- In the first paragraph of the Program Overview section of the proposal, the applicant shall (1) clearly indicate it is applying for additional points on the basis of providing services to victims from underserved population(s) and (2) explicitly identify the underserved population(s) being addressed by the proposal's project(s) or initiative(s);
- Throughout the Experience and Capability section of the proposal, the applicant shall demonstrate that it has the experience, capability, and capacity to provide services to crime victims from the target underserved population(s);
- In the Service Delivery, Part II section of the proposal, where the applicant discusses/identifies the "Target Population and Number of Individuals to be Served Identified," the applicant shall demonstrate that at least 40% of the total number of victims served by the applicant in the previous calendar year were members of the target underserved population(s), or at least 40% of the anticipated number of victims to be served by the proposal's projects and initiatives will be members of the target underserved population(s); and

- Throughout the Service Delivery, Part II section of the proposal, the applicant shall demonstrate that the services provided are tailored to the unique needs of the target underserved population(s) by providing direct services in the target geographic areas(s) and/or mitigating the issues/problems that victims residing in the target rural or geographically isolated area encounter when obtaining (or attempting to obtain) crime victim services.
- iii. The applicant shall do more than merely provide information and referral to the members of the target underserved population(s); rather the applicant shall provide direct services to the target underserved population(s) and/or mitigate problems regarding access to services.
- c. **Underserved Populations Defined by Crime/Victimization Type**

- i. The following underserved populations are underserved populations defined by crime/victimization type:

- Victims of Sex Trafficking
- Victims of Property Crimes
- Survivors of Homicide and Negligent Homicide Victims

Members of these underserved populations may belong to any racial, ethnic, or demographic group, and may reside in any geographic area in the state.

- ii. **An applicant seeking additional points on the basis of the services provided to an underserved population defined by crime/victimization type shall satisfy all of the following requirements:**

- In the first paragraph of the Program Overview section of the proposal, the applicant shall (1) clearly indicate it is applying for additional points on the basis of providing services to victims from underserved population(s) and (2) explicitly identify the underserved population(s) being addressed by the proposal's project(s) or initiative(s);
- Throughout the Experience and Capability section of the proposal, the applicant shall demonstrate that it has the experience, capability, and capacity to provide services to crime victims from the target underserved population(s);

- In the Service Delivery, Part II section of the proposal, where the applicant discusses/identifies the “Target Population and Number of Individuals to be Served Identified,” the applicant shall demonstrate that at least 40% of the total number of victims served by the applicant in the previous calendar year were members of the target underserved population(s), or at least 40% of the anticipated number of victims to be served by the proposal’s projects and initiatives will be members of the target underserved population(s); and
  - Throughout the Service Delivery, Part II section of the proposal, the applicant shall demonstrate that the services provided are tailored to the unique needs of the target underserved population(s) to address the problems, issues, and consequences sustained by a victim that arise as a direct result of the specified victimization/crime type (e.g., sex trafficking, property crimes, homicide/negligent homicide).
- iii. The applicant shall do more than merely provide information and referral to the members of the target underserved population(s); rather the applicant shall provide direct services to the target underserved population(s).

**6. Set Aside for Services Provided to Victims of Child Abuse (the “child abuse set aside”)**

The Department has set aside \$500,000 for projects and/or initiatives to provide services to victims of child abuse.

a. Definition of Victims of Child Abuse

- i. For purposes of this RFP, victims of child abuse have been defined as **children (i.e., 17 years old or younger)** that have been **physically abused, sexually abused, or neglected**.
- ii. Only services provided to **primary victims of child abuse** – i.e., children sustaining the abuse or neglect – will be funded under the child abuse set aside.

Services provided to secondary victims of child abuse – e.g., children witnessing the abuse of a family or household member – are eligible for VOCA funding, but such services will not be considered eligible for the child abuse set aside.



**b. An applicant seeking consideration for the child abuse set aside shall satisfy all of the following requirements:**

- In the first paragraph of the Program Overview section of the proposal, the applicant shall clearly indicate it is seeking consideration for the child abuse set aside;
- Throughout the Experience and Capability section of the proposal, the applicant shall demonstrate that it has the experience, capability, and capacity to provide services to victims of child abuse;
- In the Service Delivery, Part II section of the proposal, where the applicant discusses/identifies the “Target Population and Number of Individuals to be Served Identified,” the applicant shall demonstrate that 100% of the total number of victims served by the applicant in the previous calendar year were victims of child abuse or 100% of the anticipated number of victims to be served by the proposal’s projects and initiatives will be victims of child abuse; and
- Throughout the Service Delivery, Part II section of the proposal, the applicant shall demonstrate that the services provided are tailored to the unique needs of child abuse victims.

c. The Department is obligated to ensure that the 10% thresholds for priority areas are met. The purpose of this set aside is to ensure that the Department satisfies the grant requirement that 10% of the total grant is allocated to services for victims of child abuse.

In the event that the Department does not award a project under the child abuse set-aside, the Department will issue a subsequent solicitation for services provided to child abuse victims.

In the event that the award(s) made by the Department under the child abuse set aside total less than \$500,000, the Department will issue a subsequent solicitation for services provided to victims of child abuse in the amount of the difference (i.e., \$500,000 less the amount awarded under this RFP for services provided to victims of child abuse).

d. The \$500,000 set aside does not serve as a cap on funding available to programs and initiatives serving child abuse victims; the Department may award more than \$500,000 in aggregate to proposals serving child abuse victims, depending upon the scoring of proposals during the proposal evaluation process, the amount of available funds, and whether the 10% thresholds have been satisfied.

**7. Set Aside for Victims Residing in the Counties of Hawaii, Kauai, and/or Maui (the “geographic set aside”)**

- a. The Department has set aside \$100,000 for proposals that respond to the needs of victims residing in the Counties of Hawaii, Kauai, and/or Maui. Each of the three counties will have a \$100,000 set aside.
- b. The geographic set aside is a distinct consideration from the prioritization of services serving victims residing in rural or geographically isolated areas described in Section 2.4.A.5.

Because the definition of “rural or geographically isolated areas” is determined by census tract, an entire county may be considered to be rural or geographically isolated (e.g., County of Kauai and County of Hawaii) whereas another county may have rural and non-rural census tracts (e.g., County of Maui).

As a result, a proposal that satisfies the criteria for additional points for providing services to a rural or geographically isolated area may also be eligible for the geographic set aside, but a proposal that satisfies the criteria for the geographic set aside may not be eligible for the additional points for providing services to a rural or geographically isolated area.

**c. An applicant seeking consideration for the geographic set aside shall satisfy all of the following requirements:**

- In the first paragraph of the Program Overview section of the proposal, the applicant shall (1) clearly indicate it is seeking consideration for the geographic set aside; and (2) explicitly identify the county or counties being addressed by the proposal’s projects and initiatives;
- Throughout the Experience and Capability section of the proposal, the applicant shall demonstrate that it has the experience, capability, and capacity to provide services to the target county or counties; and
- In the Service Delivery, Part II section of the proposal, where the applicant discusses/identifies the “Target Population and Number of Individuals to be Served Identified,” the applicant shall demonstrate that 100% of the total number of victims served by the applicant in the previous calendar year were victims residing in the County of Hawaii, County of Kauai, and/or County of Maui, or 100% of the anticipated number of victims to be served by the proposal’s projects and initiatives will be victims residing in the County of Hawaii, County of Kauai, and/or County of Maui. (Note: If the proposal addresses more than one of the identified counties, the proposal shall identify the services and costs associated with each county.)

- d. The \$100,000 per county does not serve as a cap on funding available to the Counties of Hawaii, Kauai, and/or Maui; the Department may award more than \$100,000 in aggregate to proposals serving the Counties of Hawaii, Kauai, and/or Maui, respectively, depending upon the scoring of proposals during the proposal evaluation process, the amount of available funds, and whether the 10% thresholds have been satisfied.
- e. In the event that the Department does not award a contract for a county, the set aside for that county will be made available to fund other proposals submitted under this RFP.

**8. Minimum Score May Be Required**

The Department reserves the right to not award funding to any proposal whose evaluation score is less than 60 points.

**B. Management Requirements (Minimum and/or mandatory requirements)**

**1. Personnel**

The applicant shall include the following items as part of its proposal:

- Resumes of all key personnel assigned to the contract, attached to the proposal as an exhibit, as directed in this RFP in Section 3, Proposal Application Instructions. If the position(s) is/are vacant, position description(s) should be attached in lieu of the resume(s); and
- Organizational chart, attached to the proposal as an exhibit, as directed in this RFP in Section 3, Proposal Application Instructions.

Resumes shall show educational institution(s) attended (including degree(s) earned and the date(s) the degree(s) was/were earned) and employment history (including position title, employer, and dates of employment).

**2. Administrative**

The applicant shall establish and implement policies and procedures that clearly identify the target population for each type of victim service, the program content, and the methods of delivery.

**3. Quality assurance and evaluation specifications**

The applicant shall ensure quality assurance and ongoing evaluation of the project goals, objectives, and activities.

The Department shall monitor the project during the project period to evaluate the results of the program. During these monitoring visits, the applicant shall make available for review: project files, fiscal records, documentation for cost category expenditures, time sheets, data collection results, etc.

#### **4. Output and performance/outcome measurements**

The applicant shall clearly describe outcome measures, benchmarks, and data collection methods relative to the proposed scope of services. The program objectives and outcome indicators should be appropriate and achievable with regard to the target client group, stated problem, and proposed service activities.

The applicant shall provide baseline data from which measureable outcomes can be established. Outcome measures may be quantitative or qualitative. A *quantitative* indicator can be expressed as a single measure (number of victims served), or as a degree of change (increase/decrease in number of victims served); baseline data should be provided. *Qualitative* indicators can be used where quantitative measures are not feasible. It is not possible, for example, to assign a direct quantitative measure to the extent to which sex assault hotline calls have increased due to community outreach efforts. However, a *qualitative* (or indirect) measure can be used through the use of anecdotal information, surveys, direct observation, etc.

The applicant shall develop measurements that will be used to determine the effectiveness of the project and whether the objectives have been met. Include the type of data to be collected and any analysis of the data that might occur (e.g., if training is going to be an activity, how will it be determined if the training made any difference?) Output and performance measurements shall have a logical link to goals, objectives, and activities. The performance measurement information shall be used to evaluate the effectiveness of the program.

#### **5. Experience**

The applicant shall demonstrate that it has the necessary skills, abilities, knowledge of, and experience relating to the delivery of the proposed services.

If the applicant seeks additional points on the basis of the services provided to victims from underserved populations, the applicant shall demonstrate throughout the Experience and Capability section of the proposal that it has the experience, capability, and capacity (i.e., personnel) to deliver specific services relevant for the target population.

If the applicant seeks consideration for the child abuse set aside, the applicant shall demonstrate throughout the Experience and Capability section of the proposal that it has the experience, capability, and capacity (i.e., personnel) to provide services reflecting recognized best practices to assist children who are victims of abuse (i.e., sexual abuse, physical abuse, or neglect).

If the applicant seeks consideration for the geographic set aside, the applicant shall demonstrate throughout the Experience and Capability section of the proposal that it has the experience, capability, and capacity (i.e., personnel) to provide the services in the target county/counties.

**6. Coordination of services**

N/A

**7. Reporting requirements for program and fiscal data**

Regular program and fiscal reports are required for an awarded agency to remain in good standing with the VOCA Victim Assistance Grant.

a. Program Reports

- Annual Subaward Report (SAR)
- Quarterly Performance Measurement Tool (PMT)
- Annual Office for Victims of Crime Grantee Report

b. Fiscal Reports

- The awarded agency shall maintain accounting procedures and practices acceptable to the Department, including books, records, documents and other evidence, which sufficiently and properly reflect all direct and indirect expenditures and all interest or other income earned as the result of funds.
- Any funds provided pursuant to a contract awarded under this RFP which are unencumbered on the date the project terminates shall be returned to the Department; all funds provided under the contract awarded pursuant to this RFP which are encumbered but not disbursed within sixty (60) days after the project terminates shall be returned to the Department.
- The awarded agency shall submit on a monthly basis a *Request for Funds and Cash Balance Report (RFF)* and reports shall be received by the Department by the 15<sup>th</sup> day of each month.

- The awarded agency shall submit on a quarterly basis a *Project Expenditures and Obligations Report (PEO)* and reports shall be received by the Department by the 15<sup>th</sup> day after the end of each calendar quarter.
- A final RFF and PEO report shall be submitted and received by the Department within sixty (60) days after the contract period ends.

### **C. Facilities**

The applicant shall provide a description of its facilities and demonstrate its adequacy in relation to the proposed services. If facilities are not presently available, describe plans to secure facilities.

As applicable, describe how the facilities meet Americans with Disabilities Act (ADA) requirements and any special equipment that may be required for the services.

## **2.5 Compensation and Method of Payment**

### *Cost Reimbursement*

The cost reimbursement pricing structure reflects a purchase arrangement in which the Department pays the awarded agency for budgeted agreed-upon costs that are actually incurred in delivering the services specified in the contract, up to a stated maximum obligation. Requests for reimbursement are submitted on a monthly basis and shall be received by the 15<sup>th</sup> day of each month by the Department. Project expenditures and obligations reports are submitted on a quarterly basis and shall be received by the 15<sup>th</sup> day of the month following the end of each calendar quarter by the Department. The final request for reimbursement shall be received by the 30<sup>th</sup> day after the contract end date by the Department.

## **Section 3**

# **Proposal Application Instructions**

# Section 3

## Proposal Application Instructions

### **General instructions for completing applications:**

- Proposal Applications shall be submitted to the state purchasing agency using the prescribed format outlined in this section.
- The numerical outline for the application, the titles/subtitles, and the applicant organization and RFP identification information on the top right hand corner of each page should be retained. The instructions for each section however may be omitted.
- Page numbering of the Proposal Application should be consecutive, beginning with page one and continuing through for each section. See sample table of contents in Section 5.
- **DO NOT submit proposals in a three ring binder. Submission of a proposal in this manner is disfavored by the Department.**
- All sections and exhibits shall be tabbed.
- Applicants shall also include a Table of Contents with the Proposal Application. A sample format is reflected in Section 5, Attachment B of this RFP.
- A written response is required for **each** item unless indicated otherwise. Failure to answer any of the items will impact upon an applicant's score.
- Applicants are **strongly** encouraged to review evaluation criteria in Section 4, Proposal Evaluation when completing the proposal.
- This form (SPOH-200A) is available on the SPO website (Refer to Section 1.2 Website Reference). However, the form will not include items specific to each RFP. If using the website form, the applicant shall include all items listed in this section.

### **Formatting and Pagination Requirements**

All pages, except for the forms and proposal exhibits, shall adhere to the following requirements:

- Page Size : Letter (8-1/2 inches by 11 inches)
- Margins: one-inch (1") on all sides
- Acceptable fonts: Arial, Courier New, Times New Roman
- Minimum Font Size: 12 point
- Line Spacing: Double spaced
- Single- or Double-Sided Printing: Double-Sided Printing



**The Proposal Application Sections:**

- Each proposal section has a strict word count limit (identified under the column labeled “Word Limit” in the chart below), unless indicated as not applicable.
- Each proposal section should begin on a separate page with the section title.
- The proposal application is comprised of the following sections:

<b>Section Title</b>	<b>Word Limit</b>
Proposal Application Identification Form (SPO-H-200)	N/A
Proposal Application Checklist	N/A
Table of Contents	N/A
Program Overview	500 (approx. 2 pages)
Experience and Capability	1,250 (approx. 5 pages)
Project Organization and Staffing	750 (approx. 3 pages)
Service Delivery	N/A
Part I. Title Page	N/A
Part II. Description of the Project	5,000 (approx. 20 pages)
Financial	500 (approx. 2 pages)
Exhibits (Note: Only the information requested to be attached as an exhibit should be included in the exhibit. Any extraneous program design or programmatic information should not be added to the exhibit to attempt to circumvent the word limit; such extraneous information will be disregarded and will not be scored.)	N/A
Exhibit A: List of Prior Projects/Contracts or Financial Support	
Exhibit B: Resumes of Key Personnel	
Exhibit C: Organization Charts	
Exhibit D: Timelines	
Exhibit E: Budget Forms and Budget Narrative	
Exhibit F: Financial Audit	
Exhibit G: Disclosure of any pending litigation or outstanding judgment	
Exhibit H: Certifications	

**Failure to Adhere to the Word Limit Requirement**

An applicant’s failure to adhere to the word limit requirement may result in pertinent information not being reviewed because the Department will only review up to the number of words indicated in the column entitled “Word Limit” in the above chart.

### **3.1 Program Overview**

Applicant shall give a brief overview to orient evaluators as to the program/services being offered. Include a brief description of the applicant's organization, the problem statement, and how the proposed services are designed to address the problem/need identified in the service specifications.

If an applicant is seeking additional points for services provided to victims from underserved populations, the applicant shall (1) clearly indicate it is applying for additional points on the basis of providing services to victims from underserved population(s) and (2) explicitly identify the underserved population(s) being addressed by the proposal's project(s) or initiative(s) in the first paragraph of this section.

If an applicant is seeking consideration for the child abuse set aside, the applicant shall clearly indicate it is seeking consideration for the child abuse set aside in the first paragraph of this section.

If an applicant is seeking consideration for the geographic set aside, the applicant shall clearly indicate it is seeking consideration for the geographic set aside and explicitly identify the county or counties being addressed in the first paragraph of this section.

### **3.2 Experience and Capability**

#### **A. Necessary Skills**

The applicant shall demonstrate that it has the necessary skills, abilities, and knowledge relating to the delivery of the proposed services.

If the applicant is seeking additional points on the basis of the services provided to victims from underserved populations, the applicant shall demonstrate throughout the Experience and Capability section of the proposal that it has the experience, capability, and capacity (i.e., personnel) to deliver services relevant for the target underserved population.

If the applicant is seeking consideration for the child abuse set aside, the applicant shall demonstrate throughout the Experience and Capability section of the proposal that it has the experience, capability, and capacity (i.e., personnel) to provide services reflecting recognized best practices to assist children who are victims of abuse (i.e., sexual abuse, physical abuse, or neglect).

If the applicant is seeking consideration for the geographic set aside, the applicant shall demonstrate throughout the Experience and Capability section of the proposal that it has the experience, capability, and capacity (i.e., personnel) to provide required services in the target county/counties.

## **B. Experience**

The VOCA Federal Program Guidelines provides: (1) that applicants shall demonstrate a record of providing effective services to crime victims; or (2) if the applicant is unable to demonstrate a record of providing effective services to crime victims, the applicant shall demonstrate that 30% of its financial support comes from non-federal sources.

**For an applicant with a history of providing effective services to crime victims,** the applicant shall attach a list and description of projects/contracts pertinent to the proposed services for the most recent five years as **Exhibit A**. The list shall include the contract number, dates of the contract period, and the name and phone number for the point of contact. The Department reserves the right to check references. Full points may not be awarded under this section if the descriptions of the projects/contracts are not pertinent to the proposed services.

**For an applicant unable to demonstrate a record of providing effective services to crime victims to be eligible to receive VOCA funding,** the applicant shall attach documentation demonstrating that 30% of its financial support comes from non-federal sources as **Exhibit A** in lieu of the list of projects/contracts. If the applicant does not have a record of providing effective services to crime victims, no points will be awarded for this section. However, an applicant's **failure to attach documentation demonstrating that 30% of its financial support comes from non-federal sources will result in the automatic rejection of the proposal for lack of eligibility.**

## **C. Quality Assurance and Evaluation**

The applicant shall describe its plans for quality assurance and evaluation for the proposed services, including methodology.

## **D. Coordination of Services**

Not applicable.

## **E. Facilities**

As applicable, the applicant shall provide a description of its facilities and demonstrate its adequacy in relation to the proposed services. If facilities are not presently available, describe plans to secure facilities. Also describe how the facilities meet Americans with Disabilities Act (ADA) requirements and special equipment that may be required for the services.

### 3.3 Project Organization and Staffing

#### A. Staffing

##### 1. Proposed Staffing

The applicant shall collectively attach as **Exhibit B** to the proposal:

(1) resumes of key personnel; and (2) job descriptions of key personnel. If a position is vacant, the applicant shall indicate the position is vacant and include the job description in lieu of the resume.

The applicant shall provide the following information:

- A description of the proposed staffing pattern, client/staff ratio and proposed caseload capacity appropriate for the viability of the services;
- A list of the names and titles of personnel who will be implementing project activities, including staff responsible for managing the project, gathering data and maintaining records, and submitting all required programmatic and financial reports to the Department; and
- A description of the roles and responsibilities, including a back-up plan for staff that become ill, are on leave, etc. (Refer to the personnel requirements in the Service Specifications, as applicable.)

A proposal will not receive full points if it only refers to the resumes in Exhibit B without addressing the three points in the narrative.

##### 2. Staff Qualifications

The applicant shall summarize the qualifications and experience of the key personnel who will be implementing project activities, including the staff responsible for managing the project, gathering the data, maintaining records, and submitting reports.

A proposal will not receive full points if it only refers to the resumes in Exhibit B without summarizing the qualifications and experience of the key personnel in the narrative.

**B. Project Organization**

1. Supervision and Training

The applicant shall describe its ability to supervise, train, and provide administrative direction relative to the delivery of the proposed services.

2. Organization Chart

The applicant shall collectively attach as **Exhibit C** to the proposal: (1) "Organization-wide"; and (2) "Program" organization charts.

The organization charts shall include position title, name, and full time equivalency. If a position is currently vacant, the organization chart shall reflect that vacancy.

A proposal will not receive full points if either of the organization charts do not demonstrate the line of responsibility/supervision of the key personnel.

**3.4 Service Delivery**

Applicant shall include a detailed discussion of the applicant's approach to applicable service activities and management requirements from Section 2.4 Scope of Work, including (if indicated) a work plan of all service activities and tasks to be completed, related work assignments/responsibilities and timelines/schedules.

The Service Delivery section includes "Part I. Title Page" and "Part II. Description of the Project." No points are awarded to Part I. The applicant can download the most recent fillable forms from the Department's website at <http://ag.hawaii.gov/cpja>.

Instructions are outlined below:

**PART I. TITLE PAGE**

**A. PROJECT TITLE**

Enter a brief descriptive title.

**B. APPLICANT AGENCY**

Enter the official title of the agency requesting the grant.

**C. SYSTEM FOR AWARD MANAGEMENT (SAM) AND DUNS**

Indicate by checking the appropriate box whether or not the applicant agency has a current SAM; also enter the agency's current DUNS number.

**D. APPLICATION RANKING WITHIN AGENCY**

If your agency is submitting more than one application, then the applications shall be ranked by the head of the applicant agency. Rank each application from high to low with "1" being the highest priority.

**E. ADDRESS**

Enter the mailing address of applicant agency.

**F. LOCATION OF PROJECT**

If appropriate, identify the location(s) of the project.

**G. PROJECT PERIOD**

Enter the expected starting and completion dates of the project. The project period should not be more than 24 months.

**H. VOCA PRIORITY AREA(S)**

Check all boxes that apply.

If the project seeks additional points for providing services to underserved population(s), identify the underserved population(s).

If none apply, the box for N/A should be checked.

**I. ADDITIONAL CONSIDERATION(S)**

Indicate with an "X" whether the proposal seeks additional points for providing services to an underserved population, consideration under the child abuse set aside, or consideration under the geographic set aside.

If the proposal does not seek additional points or consideration for a set aside, the box for "N/A" should be checked.

**J. TOTAL PROJECT AMOUNT**

Enter the amount of federal funds requested, the 20% match funds being provided by the non-profit organization or government agency, and the total (100%) project cost.

**K. OTHER FUNDING SOURCES**

Indicate whether an application has been or will be submitted to other funding sources. Provide the name of the source agency and the amount applying for.

**L. PROJECT DIRECTOR**

Enter the name, address, title, telephone and fax numbers, and e-mail address of the person who will be directly responsible for administering the project.

**M. FINANCIAL OFFICER**

Enter the name, address, title, telephone and fax numbers, and e-mail address of the person who will be responsible for the fiscal matters of the project. The Financial Officer should be someone other than the Project Director.

<b>PART II. DESCRIPTION OF PROJECT</b>
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This section justifies the need for the project and describes what will be done and who will do it. The information requested shall be addressed in detail.

In describing the project, the applicant shall follow the order set forth below.

**A. Problem Statement**

This section shall clearly justify why the project is needed. The applicant shall describe the nature and scope of the existing problem, including the present status of activities by the applicant or other law enforcement agencies regarding the problem. Include data that define the size and scope of the problem. Explain how this problem was dealt with in the past and the limitations in that approach.

This section shall also identify the following: (1) Target population and number of individuals to be served; and (2) Geographic area to be served.

**B. Goals and Objectives**

The applicant shall provide a clear and detailed description of the project’s goals and objectives. The goals, objectives, and activities shall be logically linked to each other and to output and performance measurements.

Goals: A goal is a broad statement about an undesirable condition that you would like to improve or a desired state of affairs toward which to strive. Project goals should be clearly stated and realistic. For example: To increase the safety and self-sufficiency of domestic violence victims.

Objectives: Clearly state the objectives, which are specific, measurable outcomes of the project. The objective should state who or what will change, in which direction (increase or decrease), by how much, and by when. It is imperative that objectives be both achievable and measurable. For example: 100 percent of domestic violence victims served who obtain temporary restraining orders will develop safety plans.

### **C. Project Activities**

Project activities shall be developed within the confines of the project's resources. State the methods that will be utilized to achieve the objectives. Indicate staffing (number and type), clients to be served, client selection criteria, description of training or technical assistance required, and an outline of available resources, etc. Describe any outreach materials, videos, training tools or manuals that may result from this project.

Activities should be broken down into phases or tasks. The applicant shall collectively attach as **Exhibit D** to the proposal the following information: timeline(s) showing the amount of time necessary to complete the task(s). Timelines shall be monthly timelines.

### **D. Project Evaluation – Performance Indicators/Outcome Measures**

The applicant shall evaluate attainment of the goals and objectives of the project in specific measurable terms. The applicant shall also describe the expected outputs and outcomes relative to the proposed scope of services.

#### Outputs/Outcomes.

The applicant shall provide baseline data from which measurable outcomes can be established. For example, if one of the objectives is to increase the number of domestic violence victims served during a calendar year by 30 percent (or 65), then the baseline provided would be 50.<sup>4</sup>

Outputs refer to the internal activities of a program (i.e., the products and services delivered). For example, an output could be the number of underserved victims that received individual counseling; the number of protection orders requested and the number granted.

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4 The baseline is the starting point from which gains are measured and targets are set.



At a minimum, the applicant shall indicate/describe the following:

1. The process in which the data will be collected (the type of information, method of recording, timeframe for collection);
2. Outputs identified and baselines provided;
3. Outcome measures identified and linked to goals and objectives; and
4. The individual(s) responsible for the data collection and analysis.

While performance measures shall distinguish between outcomes and outputs, there shall be a reasonable connection between them, with outputs supporting (i.e., leading to) outcomes in a logical fashion. Outcome measures are the most informative measures about performance because they are the ultimate results of a program that benefits the public.

Programs shall try to translate existing measures that focus on outputs into outcome measures by focusing on the ultimate goal of the program, as shown by these examples from the Executive Office of Management and Budget, Program Assessment Rating Tool Guidance No. 2008-01.

<b>Outputs</b>	<b>Outcomes</b>
Number of housing units rehabilitated.	Increases in equity (property value) of rehabilitated houses for low-income families as a result of targeted assistance.
Number of businesses assisted through loans and training.	Percent of businesses that remain viable 3 years after assistance.
Number of people served by water/sewer projects.	Increased percent of people with access to clean drinking water.
Number of acres of agricultural lands with conservation plans.	Percent improvement in soil quality; dollars saved in flood mitigation.

## **E. Special Considerations**

### **1. Services Provided to Victims from Underserved Populations**

To receive the additional points for projects providing services to victims from underserved populations, the applicant shall demonstrate the following:

- In the first paragraph of the Program Overview section of the proposal, the applicant shall (1) clearly indicate it is applying for additional points on the basis of providing services to victims from underserved population(s); and (2) explicitly identify the underserved population(s) being addressed by the proposal's project(s) or initiative(s);

- Throughout the Experience and Capability section of the proposal, the applicant shall demonstrate that it has the experience, capability, and capacity to provide services to crime victims from the target underserved population(s);
- In the Service Delivery, Part II section of the proposal, where the applicant discusses/identifies the “Target Population and Number of Individuals to be Served Identified,” the applicant shall demonstrate that at least 40% of the total number of victims served by the applicant in the previous calendar year were members of the target underserved population(s), or at least 40% of the anticipated number of victims to be served by the proposal’s projects and initiatives will be members of the target underserved population(s); and
- Throughout the Service Delivery, Part II section of the proposal, the applicant shall demonstrate that the services provided are tailored to the unique needs of the target underserved population(s).

## **2. Child Abuse Set Aside**

To receive consideration for the child abuse set aside, the applicant shall demonstrate the following:

- In the first paragraph of the Program Overview section of the proposal, the applicant shall clearly indicate it is seeking consideration for the child abuse set aside;
- Throughout the Experience and Capability section of the proposal, the applicant shall demonstrate that it has the experience, capability, and capacity to provide services to victims of child abuse;
- In the Service Delivery, Part II section of the proposal, where the applicant discusses/identifies the “Target Population and Number of Individuals to be Served Identified,” the applicant shall demonstrate that 100% of the total number of victims served by the applicant in the previous calendar year were victims of child abuse or 100% of the anticipated number of victims to be served by the proposal’s projects and initiatives will be victims of child abuse; and
- Throughout the Service Delivery, Part II section of the proposal, the applicant shall demonstrate that the services provided are tailored to the unique needs of child abuse victims.

### 3. Geographic Set Aside

To receive consideration for the geographic set aside, the applicant shall demonstrate the following:

- In the first paragraph of the Program Overview section of the proposal, the applicant shall (1) clearly indicate it is seeking consideration for the geographic set aside; and (2) explicitly identify the county or counties being addressed by the proposal's projects and initiatives; and
- Throughout the Experience and Capability section of the proposal, the applicant shall demonstrate that it has the experience, capability, and capacity to provide services to the target county or counties.
- In the Service Delivery, Part II section of the proposal, where the applicant discusses/identifies the "Target Population and Number of Individuals to be Served Identified." the applicant shall demonstrate that 100% of the total number of victims served by the applicant in the previous calendar year were victims residing in the County of Hawaii, County of Kauai, and/or County of Maui, or 100% of the anticipated number of victims to be served by the proposal's projects and initiatives will be victims residing in the County of Hawaii, County of Kauai, and/or County of Maui. (Note: If the proposal addresses more than one of the identified counties, the proposal shall identify the services and costs associated with each county.)

## 3.5 Financial

### A. Pricing Structure

The applicant shall submit a cost proposal utilizing the pricing structure designated by the state purchasing agency.

The cost proposal for the entire 24-month project period should be separated into two annual budgets: one budget for July 1, 2016 – June 30, 2017; and one budget for July 1, 2017 – June 30, 2018.

The applicant shall explain how the cost of the budgeted items is reasonable and necessary for the execution and completion of the activities listed in the service delivery section.

The applicant shall collectively attach as **Exhibit E** the following budget forms and the budget narratives:

- The following budget forms shall be submitted with the Proposal Application: SPO-H-205 (*submit one for each annual budget*); SPO-H-205A; SPO-H-205B.

- The following budget forms are needed to evaluate the cost proposal; only the forms that are applicable to the proposed project should be submitted (***submit one for each annual budget***): SPO-H-206A; SPO-H-206B; SPO-H-206C; SPO-H-206D; SPO-H-206E; SPO-H-206F; SPO-H-206G; SPO-H-206H; SPO-H-206I.
- The budget narrative shall be included on the SPO budget forms or on a separate page after the budget forms. The budget narrative shall show how the expenditures will support the project activities and be listed in the same order as the budget forms.

All budget forms, instructions, and samples are located on the SPO website. (Refer to Section 1.2, Website Reference.)

*Pricing Structure Based on Cost Reimbursement.* The cost reimbursement pricing structure reflects a purchase arrangement in which the Department pays the awarded agency for budgeted agreed-upon costs that are actually incurred in delivering the services specified in the contract, up to a stated maximum obligation.

The applicant shall explicitly acknowledge that the project's pricing structure is based on cost reimbursement.

## **B. Other Financial Related Materials – Accounting System**

In order to determine the adequacy of the applicant's accounting system as described under the administrative rules, a copy of the organization's most recent (within the last two year period) financial audit including any management letters that accompanied that audit shall be attached to the proposal application as **Exhibit F**.

If an applicant is unable to provide a financial audit, the applicant shall collectively attach documentation of its accounting system, including but not limited to documentation of its assets and liabilities, revenues and expenses, cash flow, accounting method, and internal controls/safeguards and compliance over financial reporting, as **Exhibit F** in lieu of the financial audit.

The applicant shall describe its accounting system.

Note: All funds awarded under this RFP shall not be commingled with other funds and shall be tracked separately.

### 3.6 Other

#### A. Litigation

The applicant shall attach a disclosure of any pending litigation to which it is a party, including the disclosure of any outstanding judgment as **Exhibit G**. If applicable, please explain.

If there is no pending litigation or outstanding judgment, the exhibit should indicate that there is no pending litigation. **Do not leave this exhibit empty/blank.**

## **Section 4**

# **Proposal Evaluation**

# Section 4

## Proposal Evaluation

### 4.1 Introduction

The evaluation of proposals received in response to the RFP will be conducted comprehensively, fairly, and impartially. Structural, quantitative scoring techniques will be utilized to maximize the objectivity of the evaluation.

### 4.2 Evaluation Process

The procurement officer or an evaluation committee of designated reviewers selected by the head of the state purchasing agency or procurement officer shall review and evaluate proposals. When an evaluation committee is utilized, the committee will be comprised of individuals with experience in, knowledge of, and program responsibility for program service and financing.

The evaluation will be conducted in three phases as follows:

- Phase 1 - Evaluation of Proposal Requirements
- Phase 2 - Evaluation of Proposal Application
- Phase 3 - Recommendation for Award

#### Evaluation Categories and Thresholds

<u>Evaluation Categories</u>	<u>Possible Points</u>
<i>Administrative Requirements</i>	
<i>Proposal Application</i>	
Program Overview (500 words)	0 points
Experience and Capability (1,250 words)	15 points
Project Organization and Staffing (750 words)	15 points
Service Delivery (5,000 words)	60 points
Additional points: Underserved Population	5 points
Financial (500 words)	15 Points
<b>TOTAL POSSIBLE POINTS</b>	<b>110 Points</b>

## 4.3 Evaluation Criteria

### A. Phase 1 - Evaluation of Proposal Requirements

#### 1. Administrative Requirements

- a. Application Checklist (see Attachment A)
- b. Certifications and Special Conditions signed by authorized authority (see Attachment C)

#### 2. Proposal Application Requirements

- Proposal Application Identification Form (Form SPOH-200)
- Table of Contents
- Program Overview
- Experience and Capability (with required exhibits)
- Project Organization and Staffing (with required exhibits)
- Service Delivery (with required exhibits)
- Financial (All required forms and documents)
- Litigation

### B. Phase 2 - Evaluation of Proposal Application (110 Points)

#### 1. Program Overview (No Points)

There is a 500-word limit for this section.

The intent of this section is to give the applicant an opportunity to orient evaluators as to the service(s) being offered.

#### 2. Experience and Capability (15 Points)

There is a 1,250-word limit for this section. There is no word limit for the exhibits associated with this section.

**The State will consider only the information listed in the section entitled “Experience and Capability” and the information contained in Exhibit A.** Information from other sections of the proposal or in other exhibits will not be considered in scoring this section.

Only the information requested to be attached as an exhibit should be included in the exhibit. Any extraneous program design or programmatic information should not be added to the exhibit to



attempt to circumvent the word limit; such extraneous information will be disregarded and will not be scored.

Sections A through E are weighted as a whole; no points are assigned to bulleted items. The State will evaluate the applicant’s experience and capability relevant to the proposal contract, which shall include:

- A. Necessary Skills (6 points)** \_\_\_\_\_
  - Demonstrated skills, abilities, and knowledge relating to the delivery of the proposed services.
- B. Experience (5 points)** \_\_\_\_\_
  - A listing of verifiable experience with projects or contracts for the most recent five years that is pertinent to the proposed services (Exhibit A); or
  - Demonstration that 30% of financial support is from non-federal funds (Exhibit A).
- C. Quality Assurance and Evaluation (3 points)** \_\_\_\_\_
  - Sufficiency of quality assurance and evaluation plans for the proposed services, including methodology.
- D. Coordination of Services – Not Applicable** \_\_\_\_\_ *N/A*
- E. Facilities (1 point)** \_\_\_\_\_
  - Adequacy of facilities relative to the proposed services.

**3. Project Organization and Staffing (15 Points)**

There is a 750-word limit for this section. There is no word limit for the exhibits associated with this section.

**The State will consider only the information listed in the section entitled “Project Organization and Staffing” and the information in Exhibit B and Exhibit C.** Information from other sections of the proposal or in other exhibits will not be considered in scoring this section.

Only the information requested to be attached as an exhibit should be included in the exhibit. Any extraneous program design or programmatic information should not be added to the exhibit to attempt to circumvent the word limit; such extraneous information will be disregarded and will not be scored.

Sections A and B are weighted as a whole; no points are assigned to bulleted items. The State will evaluate the applicant’s overall staffing approach to the service, which shall include:

**A. Staffing (10 points)** \_\_\_\_\_

- Proposed Staffing: That the proposed staffing pattern, client/staff ratio, and proposed caseload capacity is reasonable to insure viability of the services.
- Staff Qualifications: Minimum qualifications (including experience) for staff assigned to the program.

**B. Project Organization (5 points)** \_\_\_\_\_

- Supervision and Training: Demonstrated ability to supervise, train and provide administrative direction to staff relative to the delivery of the proposed services.
- Organization Chart: Approach and rationale for the structure, functions, and staffing of the proposed organization for the overall service activity and tasks.

**4. Service Delivery (60 Points)**

There is a 5,000-word limit for this section. There is no word limit for the exhibits associated with this section.

**The State will consider only the information listed in the section entitled “Service Delivery” and the information in Exhibit D.**

Information from other sections of the proposal or in other exhibits will not be considered in scoring this section.

Only the information requested to be attached as an exhibit should be included in the exhibit. Any extraneous program design or programmatic information should not be added to the exhibit to attempt to circumvent the word limit; such extraneous information will be disregarded and will not be scored.

*Evaluation criteria are bulleted and weighted. This section will assess the applicant’s approach to the service activities and management requirements outlined in the Proposal Application.*

- Assessment and scope of the problem, including supportive data (10 points) \_\_\_\_\_
- Target population and number of individuals to be served identified (2 points) \_\_\_\_\_

- Geographic area to be served identified (2 points) \_\_\_\_\_
- Goals and objectives clearly stated (15 points) \_\_\_\_\_
- Description of project activities (18 points) \_\_\_\_\_
- Timeline of proposed activities (3 points) \_\_\_\_\_
- Project evaluation (10 points) \_\_\_\_\_

**5. Special Considerations**

***Services Provided to Victims from Underserved Populations (5 points)***

To receive the 5 additional points for projects providing services to victims from underserved populations,<sup>5</sup> the applicant shall demonstrate the following: \_\_\_\_\_

- In the first paragraph of the Program Overview section of the proposal, the applicant shall (1) clearly indicate it is applying for additional points on the basis of providing services to victims from underserved population(s) and (2) explicitly identify the underserved population(s) being addressed by the proposal’s project(s) or initiative(s);
- Throughout the Experience and Capability section of the proposal, the applicant shall demonstrate that it has the experience, capability, and capacity to provide services to crime victims from the target underserved population(s);
- In the Service Delivery, Part II section of the proposal, where the applicant discusses/identifies the “Target Population and Number of Individuals to be Served Identified,” the applicant shall demonstrate that at least 40% of the total number of victims served by the applicant in the previous calendar year were members of the target underserved population(s), or at least 40% of the anticipated number of victims to be served by the

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<sup>5</sup> The maximum number of additional points that an application may receive is 5 points, regardless of the number of underserved populations being served. For example, if an application proposes projects to serve three underserved populations, the application will receive a maximum of 5 additional points.

proposal's projects and initiatives will be members of the target underserved population(s); and

- Throughout the Service Delivery, Part II section of the proposal, the applicant shall demonstrate that the services provided are tailored to the unique needs of the target underserved population(s).

### ***Child Abuse Set Aside***

To receive consideration for the child abuse set aside, the applicant shall demonstrate the following:

- In the first paragraph of the Program Overview section of the proposal, the applicant shall clearly indicate it is seeking consideration for the child abuse set aside;
- Throughout the Experience and Capability section of the proposal, the applicant shall demonstrate that it has the experience, capability, and capacity to provide services to victims of child abuse;
- In the Service Delivery, Part II section of the proposal, where the applicant discusses/identifies the "Target Population and Number of Individuals to be Served Identified," the applicant shall demonstrate that 100% of the total number of victims served by the applicant in the previous calendar year were victims of child abuse or 100% of the anticipated number of victims to be served by the proposal's projects and initiatives will be victims of child abuse; and
- Throughout the Service Delivery, Part II section of the proposal, the applicant shall demonstrate that the services provided are tailored to the unique needs of child abuse victims.

### ***Geographic Set Aside***

To receive consideration for the geographic set aside, the applicant shall demonstrate the following:

- In the first paragraph of the Program Overview section of the proposal, the applicant shall (1) clearly indicate it is seeking consideration for the geographic set aside; and (2) explicitly identify the county or counties being addressed by the proposal's projects;
- Throughout the Experience and Capability section of the proposal, the applicant shall demonstrate that it has the experience, capability,

and capacity to provide services to the target county or counties; and

- In the Service Delivery, Part II section of the proposal, where the applicant discusses/identifies the “Target Population and Number of Individuals to be Served Identified,” the applicant shall demonstrate that 100% of the total number of victims served by the applicant in the previous calendar year were victims residing in the County of Hawaii, County of Kauai, and/or County of Maui, or 100% of the anticipated number of victims to be served by the proposal’s projects and initiatives will be victims residing in the County of Hawaii, County of Kauai, and/or County of Maui.

(Note: If the proposal addresses more than one of the identified counties, the proposal shall identify the services and costs associated with each county.)

**6. Financial (15 Points)**

There is a 500-word limit for this section. There is no word limit for the exhibits associated with this section.

**The State will consider only the information listed in the section entitled “Financial” and the information in Exhibit E and Exhibit F.** Information from other sections of the proposal or in other exhibits will not be considered in scoring this section.

Only the information requested to be attached as an exhibit should be included in the exhibit. Any extraneous program design or programmatic information should not be added to the exhibit to attempt to circumvent the word limit; such extraneous information will be disregarded and will not be scored.

*Evaluation criteria are bulleted and weighted. Pricing structure should be based on cost reimbursement. This section will assess the project budget and adequacy of the applicant’s accounting system outlined in the Proposal Application.*

- Cost of budget items are reasonable and justified (5 points) \_\_\_\_\_
- Budget items support the scope of service (5 points) \_\_\_\_\_
- Adequacy of accounting system (5 points) \_\_\_\_\_

**7. Other - Litigation (No points)**

**C. Phase 3 - Recommendation for Award**

Each notice of award shall contain a statement of findings and decision for the award or non-award of the contract to each applicant.

# **Section 5**

## **Attachments**

- A. Proposal Application Checklist
- B. Sample Table of Contents
- C. Certifications

**ATTACHMENT A**

**PROPOSAL APPLICATION  
CHECKLIST**



## Proposal Application Checklist

Applicant: \_\_\_\_\_ RFP No.: \_\_\_\_\_

The applicant's proposal must contain the following components in the order shown below. Return this checklist to the purchasing agency as part of the Proposal Application. SPOH forms are on the SPO website.

Item	Reference in RFP	Format/Instructions Provided	Required by Purchasing Agency	Applicant to place "X" for items included in Proposal
<b>General:</b>				
Proposal Application Identification Form (SPOH-200)	Section 1, RFP	SPO Website*	<b>X</b>	
Proposal Application Checklist	Section 1, RFP	Attachment A	<b>X</b>	
Table of Contents	Section 5, RFP	Section 5, RFP	<b>X</b>	
Proposal Application (SPOH-200A)	Section 3, RFP	SPO Website*	<b>X</b>	
VOCA Fillable Forms	Section 1, RFP	CG/CPJA Website	<b>X</b>	
Hawaii Compliance Express Certificate of Vendor Compliance (Non-profit applicants only)	Section 1, RFP	SPO Website*		
Cost Proposal (Budget)				
SPO-H-205	Section 3, RFP	SPO Website*	<b>X</b>	
SPO-H-205A	Section 3, RFP	SPO Website* Special Instructions are in Section 3.5	<b>X</b>	
SPO-H-205B	Section 3, RFP,	SPO Website* Special Instructions are in Section 3.5	<b>X</b>	
SPO-H-206A	Section 3, RFP	SPO Website*	As applicable	
SPO-H-206B	Section 3, RFP	SPO Website*	As applicable	
SPO-H-206C	Section 3, RFP	SPO Website*	As applicable	
SPO-H-206D	Section 3, RFP	SPO Website*	As applicable	
SPO-H-206E	Section 3, RFP	SPO Website*	As applicable	
SPO-H-206F	Section 3, RFP	SPO Website*	As applicable	
SPO-H-206G	Section 3, RFP	SPO Website*	As applicable	
SPO-H-206H	Section 3, RFP	SPO Website*	As applicable	
SPO-H-206I	Section 3, RFP	SPO Website*	As applicable	
<b>Certifications:</b>				
Non-Supplanting (All applicants)	Section 5, RFP	AG/CPJA Website	<b>X</b>	
Acceptance of Conditions (All applicants)	Section 5, RFP	AG/CPJA Website	<b>X</b>	
Acceptance of VOCA Special Conditions (for 103F contracts) (Non-Profit Applicants)	Section 5, RFP	AG/CPJA Website	<b>X</b>	
Acceptance of VOCA Special Conditions (Government applicants)	Section 5, RFP	AG/CPJA Website	<b>X</b>	
Non-Discrimination (All applicants)	Section 5, RFP	AG/CPJA Website	<b>X</b>	
Non-Discrimination Complaint Procedures (All applicants)	Section 5, RFP	AG/CPJA Website	<b>X</b>	
Debarment and Suspension (All applicants)	Section 5, RFP	AG/CPJA Website	<b>X</b>	
Lobbying (All applicants)	Section 5, RFP	AG/CPJA Website	As applicable	

(continued)

<b>Certifications (continued):</b>				
Equal Employment Opportunity Plan (All applicants)	Section 5, RFP	AG/CPJA Website	<b>X</b>	
Certification of Non-Profit Status and Statement Regarding Publication of Financial Statements (Non-profit applicants only)	Section 5, RFP	AG/CPJA Website	<b>X</b>	
Certification of 10% De Minimis Indirect Cost Rate (All applicants)	Section 5, RFP	AG/CPJA Website	As applicable	
Drug-Free Workplace Certification Requirements (State Government applicants)	Section 5, RFP	AG/CPJA Website	As applicable	

\*Refer to Section 1.2, Website Reference for website address.

**ATTACHMENT B**

**SAMPLE TABLE OF CONTENTS**

**(Sample)**  
**Proposal Application**  
**Table of Contents**

<b>1.0</b>	<b>Program Overview</b> .....	<b>1</b>
<b>2.0</b>	<b>Experience and Capability</b> .....	<b>1</b>
	A. Necessary Skills.....	2
	B. Experience.....	4
	C. Quality Assurance and Evaluation.....	5
	D. Coordination of Services.....	6
	E. Facilities.....	6
<b>3.0</b>	<b>Project Organization and Staffing</b> .....	<b>7</b>
	A. Staffing.....	7
	1. Proposed Staffing.....	7
	2. Staff Qualifications.....	9
	B. Project Organization.....	10
	1. Supervision and Training.....	10
<b>4.0</b>	<b>Service Delivery</b> .....	<b>12</b>
<b>5.0</b>	<b>Financial</b> .....	<b>20</b>
	See Attachments for Cost Proposal	
<b>6.0</b>	<b>Litigation</b> .....	<b>20</b>
<b>7.0</b>	<b>Attachments/Exhibits</b>	
	A. List of Prior Projects/Contracts or Financial Support	
	B. Resumes of Key Personnel	
	C. Organization Charts	
	D. Timelines	
	E. Cost Proposal – Budget Forms and Budget Narrative	
	- SPO-H-205 Proposal Budget	
	- SPO-H-206A Budget Justification - Personnel: Salaries & Wages	
	- SPO-H-206B Budget Justification - Personnel: Payroll Taxes and Assessments, and Fringe Benefits	
	- SPO-H-206C Budget Justification - Travel: Interisland	
	- SPO-H-206E Budget Justification - Contractual Services – Administrative	
	F. Other Financial Related Materials:	
	Financial Audit for fiscal year ended June 30, 2015	
	G. Disclosure of Pending Litigation or Outstanding Judgment	
	H. Certifications	
	- Non-Supplanting	
	- Acceptance of conditions	
	- Acceptance of VOCA Special Conditions	

Organization: \_\_\_\_\_  
RFP No: \_\_\_\_\_

- Non-Discrimination
- Non-Discrimination Complaint Procedures
- Debarment and Suspension
- Lobbying
- Equal Employment Opportunity Program
- Certification of Non-Profit Status and Statement Regarding Publication of Financial Statements
- Certification of 10% De Minimis Indirect Cost Rate

**ATTACHMENT C**

**CERTIFICATIONS**

DEPARTMENT OF THE ATTORNEY GENERAL  
Crime Prevention and Justice Assistance Division

CERTIFICATION OF NON-SUPPLANTING

I certify that federal funds will not be used to supplant State, local or other non-federal funds that would, in the absence of such federal aid, be made available for law enforcement, criminal justice, and victim compensation and assistance activities.

SUBMITTED BY:

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Agency: \_\_\_\_\_

DEPARTMENT OF THE ATTORNEY GENERAL  
Crime Prevention and Justice Assistance Division

ACCEPTANCE OF CONDITIONS

The undersigned agrees, on behalf of the applicant agency, that:

1. This project, upon approval, shall constitute an official part of Hawaii's Victims of Crime Act Victim Assistance Formula Grant Program established under the Victims of Crime Act of 1984, Public Law 98-473, as amended, and codified at 42 U.S.C. 10601, et seq.
2. Any grant awarded pursuant to this application shall be subject to and will be administered in conformity with :
  - (a) general conditions applicable to administration of grants under the Victims of Crime Act Victim Assistance Formula Grant Program established under the Victims of Crime Act of 1984, Public Law 98-473, as amended, as applicable;
  - (b) conditions applicable to the fiscal administration of grants under the Victims of Crime Act Victim Assistance Formula Grant Program established under the Victims of Crime Act of 1984, Public Law 98-473, as amended, as applicable;
  - (c) any special conditions contained in the grant award; and
  - (d) general and fiscal regulations of the Crime Prevention and Justice Assistance Division.
3. Any grant received as a result of this application may be terminated, or fund payment may be discontinued, by the Crime Prevention and Justice Assistance Division when it finds a substantial failure to comply with the foregoing provisions, the application obligations or for non-availability of funds.

SUBMITTED BY:

Name \_\_\_\_\_

Title \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_



DEPARTMENT OF THE ATTORNEY GENERAL  
Crime Prevention and Justice Assistance Division

ACCEPTANCE OF VOCA SPECIAL CONDITIONS  
(for 103F Contracts)

The undersigned Provider understands and agrees, on behalf of its agency that:

1. PERFORMANCE REQUIREMENTS AND CONDITIONS.

- A. PROVIDER shall comply with the guidelines set forth in the Victims of Crime Act and all applicable federal regulations and guidelines, including but not limited to the provisions of the Final Program Guidelines published in the Federal Register, April 22, 1997, guidance issued by the Office for Victims of Crime, 28 C.F.R. Chapter 1, Part 70, Uniform Administrative Requirements for Grants and Agreements (Including Subawards) With Institutions of Higher Education, Hospitals and Other Non-Profit Organizations, and the Office of Management and Budget (OMB) circulars.
- B. PROVIDER shall comply with the financial and administrative requirements set forth in 2 C.F.R. Part 200 and the current edition of the DOJ Grants Financial Guide.

PROVIDER shall comply with the applicable audit requirements of 2 C.F.R. Part 200 or OMB Circular A-133, and further understands and agrees that funds may be withheld, or other related requirements may be imposed, if outstanding audit issues (if any) are not satisfactorily and promptly addressed as further described in the audit requirements and current edition of the DOJ Grants Financial Guide.

- C. PROVIDER shall comply with all the ordinances, codes, rules and regulations of the Federal, State and local government which in any way affect its performance under this Contract.
- D. Prior to, or concurrently with the execution of this Contract, if so required by STATE, PROVIDER shall complete, execute and submit to STATE a Certification Regarding Drug-Free Workplace Requirements which meets the requirements of the Drug Free Workplace Act of 1988 (Pub. L. 100-690, Title V, Subtitle D), hereinafter referred to as the "Drug-Free Workplace Certification." A copy of the Drug-Free Workplace Certification shall be included in Attachment 1. PROVIDER covenants that the representations made in the Drug-Free Workplace Certification are true at the time this Contract is executed and will remain true throughout the entire term of this Contract and any extensions, and that PROVIDER shall fulfill all the requirements set forth therein. PROVIDER's execution and submission of a false Drug-Free Workplace Certification or PROVIDER's violation of the requirements set forth therein shall entitle STATE to suspend one or more payments under this Contract, and/or terminate this Contract pursuant to the provisions of Section 4 of the General Conditions. PROVIDER warrants that it is aware that such false certification or violation of the requirements contained in the Drug-Free

Workplace Certification shall subject the State of Hawaii to government-wide suspension or debarment, or other sanctions which, in turn, shall result in the withdrawal of funds from PROVIDER and/or the unavailability of future funding for PROVIDER.

- E. Prior to, or concurrently with the execution of this Contract, PROVIDER shall complete, execute and submit to STATE a Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion, hereinafter referred to as the "Debarment Certification." A copy of the Debarment Certification shall be included in Attachment 1. PROVIDER covenants that the representations made in the Debarment Certification are true at the time this Contract is executed and will remain true throughout the entire term of this Contract and any extensions, and that PROVIDER shall fulfill any and all terms and conditions set forth therein.
- F. Prior to, or concurrently with the execution of this Contract, PROVIDER shall complete, execute and submit to STATE a Certification of Non-Supplanting, hereinafter referred to as the "Non-Supplanting Certification." A copy of the Non-Supplanting Certification shall be included in Attachment 1. PROVIDER covenants that the representations made in the Non-Supplanting Certification are true at the time this Contract is executed and will remain true throughout the entire term of the Contract and any extensions, and that PROVIDER shall fulfill any and all terms and conditions set forth therein.
- G. Prior to, or concurrently with the execution of this Contract, if so required by STATE, PROVIDER shall complete, execute and submit to STATE a Certification Regarding Lobbying, hereinafter referred to as the "Lobbying Certification," and any subsequent disclosure forms required under Section 1352, Title 31 U.S.C. A copy of the Lobbying Certification shall be included in Attachment 1. PROVIDER covenants that the representations made in the Lobbying Certification are true at the time this Contract is executed and will remain true throughout the entire term of this Contract and any extensions, and that PROVIDER shall fulfill any and all terms and conditions set forth therein.
- H. PROVIDER shall comply with the non-discrimination requirements of the Omnibus Crime Control and Safe Streets Act of 1968 which prohibits discrimination in employment and in the delivery of services or benefits on the basis of race, color, national origin, religion, or sex; Title VI of the Civil Rights Act of 1964 which prohibits discrimination in the delivery of services or benefits on the basis of race, color, or national origin; Section 504 of the Rehabilitation Act of 1973 and Title II of the Americans with Disabilities Act of 1990 which prohibit discrimination in employment and in the delivery of services or benefits based on disability; Title IX of the Education Amendments of 1972 which prohibits discrimination on the basis of sex in training or educational programs; the Age Discrimination Act of 1975 which prohibits discrimination in the delivery of services or benefits on the basis of age; the Department of Justice regulations implementing the above-referenced statutes at 28 C.F.R. Part 42, subpts. C, D, G,

and I, 28 C.F.R. Part 35, and 28 C.F.R. Part 54; Exec. Order No. 13279, 28 C.F.R. Part 38 (equal protection of the laws for faith-based and community organizations); Exec. Order No. 13166 and U.S. Department of Justice, Guidance to Federal Financial Assistance Recipients Regarding Title VI Prohibition Against National Origin Discrimination Affecting Limited English Proficient Persons; the Hawaii State Fair Employment Practices Act, Chapter 378, Hawaii Revised Statutes; and all other applicable federal and state laws, rules and regulations.

- I. PROVIDER assures STATE that if it is required to formulate an Equal Employment Opportunity Program in accordance with 28 C.F.R. 42.301 et seq., it will submit a certification to STATE that a current program is on file.
- J. Prior to, or concurrently with the execution of this Contract, PROVIDER shall complete, execute, and submit to STATE a Certification of Non-Profit Status and Statement Regarding Publication of Financial Statements, hereinafter referred to as the "Non-Profit Certification." A copy of the Non-Profit Certification shall be included in Attachment 1. PROVIDER covenants that the representations made in the Non-Profit Certification are true at the time this Contract is executed and will remain true throughout the entire term of the contract and any extensions, and that PROVIDER shall fulfill any and all terms and conditions set forth therein.
- K. PROVIDER shall ensure that \_\_\_\_\_ no/100 dollars (\$ \_\_\_\_\_ .00) are available as matching funds (in-kind or cash) to provide the services under this Contract. PROVIDER shall maintain records which clearly and accurately show the source, amount and the timing of match contributions. If, at the end of the Contract period, STATE determines that PROVIDER does not have the required matching contribution, PROVIDER shall return all of the federal portion of the project cost for which the PROVIDER does not have the required match.
- L. PROVIDER shall maintain accounting procedures and practices acceptable to STATE, and books, records, documents and other evidence which sufficiently and properly reflect all direct and indirect expenditures and all interest or other income earned as the result of funds provided pursuant to this Contract. PROVIDER shall ensure that its own books, records, and documents are available for inspection, reviews or audits at all reasonable times by STATE or the United States Department of Justice. In addition, PROVIDER shall prepare and submit to the STATE reports in such form and at such times as STATE or the Office for Victims of Crime may require. Records and financial accounts shall be retained by the PROVIDER and shall be accessible to STATE and the United States Department of Justice for at least three years after STATE's grant with the Office for Victims of Crime is closed.
- M. Any funds provided to PROVIDER under this Contract which are unencumbered on the date this Contract terminates shall be returned to STATE; all funds provided under this Contract which are encumbered but not disbursed within sixty (60) days after this Contract terminates shall be returned to STATE.

- N. PROVIDER shall submit a Subgrant Award Report (SAR) required by OVC to CPJAD 14 days following the execution of the contract.
- O. PROVIDER shall submit (and, as necessary, require sub-recipients to submit) performance measure reports (PMT) on the performance metrics identified by OVC. This information on the activities supported by the award funding will assist in assessing the effects that VOCA Victim Assistance funds have had on services to crime victims within the jurisdiction. The PROVIDER shall submit the reports quarterly. The reporting periods and due dates are:

October 1 – December 31	due January 15
January 1- March 31	due April 15
April 1 – June 30	due July 15
July 1 – September 30	due October 15

The fourth quarter will include the VOCA Grantee Report narrative questions for the period of October 1 to September 30.

- P. If so required by STATE, PROVIDER shall certify to STATE that any expendable or nonexpendable personal property purchased or acquired with funds received under this Contract will be used for victim services purposes before title in such property may vest in PROVIDER. PROVIDER shall submit a certification to STATE within thirty (30) days after the date this Contract terminates. If a certification is not provided by PROVIDER, title to any personal property purchased or acquired with funds received under this Contract shall vest in STATE and such personal property shall be delivered to the STATE in good working order upon expiration or sooner termination of this Contract.
- Q. The source of funding for this Contract is federal funds and the provisions of Hawaii Revised Statutes, Section 29-15 shall apply.

2. AMENDMENTS TO GENERAL CONDITIONS FOR HEALTH AND HUMAN SERVICES CONTRACTS.

- A. Paragraph 2.1.1 of the General Conditions is amended by adding at the end thereof the following:  
PROVIDER shall submit a completed Privacy Certification for review and approval prior to the expenditure of funds for the collection of identifiable research/statistical data. All information, data, or other material provided by the PROVIDER or the STATE shall be kept confidential only to the extent permitted by law.
- B. Paragraph 2.2 of the General Conditions is amended to read in its entirety as follows:  
Ownership Rights, Copyright, and Patent.  
The STATE shall have complete ownership of all material, both finished

and unfinished, which is developed, prepared, assembled, or conceived by the PROVIDER pursuant to this Contract, and all such material shall be considered “works made for hire.” No summary, report, map, chart, graph, table, study or other documents or discovery, invention, or development produced in whole or in part with funds made available under this Contract shall be the subject of an application for copyright or patent by or on behalf of PROVIDER, its officers, agents, or its employees, or its subcontractors without prior written authorization from STATE.

- C. Paragraph 3.2 of the General Conditions is amended by adding at the end thereof the following:

PROVIDER may provide some or all of the services required under this Contract by subcontract provided that PROVIDER secures the prior written consent of STATE. In the event PROVIDER enters into a subcontract with a private organization to perform any of the services or activities required under this Contract, PROVIDER agrees that the period of each subcontract shall not exceed one year, and funds to the private organization will not be released unless and until the requirements set forth in applicable State law and implementing rules are complied with by the subcontractor. All subcontracts shall include provisions to ensure that PROVIDER is capable of satisfying the requirements of this Contract. All subcontracts shall be reduced to writing and shall include all provisions of this Contract required of PROVIDER.

- D. Paragraph 4.1.1 of the General Conditions is amended to read in its entirety as follows:

In writing. Any modification, alteration, or change to this Contract other than to the “Scope of Services” (attached hereto as part of Attachment 1) or to the period during which this Contract is in effect in Attachment 2, including increases (subject to the availability of funds) or decreases in the amount of compensation, shall be reduced to a written supplemental agreement and executed by PROVIDER and the Attorney General or the Attorney General’s designee. Modifications, alterations or changes to provisions of the “Scope of Services” may be requested by PROVIDER, approved by the Administrator or the Administrator’s designee of the Crime Prevention and Justice Assistance Division on STATE’s behalf, and made by substituting or inserting the revisions in Attachment 1. Modifications, alterations or changes to the period during which this Contract is in effect may be requested in writing by PROVIDER or STATE, up to forty-five (45) days before the Contract would otherwise terminate, and shall be effective as of the date approved by the Administrator or the Administrator’s designee of the Crime Prevention and Justice Assistance Division (if requested by PROVIDER) or PROVIDER (if requested by STATE) and made by attaching a party’s written request with the other party’s written approval thereon to this Contract.

3. DISPUTES.

Any dispute concerning a matter of fact arising under this Contract or any subcontract, which is not disposed of by mutual agreement within fifteen (15) calendar days, shall be decided by the Attorney General, or the Attorney General's duly designated representative, who shall reduce the decision to writing and mail or otherwise furnish a copy of the decision to PROVIDER. The decision of such person shall be final and conclusive. Pending final decision of such dispute, PROVIDER shall proceed diligently with the performance of this Contract in accordance with STATE's request.

4. ADDITIONAL CONDITIONS.

Additional conditions may be imposed upon PROVIDER by reducing them to writing and designating them as exhibits to this Contract. Any such exhibit shall be attached hereto and thereby incorporated herein.

5. EQUAL TREATMENT FOR FAITH BASED ORGANIZATIONS.

PROVIDER shall comply with the applicable requirements of 28 C.F.R. Part 38, the Department of Justice regulation governing "Equal Treatment for Faith Based Organizations" (the "Equal Treatment Regulation"). The Equal Treatment Regulation provides in part that Department of Justice grant awards of funding may not be used to fund any inherently religious activities, such as worship, religious instruction, or proselytization. Recipients of grants may still engage in inherently religious activities, but such activities must be separate in time or place from the Department of Justice funded program, and participation in such activities by individuals receiving services from the grantee or a sub-grantee must be voluntary. The Equal Treatment Regulation also makes clear that organizations participating in programs funded by the Department of Justice are not permitted to discriminate in the provision of services on the basis of a beneficiary's religion. Notwithstanding any other special condition of this award, faith-based organizations may, in some circumstances, consider religion as a basis for employment. See [http://www.ojp.gov/about/ocr/equal\\_fbo.htm](http://www.ojp.gov/about/ocr/equal_fbo.htm).

6. REPORTING POTENTIAL FRAUD, WASTE, AND ABUSE, AND SIMILAR MISCONDUCT.

PROVIDER shall promptly refer to the DOJ OIG any credible evidence that a principal, employee, agent, contractor, subgrantee, subcontractor, or other person has either 1) submitted a false claim for grant funds under the False Claims Act; or 2) committed a criminal or civil violation of laws pertaining to fraud, conflict of interest, bribery, gratuity, or similar misconduct involving grant funds. Potential fraud, waste, abuse, or misconduct should be reported to the OIG by:

Mail: Office of the Inspector General  
U.S. Department of Justice  
Investigations Division

950 Pennsylvania Avenue, N.W.  
Room 4706  
Washington, DC 20530

E-mail: [oig.hotline@usdoj.gov](mailto:oig.hotline@usdoj.gov)  
Hotline: (contact information in English and Spanish): (800) 869-4499, or  
Hotline fax: (202) 616-9881

Additional information is available from the DOJ OIG website at [www.usdoj.gov/oig](http://www.usdoj.gov/oig).

7. ASSOCIATION OF COMMUNITY ORGANIZATIONS FOR REFORM NOW (ACORN)

PROVIDER understands and agrees that it cannot use any federal funds, either directly or indirectly, in support of any contract or subaward to either the Association of Community Organizations for Reform Now (ACORN) or its subsidiaries, without the express prior written approval of OJP.

8. FEDERAL LEADERSHIP ON REDUCING TEXT MESSAGING WHILE DRIVING.

Pursuant to Executive Order 13513, "Federal Leadership on Reducing Text Messaging While Driving," 74 Fed. Reg. 51225 (October 1, 2009), the STATE encourages PROVIDER and sub-grantees to adopt and enforce policies banning employees from text messaging while driving any vehicle during the course of performing work funded by this grant, and to establish workplace safety policies and conduct education, awareness, and other outreach to decrease crashes caused by distracted drivers.

9. TRAINING(S)/CONFERENCE(S) COMPLIANCE.

PROVIDER agrees to comply with all applicable laws, regulations, policies, and guidance (including specific cost limits, prior approval and reporting requirements, where applicable) governing the use of federal funds for expenses related to conferences, meetings, trainings, and other events. Information on pertinent laws, regulations, policies, and guidance is available in the DOJ Grants Financial Guide Conference Cost Chapter.

PROVIDER understands and agrees that any training or training materials developed or delivered with funding provided under this award must adhere to the OJP Training Guiding Principles for Grantees and Sub-grantees, available at <http://www.ojp.usdoj.gov/funding/ojptrainingguidingprinciples.htm>

10. DUPLICATE AWARD OF FEDERAL FUNDS.

PROVIDER agrees that if it currently has an open award of federal funds or if it receives an award of federal funds other than this STATE award, and those award funds have been, are being, or are to be used, in whole or in part, for one or more of the identical cost items

for which funds are being provided under this STATE award, the PROVIDER will promptly notify, in writing, the assigned Criminal Justice Planning Specialist for this STATE award, and, if so requested by STATE, seek a budget or project narrative modification to eliminate any inappropriate duplication of funding.

11. INFORMATION TECHNOLOGY COMPLIANCE.

PROVIDER agrees that – (a) No award funds may be used to maintain or establish a computer network unless such network blocks the viewing, downloading, and exchanging of pornography, and (b) Nothing in subsection (a) limits the use of funds necessary for any Federal, State, tribal, or local law enforcement agency or any other entity carrying out criminal investigations, prosecution, or adjudication activities.

12. RESTRICTIONS AND CERTIFICATIONS REGARDING NON-DISCLOSURE AGREEMENTS AND RELATED MATTERS

PROVIDER understands and agrees that no grantee or subgrantee under this award, or entity that receives a contract or subcontract with any funds under this award, may require any employee or contractor to sign an internal confidentiality agreement or statement that prohibits or otherwise restricts, or purports to prohibit or restrict, the reporting (in accordance with law) of waste, fraud, or abuse to an investigative or law enforcement representative of a federal department or agency authorized to receive such information.

SUBMITTED BY:

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Agency: \_\_\_\_\_



DEPARTMENT OF THE ATTORNEY GENERAL  
Crime Prevention and Justice Assistance Division

ACCEPTANCE OF VOCA SPECIAL CONDITIONS

The undersigned Grantee understands and agrees, on behalf of its agency that:

1. Applicability of Part 200 Uniform Requirements

Grantee agrees to comply with the financial and administrative requirements set forth in 2 C.F.R. Part 200 and the current edition of the Department of Justice (DOJ) Grants Financial Guide.

Grantee agrees to comply with the applicable audit requirements of 2 C.F.R. Part 200 or OMB Circular A-133, and further understands and agrees that funds may be withheld, or other related requirements may be imposed, if outstanding audit issues (if any) are not satisfactorily and promptly addressed as further described in the audit requirements and current edition of the DOJ Grants Financial Guide.

2. The Subgrant Award Report (SAR) required by OVC shall be submitted to CPJAD 14 days following the execution of the contract. County prosecutors shall also submit a report for each funded non-profit agency within 14 days after the non-profit agency's contract is executed with county, but no later than 90 days following the execution of county's contract with CPJAD.

3. Grantee agrees to submit (and, as necessary, require sub-recipients to submit) performance measure reports (PMT) on the performance metrics identified by OVC. This information on the activities supported by the award funding will assist in assessing the effects that VOCA Victim Assistance funds have had on services to crime victims within the jurisdiction. The Grantee agrees to submit the reports quarterly. The reporting periods and due dates are:

October 1 – December 31	due January 15
January 1 - March 31	due April 15
April 1 – June 30	due July 15
July 1 – September 30	due October 15

The fourth quarter will include the VOCA Grantee Report narrative questions for the period of October 1 to September 30. Grantees shall submit a report for each funded agency.

4. Equal Treatment for Faith Based Organizations

Grantee shall comply with the applicable requirements of 28 C.F.R. Part 38, the Department of Justice regulation governing “Equal Treatment for Faith Based Organizations” (the “Equal Treatment Regulation”). The Equal Treatment Regulation provides in part that Department of Justice grant awards of funding may not be used to fund any inherently religious activities, such as worship, religious instruction, or proselytization. Recipients of grants may still engage in inherently religious activities, but such activities must be separate in time or place from the Department of Justice funded program, and participation in such activities by individuals receiving services from the grantee or a sub-grantee must be voluntary. The Equal Treatment Regulation also makes clear that organizations participating in programs funded by the Department of Justice are not permitted to discriminate in the provision of services on the basis of a beneficiary's religion. Notwithstanding any other special condition of this award, faith-based organizations may, in some circumstances, consider religion as a basis for employment. See [http://www.ojp.gov/about/ocr/equal\\_fbo.htm](http://www.ojp.gov/about/ocr/equal_fbo.htm).

5. Reporting Potential Fraud, Waste, and Abuse, and Similar Misconduct

Grantee shall promptly refer to the DOJ OIG any credible evidence that a principal, employee, agent, contractor, subgrantee, subcontractor, or other person has either 1) submitted a false claim for grant funds under the False Claims Act; or 2) committed a criminal or civil violation of laws pertaining to fraud, conflict of interest, bribery, gratuity, or similar misconduct involving grant funds. Potential fraud, waste, abuse, or misconduct should be reported to the OIG by:

Mail: Office of the Inspector General  
U.S. Department of Justice  
Investigations Division  
950 Pennsylvania Avenue, N.W.  
Room 4706  
Washington, DC 20530

E-mail: [oig.hotline@usdoj.gov](mailto:oig.hotline@usdoj.gov)  
Hotline: (contact information in English and Spanish): (800) 869-4499, or  
Hotline fax: (202) 616-9881

Additional information is available from the DOJ OIG website at [www.usdoj.gov/oig](http://www.usdoj.gov/oig).

6. Association of Community Organizations for Reform Now (ACORN)

Grantee understands and agrees that it cannot use any federal funds, either directly or indirectly, in support of any contract or subaward to either the Association of Community

Organizations for Reform Now (ACORN) or its subsidiaries, without the express prior written approval of OJP.

7. Training(s)/Conference(s) Compliance

Grantee agrees to comply with all applicable laws, regulations, policies, and guidance (including specific cost limits, prior approval and reporting requirements, where applicable) governing the use of federal funds for expenses related to conferences, meetings, trainings, and other events. Information on pertinent laws, regulations, policies, and guidance is available in the DOJ Grants Financial Guide Conference Cost Chapter.

Grantee understands and agrees that any training or training materials developed or delivered with funding provided under this award must adhere to the OJP Training Guiding Principles for Grantees and Sub-grantees, available at <http://www.ojp.usdoj.gov/funding/ojptrainingguidingprinciples.htm>

8. Federal Leadership on Reducing Text Messaging While Driving

Pursuant to Executive Order 13513, "Federal Leadership on Reducing Text Messaging While Driving," 74 Fed. Reg. 51225 (October 1, 2009), the CPJAD encourages grantees and sub-grantees to adopt and enforce policies banning employees from text messaging while driving any vehicle during the course of performing work funded by this grant, and to establish workplace safety policies and conduct education, awareness, and other outreach to decrease crashes caused by distracted drivers.

9. Duplicate Award of Federal Funds

Grantee agrees that if it currently has an open award of federal funds or if it receives an award of federal funds other than this CPJAD award, and those award funds have been, are being, or are to be used, in whole or in part, for one or more of the identical cost items for which funds are being provided under this CPJAD award, the grantee will promptly notify, in writing, the assigned Criminal Justice Planning Specialist for this CPJAD award, and, if so requested by CPJAD, seek a budget or project narrative modification to eliminate any inappropriate duplication of funding.

10. Information Technology Compliance

Grantee agrees that – (a) No award funds may be used to maintain or establish a computer network unless such network blocks the viewing, downloading, and exchanging of pornography, and (b) Nothing in subsection (a) limits the use of funds necessary for\*

any Federal, State, tribal, or local law enforcement agency or any other entity carrying out criminal investigations, prosecution, or adjudication activities.

11. Restrictions and Certifications Regarding Non-Disclosure Agreements and Related Matters

No Grantee or subgrantee under this award, or entity that receives a contract or subcontract with any funds under this award, may require any employee or contractor to sign an internal confidentiality agreement or statement that prohibits or otherwise restricts, or purports to prohibit or restrict, the reporting (in accordance with law) of waste, fraud, or abuse to an investigative or law enforcement representative of a federal department or agency authorized to receive such information.

SUBMITTED BY:

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Agency: \_\_\_\_\_

DEPARTMENT OF THE ATTORNEY GENERAL  
Crime Prevention and Justice Assistance Division

CERTIFICATION OF NON-DISCRIMINATION

I certify that the applicant agency will comply with and will insure compliance by its subgrantees and contractors with the non-discrimination requirements of:

- The Omnibus Crime Control and Safe Streets Act of 1968, as amended, which prohibits discrimination on the basis of race, color, national origin, religion, or sex, in Office of Justice Programs, Office of Community Oriented Policing Services, and Office on Violence Against Women funded programs or activities. (42 U.S.C. §3789d and 28 C.F.R. §42.201 et seq.)
- Title VI of the Civil Rights Act of 1964, which prohibits discrimination on the basis of race, color or national origin in Office of Justice Programs, Office of Community Oriented Policing Services, and Office on Violence Against Women funded programs or activities. (42 U.S.C. §2000d and 28 C.F.R. §42.101 et seq.)
- Section 504 of the Rehabilitation Act, which prohibits discrimination on the basis of disability in Office of Justice Programs, Office of Community Oriented Policing Services, and Office on Violence Against Women funded programs or activities. (29 U.S.C. §794 and 28 C.F.R. §42.501 et seq.)
- Section 1407 of the Victims of Crime Act (VOCA), which prohibits discrimination on the basis of race, color, national origin, religion, sex, or disability in VOCA funded programs or activities. (42 U.S.C. §10604)
- Title II of the Americans with Disabilities Act of 1990, as it relates to discrimination on the basis of disability in Office of Justice Programs, Office of Community Oriented Policing Services, and Office on Violence Against Women funded programs or activities. (42 U.S.C. §12132 and 28 C.F.R. Pt. 35)
- Title IX of the Education Amendments of 1972, as it relates to discrimination on the basis of sex in Office of Justice Programs, Office of Community Oriented Policing Services, and Office on Violence Against Women funded training or educational programs. (20 U.S.C. §1681 and 28 C.F.R. Pt. 54)
- The Age Discrimination Act of 1975 as it relates to services discrimination on the basis of age in Office of Justice Programs, Office of Community Oriented Policing Services, and Office on Violence Against Women funded programs or activities. (42 U.S.C. §6102 and 28 C.F.R. §42.700 et seq.)
- Executive Order No. 13166 prohibiting discrimination of Limited English Proficient Persons.
- Executive Order No. 13279 and 28 C.F.R. pt. 38 regarding equal protection of the laws for faith-based organizations.
- The Violence Against Women Reauthorization Act of 2013, Pub. L. No. 113-4, 127 Stat. 54 § 3(b)(2013) which prohibits excluding, denying benefits to, or discriminating against any person on the basis of actual or perceived race, color, religion, national origin, sex, gender identity, sexual orientation, or disability in any program or activity funded in whole or in part with funds made available through VAWA or the Office on Violence Against Women. (42 U.S.C. § 13925(b)(13)).

No person shall, on the grounds of race, color, religion, national origin, sex, or disability, be excluded from participation in, be denied the benefits of, be subjected to discrimination under, or be denied employment in connection with any program or activity funded in whole or in part with funds made available under this title from the U.S. Department of Justice through the Department of the Attorney General, Crime Prevention and Justice Assistance Division. Noncompliance with the discrimination regulations may result in the suspension or termination of funding.

SUBMITTED BY:

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Name: \_\_\_\_\_ Title: \_\_\_\_\_  
Agency: \_\_\_\_\_

DEPARTMENT OF THE ATTORNEY GENERAL  
Crime Prevention and Justice Assistance Division

**CERTIFICATION OF NON-DISCRIMINATION COMPLAINT PROCEDURES**

The U.S. Department of Justice, Office of Justice Programs (OJP), Office for Civil Rights (OCR) has jurisdiction to investigate complaints of discrimination against recipients of funding from OJP (which includes component agencies such as the Bureau of Justice Assistance, the Office for Victims of Crime, and the National Institute of Justice), Office on Violence Against Women, and the COPS Office. OCR has indicated that recipients and subrecipients of federal funding should have non-discrimination complaint procedures. Therefore,

I certify that the \_\_\_\_\_ (name of agency) has non-discrimination complaint procedures which include:

- (1) a coordinator who is responsible for overseeing the complaint process. The agency's coordinator is:

_____	_____	_____
Name	Title	Phone

- (2) a procedure to ensure that beneficiaries or employees of funded subrecipients are aware that they may complain of discrimination directly to a subrecipient, to the Department of the Attorney General, or to the Office for Civil Rights.

- (3) a procedure to investigate the complaint. (The procedure may be an internal investigation or forwarding the complaint to the Department of the Attorney General, the OCR, or another appropriate external agency.)

- (4) a procedure to notify the Department of the Attorney General, Crime Prevention and Justice Assistance Division of the complaint. (The Department will forward the complaint information to OCR and may conduct an investigation of the complaint.)

- (5) a procedure to notify the Department of the Attorney General of the findings of the investigation.

SUBMITTED BY:

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Name: \_\_\_\_\_  
(Head of Agency or Designee)

Title: \_\_\_\_\_



U.S. DEPARTMENT OF JUSTICE  
OFFICE OF JUSTICE PROGRAMS  
OFFICE OF THE COMPTROLLER

**Certification Regarding  
Debarment, Suspension, Ineligibility and Voluntary Exclusion  
Lower Tier Covered Transactions  
(Sub-Recipient)**

This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 28 CFR Part 67, Section 67.510, Participants' responsibilities. The regulations were published as Part VII of the May 26, 1988 *Federal Register* (pages 19160-19211).

**(BEFORE COMPLETING CERTIFICATION, READ INSTRUCTIONS ON REVERSE)**

- (1) The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.
- (2) Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

\_\_\_\_\_  
Name and Title of Authorized Representative

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name of Organization

\_\_\_\_\_  
Address of Organization  
\_\_\_\_\_  
\_\_\_\_\_

## **Instructions for Certification**

- 1. By signing and submitting this proposal, the prospective lower tier participant is providing the certification set out below.**
- 2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.**
- 3. The prospective lower tier participant shall provide immediate written notice to the person to which this proposal is submitted if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.**
- 4. The terms "covered transaction," "debarred," "suspended," "ineligible," "lower tier covered transaction," "participant," "person," "primary covered transaction," "principal," "proposal," and "voluntarily excluded," as used in this clause, have the meanings set out in the Definitions and Coverage sections of rules implementing Executive Order 12549.**
- 5. The prospective lower tier participant agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated.**
- 6. The prospective lower tier participant further agrees by submitting this proposal that it will include the clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion—Lower Tier Covered Transactions," without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.**
- 7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may check the Nonprocurement List.**
- 8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.**
- 9. Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.**



DEPARTMENT OF THE ATTORNEY GENERAL  
Crime Prevention and Justice Assistance Division

CERTIFICATION REGARDING LOBBYING

Each person shall file the most current edition of this certification and disclosure form, if applicable, with each submission that initiates agency consideration of such person for an award of a Federal contract, grant, or cooperative agreement of \$100,000 or more; or Federal loan of \$150,000 or more.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

The undersigned certifies, to the best of his or her knowledge and belief, that:

- (1) No Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any Federal agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan or cooperative agreement.
- (2) If any non-Federal funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any Federal agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall initial here \_\_\_\_ and complete and submit Standard Form # LLL, A Disclosure of Lobbying Activities, in accordance with its instructions.
- (3) Recipient understands and agrees that it cannot use any federal funds, either directly or indirectly, in support of the enactment, repeal modification or adoption of any law, regulation or policy, at any level of government, without the express prior written approval of the U.S. Department of Justice, Office of Justice Programs.
- (4) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers and that all subrecipients shall certify and disclose accordingly.

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Name and Address of Organization

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Name of Authorized Individual  
Signature and date

---

Application No.

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Name of OJP Agency

# CERTIFICATION FORM

## Compliance with the Equal Employment Opportunity Plan (EEOP) Requirements

Please read carefully the Instructions (see below) and then complete Section A or Section B or Section C, not all three.

Recipient's Name:		DUNS Number:
Address:		
Grant Title:	Grant Number:	Award Amount:
Name and Title of Contact Person:		
Telephone Number:	E-Mail Address:	

### Section A—Declaration Claiming Complete Exemption from the EEOP Requirement

Please check all the following boxes that apply:

- |   |   |  |
|---|---|--|
| <input type="checkbox"/> Recipient has less than fifty employees. | <input type="checkbox"/> Recipient is an Indian tribe.            | <input type="checkbox"/> Recipient is a medical institution.                 |
| <input type="checkbox"/> Recipient is a nonprofit organization.   | <input type="checkbox"/> Recipient is an educational institution. | <input type="checkbox"/> Recipient is receiving an award less than \$25,000. |

I, \_\_\_\_\_ [responsible official],  
certify that \_\_\_\_\_ [recipient] is  
not required to prepare an EEOP for the reason(s) checked above, pursuant to 28 C.F.R § 42.302.

I further certify that \_\_\_\_\_ [recipient]  
will comply with applicable federal civil rights laws that prohibit discrimination in employment and in the delivery of  
services.

\_\_\_\_\_  
Print or Type Name and Title

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

### Section B—Declaration Claiming Exemption from the EEOP Submission Requirement and Certifying That an EEOP Is on File for Review

If a recipient agency has fifty or more employees and is receiving a single award or subaward of \$25,000 or more, but less than \$500,000, then the recipient agency does not have to submit an EEOP to the OCR for review as long as it certifies the following (42 C.F.R. § 42.305):

I, \_\_\_\_\_ [responsible official],  
certify that \_\_\_\_\_ [recipient],  
which has fifty or more employees and is receiving a single award or subaward for \$25,000 or more, but less than  
\$500,000, has formulated an EEOP in accordance with 28 CFR pt. 42, subpt. E. I further certify that within the last  
twenty-four months, the proper authority has formulated and signed into effect the EEOP and, as required by applicable  
federal law, it is available for review by the public, employees, the appropriate state planning agency, and the Office for  
Civil Rights, Office of Justice Programs, U.S. Department of Justice. The EEOP is on file at the following office:

\_\_\_\_\_  
[organization],  
\_\_\_\_\_  
[address].

\_\_\_\_\_  
Print or Type Name and Title

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

### Section C—Declaration Stating that an EEOP Utilization Report Has Been Submitted to the Office for Civil Rights for Review

If a recipient agency has fifty or more employees and is receiving a single award or subaward of \$500,000 or more, then the recipient agency must send an EEOP Utilization Report to the OCR for review.

I, \_\_\_\_\_ [responsible official],  
certify that \_\_\_\_\_ [recipient],  
which has fifty or more employees and is receiving a single award of \$500,000 or more, has formulated an EEOP in  
accordance with 28 CFR pt. 42, subpt. E, and sent it for review on \_\_\_\_\_ [date] to the  
Office for Civil Rights, Office of Justice Programs, U.S. Department of Justice.

\_\_\_\_\_  
Print or Type Name and Title

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## INSTRUCTIONS

### Completing the Certification Form

#### Compliance with the Equal Employment Opportunity Plan (EEOP) Requirements

The federal regulations implementing the Omnibus Crime Control and Safe Streets Act (Safe Streets Act) of 1968, as amended, require some recipients of financial assistance from the U.S. Department of Justice subject to the statute's administrative provisions to create, keep on file, submit to the Office for Civil Rights (OCR) at the Office of Justice Programs (OJP) for review, and implement an Equal Employment Opportunity Plan (EEOP). *See* 28 C.F.R. pt. 42, subpt. E. All awards from the Office of Community Oriented Policing Services (COPS) are subject to the EEOP requirements; many awards from OJP, including awards from the Bureau of Justice Assistance (BJA), the Office of Juvenile Justice and Delinquency Prevention (OJJDP), and the Office for Victims of Crime (OVC) are subject to the EEOP requirements; and many awards from the Office on Violence Against Women (OVW) are also subject to the EEOP requirements. If you have any questions as to whether your award from the U.S. Department of Justice is subject to the Safe Streets Act's EEOP requirements, please consult your grant award document, your program manager, or the OCR.

**Recipients should complete *either* Section A *or* Section B *or* Section C, not all three.**

#### Section A

The regulations exempt some recipients from all of the EEOP requirements. Your organization may claim an exemption from all of the EEOP requirements if it meets any of the following criteria: it is a nonprofit organization, an educational institution, a medical institution, or an Indian tribe; *or* it received an award under \$25,000; *or* it has less than fifty employees. To claim the complete exemption from the EEOP requirements, complete Section A.

#### Section B

Although the regulations require some recipients to create, maintain on file, and implement an EEOP, the regulations allow some recipients to forego submitting the EEOP to the OCR for review. Recipients that (1) are a unit of state or local government, an agency of state or local government, or a private business; *and* (2) have fifty or more employees; *and* (3) have received a single grant award of \$25,000 or more, but less than \$500,000, may claim the limited exemption from the submission requirement by completing Section B. In completing Section B, the recipient should note that the EEOP on file has been prepared within twenty-four months of the date of the most recent grant award.

#### Section C

Recipients that (1) are a unit of state or local government, an agency of state or local government, or a private business, *and* (2) have fifty or more employees, *and* (3) have received a single grant award of \$500,000 or more, must prepare, maintain on file, *submit to the OCR for review*, and implement an EEOP. Recipients that have submitted an EEOP Utilization Report (or in the process of submitting one) to the OCR, should complete Section C.

#### Submission Process

If a recipient receives multiple awards subject to the Safe Streets Act, the recipient should complete a Certification Form for each grant. Recipients should download the online Certification Form, have the appropriate official sign it, electronically scan the signed document, and then send the signed document to the following e-mail address: [EEOPForms@usdoj.gov](mailto:EEOPForms@usdoj.gov). *The document must have the following title: EEOP Certification.* If you have questions about completing or submitting the Certification Form, please contact the Office for Civil Rights, Office of Justice Programs, 810 7<sup>th</sup> Street, NW, Washington, DC 20531 (Telephone: (202) 307-0690 and TTY: (202) 307-2027).

## **Public Reporting Burden Statement**

Paperwork Reduction Act Notice. Under the Paperwork Reduction Act, a person is not required to respond to a collection of information unless it displays a current valid OMB control number. We try to create forms and instructions that are accurate, can be easily understood, and which impose the least possible burden on you to provide us with information. The estimated minimum average time to complete and file this application is 20 minutes per form. If you have any comments regarding the accuracy of this estimate, or suggestions for making this form simpler, you can write to the Office of Justice Programs, 810 7th Street, N.W., Washington, D.C. 20531.

DEPARTMENT OF THE ATTORNEY GENERAL  
Crime Prevention and Justice Assistance Division

**CERTIFICATION OF NON-PROFIT STATUS AND  
STATEMENT REGARDING PUBLICATION OF FINANCIAL STATEMENTS**

The Department of Justice, Office of Justice Programs, Office for Victims of Crime (OVC) requires non-profit organizations that receive Victims of Crime Act (VOCA) Assistance funding to certify their non-profit status. (42 U. S. C. Chapter 112)

The undersigned certifies, to the best of his or her knowledge and belief, that:

1. As of the date of this Certification and Statement, the \_\_\_\_\_ (name of Grantee) is a non-profit organization, as defined by the State of Hawaii Department of Taxation.
2. The \_\_\_\_\_ (name of Grantee) has the following documentation on file that can be made available upon audit. (*Please check one of the following documents.*)
  - Grantee's 501(c)(3) designation letter.
  - Letter from the State of Hawaii Department of Taxation stating the Grantee is a non-profit organization operating within the State of Hawaii.
  - Letter from the State of Hawaii Department of the Attorney General stating the Grantee is a non-profit organization operating within the State of Hawaii.
  - Grantee's State of Hawaii certificate of incorporation that substantiates its non-profit status.
  - For local non-profit affiliates of state/territory or national non-profits: One of the above four documents (check one of the above boxes to identify) ***and*** a statement issued by the state/territory or national parent organization that the Grantee is a local non-profit affiliate.

Non-profit organizations that receive VOCA Assistance funding must make its financial statements available online on a publically available website. An organization that has Federal 501(c)(3) tax status will be considered to be in compliance with this requirement, with no further action needed, to the extent that such organization files IRS Form 990 or similar tax document (e.g., 990-EZ), as several sources already provide searchable online databases of such statements.

The undersigned certifies, to the best of his or her knowledge and belief, that:

As of the date of this Certification and Statement, the Grantee is in compliance with the requirement regarding the publication of financial statements as follows. (*Please check one of the following statements.*)

- Grantee's financial statements are available online at the following website:

URL: \_\_\_\_\_

- Grantee has Federal 501(c)(3) tax status ***and*** has filed IRS Form 990 or similar tax document (e.g., 990-EZ).

SUBMITTED BY:

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Name: \_\_\_\_\_  
(Head of Grantee Agency or Designee)

Title: \_\_\_\_\_

DEPARTMENT OF THE ATTORNEY GENERAL  
Crime Prevention and Justice Assistance Division

**CERTIFICATION OF 10% DE MINIMIS INDIRECT COST RATE**

Any Grantee that proposes to use federal grant funds to pay for indirect costs but has never received a federally negotiated indirect cost rate may elect to charge a de minimis rate of 10% of its modified total direct costs (MTDC) which may be used indefinitely. (2 CFR § 200.414) In order to charge a de minimis rate of 10% of its MTDC, the Grantee must submit this certification form to the Department of the Attorney General.

I certify that the \_\_\_\_\_ (name of Grantee) meets the following eligibility criteria to use the 10% de minimis indirect cost rate:

1. The Grantee has never received a Federally-negotiated indirect cost rate for any federal awards.
2. The Grantee has received less than \$35 million in direct federal funding for the fiscal year requested.

In addition, the undersigned certifies on behalf of the Grantee that:

1. The de minimis rate of 10% will be applied to the Modified Total Direct Costs (MTDC) which means all direct salaries and wages, applicable fringe benefits, materials and supplies, services, travel, and up to the first \$25,000 of each subaward (regardless of the period of performance of the subawards under the award).
2. The MTDC will exclude equipment, capital expenditures, rental costs, and the portion of each subaward in excess of \$25,000. Other items will only be excluded when necessary to avoid a serious inequity in the distribution of indirect costs, and with the approval of the cognizant agency for indirect costs.
3. The project costs will be consistently charged as either indirect or direct and will not be double charged or inconsistently charged as both.
4. The documentation to support the methodology (as set forth in 2 CFR Part 200.403) used to determine the MTDC (as set forth in 2 CFR Part 200.68) will be provided as part of the Grantee's budget.
5. The proper use and application of the de minimis rate is the responsibility of \_\_\_\_\_ (name of Grantee). The Department of the Attorney General may perform an audit to ensure compliance with 2 CFR Part 200. If it is determined that the Grantee is inconsistently charging costs, or is not in compliance with 2 CFR Part 200, the Grantee may be required to return grant funds.

SUBMITTED BY:

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Name: \_\_\_\_\_  
(Head of Grantee Agency or Designee)

Title: \_\_\_\_\_

DEPARTMENT OF THE ATTORNEY GENERAL  
Crime Prevention and Justice Assistance Division

INSTRUCTIONS

CERTIFICATION REGARDING DRUG-FREE WORKPLACE REQUIREMENTS  
(AG/CPJAD #16)

1. By signing and/or submitting this application or grant agreement, the grantee, is providing the certification set out on the form entitled Crime Prevention and Justice Assistance Division, Department of the Attorney General, Certification Regarding Drug-Free Workplace Requirements (hereinafter referred to as the AG/CPJAD Form #16).
2. The certification set out on AG/CPJAD Form #16 is a material representation of fact upon which reliance will be placed when the Department of the Attorney General, State of Hawaii (hereinafter referred to as “grantor”) determines to subgrant federal funds to the grantee. Pursuant to the contract which grantor will offer grantee in the event a subgrant is awarded to grantee, false certification or violation of the conditions set forth in the certification shall be grounds for suspension of payments, or suspension or termination of the subgrant. Such false certification or violation of the conditions contained in the certification shall subject the State of Hawaii to governmentwide suspension or debarment, which shall, in turn, result in the withdrawal of funds from the grantee and/or the unavailability of future funding for the grantee.



DEPARTMENT OF THE ATTORNEY GENERAL  
Crime Prevention and Justice Assistance Division

CERTIFICATION REGARDING DRUG-FREE WORKPLACE REQUIREMENTS

I. \_\_\_\_\_(hereinafter referred to as "grantee") certifies that it will provide a drug-free workplace by:

- (a) publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;
- (b) establishing a drug-free awareness program to inform employees about:
  - (1) the dangers of drug abuse in the workplace;
  - (2) the grantee's policy of maintaining a drug-free workplace;
  - (3) any available drug counseling, rehabilitation, and employee assistance programs; and
  - (4) the penalties that may be imposed upon employees for drug abuse violations;
- (c) making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a);
- (d) notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will:
  - (1) abide by the terms of the statement; and
  - (2) notify the employer of any criminal drug statute conviction for a violation occurring in the workplace not later than five (5) days after such conviction;
- (e) notifying the Department of the Attorney General, State of Hawaii, within ten (10) days after receiving notice under subparagraph (d) (2) from an employee or otherwise receiving actual notice of such conviction;
- (f) taking one of the following actions with respect to any employee who is so convicted:
  - (1) taking appropriate personnel action against such an employee, up to and

including termination; or

- (2) requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;
- (g) making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (b), (c), (d), (e), and (f).

II. The grantee shall insert in the space provided below the site(s) for the performance of work done in connection with this specific grant:

Street Address	Street Address
City, State, Zip Code	City, State, Zip Code
County	County

SUBMITTED BY:

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Agency: \_\_\_\_\_