

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



Request for Proposals

RFP Number: AG-CPJAD-VOCA-2017-VA Victims of Crime Act Victims Assistance Grant Program

Date Issued: February 8, 2018

Proposal Due Date: March 23, 2018

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*

February 8, 2018

REQUEST FOR PROPOSALS

VICTIMS OF CRIME ACT VICTIM ASSISTANCE GRANT PROGRAM RFP No. AG-CPJAD-VOCA-2017-VA

The Department of the Attorney General (the “Department”), as the State Administering Agency for the federal 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 Rules for the VOCA Victim Assistance Grant Program, 28 C.F.R. Part 94, define “services” as those efforts that (1) respond to the emotional, psychological, or physical needs of crime victims; (2) assist victims to stabilize their lives after victimization; (3) assist victims to understand and participate in the criminal justice system; or (4) restore a measure of security and safety for the victim.

The contract term will begin on or around July 1, 2018 and may extend through June 30, 2020. No extensions will be granted. Multiple contracts will be awarded under this request for proposals. Non-profit organizations and government agencies, or a combination of the two, are encouraged to apply.

Proposals shall be mailed, postmarked by the United States Postal Service, on or before March 23, 2018, and received no later than ten (10) days from the submittal deadline. Hand delivered proposals shall be delivered no later than 4:00 p.m. Hawaii Standard Time (“HST”), on March 23, 2018, 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 a Request for Proposal (“RFP”) orientation to be conducted by the Department:

- 1) Oahu – February 20, 2018 from 1:30 p.m. to 4:00 p.m. HST, at the Kukui Children’s Center, 245 N. Kukui St., #103, Honolulu, HI;
- 2) Hawaii Island – February 22, 2018 from 9:30 a.m. to 12 p.m. HST, at the Hawaii County Prosecuting Attorney’s Office, 655 Kilauea Ave., Hilo, HI, with a video conferencing to 81-980 Haleki’i St., Ste 150, Kealahou, HI for prospective applicants in the Kona area;
- 3) Maui – February 26, 2018 from 9:30 a.m. to 12 p.m. HST, at Child Welfare Services, 1885 Main St. Room #306, Wailuku’ HI; or

4) Kauai – February 27, 2018 from 9:30 a.m. to 12 p.m. HST at the Department of Water, 4398 Pua Loke Street, Lihue, HI. (Park in the “park and ride” parking lot.)

If you are unable to attend an RFP orientation in person, an RFP orientation will also be available via GoToMeeting on February 28, 2018 from 1:30 p.m. to 4:00 p.m.

Prospective applicants may register for the RFP orientation via GoToMeeting by emailing the RFP point-of-contact no later than 1:30 p.m. HST on February 27, 2018.

The deadline for submission of written questions is 1:00 p.m. HST on March 1, 2018. All written questions will receive a written response from the Department on or about March 8, 2018.

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 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 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) copy 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 **March 23, 2018** and received by the state purchasing agency no later than **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

RFP Coordinator/Contact Person

Calleen Ching
Telephone: (808) 586-1054
Facsimile: (808) 586-1097
E-Mail: calleen.j.ching@hawaii.gov

ALL HAND DELIVERIES SHALL BE ACCEPTED AT THE FOLLOWING SITES UNTIL **4:00 P.M., Hawaii Standard Time (HST), March 23, 2018**. Deliveries by private mail services such as FEDEX shall be considered hand deliveries. Hand deliveries shall not be accepted if received after 4:00 p.m., March 23, 2018.

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)	<u>February 8, 2018</u>
Distribution of RFP	<u>February 8, 2018 – March 23, 2018</u>
RFP orientation sessions	<u>February 20 – February 28, 2018</u>
Closing date for submission of written questions for written response	<u>March 1, 2018</u>
State purchasing agency's response to applicants' written questions	<u>March 8, 2018</u>
Discussions with applicant prior to proposal submittal deadline (optional)	<u>February 9 – March 22, 2018</u>
Proposal submittal deadline	<u>March 23, 2018</u>
Discussions with applicant after proposal submittal deadline (optional)	<u>March 24, 2018 – April 9, 2018</u>
Final revised proposals (optional)	<u>April 9, 2018</u>
Proposal evaluation period	<u>April 10, 2018 – May 1, 2018</u>
Provider selection	<u>April 10, 2018 – May 1, 2018</u>
Notice of statement of findings and decision	<u>May 1, 2018 – May 30, 2018</u>
Contract start date	<u>On or around July 1, 2018</u>

1.2 Website Reference

Item	Website
1 Procurement of Health and Human Services	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/
2 RFP website	https://hands.ehawaii.gov/hands/welcome
3 Hawaii Revised Statutes (HRS) and Hawaii Administrative Rules (HAR) for Purchases of Health and Human Services	http://spo.hawaii.gov Click on the “References” tab.
4 General Conditions, AG-103F13	http://www.ag.hawaii.gov/cpja/gp/
5 Forms	http://spo.hawaii.gov Click on the “Forms” tab.
6 Cost Principles	http://spo.hawaii.gov Search: Keywords “Cost Principles”
7 Protest Forms/Procedures	http://spo.hawaii.gov/for-vendors/vendor-guide/protests-for-health-and-human-services/
8 Hawaii Compliance Express (HCE)	http://spo.hawaii.gov/hce/
9 Hawaii Revised Statutes	http://capitol.hawaii.gov/hrscurrent
10 Department of Taxation	http://tax.hawaii.gov
11 Department of Labor and Industrial Relations	http://labor.hawaii.gov
12 Department of Commerce and Consumer Affairs, Business Registration	http://cca.hawaii.gov click “Business Registration”
13 Campaign Spending Commission	http://ags.hawaii.gov/campaign/
14 Internal Revenue Service	http://www.irs.gov/
15 VOCA Fillable Forms (Attorney General Website)	http://www.ag.hawaii.gov/cpja/gp/
16 CPJAD Grant Writing Training	http://www.ag.hawaii.gov/cpja/gp/
17 VOCA Rules 2016	https://www.federalregister.gov/documents/2016/07/08/2016-16085/victims-of-crime-act-victim-assistance-program
18 VOCA Final Program Guidelines	https://www.ovc.gov/voca/vaguide.htm
19 DOJ Grants Financial Guide	https://ojp.gov/financialguide/doj/index.htm
(Please note: website addresses may change from time to time. If a State link is not active, try the State of Hawaii website at http://hawaii.gov)	

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 and 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.

Ms. Calleen Ching
Email: calleen.j.ching@hawaii.gov (preferred)
Telephone: (808) 586-1054

1.7 Orientation

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

Date:	February 20, 2018	Time:	1:30 p.m. – 4:00 p.m. (HST)
Location:	Kukui Children’s Center, 245 N. Kukui Street, #103, Honolulu, Hawaii		
Date:	February 22, 2018	Time:	9:30 a.m. – 12:00 p.m. (HST)
Location:	Hawaii County Prosecuting Attorney Offices, 655 Kilauea Avenue, Hilo, Hawaii <u>and</u> via video conference 81-980 Haleki’i Street, Suite 150, Kealahakue, Hawaii		
Date:	February 26, 2018	Time:	9:30 a.m. – 12:00 p.m. (HST)
Location:	Child Welfare Services, 1885 Main Street, Conference Room #306, Wailuku, Hawaii		
Date:	February 27, 2018	Time:	9:30 a.m. – 12:00 p.m. (HST)
Location:	Kauai Department of Water, 4398 Pua Loke Street, Lihue, Hawaii		

Applicants that are unable to attend an orientation in person may attend a meeting online via GoToMeeting on February 28, 2018 from 1:30 p.m. to 4:00 p.m. HST. To register for the RFP orientation via GoToMeeting, email the RFP point-of-contact no later than 1:30 p.m. HST on February 27, 2018.

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 in Section 1.1 Procurement Timetable. The purchasing agency will respond to written questions by way of an addendum to the RFP.

Deadline for submission of written questions:

Date: March 1, 2018 **Time:** 1:00 p.m. HST

State agency responses to applicant written questions will be provided by:

Date: March 8, 2018

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 organizations 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 System (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 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 Proposals

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.

Head of State Purchasing Agency	Procurement Officer
Name: The Honorable Russell A. Suzuki	Name: Shaleigh Tice
Title: Acting Attorney General	Title: Branch Chief, CPJAD
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 the 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

Terms and Acronyms Used Throughout This Proposal

Applicant/Victim Service Provider:	Any nonprofit or government agency providing direct services to assist or support victims of crime
CPJAD:	Entity awarding contract under this RFP, Crime Prevention and Justice Assistance Division
HAR:	Hawaii Administrative Rules
HRS:	Hawaii Revised Statutes
MTDC:	Modified Total Direct Cost
OVC:	Office for Victims of Crime, Federal VOCA Grant administering agency
OVC TTAC:	Office for Victims of Crime Training and Technical Assistance Center
Procurement Officer:	The contracting officer for the State of Hawaii, identified on page 1-10 of this RFP.
Services:	Services supported by the VOCA Grant, including “direct services or services to victims of crime.” (<i>See Section 2.4</i>).
SPO:	State Procurement Office
The Department:	The state purchasing agency, the Department of the Attorney General
The Fund:	The Crime Victim’s Fund
Underserved Populations:	Populations identified by the VOCA Advisory Group as being underserved by victim services, including: victims with disabilities; elderly victims; immigrant victims and victims with Limited English Proficiency (LEP); Lesbian, Gay, Bisexual, Transgendered, Queer and Questioning (“LGBTQQ”) victims; tourist/visitor victims; victims residing in rural or geographically isolated areas; victims of sex trafficking; victims of violent property crimes; and survivors of homicide and negligent homicide victims.
VAT Online:	Victim Assistance Training Online
Victim of Crime/Crime Victim:	A person who has suffered physical, sexual, financial, or emotional harm as the result of the commission of a crime.
VOCA/ VOCA Grant:	Federal Victims of Crime Act Victim Assistance Formula Grant
VOCA Guidelines:	VOCA Final Program Guidelines, 62 F.R. 19607, April 22, 1997
VOCA Rules:	VOCA Victim Assistance Program Rules, 28 C.F.R. 94, August 8, 2016

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”)¹. The victim witness units in turn subgranted a portion of their funds to nonprofit service providers in their respective counties.

In 2015, the Department received an estimated 400% increase in federal FY 2015 VOCA Grant funds, approximately \$8.9 million. This increased amount has been sustained, and for FY 2017 VOCA, the Department received approximately \$8.4 million. 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 nonprofit subgrantees. In addition, the Department will also fund a new government program for victim restitution in the Department of Public Safety (“PSD”). The award amounts to be awarded to the victim witness units of the county prosecutors’ offices and PSD are approximately \$3.7 million of FY 2017 VOCA Grant funds. After subtracting its administrative funds, the Department will use an open, competitive Request for Proposals (RFP) solicitation process to dispense the remaining unallocated funds to allow nonprofit organizations and government agencies, or a combination of both, to apply directly to the Department for VOCA Grant funding to support the provision of direct services to victims of crime. The

¹ DHS has since terminated its Subgrantee status with the Department.

victim witness units of the county prosecutors' offices are not eligible to apply for funding under this RFP.

B. Planning activities conducted in preparation for this RFP

In accordance with Hawaii Administrative Rule ("HAR") §3-142-301, the Department completed planning activities in 2016 prior to making a decision on the type and amount of services to purchase for the VOCA Grant.

Views of Service/Community Advocacy Organizations – HAR §3-142-301(a)(4)

To disburse the available funds in an open and transparent manner that was responsive to the needs of Hawaii's communities, the Department sought to develop a funding strategy based on information collected from three sources:

- Survey responses from online survey of gaps and needs in victim services community;
- Information briefing sessions held throughout the State; and
- Recommendations from a cross-section of the victim services community (the VOCA Advisory Group).

The Department conducted a short, online survey of the victim services community, completed in January 2016. The purpose of the survey was to obtain information on: (1) the direct services provider organizations and agencies in Hawaii; (2) survey respondents' perspectives on the gaps and needs in Hawaii's victim services community; (3) survey respondents' perspectives on barriers that victims face to obtain services; and (4) survey respondents on how the increase in funding could be best used to provide victims with needed services.

The Department held information briefings in November and December 2015 to directly engage with service providers and interested community members in each of the four counties. There were three objectives for the information briefings: (1) to inform the victim services community of the VOCA Grant increase; (2) to notify interested parties when the VOCA Request for Proposals ("RFP") will be available; and (3) to provide the community with an opportunity to be heard on the gaps and needs in crime victim services.

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 service providers. The members of the group consisted of representatives from federal, state, county, and coalition agencies that have knowledge and experience in victim services. The group was designated to be a cross-section of the victim services community. The VOCA Advisory Group suggested several additions to the definition of "underserved populations" for the purposes of the VOCA Grant.

While the Department took the information gathered from the online survey, information briefings and VOCA Advisory Group recommendations under advisement, the priorities were ultimately decided upon by the Department. The Department continues to apply the priorities previously established to this RFP.

A Request for Information was issued on January 10, 2018. No response was received.

C. Description of the service goals

The primary purpose of the VOCA Grant is to support the provision of 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 VOCA Rules, 28 C.F.R. §94.102, define “direct services or services to victims of crime” as those efforts that “(1) Respond to the emotional, psychological, and physical needs of crime victims; (2) Assist victims to stabilize their lives after victimization; (3) Assist victims to understand and participate in the criminal justice system; or (4) Restore a measure of security and safety for the victim.”

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 Rules 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 in general cannot reimburse crime victims for expenses incurred as a result of the 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 a federal crime victim, who 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 the 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

Approximation of Total Funding Available: \$5,910,979

FY 2017 VOCA Victim Assistance Grant: \$4,575,035

FY 2016 VOCA Victim Assistance Grant: \$1,335,944

Minimum and Maximum Funding Per Project

Project budgets shall be for a minimum of \$50,000 per year and a maximum of \$400,000 per year. No more than \$800,000 will be awarded per project for the two year grant period.

Availability Period

Applications for VOCA Grant funding under this RFP should start on or around July 1, 2018. VOCA funding may be requested for up to a 24-month contract period, but not to exceed June 30, 2020. VOCA does not allow extensions. The second year of the contract is subject to the program's satisfactory performance and the availability of funds. Satisfactory performance includes fulfilling fiscal and programmatic requirements that include expending the VOCA and agency matching funds and providing the victim services (as specified in the contract) during the contract period.

G. Limitations on the VOCA Grant²

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

- **Lobbying and administrative advocacy**, including any lobbying or advocacy activities with respect to legislation or to administrative changes to regulations or administrative policy, whether conducted directly or indirectly.
- **Research and studies**, except as under 28 C.F.R. §94.121(j) of the VOCA Rules.
- **Active investigation and prosecution of criminal activities**, except for the provision of victim assistance services, including emotional support, advocacy, and legal services to crime victims during such investigation and prosecution.
- **Fundraising**, including any activity related to fundraising, except for fee-based or similar income allowed by the Department.

² This non-exhaustive list above identifies services, activities, and costs that cannot be supported by 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.

- **Capital expenses**, including capital improvements, property losses and expenses, real estate purchases, mortgage payments, and construction, except as specifically allowable under the VOCA Rules.
- **Compensation for victims of crime**, including reimbursement of crime victims for expenses incurred as a result of a crime, except as specifically allowable under the VOCA Rules.
- **Medical care**, except for forensic medical examination and emergency expenses allowed under VOCA Rules, 28 C.F.R. §94.119.
- **Salaries and expenses of management**, including salaries, benefits, fees, furniture, equipment, and other expenses of executive directors, board members, and other administrators, except as may be specifically allowable under the VOCA Rules.

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:

- (1) Performance/Outcome Measures
- (2) Output Measures
- (3) Quality of Care/Quality of Services
- (4) Financial Management
- (5) Administrative Requirements

The applicant shall comply with the applicable provisions of VOCA Rules and the requirements of the most current edition of the Department of Justice Grants Financial Guide (“DOJ 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.

2.3 General Requirements

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

1. VOCA Rules and State Guidance

- a. The applicant shall be operated by a public agency or a nonprofit organization, and provide direct services to crime victims. A nonprofit applicant, if awarded a contract under this RFP, shall certify that it is a nonprofit organization eligible to receive federal funds.

- 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.

The Department has determined that 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. The 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. The assistance may include but is not limited to identifying victims and advising them of the availability of such benefits, referring victims to organizations that can provide such assistance, and/or assisting such potential recipients with application forms and procedures.
- f. The applicant shall promote within the community served coordinated public and private efforts to aid crime victims. These efforts include, but are not limited to, serving on federal, state and local groups to oversee and recommend improvements to community responses to crime victims, or developing written agreements or protocols for such responses.
- g. The applicant shall comply with the VOCA non-discrimination laws, which prohibit discrimination based on race, color, religion, national origin, handicap, or sex. 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 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 reasonably protect the confidentiality and privacy of the person receiving VOCA funded services and shall not disclose, reveal, or release any personally identifiable information or individual client information, without the informed, written, and reasonably time-limited consent of the individual. If the release of information is compelled by statute or court, the applicant shall make reasonable attempts to provide notice to the individual affected by the disclosure and take reasonable steps necessary to protect privacy and safety.
- l. Services are not dependent on the victim's immigration status.

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 consolidates 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 nonprofit organizations: the applicant shall maintain insurance acceptable to the Department in full force and effect

throughout the term of the contract from start date to end date. The policy or policies of insurance maintained by the applicant shall provide the following limit(s) and coverage:

COVERAGE	LIMITS
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

Each insurance policy required by the contract shall contain the following clause:

“The State of Hawaii, including all of its departments and attached agencies, their officers, employees and agents, are named as additional insured, as respects the named insured’s activities on their behalf.”

- b. For proposals submitted by nonprofit 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 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 set forth in the VOCA Rules, 28 C.F.R. §94.118. 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, 2018 through June 30, 2020. The applicant must provide \$50,000 from non-federal sources in matching contribution. That contribution must be expended by June 30, 2020. 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 counties of Hawaii, Kauai, and 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, 2020. (The initial period shall start on or around July 1, 2018).
- **Number of possible extensions: None**
- Maximum length of contract: Up to 24-months, but not to exceed June 30, 2020.

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 Rules, a minimum of 10% of the total grant award to the State will be allocated to each of the following priority areas: (1) sexual assault; (2) domestic violence; (3) child abuse; (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 designated 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.

In an effort to expand services and to reduce gaps in victim services across the State, the Department encourages nonprofits providing direct services to crime victims in "underserved populations" that are not typically considered "victim service" agencies to apply. Additionally, priority may be given to agencies that have not previously been awarded VOCA Grant funds.

2. Definitions of "Services" and Examples of "Core Victims 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 Rules define "services" as those efforts that: a) respond to the emotional, psychological, or physical needs of crime victims; b) assist victims to stabilize their lives after victimization; c) assist victims to understand and participate in the criminal justice system; or d) restore a measure of security and safety for the victim.

The services provided by VOCA Grant funded projects shall be provided to crime victims at no charge³.

Proposals should apply best practices for serving crime victims and ensuring their safety. Certain activities have been found to decrease victim safety, deter or prevent physical and emotional healing for victims, such as the following: procedures or policies that exclude victims from receiving safe shelter, advocacy services, counseling, and other assistance based on their actual or perceived age, immigration status, race, religion, sexual orientation, gender identity, mental health condition, physical health condition, criminal record,

³ Funds from victims who are charged for services may be considered program income per the DOJ Financial Guide. Program income may be approved by the Department on a case-by-case basis. If awarded, an applicant's VOCA funding may decrease accordingly.

work in the sex industry, relationship to the perpetrator, or the age and/or gender of their children; policies or practices that impose restrictive conditions to be met by the victim in order to receive services (e.g., attending counseling, seeking an order of protection); procedures or policies that compromise the confidentiality of information and privacy of victims; and other activities that may compromise victim safety.

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 housing services.

3. All Services, Activities, and Costs Funded by the VOCA Grant Are Required to Comply with Allowable Costs Under the VOCA Rules and DOJ Financial Guide

All services and activities proposed by the applicant and all costs incurred by VOCA-funded projects are required to comply with the allowable costs under the VOCA Rules and the DOJ Financial Guide. 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.

- a. The following is a non-exhaustive list of services, activities, and costs that are allowable and eligible for support with VOCA Grant funds⁴.
 - i. Immediate health and safety: Services that respond to immediate safety, emotional, psychological, and physical (excluding medical care) needs of crime victims, such as crisis interventions; accompaniment to hospitals for medical examinations; hotline counseling; safety planning; emergency food, clothing, transportation and shelter; short-term⁵ nursing home, adult foster care or group-home placement for victims for whom no other safe, short-term residence is available; window, door, or lock replacement or repair and other repairs necessary to ensure a victim’s safety; immediate medical costs when crime victim compensation or health insurance is not readily available to quickly meet the needs of the victim, including medicine, prophylactic or other treatment to prevent HIV/AIDS infection or other infectious disease, durable medical equipment such as wheelchairs, crutches, hearing aids, eyeglasses, and other healthcare items; and emergency legal assistance, such as filing for restraining or protective orders and visitation rights.

⁴ See 28 C.F.R. §94.119 for more specific examples of allowable costs.

⁵ “Short-term” for home care and nursing home, adult foster or group-home care is defined in 28 C.F.R. §119(a)(7) as up to 45 days.

- ii. Personal advocacy and emotional support: Services that include, but are not limited to, working with a victim to assess the impact of the crime; identification of the victim's needs, resources available to the victim, and the provision of information, referrals, and advocacy; case management; management of practical problems created by the victimization; and traditional, cultural, and/or alternative therapy healing (e.g., art therapy, yoga), if these costs serve a programmatic purpose and are supported by evidence-based and trauma-informed or therapeutic standards.⁶
- iii. Mental health counseling and care: Mental health counseling and care, including but not limited to, outpatient therapy/counseling, and substance-abuse treatment (as long as it is directly related to the victimization), provided by a person who meets professional standards to provide these services in the jurisdiction in which the care is administered.
- iv. Peer support: Activities that provide opportunities for victims to meet other victims, share experiences, and provide self-help, information and emotional support.
- v. Facilitation of participation in criminal justice and other public proceedings arising from the crime: The provision of services and payment of costs that help victims participate in criminal justice and other public proceedings arising from the crime (e.g., juvenile justice hearings, civil commitment proceedings), including but not limited to advocacy on behalf of the victim; accompanying a victim to offices and court; transportation, meals, and lodging to allow a victim who is not a witness to participate in a proceeding; interpreting for a non-witness victim who is deaf or hard of hearing; providing child care and respite care to enable a victim who is a caregiver to attend activities related to the proceeding; notification to victims regarding key proceeding dates; assistance in recovering property that was retained as evidence; and assistance with restitution advocacy on behalf of crime victims.
- vi. Legal assistance: Legal assistance, other than criminal prosecution and defense and tort actions, where reasonable and where the need for such services arises as a direct result of the victimization.
- vii. Forensic medical evidence collection examinations: Forensic

⁶ Note that costs for these services are required to comply with the DOJ Financial Guide, Section 3.13 which states "(e)ntertainment, including amusement, diversion, social activities, and any associated costs (i.e. tickets to shows or sports events, meals, lodging, rentals, transportation, and gratuities) are unallowable. Certain exceptions may apply when such costs have a programmatic purpose and have been approved by the awarding agency."

medical evidence collection examinations to the extent that other funding sources, such as state appropriations, are insufficient.

- viii. Forensic interviews: Forensic interviews, provided that (1) the results of the interviews will be used not only for law enforcement and prosecution purposes, but also for identification of needs, such as social services, personal advocacy, case management, substance abuse treatment, and mental health services; (2) interviews are conducted in the context of a multi-disciplinary investigation and diagnostic team, or in a specialized setting such as a child advocacy center; and (3) the interviewer is trained to conduct forensic interviews appropriate to the developmental age and abilities of children, or the developmental, cognitive, and physical or communication disabilities presented by adults.
 - ix. Transportation: Transportation of victims to receive services and to participate in criminal justice proceedings.
 - x. Public awareness and education presentations: Presentations, including the development of presentation materials; public service announcements in schools, community centers, and other public forums, that are designed to inform crime victims of specific rights and services and provide them with or refer them to services.
 - xi. Transitional housing: Transitional housing, including but not limited to, travel, rental assistance, security deposits, utilities, and other costs incidental to the relocation to such housing, as well as voluntary support services such as childcare and counseling.
 - xii. Relocation: Reasonable moving expenses, security deposits on housing, rental expenses, and utility startup costs. Such costs are capped and approved on a case-by-case basis.
- b. VOCA Grant funds may also be used to support activities related to providing direct services. Those costs include, but are not limited to the following:
- i. Coordination of activities: Including crisis response teams, multidisciplinary teams, coalitions to support and assist victims, and the salaries and expenses of the coordinators.
 - ii. Supervision of direct service providers.
 - iii. Multi-system, interagency, multi-disciplinary response to crime victim needs: These are activities that support a coordinated and comprehensive response to crime victim needs, including but not limited to, payment and expense of the direct service staff serving on

child and adult abuse multi-disciplinary investigation and treatment teams, coordination with federal agencies to provide services to federal crime victims, and participation on state or local task forces, or work groups, and committees to develop protocols and interagency and other work agreements.

- iv. Contracts for professional services: Contracts for professional services such as psychological/psychiatric consultation, legal services, and interpreters, not to exceed a reasonable market rate, that are not available in-house.⁷
- v. Automated systems and technology that support delivery of direct services: Including procurement of automated information and referral systems, email systems that allow communications among victim service providers, automated case-tracking and management systems, smartphones, computer equipment and victim notification systems; and procurement of personnel, hardware; and other items, subject to the DOJ Financial Guide and relevant laws relating to the acquisition, use, and disposition of property purchased with federal funds. The Department will consider the following factors described in the VOCA Rules, and other considerations, in allowing such systems and technology: (1) whether the procurement will enhance direct victim services; (2) how any acquisition will be integrated into and/or enhance the program's current system; (3) the cost of installation; (4) the cost of training staff to use the system or technology; and (5) how additional costs relating to such acquisition will be supported.
- vi. Volunteer training: Activities in support of training volunteers on how to provide direct services when such services will be provided primarily by volunteers.
- vii. Restorative justice: Activities in support of opportunities for crime victims to meet with perpetrators where there is demonstrated beneficial or therapeutic value to victims, subject to review and approval by the Department⁸.

⁷ An applicant may request rates above the federal consultant rate of \$81.25/hr. or \$650 a day, if the compensation for consultant services is reasonable and consistent with that paid for similar services in the marketplace. The request must be in writing and accompanied by 1) an explanation of the need for the increased rate; 2) documentation of the current market value for the service, including a market analysis and justification for the proposed rate; and 3) the credentials of the proposed consultant. Resources to determine current market values may consist of competitive contract bids or the Bureau of Labor Statistics Wage by Area and Occupation website, www.bls.gov/bls/blswage.htm. Requests are considered on a case by case basis. See Proposal Application Instructions, Section 3, Part 2.6 Financial, for more information.

⁸ The considerations listed in 28 C.F.R. §94.120 are required to be addressed if the applicant is requesting these services for VOCA funding.

- c. VOCA Grant funds may also support administrative costs if they are directly related to providing direct services to victims. These costs include, but are not limited to, the following⁹:
- i. Personnel costs: Personnel costs that are directly related to providing direct services and supporting activities, including staff and coordinator salaries and fringe benefits and a prorated share of liability insurance.
 - ii. Skills training for staff: Training exclusively for developing skills for direct service providers so they are better able to provide quality direct services, including manuals, books, video conferencing, electronic training resources, and other materials and resources related to training.
 - iii. Training-related travel: Training-related costs such as travel for paid direct service staff, in and out of state, including meals and lodging.
 - iv. Organizational expenses: Expenses that are necessary and essential to providing direct services and other allowable victim services, including prorated rent, utilities, local travel for VOCA staff, required minor building adaptations necessary to meet the standards of the Department of Justice in implementing the Americans with Disabilities Act and/or modifications that would improve the program's ability to provide services to victims.
 - v. Equipment and furniture: Equipment and furniture that facilitate the delivery of direct services, on a prorated basis if the item is not used exclusively for the VOCA project, including mobile communication devices, telephones, Braille and TTY/TTD equipment, computers and printers, beepers, video cameras and recorders for documenting and reviewing interviews with children, two-way mirrors, digital cameras, and equipment and furniture for shelters, work spaces, victim waiting rooms, and children's play areas.
 - vi. Operating costs: Including but not limited to supplies; equipment use fees; property insurance; printing, photocopying and postage; courier service; brochures that describe available services; books and other victim-related materials; computer backup files/tapes and storage; security systems; design and maintenance of websites and social media; and essential communication services, such as web hosts and mobile device services.
 - vii. VOCA Administrative time: Administrative time for VOCA-funded staff, including time spent on completing VOCA required time and

⁹ For more examples of these administrative costs refer to 28 C.F.R. §94.121.

attendance sheets and programmatic documentation, reports and statistics; collecting and maintaining crime victims' records; conducting victim satisfaction surveys and needs assessments to improve victim services delivery for the project; or funding the prorated share of audit costs.

- viii. Leasing vehicles: Costs of leasing vehicles, provided that the following Department requirements are met: (1) that public or other transportation are not practical; (2) use of the vehicle is limited to transportation of victims; (3) the applicant has a method of documenting the use of the vehicle by staff, date, time, beginning and end destinations traveled, and mileage per trip; and (4) other information as required by the Department.
- ix. Maintenance, repair, or replacement of essential items that contribute to a healthy or safe environment for victims.
- x. Project evaluations to determine project effectiveness.

4. Indirect Costs

Indirect costs are the 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 2 C.F.R. §200.414 and the DOJ Financial Guidelines §3-11.

For the purpose 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 are required to 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 is required to 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 purposes of this RFP.

- Victims with Disabilities
- Elderly Victims
- Immigrant Victims and Victims with Limited English Proficiency
- Lesbian, Gay, Bisexual, Transgendered, Queer and Questioning (“LGBTQQ”) Victims
- Tourist/Visitor Victims
- Victims Residing in Rural or Geographically Isolated Areas¹⁰
- Victims of Sex Trafficking
- Victims of Violent Property Crimes
- Survivors of Homicide and Negligent Homicide Victims

The underserved populations listed above encompass a variety of considerations – demographic type, crime/victimization type, and geography. An applicant that seeks prioritization through the awarding of additional points must demonstrate the knowledge and ability to provide effective services tailored specifically to the needs of the underserved population they are targeting.

a. **Underserved populations defined by demographic type:**

The following underserved populations are populations defined by demographic type:

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

b. **Underserved populations defined by geography:**

Victims residing in rural or geographically isolated areas are an underserved population defined by geography. *See* Footnote 8. Members of these underserved populations may belong to any racial, ethnic, or demographic group, and may be victims of a variety of crimes.

- Victims Residing in Rural/Geographically Isolated Areas

c. **Underserved populations defined by crime/victimization type:**

¹⁰ 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).

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

- Victims of Sex Trafficking
- Victims of Violent 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.

d. **An applicant seeking consideration for additional points for providing services to an underserved population shall satisfy all of the following requirements:**

An applicant seeking additional points on the basis of the services provided to an underserved population defined by demographic type, geography, or crime/victimization type as listed above, 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);
- Throughout 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 project 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 effective and tailored to the unique needs of the target underserved population(s).

Additional points can only be awarded for projects that target one of the “underserved populations” defined above. Additional points shall not be awarded if the proposal’s services consist of only the provision of information and referrals.

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

The Department has set aside \$600,000 for projects and/or initiatives to provide services to victims of child abuse.

a. Definition of Victims of Child Abuse

For purposes of this RFP, victims of child abuse have been defined as **children (i.e., 17 years old or younger)** who have been **physically, sexually or emotionally abused or neglected**, been victims of child pornography-related offenses or commercial sexual exploitation, bullying or exposed to violence¹¹. It also includes child abuse as defined in Hawaii’s child abuse statute, H.R.S. §350-1¹².

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, specifying the type of abused children it will serve: children who are physically, sexually, emotionally abused or neglected; been victims of child pornography-related offenses or commercial sexual exploitation, bullying and/or exposed to violence;
- 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

¹¹ Not all incidents of bullying, exposure to violence, etc. rise to the level of a crime and/or are incidents of child abuse as defined by H.R.S. §350-1. Applicants must demonstrate that all clients are victims of crime and are eligible to receive services under VOCA. See Section 3.4.II.C. in this RFP for more information on client eligibility criteria.

¹² To qualify for payment by VOCA funds under the child abuse set aside, services must be rendered to the victim of child abuse before the victim’s 18th birthday. The Department will not consider services rendered to a victim of child abuse after the victim’s 18th birthday to be services payable under the child abuse set aside, even if the course of treatment/services began prior to the victim’s 18th birthday.

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 effective and 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 set aside amount will be made available to fund other proposals submitted under this RFP.

- d. The \$600,000 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 \$600,000 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 \$300,000 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 \$300,000 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 \$300,000 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 \$300,000 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

Staff Qualifications

The applicant must demonstrate that all staff meets all licensing and/or credentialing requirements and are qualified to provide the type of services described in the application, to the intended target population. The applicant shall describe the experience and education level of staff that will provide direct services, including any training relevant to the specific duties and responsibilities listed in this application.

Additionally, the applicant shall maintain a staffing level that is adequate to administer the proposed services. To ensure services are delivered as described, particularly if a minimum staffing level is required to support client safety and/or coverage of essential services, the applicant shall provide a back-up plan if staff become ill, or are on leave, etc.

Supervision and Training

The applicant shall demonstrate its ability to supervise, train, and provide administrative and programmatic direction relative to the delivery of the proposed services. The applicant shall have sufficient and relevant staff training and development to support staff and provide high-quality victim services.

If awarded, applicants will ensure that staff and volunteers providing VOCA services are adequately and consistently trained to work with victims of crime. VOCA-funded staff are strongly encouraged to complete the training on core competencies for victim service providers provided by the Office for Victims of Crime (OVC), Training and Technical Assistance Center (TTAC) Victim Assistance Training (VAT) online training, available at:
<https://www.ovcttac.gov/vatonline>.

The VAT online training provides a 12-module curriculum for training victim service providers on core competencies, including advocacy; assessing victim needs; trauma-informed care; collaboration; confidentiality; conflict management and negotiation; crisis intervention; culture, diversity, and inclusivity; documentation; problem solving; referrals; and self-care. The VAT online training is free of cost, and can be completed in approximately 40 hours.

Training Set-Aside

To ensure that all VOCA service providers are adequately and consistently trained to work with crime victims, applicants must include a set aside of a minimum of \$250, up to a maximum of \$1,000, for training for each VOCA-funded staff member and/or volunteer providing direct services to crime victims in their budgets. The training set aside will not count towards the maximum grant amount cap of \$400,000 per year. Training must be exclusively for developing the skills of paid staff and volunteers to work directly with victims. Applicants may include more than \$1,000 per VOCA-funded staff and/or volunteer in their training budgets, but amounts in excess

of \$1,000 VOCA-funded staff and/or volunteer will count towards the maximum grant amount cap of \$400,000 per year.

Use of Volunteers

The VOCA Federal Program Guidelines mandate that the applicant must use volunteers to be eligible to receive VOCA funding. This requirement may not be for the individual project applying for funding, but applies to the larger agency or program, if any. The requirement may be waived if the project submits written documentation of its unsuccessful efforts to recruit and maintain volunteers, or otherwise demonstrates why circumstances prohibit the use of volunteers.

2. Administrative

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

The applicant must comply with federal and state requirements for documenting VOCA fiscal and programmatic information, including maintaining records that fully disclose the amount and disposition of the VOCA and match funds; staff time and activity sheets detailing hours spent on project activities; statutorily required civil rights statistics on victims served by race, national origin, sex, age, and disability; program outcome information; and other administrative records pertaining to the proposed services as specified by the Department.

Time and Activity Sheets

It is a Federal requirement that a time and activity sheet be maintained for all grant- and match-funded staff. The time and activity sheet should include the name and position of the employee, the date, hours worked, a description of activities specific to the project, and any fringe benefits (i.e., holiday, vacation, etc.) staff receives. If the employee is partially funded under VOCA, the time and activity sheet should include sufficient information on non-VOCA funded hours and activities to support the allocation of time and activities listed in the budget. Time and activity sheets must reflect actual work performed, and not a prorated estimate of hours.

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, staff time and activity sheets, data collection results, and other required documentation.

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, as detailed in Section 3.4 of this solicitation. The program objectives and performance/outcome measures should be appropriate and achievable with regard to the target client group, stated problem, and proposed services, and logically linked to the goals and objectives of the proposed project. The performance/outcome measure information shall be used to evaluate the effectiveness of the VOCA funded services in addition to the federal Performance Measures Tool (PMT) and other required reports.

The Department shall work in collaboration with applicants awarded under this RFP to ensure outcome/performance measures are sufficient for reporting purposes. Please see Section 3.4, in this RFP for more information on evaluation requirements.

5. Experience

To be eligible for VOCA funds (1) 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 at least 30% of its financial support comes from non-federal sources. An applicant that fails to demonstrate the requirements listed in either (1) or (2), above, will not be eligible for funding.

If the applicant is a current VOCA recipient or has received VOCA funds anytime in the past 2 years, the Department may take the applicant's past performance administering the VOCA Grant into consideration when making award decisions.

6. Coordination of services

The applicant must promote community efforts to aid crime victims. Coordinated public and private efforts to aid crime victims may include but are not limited to serving on federal, state, or local work groups to oversee and recommend improvements to community responses to crime victims; developing written agreements or protocols for the responses; or providing services to crime victims as part of a coordinated, multi-agency effort.

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
- Semi-Annual CPJAD Performance Outcome 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 a result of the 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; any funds provided under a contract awarded under 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 15th 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 15th 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.

The facilities must meet American with Disabilities Act (ADA) requirements and any special equipment that may be required for the services. Additionally, any

facilities used for VOCA services should be adequate to maintain a healthy and safe environment for victims.

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. Agencies must bill for actual costs to the agency for materials, supplies, etc., and actual staff hours worked in support of the project.

Requests for reimbursement, known as Requests for Funds (RFF) are submitted on a monthly basis and shall be received by the 15th day of each month by the Department. Project Expenditures and Obligations (PEO) reports are submitted on a quarterly basis and shall be received by the 15th day of the month following the end of each calendar quarter by the Department. The final request for reimbursement shall be received by the 30th 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 Department 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.
- **The Department will consider only the information listed in the section it is requested in. Information must be in the section it was requested or it will not be scored.**
- 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:

Section Title	Word Limit
Proposal Application Identification Form (SPO-H-200)	N/A
Proposal Application Checklist	N/A
Table of Contents	N/A
Terms and Acronyms Used Throughout Proposal	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	750 (approx. 3 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: Indirect Cost Rate Agreement	
Exhibit F: Budget Forms and Budget Narrative	
Exhibit G: Accounting System Narrative	
Exhibit H: Financial Audit	
Exhibit I: Disclosure of any pending litigation or outstanding judgment	
Exhibit I: 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. The Department will only review up to the maximum number of words indicated in the column entitled "Word Limit" in the above chart.

Failure to Adhere to the Application Instructions

The Department can only consider information in the section in which it was requested. Information which was not requested, extraneous, and/or irrelevant information will not be scored. Additionally, if the applicant fails to follow the application instructions or provide a thorough and complete response, including all the required information requested, the proposal will not receive full points for the section. Please see Section 4 of this RFP, for more information on how proposals will be evaluated.

Terms and Acronyms Used Throughout Proposal

The applicant shall provide a list and definition for all terms and acronyms used throughout the proposal. The list shall be no longer than one (1) page.

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, the amount of funding requested, and how the proposed services are designed to address the problem/need identified in the service specifications.

Additional Points for Services Provided to Underserved Populations

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.

Child Abuse Set Aside

If the 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.

Geographic Set Aside

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 to the target population, at the agency level.

Additional Points for Services Provided to Underserved Populations

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. For example, if the target population is Immigrant Victims/Victims with Limited English Proficiency (LEP), the applicant should describe how the agency has the skills and capacity to provide culturally relevant and effective services to clients who may not speak English and may experience other barriers to services specific to immigrant/LEP victims.

Child Abuse Set Aside

If the applicant is seeking consideration for the child abuse set aside, the applicant shall demonstrate 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).

Geographic Set Aside

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 effective services in the target county/counties.

B. Experience

1. VOCA Eligibility

The VOCA Federal Program Rules 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.

a. Applicants with a History of Providing Effective Services to Crime Victims

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 a contract number, dates of the contract period, a description of the project, 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. A sample list is provided in **Attachment H**.

b. Applicants Unable to Demonstrate a Record of Effective 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.

An applicant applying under this section that fails 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.

2. VOCA Grant Performance for Current or Former VOCA Recipients

Applicants that are current VOCA recipients or have received VOCA funds anytime in the past 2 years shall provide a brief description (no more than one (1) page) including:

(1) The agency's performance administering the funds for the project. The description shall include whether or not the project was a) frequently untimely in fiscal reporting, requesting drawdowns, submitting budget revisions, submitting progress reports, and other required programmatic and fiscal reports; and b) whether the project was timely in spending down VOCA funds. For the purpose of this application, frequently untimely is defined as submitting three (3) or more reports after the due date. "Timely in spending down VOCA funds" is defined as requesting no more than 10% of the federal funds in the final reimbursement, and all funds were expended by the original project end date.

(2) A brief summary of programmatic performance, including a) progress towards accomplishing each of the project's goals and objectives and meeting its timelines; and b) any barriers faced by the applicant or project that impacted the effective delivery of services. The Department may consider past performance on a VOCA grant in making awards.

C. Quality Assurance and Evaluation

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

The description of quality assurance and evaluation provided in this section should reflect any mechanisms or quality assurance processes that are in place at the agency level. The applicant shall provide a detailed description of the performance indicators/outcome measures specific to the project described in Section 3.4.II.D. Project Evaluation – Performance Indicators/Outcome Measures of this RFP.

D. Coordination of Services

The applicant shall demonstrate the capability to coordinate services with other agencies and resources in the community. Such efforts may include serving on state, federal, or local task forces, commissions, working groups, coalitions, or other multi-disciplinary teams; developing written agreements that contribute to better and more comprehensive services to crime victims; working collaboratively with other victim service agencies; or other activities to support coordinated public and private efforts to aid victims of crime.

E. 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 American with Disabilities Act (ADA) requirements and any special equipment that may be required for the services. Additionally, the applicant should describe how the facilities are adequate to maintain a healthy and safe environment for victims. For example, if the applicant's project includes conducting forensic interviews with children, the applicant shall describe how the facilities are appropriate to ensure the confidentiality, safety, and comfort of the child while also supporting the interview process through use of two-way mirrors, video equipment, or other furniture and equipment, etc. that may be necessary to effectively deliver the services.

3.3 Project Organization and Staffing

A. 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 a resume.

Resumes shall show relevant educational institution(s) attended (including degree(s) earned and the date(s) the degree(s) was/were earned) employment history (including position, title, employer, and dates of employment), and any trainings or certifications relevant to the positions described in the application.

Resumes shall be a maximum of two (2) pages each per proposed staff member.

1. Proposed Staffing

In the narrative of the Proposed Staffing section, 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 services;
- A list of 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 Service Specifications, as applicable).

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.

B. Project Organization

1. Supervision and Training

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

and relevant staff training and development to support staff and provide high-quality victim services.

Training Set Aside

The applicant shall also describe how the required set aside for training will be used to provide relevant skills training for VOCA-funded direct service staff and volunteers.

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

3.4 Service Delivery

Applicant shall include a detailed discussion of the applicant’s approach to applicable service activities and management requirements from Section 2.1, Scope of Work, including 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 applied 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.

PART II. DESCRIPTION OF PROJECT
--

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. The Department will consider only the information listed in the section it is requested in. Information must be in the section it was requested in or it will not be scored.

A. Problem Statement

This section shall briefly (i.e., no more than one or two paragraphs) identify who is being served, how much funding is being requested, and what the funding will support.

The following must be identified in this section: (1) Target population and number of individuals to be served; and (2) Geographic area to be served.

This section shall clearly justify why the project is needed. The problem statement should provide a short story of the reason you need grant funds, supported by statistics. The applicant shall describe the nature and scope of the problem, including the present status of activities by the applicant or other agencies regarding the problem. Explain any barriers to service, such as social or geographic isolation, economic disadvantage, language, etc. The problem statement should conclude with how your project will address the identified needs and barriers.

Data used to support your problem statement should be local and specific to the intended target population. If reliable local data is not available, the applicant

shall indicate that data is not available and provide state or national data, as applicable.

B. Goals and Objectives

The applicant shall provide a clear and detailed description of the project's goals and objectives. The project's goals and objectives should be logically linked to each other and directly address the problem identified in the Problem Statement.

Goals: A goal is a general statement of the overall purpose of the project. It defines what you want to achieve through addressing the problem. Project goals should be clearly stated and realistic.

Example: To increase domestic violence victim's access to legal services by providing outreach and information to homeless shelters, churches, hospitals, and other community locations victims may seek services and support.

Objectives: Objectives are the specific, measurable results to be achieved by the project within a stated period of time. The objectives should state who or what will change, in what direction (increase or decrease), by how much, and by when. Objectives should be SMART – Specific, Measureable, Achievable, Realistic, and Time-sensitive.

Example: 2 Outreach staff will conduct 10 informational presentations on legal services available to victims of domestic violence at key community locations by the end of Year 1 of the project.

Example: 85% of clients engaged in individual counseling will report feeling safer and more supported after participating in the program, measured through pre-post surveys administered at program entrance and exit.

C. Project Activities

The applicant shall provide a detailed description of the specific actions the applicant will utilize to achieve the goals and objectives of the project.

Project Activities: Project activities identify the tasks the applicant will perform to accomplish the results and/or performance targets that were defined in the project's goals and objectives, and the timeline of when activities will be implemented.

Example:

- *In October 2018, the 2 Outreach staff will develop outreach materials and brochures with information on legal services, available in English, Japanese, Tagalog, and Chinese, and other languages as needed.*

- *In November 2018, Outreach staff will coordinate with 2 local homeless shelters to train shelter staff on available legal services and to begin planning for 2 outreach events at each location (4 events total) to connect crime victims residing in the shelter with services.*

Project activities should be developed within the confines of the project's resources. The description of activities shall include staffing (number and type), clients to be served, client selection criteria, and an outline of available resources needed to accomplish the activities. The applicant shall describe the major steps required to implement the project as well as ongoing tasks and activities needed to run the project on a daily basis. Describe any outreach materials, videos, training tools, or manuals that may result from this project.

Timeline

The Timeline is a tool for applicants to demonstrate how project activities can be accomplished with the resources and time available. Activities should be broken down into phases or tasks. The applicant shall attach as **Exhibit D** to the proposal a timeline showing major tasks and/or project milestones and the amount of time necessary to complete the task(s). Timelines shall be monthly.

Client selection criteria

This section shall include a description of how the applicant shall ensure that project services are delivered to victims of crime, as defined in Section 2.1.D. of this RFP and in the VOCA Rules and Guidelines. This section must describe how clients will be verified as eligible to receive services. If the applicant's services are targeted to a specific type or population of victims of crime, the applicant's client selection criteria should reflect how clients are identified as belonging to the target population.

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 provide performance indicators that will be used to measure the project's objectives and activities and a description of any tools or data systems that will be used to collect the information.

Performance indicators should include measures of both outputs and outcomes. It is not necessary to provide numerical targets for performance indicators defined in this section. Instead, the applicant shall describe what data will be collected to demonstrate how the numerical targets identified in the Goals, Objectives, and Activities sections of the proposal will be measured. The applicant shall provide baseline data where available.

Performance Indicator: A performance indicator is an explicit measure of outputs or outcomes that are expected from the performance of activities.

- **Output:** Data on the activities accomplished and number of clients served by the project. Output measures help to show how the project and staff perform, and the number and type of services clients receive.
- **Outcome:** Data on how project activities impact the client. Outcome measures help to show the ultimate results of the program and the benefits to the public.

Example:

- **Outputs:** # of outreach events conducted, # of shelter staff trained, # of new clients enrolled in legal services, # of clients that complete a safety plan.
- **Outcomes:** % of clients report that participating in the program made them feel safer, % of clients that state the legal services they received helped to stabilize their life after victimization.

At minimum, the applicant shall describe the following:

1. Output and outcome measures logically linked to the goals, objectives, and activities of the proposed project;
2. Baseline data. If no baseline data is available, the applicant should indicate that they will be establishing baseline data;
3. The process in which data will be collected (type of information, method of recording, tools used, timeframe for collection); and
4. The individual(s) responsible for the data collection and analysis.

A table illustrating sample performance indicators is included in **Attachment G**.

The Department shall work in collaboration with applicants awarded under this RFP to ensure outcome/performance measures are sufficient for reporting purposes.

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 effective and 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, specifying the type of abused children it will serve: children who are physically, sexually, emotionally abused or neglected; been victims of child pornography-related offenses or commercial sexual exploitation, bullying and/or exposed to violence;
- Throughout the Experience and Capability section of the proposal, the applicant shall demonstrate that it has the experience, capability, and capacity to provide effective 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 effective and 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

In the narrative of this section, the applicant shall demonstrate compliance and understanding of the following financial requirements:

- *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. Agencies must bill for actual costs to the agency for materials, supplies, etc., and actual staff hours worked in support of the project.

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

- *VOCA Allowable Costs*

The applicant shall ensure that all costs and activities listed in the budget are allowable under VOCA Rules and Guidelines. Refer to Section 2.4 of this RFP and 28 C.F.R. §94.119 for a list of costs that can be supported with the VOCA Grant. Additionally, the budget must comply with the guidelines contained in the DOJ Financial Guide. Applicants must read the solicitation and all program and financial guidelines carefully to ensure they are complying with budget requirements and are not including costs that cannot be supported by the VOCA Grant.

- *Matching Contribution*
The matching contributions should be documented and clearly identified in the applicable budget forms. All funds designated as the match are restricted to the same uses as the VOCA Grant Funds and shall be expended within the grant period. See Section 2.3.A.2.4. Program Match Requirements of this RFP for more information on match requirements and how to calculate the match.

See **Attachment C** for an example of how to calculate the match.

See **Attachment D** for a sample budget with the match identified.

- *Indirect Costs*
An applicant may be permitted an allocation in their budget for indirect costs under one of the following circumstances:
 - **If the applicant has a federally approved indirect cost rate agreement** in place, the applicant may include an allocation in their budget for indirect costs. The applicant must provide a copy of their federally approved indirect cost rate agreement as part of **Exhibit E**.
 - **If the applicant does not have a federally approved indirect cost rate agreement**, the applicant may include a 10% de Minimis rate in their budget using the MTDC cost base.

All applicants requesting indirect costs shall provide a breakout of the direct cost budget line items used to calculate the indirect cost amount requested for reimbursement. The applicant shall also provide a description the types of indirect costs the reimbursement will be used for. Costs must be consistently charges as either indirect or direct, but may not be double charged or inconsistently charged as both. See **Attachment D** for a sample budget including indirect costs.

- *Training Set Aside*
Applicants must identify the amount of funds they are requesting for the training set aside. The training set aside is a minimum of \$250 per

VOCA-funded staff or volunteer, up to a maximum of \$1,000. The training set aside will not count towards the cap on funding of \$400,000 per year. Training must be exclusively for developing the skills of VOCA-funded staff and volunteers to work directly with victims.

The applicant may request additional funds for training; however, any amount above the maximum \$1,000 set aside shall count towards the \$400,000 per year cap on funds.

The applicant shall submit a detailed Budget and Budget Narrative as the cost proposal. The Budget and Budget Narrative shall be collectively attached to the Proposal Application as **Exhibit F**. All budget forms, instructions, and samples are located on the SPO website. (Refer to Section 1.2, Website Reference.)

A sample Budget has been provided in **Attachment D**.

1. Budget

The cost proposal for the entire 24-month project period should be separated into two annual budgets: one budget for July 1, 2018 – June 30, 2019; and one budget for July 1, 2019 – June 30, 2020.

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 F** the following budget forms:

- The following budget forms must 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.

2. Budget Narrative

The budget narrative shall be written on the SPO budget forms or on a separate page after the budget forms and submitted as part of **Exhibit F**.

The budget narrative shall show how the expenditures will support the project activities and be listed in the same order as the budget detail.

The budget narrative should contain a comprehensive explanation of each cost category, and show a clear link between specific project activities and the proposed budget. It should support all costs in in the budget and not contain any items that are not included in the project description.

Additionally, the budget narrative shall include a breakdown of each cost category to show how the amount being requested was calculated.

B. Other Financial Related Materials

In order to determine the adequacy of the applicant's accounting system as described under the administrative rules, the applicant shall provide, as **Exhibit G**, a brief narrative that addresses the following points:

- Does the applicant's accounting system allow for all funds awarded under this RFP to be tracked separately to ensure they are not comingled with other funds? The applicant shall provide a brief description of any policies and procedures that ensure funds will be tracked appropriately.
- Is the applicant's accounting system able to track actual expenditures and outlays for each budget category for the VOCA Grant and match funds? Provide a brief summary of the organization's processes, including tracking budgeted versus actual amounts.
- Does the applicant currently require staff to maintain time and activity sheets or other timekeeping records that accurately reflect work performed on specific activities or cost objectives in order to support the distribution of salaries among federal awards or other funding sources? The applicant shall provide a brief description of the organization's procedures for documenting staff time and activities.
- Is the individual primarily responsible for fiscal and administrative oversight of grant awards familiar with the applicable grants management rules, principles, and regulations including the Uniform Requirements for Federal Awards (2 C.F.R. Part 200)? Provide a brief description of the Financial Officer's qualifications and experience related to managing grant funds.

As documentation to support the above narrative, the applicant shall attach as **Exhibit H** either:

(1) A copy of the organization's most recent (within the last two year period) financial audit including any management letters that accompanies the audit;
or

(2) 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, revenue and expenses, cash flow, accounting method, and internal controls/safeguards and compliance over financial reporting, as **Exhibit H** in lieu of the financial audit.

3.6 Other

A. Litigation

The applicant shall disclose and explain any pending litigation to which they are a party, including the disclosure of any outstanding judgment as **Exhibit I**. If applicable, please provide an explanation.

If there is no pending litigation or outstanding judgement, 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	0 points
Experience and Capability	15 points
Project Organization and Staffing	15 points
Service Delivery	55 points
Financial	15 Points
Total	100 Points
Additional Points: Underserved	5 Points
TOTAL POSSIBLE POINTS	105 Points

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 I)

2. Proposal Application Requirements

- Proposal Application Identification Form (Form SPOH-200)
- Table of Contents
- Terms and Acronyms Used Throughout Proposal
- 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 (105 Points)

Points for each subsection will be given based on the completeness of the applicant's response (criteria I-V, below). A weighted score will be calculated for each section by dividing the sum of all points given by the evaluation committee by the maximum points possible for that section. The maximum weighted points possible are noted in parentheses after each subsection.

The applicant's response to each question is evaluated on the following criteria:

- I. Absent:** Response is absent or does not address the specific question.
- II. Unsatisfactory:** Response does not completely address the question.
- III. Satisfactory:** Response is clear, provides a good understanding of the applicant's intent, and is tied to the objectives of the solicitation.
- IV. Above Average:** Response is clear and detailed and provides a persuasive argument that supports the proposal, and is tied to the objectives of the solicitation.

- V. **Excellent:** Response is outstanding, clear, detailed, is supported by relevant data, and presents a compelling argument that supports the proposal and the objectives and intent of the solicitation.

The Department will consider only the information listed in the section and exhibit it was requested in. Information from other sections of the proposal or in other exhibits will not be considered in scoring.

Only the information requested should be included in each exhibit. Any extraneous information will be disregarded and will not be scored.

1. Program Overview (No Points)

There is a 500-word limit for this section.

Brief overview of the program services being offered, including: a description of the applicant's organization, the problem statement, the amount of funding requested, and how the proposed services are designed to address the problem/need identified.

If the applicant is seeking additional points for services provided to victims from underserved populations, the applicant shall: (1) clearly identify 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.

To be considered for additional points, the applicant must provide this information in the first paragraph of the Program Overview.

If the 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.

To be considered for the child abuse set aside, the applicant must provide this information in the first paragraph of the Program Overview.

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.

To be considered for the geographic set aside, the applicant must provide this information in the first paragraph of the Program Overview.

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 Department will evaluate the applicant's experience and capability relevant to the proposal contract, which shall include:

A. Necessary Skills (5 points) _____

- Demonstrated skills, abilities, and knowledge relating to the delivery of the proposed services to the target population, at the agency level.

B. Experience (5 points) _____

- A brief description of relevant experience in the narrative.
- 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).

An applicant applying under this section that fails 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.

- The applicant's previous performance with VOCA grant funds, including a) whether or not the project was frequently untimely in fiscal reporting, requesting drawdowns, submitting budget revisions, submitting progress reports, and other programmatic and fiscal reports; and b) whether the project was timely in spending down VOCA funds. (If applicable).
- A brief summary of programmatic performance, including a) progress towards accomplishing each of the project's goals and objectives and meeting its timelines; and b) any barriers faced by the applicant or project that impacted the effective delivery of services. (If applicable)

- C. **Quality Assurance and Evaluation (3 points)** _____
 - Sufficiency of quality assurance and evaluation plans for the proposed services, including methodology, and mechanisms and processes that are in place at the agency level.
- D. **Coordination of Services – (1 Point)** _____
 - Capability to coordinate services with other agencies and resources in the community, including serving on state, federal, or local task forces, etc.; developing written agreements; working collaboratively with other victim service agencies; or other activities.
- E. **Facilities (1 point)** _____
 - Adequacy of facilities relative to the proposed services, including ADA compliance, and maintaining a healthy and safe environment for victims. If the applicant has no facility currently, this section should include plans to secure a facility.

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 Department will evaluate the applicant’s overall staffing approach to the services that shall include:

- A. **Staffing (10 points)** _____
 - Proposed Staffing: A description of the proposed staffing pattern, client/staff ratio, and proposed caseload capacity appropriate to the viability of services; A list of 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 programmatic and financial reports; A description of roles and responsibilities, including a back-up plan for staff that become ill, are on leave, etc. (5 Points)

To be considered for full points, the proposal must provide a brief summary of the requested information in the narrative response in addition to providing the resumes of key staff in Exhibit B.

-
- **Staff Qualifications:** The qualifications and experience of key staff implementing project activities, including staff responsible for managing the project, gathering the data, and maintaining the records are appropriate for the services proposed and the target population. Vacant positions are indicated, if appropriate. (5 Points)

To be considered for full points, the proposal must summarize staff qualifications and experience in the narrative response in addition to providing the resumes of key staff in Exhibit B.

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.
 - Description of how the training set aside will be used to provide relevant skills training for direct service staff and volunteers.
 - **Organization Chart:** An attached (1) “Organization-wide”; and (2) “Program” organization chart as Exhibit C. The organization charts include the position, title, name, and FTE of staff, and indicate vacant positions. The approach and rationale for the structure, functions, and staffing of the project supports the proposed services and tasks. (2 Points)

To be considered for full points, the organizational charts must demonstrate the line of responsibility and supervision of key staff.

3. Service Delivery (55 Points)

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

Evaluation criteria for this section will assess the applicant’s approach to the service activities and management requirements outlined in the RFP.

- Target population and number of individuals to be served identified. (2 points) _____

- Geographic area to be served identified. (2 points)

To be considered for full points, a proposal must explicitly identify the target population and geographic area to be served by the VOCA Project.

- Assessment of Scope of Problem/Justification (8 points) _____
 - Brief identification of who is being served, how much funding is being requested, and what the funding will support.
 - Short story of why funds are needed, supported by statistics, including: nature and scope of problem, present status of activities by the applicant or other agencies regarding the problem, barriers to service, etc.
 - Data used to support the problem statement should be local and specific to the intended target population. If reliable local data is not available, the applicant shall indicate that data is not available and provide state or national data, as applicable.

- The goals provide a general statement of the overall purpose of the project. The goals are clearly stated and realistic. (5 points)

- The objectives are SMART – Specific, Measurable, Achievable, Realistic, and Time-Sensitive, and logically link to the goals of the project. The objectives are measurable and state who or what will change, in what direction (increase or decrease), by how much, and by when. (10 Points) _____

- Project activities (16 points) _____

- Client Selection Criteria: The applicant provides a description of how they will ensure services are delivered to victims of crime, including how clients will be verified as eligible to receive services under VOCA. If services are targeted to a specific type or populations of victims of crime, the client selection criteria should reflect how clients are identified as _____

belonging to the target population. (3 Points) _____

- **Activities:** The description of activities identifies the tasks the applicant will perform to accomplish the results and/or performance targets that were defined in the goals and objectives. The description includes staffing (number and type), clients to be served, an outline of available resources needed to accomplish the activities, the content and structure of activities, and the timeline of when activities will be accomplished. (9 Points)

- **Timeline:** The timeline includes the major steps required to implement the project as well as ongoing tasks and activities needed to run the project on a daily basis. (4 Points) _____

- **Project evaluation (12 points)** _____

- **Performance indicators:** Applicant provides explicit measures of both outputs and outcomes that are logically linked to the goals, objectives, and activities of the proposed project. All objectives and major activities should include at least one associated measure, though measures can be shared across objectives/activities if appropriate. (8 Points)

- **Baseline data:** Baseline data is provided. If no baseline data is available, the applicant should indicate that they will be establishing baseline data. (1 Point) _____

- **Data Collection Process:** The process in which data will be collected is described, including type of information, method of recording, tools used, and timeframe for collection. (2 Points) _____

- **Staff responsible for data collection:** The individual(s) responsible for data collection are identified. (1 Point) _____

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,¹³ 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 effective and 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:

¹³ 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.

- 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 effective and 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;
- 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.)

- Throughout the Service Delivery, Part II section of the proposal, the applicant shall demonstrate that the services provided are effective and tailored to the unique needs of the target county or counties.

6. Financial (15 Points)

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

- Financial Requirements (2 points) _____

- Applicant addresses the following requirements:
Pricing Structure Based on Cost Reimbursement;
VOCA Allowable Costs; Matching Contribution;
Indirect Costs; Training Set Aside

To be considered for full points, a proposal must state that the applicant acknowledges that the project's pricing structure is based on cost reimbursement.

- Budget (4 Points) _____

- The cost proposal for the entire 24-month period is separated into two annual budgets. The cost of all budgeted items is reasonable and necessary for the execution and completion of activities listed in the service delivery section. The budget is calculated correctly.
- All costs are allowable under VOCA.

To be considered for full points, a proposal should include only costs in the project budget that are allowable under VOCA. Please refer to Section 2.4, in this RFP, for more information on costs that can be supported with VOCA funds.

- The matching contribution is identified.

To be considered for full points, a proposal must clearly document the matching contribution on the applicable budget forms. _____

- Indirect costs are correctly calculated and a copy of the federal indirect cost rate agreement is attached, OR the indirect cost certification is attached, if applicable.
- The training set aside is identified.

- Budget Narrative (4 Points)
 - Budget items support the scope of services. An explanation is provided for all cost categories, and shows a clear link between specific project activities and the proposed budget. The budget does not contain any items not included in the project narrative. A breakdown of costs is provided.

- Adequacy of accounting system (5 points)
 - Tracking funds separately: Applicant's accounting system allows for tracking funds separately to ensure they are not comingled with other funds. (1 Point)

 - Tracking actual expenditures: Applicant's accounting system is able to track actual expenditures for each budget category for VOCA and match funds. (1 Point)

 - Time and activity sheets: Applicant has a system for tracking staff time and activities that captures time spent and actual work performed on specific activities. (1 Point)

 - Fiscal Officer experience: The individual primarily responsible for fiscal and administrative oversight is familiar with VOCA and other grants management rules, principles and regulations. (1 Point)

 - Accounting system documentation: The applicant demonstrated an adequate accounting system by either: (1) attaching a copy of the organization's most recent (within last two years) audit, including any management letters; or (2) attaching documentation of its accounting system including but not limited to, documentation of its assets and liabilities, revenue and expenses, cash flow, accounting method, internal controls/safeguards,

and compliance over financial reporting. (1 Point)

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. Sample Match Calculation
- D. Sample Budget
- E. Are You Ready for VOCA? Checklist
- F. Sample Time and Activity Sheets
- G. Sample Goals, Objectives, and Performance Measures
- H. Sample Exhibit A
- I. Certifications

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
General:				
Proposal Application Identification Form (SPOH-200)	Section 1, RFP	SPO Website*	X	
Proposal Application Checklist	Section 1, RFP	Attachment A	X	
Table of Contents	Section 5, RFP	Section 5, RFP	X	
Terms and Acronyms Used Throughout This Proposal	Section 3, RFP	AG/CPJA Website	As applicable	
Proposal Application (SPOH-200A)	Section 3, RFP	SPO Website*	X	
VOCA Fillable Forms	Section 1, RFP	AG/CPJA Website	X	
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*	X	
SPO-H-205A	Section 3, RFP	SPO Website* Special Instructions are in Section 3.5	X	
SPO-H-205B	Section 3, RFP,	SPO Website* Special Instructions are in Section 3.5	X	
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	
Indirect Cost Form	Section 3, RFP	AG/CPJA Website	As applicable	
Certifications:				
Non-Supplanting (All applicants)	Section 5, RFP	AG/CPJA Website	X	
Acceptance of Conditions (All applicants)	Section 5, RFP	AG/CPJA Website	X	
Acceptance of VOCA Special Conditions (for 103F contracts) (Non-Profit Applicants)	Section 5, RFP	AG/CPJA Website	X	
Acceptance of VOCA Special Conditions (Government applicants)	Section 5, RFP	AG/CPJA Website	X	
Non-Discrimination (All applicants)	Section 5, RFP	AG/CPJA Website	X	
Non-Discrimination Complaint Procedures (All applicants)	Section 5, RFP	AG/CPJA Website	X	

(continued)

Certifications (continued):				
Debarment and Suspension (All applicants)	Section 5, RFP	AG/CPJA Website	X	
Lobbying (All applicants)	Section 5, RFP	AG/CPJA Website	As applicable	
Equal Employment Opportunity Plan (All applicants)	Section 5, RFP	AG/CPJA Website	X	
Certification of Non-Profit Status and Statement Regarding Publication of Financial Statements (Non-profit applicants only)	Section 5, RFP	AG/CPJA Website	X	
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/CPJAD Website	As applicable	

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

(Sample)
Proposal Application
Table of Contents

1.0	Program Overview	1
2.0	Experience and Capability	1
	A. Necessary Skills.....	2
	B. Experience	4
	C. Quality Assurance and Evaluation.....	5
	D. Coordination of Services	6
	E. Facilities.....	6
3.0	Project Organization and Staffing	7
	A. Staffing	7
	1. Proposed Staffing	7
	2. Staff Qualifications	9
	B. Project Organization	10
	1. Supervision and Training	10
4.0	Service Delivery	12
5.0	Financial	20
	See Attachments for Cost Proposal	
6.0	Litigation	20
7.0	Attachments/Exhibits	
	A. List of Prior Projects/Contracts or Financial Support	
	B. Resumes of Key Personnel	
	C. Organization Charts	
	D. Timelines	
	E. Indirect Cost Rate	
	F. Cost Proposal – Budget Forms and Budget Narrative	
	a. SPO-H-205 Proposal Budget	
	b. SPO-H-206A Budget Justification - Personnel: Salaries & Wages	
	c. SPO-H-206B Budget Justification - Personnel: Payroll Taxes and Assessments, and Fringe Benefits	
	d. SPO-H-206C Budget Justification - Travel: Interisland	
	e. SPO-H-206E Budget Justification - Contractual Services – Administrative	
	G. Accounting System Narrative	
	H. Other Financial Related Materials: Financial Audit for fiscal year ended June 30, 2016	
	I. Disclosure of Pending Litigation or Outstanding Judgment	
	J. Certifications	

Organization: _____

RFP No: _____

- a. Non-Supplanting
- b. Acceptance of Conditions
- c. Acceptance of VOCA Special Conditions
- d. Non-Discrimination
- e. Non-Discrimination Complaint Procedures
- f. Debarment and Suspension
- g. Lobbying
- h. Equal Employment Opportunity Program
- i. Certification of Non-Profit Status and Statement Regarding Publication of Financial Statements
- j. Certification of 10% De Minimis Indirect Cost Rate

(Sample) Match Calculation

An applicant's matching contribution is part of a project's cost proposal and, therefore, will be evaluated as part of the project's pricing structure.

Matching contributions should be documented and clearly identified as matching contributions in the applicable budget forms. For example, if \$25,000 in salaries is being provided by the applicant as the matching contribution, it should be shown on the budget forms SPO-H-206A and SPO-H-205. (See examples below).

Applicants should remember that matching contributions are restricted to the same uses as the VOCA grant funds. Therefore, the explanation in the "Justification/Comments" section should demonstrate that items being used as matching contribution adhere to the requirements for VOCA grant funds.

Example:

VOCA Grant (Budget Request)	= \$100,000
Matching Contribution (\$100,000/4)	= \$ 25,000
Total Project Cost	= \$125,000

Verification of Matching Contribution = 20% of \$125,000 = \$25,000.

Form SPO-H-206A:

POSITION NO.	POSITION TITLE	FULL TIME EQUIVALENT TO ORGANIZATION	ANNUAL SALARY INCLUDING BUDGETED SALARY INCREASE A	% OF TIME BUDGETED TO THE CONTRACT B	TOTAL SALARY BUDGETED TO THE CONTRACT A x B
1	Employee A	1.00	40,000.00	50.00%	20,000
2	Employee B (Matching Contribution)	0.50	50,000.00	30.00%	15,000
3	Employee C (Matching Contribution)	0.50	20,000.00	50.00%	10,000

Form SPO-H-205:

BUDGET

(Period _____ to _____)

Applicant/Provider: _____
 RFP No.: _____
 Contract No. (As Applicable): _____

BUDGET CATEGORIES	VOCA Funds 2018-19 (a)	Match Funds 2018-19 (b)	(c)	(d)
A. PERSONNEL COST				
1. Salaries	20,000	25,000		
2. Payroll Taxes & Assessments				
3. Fringe Benefits				
TOTAL PERSONNEL COST	20,000	25,000		
B. OTHER CURRENT EXPENSES				
1. Airfare, Inter-Island	500			
2. Airfare, Out-of-State				
3. Audit Services				
4. Contractual Services - Administrative				
5. Contractual Services - Subcontracts	65,000			
6. Insurance				
7. Lease/Rental of Equipment				
8. Lease/Rental of Motor Vehicle				
9. Lease/Rental of Space				
10. Mileage				
11. Postage, Freight & Delivery				
12. Publication & Printing				
13. Repair & Maintenance				
14. Staff Training	11,000			
15. Substance/Per Diem				
16. Supplies	3,000			
17. Telecommunication				
18. Transportation	500			
19. Utilities				
20.				
21.				
22.				
23.				
TOTAL OTHER CURRENT EXPENSES	80,000			
C. EQUIPMENT PURCHASES				
D. MOTOR VEHICLE PURCHASES				
TOTAL (A+B+C+D)	100,000	25,000		
SOURCES OF FUNDING		Budget Prepared By:		
(a) Budget Request	100,000	Name (Please type or print) _____ Phone _____		
(b) Matching Contribution	25,000	Signature of Authorized Official _____ Date _____		
(c)		Name and Title (Please type or print) _____		
(d)		For State Agency Use Only		
TOTAL REVENUE	125,000	Signature of Reviewer _____ Date _____		

**(Sample)
Budget**

Note: The sample budget includes a fictional project budget for a single year. An applicant shall complete a budget for each year of the proposed project. Please refer to Section 3.5, in this RFP, for further instructions on how to complete the budget.

SAMPLE BUDGET

(Period 7/1/2018 to 6/30/2019)

Applicant/Provider: Victim Services Agency
 RFP No.: AG-CPJAD-VOCA-2017-VA
 Contract No. (As Applicable): _____

BUDGET CATEGORIES	VOCA Funds 2018-19 (a)	Match Funds 2018-19 (b)	(c)	(d)
A. PERSONNEL COST				
1. Salaries	28,800	12,500		
2. Payroll Taxes & Assessments	2,943	1,278		
3. Fringe Benefits	4,835	2,135		
TOTAL PERSONNEL COST	36,578	15,913		
B. OTHER CURRENT EXPENSES				
1. Airfare, Inter-Island				
2. Airfare, Out-of-State				
3. Audit Services				
4. Contractual Services - Administrative				
5. Contractual Services - Subcontracts				
6. Insurance				
7. Lease/Rental of Equipment				
8. Lease/Rental of Motor Vehicle				
9. Lease/Rental of Space				
10. Mileage				
11. Postage, Freight & Delivery				
12. Publication & Printing				
13. Repair & Maintenance				
14. Staff Training				
15. Substance/Per Diem				
16. Supplies	3,855			
17. Telecommunication	10,000	5,151		
18. Transportation	600			
19. Utilities	16,509			
20. Client Assistance	30,600			
21. Indirect Costs	2,977	5,834		
22. Staff Training Set-Aside	3,086			
23.				
TOTAL OTHER CURRENT EXPENSES	67,627	10,985		
C. EQUIPMENT PURCHASES	3,385			
D. MOTOR VEHICLE PURCHASES				
TOTAL (A+B+C+D)	107,590	26,898		
SOURCES OF FUNDING		Budget Prepared By:		
(a) VOCA Funds Request (2018-19)	107,590	Name (Please type or print)		Phone
(b) Matching Contribution	26,898	Signature of Authorized Official		Date
(c)		Name and Title (Please type or print)		
(d)				
TOTAL REVENUE	134,488	For State Agency Use Only		
		Signature of Reviewer		Date

**SAMPLE BUDGET
BUDGET JUSTIFICATION
PERSONNEL: PAYROLL TAXES, ASSESSMENTS, AND FRINGE BENEFITS**

Provider: Victim Services Agency
 RFP No.: AG-CPJAD-VOCA-2017-VA
 Contract No.: _____

Period: 07/01/18
 to 06/30/19

Date Prepared: 03/20/18

TYPE	BASIS OF ASSESSMENTS OR FRINGE BENEFITS	% OF SALARY	TOTAL
PAYROLL TAXES & ASSESSMENTS (Federal Funds):			
Social Security	28,800	7.65%	2,203
Unemployment Insurance (Federal)	28,800	As required by law	-
Unemployment Insurance (State)	28,800	1.50%	432
Worker's Compensation	28,800	0.40%	115
Temporary Disability Insurance	28,800	0.67%	193
SUBTOTAL:			2,943
FRINGE BENEFITS (Federal Funds):			
Health Insurance***	28,800	12.79%	3,683
Retirement**	28,800	4.00%	1,152
SUBTOTAL:			4,835
PAYROLL TAXES & ASSESSMENTS (Matching Contribution):			
Social Security	12,500	7.65%	956
Unemployment Insurance (Federal)	12,500	As required by law	-
Unemployment Insurance (State)	12,500	1.50%	188
Worker's Compensation	12,500	0.40%	50
Temporary Disability Insurance	12,500	0.67%	84
SUBTOTAL:			1,278
FRINGE BENEFITS (Matching Contribution):			
Health Insurance*	12,500	13.08%	1,635
Retirement**	12,500	4.00%	500
SUBTOTAL:			2,135
Payroll Taxes, Assessments, and Fringe Benefits Total (Federal Funds)			\$ 7,778
Payroll Taxes, Assessments, and Fringe Benefits Total (Matching Contribution)			\$ 3,413

JUSTIFICATION/COMMENTS:

* To meet the 20% matching requirement, only 13.08% of the estimated 15% Health Insurance expense can be charged to this grant.
 ** Retirement is based on 4% of salary of eligible employees. New hires are not eligible for the first year.
 *** Health insurance rate is based on current premium.

**SAMPLE BUDGET JUSTIFICATION
PROGRAM ACTIVITIES**

Applicant/Provider: Victim Services Agency

RFP No.: AG-CPJAD-VOCA-2017-VA

Period: 7/1/2018 to 6/30/2019

Date Prepared: 3/20/2018

Contract No. : _____
(As Applicable)

DESCRIPTION	AMOUNT	JUSTIFICATION/COMMENTS
File Cabinet 2-drawer	195	1 @ \$260 each x prorata of 75% = 195. Cabinets will be used to file client information.
Work Pro Ergonomic Chair	435	2 @ \$290 each = \$560 x prorata of 75% = \$435. PDs are currently using personal chairs.
Cell phone boosters	825	2 @ \$550 each = \$1100 x prorata of 75% = \$825. Phone boosters will assist client outreach in rural areas with poor reception.
Bus passes*	600	\$2.50 (adults) and \$1.50 (child) per pass. Passes will be one-way to ensure they are used for VOCA purposes. Up to 10 rides per person. Adult - 12 x 2.50 x 10 = \$300, Child - 20 x 1.50 x 10 = \$300
Office supplies	2,400	\$200 per month x 12 months. Office supplies directly allocated to program, based on actual utilization.
Telecommunications (60 second PSA)	10,000	60 Second radio PSAs airing from 5/22/18 - 6/30/18 on seven local radio stations; 559 total spots at an average of \$25.86 each = \$14,454 + 4.82% tax, \$697 = \$15,151 (see attached invoice with breakdown). Prices for radio spots vary based on day. (Matching contribution: \$5,151, county funds)
Utilities	16,509	\$22,012 historical annual cost *prorata of 75% = \$16,509
Client Assistance: Rental Assitance*	21,600	Provide help to 12 DV victims with approximately 2 months rent at \$900/month
Client Assistance: Legal Services*	9,000	Help with legal service for 3 DV victims with divorce and custody issues up to \$3,000 per victim.
Indirect Costs	2,977	Indirect cost allocation for general contract administration, including fiscal, HR, information technology, facility, safety, and training. Total direct costs = \$88,104 x 10% de Minimus = \$8,811 (Matching contribution: \$5,834, county funds)
Staff Training Set Aside	3,086	Registration costs to attend a 5-day Oahu-based training on core competencies for working with victim service providers (information attached). 4 Staff attending x \$600 = \$2,400. Supplies and training materials to meet agency minimum training requirements on client safety, First Aid, Data Management, etc. estimated based on historical costs, 4 staff x \$171.50 = \$686.
		*Note: client assistance estimates are based on average cost of services and the need of previous clients. Actual assistance per client will be capped at amounts listed above, to ensure all clients demonstrating need receive assistance.
Total:	67,627	

SAMPLE BUDGET JUSTIFICATION EQUIPMENT PURCHASES

Applicant/Provider: Victim Services Agency

RFP No.: AG-CPJAD-VOCA-2017-1 Period: 7/1/2018 to 6/30/2019 Date Prepared: 3/20/2018

Contract No.: _____
(As Applicable)

DESCRIPTION OF EQUIPMENT*	NO. OF ITEMS	COST PER ITEM	TOTAL COST	TOTAL BUDGETED
12-inch MacBook 512 GB @ 75%	2	1,686	3,372	2,529
12-inch MacBook 512 GB @ 33%	1	1,686	1,686	557
Portable Projector and Screen @75%	2	2,257	4,514	299
	5		9,572	3,385

JUSTIFICATION/COMMENTS:

Two laptops and printers are for the VOCA-funded program directors at 75% of cost. One laptop is for the Executive Director who works directly with victims of crime at a prorated rate of 33%. These equipment will help create a more efficient and collaborative work environment, as well as help improve the ability to compile accurate data and provide direct victim services such as outreach and referrals.

DEPARTMENT OF THE ATTORNEY GENERAL
Crime Prevention and Justice Assistance Division
SAMPLE INDIRECT COSTS COMPUTATION WORKSHEET

Please indicate the basis of the indirect cost rate (select one):

- Federally-negotiated indirect cost rate (current and approved). Please provide a copy of the agreement to CPJAD.
- 10% De Minimis Rate. (Note: If Grantee has never received a Federally-negotiated indirect cost rate and Grantee has received less than \$35 million in direct federal funding for the fiscal year requested, Grantee may elect to use the 10% De Minimis Rate.)

Please indicate the cost base used to calculate indirect costs (select one) and fill in the table below, as appropriate:

- Modified Total Direct Costs (MTDC):** “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.” (Emphasis added.) 2 C.F.R. §200.68
- Direct Salaries and Wages:** Includes only the costs of direct salaries and wages incurred by the organization.
- Direct Salaries and Wages plus Fringe Benefits:** Includes the costs of direct salaries and wages and the direct fringe benefits incurred by the organization.

Direct Salaries and Wages (list by position title)	Cost
Program Director East	\$ 13,200
Program Director West	\$ 12,000
Victim Assistant East	\$ 3,600
Subtotal Direct Salaries and Wages	\$ 28,800
Fringe Benefits (list by position title)	Cost
Program Director East	\$ 3,564
Program Director West	\$ 3,240
Victim Assistant East	\$ 974
Subtotal Fringe Benefits	\$ 7,778
Services	Cost

Client Assistance : Rental Assistance	\$	21,600
Client Assistance : Legal Services	\$	9,000
Telecommunications	\$	10,000
Staff Training Set Aside	\$	3,086
Subtotal Services	\$	43,686
Materials and Supplies* (Itemize materials and supplies and related costs such as printing, paper, binders, etc.)		Cost
File Cabinet 2-drawer	\$	195
Work Pro Ergonomic Chair	\$	435
Cell Phone Boosters	\$	825
Office Supplies	\$	2,400
12-inch MacBook 512 GB (2)	\$	3,086
HP Office Pro 8720 Printer	\$	299
Subtotal Materials and Supplies	\$	7,240
Travel (Itemize airfare, per diem, ground transportation, etc.)		Cost
Bus Passes	\$	600
Subtotal Travel	\$	600
Subrecipients (partners) up to \$25,000 per partner		Cost
Name & Scope of Subrecipient	Total Contract Amount	Amount Applied
Subtotal Subrecipients	\$	-
Subtotal Direct Costs	\$	88,104
Your Agency's Indirect Cost Rate (negotiated or 10% De Minimis)		10.00%
TOTAL Indirect Costs	\$	8,811

*For the purposes of indirect costs, the Federal definition of equipment is utilized. The Federal definition defines equipment as tangible personal property having: 1) a useful life of more than one year; and 2) a per unit acquisition cost of \$5,000 or greater is being utilized. All other items should be listed as supplies.

ATTACHMENT E

Are You Ready for VOCA?*: A Planning Tool

General Requirements	YES	NO
Are you a non-profit or government agency that provides direct services to victims of crime? <i>(See RFP Section 2.4 for the list of services that can be supported with VOCA funds)</i>	<input type="checkbox"/>	<input type="checkbox"/>
Can you provide a record of providing effective services to crime victims? If not, can you demonstrate that 30% of your financial support comes from non-federal sources?	<input type="checkbox"/>	<input type="checkbox"/>
Do you have non-federal cash or in-kind sources of income you can contribute to the VOCA project for the required 20% match?	<input type="checkbox"/>	<input type="checkbox"/>
Do you utilize volunteers? If not, can you document that you have a “compelling reason” for not utilizing volunteers? <i>(See RFP Section 2.3.A.1)</i>	<input type="checkbox"/>	<input type="checkbox"/>
Do you assist victims in applying for victim compensation?	<input type="checkbox"/>	<input type="checkbox"/>
Do you promote within your community coordinated public and private efforts to aid crime victims?	<input type="checkbox"/>	<input type="checkbox"/>
Do you comply with federal laws regarding discrimination and equal employment opportunity?	<input type="checkbox"/>	<input type="checkbox"/>
Do you provide services to victims of federal crimes on the same basis as local/state victims?	<input type="checkbox"/>	<input type="checkbox"/>
Do you have systems and procedures in place to protect the privacy and confidentiality of the person receiving services?	<input type="checkbox"/>	<input type="checkbox"/>
Do you provide services to all victims, regardless of their immigration status?	<input type="checkbox"/>	<input type="checkbox"/>
Do you provide services to victims of crime free of charge?	<input type="checkbox"/>	<input type="checkbox"/>
Federal Requirements		
Are you registered with www.sam.gov and do you have a DUNS number?	<input type="checkbox"/>	<input type="checkbox"/>
State of Hawaii Procurement Office Requirements		
Can you maintain insurance specified by the Department throughout the project period? <i>(See RFP Section 2.3.A.3)</i>	<input type="checkbox"/>	<input type="checkbox"/>
Management Requirements		
Do you have job descriptions on file for all staff and volunteers to document that they meet all licensing and/or credentialing requirements associated with their position?	<input type="checkbox"/>	<input type="checkbox"/>
Do you have policies and procedures to ensure staff are adequately trained to provide services to victims of crime?	<input type="checkbox"/>	<input type="checkbox"/>
Administrative Requirements		
Do you have the ability to maintain records to track the amount and disposition of match funds?	<input type="checkbox"/>	<input type="checkbox"/>
Do you track demographics on crime victims served (age, race, ethnicity, sex, disability, etc.) and other statutorily required civil rights statistics?	<input type="checkbox"/>	<input type="checkbox"/>
Do you keep daily time and activity reports for staff and volunteers?	<input type="checkbox"/>	<input type="checkbox"/>

ATTACHMENT E

Are You Ready for VOCA?*: A Planning Tool

Do you have a screening mechanism or criteria used to verify clients are eligible for services under VOCA, and/or are in your intended target population? (See RFP Section 2.1.D)	<input type="checkbox"/>	<input type="checkbox"/>
Quality Assurance and Evaluation Requirements		
Do you have procedures and processes in place to ensure quality assurance and ongoing evaluation of the project's goals, objectives, and activities?	<input type="checkbox"/>	<input type="checkbox"/>
Facilities		
Do your facilities meet ADA requirements? Are they adequate to maintain a healthy and safe environment for victims?	<input type="checkbox"/>	<input type="checkbox"/>
Financial & Accounting System Requirements		
Do you use QuickBooks or another accounting program to track income and expenses?	<input type="checkbox"/>	<input type="checkbox"/>
Do you conduct an audit (if your agency is awarded more than \$750,000 in federal funds)?	<input type="checkbox"/>	<input type="checkbox"/>
Do you track all of your income and expenses against specific funding sources to ensure they are not commingled?	<input type="checkbox"/>	<input type="checkbox"/>
Does your accounting system track actual expenditures and outlays by individual expense and budget category? Can you reconcile actual expenditures against budgeted amounts?	<input type="checkbox"/>	<input type="checkbox"/>
Do you require staff to maintain time and activity sheets or other timekeeping records that accurately reflect work performed on specific activities or cost objectives?	<input type="checkbox"/>	<input type="checkbox"/>
Are time and activity sheets used to reconcile the distribution of salaries among federal awards or other funding sources to ensure only actual time spent on project activities are billed to that project?	<input type="checkbox"/>	<input type="checkbox"/>
Are you able to meet the applicable grants management rules, principles, and regulations, including Uniform Requirements for Federal Awards (2 C.F.R. Part 200)?	<input type="checkbox"/>	<input type="checkbox"/>

** Other requirements and conditions may apply. This checklist is meant to be used as a planning tool. Answering "yes" to items on this checklist does not qualify your agency for VOCA funds; answering "no" to items on this checklist does not disqualify your agency for VOCA funds. The Department is willing to work with eligible agencies where they may be questions about the above items.*

(Sample)
Employee Time and Activity Sheet

Employee Time and Activity Sheet

VOCA Grant No. _____

Agency Name: _____ Employee Name: _____ Month / Year: _____

Description of Work Activity	Day of the Month																															
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	
VOCA Activities																																
Client Meetings																																
Documentation of Client Services																																
Legal Advocacy																																
Education Advocacy																																
Medical Advocacy																																
Victims' Compensation Claims Assistance																																
Victims' Support Group Facilitation																																
Collaboration with Other Agencies/Organizations																																
Community Outreach																																
Supervision																																
VOCA administrative duties/documentation																																
Training																																
Non-VOCA Hours																																
Total Hours																																
Vacation / Sick Leave / Holiday																																
Paid Time Off/ Holiday																																
Unpaid Leave																																
Total Hours																																

 Signature of Employee

 Signature of Supervisor

(Sample)
Proposal Application
Summary of Goals, Objectives, and Performance Indicators

Project Goal: To increase access to legal services to victims of domestic violence by conducting a community outreach and education initiative.

Objectives	Activities	Performance Measures/Outputs	Outcomes
Goal 1: To increase domestic violence victim’s access to legal services by providing outreach and information to homeless shelters, churches, hospitals, and other community locations victims may seek services and support.			
Objective 1: Outreach staff will conduct 10 informational presentations on legal services available to victims of domestic violence at key community locations by the end of year 1.	Develop outreach materials (target: 3 brochures completed October 2018) Coordinate with local homeless shelters to conduct outreach events at each location (target: 10 presentations, 3-4 per quarter) Provide legal representation to clients engaged through outreach (target: 50 new clients)	# outreach materials developed # outreach events conducted # event participants # new clients engaged through outreach	% Event participants that report greater understanding of legal services available. % of clients engaged through outreach events who have favorable case outcomes.
Etc.,			

(Sample)
Exhibit A
List of Projects/Contracts

Project	Contract Number/ Amount/ Contract Period	Point of Contact	Description of Project
Domestic Violence Shelter	13-VA-22 \$120,000 7/1/13 – 6/30/14	Department of the Attorney General Calleen Ching Calleen.j.ching@hawaii.gov 808-586-1054	The shelter provides a safe place to stay for DV victims and their children at risk of imminent harm due to domestic violence. VOCA funding supported 2 shelter staff to provide intake, assessment, safety planning, crisis support, advocacy, case management, and other services to help transition victims into long-term, safe housing.
Transitional Housing Support	DHS-12-POS 2654 \$60,000 7/1/12 – 6/30/14	Department of Human Services Bob Kalua Bob.kalua@hawaii.gov 808-555-1234	The Transitional Housing Support program funds 1 FTE to provide case management, assistance developing budgets, advocacy, and other supportive services to victims of domestic violence transitioning to independent, permanent, safe housing.
Etc.,			

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. Requirements of the Award; Remedies for Non-Compliance or for Materially False Statements. The conditions of this award are material requirements of the award. Compliance with any certifications or assurances submitted by or on behalf of the PROVIDER that relate to conduct during the period of performance also is a material requirement of this award.

Failure to comply with any one or more of these award requirements – whether a condition set out in full below, a condition incorporated by reference below, or a certification or assurance related to conduct during the award period – may result in STATE taking appropriate action with respect to the PROVIDER and the award. Among other things, CPJAD may withhold award funds, disallow costs, or suspend or terminate the award. The Department of Justice and STATE also may take other legal action as appropriate.

Any materially false, fictitious, or fraudulent statement to the state and/or federal government related to this award (or concealment or omission of a material fact) may be the subject of criminal prosecution (including under 18 U.S.C. 1001 and/or 1621, and/or 42 U.S.C. 3795a), and also may lead to imposition of civil penalties and administrative remedies for false claims or otherwise (including under 31 U.S.C. 3729-3730 and 3801-3812).

Should any provision of a requirement of this award be held to be invalid or unenforceable by its terms, that provision shall first be applied with a limited construction so as to give it the maximum effect permitted by law. Should it be held, instead, that the provision is utterly invalid or unenforceable, such provision shall be deemed severable from this award.

- B. 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.
- C. 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 understands and agrees that STATE may withhold award funds, or may impose other related requirements, if the PROVIDER does not satisfactorily and promptly address outstanding issues from audits required by the Part 200 Uniform Requirements (or by the terms of this award), or other outstanding issues that arise in connection with audits, investigations, or reviews of STATE awards.

- D. 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.
- E. 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.
- F. 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.
- G. 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.

- H. 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.
- I. 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.
- J. 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.
- K. 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.

- L. 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.
- M. 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.
- N. 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.
- O. PROVIDER shall submit a Subgrant Award Report (SAR) required by OVC to STATE 14 days following the execution of the contract.
- P. 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. 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.

- Q. 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.
- R. 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. To the extent that any material, summary, report, map, chart, graph, table, study, or other documents, or discovery, invention, or development under this Contract is not recognized as a “work made for hire” as a matter of law, PROVIDER hereby assigns to the STATE any and all copyrights in and to the material.
- 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. 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

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 <https://www.usdoj.gov/oig>

6. 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.

7. 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 <https://www.ojp.usdoj.gov/funding/ojptrainingguidingprinciples.htm>

8. 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.

9. 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.

10. PROHIBITED CONDUCT RELATED TO TRAFFICKING IN PERSONS

PROVIDER, and any subgrantee at any tier, must comply with all applicable requirements (including requirements to report allegations) pertaining to prohibited conduct related to the trafficking of persons, whether on the part of PROVIDER, subgrantees, or individuals defined (for purposes of this condition) as “employees” of the PROVIDER or of any subgrantee.

The details of the PROVIDER’s obligations related to prohibited conduct related to trafficking in persons are posted on the OJP web site at <https://ojp.gov/funding/Explore/ProhibitedConduct-Trafficking.htm> (Award condition: Prohibited conduct by grantees and subgrantees related to trafficking in persons (including reporting requirements and OJP authority to terminate award)), and are incorporated by reference here.

11. GENERAL APPROPRIATIONS – LAW RESTRICTIONS

PROVIDER, and any subgrantee at any tier, must comply with all applicable restrictions on the use of federal funds set out in federal appropriations statutes. Pertinent restrictions, including from various “general provisions” in the Consolidated Appropriations Act, 2017, are set out at

<https://ojp.gov/funding/Explore/FY17AppropriationsRestrictions.htm> and are incorporated by reference here.

Should a question arise as to whether a particular use of federal funds by a PROVIDER or subgrantee would or might fall within the scope of an appropriations-law restriction, the PROVIDER is to contact STATE for guidance, and may not proceed without the express prior written approval of STATE.

12. DOJ REGULATIONS PERTAINING TO CIVIL RIGHTS AND NONDISCRIMINATION

28 C.F.R. Part 38

PROVIDER, and any subgrantee at any tier, must comply with all applicable requirements of 28 C.F.R. Part 38, specifically including any applicable requirements regarding written notice to program beneficiaries and prospective program beneficiaries. Part 38 of 28 C.F.R., a DOJ regulation, was amended effective May 4, 2016.

Among other things, 28 C.F.R. Part 38 includes rules that prohibit specific forms of discrimination on the basis of religion, a religious belief, a refusal to hold a religious belief, or refusal to attend or participate in a religious practice. Part 38 also sets out rules and requirements that pertain to PROVIDER and subgrantee organizations that engage in or conduct explicitly religious activities, as well as rules and requirements that pertain to PROVIDER and subgrantees that are faith-based or religious organizations.

The text of the regulation, now entitled “Partnerships with Faith-Based and Other Neighborhood Organizations,” is available via the Electronic Code of Federal Regulations (currently accessible at <https://www.ecfr.gov/cgi-bin/ECFR?page=browse>), by browsing to Title 28-Judicial Administration, Chapter 1, Part 38, under e-CFR “current” data.

28 C.F.R. Part 54

PROVIDER, and any subrecipient (“subgrantee”) at any tier, must comply with all applicable requirements of 28 C.F.R. Part 54, which relates to nondiscrimination on the basis of sex in certain “education programs.”

13. 41 U.S.C. 4712 (INCLUDING PROHIBITIONS ON REPRISAL; NOTICE TO EMPLOYEES)

PROVIDER must comply with, and is subject to, all applicable provisions of 41 U.S.C. 4712, including all applicable provisions that prohibit, under specified circumstances, discrimination against an employee as reprisal for the employee’s disclosure of information related to gross mismanagement of a federal grant, a gross waste of federal funds, an abuse of authority relating to a federal grant, a substantial and specific danger to public health or safety, or a violation of law, rule, or regulation related to a federal grant.

PROVIDER also must inform its employees, in writing (and in the predominant native

language of the workforce), of employee rights and remedies under 41 U.S.C. 4712.

14. “LOBBYING” RESTRICTIONS

In general, as a matter of federal law, federal funds may not be used by the PROVIDER, or any subrecipient (“subgrantee”) at any tier, either directly or indirectly, to support or oppose the enactment, repeal, modification, or adoption of any law, regulation, or policy, at any level of government. See 18 U.S.C. 1913. (There may be exceptions if an applicable federal statute specifically authorizes certain activities that otherwise would be barred by law.)

Another federal law generally prohibits federal funds awarded from being used by the PROVIDER, or any subrecipient at any tier, to pay any person to influence (or attempt to influence) a federal agency, a Member of Congress, or Congress (or an official or employee of any of them) with respect to the awarding of a federal grant or cooperative agreement, subgrant, contract, subcontract, or loan, or with respect to actions such as renewing, extending, or modifying any such award. See 31 U.S.C. 1352. Certain exceptions to this law apply, including an exception that applies to Indian tribes and tribal organizations.

Should any question arise as to whether a particular use of federal funds by a PROVIDER (or subrecipient) would or might fall within the scope of these prohibitions, the PROVIDER is to contact STATE for guidance, and may not proceed without the express prior written approval of STATE.

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. Requirements of the Award; Remedies for Non-Compliance or for Materially False Statements

The conditions of this award are material requirements of the award. Compliance with any certifications or assurances submitted by or on behalf of the Grantee that relate to conduct during the period of performance also is a material requirement of this award.

Failure to comply with any one or more of these award requirements – whether a condition set out in full below, a condition incorporated by reference below, or a certification or assurance related to conduct during the award period – may result in CPJAD taking appropriate action with respect to the Grantee and the award. Among other things, CPJAD may withhold award funds, disallow costs, or suspend or terminate the award. The Department of Justice and CPJAD also may take other legal action as appropriate.

Any materially false, fictitious, or fraudulent statement to the state and/or federal government related to this award (or concealment or omission of a material fact) may be the subject of criminal prosecution (including under 18 U.S.C. 1001 and/or 1621, and/or 42 U.S.C. 3795a), and also may lead to imposition of civil penalties and administrative remedies for false claims or otherwise (including under 31 U.S.C. 3729-3730 and 3801-3812).

Should any provision of a requirement of this award be held to be invalid or unenforceable by its terms, that provision shall first be applied with a limited construction so as to give it the maximum effect permitted by law. Should it be held, instead, that the provision is utterly invalid or unenforceable, such provision shall be deemed severable from this award.

2. 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 understands and agrees that CPJAD may withhold award funds, or may impose other related requirements, if the Grantee does not satisfactorily and promptly address outstanding issues from audits required by the Part 200 Uniform Requirements (or by the

terms of this award), or other outstanding issues that arise in connection with audits, investigations, or reviews of CPJAD awards.

3. Reporting Requirements and Performance Metrics

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.

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. 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
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 <https://www.usdoj.gov/oig>

5. 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 <https://www.ojp.usdoj.gov/funding/ojptrainingguidingprinciples.htm>

6. 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.

7. 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.

8. 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.

9. Prohibited Conduct Related to Trafficking in Persons

Grantee, and any subgrantee at any tier, must comply with all applicable requirements (including requirements to report allegations) pertaining to prohibited conduct related to the trafficking of persons, whether on the part of Grantees, subgrantees, or individuals defined (for purposes of this condition) as “employees” of the Grantee or of any subgrantee.

The details of the Grantee’s obligations related to prohibited conduct related to trafficking in persons are posted on the OJP web site at <https://ojp.gov/funding/Explore/ProhibitedConduct-Trafficking.htm> (Award condition: Prohibited conduct by grantees and subgrantees related to trafficking in persons (including reporting requirements and OJP authority to terminate award)), and are incorporated by reference here.

10. General Appropriations-Law Restrictions

Grantee, and any subgrantee at any tier, must comply with all applicable restrictions on the use of federal funds set out in federal appropriations statutes. Pertinent restrictions, including from various “general provisions” in the Consolidated Appropriations Act, 2017, are set out at <https://ojp.gov/funding/Explore/FY17AppropriationsRestrictions.htm> and are incorporated by reference here.

Should a question arise as to whether a particular use of federal funds by a Grantee or subgrantee would or might fall within the scope of an appropriations-law restriction, the grantee is to contact CPJAD for guidance, and may not proceed without the express prior written approval of CPJAD.

11. DOJ Regulations Pertaining to Civil Rights and Nondiscrimination

28 C.F.R. Part 38

Grantee, and any subgrantee at any tier, must comply with all applicable requirements of 28 C.F.R. Part 38, specifically including any applicable requirements regarding written notice to program beneficiaries and prospective program beneficiaries. Part 38 of 28 C.F.R., a DOJ regulation, was amended effective May 4, 2016.

Among other things, 28 C.F.R. Part 38 includes rules that prohibit specific forms of discrimination on the basis of religion, a religious belief, a refusal to hold a religious belief, or refusal to attend or participate in a religious practice. Part 38 also sets out rules and requirements that pertain to Grantee and subgrantee organizations that engage in or conduct explicitly religious activities, as well as rules and requirements that pertain to Grantees and subgrantees that are faith-based or religious organizations.

The text of the regulation, now entitled “Partnerships with Faith-Based and Other Neighborhood Organizations,” is available via the Electronic Code of Federal Regulations (currently accessible at <https://www.ecfr.gov/cgi-bin/ECFR?page=browse>), by browsing to Title 28-Judicial Administration, Chapter 1, Part 38, under e-CFR “current” data.

28 C.F.R. Part 54

Grantee, and any subrecipient (“subgrantee”) at any tier, must comply with all applicable requirements of 28 C.F.R. Part 54, which relates to nondiscrimination on the basis of sex in certain “education programs.”

12. 41 U.S.C. 4712 (Including Prohibitions on Reprisal; Notice to Employees)

Grantee must comply with, and is subject to, all applicable provisions of 41 U.S.C. 4712, including all applicable provisions that prohibit, under specified circumstances, discrimination against an employee as reprisal for the employee’s disclosure of information related to gross mismanagement of a federal grant, a gross waste of federal funds, an abuse of authority relating to a federal grant, a substantial and specific danger to public health or safety, or a violation of law, rule, or regulation related to a federal grant.

Grantee also must inform its employees, in writing (and in the predominant native language of the workforce), of employee rights and remedies under 41 U.S.C. 4712.

13. “Lobbying” Restrictions

In general, as a matter of federal law, federal funds may not be used by the Grantee, or any subrecipient (“subgrantee”) at any tier, either directly or indirectly, to support or oppose the enactment, repeal, modification, or adoption of any law, regulation, or policy, at any level of government. See 18 U.S.C. 1913. (There may be exceptions if an applicable federal statute specifically authorizes certain activities that otherwise would be barred by law.)

Another federal law generally prohibits federal funds awarded from being used by the Grantee, or any subrecipient at any tier, to pay any person to influence (or attempt to influence) a federal agency, a Member of Congress, or Congress (or an official or employee of any of them) with respect to the awarding of a federal grant or cooperative agreement, subgrant, contract, subcontract, or loan, or with respect to actions such as renewing, extending, or modifying any such award. See 31 U.S.C. 1352. Certain exceptions to this law apply, including an exception that applies to Indian tribes and tribal organizations.

Should any question arise as to whether a particular use of federal funds by a Grantee (or subrecipient) would or might fall within the scope of these prohibitions, the Grantee is to

contact CPJAD for guidance, and may not proceed without the express prior written approval of CPJAD.

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 of 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," "proposes," 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 Transaction," 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 reports 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 voluntary 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.

SUBMITTED BY:

Signature: _____
Name: _____
Title: _____

Date: _____
Project No: _____

Name and Address of Organization

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. If recipient completes Section A or C and sub-grants a single award over \$500,000, in addition, please complete Section D.

Recipient's Name:	
Address:	
Is agency a; <input type="checkbox"/> Direct or <input type="checkbox"/> Sub recipient of OJP, OVW or COPS funding?	Law Enforcement Agency? <input type="checkbox"/> Yes <input type="checkbox"/> No
DUNS Number:	Vendor Number (only if direct recipient)
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"/> Less than fifty employees. | <input type="checkbox"/> Indian Tribe | <input type="checkbox"/> Medical Institution. |
| <input type="checkbox"/> Nonprofit Organization | <input type="checkbox"/> Educational Institution | <input type="checkbox"/> Receiving a single award(s) 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.

If recipient sub-grants a single award over \$500,000, in addition, please complete Section D

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 Short Form 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 Short Form 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.

If recipient sub-grants a single award over \$500,000, in addition, please complete Section D

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. If recipient completes Section A *or* C and sub-grants a single award over \$500,000, in addition, please complete Section D.

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.

Section D

Recipients that (1) receive a single award over \$500,000; *and* (2) subaward a single award of \$500,000 or more must provide a list; including, name, address and DUNS # of each such sub-recipient by completing Section D.

Submission Process

Recipients should download the online Certification Form, complete required sections, 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. *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 7th 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: _____