

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

**Addendum 1**

**March 8, 2018**

**To**

**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

March 8, 2018

**ADDENDUM NO. 1**

To

**REQUEST FOR PROPOSALS (RFP)**

**Victims of Crime Act Victims Assistance Grant Program**

**AG-CPJAD-VOCA-2017-VA**

The Department of the Attorney General, Crime Prevention and Justice Assistance Division, Grants and Planning Branch is issuing this addendum to AG-CPJAD-VOCA-2017-VA, Victims of Crime Act Victims Assistance Grant Program, for the purposes of:

- Responding to questions that arose at the orientation meetings on February 20, 2018, February 22, 2018, February 26, 2018, February 27, 2018, and February 28, 2018 and written questions subsequently submitted in accordance with Section 1.8, of the RFP.
- Amending the RFP.
- Final Revised Proposals

The proposal submittal deadline:

- is amended to <new date>.
- is not amended.
- for Final Revised Proposals is <date>.

Attached is (are):

- A summary of the questions raised and responses for purposes of clarification of the RFP requirements.
- Amendments to the RFP.
- Details of the request for final revised proposals.

Please be aware that the amendments to the RFP in Addendum I, dated March 8, 2018 and posted to the State Procurement Office website, supersedes the RFP posted on February 8, 2018.

If you have any questions, contact:

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## Amendments

For

RFP No. AG-CPJAD-VOCA-2017-VA  
Victims of Crime Act Victims Assistance Grant Program  
(Date Issued: February 8, 2018)

The Department of the Attorney General, Crime Prevention and Justice Assistance Division, Grants and Planning Branch (“Department”) is issuing this addendum to RFP No. AG-CPJAD-VOCA-2017-VA, Victims of Crime Act Victims Assistance Grant Program, for the purpose of amending the RFP as follows:

Section & Subsection	Page	Amendment
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### RFP Table of Contents

No changes

### Section 1 – Administrative Overview

No changes

### Section 2 – Service Specifications

2.1.F. Probable funding amounts, source, and period of availability	2-6	<p>The Total Funding Available was amended to the following:</p> <p>A total of <del>\$5,910,979</del> \$5,940,979 in funding will be available:</p> <ul style="list-style-type: none"><li>• FY 2016 VOCA Grant: <del>\$1,335,944</del> \$1,365,944</li><li>• FY 2016 VOCA Grant: \$4,575,035</li></ul>
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### Section 3 – Proposal Application Instructions

The Proposal Application Sections	3-2	<p>Exhibit I: Disclosure of any pending litigation or outstanding judgement</p> <p><del>Exhibit I: Certifications</del> Exhibit J: Certifications</p>
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### Section 4 – Proposal Evaluation

No changes

### Section 5 – Attachments

No changes

Responses to Question Raised by Potential Applicants For

RFP No. AG-CPJAD-VOCA-2017-VA  
Victims of Crime Act Victims Assistance Grant Program  
(Date Issued: February 8, 2018)

The Amendment is also being issued to respond to questions that arose at the orientation meetings held on February 20, 2018, February 22, 2018, February 26, 2018, February 27, 2018 and February 28, 2018; and written questions submitted in accordance with Section 1.8, of the RFP.

Potential applicants were informed at the orientation, as well as in Section 1.7 of the RFP, that “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 subsection 1.8, Submission of Questions.”

Questions have been rephrased for clarity. This addendum represents the Department’s best responses and answers based on our understanding of the questions presented. The answers are not definitive at this time. Final determinations on what proposed costs and activities are allowable will be made during the grant application review and scoring process after the Department has had the opportunity to consider the total grant application. Applicants should refer to 28 C.F.R. Part 94 (“VOCA Rules”), issued on July 8, 2016, and the DOJ Grants Financial Guide (“DOJ Guide”) for more guidance.

**1. Who can be included under the match? Can a staff member outside of the agency be included as the match?**

*Response:*

This is a clarification question regarding RFP p. 2-8, which outlines the matching contribution required for applicants to qualify for VOCA funding.

*Answer:*

There are two types of match: cash and in-kind match. Contributions to the match must be derived from non-federal sources and are restricted to the same uses, and timing deadlines for obligation and expenditures, as the project’s VOCA funding. See VOCA Rules 94.118 Project Match Requirements.

**2. Must the CPJAD #40 Indirect Cost Computation form be attached to the RFP application?**

*Response:*

This is a clarification question regarding Section 3.5.A., RFP p. 3-16, outlining the application instructions for applicants requesting indirect costs.

*Answer:*  
Yes.

**3. If we have a federally approved indirect cost rate, will we still need to include the Indirect Cost Computation form?**

*Response:*  
This is a clarification question regarding Section 3.5.A., RFP p. 3-16, outlining the application instructions for applicants requesting indirect costs.

*Answer:*  
Yes.

**4. If our project chooses to target the underserved, must we meet the percentage threshold by a certain amount.**

*Response:*  
This is a clarification question for RFP pp. 2-20 to 2-23 which describe the prioritization of services to underserved populations.

*Answer:*  
Yes. To qualify for the additional points for serviced provided to underserved populations, an applicant must demonstrate that at least 40% of the total number of victims served 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).

*Rationale:*  
See VOCA Rules 94.104 Allocation of sub-awards. VOCA requires a directed allocation of 40% overall to four priority categories of victims, including underserved victims. The Department is awarding up to five (5) additional points to prioritize proposals that serve underserved victims to help ensure the allocation is met.

**5. What if, during our first year of the project, we notice that our initial projections are much less than what was proposed?**

*Response:*  
This is a clarification question for RFP pp. 2-20 to 2-23 which describe the prioritization of services to underserved populations.

*Answer:*  
Communicate your plan of action with your CPJAD Specialist. The Specialist will monitor your goals and objectives throughout the contract period. It is important to communicate with the Specialist and report any changes to the budget and/or

program description. Agencies can utilize program and/or budget modifications up to 45 days before the end of the project period.

*Rationale:*

See rationale for question 4.

**6. Can criminal background checks for volunteers or staff be included in the costs?**

*Response:*

This is a clarification question related to allowable services, activities, and costs listed on RFP pp. 2-18 and 2-19.

*Answer:*

Yes, the agency can include this item for VOCA-budgeted staff if it is a hiring requirement of the agency. Be sure to include a justification describing the agency's purpose for this procedure as it relates to VOCA.

**7. As a smaller agency with a smaller organizational budget would it be recommended that a single agency audit is conducted prior to applying for the VOCA FY 2017 RFP?**

*Response:*

This is a clarification question related to Section 2.2 Contract Monitoring and Evaluation, and Section 3.5.B. Other Financial Related Materials, RFP pp.3-18 and 3-19.

*Answer:*

The single agency audit is only required for those agencies that expend \$750,000 or more in federal funds (from all sources) in the organization's fiscal year. If the \$750,000 threshold is not reached, and the Federal audit requirement is not met, audit charges cannot be made to the grant if the agency decides to have an audit performed.

*Rationale:*

See 2 C.F.R Part 200 Uniform Administrative Requirements, Cost Principles, and Audit Requirements.

**8. Is there a list of RFP recipients to reference to?**

*Answer:*

A list of awarded RFP recipients can be located on the Hawaii State Procurement Office's website at <http://spo.hawaii.gov>.

**9. Would it be a good idea to lease two separate cars under the grant?**

*Response:*

This is a clarification question related to allowable services, activities, and costs listed on RFP p. 2-19.

*Answer:*

The leasing of an automobile is allowable under the grant so long as the agency is able to show documentation confirming the lease and all insurances are up to date, justification showing the vehicle(s) are solely for the use of the VOCA project, and a system is in place to track its use.

**10. How does the VOCA Grant handle exempt employees?**

*Response:*

This is a clarification question related to Section 2.B.1. Management Requirements – Administrative, p. 2-27.

*Answer:*

All VOCA- and match-funded staff must meet the same rules and requirements of the VOCA Grant. (i.e., completing staff time and activity sheets, conference approvals via CPJAD, etc.).

*Rationale:*

See the DOJ Guide. Maintaining adequate staff time and activity sheets is a federal requirement for all grant- and match-funded staff, regardless of their employment status.

**11. Can volunteered services be used to meet the in-kind match?**

*Response:*

This is a clarification question regarding RFP p. 2-8, which outlines the matching contribution required for applicants to qualify for VOCA funding.

*Answer:*

Yes. The value of direct victim services provided by volunteers can be used as an in-kind match. The value placed on volunteer services must be consistent with the rate of compensation (which may include fringe benefits) paid for similar work in the program, but if the similar work is not performed in the program, the rate shall be consistent with the rate found in the labor market with which the program competes.

*Rationale:*

See VOCA Rules 94.118 Project match requirements.

**12. Would you recommend an agency with a small budget (\$110, 000 annually) to request an amount that is comparative to their total annual worth?**



*Response:*

This is a clarification question related to Section 2.1.F. Probability of funding amounts, source, and period of availability, RFP p. 2-6.

*Answer:*

The FY 2017 VOCA RFP caps each VOCA project at \$400,000 per year. Also, the agency must qualify for funding under VOCA, which includes demonstrating they have a history of providing effective services for the most recent five years, or that 30% of its funding comes from non-federal sources (p. 3-5). Lastly, the agency must provide a 20% match for the project that comes from non-federal sources.

In addition to this, due to the amount of programmatic and fiscal monitoring required by the Department, the agency must have effective internal controls and management systems in place to maintain the amount of money they are requesting.

*Rationale:*

See Section 2. Service Specifications, RFP pp. 2-1 to 2-30.

**13. Will I be able to sit in on the GoToMeeting in addition to the in-person briefing?**

*Response:*

This is a clarification question related to Section 1.7 Orientation, p. 1-4, which includes a calendar of RFP orientation events.

*Answer:*

Yes. The GoToMeeting orientation is open to anyone who would like to attend. Please RSVP to the RFP point-of-contact no later than 1:30 p.m. HST on February 27, 2018.

**14. Can I submit more than one proposal for this RFP?**

*Response:*

This is a clarification question related to Section 2.3.C. Multiple or Alternate Proposals, RFP p. 2-11.

*Answer:*

Yes. Please number each proposal and indicate the application's ranking within the agency. See RFP p. 3-9 for instructions.

**15. Are there electronic alternatives (such as email) that can be used to transmit the required electronic version of the proposal instead of the requirement that the hard copy proposal include 2 CDs that are capable of being read by Word 2003?**

*Response:*

This is a clarification question related to the RFP Proposal Mail-in and Delivery Information Sheet.

*Answer:*

No. Please submit the RFP and copies exactly as requested in the Proposal Mail-in and Delivery Information Sheet.

- 16. On the matrix listing the proposal application sections on p. 3-2, should “Exhibit I: Certifications” be “Exhibit J: Certifications”?**

*Response:*

This is a clarification question related to Section 3. Proposal Application Instructions – The Proposal Application Sections, RFP p. 3-2.

*Answer:*

Yes. The correction has been made to the amended RFP and noted on p. 4 of this addendum.

- 17. The RFP forms posted on the CPJAD website list FY 2017 as the current funding year. Are those the correct forms?**

*Answer:*

Yes. The forms are correct. FY 2017 refers to the funding year that the federal award was made to the State. We are using the FY 2017 VOCA award as one source to fund awards to nonprofits and government agencies this year.

- 18. Is it okay to apply for VOCA funding if your agency has applied for a DUNS number but has not received it yet?**

*Response:*

This is a clarification question related to Section 2.3. General Requirements, RFP p. 2-9.

*Answer:*

A DUNS number is required to be eligible for VOCA funding, in accordance with the Federal Funding and Accountability Act (FFATA). Applicants that do not have may 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>.)

- 19. Is it allowable to provide technology services to victims remotely from outside the State of Hawaii, i.e., California?**

*Response:*

This is a clarification question related to allowable services, activities, and costs listed on RFP p. 2-17.

*Answer:*

The VOCA Rules do not expressly prohibit funding technological services located outside of Hawaii. However, the applicant should ensure that they are registered to do business in Hawaii, and meet the other requirements to receive funding listed in the RFP, pp. 2-6 to 2-30. Note that services to victims must meet the definition of direct services or services to crime victims, VOCA Rules 94.102, described in the RFP on p. 2-5.

*Rationale:*

See VOCA Rules 94.119 Allowable direct service costs; 94.122 Expressly unallowable sub-recipient costs; and 94.102 Definitions.

- 20. The RFP states that Request for Reimbursement Reports (RFFs) are due the 15<sup>th</sup> of each month. How long does it take to receive the funds?**

*Response:*

This is a clarification question related to Section 2.5. Compensation and Method of Payment, p. 2-30.

*Answer:*

If RFF reports are submitted on time, it takes an average of three weeks to receive reimbursement funds from the State.

- 21. This is a question regarding the training set aside. Do applicants need to set aside a minimum of \$250 per VOCA-funded staff person from their own budget, or from the award? If the proposed project includes a large number of staff, for example 50 people, do applicants need to set aside a minimum of \$250 for each?**

*Response:*

This is a clarification question related to Section 2.4.B. Management Requirements, p. 2-26.

*Answer:*

Yes. The purpose of the training set aside is to ensure that all victim service staff funded under VOCA are adequately and consistently trained, and victims receive high-quality and appropriate services. A minimum of \$250, up to a maximum of \$1,000 must be set aside for each VOCA-funded staff member and/or volunteer providing direct services to crime victims.

- 22. For the training set aside, do funds to train each VOCA-funded staff member and/or volunteer need to come from the award, or can they come from other funds being used as a match?**

*Response:*

This is a clarification question related to Section 2.4.B. Management Requirements, p. 2-26.

*Answer:*

The training set aside can come from either the VOCA award or the funds the agency is contributing as a match.

- 23. This is a question regarding the definition of “victims of crime” and who is eligible to receive services under VOCA. Based on the definitions in the RFP, direct services includes any services that respond to the immediate needs of the victim, including substance abuse services. We are a substance abuse facility. How do we show which clients are victims of crime and which are not?**

*Response:*

This is a clarification question related to Section 2.1.D. Description of the target population to be served, p. 2-5.

*Answer:*

The applicant would need a screening mechanism that allowed them to identify which clients are victims of crime and qualify for services under VOCA. Similar to other services provided with VOCA funds, the applicant would also need to document how the need for services is linked to the victimization, what services were provided, and their impact. The Department would review the documentation during the required monitoring visits for the project.

*Rationale:*

See VOCA Rules 94.119 Allowable direct service costs. 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. Additionally, the VOCA Rules state that substance abuse treatment is allowable, “so long as the treatment is directly related to the victimization.”

- 24. If a crime occurs out of state to a resident of Hawaii, would the services provided out of state be reimbursable?**

*Response:*

This is a clarification question related to Section 2.1.E. Geographic coverage of service, RFP p. 2-5.

*Answer:*

Per the RFP, the service areas for this RFP for eligible nonprofits and government agencies 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. Also note that the minimum funding per project per year to an eligible agency is \$50,000, RFP p. 2-6.