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**and Administration**

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**2018 Victims of Crime Act (VOCA) Solicitation**

CFDA # 16.575

**Request for Proposals Application Packet**

**RFP # VOCA 2018-1**

***CULTURALLY SPECIFIC VICTIM SERVICES***

**Release Date**

April 17, 2018

**Award Period**

October 1, 2018 – September 30, 2019

**Estimated Total Program Funding**

\$ 15,000,000.00

**Contact Information**

For assistance with the requirements of this Request for Proposals, contact

[IGS.Contact@dfa.arkansas.gov](mailto:IGS.Contact@dfa.arkansas.gov)

**APPLICATION DEADLINE:**

Applications must be submitted via IGS Connect by **11:59 p.m. on June 1, 2018**

IGS Connect website: <https://igsconnect.arkansas.gov>

**VOCA Request for Applications  
Application Packet**

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# REQUEST FOR PROPOSALS

## AVAILABILITY OF FUNDS ANNOUNCEMENT

### OVERVIEW

The State of Arkansas, Department of Finance and Administration, Office of Intergovernmental Services (DFA-IGS) is pleased to announce the availability of grant funds from the Victims of Crime Act (VOCA) program. These programs will be funded from the Department of Justice federal formula VOCA grant. The total amount available is \$15,000,000.00.

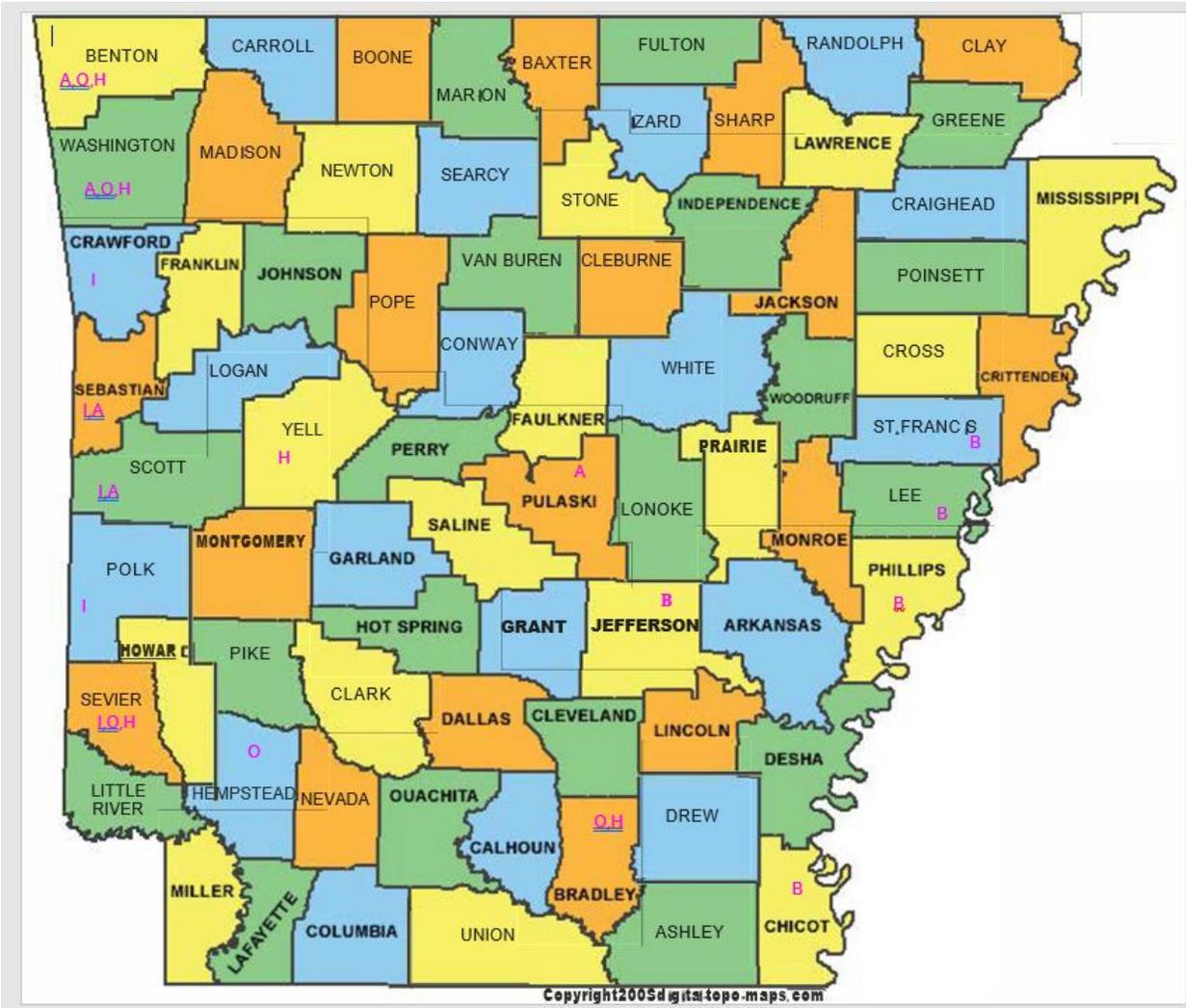
**Projects that seek to expand services for victims of crime for targeted populations will be given preference.** The VOCA application process is competitive. Applications submitted in response to this RFP will need to address Arkansas State goal 1.2 by providing trauma informed, evidence based, victim-centered services to primary crime victims.

**Goal 1.2: Expand services for targeted populations: culturally specific and underserved populations. These include African American, Hispanic, Marshallese, LGBTQI, persons with disabilities, the elderly, and geographically isolated populations.**

Based upon 2016 U.S. Census data, population statics indicate Arkansas has the following areas with underserved populations based upon Race or Ethnicity:

The map below indicates counties with the highest minority races and ethnicities recognized in Arkansas.

A = Asian	B = Black or African American	O = Other
H = Hispanic or Latino	I = American Indian & Alaska Native	



**County Break-out by ethnicity based on US Census data and AR Statewide Service Needs Assessment:**

**Population:**

**County:**

**Hispanic/Latino:**

*In all counties*

**Marshallese:**

Benton  
Washington  
Madison  
Carroll  
Boone  
Crawford

**African American:**

St. Francis  
Lee  
Phillips  
Chicot  
Jefferson

**Asian:**

Pulaski  
Sebastian  
Washington  
Scott  
Benton

**Native American:**

Crawford  
Sebastian  
Scott  
Polk  
Sevier

Applicants are encouraged to read this entire Application Packet thoroughly before preparing and applying. The Request for Proposals is open to all meeting eligibility requirements (see Eligibility section).

Applications should be submitted via DFA-IGS' grants management system, called IGS Connect. All submitted applications must be complete and include all required information and supporting documentation. Applications received with missing information may not be reviewed. Applications will be due at **11:59 p.m. on June 1, 2018.**

#### **AWARD PERIOD**

Awards will be made for a twelve (12) month period from October 1, 2018 through September 30, 2019.

#### **APPLICATION DEADLINE**

**Applications must be received via IGS Connect by 11:59 p.m., June 1, 2018.**

FORMAT: Applicants can access IGS Connect at <https://igsconnect.arkansas.gov>. An agency may submit as many applications as it wishes; however, only one application is permitted per proposed project. The application is subject to public review by state executive order 12372; therefore, applicants must complete SF-424 and submit it with the application.

For information about how to access IGS Connect, please review the Grant Application Instruction section of the Request For Proposals.

Please direct all inquiries concerning this Request For Proposals to: [IGS.Contact@dfa.arkansas.gov](mailto:IGS.Contact@dfa.arkansas.gov)

# PROGRAM DESCRIPTION

## INTRODUCTION

The Victims of Crime Act (VOCA) of 1984 was passed by Congress to assist states in providing high quality services that are ***directly related to the emotional healing and recovery of crime victims***. VOCA funds support a broad array of programs and services that focus on helping victims in the immediate aftermath of a crime and supporting them as they rebuild their lives.

The primary revenue for VOCA grants is the Crime Victims Fund, which is funded through fines, penalties, and forfeitures collected from persons and companies convicted of offenses against the United States. With this source of income, the Crime Victims Fund is self-sufficient. The U.S. Department of Justice, Office of Victims of Crime (OVC) administers these funds at the federal level while DFA-IGS administers VOCA funds at the state level.

## VOCA RULE

In the summer of 2016, changes to the law that governs VOCA funding (also known as the VOCA Guidelines) were made that further outline the type of services that are allowable utilizing VOCA funds. VOCA funding can now be used to support the following types of programs as defined in 28 CFR Part 94:

## ALLOWABLE DIRECT SERVICES/ACTIVITIES (§94.119)

### **A) Immediate emotional, psychological, and physical health and safety of a victim:**

Services that respond to immediate needs (other than medical care, except where otherwise allowed in the VOCA Rule paragraph (a) (9); including, but not limited to:

- Crisis Intervention services
- Accompanying victims to hospitals for medical examinations;
- Hotline Counselling
- Safety Planning
- Emergency food, shelter, clothing and transportation
- Short term (up to 45 days) in-home care and supervision services for children and adults who remain in their homes when the offender/caregiver is removed.
- Short-term (up to 45 days) nursing home, adult foster care, or group-home placement for adults for whom no other safe, short-term residence is available
- Window, door or lock replacement or repair and other repairs necessary to ensure a victim's safety
- Costs of the following, on an emergency basis, *i.e.*, when the State's compensation program, the victim's (or in the case of a minor child, the victim's parent's or guardian's) health insurance plan, Medicaid, or other health care funding source, is not reasonably expected to be

available quickly enough to meet the emergency needs of a victim (typically within 48 hours of the crime): Non-prescription and prescription medicine, prophylactic or other treatment to prevent HIV/AIDS infection or other infectious disease, durable medical equipment (such as wheel-chairs, crutches, hearing aids, eyeglasses), and other healthcare items are allowed; and

- Emergency legal assistance, such as for filing for restraining or protective orders, and obtaining emergency custody orders and visitation rights;

**B) Personal advocacy and emotional support:** Personal Advocacy and emotion support, includes, but is not limited to:

- Working with a victim to assess the impact of the crime
- Identification of victim's needs
- Case Management
- Management of practical problems created by the victimization
- Identification of resources available to the victim
- Provision of information, referrals, advocacy and follow-up contact for continued services, as needed
- Traditional, cultural and/or alternative therapy/healing (e.g. art therapy, yoga) etc.

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

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

**E) Facilitation of participation in criminal justice and other public proceeding arising from the crime:** The provision of services and payment of costs that help victims participate in the criminal justice system and in other public proceedings arising from the crime (e.g., juvenile justice hearings, civil commitment proceedings) including, but not limited:

- Advocacy on behalf of a victim
- Accompanying a victim to offices and courts
- Transportation, meals, and lodging to allow a victim who is not a witness to participate in a proceeding
- Interpreting for a non-witness victim who is deaf or hard of hearing, or with limited English proficiency

- Providing child care and respite care to enable a victim who is a caregiver to attend activities related to the proceeding
- Notification to victims regarding key proceeding dates (e.g., trial dates, case disposition, incarceration, and parole hearing)
- Assistance with Victim Impact Statements
- Assistance in recovering property that was retained as evidence; and
- Assistance with restitution

**F) Legal Assistance:** Are those services (including, but not limited to those provided on an emergency basis), where reasonable and where the need for such services arises as direct result of the victimization. Services include, but not limited to:

- Those (other than criminal defense) that help victims assert their rights as victims in a criminal proceeding directly related to the victimization, or otherwise protect their safety, privacy, or other interest as victims in such a proceeding.
- Motions to vacate or expunge a conviction, or similar actions where the jurisdiction permits such a legal action based on a person's being a crime victim.
- Those actions (other than tort actions) that, in the civil context, are reasonably necessary as a direct result of the victimization.

**G) Forensic Medical Evidence Collection Examinations:** Forensic medical evidence collection examinations for victims to the extent that other funding sources such as State appropriations are insufficient. Forensic medical evidence collection examiners are encouraged to follow relevant guidelines or protocols issued the state or local jurisdiction. Forensic medical examiners are encouraged to provide appropriate crisis counseling and/or other types of victim services that are offered to the victim in conjunction with the examination.

**H) Forensic Interviews:** Victim centered forensic interviews, with the following parameters:

1. Results of the interview 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 multidisciplinary investigation and diagnostic team, or in a specialized setting such as a child advocacy center.
3. The interviewer is trained to conduct forensic interviews appropriate to the developmental age and abilities of children, or the developmental, cognitive, and physical communication disabilities presented by adults.

- I) **Transportation:** Transportation of victims to receive services and to participate in criminal justice proceedings.
- J) **Public Awareness:** Public awareness and education presentations (including, but not limited to, the development of presentation materials, brochures, newspaper notices, and public service announcements) in schools, community centers, and other public forums that are designed to inform crime victims of specific rights and services and provide them with (or refer them to) services and assistance.
- K) **Transitional Housing:** Transition housing for victims (generally, those who have a particular need for such housing, and who cannot safely return to their previous housing, due to circumstances of their victimization), including, but not limited to, travel, rental assistance, security deposits, utilities, and other costs incidental to the relocation to such housing, as well as voluntary support services such as childcare and counseling.
- L) **Relocation services:** Including, but not limited to, reasonable moving expenses, security deposits on housing, rental expenses, and utility startup costs.

#### **OTHER ALLOWABLE ACTIVITIES**

- A) **Costs to Support Direct Services (§94.120)**
- B) **Sub-recipient Administrative Costs (§94.121)**

Further information about the new VOCA rules and guidelines can be found at <https://www.federalregister.gov/documents/2016/07/08/2016-16085/victims-of-crime-act-victim-assistance-program>

And

<https://ojp.gov/ovc/voca/vaguide.htm>

## **MATCH REQUIREMENTS**

VOCA regulations require that all recipients of VOCA funding must provide matching funds as follows:

**Project Match Requirements** – The purpose of matching contributions is to increase the amount of resources available to the projects supported by grant funds. Matching contributions of 20% (cash or in-kind) of the total cost of the VOCA project (VOCA grant plus match) are required for each VOCA-funded project and must be derived from non-federal and non-state sources. All funds designated as match are restricted to the same uses as the VOCA victim assistance funds and must be expended within the grant period. Match must be provided on a project-by-project basis and match used on one federal grant cannot be used as match on another federal grant.

Applicants are encouraged to keep local match at the minimum need to meet the federal funds requested. Once budgeted within a subgrant budget, the source of match becomes a part of the subgrant project, which disqualifies its use for any other project.

Match serves several purposes, including leveraging federal funding, indicating organizations capacity and encouraging local investment and engagement in the VOCA funded project.

## **DEFINITIONS**

**Crime Victim/victim of crime** – a person who has suffered physical or sexual, financial, or emotional harm as a result of the commission of a crime.

**Direct Services** – services provided with VOCA grant funds are any efforts that 1) respond to the emotional and physical needs of crime victims; 2) assist primary and secondary victims of crime to stabilize their lives after victimization; 3) assist victims to understand and participate in the criminal justice system; and 4) provide victims of crime with a measure of safety and security such as boarding-up broken windows and replacing or repairing locks.

**Supplanting** – using funds received through VOCA to replace funds that would, in the absence of federal funds, be made available for victim assistance. Therefore, VOCA funds cannot be used for existing costs, because those costs have been paid previously by other funding. However, if an agency can substantiate that funding has been lost (ex. Agency received \$10,000 in corporate funding during the previous year and this year will only be receiving \$5,000), VOCA funds could be requested to cover costs up to the amount lost. The limited VOCA funds are not intended to replace local funds or other state and federal funds.

## APPLICANT ELIGIBILITY & REQUIREMENTS

### ELIGIBILITY

VOCA funds are to be awarded to an organization only for the provision of direct services to victims of crime through their staff. Each applicant organization shall meet the following requirements:

- 1. Public or Non-profit Organization** – To be eligible to receive VOCA funds, organizations must be operated by a public or non-profit organization or a combination of such organizations and provide services to victims
- 2. Must possess an Employer Identification Number (EIN) and a DUNS number** – All applicants under this solicitation must include their EIN and a DUNS (Data Universal Numbering System) number in their application. Applications without these numbers will be considered incomplete and will not be eligible to be considered for funding. The EIN is a unique nine-digit number assigned to an organization by the IRS. A DUNS number is a unique nine-digit sequence recognized as the universal standard for identifying and keeping track of entities receiving Federal funds. The identifier is used for tracking purposes and to validate address and point of contact information for federal assistance applicants, recipients, and sub-recipients. The DUNS number will be used throughout the grant life cycle. Obtaining a DUNS number is a free, simple, onetime activity. Obtain one by calling 1-866-705-5711 or by applying online at [www.dnb.com/us/](http://www.dnb.com/us/).
- 3. Acquire or renew registration with the System for Award Management (SAM) database** – In addition to the DUNS number requirement, the Office of Justice Programs (OJP) requires that all applicants for federal financial assistance maintain current registrations in the SAM database. The SAM database is the repository for standard information about federal financial assistance applicants, recipients, and sub-recipients. Please note, applicants must update or renew their SAM registration at least once per year to maintain an active status. Information about registration procedures can be accessed at [www.sam.gov](http://www.sam.gov).
- 4. Record of effective service** – Agencies must 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 other sources.
- 5. Volunteers** – Subgrantees must use volunteers in the provision of services in order to receive VOCA funds.

- 6. Promote Community Efforts to Aid Crime Victims** – Promote within the community coordinated public and private efforts to aid crime victims. Coordination may include, but is not limited to, serving on state, federal, or local task forces, commissions, working groups, coalitions, and/or multidisciplinary teams. Coordination efforts also include developing written agreements in the form of a Memorandum of Understanding (MOU) that contribute to better and more comprehensive services to crime victims. **Coordination efforts qualify an organization to receive VOCA victim assistance funds, but are not activities that can be supported with VOCA funds.**
- 7. Comply with Federal rules regulating Grants** – Subgrantees must comply with the provisions of VOCA Rule, the Program Guidelines, and the requirements of the OJP Financial Guide, current edition which includes maintaining appropriate programmatic and financial records that fully disclose the amount and disposition of VOCA funds received. This includes: financial documentation for disbursements; daily time and attendance records specifying time devoted to allowable VOCA victim services; client files; the portion of the project supplied by other sources of revenue; job descriptions; contracts for services; and other records which facilitate an effective audit.
- 8. Supplanting** – Funds made available under this application must be used to supplement and not replace (supplant) other federal, state, and/or local funds expended to provide services and activities that promote the purposes of any of the programs in this announcement.
- 9. Maintain Civil Rights Information** – Maintain statutorily required civil rights statistics on victims served by race, national origin, sex, age, and disability, by contract period. Permit reasonable access to its books, documents, papers, and records to determine whether the Subgrantee is complying with applicable civil rights laws. This requirement is waived when providing a service, such as telephone counseling, where soliciting the information may be inappropriate or offensive to the crime victim.
- 10. Services to victims of federal crimes** – Subgrantees must provide services to victims of federal crimes on the same basis as victims of state or local crimes.
- 11. No charge to victims for VOCA-funded services** – Subgrantees must provide services to crime victims at no charge through the VOCA-funded project.

## **ELIGIBLE ORGANIZATIONS**

Eligible organizations are those organizations that are committed to providing services to victims of crime. This can include those public and non-profit organizations that have components which offer services to crime victims. These organizations include, but are not limited to, the following:

- Non-profit organizations established for the sole purpose of providing direct services to crime victims;
- Non-profit organizations that do not currently provide services to crime victims, but desire an expansion of services that would encompass serving victims of crime;
- Non-profit organizations that offer a variety of services, including those that address the needs of crime victims;
- Criminal justice agencies such as law enforcement, Prosecuting Attorney offices, courts, and corrections departments;
- Faith-based organizations;
- Hospitals and or emergency medical facilities;
- Governmental entities such as mental health organizations, legal service agencies, child and adult protective services, etc.

## **ORGANIZATION PREPAREDNESS**

Prior to seeking federal support, an organization must carefully weigh whether it is prepared to take on the responsibility of administering a subgrant award. If federal support is provided, the organization will be required to effectively manage and account for activities, as well as financial expenditures related to the project. Managing a subgrant entails a considerable amount of non-federally funded time and resources. If ill-prepared, the experience could prove frustrating, as well as costly, as mismanaged funds are required to be repaid and could result in disqualifying the organization from receiving future awards.

To determine preparedness, the following issues should be taken into consideration.

1. The organization's internal policies and procedures regarding personnel, work protocol, and activity accountability.
2. The organization's internal policies and procedures regarding proper accounting and financial accountability.
3. The professional conduct of the organization and staff and the absence of practices that, if partnered with the state, could discredit the public's perception of government and the integrity of the grant programs.
4. The organization's readiness or ability to become ready to perform subgrant activities and tend to administrative matters involving the subgrant award.
5. The possession of equipment and office materials needed to conduct ordinary business, including access to internet services and email.

6. The support and dedication of the organization's governing body, including its determination to ensure proper administration of the subgrant award.
7. The organization must be accessible to victims of crime. Determination of accessibility includes readiness to service victims with special needs, such as physical handicaps, language barriers, etc.
8. The organization's operating hours must be in-line with the service to be delivered. If the nature of the organization's business entails 24-hour crisis intervention to victims, it should have provisions for telephones to be answered by individuals equipped to provide immediate assistance, eliminating the need for the victim to leave a message.
9. Subgrant organizations must be financially prepared to pay for project costs with unrestricted funds. Reimbursement may be sought only after the expenditure has been paid. Reimbursement requests are made monthly. These requests require supporting documentation that corresponds with the budget line items to be approved.
10. In determining federal investments, an organization's access to alternative financial support and its long-term business plan must be considered.
11. An applicant's sustainability plan becomes a special condition of any sub-award granted. Applicants are therefore encouraged to be specific about their plans and think not only in terms of additional grant funds, but diversified funding, consistent support, etc.
12. It is common for federal grant programs to require subgrant organizations to provide a matching contribution to enhance the impact of the federal funds and to demonstrate the subgrant organization's ability to someday become self-sufficient. VOCA requires subgrant organizations to provide a cash and/or in-kind match contribution of 20% for renewing organizations and 26% for new organizations;
13. Matching contributions must be directly related to the subgrant project and cannot be derived from other federal funds. Once budget within a subgrant budget, the source of match becomes a part of the subgrant project, which disqualifies its use for any other project.

### **INELIGIBLE ORGANIZATIONS**

Some public and non-profit organizations that offer services to crime victims are not eligible to receive VOCA funds. These organizations include, but are not limited to, the following:

- **Federal Agencies:** This includes U.S. Attorney Offices and FBI Field Offices. Receipt of VOCA funds would constitute an augmentation of the federal budget with money intended for state agencies. However, private non-profit organizations that operate on federal land may be eligible recipients of VOCA victim assistance grant funds.
- **In-Patient Treatment Facilities:** For example, those designed to provide treatment to individuals with drug, alcohol, and/or mental health related conditions.
- **Debarred Organizations:** Any organizations that are barred from receiving funding from any federal funding authority.

## **UNALLOWABLE SERVICES/ACTIVITIES §94.122**

The applicant may not use VOCA grant funds to conduct any of the following services or activities.

- Lobbying
- Research and studies – an exception is made for evaluations of VOCA funded projects
- Active investigation and prosecution of criminal activities
- Fundraising
- Capital Expenses
- Compensation for victims of crime
- Medical care
- Salaries and expenses of management – Not approved unless these expenses are incurred while providing direct services to crime victims or providing training and/or technical assistance through an approved VOCA project.

## **GENERAL REQUIREMENTS**

### **CONFIDENTIALITY**

Organizations funded with VOCA funds shall not disclose, reveal or release:

- a) Any personally identifying information or individual information collected with VOCA funded services requested, utilized or denied, regardless of whether such information has been encoded, encrypted, hashed, or otherwise protected; or
- b) Individual client information, without the informed, written, reasonably time-limited consent of the person about whom information is sought, except that consent for release may not be given by the abuser of a minor, incapacitated person, or the abuser of the other parent of the minor. If a minor or a person with a legally appointed guardian is permitted by law to receive services without a parent's (or the guardian's) consent, the minor or person with a guardian may consent to release of information without additional consent from the parent or guardian.

*RELEASE* – If release of information is compelled by statutory or court mandate, the sub-grant organization shall make reasonable attempts to provide notice to victims affected by the disclosure of the information, and take reasonable steps necessary to protect the privacy and safety of the persons affected by the release of information.

*INFORMATION SHARING* – Sub-grant organizations may share:

- (i) Non-personally identifying data in the aggregate regarding services to their clients and non-personally identifying demographic information in order to comply with reporting, evaluation, or data collection requirements;
- (ii) Court-generated information and law-enforcement-generated information contained in secure governmental registries for protection order enforcement purposes; and
- (iii) Law enforcement- and prosecution-generated information necessary for law enforcement and prosecution purposes.

*PERSONALLY IDENTIFYING INFORMATION* - In no circumstances may

- a) A crime victim be required to provide a consent to release identifying information as a condition of eligibility for VOCA funded services.
- b) Any personally identifying information be shared in order to comply with reporting, evaluation, or data-collection requirements of any program

*MANDATORY REPORTING* - The VOCA Rule does not prohibit compliance with legally mandated reporting of abuse or neglect.

### **MONITORING**

The Department of Finance and Administration will monitor each VOCA funded projects in accordance with VOCA Guidelines and Rules:

- a) Regular desk monitoring of all subgrant organizations; and
- b) Conduct on-site monitoring of all subgrant organizations at least once every two (2) years unless a different frequency based on risk assessment is set out in monitoring plan.

### **PERFORMANCE REPORTING**

Recipients of VOCA funds will be required to submit quarterly performance reports to DFA-IGS. Failure to submit these reports by their due dates could result in the withholding of funds until the report is received.

## IMPORTANT DATES & DEADLINES

DATE	EVENT
April 17, 2018	REQUEST FOR PROPOSALS posted on Department of Finance & Administration, Office of Intergovernmental Services (DFA-IGS) website, area newspapers, and emailed to interested applicants
April 17 thru May 31, 2018	Written questions regarding the announcement can be submitted via e-mail to:  <a href="mailto:IGS.Contact@dfa.arkansas.gov">IGS.Contact@dfa.arkansas.gov</a> <b>Responses will be posted on DFA website weekly</b>
April 17 thru May 31, 2018	Application questions and answers will be posted on DFA-IGS website weekly
MAY 10, 2018	TECHNICAL ASSISTANCE WORKSHOP
<b>JUNE 1, 2018</b>	<b>APPLICATION SUBMISSION DEADLINE 11:59 P.M.</b>
June 2 thru July 1, 2018	Proposal review and Selection
July 2, thru September 15, 2018	Notifications, Consultations, Appeals, and Award Acceptance
October 1, 2017	Project start date

*\*Applicant registrations for IGS Connect are approved Monday through Friday during regular business hours; please ensure to register your organization in time to receive authorization for IGS Connect.*

**PROPOSAL DEADLINE: Wednesday, June 1, 2018 at 11:59 p.m.  
Proposals received after the deadline will not be accepted.**

## Grant Application Instructions

Applications for funding must be submitted online via the new IGS Connect web-based system at <https://igsconnect.arkansas.gov>. IGS Connect is a web-based computer application that will support the application and administration of grants available from DFA-IGS.

Before an application can be completed, your organization must register with IGS Connect. The Authorized Official may request access to IGS Connect using the **New User** link that is found on the IGS Connect log-in page. A confirmation email will be sent to the provided email address once the request has been approved.

Once a request has been approved, the authorized official will have the ability to add additional users to the account under the **Acting Authorized Official** role. See IGS Grantee User Manual: <https://igsconnect.arkansas.gov> for instructions on setting up users.

A recorded introductory presentation of IGSCONNECT can also be found at: <https://igsconnect.arkansas.gov>

### Application Forms

#### I. Authorized Official Contact Information

Time-Sensitive Communication: Provide contact information for the Authorized Official in the event that an issue arises that needs his or her immediate attention. If contact information is the same as what is listed in the previous section, please check the "Same as Above" box. Press the "Save" button after any changes are made.

#### II. Project Summary

##### Questions 1 – 7

These sections will be auto-populated with the information provided by the Authorized Official when he or she registers for IGS Connect.

#### 8) **Applicant Type**

Select the type of organizations that best describes your agency. Please specify in the space provided if "Other" is selected.

#### 9) **Grant Type**

Select the type of grant that which you are applying i.e. (VOCA)

- 10) Amount of Request**  
This section will be auto-populated after you have completed the Project Budget & Budget Narrative section.
- 11) Primary Purpose of the Project**  
This question will appear once a grant type has been selected.
- 12) Contact Information**  
Provide the contact information for the person that will be able to answer questions pertaining to the application.
- 13) Federal Debt**  
Applicants cannot be delinquent on or have any federal debt.
- 14) Project Location**  
Enter the city, county, and congressional district in which the project will be housed.
- 15) Areas Served by the Project**  
Indicate all counties and congressional districts where victim services will be performed.
- 16) Number of Volunteers**  
Enter the anticipated number of people that will volunteer with the project.
- 17) Project Type**  
Choose one from the drop down menu.
- a) NEW PROJECT – The applicant has not received funding from DFA-IGS for a period of at least two (2) years prior to the application and/or the project has not been previously funded by DFA-IGS.
  - b) EXPAND/ENHANCE EXISTING PROJECT – The applicant is currently receiving funding from DFA-IGS, but has added new components, not previously funded by DFA-IGS; however, the project is an existing one funded by another source and the applicant is requesting additional fund to expand/enhance the project.
- 18) Number of Unduplicated Victims to be served**  
Estimate the number of primary victims to be served by the proposed project.

**19) Victims to be served**

*This question will appear once a grant type has been selected.* Indicate the type of victimizations and the approximate number of victims to be served by the project for each selected category.

**20) Services to be provided**

*This question will appear once a grant type has been selected.* Be sure to indicate all services/activities to be provided by the proposed project. Be sure that the services to be provided assist in the accomplishment of stated goals and objectives. Also ensure that staff designated to provide the services are qualified to do so.

After you have completed this section, make sure you save your work by pressing the “Save” button located in the top right corner of the page.

**III. PROJECT NARRATIVE**

Be sure to address each category in this section. The number of points assigned to each section is indicated below. The entire project narrative contains eight (8) sections and **EACH SECTION** cannot exceed **one (1) typed-page** in length.

You are encouraged to complete each section in Microsoft Word or another word processing program prior to inputting the narrative into IGS Connect. This will allow you the opportunity utilize tools available through Word such as spell check and to format the proposal as you choose. Once you are ready to enter the narrative into IGS Connect, there is no need to retype the information. The Narrative can be simply copied from Word and pasted into IGS Connect and still maintain any formatting completed in Word. **Please make sure that you copy and paste each section into its corresponding text box in IGS Connect.** Select the “Save” button after each section is completed.

**PROJECT SUMMARY**

The project summary is the abstract of your proposed project. It should briefly tell what the project is, why the project is needed, who the project will serve, and how the project will be delivered to the people that are in need.

**NEEDS ASSESSMENT**

The needs assessment establishes the problem and is the foundation upon which the rest of the proposal is built. List a maximum of five (5) reasons specific to your community as to why there is a need for this project. Reasons should be short simple statements based on supportive data that substantiate a lack of services, a steady or rising need for services, an identified gap in services, and/or an identified problem that the project will address.

In addition to clearly defining the problem, include a description of the population to be served, current services, and obstacles faced by the proposed victim population. Be sure to include relevant local data to support the need for the project.

### **APPLICANTS CAPABILITY**

In this section, you will describe your agency's ability to provide the services in the proposed project. Be sure to include historical information, community partnerships, and the scope of services that are currently being provided.

Provide a brief history of your organization (i.e. year established, notable events, scope of activities currently performed, etc.). Be sure to address the agency's ability to carry out the proposed project, including financial capability and staff qualification. *For governmental entities:* please limit your history to the department under which the proposed project will operate.

### **POPULATION TO BE SERVED**

Describe how the proposed project addresses federal program priorities, including the type of victims to be served (i.e. child abuse, domestic violence, sexual assault, etc.).

Identify any underserved populations (elderly, disabled, non-English speakers, rural, etc.) that will be served by the project and address the methods to ensure their inclusion in services.

Indicate the percentage of underserved populations to be served by the project (ex. 76% of the unduplicated victims to be served by this project will be non-English speakers). Include any special accommodations needed to serve the identified underserved populations (ex. Bi-lingual interpreters, etc.).

### **PROJECT ACTIVITIES**

Identify all services and/or activities to be provided by the project. BE SPECIFIC.

Clearly demonstrate how the activities identified will benefit victims, produce the intended goals, and are consistent with and assist in meeting federal and local purposes.

Indicate whether or not the project will be using best practices or evidence-based activities. Please briefly describe the best practice or evidence-based activity to be used.

Project activities should be clearly reflected in the project's proposed budget.

## **COLLABORATION**

Provide evidence of community support and broad participation in the planning and implementation process.

Describe collaboration of community partners for the purposes of resource sharing, coordination of efforts, case management, and to avoid the duplication of services.

## **EVALUATION PLAN**

It is important that these grant-funded projects demonstrate an achievement of the purpose for which the funds were requested. It is equally important to be able to determine that if the project is unable to achieve its intended purpose, what necessary changes need be made to the project design to ensure its success. To accomplish this, all proposals must contain a clearly written evaluation plan. Good evaluation plans are closely tied to the program's proposed goals and objectives and should answer the following questions:

- Did the project accomplish its projected outcomes?
- How do we know this? / What data supports this claim?
- Did we achieve the objectives in an efficient and measurable manner?

## **SUSTAINABILITY PLAN**

Federal funds are provided as a **temporary** means to accomplish specific goals. These federal funds should therefore be administered in a manner that ensures long-term sustainable activities. Applicants must devise a plan to continue services in the absence of federal funds.

A complete response will describe the organization's sustenance, a plan to continue its benefits without the need for continual federal support, and the time frame needed to achieve sustainability. Be sure to describe any modifications in the project which may be needed as a result of decreased funds.

### **IV. Financial Overview**

**Project Title:** List the name to the project/program for which you are requesting funding.

**Organizational Fiscal Year End:** List the month and day in which the applicant's fiscal year ends.

**Questions 1 – 5:** Answer the questions about the applicant's financial practices.

**Funding Source:** List all revenue sources and amounts for the entire organization during the proposed project's fiscal year (October – September).

Governmental entities provide a listing of revenues for the department under which the proposed project will operate. If additional lines are needed, click the Save button.

Click the Save button after all questions on this page have been answered.

## V. Goals & Objectives

Project goals should define the overall direction of a program and state what is to be accomplished by the program. Goals are measurable statements of the desired impact of the program and typically address changes in actual behaviors, such as decreased victimization, increased community involvement, or improved well-being.

Objectives are specific measurable statements of the desired immediate or direct outcome of a program which support the accomplishment of the goal. Well-formatted objectives reflect changes in knowledge, attitudes, skills, and/or behaviors that are the direct result of specific activities.

**Applicant Organization:** Information will be auto-populated with information provided by the Authorized Official.

**Project Title:** Information will be auto-populated with the title provided in the Financial Overview section.

**Goal:** List the project's goals. Applicants will be able to enter up to five (5) separate goals. Goals are limited to 150 characters. Each goal will be accompanied by at least one objective and one measurement.

**Objective:** List the objectives that go with each goal. Each goal is limited to three (3) objectives. Each objective must be entered in a separate box. Objectives are limited to 300 characters. Objectives must be accompanied by a measurement.

**Measurement:** Each objective must include a measurement that will detail how each objective will be obtained. Measurements to determine the success or failure of an objective can include number of clients seen during a time period, number of protective orders filed, number of support classes provided, etc. Measurements are limited to 300 characters.

## VI. Employee Detail Form

The Employee Detail Form is where the applicant lists all employees that will have a role in carrying out the project. The project's employees can include those that are paid either in whole or part by grant funds to those employees that are in a supportive role for the project and their salary is utilized as part of the applicant's match funds.

All information provided in the Employee Detail Form will be auto-populated into the Project Budget & Budget Narrative Form.

### **PAY INFORMATION**

List each position associated with the project, those to be funded by federal dollars as well as those to be used as match. Include the hourly rate of pay, the number of hours devoted to the project, and a brief description of the job duties to be performed by each position. A breakdown of the annual amount of the employee's salary that is dedicated to either Federal or Match will be shown.

Independent contractors should be entered as Professional/Contract Services, not salaried employees.

### **MANDATED BENEFITS**

Mandated benefits are those benefits that an employer is required by law to provide for every employee. Mandated benefits include FICA, Worker's Compensation, and State Unemployment Insurance (SUI). Mandated benefits are to be calculated for all salaries that are associated with the grant, including those that are used as match.

FICA and Worker's Compensation are calculated using the established rates for each benefit time the employee's total salary. For all applicants, FICA is calculated at 7.65%.

The rate for Worker's Compensation is unique for each organization and will be established by the organization's Worker's Compensation carrier; however, federal funds can only be used to cover up to 5%.

An organization's SUI rate is also unique. The SUI rate is established by the Arkansas Department of Workforce Services.

### **EMPLOYER PROVIDED BENEFITS**

Like mandated benefits, the amount of federal funds requested for employer provided benefits may not exceed the percentage of salary paid by federal funds. Employer benefits include all other benefits such as health insurance, retirement, life insurance, etc. offered to employees through policies held by the applicant.

Payment made directly to employees are not an allowable cost. Arrangements made between the applicant and an employee to provide reimbursement for the cost of an insurance policy that is personally held by the employee or a relative of the employee cannot be supported with federal funds.

The maximum monthly health insurance premium reimbursed with federal funds is \$450 per month per employee. Applicants should indicate the actual premium rates; however, the federal funds requested may not exceed \$450 with anything above being eligible to be used as match.

Retirement benefits are normally calculated as a percentage of the total salary. Applicants should indicate the actual percentage paid; however, the federal funds requested may not exceed 14.75% with anything above being eligible to be used as match.

## **VI. Project Budget & Budget Narrative**

An applicant's Project Budget & Budget Narrative should be reflective of what was outlined in the Project Narrative section of the proposal. This is the opportunity for the applicant to clearly define what will be needed to successfully carry out the project. Do not request funding for any items that will not directly impact the proposed project.

*Allowable Costs* – Federal funds are governed by the “cost principle” of the Office of Management and Budget (OMB). Cost principles are the federal rules that determine the extent of reimbursement of grant expenses. Generally, allowable costs include costs that are reasonable and necessary for the successful completion of the project. These may include salaries, rental of staff offices, recording or translation services, postage, telephone charges, travel expenses, printing, duplication, etc.

*Non-Allowable Costs* – Any costs that are incurred either before the start of the project period or after the expiration of the project period are not allowable. Costs that are deemed not reasonable and/or necessary for the successful completion of the project are not allowable. Other unallowable costs include, but are not limited to: land acquisition, bonuses or commissions, lobbying, fund raising, corporate formation, entertainment, sporting events, credit card fees, tips, bar charges/alcoholic beverages, laundry services, etc.

*Match Requirements* – Match is a specified amount of non-federal funds designated to be used for the proposed project in addition to the federal award amount. Match may either be cash or in-kind. Acceptable examples of in-kind match include office space, employer benefits, staff salary, or volunteer time that has been awarded a dollar value (see *Volunteers*).

VOCA guidelines specify that an organization must contribute no less than 20% of the total cost of the project as match. The rate increases to 26% for those organizations that have not previously received VOCA funding from IGS or have not received VOCA funding from DFA- IGS in the past two (2) years.

*Volunteers* – As a stipulation for receiving VOCA funds, organizations must agree to utilize volunteers in the delivery of the proposed project. As previously mentioned, volunteer hours

are a good source of in-kind income that can be used to help fulfill the proposed project's match requirement. Volunteers must be working in support of the proposed project. The current rate for volunteers is \$19.66 per hour.

The Project Budget & Budget Narrative is divided into eight (8) sections: Salary, Employer Mandated Benefits; Employer Provided Benefits; Maintenance & Operations, Professional/Contract Services, Travel/Training, Capital Outlay, and Other Expenses.

## **VII. Attachments**

The following attachments must be submitted with your application. If an application is missing any of the attachments, it will be considered incomplete and may not be reviewed. Since the attachments will need to be signed by the Authorized Official, the forms will need to be scanned to your computer and uploaded to IGS Connect following the same steps as uploading the MOU.

**Form SF-424:** Pursuant to Executive Order 12372 which requires the coordination of review of proposed federal financial assistance by state and local governments, applicants are required to complete form SF-424.

Instructions for completion of the form are included in the form and are self-explanatory, with the following exceptions:

- **5. APPLICANT INFORMATION**  
All applicants must have a DUNS number;
- **8. TYPE OF APPLICATIONS**  
All applicants should check **New**;
- **9. NAME OF FEDERAL AGENCY**  
VOCA – Department of Justice;
- **10. CATALOG OF FEDERAL DOMESTIC ASSISTANCE NUMBER (CFDA)**  
16.575;
- **16. IS APPLICANT SUBJECT TO REVIEW BY STATE EXECUTIVE ORDER 12372 PROCESS?**  
All applicants must answer "Yes". The date will be the date the application was submitted.
- **17. IS APPLICANT DELINQUENT ON ANY FEDERAL DEBT?**  
If yes, please attach an explanation.

## **Submitting the Application**

After you have completed all of the application forms and uploaded the attachments, you are ready to submit the application via IGS Connect. Prior to submitting the application, you can double check to make sure all forms have been completed properly by pressing the **View**

**Global Errors** button on any form. It will highlight any missing information, with the exception of MOU & Attachments, and provide you with a link to the correct form.

When you are ready to submit the application, you can click on the **Status Change** button that is located near the top of the screen. In the next box, you will select the **Application Submitted** button to submit your application to IGS Connect. This will alert the IGS Connect administrator and let them know that your application has been submitted and ready for review.

**Applications must be submitted via IGS Connect no later than 11:59 p.m. on June 1, 2018.** Proposals cannot be submitted after this date and time, so applicants are encouraged to begin the process of submitting the applications at least one week early to ensure they are able to meet the application deadline. Applications submitted through any means other than IGS Connect will not be considered for funding.

**NOTE:** If the applicant experiences unforeseen **IGS Connect technical issues** beyond the applicant's control that prevents submission of its application by the deadline, the applicant must contact DFA-IGS staff by email **within 24 hours after the deadline** and request approval to submit the application. In that email, the applicant must include **a description of the technical difficulties, a timeline of submission efforts, screen shot of the error code that was received, and any other information as necessary.** DFA-IGS will then consider all submitted information to determine if the application will be accepted. Please send emails to [IGS.Contact@dfa.arkansas.gov](mailto:IGS.Contact@dfa.arkansas.gov).

The applicant shall submit all data as requested and required within the application forms. Failure to submit all required data could disqualify the proposal from further consideration. Applicants will not be contact if they fail to submit all required data.

## **APPLICATION REVIEW AND DETERMINATION PROCESS**

### **REVIEW**

Applications are subject to several reviews. These reviews assist DFA-IGS in making funding recommendations which enhance the State of Arkansas's service delivery system to victims of crime. The process for review and determination of a subgrant award is as follows.

- 1) **ELIGIBILITY REVIEW:** Applications will be reviewed to ensure that minimum eligibility requirements have been met. If the organization or its proposal does not meet the minimum eligibility requirements, the applicant will be notified that it is not eligible to receive funding.
- 2) **ADVISORY COMMITTEE:** Pursuant to state law, DFA-IGS' advisory committee will be provided an opportunity to review and comment on all applications.

- 3) **REVIEW COMMITTEE:** An independent review committee selected by DFA-IGS Administration will review all applications. Applications will be awarded points based on how well it addresses the required information for each section of the proposal. Point totals for each section are provided in the Grant Application section of this solicitation.
  
- 3) **ADMINISTRATIVE REVIEW:** The DFA-IGS Administration will make final determination on which applications will be funded based recommendations from DFA-IGS staff, Advisory Committee, and the Review Committee. The Assistant Administrator will determine which proposals will be approved for support and provide guidelines with regards to funding amounts.

## **FACTORS CONSIDERED**

**AVAILABLE FUNDING:** The state's award is determined at the federal level, based on a formula that involves population and crime rate. The state is mandated to sub-award the fund equitably, not only in terms of amount and geography, but also in range of services and crime types. The total amount of funds requested by applicants far exceeds the amount that is available. DFA-IGS must make difficult decisions regarding how to best invest the state's award. The subgrant applicant can assist in this process by keeping request costs to a minimum, ensuring that they are reasonable and necessary.

**PROJECT COSTS:** Project costs must be reasonable, allowable, and necessary to the project. To ensure that DFA-IGS can provide funding to as many worthwhile projects as possible, the following limitations have been instituted:

- a) State Unemployment Insurance (SUI): Reimbursement of SUI with federal funds is limited to 3% of the first \$12,000 of salary per calendar year. Subgrantees are responsible for payment in excess of this amount. Excess payments may be used as a source of match.
  
- b) Health Insurance: Health insurance policies must be maintained by the organizations in order to be considered for support. *Payments made directly to an employee are not reimbursable with federal funds.* The cost paid by federal funds will be limited to \$450 per month per employee.
  
- c) Retirement: Reimbursement for retirement benefits may not exceed 14.75% of an employee's salary. Subgrantees are responsible for payment in excess of this amount. Excess payments may be used as a source of match if paid by the subgrant organization.

- d) Mileage Reimbursement: Maximum mileage reimbursement for the use of privately-owned motor vehicles on official business is .42 cents per mile, per the State's travel policy and as required by Federal regulation. Mileage reimbursement is not available for use of agency-owned vehicles.
- e) Training & Conferences: Lodging & transportation will be reimbursed in accordance with the state's travel policy.

All items for which travel reimbursement is sought must be accompanied by receipts.

**NON-SUPPLANTING:** Federal regulations prohibit the state from using federal funds to replace local revenue; therefore, consideration must entail a complete review of the organization's general budget, ensuring that costs supported with federal funds do not create an inappropriate profit or surplus of general funds.

**DONATED GOODS & SERVICES:** Applicants should refrain from requesting federal funds for items that may be obtained through donations. Examples of such items include clothing for sexual assault victims following a medical/forensic examination, cell phone for domestic violence victims, etc. Local merchants are usually open to donating goods and services for such purposes; therefore, federal funds should only be sought for such items if the applicant has exhausted donation efforts.

In addition to reducing the amount of federal funds needed, soliciting donations from local merchants is an excellent way to involve your community and bring heightened local awareness to the issue of crime and victimization.

**FEASIBILITY & IMPACT:** Proposed projects will be studied carefully in terms of feasibility to implement, as well as the overall impact that it will have on addressing the targeted needs within the community.

**PROFESSIONAL COORDINATION WITHIN THE COMMUNITY:** Federal grant programs promote partnerships among victim services and criminal justice organizations. DFA-IGS therefore looks closely at the level of coordination that exists in the applicant's proposed service area.

## **DETERMINATION NOTIFICATION**

Upon completion of the application review process, DFA-IGS will send notice to all applicants indicating whether or not if their application has been approved and, if it has been approved, what level of support was it funded. Applications approved for funding will be finalized in a grant award document to the sub-grantee.

## **APPEALS**

Within ten (10) working days following the final determination, applicants who are denied will be notified via email of the specific reason for the denial.

Applicants may request reconsideration within five (5) working days following the date of denial notification. Reconsideration request must be in writing to the IGS Administrator.

Reconsideration will be limited to the reason documented in the denial notification letter. DFA-IGS Administration's decision based on the request for reconsideration shall be made twenty (20) working days after receipt of the request. In all cases, the decision of the IGS Administrator shall be final.

Applicants considered for support at a reduced amount will be given the opportunity to restructure the proposal and budget. Refusal to accept reduced funding will not be grounds for appeal reconsideration.

Following the Reconsideration Process, notices will be sent to all applicants indicating if their applications have been approved and the level of support.

## **ACCEPTANCE OF SUBGRANT AWARD**

A subgrant award packet will be sent to the applicant for signature by the authorized official. All required documents must be returned to DFA-IGS within the specified time frame.

By accepting a subgrant award, the authorized official:

- a) Assures that the project(s) for which federal funds are to be provided will be performed according to the stated purpose and will perform to specification.
- b) Certifies that the organizations will comply with all federal requirements regarding the specific grant program under which the subgrant is funded, as well as any state requirements that apply.
- c) Accepts ALL terms and condition of the award(s).

The award acceptance is complete upon the execution of the award document by both the subgrantee and the DFA-IGS Administrator and upon DFA-IGS' receipt of all required documents.

## **QUESTIONS**

Prospective applicants should feel free to make inquiries to: [IGS.Contact@dfa.arkansas.gov](mailto:IGS.Contact@dfa.arkansas.gov)