



State of New York
George E. Pataki, Governor

REQUEST FOR PROPOSAL ENTITLED:

**"VOCA Crime Victim Assistance Grant Program"
Guidelines and Application Procedures**

March 2006

CONTRACTING ENTITY:	SOLE POINT OF CONTACT for INQUIRIES & SUBMISSIONS:
The New York State Crime Victims Board (CVB) Joan A. Cusack, Chairwoman	Ray Parafinczuk Supervisor of Contract Administration Grants Unit NYS Crime Victims Board 845 Central Ave. Albany, New York 12206 Fax: (518) 485-9294 Email: rayparafinczuk@cvb.state.ny.us

TIMETABLE OF KEY EVENTS:

Event:	Date/Time:
RFP Release Date	03/10/06
Deadline for Submission of Bidder's Questions	03/24/06
Issuance of Official Responses to Bidder Questions	03/31/06
Proposal Due Date and Time	05/12/06 - 2:00PM
Anticipated Notification of Award Estimated	06/28/06
Commencement of Project Services	10/01/06

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SECTION I

VICTIMS OF CRIME ACT

PROGRAM GUIDELINES

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SECTION I VICTIMS OF CRIME ACT PROGRAM GUIDELINES

I. THE VICTIMS OF CRIME ACT OF 1984

The Federal Victims of Crime Act (VOCA) was signed into law in 1984 to support victim compensation and victim assistance programs in meeting the needs of crime victims. The original Act resulted from recommendations made earlier in the year by the President's Task Force on Victims of Crime. The Task Force concluded that crime victims' needs could only be adequately addressed by Federal, state, local governments and the private sector sharing the responsibility.

VOCA established a separate account within the U.S. Treasury, known as the Crime Victims Fund, to receive deposits from fines, penalty assessments, forfeited appearances and bail bonds collected by the Federal government. The USA Patriot Act of 2001 further authorized deposits into the Fund from gifts, bequests or other donations from private entities or individuals. The Fund is administered by the U.S. Department of Justice, Office for Victims of Crime (OVC) to carry out the mandates of VOCA. In addition to the program eligibility requirements stated in the Act, the U.S. Department of Justice has issued guidelines to implement the VOCA Victim Assistance Grant Program.

II. APPLICANT ELIGIBILITY

In order to be eligible for financial aid under VOCA, a victim assistance program can be a new or existing program, operated by either a public agency or a private, non-profit organization and its principal mission must be providing services to victims of crime that directly benefit individual crime victims. These include, but are not limited to, rape crisis centers, domestic violence shelters, child abuse treatment facilities, and community-based victim service organizations.

In addition to victim service organizations, whose sole purpose is to serve crime victims, public and nonprofit organizations that have components which offer services to crime victims are eligible to receive VOCA funds, if the funds are used to expand or enhance the delivery of crime victim services. These include, but are not limited to, the following:

A. CRIMINAL JUSTICE AGENCIES

Agencies such as law enforcement organizations, prosecutor offices, courts, corrections departments, probation and paroling authorities are eligible to receive VOCA funds to help pay for victims' services. For example, a police department may use VOCA funds to provide crime victim services that exceed law enforcement officials' normal duties, such as victim crisis response units.

VOCA funds may not be used to support regular law enforcement duties such as crime scene intervention, questioning of victims and witnesses, investigation of the crime, and follow-up activities.

B. RELIGIOUSLY-AFFILIATED ORGANIZATIONS

Such organizations receiving VOCA funds must ensure that services are offered to all crime victims without regard to religious affiliation and that the receipt of services is not contingent upon participation in a religious activity or event.

C. HOSPITALS AND EMERGENCY MEDICAL FACILITIES

Such organizations must offer crisis counseling, support groups, and/or other types of victim services.

D. OTHERS

State and local public agencies such as mental health services organizations, state grantees, legal service agencies, and public housing authorities that have components specifically trained to serve crime victims.

III. GENERAL PROVISIONS

A. PROGRAM REQUIREMENTS

In addition to the statutory provisions of VOCA, special eligibility criteria and program requirements have been developed for the implementation of the VOCA Victim Assistance Grant Program. A full description of these provisions is included in the VOCA *Final Program Guidelines*. A complete copy of the guidelines is available at: www.ojp.gov/ovc/welcovc/scad/guides/vaguide.htm.

Carefully review these guidelines to ensure compliance with all requirements. Generally, in order to be eligible for VOCA financial aid, a victim assistance program **must**:

1. Be operated by a nonprofit organization or a unit of state or local government.
2. Provide direct services to victims of crime.
3. Demonstrate a record of providing effective services to crime victims. This includes the support and approval of the community, a history of providing direct services in a cost-effective manner, and financial support from other sources.

New programs that have not yet demonstrated a record of providing services may be eligible to receive funding if they can demonstrate at least 25% of their financial support toward the total project budget is from non-Federal sources. For existing programs this requirement is 20% (cash or in-kind). For Native American tribes or organizations located on reservations the requirement is 5% (cash or in-kind) of the total VOCA project.

4. Use volunteers unless compelling reasons exist to waive this requirement and the New York State Crime Victims Board (CVB) grants a waiver. A "compelling reason" may include statutory or contractual provisions that bar the use of volunteers for certain positions or a lack of persons volunteering after a sustained and aggressive recruitment effort has been conducted and documented.

5. Promote coordinated public and private efforts to aid crime victims within the community or the geographic area served. It is essential that services be coordinated to ensure continuity of support to victims and to avoid duplication of effort.
6. Inform all crime victims served of the availability of compensation and assist them with applying for compensation benefits. Responsibilities include maintaining an adequate supply of crime victim compensation brochures and applications to be provided to all victims; ensuring all VOCA-funded staff are familiar with the crime victim compensation program; assisting clients in filling out an application, obtaining appropriate documentation and checking the status of claims.
7. Provide a variety of services and assistance to crime victims, beyond assistance with compensation and information/referral services.
8. Comply with applicable provisions of VOCA, the VOCA *Final Program Guidelines*, and the requirements of the Office of Justice Programs' (OJP) *Financial Guide*, 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 and personnel activity reports specifying time devoted to VOCA-allowable victim services; client files; the portion of the project supported by other sources of revenue; job descriptions; contracts for services; and other records which facilitate effective program monitoring and audit.
9. Abide by any additional eligibility or service criteria and reporting requirements established by CVB.
10. Provide services to victims of Federal crimes on the same basis as victims of State/local crimes.
11. Provide services at no charge through the VOCA-funded project.
12. Maintain statutorily required civil rights statistics on victims served by race, national origin, sex, age, and disability unless this requirement would be inappropriate or offensive to the victim when providing a service such as when providing counseling and other direct services by telephone.
13. Maintain the confidentiality of client information. VOCA recipients cannot use or reveal any client information without consent of the client.

B. PRIORITY PROGRAMS AND FUNDING FOR UNDERSERVED VICTIM POPULATIONS

Under VOCA, priority shall be given to victims of sexual assault, domestic abuse, and child abuse. Accordingly, a minimum of 10% of each Federal fiscal year's grant (30% total) will be allocated to each of these categories of crime victims. CVB defines a priority program as one whose principal mission is to offer comprehensive specialized services tailored to the special needs of the three priority categories of victims.

An additional 10% of the VOCA grant will be allocated to victims of violent crime (other than "priority category" victims) who were "previously underserved." These underserved victims (of adult or juvenile offenders) may include, but are not limited to, victims of Federal crimes; survivors of homicide victims; or victims of assault, robbery, gang violence, hate or bias crimes, intoxicated drivers, bank robbery, and elder abuse.

VOCA gives latitude to state grantees to determine how VOCA funds will best be used in their state. The New York State Crime Victims Board Advisory Council and the Board have determined New York's priorities [Section II, par. VI (A)] in addition to VOCA priorities.

C. ALLOWABLE SERVICES, ACTIVITIES, AND COSTS

Throughout the legislative history of VOCA, Congress has provided guidance on the types of direct services intended by this Act. These include those services that respond to the immediate needs of crime victims and ameliorate psychological trauma resulting from the crime, services that help victims participate in the criminal justice process, and services that provide victims with coping mechanisms and help restore their sense of dignity and self esteem. Likewise, costs that are necessary and essential to providing these direct services may be supported with VOCA funds.

1. Allowable Direct Services, Activities, and Costs

The following are eligible for support with VOCA funds:

- a. Services that immediately respond to the emotional and physical needs (excluding medical care) of crime victims such as crisis intervention; accompaniment to hospitals for medical examinations; hotline counseling; emergency food, clothing, shelter and transportation; emergency legal assistance such as filing restraining orders; and other emergency services intended to restore the victim's sense of security.
- b. Services and activities that assist the primary and secondary victims of crime in understanding the dynamics of victimization and in stabilizing their lives after a victimization such as short-term counseling, group treatment, and therapy.
- c. Costs associated with helping victims participate in the criminal justice system. These services may include advocacy on behalf of crime victims; accompaniment to criminal justice offices and court; transportation to court; child care or respite care to enable victims to attend court; notification of victims regarding trial dates, case disposition information and parole consideration procedures; assistance with victim impact statements; and restitution advocacy. VOCA funds cannot be used to pay for non-emergency legal representation such as divorce or civil litigation.
- d. Services which assist crime victims with managing practical problems created by the victimization such as acting on behalf of the victim with other service providers, creditors, or employers; helping the victim recover property that is retained as evidence; assisting in filing for compensation benefits; and helping to apply for public assistance.
- e. Services offering an immediate measure of safety to crime victims, such as boarding up broken windows and replacing or repairing locks.

- f. Costs directly related to providing direct services through staff. Such costs may include: salaries and fringe benefits; costs of advertising to recruit VOCA-funded personnel; and the cost of training paid and volunteer staff.
- g. Costs necessary and essential to providing direct services such as prorated costs of rent, telephone service, transportation costs for victims to receive services, emergency transportation costs that enable a victim to participate in the criminal justice system, and local travel expenses for direct service providers.

2. Other Related Allowable Services, Activities, and Costs

The services, activities, and costs addressed in this section are not generally considered direct crime victim services. They may, however, be necessary to ensuring that quality direct services are provided. For example, staff training is not a direct service but may be necessary to ensure employees provide quality, direct services to crime victims. Other costs described in this section may be similarly tied to direct services, although in a more remote way.

Before the costs described in this section can be supported with VOCA funds, CVB must agree that direct services to crime victims cannot be offered without support for these expenses; that the applicant has no other source of support for them; and that only limited amounts of VOCA funds will be used for these purposes. The following list provides examples of such items:

- a. VOCA funds may be used to support skills training for paid staff and volunteers. VOCA funds designated for training are to be used exclusively for developing the skills of paid and volunteer direct service providers so they are better able to offer quality services to crime victims. An example of skill development is training focused on how to respond to a victim in crisis. This type of training differs significantly from forums intended to provide legislative updates or to present recent research findings regarding victims of crime.

VOCA funds can support costs associated with attendance at training activities held within the State or a similar geographic area, such as travel, meals, lodging, and registration fees. VOCA funds cannot be used to support attendance at local, regional, or national-level conferences that do not focus on skill development for direct service providers but focus, instead, on national issues, networking, legislative updates, presentation of research papers, etc.

VOCA funds cannot support management and administrative training for executive directors, board members, and other individuals that do not provide direct services.

- b. VOCA funds generally should not be used to support contracts for professional services. At times, however, it may be necessary for VOCA subrecipients to use a limited portion of their grant to contract for specialized services not available within the organization. In such situations, the subrecipient organization must demonstrate that it is not cost-effective to employ an individual with the skills to perform the needed service, either on a part-time or full-time basis. VOCA subrecipients are prohibited from using a majority of their award for contracted

services that have administrative, overhead, and other indirect costs included in the hourly or daily rate.

Examples of specialized services for which there may be an infrequent need and that may be supported with VOCA funds include emergency psychiatric services and sign and/or interpretation services for the deaf or for crime victims whose primary language is not English.

VOCA funds cannot be used to pay for legal costs or legal representation for divorces, child custody or visitation rights litigation, etc., for victims of spousal or child abuse.

- c. Operating costs directly related to serving crime victims that may be supported with VOCA funds include office and program supplies; equipment use fees, when supported by usage logs; printing, photocopying, and postage; brochures which describe available services; books and other victim-related materials.

VOCA funds may support only a portion of administrative time to complete VOCA-required time and attendance sheets and programmatic documentation, reports, and statistics; administrative time to maintain crime victims' records; and the pro-rated share of audit costs required to comply with the requirements of OMB circular A-133.

VOCA funds may be used to support the supervision of direct service providers only to the extent that such supervision is necessary and essential to providing direct services to crime victims. For example, using VOCA funds to support a volunteer coordinator position responsible for recruiting, screening, training, and supervising volunteers may be a cost-effective way of serving more crime victims.

- d. VOCA funds may be used to support public presentations designed to identify crime victims and provide or refer them to needed services. Examples of VOCA-allowable costs related to such programs include presentation materials, brochures, and newspaper notices.

D. UNALLOWABLE SERVICES, ACTIVITIES, AND COSTS

The following services, activities, and costs cannot be supported with VOCA funds. This is not an exhaustive list.

1. VOCA funds may not be used to support costs related to crime prevention activities and activities intended to raise public awareness about crime.
2. VOCA funds cannot support lobbying and administrative advocacy for victim legislation or administrative reform, whether conducted directly or indirectly.
3. Subrecipients cannot use VOCA funds to offer rehabilitative services and counseling to offenders. Likewise, VOCA funds cannot support services to incarcerated individuals, even when the service pertains to the victimization of that individual.

4. VOCA funds may not be used to pay for needs assessments, surveys, evaluations, studies, and research efforts conducted by individuals, organizations, task forces, or special commissions, to study and/or research particular crime victim issues.
5. Activities directed at prosecuting an offender and/or improving the criminal justice system's effectiveness and efficiency, such as witness notification and management activities and expert testimony at a trial, cannot be supported with VOCA funds. Additionally, victim/witness protection costs and expenses such as travel to testify in court and subsequent lodging and meal expenses are considered part of the criminal justice agency's responsibility and cannot be supported with VOCA funds.
6. VOCA funds cannot be used to pay for any activities or costs related to fundraising.
7. Indirect organizational costs such as real estate purchases, mortgage payments, capital improvements, construction costs, property losses and expenses, liability insurance on buildings and vehicles, and security guards and body guards may not be supported with VOCA funds.
8. VOCA victim assistance funds may not be used to reimburse victims for expenses incurred as a result of a crime or to supplement compensation benefits awarded to crime victims for costs such as funeral expenses, lost wages, and medical bills.
9. VOCA victim assistance funds cannot support medical costs resulting from a victimization including nursing home care, home health care costs, in-patient treatment costs, hospital care, and other types of emergency and non-emergency medical and/or dental treatment.
10. Relocation expenses for victims such as moving expenses, security deposits on housing, ongoing rent, and mortgage payments cannot be supported with VOCA funds. However, VOCA funds may be used to support staff time to locate resources to assist victims with these expenses.
11. VOCA funds cannot be used to pay for professional dues and memberships in the name of a specific individual. However, VOCA funds may be used to purchase agency memberships in crime victims organizations if such membership will provide necessary, timely, and relevant information on victim services and issues that will assist direct service providers so they are better able to offer quality services to crime victims.
12. VOCA funds may not be used to support salaries, benefits, fees, and other expenses associated with administrative staff including, but not limited to, board members, executive directors, consultants, coordinators, and other administrators unless, and to the extent that, these expenses are incurred while providing direct services to crime victims.
13. The development of protocols, interagency agreements, and other working agreements that benefit crime victims are considered examples of the types of activities that organizations undertake as part of their role as a victim service organization, which, in turn, qualifies them as an eligible VOCA subrecipient. Accordingly, VOCA funds cannot be used to support these activities.

14. Prospective applicants should already have appropriate internal policies and procedures in place to ensure effective direct services are provided through their paid staff and volunteers. Therefore, VOCA funds may not be used to pay for the costs of developing an organization's own training programs, manuals and similar resource materials.
15. VOCA victim assistance funds cannot be used to send individual crime victims to conferences.
16. VOCA funds cannot be used for victim-offender meetings that serve to replace criminal justice proceedings.

E. INFORMATION AND ASSURANCES

Eligible victim assistance programs that receive CVB funding are required to:

1. Provide the name of a civil rights contact person who has lead responsibility for ensuring that all applicable civil rights requirements are met and who will act as a liaison in civil rights matters with the U.S. Office for Civil Rights, Office of Justice Programs.
2. Comply with all applicable nondiscrimination requirements.
3. Provide an assurance that, in the event a Federal or state court or Federal or state administrative agency makes a finding of discrimination after a due process hearing on the grounds of race, color, religion, national origin, sex, or disability against the program, the program will forward a copy of the finding to the U.S. Office for Civil Rights, Office of Justice Programs.
4. Submit monthly and quarterly performance reports to the New York State Crime Victims Board.
5. Submit quarterly financial reports to the New York State Crime Victims Board.
6. Comply with applicable provisions of the Victims of Crime Act (VOCA), the *VOCA Final Program Guidelines*, and the requirements of the Office of Justice Programs' (OJP) Financial Guide.
7. Provide an assurance that the program will comply with the provisions of the National Historic Preservation Act in connection with any renovation work supported with either VOCA victim assistance funds or with support from any source as a prerequisite to accommodate the proposed use of VOCA grant funds.
8. Submit annual audited financial statements including any reports as required by Federal OMB Circular A-133.
9. Provide assurance that funds granted under this application will not be used to supplant state or local funds otherwise available to the crime victim assistance program through any other source.

10. Provide assurance that appropriate accounting, auditing, and monitoring procedures will be employed and that records will be maintained to assure fiscal control, proper management, and efficient disbursement of the VOCA victim assistance funds.
11. Comply with all Federal laws and regulations applicable to Federal assistance programs and with the provisions of Title 28 of the Code of Federal Requirements (28 CFR) applicable to grants.

Applications submitted in response to this "Request for Proposal" must include these assurances with the signature of an authorized representative of the organization requesting funding.

F. CONFIDENTIALITY OF RESEARCH INFORMATION

Except as otherwise provided by Federal law, no recipient of monies under VOCA shall use or reveal any research or statistical information furnished under the program by any person, and identifiable to any specific private person, for any purpose other than the purpose for which such information was obtained in accordance with VOCA. Such information, and any copy of such information, shall be immune from legal process and shall not, without the consent of the person furnishing such information, be admitted as evidence or used for any purpose in any action, suit, or other judicial, legislative, or administrative proceeding. [See Section 1407(d) of VOCA, codified at 42 U.S.C. 10604.]

This provision is intended, among other things, to ensure the confidentiality of information provided by crime victims to counselors working for victim service programs receiving VOCA funds.

Whatever the scope of application given this provision, it is clear there is nothing in VOCA, or its legislative history to indicate that Congress intended to override or repeal, in effect, a state's existing law governing the disclosure of information which is supportive of VOCA's fundamental goal of helping crime victims. For example, this provision would not act to override or repeal, in effect, a state's existing law pertaining to the mandatory reporting of suspected child abuse. See Pennhurst State School and Hospital v. Halderman, et al., 451 U.S. 1(1981).

Furthermore, this confidentiality provision should not be interpreted to thwart the legitimate informational needs of public agencies. For example, this provision does not prohibit a domestic violence shelter from acknowledging, in response to an inquiry by a law enforcement agency conducting a missing person investigation, that the person is safe in the shelter.

Similarly, this provision does not prohibit access to a victim service project by a Federal or state agency seeking to determine whether Federal and state funds are being utilized in accordance with funding agreements.

IV. REPORTING REQUIREMENTS

VOCA recipients are required to maintain appropriate programmatic and financial records that fully disclose the amount and disposition of VOCA funds received (i.e., daily time and attendance records specifying time devoted to specific victim services, client files); the total cost of the project; the portion of the project supplied by other sources; and other records which will facilitate an effective audit.

Quarterly Fiscal Cost Reports (FCRs) providing a detailed accounting of grant funded expenditures will be required for all new or continuing programs that receive a grant award from the New York State Crime Victims Board. Quarterly FCRs must be submitted by the last day of January, April, July and November.

Additionally, each victim assistance program receiving VOCA funds is required to submit monthly Objective Reports and quarterly Performance Reports to the New York State Crime Victims Board. Monthly reports are due the 10th day of each month. Quarterly reports must be received by 20th day of January, April, July and October.

Programs receiving funding will be asked to provide the following information:

- Type of Program;
- Victim Statistics;
- A Description of Coordinated Activities;
- A Description of Efforts Made to Serve Federal Crime Victims;
- A Description of Efforts to Assist Crime Victim Compensation;
- A Description of Efforts to Improve the Delivery of Victim Services as Demonstrated By Program Evaluations, Case Histories, Victim Satisfaction Surveys, and Anecdotal Information.

Failure to comply with reporting requirements may result in administrative action such as withholding of payments or non-certification of new grant awards.

V. MONITORING

A. OFFICE OF THE COMPTROLLER

The U.S. Department of Justice, Office of the Comptroller conducts periodic reviews of the financial policies, procedures, and records of state VOCA administrators and subrecipient programs. Therefore, upon request, both the New York State Crime Victims Board and all VOCA funded programs must allow authorized representatives to access and examine all records, books, papers, case files, or documents related to the grant and all subawards.

B. NEW YORK STATE CRIME VICTIMS BOARD

The Crime Victims Board has implemented an on-site monitoring plan in which each VOCA funded program is visited a minimum of once every three years. Representatives of the Board will visit programs and review documents such as: (1) financial records, reports, and audit reports; (2) policies and procedures governing the organization and the VOCA funds; (3) programmatic records of victims' services including client files; and (4) timekeeping records and other supporting documentation for costs and activities supported by VOCA funds.

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SAMPLE

SECTION II

NEW YORK STATE
CRIME VICTIMS BOARD

REQUEST FOR PROPOSAL

GUIDELINES

SAMPLE

SECTION II

NYS CRIME VICTIMS BOARD REQUEST FOR PROPOSAL GUIDELINES

I. INTRODUCTION

The New York State Crime Victims Board (CVB) was established in 1966 by Article 22 of the Executive Law. The original purpose of the Board was to provide financial relief to the innocent victims of violent crime and their families. This includes paying unreimbursed crime related expenses including medical and funeral expenses and loss of earnings or support. In subsequent years, the Board's compensation categories were expanded to include the cost to repair or replace items of essential personal property, reasonable court transportation expenses, counseling expenses, the cost of vocational rehabilitation, the cost of residing at or utilizing the services of a domestic violence shelter, and the cost of forensic rape exams without requiring a police report or other criminal justice report.

In 1981 CVB's mission was expanded to award grants to community-based organizations, both municipal and not-for-profit, to establish victim/witness service delivery systems. In 1984 the Board began to receive Federal funds pursuant to the Federal Victims of Crime Act (VOCA) of 1984, in order to sustain and expand these community program services.

II. VOCA VICTIM ASSISTANCE GRANT APPLICATION PROCESS

CVB distributes and makes available *RFP Guidelines and Application Procedures* for awards under the VOCA Crime Victim Assistance Grant Program. This packet contains the information and forms necessary to apply for VOCA grant funds.

All applications will be reviewed by CVB's Grants Unit and presented to the members of the Board. The Board will review applications and make final funding decisions. It is anticipated that award letters and contract forms will be mailed to grant recipients by late June 2006.

III. PERIOD OF FUNDING

It is the intention of the CVB to enter into a contract under the terms set forth herein for a term of three (3) years with an option to extend the agreement for two (2) additional one-year terms based on mutual agreement.

The State reserves the right to renegotiate the terms and conditions of the Contract in the event applicable New York State or Federal laws, statutes, rules, regulations, policies and/or guidelines are altered from those existing at the time the Contract is approved by the Comptroller in order to be in continuous compliance therewith. The Contract is subject to amendment only upon mutual consent of the Parties, reduced to writing and approved by the Comptroller.

VOCA funds for both new and continuation programs will be awarded for three consecutive 12-month grant periods beginning October 1, 2006 and ending September 30, 2009. Each grant period will commence October 1st and will terminate on September 30th of the following year. All funded programs will be required to submit an updated annual budget and program goals and objectives before the start of each grant period.

Funding for the duration of any subgrant agreement with CVB is contingent upon New York State's Federal VOCA Victim Assistance award and appropriation by the New York State Legislature. **Newly funded victim assistance programs must be appropriately staffed and operational no later than January 1, 2007. Awards to organizations unable to fulfill this requirement will be terminated.**

IV. PREPARATION OF APPLICATION

The instructions and forms required to apply to the New York State Crime Victims Board for a victim assistance program grant are included in Section III of this booklet.

Notice to Potential Applicants: Receipt of application documents does not indicate that the Crime Victims Board has pre-determined your qualifications to receive a grant award. Such determination will be made after a complete evaluation and will be based upon the evaluation of your proposal compared to the specific requirements and qualifications contained in these RFP documents.

To be eligible for funding consideration, applications should be complete and prepared in accordance with the criteria stated in this guide. No material, such as interagency agreements, individual letters of support, articles of incorporation, etc., received after or apart from the application will be added to or considered with the application.

Programs currently funded by the New York State Crime Victims Board that wish to continue CVB grant funding after September 30, 2006 must prepare and submit an application in accordance with these *RFP Guidelines and Application Procedures*. All applicants should follow these steps:

- Thoroughly read and understand the *VOCA Final Program Guidelines*.
- Thoroughly read and understand the New York State Crime Victims Board *Request for Proposal Guidelines*.
- Thoroughly examine the *RFP Instructions and Application* materials.
- Prepare a Project Narrative, Budget Forms and Budget Justification Narrative as required in the RFP application.
- Review for completeness, accuracy, and clarity.
- Provide supporting documents demonstrating collaboration and coordination of services with community service providers and other crime victim agencies. **(Required only for newly funded victim assistance programs)**
- Use the Grant Application Checklist to verify all required components are completed and submitted in the application.
- Submit one (1) unbound application with original signatures and nine (9) unbound copies to:

Ray Parafinczuk

Supervisor of Contract Administration
New York State Crime Victims Board
845 Central Avenue
Albany, New York 12206

**PROPOSALS MUST BE RECEIVED IN THE CVB MAILROOM
BY
2:00 P.M. MAY 12, 2006**

Bidders assume all risks for timely, properly submitted deliveries. LATE proposals may be rejected. E-mail proposal submissions are not acceptable and will not be considered.

CVB anticipates issuing decision letters in June 2006.

V. APPLICANT ELIGIBILITY

In order to be eligible for financial aid under the Federal Victims of Crime Act (VOCA), a victim assistance program:

- can be a new or existing program.
- must be incorporated in New York State as a nonprofit corporation or operated by a unit of state or local government.
- must provide crime victim services to victims and/or witnesses of crime.
- must demonstrate a record of providing effective services to victims of crime through support in the community and financial support from other sources. New programs must demonstrate matching contributions from non-Federal sources that amount to at least 25% of the total project budget. This matching requirement is 20% for continuation programs and 5% for Native American tribes or organizations located on reservations.
- must use volunteers.
- must assist with the application process and inform all crime victims served of the availability of compensation.
- must promote coordinated public and private efforts to aid crime victims.

“Services to victims of crime” include, but are not limited to, the following:

- crisis intervention services that meet urgent emotional or physical needs of crime victims. This may include, for example, the operation of a 24-hour hotline.
- emergency services to provide temporary shelter for crime victims, temporary financial assistance for food, clothing or property repair services to victims of crime, and emergency legal assistance to file restraining orders.
- support services including reassurance, counseling, guidance and help resolving practical problems created by the victimization; interacting on the victim’s behalf with other social services and criminal justice agencies; assistance in the swift return of property being kept by police as evidence; language interpretation (verbal or sign), when needed; intervention, as appropriate, with landlords or employers; and referral to other sources of assistance, as needed.
- court-related services that assist crime victims in participating in criminal justice proceedings including transportation to court, interpreter services, and child care.

VI. GENERAL PROVISIONS

The New York State Crime Victims Board Victim Assistance Grant Program is intended to complement program budgets and should not be considered as a principal source of funding for any organization.

The Victims of Crime Act clearly stipulates that Federal funds may not be used to supplant (replace) state or local funds. Any state and local funds presently appropriated for the victim assistance program may not be decreased due to additional Federal funds made available through the New York State Crime Victims Board.

VOCA grants to victim assistance programs are supported with Federal funds allocated to states each year. These Federal funds are largely derived from fines and penalties levied against criminals convicted of Federal crimes. This does not guarantee a recurring funding level to any state. Accordingly, VOCA grants to victim assistance programs may fluctuate dramatically from year-to-year and should not be considered automatically renewable from one year to the next.

The New York State Crime Victims Board, however, is committed to sustaining grant-funding levels for three years commencing with this award and contingent upon adequate Federal and State budget appropriations.

A victim assistance program may apply for financial assistance using the application materials included with these guidelines. Each program that receives a grant may use the funds only to support the services and costs identified in its application and only to the extent these are approved by the New York State Crime Victims Board and are allowable within the VOCA *Final Program Guidelines*. An abbreviated version of the VOCA *Final Program Guidelines* is included in Section I of this booklet. A complete version is available at: <http://www.ojp.gov/ovc/welcovc/scad/guides/vaguide.htm>.

A. FUNDING PRIORITIES

The New York State Crime Victims Board shall select programs for funding and shall determine the amount of funds to be awarded for each program within available appropriations. Federal guidelines require that New York State allocate at least 10% of total grant funding to each of four priority categories, for a total of 40% set asides. These priority categories are victims of domestic violence, victims of sexual assault, victims of child abuse and “underserved victims of crime.” This last category is defined as victims of elder abuse, victims of Federal crimes, survivors of homicide victims, DUI/DWI victims, assault victims, adults molested as children and victims of other violent crimes.

The Board also takes into account the following in making award determinations:

- A program’s experience or expertise in providing quality services, financial stability, and the ability to comply with administrative requirements;
- The demonstrated need for services in a geographic area; and
- Established working relationships with other community service providers and criminal justice agencies such as police, district attorneys, etc.

In addition, the New York State Crime Victims Board has identified the following program priorities for this RFP:

1. Comprehensive victim assistance programs in previously underserved counties including Cattaraugus, Cortland, Delaware, Hamilton, Montgomery, Schuyler, Steuben, Wyoming and Yates counties. For purposes of this RFP, a comprehensive victim assistance program is one designed to provide a host of services to multiple victim populations. This definition is intended to distinguish from other types of victim assistance programs that provide services to target populations;
2. Programs providing services to previously underserved victims as characterized by the type of crime committed and/or demographic profiles.

Applications for funding to support services for previously underserved victims should demonstrate that no other services are available and must include relevant, quantifiable information to justify the need for services such as crime statistics, demographic data for the catchment area, information derived from waiting lists, etc.

Examples of underserved populations could include victims of hate and bias crime, victims of human trafficking, and/or victims living in rural or remote areas, or inner cities. Underserved victims may be further defined by specific characteristics of the victim population such as whether they are elderly, disabled, deaf, non-English speaking residents, etc.

3. Community-based victim assistance programs providing direct services to victims of sexual assault and abuse; and
4. Community-based victim assistance programs providing comprehensive direct services and coordinated responses to child victims/witnesses through collaborations with other agencies and allied professionals.

B. ALLOWABLE SERVICES, ACTIVITIES AND COSTS

The primary purpose of VOCA grants is to support the provision of direct services to victims of crimes. These services are defined as those activities that directly benefit individual crime victims. Other auxiliary services, activities and costs may be supported with VOCA grant funds provided direct services cannot be offered without them; the program has no other source of support for them; and only limited amounts of VOCA funds will be used to support them. Examples of such expenses include skills training for direct service staff and supervision of direct services staff and volunteers.

To help ensure victim assistance grant funds are best used to serve crime victims most effectively, VOCA gives states latitude for establishing additional criteria for administering VOCA grant funds. Accordingly, for purposes of grants awarded under this solicitation, the New York State Crime Victims Board has established parameters for allowable/unallowable costs in addition to the requirements of VOCA and the *VOCA Final Program Guidelines*.

These additional parameters are addressed in the following non-exhaustive list of services, activities and costs that are considered to be eligible for support with VOCA grant funds:

1. Services that immediately respond to the emotional and physical needs (excluding medical care) of crime victims such as crisis intervention; accompaniment to hospitals for medical examinations; hotline counseling; emergency food, clothing, transportation, and shelter; emergency legal assistance such as filing restraining orders; and other emergency services that provide victims with coping mechanisms and that are intended to restore the victim's sense of security, dignity and self-esteem;
2. Services and activities that assist the primary and secondary victims of crime in understanding the dynamics of victimization and in stabilizing their lives after a victimization such as short-term counseling, group treatment, therapy;
3. Services directed to the needs of the victims who participate in the criminal justice system. These services may include advocacy on behalf of crime victims; accompaniment to criminal justice offices and court; transportation to court; child care to enable victims to attend court; notification of victims regarding trial dates, case disposition information and parole consideration procedures; restitution advocacy; and assistance with victim impact statements;
4. Services which assist crime victims with managing practical problems created by the victimization such as acting on behalf of the victim with other service providers, creditors, or employers; helping the victim to recover property that is retained as evidence; assisting with filing for compensation benefits; and helping to apply for public assistance; and Costs directly related to providing direct services including salaries and fringe benefits for direct service staff; advertising costs associated with recruiting VOCA-funded personnel and volunteers; and training costs for paid and volunteer staff;

NOTE: The following other services, activities and costs (while VOCA-allowable) are not a funding priority for this Request for Proposal. Accordingly, only limited grant funding will be made available for these expenses. Applicants should limit any request for these items unless support for them is essential for the delivery of direct services.

5. Contracts for professional, specialized services, where it is not cost-effective to employ an individual with the skills to perform the needed services, either on a part-time or full-time basis. Examples of allowable specialized services include emergency psychiatric services and sign and/or interpretation services for the deaf or for crime victims whose primary language is not English. (Subrecipients are prohibited from using a majority of VOCA funds for contracted or consultant services.)

6. The prorated share of program operating costs including office and program supplies; equipment use fees, when supported by usage logs; printing, photocopying, and postage; brochures which describe available services; books and other victim-related materials; and the pro-rated share of audit costs required to comply with the requirements of Federal OMB circular A-133;
7. Supervision of direct service providers only to the extent that such supervision is necessary and essential to providing direct services to crime victims.
8. Staff time to complete programmatic documentation, reports, and statistics only to the extent these activities are essential to complying with the performance reporting requirements of the VOCA grant. Grant support for program staff to perform these activities will be capped at five percent (5%) of salary and fringe benefits for a full-time equivalent (FTE);
9. Staff time to prepare fiscal reports, contract budgets, budget amendments and similar financial documentation only to the extent these activities are essential to complying with the financial reporting requirements of the VOCA grant. Grant support for program staff to perform these activities will be capped at five percent (5%) of the salary and fringe benefits for a full-time equivalent;
10. Costs necessary and essential to providing direct services such as prorated costs of rent, telephone service, transportation costs for victims to receive services, emergency transportation costs that enable a victim to participate in the criminal justice system, and local travel expenses for direct service providers.

C. UNALLOWABLE SERVICES, ACTIVITIES, AND COSTS

VOCA grant funds shall be used only to provide direct services to victims of crime identified in the application and to support costs reasonable and essential to delivering such services. Activities unrelated to the provision of direct services to victims of crime are not eligible for support. Examples of ineligible activities include:

1. Crime prevention activities;
2. Advocacy for particular legislation or administrative reform (such as programs focused primarily on lobbying or raising public awareness concerning a particular issue or cause);
3. Perpetrator rehabilitation and counseling. VOCA funds cannot be used to offer rehabilitative services to offenders and cannot be used to support services to incarcerated individuals, even when the service pertains to the victimization of that individual;
4. Needs assessments and surveys;
5. Nursing home care, home health care costs, in-patient treatment costs, hospital care, and other types of emergency and non-emergency medical and/or dental treatment.

VOCA funds cannot support medical cost regardless of whether or not they are incurred as the result of a victimization;

6. Prosecution activities such as expert testimony, witness costs including notification, lodging and meal expenses;
7. Administrative salaries and indirect and overhead costs.

D. INFORMATION AND ASSURANCES

Grant applications submitted by not-for-profit agencies are to be signed by an officer of the Board of Directors or a member of the Board authorized by the Board of Directors to sign the contract. Not-for-profit agencies must also submit with their applications a current listing of their organization's Board of Directors, including names, addresses, phone numbers and professional affiliations.

Grant applications submitted by municipal or state agencies are to be signed by the state or local official authorized to sign such applications.

All applicants are also required to:

1. Sign and submit New York State Crime Victims Board Certified Assurances attesting that the contracting agency understands and will comply with all provisions of the Victims of Crime Act and will comply with all applicable Federal and State laws;
2. Provide the name of a civil rights contact person who has lead responsibility for ensuring that all applicable civil rights requirements are met. The person shall act as a liaison in civil rights matters with the U. S. Office of Civil Rights Compliance; and
3. Sign and submit the Federal "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion" form attesting that the contracting agency or individuals in the agency have not been barred from doing business with the Federal government.
4. A signed certification regarding lobbying is required for all applicants requesting awards greater than \$100,000.
5. Any New York State agencies applying for grant funding must also submit a "Drug-Free Workplace" certification.

E. REPORTING REQUIREMENTS

Grant funded programs must maintain all financial records in accordance with generally accepted accounting principles (GAAP). A clear audit trail must be maintained for each source of funding. Receipts, expenditures, and disbursements must be separately accounted for from each source of funds, while remaining an integrated part of the agency accounting system. All agency financial records must be made available to the New York State Crime Victims Board or its designees upon request.

Grant recipients are required to maintain appropriate programmatic and financial records that fully disclose the amount and disposition of New York State Crime Victims Board grant funds received (i.e., daily time and attendance record, personnel activity reports

specifying time devoted to VOCA-allowable victim services, receipts and bills, and other records which will facilitate effective program monitoring and audit.)

Quarterly Fiscal Cost Reports (FCRs) are required of all subgrantees. Quarterly FCRs are used to report the receipt and expenditure of VOCA and matching funds by the subgrantees for crime victims' services. FCRs for the first three quarters of each grant period are due thirty (30) days from the close of each quarterly reporting period (i.e., by January 31st, April 30th, and July 31st, respectively.) The fourth and final quarterly FCR must be submitted within sixty (60) days of the end of the grant period (i.e. by November 30th)

Grantees must clearly document services provided to crime victims and witnesses in a client file. This file should contain counseling progress notes, documentation that crime victim compensation application information was given and a copy of the application if completed, other services provided, and correspondence. All records pertaining to services provided under the grant must be made available to the CVB or its designee upon request.

Funded programs are required to submit monthly objective reports documenting the contract objectives or services provided for that month. These reports must be received by the 10th day of the following month.

Grantees are also required to submit quarterly performance reports documenting the number of victims served for the quarter. These reports must be received by the 20th day after the close of the quarter. These quarterly reports will require the following information for each reporting period:

- Victim statistics and services provided;
- Description of coordinated service activities and efforts to assist with crime victim compensation;
- Any notable program activities to improve the delivery of victim services.

Failure to comply with reporting requirements may result in administrative action such as withholding of payment or non-certification of new grant awards.

VII. PREPARATION OF PROJECT BUDGETS

In preparing project budgets, special attention should be given to the program "match policies" generally described in the following paragraphs. 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. Thus, only services and activities that are VOCA-allowable qualify as match. Because of this, VOCA recipients must maintain records that clearly show the source, the amount, and the period during which the match was expended. Applicants should avoid committing more than the required match (20%, 25% or 5% as described in VII, A below) to the VOCA-funded project.

A. PROJECT MATCH REQUIREMENTS

As a condition for receiving VOCA funds, continuation programs are required to provide a 20% matching share of the requested project budget. This matching requirement is 25%

for newly-funded programs and 5% for Native American tribes or organizations on reservations. Project match may include cash or in-kind contributions. In general, this matching of funds is known as cost sharing and represents the portion of the proposed project costs not borne by the Federal government.

Cash or “third party” contributions represent an applicant’s cash outlay and may include non-Federal money contributed by public agencies and institutions, and by private organizations and individuals. In-kind contributions represent the value of non-cash contributions provided for the benefit of the VOCA-funded project such as donations of equipment, office and program supplies, workspace and the monetary value of volunteer time spent performing VOCA-allowable services.

Programs that receive VOCA funds must maintain records that clearly show the source, the amount, and the period during which the match was allocated. The basis for determining the value of personal services, materials, equipment and space must be documented. Volunteer services must be documented and, to the extent feasible, supported by the same methods used by the subgrantee for its own paid employees.

All matching contributions must be:

- Necessary and reasonable to accomplish the project’s goals;
- VOCA-allowable and in accordance with all other Federal and State requirements;
- Included in the program’s contract budget approved by the New York State Crime Victims Board;
- Verifiable from the program’s records;
- Not included as a matching contribution for any other Federal funds;
- Not derived from other Federal funding sources (except as provided for in the OJP Financial Guide).

Matching contributions need not be applied at the exact time or in proportion to the obligation of VOCA grant funds. However, the full matching share must be obligated by the end of the grant period for which the VOCA grant funds have been made available. Failure to provide the required match may compromise a recipient’s eligibility and result in suspension or termination of future grant awards.

B. OVERMATCH

In previous years, some grantees have designated a substantial portion or their entire agency’s non-Federal dollars as project match. Applicants should be mindful that any funds designated for the project are restricted to the uses outlined in this application. Therefore, programs are encouraged not to match in excess of the level required by these guidelines so as not to unnecessarily restrict resources that could be used for other purposes.

VIII. EVALUATION CRITERIA

The Crime Victims Board will base its award upon the evaluation of all aspects of the application. All applications will be reviewed and rated by the Crime Victims Board Grants

Unit staff. Funding decisions will be made based on the final score of each application, the local need for services, the needs of underserved populations, collaborative efforts among programs, and contractual program and administrative performance. The review process involves the use of a rating scale that will result in a maximum score of 100 points. Applications will be scored for each category, with those scores being totaled for a final score. Awards will be based on total scores ranging from highest to lowest. Each proposal will be evaluated by the following criteria:

➤ *All required components compiled, completed and having all required information.* *Pass/Fail*

➤ *Project Narrative (see pg.32 for required details)* *50 points*

The narrative should be sure to provide a complete description of the organization's experience, population(s) served, the need for crime victim services and a complete summary of the services to be supported.

➤ *Budget (see pg. 32 for required details)* *20 points*

Budget lines should relate directly to annual program costs and all project match requirements. Also, the budget narrative should include position descriptions, any new initiatives, etc.

➤ *Program Objectives and Measurements* *30 points*

*Goals and objectives must be quantified.
(See pg.32 and Attachment 6)*

100 points Total

IX. APPLICATION INSTRUCTIONS

To apply for a victim assistance program grant, applicants must submit a number of documents. To ensure all required components are included, please use the enclosed Grant Application Checklist. Do not use forms from a previous year's grant application or contract renewal.

Applicants must submit one (1) unbound proposal package with original authorized signatures and nine (9) unbound copies. All pages submitted in addition to the enclosed application materials must be typed in 12 point font on 8½" x 11" paper. All pages must be single sided and single spaced with margins not less than 1" each.

Proposals submitted to the New York State Crime Victims Board will not be returned. Likewise, CVB will not be responsible for forwarding applicants copies of their proposals. All applicants are encouraged to retain a copy of their submitted proposal for their records.

All proposals will be received with the understanding that the successful applicant will be advised by CVB by a Notice of Award and a contract between the Successful Bidder and the State will be developed, which shall not be binding until approvals by CVB, the Offices of the New York State Attorney General and the New York State Comptroller have been obtained. All proposals and accompanying documentation will become the property of the State of New York and will not be returned. The successful applicant's proposal and a copy of the RFP will be made part of the contract. Therefore, the proposal must be signed by an official authorized to commit to a contract.

FACSIMILE AND ELECTRONIC PROPOSALS WILL NOT BE ACCEPTED .

APPEALS/DEBRIEFING

Applicants receiving "No Awards" will be notified by letter. Any appeals must be received within ten (10) business days from the date of the letter. A debriefing will be held by CVB and any debriefing will be limited to only the evaluation results as they apply to the applicant receiving the debriefing.

INQUIRIES/ISSUING OFFICE

All inquiries concerning this Request for Proposal will be addressed to the following:

Ray Parafinczuk
Supervisor of Contract Administration
Grants Unit
NYS Crime Victims Board
845 Central Ave.
Albany, New York 12206
Fax Number: (518) 485-9294
E-mail Address: rayparafinczuk@cvb.state.ny.us

All questions should be submitted in writing or via fax or e-mail to the contact named above. Applicants must cite the particular proposal section and paragraph number. Applicants should note that all clarifications and exceptions including those relating to the terms and conditions of the contract are to be resolved prior to the submission of a Proposal. Answers to all questions of a substantive nature will be given to all Prospective Applicants in letter form and if applicable, become a formal addendum and become part of the ensuing contract.

STATE'S RESERVED RIGHTS

- A. The State reserves the right to, at any time prior to contract execution, withdraw the RFP, in whole or in part;
- B. The State reserves the right to, at any time prior to contract execution, accept or reject any and all bids, proposals, or separable portions of offers, and waive technicalities, irregularities, and omissions if the State determines the best interests of the State will be served;
- C. The State, in its sole discretion, may accept or reject illegible, incomplete or vague submissions and its decision shall be final;
- D. The State reserves the right during the evaluation process, to seek clarification information from a Bidder for the purpose of assuring CVB's full understanding of the Bidder's responsiveness to the RFP requirements. This clarification information must be submitted in writing in accordance with formats as prescribed by the CVB at the time said information is requested and, if received by the due date set forth in the request for clarification, shall be included as a formal part of the Bidder's Proposal. Failure to provide required information by its associated due date may result in rejection of the Bidder's Proposal. Nothing in the foregoing shall mean or imply that it is obligatory upon the CVB to seek or allow clarifications as provided for herein;
- E. The State reserves the right to request any information deemed necessary for proper evaluation of proposals from all applicants deemed to be eligible for contract award. Failure to provide requested information may result in rejection of the proposal;
- F. The State reserves the right to eliminate mandatory requirements unmet by all Bidders, or to negotiate additional terms and conditions in the Contract which are to the State's advantage;
- G. The State reserves the right to amend the RFP. If it becomes necessary to revise any part of the RFP, addenda will be provided to all prospective applicants that were sent a copy of the RFP;
- H. The State reserves the right to negotiate additional terms and conditions in the agreement resultant from this RFP which are to the advantage of the State and which do not substantially alter the requirements of the RFP; and

- I. The State reserves the right, for the purpose of ensuring the completeness and comparability of proposals to analyze submissions and make adjustments or normalize submissions in the proposals, including the applicant's technical assumptions, and underlying calculations and assumptions used to support the computation of costs, or to apply such other methods, as it deems necessary to make comparisons.
- J. The State reserves the right to use the following in the course of evaluation and selection under this RFP: (i) Proposals; (ii) information obtained through CVB's investigation of Bidder(s), including proposed staff qualifications, experience and ability; (iii) Bidders' financial standing; (iv) any information pertinent to the bid evaluation which may be obtained or received by the State; (v) and any material or information submitted by the Bidder(s) in response to any CVB requests for clarifying information.
- K. The State reserves the right to disqualify any applicant whose conduct and proposal fails to conform to the requirements of the RFP.

INTEGRATION, MERGER AND ORDER OF PRECEDENCE

The Parties' contract shall be comprised solely of the following documents, which in the event of an inconsistency, or conflict in terms shall be given the precedence in the order indicated:

1. Appendix A (Standard Clauses for All NYS Contracts);
2. Any Amendments to the Contract;
3. The Contract and any Clarifying documents, if any, setting forth the final agreement, clarifications, terms, and/or modifications to the RFP;
4. CVB's Request for Proposal entitled "VOCA Crime Victims Assistance Grant Program Guidelines and Application Procedures" other than Appendix A (Standard Clauses for All NYS Contracts); and
5. Applicant's Proposal

KEY EVENTS/DATES

Event	Date	Time	Location
RFP Release	3/10/06		
Closing Dates for Inquiries	3/24/06	5:00 PM	See Note 1 Below
Proposal Due Date and Time	5/12/06	2:00 PM	New York State Crime Victims Board Mailroom 845 Central Ave. Albany, NY 12206
Selection and anticipated award notification	6/28/06		
Contract Award	10/01/06		

Note 1: **RFP Inquiries** must be in writing or via fax or e-mail. Any of the following are acceptable:

US MAIL	Facsimile	Electronic Mail
NYS Crime Victims Board 845 Central Ave. Albany, New York 12206 Attention: Ray Parafinczuk	(518) 485-9294 Attention: Ray Parafinczuk	rayparafinczuk@cvb.state.ny.us

Original applications and all copies must include all required components compiled and submitted in the following order:

1. Grant Application Checklist
2. Grant Application Title Page
3. Program Service Summary
4. Project Narrative including (maximum of 6 pages):
 - a. Description of the organization and current program services
 - b. Describe populations served and demonstrate that services meet funding priorities i.e. domestic abuse, sexual assault, child abuse, underserved victims
 - c. Problem statement and demonstration of need
 - d. Proposed project services
 - e. Explanation of measurement of performance (other than CVB required reports).
5. Coordinated Services Statement with copies of interagency agreements and letters of support. **Please Note: This requirement is only for newly funded first-time grantees)**
6. Program Goals and Objectives
7. Proposed Budget including:
 - a. Annual project budget (**See Note below**)
 - b. Budget justification narrative with job descriptions
 - c. Funding from all other sources
8. Signed Certifications and Assurances including:
 - a. New York State Crime Victims Board Certified Assurances
 - b. Federal Certification Regarding Debarment, Suspension, Ineligibility and Involuntary Exclusion
 - c. Certification Regarding Lobbying (for awards over \$100,000)
 - d. Drug-Free Workplace Certification (New York State agencies only)
9. Current Board Member Listing (for not-for-profit applicants only)
10. Vendor Responsibility Questionnaire

Budget Note: Annual project budgets must be prepared for each grant award year. Attachment 7 entails three (3) 12 month periods.

Submit one (1) unbound application with original signatures and nine (9) unbound copies to:

Ray Parafinczuk
Supervisor of Contract Administration
New York State Crime Victims Board
845 Central Avenue
Albany, New York 12206

**PROPOSALS MUST BE RECEIVED IN THE CVB MAILROOM
BY
2:00 P.M. MAY 12, 2006**

CVB anticipates issuing decision letters in June 2006.

SAMPLE

SECTION III
NEW YORK STATE
CRIME VICTIMS BOARD
REQUEST FOR PROPOSAL
INSTRUCTIONS
and
APPLICATION MATERIALS

SAMPLE

**SECTION III
REQUEST FOR PROPOSAL INSTRUCTIONS
AND
APPLICATION MATERIALS**

GENERAL INSTRUCTIONS

Attachment 1

Grant Application Checklist

Complete this to ensure all required information is included.

Attachment 2

Grant Application Title Page

Upon completion, form must be signed by program authorized representative.

Attachment 3

Program Service Summary

Complete this form to indicate what type of victims your program intends to serve and the types of services to be provided.

Attachment 4

Project Narrative (6 pages maximum)

- a. Provide a description of the organization including the agency's experience in providing direct services to crime victims. The description should address victim population served, geographic location(s) where services are provided; scope of services provided, current program staffing and resources, and current collaborative efforts with other agencies within the community in support of the program's services.
- b. Prepare a problem statement demonstrating the need for crime victim services in the geographic area for which grant support is requested. Identify gaps in services, the population(s) to be served and the types of services to be provided. Applicants should discuss how the potential for duplication of services in the community is being addressed.
- c. Provide a summary of the proposed project services to be supported by the grant. Clearly explain how grant-supported services will address the need(s) identified in the problem statement and how these will be integrated with the program. Identify the victim population to be served, the services that will be provided, location of the service delivery site(s), proposed staff and resources to be supported by the grant and explain why these are essential to delivering direct services.

- d. Provide a detailed explanation of how your program will measure and periodically review its performance in the provision of crime victim services, in addition to the required monthly and quarterly performance reports.

Attachment 5

Coordinated Services Statement

Applicants will use this form to indicate how they promote, within the community, coordinated public and private efforts to assist victims as required by VOCA. These documents should include statements demonstrating the applicant's working relationships with other agencies and providers in the community for the purpose of providing direct services to victims. This requirement is not intended to solicit third party letters of support and recommendation for a grant award.

Attachment 6

Program Goals and Objectives

Use this form to quantify the program goals and objectives to be accomplished during the grant period. Applicants may list additional objectives but should not modify the objectives preprinted on the form.

Attachment 7

Summary Budget Form

Using the forms provided prepare a proposed budget of annual program costs. Provide all required information as indicated on the forms.

Project match is required for all VOCA grants and must be identified on these forms. See Section II, part VII of these RFP Guidelines, "Preparation of Project Budgets", for an explanation of project match requirements.

Attachment 8

Budget Request Narrative

Provide a brief written statement for each budgeted item for which grant support is requested. Narratives should adequately explain why requested items are reasonable and necessary to delivering direct services. Include relevant details and supporting information.

Programs currently funded by CVB must address the status of any new initiatives or services approved for grant funding in the Board's last Request for Proposal (March 2003).

All applicants must include position descriptions for all personnel to be supported with grant funds. Each position description should clearly indicate the projected percent of time the employee is expected to perform each activity. Please use the Position Description Form .

Note: Applicants should prioritize requested items within each category to assist CVB in determining which cost categories urgently need VOCA support.

Attachment 9

Funding From All Other Sources

List source and amount of funding received and/or expected to be received in support of the crime victim program. For each funding source briefly note the program activities, target

populations served and other relevant information to indicate how other funding sources will be used.

Attachment 10

New York State Crime Victims Board Certified Assurances

To be completed as indicated.

Attachment 11

Federal Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion

To be completed as indicated.

Attachment 12

Certification Regarding Lobbying

To be submitted for awards over \$100,000.

Attachment 13

Drug Free Workplace Certification

To be submitted by New York State agencies only.

Attachment 14

Board of Directors Information

To be submitted by not-for-profit applicants only, either on the form provided or in separate attachment.

Attachment 15

Vendor Responsibility Questionnaire

Refer to instructions.

SAMPLE