

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



Request for Proposals

RFP Number: AG-CPJAD-VOCA-2019-VA Victims of Crime Act Victim Assistance Grant Program

Date Issued: February 12, 2020

Proposal Due Date: March 25, 2020

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

February 12, 2020

REQUEST FOR PROPOSALS

VICTIMS OF CRIME ACT VICTIM ASSISTANCE GRANT PROGRAM RFP No. AG-CPJAD-VOCA-2019-VA

The Department of the Attorney General (the “Department”), as the State Administering Agency for the federal Victims of Crime Act (VOCA) Victim Assistance Grant Program, is requesting proposals from qualified applicants to (1) create, improve, or enhance core victim services; (2) develop, maintain, or expand innovative services to assist victims of crime; and/or (3) maintain existing VOCA-funded victim services.

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

The term of any contract will be a 24-month period beginning July 1, 2020. No extensions will be awarded. Multiple contracts will be awarded under this request for proposals. Nonprofit organizations and government agencies, or a combination of the two, are encouraged to apply.

Proposals shall be mailed, postmarked by the United States Postal Service, on or before March 25, 2020, and received no later than ten (10) days from the submittal deadline. Hand delivered proposals shall be delivered no later than 4:00 p.m. Hawaii Standard Time (“HST”), on March 25, 2020, at the drop-off site designated on the Proposal Mail-In and Delivery Information Sheet. Proposals postmarked or hand-delivered after the submittal deadline shall be rejected as late. There are no exceptions to this requirement.

All prospective applicants are encouraged to attend a Request for Proposal (“RFP”) orientation to be conducted by the Department on February 24, 2020, starting from 1:30 p.m. and ending 4:00 p.m. HST, or until all questions are discussed, whichever is earlier, at the Leiopapa A Kamehameha Building, 235 S. Beretania Street, Room 302, Honolulu, HI.

If you are unable to attend the RFP orientation in person, a RFP orientation will also be available via GoToMeeting on February 25, 2020 starting from 1:30 p.m. to 4:00 p.m. HST, or until all questions are received and discussed, whichever is earlier. To register for the RFP orientation via GoToMeeting, email the RFP point-of-contact no later than 1:30 p.m. HST on February 24, 2020.

The deadline for submission of written questions is 1:00 p.m. HST on March 2, 2020. All written questions will receive a written response from the Department on or about March 9, 2020.

PROPOSAL MAIL-IN AND DELIVERY INFORMATION SHEET

NUMBER OF COPIES TO BE SUBMITTED:

One (1) original of the proposal and exhibits/attachments
AND
Four (4) copies of the proposal and exhibits/attachments
AND
One (1) electronic copy of the proposal and exhibits/attachments
in Portable Document Format (PDF)
AND
One (1) electronic copy of the proposal in Microsoft Word (.doc) format

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

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

ALL MAIL-INS SHALL BE POSTMARKED BY THE UNITED STATES POSTAL SERVICE (USPS) NO LATER THAN **March 25, 2020** and received by the state purchasing agency no later than **10 days from the submittal deadline.**

All Mail-ins

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

RFP Coordinator

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

ALL HAND DELIVERIES SHALL BE ACCEPTED AT THE FOLLOWING SITE UNTIL **4:00 P.M., Hawaii Standard Time (HST), March 25, 2020**. Deliveries by private mail services such as FEDEX shall be considered hand deliveries. Hand deliveries shall not be accepted if received after 4:00 p.m., **March 25, 2020**.

Drop-off Site

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

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Section 1

Administrative Overview

Section 1

Administrative Overview

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

1.1 Procurement Timetable

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

<u>Activity</u>	<u>Scheduled Date</u>
Public notice announcing Request for Proposals (RFP)	<u>February 12, 2020</u>
Distribution of RFP	<u>February 12, 2020 – March 25, 2020</u>
RFP orientation sessions	<u>February 24 and 25, 2020</u>
Closing date for submission of written questions for written response	<u>March 2, 2020 by 1:00 p.m. HST</u>
Final Addendum	<u>March 9, 2020</u>
Discussions with applicant prior to proposal submittal deadline (TBD)	<u>February 12, 2020 – March 25, 2020</u>
Proposal submittal deadline	<u>March 25, 2020 by 4:00 p.m. HST</u>
Discussions with applicant after proposal submittal deadline (optional)	<u>To be determined</u>
Final revised proposals (optional)	<u>To be determined</u>
Proposal evaluation period	<u>March 25, 2020 – May 31, 2020</u>
Provider selection	<u>April 6, 2020 – May 31, 2020</u>
Notice of statement of findings and decision	<u>June 1, 2020 – June 30, 2020</u>
Contract start date	<u>July 1, 2020</u>

1.2 Website Reference

Item	Website
1 Procurement of Health and Human Services	http://spo.hawaii.gov/for-vendors/vendor-guide/methods-of-procurement/health-human-services/competitive-purchase-of-services-procurement-method/
2 RFP website	https://hands.ehawaii.gov/hands/welcome
3 Hawaii Revised Statutes (HRS) and Hawaii Administrative Rules (HAR) for Purchases of Health and Human Services	http://spo.hawaii.gov Click on the “References” tab.
4 General Conditions, AG-103F13	https://spo.hawaii.gov/wp-content/uploads/2013/12/103F13.pdf
5 Forms	http://spo.hawaii.gov Click on the “Forms” tab.
6 Cost Principles	http://spo.hawaii.gov Search: Keywords “Cost Principles”
7 Protest Forms/Procedures	http://spo.hawaii.gov/for-vendors/vendor-guide/protests-for-health-and-human-services/
8 Hawaii Compliance Express (HCE)	http://spo.hawaii.gov/hce/
9 Hawaii Revised Statutes	http://capitol.hawaii.gov/hrscurrent
10 Department of Taxation	http://tax.hawaii.gov
11 Department of Labor and Industrial Relations	http://labor.hawaii.gov
12 Department of Commerce and Consumer Affairs, Business Registration	http://cca.hawaii.gov click “Business Registration”
13 Campaign Spending Commission	http://ags.hawaii.gov/campaign/
14 Internal Revenue Service	http://www.irs.gov/
15 VOCA Fillable Forms (Attorney General Website)	http://www.ag.hawaii.gov/cpja/gp/
16 CPJAD Grant Writing Training	http://www.ag.hawaii.gov/cpja/gp/
17 VOCA Rules 2016	https://www.federalregister.gov/documents/2016/07/08/2016-16085/victims-of-crime-act-victim-assistance-program
18 VOCA Final Program Guidelines	https://www.ovc.gov/voca/vaguide.htm
19 DOJ Grants Financial Guide	https://ojp.gov/financialguide/doj/index.htm
(Please note: website addresses may change from time to time. If a State link is not active, try the State of Hawaii website at http://hawaii.gov)	

1.3 Authority

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

1.4 RFP Organization

This RFP is organized into five sections:

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

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

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

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

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

1.5 Contracting Office

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

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

1.6 RFP Point-of-Contact

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

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

1.7 Orientation

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

Date:	February 24, 2020	Time:	1:30 p.m. – 4:00 p.m. (HST)
Location:	Leiopapa A Kamehameha Building		
	235 S. Beretania Street, Room 302, Honolulu, Hawaii		

Applicants that are unable to attend in person may attend online via GoToMeeting on **February 25, 2020 from 1:30 p.m. to 4:00 p.m. HST**. To register for the RFP orientation via GoToMeeting, email the RFP point-of-contact no later than 1:30 p.m. HST on February 24, 2020.

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

1.8 Submission of Questions

Applicants may submit questions to the RFP point-of-contact identified in Section 1.6. Written questions should be received by the date and time specified in Section 1.1 Procurement Timetable. The purchasing agency will respond to written questions by way of an addendum to the RFP.

Deadline for submission of written questions:

Date:	March 2, 2020	Time:	1:00 p.m.	HST
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State agency responses to applicant written questions will be provided by or around:

Date: March 9, 2020

1.9 Submission of Proposals

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

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

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

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

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

- E. Wages Law Compliance.** If applicable, by submitting a proposal, the applicant certifies that the applicant is in compliance with HRS §103-55, Wages, hours, and working conditions of employees of contractors performing services. Refer to Section 1.2, Website Reference for statutes and DLIR website address.
- F. Campaign Contributions by State and County Contractors.** HRS §11-355 prohibits campaign contributions from certain state or county government contractors during the term of the contract if the contractors are paid with funds appropriated by a legislative body. Refer to Section 1.2, Website Reference for statutes and Campaign Spending Commission website address.
- G. Confidential Information.** If an applicant believes any portion of a proposal contains information that should be withheld as confidential, the applicant shall request in writing nondisclosure of designated proprietary data to be confidential and provide justification to support confidentiality. Such data shall accompany the proposal, be clearly marked, and shall be readily separable from the proposal to facilitate eventual public inspection of the non-confidential sections of the proposal.

Note that price is not considered confidential and will not be withheld.

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

Proposals shall be rejected when:

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

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

Faxed proposals and proposals transmitted via email are not permitted.

1.10 Discussions with Applicants

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

1.11 Opening of Proposals

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

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

1.12 Additional Materials and Documentation

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

1.13 RFP Amendments

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

1.14 Final Revised Proposals

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

1.15 Cancellation of Request for Proposals

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

1.16 Costs for Proposal Preparation

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

1.17 Provider Participation in Planning

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

☐ are required

☒ **are not required**

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

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

1.18 Rejection of Proposals

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

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

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

1.19 Notice of Award

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

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

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

1.20 Protests

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

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

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

Head of State Purchasing Agency	Procurement Officer
Name: The Honorable Clare E. Connors	Name: Shaleigh Tice
Title: Attorney General	Title: Branch Chief, CPJAD
Mailing/Business Address: 425 Queen Street Honolulu, Hawaii 96813	Mailing/Business Address: 235 South Beretania Street, Suite 401 Honolulu, Hawaii 96813

1.21 Availability of Funds

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

1.22 General and Special Conditions of the Contract

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

1.23 Cost Principles

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

Section 2

Service Specifications

Terms and Acronyms Used Throughout This Proposal

Applicant/Victim Service Provider:	Any nonprofit or government agency providing direct services to assist or support victims of crime
CPJAD:	Crime Prevention and Justice Assistance Division
HAR:	Hawaii Administrative Rules
HRS:	Hawaii Revised Statutes
MTDC:	Modified Total Direct Cost
OVC:	Office for Victims of Crime, U.S. Department of Justice
OVC TTAC:	Office for Victims of Crime Training and Technical Assistance Center
Procurement Officer:	The contracting representative for the State of Hawaii, identified on page 1-9 of this RFP.
Services:	Services supported by the VOCA Grant, including “direct services or services to victims of crime.” (<i>See Section 2.4</i>).
SPO:	State Procurement Office
The Department:	The state purchasing agency, the Department of the Attorney General
The Fund:	The Crime Victims Fund
Underserved Populations:	Populations identified by the VOCA Advisory Group as being underserved by victim services, including: victims with disabilities; elderly victims; immigrant victims and victims with Limited English Proficiency (LEP); Lesbian, Gay, Bisexual, Transgendered, Queer and Questioning (“LGBTQQ”) victims; Native Hawaiian victims; tourist/visitor victims; homeless victims; youth victims aging out of the foster care system; youth offenders who are also victims; victims with substance abuse and/or mental health issues; victims residing in rural or geographically isolated areas; victims of sex trafficking; victims of violent property crimes; and survivors of homicide and negligent homicide victims.
VAT Online:	Victim Assistance Training Online
Victim of Crime/Crime Victim:	A person who has suffered physical, sexual, financial, or emotional harm as the result of the commission of a crime.
VOCA/ VOCA Grant:	Federal Victims of Crime Act Victim Assistance Formula Grant
VOCA Guidelines:	VOCA Final Program Guidelines, 34 U.S.C. 20101
VOCA Rules:	VOCA Victim Assistance Program Rules, 28 C.F.R. 94

Section 2

Service Specifications

2.1 Introduction

A. Overview, purpose, or need

The Victims of Crime Act of 1984, Public Law 98-473, as amended, and codified at 34 U.S.C. §20101, et seq. (“VOCA”) established the Crime Victims Fund (the “Fund”) in the United States Department of Treasury to collect the fines assessed against federal criminals and serve as the funding source for carrying out all of the activities authorized by VOCA, including the VOCA Victim Assistance Grant Program (the “VOCA Grant”).

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

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

In FY 2019 the Department received approximately \$10 million in VOCA grant funds. The Department uses the conduit system to fund the services provided by the victim witness units in county prosecutors’ offices and their nonprofit subgrantees. In addition, the Department will continue to fund a government program for victim restitution in the Department of Public Safety (“PSD”). The award amounts to be awarded to the victim witness units of the county prosecutors’ offices and PSD are approximately \$3.8 million of FY 2019 VOCA Grant funds. After subtracting its administrative funds, the Department will use an open, competitive Request for Proposals (RFP) solicitation process to disburse the remaining unallocated funds to allow nonprofit organizations and government agencies, or a combination of both, to apply directly to the Department for VOCA Grant funding to support the provision of direct services to victims of crime. The victim witness units of the county prosecutors’ offices are not eligible to apply for funding under this RFP.

B. Planning activities conducted in preparation for this RFP

In accordance with Hawaii Administrative Rule (“HAR”) §3-142-301, the Department completed planning activities in 2016 prior to deciding on the type and amount of services to purchase for the VOCA Grant. Additional planning activities were conducted in 2018 for the FY 2018 RFP to gather feedback from victim service providers on the gaps and needs in services in the victim services community and to establish statewide funding priorities.

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

To disburse the available funds in an open and transparent manner that was responsive to the needs of Hawaii’s communities, the Department developed a funding strategy based on information collected from three sources for FY 2018 and FY 2019 VOCA funds:

- Survey responses from online survey of gaps and needs in victim services community. The purpose of the survey was to obtain information on: (1) the gaps and needs in Hawaii’s victim services community; (2) barriers that victims face to obtain services; (3) how the increase in funding could be best used to provide victims with needed services; and (4) the training needs of victim service providers.
- Focus groups held on Hawaii Island, Kauai, Maui, and Oahu. There were three objectives for the focus groups: (1) to review the list of demographic populations included in the designated “underserved” groups listed in this RFP and make additions as needed; (2) to gather in-depth feedback on the gaps and needs in crime victim services; and (3) to develop a comprehensive list of the most needed services for victims of crime across the State.
- The Department also obtained recommendations on underserved groups and funding priorities from the VOCA Advisory Group, a cross-section of the victim services community including representatives from federal, state, county, and coalition agencies that have knowledge and experience in victim services. Based on recommendations of the VOCA Advisory Group, five (5) demographic groups were added to the list of VOCA underserved populations.

While the Department took the information gathered from the online survey, focus groups, and VOCA Advisory Group recommendations under advisement, the priorities were ultimately decided upon by the Department. The planning process was conducted in conjunction with the FY 2018 RFP, and the Department continues to apply the priorities previously established to this RFP.

Pursuant to H.A.R. §3-142-301, the Department posted a Request for Information (RFI) on January 17, 2020. The Department received no questions or comments about the RFI.

B. Description of the service goals

The primary purpose of the VOCA Grant is to support the provision of services to victims of crime. The Department seeks projects and initiatives from eligible organizations to (1) create, improve, or enhance core victim services; (2) develop, maintain, or expand innovative services to assist victims of crime; and/or (3) maintain existing VOCA-funded victim services.

C. Description of the target population to be served

The primary purpose of the VOCA Grant is to support the provision of direct services to victims of crime. The VOCA Rules define a “victim of crime” or “crime victim” as a

person who has suffered physical, sexual, financial, or emotional harm as a result of the commission of a crime.

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

Although VOCA-funded programs in general cannot reimburse crime victims for expenses incurred as a result of the crime, victims are eligible for counseling, criminal justice advocacy, and other support services offered by VOCA-funded victim assistance programs.

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

D. Geographic coverage of service

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

E. Probable funding amounts, source, and period of availability

Approximation of Total Funding Available: \$6,451,072

FY 2019 VOCA Victim Assistance Grant: \$5,720,626

FY 2018 VOCA Victim Assistance Grant: \$ 730,446

Minimum and Maximum Funding Per Project

VOCA Grant funding requests shall be for a minimum of \$50,000 and a maximum of \$800,000 for the two-year grant period.

Availability Period

Projects awarded for VOCA Grant funding under this RFP should start on or around July 1, 2020. VOCA funding may be requested for up to a 24-month contract period, but not to exceed June 30, 2022. The VOCA statute does not allow for extensions.

F. Limitations on the VOCA Grant¹

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

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

- **Lobbying and administrative advocacy**, including any lobbying or advocacy activities with respect to legislation or to administrative changes to regulations or administrative policy, whether conducted directly or indirectly.
- **Research and studies**, except as under 28 C.F.R. §94.121(j) of the VOCA Rules.
- **Active investigation and prosecution of criminal activities**, except for the provision of victim assistance services, including emotional support, advocacy, and legal services to crime victims during such investigation and prosecution.
- **Fundraising**, including any activity related to fundraising, except for fee-based or similar income allowed by the Department.
- **Capital expenses**, including capital improvements, property losses and expenses, real estate purchases, mortgage payments, and construction, except as specifically allowable under the VOCA Rules.
- **Compensation for victims of crime**, including reimbursement of crime victims for expenses incurred because of a crime, except as specifically allowable under the VOCA Rules.
- **Medical care**, except for forensic medical examination and emergency expenses allowed under VOCA Rules, 28 C.F.R. §94.119.
- **Salaries and expenses of management**, including salaries, benefits, fees, furniture, equipment, and other expenses of executive directors, board members, and other administrators, except as may be specifically allowable under the VOCA Rules.

2.2 Contract Monitoring and Evaluation

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

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

The applicant shall comply with the applicable provisions of VOCA Rules and the requirements of the most current edition of the Department of Justice Grants Financial Guide (“DOJ Financial Guide”), which includes maintaining appropriate programmatic and financial records that fully disclose the amount and disposition of the VOCA funds

received. The DOJ Financial Guide can be found at:

<https://www.justice.gov/ovw/page/file/1228061/download>

In addition, the applicant shall develop and maintain fiscal, statistical, and administrative records pertaining to the services as specified by the Department. Periodic onsite or desk monitoring may occur during the grant period to ensure compliance with all applicable rules and regulations. See the VOCA Grant Manual for more information:

https://ag.hawaii.gov/cpja/files/2019/12/VOCA-GRANT-MANUAL-December-2019-Revised-2019_12_19-FINAL.pdf

The Department may execute a contract for two years with a successful applicant. If grant monies are not timely obligated or expended by the applicant, such monies may lapse and/or need to be returned to the Department. The lapsing and/or return of monies may adversely affect the Department's ability to secure additional federal grant monies, which is not in the State's best interest. It is therefore of the utmost importance that the applicant timely and properly obligates and/or expends funds made available under an awarded contract. Accordingly, should there be a substantial balance (50% or more) of unobligated funds remaining after the end of the first fiscal year without adequate justification, the Department reserves the right to unilaterally reduce the amount of funds made available to the applicant for the second year.

2.3 General Requirements

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

1. VOCA Rules and State Guidance

- a. The applicant shall be operated by a public agency or a nonprofit organization and provide direct services to crime victims. A nonprofit applicant, if awarded a contract under this RFP, shall certify that it is a nonprofit organization eligible to receive federal funds.
- b. The applicant shall demonstrate a record of providing effective services to crime victims. This includes having the support and approval of its services by the community, a history of providing direct services in a cost-effective manner, and financial support from sources other than the Crime Victims Fund.

The Department has determined that an applicant that is unable to demonstrate a record of providing effective services to crime victims may be eligible to receive VOCA funding if it can demonstrate that at least 30 percent (30%) of its financial support comes from non-federal and/or federal sources, other than the Crime Victims Fund.

- c. The applicant shall demonstrate that it can provide matching contributions of 20 percent (20%) – cash or in-kind – of the total cost of each VOCA project,

i.e., VOCA Grant plus match, from non-federal sources. All funds designated as match funds are restricted to the same uses as the VOCA Grant funds and shall be expended within the grant period. The Match shall be provided on a project-by-project basis. Further explanation on the 20% match requirement is provided in Section 2.3.A.4, Program Match Requirement – 20% of Total Project.

If meeting the 20% match requirement will cause significant financial hardship, the applicant may request a partial or full waiver of the match requirement. Match Waivers are granted on a case-by-case basis by the Department, with final approval from OVC, and are not guaranteed. See Section 2.3.A.4 of this RFP for more information on Match Waivers.

- d. The applicant shall use volunteers unless the Department determines there is a reason to waive this requirement. Requests for Volunteer Waivers shall be in writing to the Department and supported by appropriate documentation.
- e. The applicant shall assist victims in applying for victim compensation benefits. The assistance may include but is not limited to identifying victims and advising them of the availability of such benefits, referring victims to organizations that can provide such assistance, and/or assisting such potential recipients with application forms and procedures.
- f. The applicant shall promote within the community served, coordinated public and private efforts to aid crime victims. These efforts include, but are not limited to, serving on Federal, State and local groups to oversee and recommend improvements to community responses to crime victims, or developing written agreements or protocols for such responses.
- g. The applicant shall comply with the VOCA non-discrimination laws, which prohibit discrimination based on race, color, religion, national origin, handicap, or sex. The applicant shall, within the timetable established by the Department, maintain statutorily required civil rights statistics on victims served by race, national origin, sex, age, and disability. In addition, the applicant shall permit reasonable access to books, documents, papers, and records to determine whether the applicant is complying with applicable civil rights laws. This requirement is waived when providing a service where soliciting the information may be inappropriate or offensive to the crime victim.
- h. The applicant shall abide by any additional eligibility or service criteria as established by the Department.
- i. The applicant shall provide services to victims of federal crimes on the same basis as victims of state/local crimes.
- j. The applicant shall provide services to crime victims at no charge through the

VOCA-funded project. Any deviation from this provision requires prior approval from the Department.

- k. The applicant shall reasonably protect the confidentiality and privacy of the person receiving VOCA-funded services and shall not disclose, reveal, or release any personally identifiable information or individual client information, without the informed, written, and reasonably time-limited consent of the individual. If the release of information is compelled by statute or court, the applicant shall make reasonable attempts to provide notice to the individual affected by the disclosure and take reasonable steps necessary to protect privacy and safety. The applicant shall inform CPJAD no later than 12 hours after an occurrence of an actual breach or detection of an imminent breach of personally identifiable information.
- l. Services are not dependent on the victim's immigration status.

2. Federal Requirements and Grant Conditions

- a. *DUNS number is required.* In accordance with the Federal Funding Accountability Act (FFATA) of 2006, all applicants shall have a DUNS (Data Universal Numbering System) number to be eligible for VOCA funds. Applicants that do not have a DUNS number should request one through the D&B D-U-N-S Request Service for U.S. Federal Government Contractors and Grantees (<http://fedgov.dnb.com/webform/displayHomePage.do>)
- b. *System for Award Management (SAM) is required.* All applicants applying for VOCA funds shall obtain and maintain a current registration in the System for Award Management (SAM) database. The SAM is the official U.S. Government system that consolidates the capabilities of CCR/FedReg, ORCA, and EPLS. There is no cost to registrants for registering on the SAM website (<https://www.sam.gov>). Check to see if your agency is already registered with the SAM. The DUNS number provided in your application must match the number in the SAM. ***Note: Applicants shall update or renew their SAM registration annually to maintain an active status.***
- c. *No Duplicative Funding.* During this RFP, the State has or may be issuing a separate request for proposals for services funded by other federal grants, such as AG-CPJAD-VAWA-18-19-20-WF for Victim Services for Victims of Domestic Violence, Dating Violence, Sexual Assault or Stalking. Applicants may apply to multiple requests for proposals issued by the State, but in the event it is determined that an applicant will be or has been awarded any contracts which are federally funded for the same cost items, the State reserves its right to reject such proposal on the basis that there would be a duplication of federal funding awards for the same cost items.

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

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

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

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

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

- b. For proposals submitted by nonprofit organizations: the applicant shall comply with the general conditions that will be imposed contractually. The general conditions that will be imposed contractually are on the SPO website.
- c. The applicant shall comply with Chapter 103F, HRS Cost Principles for Purchases of Health and Human Services. Refer to the SPO website in Section 1.2 Website Reference.

4. Program Match Requirement – 20% of Total Project

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

The applicant shall demonstrate how it will satisfy the 20% match contribution set forth in the VOCA Rules, 28 C.F.R. §94.118. All funds designated as match are restricted to the same uses as the VOCA Grant funds and shall be expended within the grant period. Matching contributions shall be derived from non-federal sources. Applicants shall not use federal funds as matching contributions.

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

Example – 20% Match Calculation

An applicant requests \$200,000 in VOCA Grant funding for the period from July 1, 2020 through June 30, 2022. The applicant must provide \$50,000 from non-federal sources in matching contribution. That contribution must be expended by June 30, 2022. The matching contribution is calculated by dividing the total requested VOCA Grant funding by four:

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

If meeting the 20% match requirement will cause significant financial hardship, the applicant may request a partial or full waiver of the match requirement. Match Waivers are granted on a case-by-case basis by the Department and are not guaranteed. The Department typically considers factors such as local resources, annual budget changes, previous ability to provide a match, and whether funding is for new or additional activities requiring additional match versus continuing activities where match is already provided.

A request for a Match Waiver shall be submitted with the proposal application and include: 1) a completed Match Waiver Request form (Attachment J), and 2) supporting documentation to justify your request. See Attachment J for more information. OVC reviews the Match Waiver for final approval.

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

After-the-fact secondary purchases will be allowed.

Planned secondary purchases: None

C. Multiple or alternate proposals
(Refer to HAR §3-143-605)

☒ **Allowed** ☐ **Unallowed**

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

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

D. Single or multiple contracts to be awarded
(Refer to HAR §3-143-206)

☐ Single ☐ Multiple ☒ **Single & Multiple**

Criteria for multiple awards:

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

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

E. Single or multi-term contracts to be awarded
(Refer to HAR §3-149-302)

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

Contract terms:

- **The term of the contract will be up to a 24-month period beginning from July 1, 2020.**
- Maximum length of contract: Up to 24-months, but not to exceed June 30, 2022.

2.4 Scope of Work

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

The Department seeks projects and initiatives from eligible organizations to (1) create, improve, or enhance core victim services; (2) develop, maintain, or expand innovative services to assist victims of crime; and/or (3) maintain existing VOCA-funded victim services.

The scope of work encompasses the following tasks and responsibilities:

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

1. VOCA Priority Areas

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

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

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

Underserved Populations

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

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

To expand services and reduce gaps in victim services across the State, the Department encourages nonprofits providing direct services to crime victims in “underserved populations” that are not typically considered “victim service” agencies to apply.

2. Definitions of “Services” and Examples of “Core Victims Services”

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

The applicant shall demonstrate that the proposal provides direct services to crime victims. The VOCA Rules define “services” as those efforts that: a) respond to the emotional, psychological, or physical needs of crime victims; b) assist victims to stabilize their lives after victimization; c) assist victims to understand and participate in the criminal justice system; or d) restore a measure of security and safety for the victim.

The services provided by VOCA Grant-funded projects shall be provided to crime victims at no charge².

Proposals should apply best practices for serving crime victims and ensuring their safety. Certain activities have been found to decrease victim safety, deter or prevent physical and emotional healing for victims, such as the following: procedures or policies that exclude victims from receiving safe shelter, advocacy services, counseling, and other assistance based on their actual or perceived age, immigration status, race, religion, sexual orientation, gender identity, mental health condition, physical health condition, criminal record, work in the sex industry, relationship to the perpetrator, or the age and/or gender of their children; policies or practices that impose restrictive conditions to be met by the victim in order to receive services (e.g., attending counseling, seeking an order of protection); procedures or policies that compromise the confidentiality of information and privacy of victims; and other activities that may compromise victim safety.

The following is a non-exhaustive list of services, which may be considered “core victim services”: financial assistance, education and employment support, housing assistance, child care, transportation, legal services, counseling, and case management.

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

All services and activities proposed by the applicant and all costs incurred by VOCA-funded projects are required to comply with the allowable costs under the VOCA Rules and the DOJ Financial Guide. VOCA Grant funds cannot be used to support services, activities, and costs that are not allowable, including

² Funds from victims who are charged for services may be considered program income per the DOJ Financial Guide. Program income may be approved by the Department on a case-by-case basis. If awarded, an applicant’s VOCA funding may decrease accordingly.

but not limited to the items listed in Section 2.1.F., Limitations on the VOCA Grant.

- a. The following is a non-exhaustive list of services, activities, and costs that are allowable and eligible for support with VOCA Grant funds³.
 - i. Immediate health and safety: Services that respond to immediate safety, emotional, psychological, and physical (excluding medical care) needs of crime victims, such as crisis interventions; accompaniment to hospitals for medical examinations; hotline counseling; safety planning; emergency food, clothing, transportation and shelter; short-term⁴ nursing home, adult foster care or group-home placement for victims for whom no other safe, short-term residence is available; window, door, or lock replacement or repair and other repairs necessary to ensure a victim's safety; immediate medical costs when crime victim compensation or health insurance is not readily available to quickly meet the needs of the victim, including medicine, prophylactic or other treatment to prevent HIV/AIDS infection or other infectious disease, durable medical equipment such as wheelchairs, crutches, hearing aids, eyeglasses, and other healthcare items; and emergency legal assistance, such as filing for restraining or protective orders and visitation rights.
 - ii. Personal advocacy and emotional support: Services that include, but are not limited to, working with a victim to assess the impact of the crime; identification of the victim's needs, resources available to the victim, and the provision of information, referrals, and advocacy; case management; management of practical problems created by the victimization; and traditional, cultural, and/or alternative therapy healing (e.g., art therapy, yoga), if these costs serve a programmatic purpose and are supported by evidence-based and trauma-informed or therapeutic standards.⁵
 - iii. Mental health counseling and care: Mental health counseling and care, including but not limited to, outpatient therapy/counseling, and substance-abuse treatment (as long as it is directly related to the victimization), provided by a person who meets professional standards to provide these services in the jurisdiction in which the care is administered.

³ See 28 C.F.R. §94.119 for more specific examples of allowable costs.

⁴ "Short-term" for home care and nursing home, adult foster or group-home care is defined in 28 C.F.R. §119(a)(7) as up to 45 days.

⁵ Note that costs for these services are required to comply with the DOJ Financial Guide, Section 3.13 which states "(e)ntertainment, including amusement, diversion, social activities, and any associated costs (i.e. tickets to shows or sports events, meals, lodging, rentals, transportation, and gratuities) are unallowable. Certain exceptions may apply when such costs have a programmatic purpose and have been approved by the awarding agency."

- iv. Peer support: Activities that provide opportunities for victims to meet other victims, share experiences, and provide self-help, information and emotional support.
- v. Facilitation of participation in criminal justice and other public proceedings arising from the crime: The provision of services and payment of costs that help victims participate in criminal justice and other public proceedings arising from the crime (e.g., juvenile justice hearings, civil commitment proceedings), including but not limited to advocacy on behalf of the victim; accompanying a victim to offices and court; transportation, meals, and lodging to allow a victim who is not a witness to participate in a proceeding; interpreting for a non-witness victim who is deaf or hard of hearing; providing child care and respite care to enable a victim who is a caregiver to attend activities related to the proceeding; notification to victims regarding key proceeding dates; assistance in recovering property that was retained as evidence; and assistance with restitution advocacy on behalf of crime victims.
- vi. Legal assistance: Legal assistance, other than criminal prosecution and defense and tort actions, where reasonable and where the need for such services arises as a direct result of the victimization.
- vii. Forensic medical evidence collection examinations: Forensic medical evidence collection examinations to the extent that other funding sources, such as state appropriations, are insufficient.
- viii. Forensic interviews: Forensic interviews, provided that (1) the results of the interviews will be used not only for law enforcement and prosecution purposes, but also for identification of needs, such as social services, personal advocacy, case management, substance abuse treatment, and mental health services; (2) interviews are conducted in the context of a multi-disciplinary investigation and diagnostic team, or in a specialized setting such as a child advocacy center; and (3) the interviewer is trained to conduct forensic interviews appropriate to the developmental age and abilities of children, or the developmental, cognitive, and physical or communication disabilities presented by adults.
- ix. Transportation: Transportation of victims to receive services and to participate in criminal justice proceedings.
- x. Public awareness and education presentations: Presentations, including the development of presentation materials; public service announcements in schools, community centers, and other public

forums, that are designed to inform crime victims of specific rights and services and provide them with or refer them to services.

- xi. Transitional housing: Transitional housing, including but not limited to, travel, rental assistance, security deposits, utilities, and other costs incidental to the relocation to such housing, as well as voluntary support services such as childcare and counseling.
 - xii. Relocation: Reasonable moving expenses, security deposits on housing, rental expenses, and utility startup costs. Such costs are capped and approved on a case-by-case basis.
- b. VOCA Grant funds may also be used to support activities related to providing direct services. Those costs include, but are not limited to the following:
- i. Coordination of activities: Including crisis response teams, multidisciplinary teams, coalitions to support and assist victims, and the salaries and expenses of the coordinators.
 - ii. Supervision of direct service providers.
 - iii. Multi-system, interagency, multi-disciplinary response to crime victim needs: These are activities that support a coordinated and comprehensive response to crime victim needs, including but not limited to, payment and expense of the direct service staff serving on child and adult abuse multi-disciplinary investigation and treatment teams, coordination with federal agencies to provide services to federal crime victims, and participation on state or local task forces, or work groups, and committees to develop protocols and interagency and other work agreements.
 - iv. Contracts for professional services: Contracts for professional services such as psychological/psychiatric consultation, legal services, and interpreters, not to exceed a reasonable market rate, that are not available in-house.⁶
 - v. Automated systems and technology that support delivery of direct services: Including procurement of automated information and referral systems, email systems that allow communications among victim service providers, automated case-tracking and management

⁶ An applicant may request rates above the federal consultant rate of \$81.25/hr. or \$650 a day, if the compensation for consultant services is reasonable and consistent with that paid for similar services in the marketplace. The request must be in writing and accompanied by 1) an explanation of the need for the increased rate; 2) documentation of the current market value for the service, including a market analysis and justification for the proposed rate; and 3) the credentials of the proposed consultant. Resources to determine current market values may consist of competitive contract bids or the Bureau of Labor Statistics Wage by Area and Occupation website, www.bls.gov/bls/blswage.htm. Requests are considered on a case by case basis.

systems, smartphones, computer equipment and victim notification systems; and procurement of personnel, hardware; and other items, subject to the DOJ Financial Guide and relevant laws relating to the acquisition, use, and disposition of property purchased with federal funds. The Department will consider the following factors described in the VOCA Rules, and other considerations, in allowing such systems and technology: (1) whether the procurement will enhance direct victim services; (2) how any acquisition will be integrated into and/or enhance the program's current system; (3) the cost of installation; (4) the cost of training staff to use the system or technology; and (5) how additional costs relating to such acquisition will be supported.

- vi. Volunteer training: Activities in support of training volunteers on how to provide direct services when such services will be provided primarily by volunteers.
 - vii. Restorative justice: Activities in support of opportunities for crime victims to meet with perpetrators where there is demonstrated beneficial or therapeutic value to victims, subject to review and approval by the Department⁷.
- d. VOCA Grant funds may also support administrative costs if they are directly related to providing direct services to victims. These costs include, but are not limited to, the following⁸:
- i. Personnel costs: Personnel costs that are directly related to providing direct services and supporting activities, including staff and coordinator salaries and fringe benefits and a prorated share of liability insurance.
 - ii. Skills training for staff: Training exclusively for developing skills for direct service providers so they are better able to provide quality direct services, including manuals, books, video conferencing, electronic training resources, and other materials and resources related to training.
 - iii. Training-related travel: Training-related costs such as travel for paid direct service staff, in and out of state, including meals and lodging.
 - iv. Organizational expenses: Expenses that are necessary and essential to providing direct services and other allowable victim services, including prorated rent, utilities, local travel for VOCA staff,

⁷ The considerations listed in 28 C.F.R. §94.120 are required to be addressed if the applicant is requesting these services for VOCA funding.

⁸ For more examples of these administrative costs refer to 28 C.F.R. §94.121.

required minor building adaptations necessary to meet the standards of the Department of Justice in implementing the Americans with Disabilities Act and/or modifications that would improve the program's ability to provide services to victims.

- v. Equipment and furniture: Equipment and furniture that facilitate the delivery of direct services, on a prorated basis if the item is not used exclusively for the VOCA project, including mobile communication devices, telephones, Braille and TTY/TTD equipment, computers and printers, beepers, video cameras and recorders for documenting and reviewing interviews with children, two-way mirrors, digital cameras, and equipment and furniture for shelters, work spaces, victim waiting rooms, and children's play areas.
- vi. Operating costs: Including but not limited to supplies; equipment use fees; property insurance; printing, photocopying and postage; courier service; brochures that describe available services; books and other victim-related materials; computer backup files/tapes and storage; security systems; design and maintenance of websites and social media; and essential communication services, such as web hosts and mobile device services.
- vii. VOCA Administrative time: Administrative time for VOCA-funded staff, including time spent on completing VOCA required time and attendance sheets and programmatic documentation, reports and statistics; collecting and maintaining crime victims' records; conducting victim satisfaction surveys and needs assessments to improve victim services delivery for the project; or funding the prorated share of audit costs.
- viii. Leasing vehicles: Costs of leasing vehicles, provided that the following Department requirements are met: (1) that public or other transportation are not practical; (2) use of the vehicle is limited to transportation of victims; (3) the applicant has a method of documenting the use of the vehicle by staff, date, time, beginning and end destinations traveled, and mileage per trip; and (4) other information as required by the Department.
- ix. Maintenance, repair, or replacement of essential items that contribute to a healthy or safe environment for victims.
- x. Project evaluations to determine project effectiveness.

4. Indirect Costs

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

For more information on the Part 200 Uniform Requirements, see 2 C.F.R. §200.414 and the DOJ Financial Guidelines §3-11.

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

a. Applicant has a federally approved indirect cost rate agreement

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

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

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

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

awards until such time as a non-Federal entity chooses to negotiate for a rate, which the non-Federal entity may apply to do at any time.

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

MTDC means all direct salaries and wages, applicable fringe benefits, materials and supplies, services, travel, and subawards and subcontracts up to the first \$25,000 of each subaward or subcontract (regardless of the period of performance of the subawards and subcontracts under the award). MTDC excludes equipment, capital expenditures, charges for patient care, rental costs, tuition remission, scholarships and fellowships, participant support costs and the portion of each subaward and subcontract in excess of \$25,000. Other items may only be excluded when necessary to avoid a serious inequity in the distribution of indirect costs, and with the approval of the cognizant agency for indirect costs.⁹

Note: If an applicant is applying for an indirect cost, either federal or de minimus rate, a breakdown of the applicant's indirect costs is required to be submitted with the proposed budget on the form provided.

5. Prioritization of Services Provided to Underserved Populations

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

The following are populations that the Department has designated as “underserved populations” for the purposes of this RFP.

- Elderly Victims
- Homeless Victims
- Immigrant Victims and Victims with Limited English Proficiency (LEP)
- Lesbian, Gay, Bisexual, Transgendered, Queer, and Questioning (“LGBTQQ”) Victims
- Native Hawaiian Victims
- Survivors of Homicide and Negligent Homicide Victims
- Tourist/Visitor Victims
- Victims with Disabilities
- Victims with Mental Health and/or Substance Abuse Issues
- Victims Residing in Rural or Geographically Isolated Areas¹⁰

⁹ OVC has taken the position that provision of rental assistance to victims is excluded as a MTDC cost.

¹⁰ The following geographic areas were designated by the Department to be “rural or geographically isolated areas”:

- Victims of Sex Trafficking
- Victims of Violent Property Crimes
- Youth (13 – 24 years old) Victims Aging Out of the Foster Care System
- Youth Offenders (13 – 24 years old) Who Are Also Victims

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

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

The Department has set aside \$700,000 for projects and/or initiatives to provide services to victims of child abuse.

a. Definition of Victims of Child Abuse

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

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

- a. The Department has set aside \$900,000 for proposals that respond to the needs of victims residing in the Counties of Hawaii, Kauai, and/or Maui. Each of the three counties will have a \$300,000 set aside.

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

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

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

- b. The geographic set aside is a distinct consideration from the prioritization of services serving victims residing in rural or geographically isolated areas described in Section 2.4.A.5.

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

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

8. Minimum Score May Be Required

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

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

1. Personnel

Staff Qualifications

The applicant shall demonstrate that all staff meets all licensing and/or credentialing requirements and are qualified to provide the services to the intended target population, including any training relevant to the specific duties and responsibilities listed in this application.

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

Supervision and Training

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

If awarded, the applicant will ensure that staff and volunteers providing VOCA services are adequately and consistently trained to work with victims of crime. VOCA-funded staff are strongly encouraged to participate in the Hawaii State Victim Assistance Academy (HSVAA). The HSVAA is a skills-based training program that covers fundamental advocacy skills, victim's rights, ethics, neurobiology of trauma, and other topics foundational to working with victims of crime. The HSVAA consists of four (4) two-hour online sessions and four (4) days of in-person training. Registration for the HSVAA is free. More information on the HSVAA will be released in early 2020.

Additionally, VOCA-funded staff are encouraged to complete the Office for Victims of Crime (OVC), Training and Technical Assistance Center (TTAC) Victim Assistance Training (VAT) online training <https://www.ovcttac.gov/vatonline>. The VAT online training provides a 12-module curriculum for training victim service providers on core competencies, including advocacy; assessing victim needs; trauma-informed care; collaboration; confidentiality; conflict management and negotiation; crisis intervention; culture, diversity, and inclusivity; documentation; problem solving; referrals; and self-care. The VAT online training is free of cost and can be completed in approximately 20 hours.

Training Set-Aside

To ensure that all VOCA service providers are adequately and consistently trained to work with crime victims, applicants shall include in their budgets a set aside of a minimum of \$250, up to a maximum of \$1,000, for training for each VOCA-funded staff member and/or volunteer providing direct services to crime victims. The training set aside will count towards the maximum limit of the federal award amount of \$800,000 per the two-year grant period.

Use of Volunteers

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

2. Administrative

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

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

Civil Rights Requirements

The applicant shall comply with applicable Federal Civil Rights laws, which include notifying employees, clients, customers, and program participants of prohibited discrimination; notifying employees, clients, customers, and program participants of procedures for filing a complaint of discrimination with the applicant agency or the Office of Civil Rights; and having procedures in place for responding to discrimination complaints that are filed with the applicant.

If awarded, all VOCA-funded staff and administrators are required to complete training on Federal Civil Rights Laws available on the Office of Justice Program website (<https://ojp.gov/about/ocr/ocr-training-videos/video-ocr-training.htm>). Documentation of awarded applicant's compliance will be reviewed during periodic monitoring by the Department.

Language Access Requirements

The applicant shall comply with applicable Federal and State laws to ensure meaningful access to services, programs, and activities for all clients and participants with limited English proficiency, or with hearing impairment; to provide appropriate oral language services in a timely and competent manner; provide written translation of vital documents; and establish a language access plan. More information and resources can be found at the State of Hawaii's Office of Language Access website (<http://health.hawaii.gov/ola/>). Documentation of awarded applicant's compliance with language access requirements will be reviewed during periodic monitoring by the Department.

Time and Activity Sheets

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

Employment Eligibility and Suitability to Work with Minors

The applicant shall verify that all individuals hired with VOCA funds are eligible to work consistent with the provisions of 8 U.S.C. 1324a(a)(1) and (2), which prohibit hiring individuals without documentation showing they are legal to work in the U.S. More information can be found at:

<https://www.ojp.gov/funding/Explore/LegalOverview2019/MandatoryTermsConditions.htm#9>

Additionally, the applicant shall keep documentation showing all staff and volunteers who interact with participating minors are suitable to work with youth and children under 18 years old. This requirement applies regardless of an individual's employment status. To determine suitability, the applicant must, at minimum conduct the following screenings and searches:

- public sex offender and child abuse websites/registries;
- criminal history registries; and
- other searches and types of screening as appropriate.

See <https://www.ojp.gov/funding/Explore/Interact-Minors.htm> for more information on this requirement.

Awarded applicants shall provide certification of employment eligibility and suitability to work with minors for all staff, at a minimum of once every five years for each staff member.

3. Quality assurance and evaluation specifications

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

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

Applicants are required to have a data system in place that can be used to systematically compile individual client data for the purpose of reporting to the Federal Performance Measurement Tool (PMT) and other required reports. Applicants are encouraged to have an electronic case management system to facilitate client case tracking and data collection. VOCA funds can be used to implement a case management system. If the applicant does not have a case management system, the Department may assist by providing a sample Excel spreadsheet sheet for the applicant to modify for their needs and compile client data.

The Department will periodically review a sample of the applicant's data as part of the monitoring process.

4. Output and performance/outcome measurements

The applicant shall clearly describe outcome measures, benchmarks, and data collection methods relative to the proposed scope of services, as detailed in Section 3.4 of this solicitation. The program objectives and performance/outcome measures should be appropriate and achievable and logically linked to the goals and objectives. The performance/outcome measurement information shall be used to evaluate the effectiveness of the VOCA funded services in addition to the Federal Performance Measurement Tool (PMT) and other required reports.

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

5. Experience

To be eligible for VOCA funds: (1) applicants shall demonstrate a record of providing effective services to crime victims; or (2) if the applicant is unable to demonstrate a record of providing effective services to crime victims, the applicant shall demonstrate that at least 30% of its financial support comes from non-federal and/or federal sources, other than the Crime Victims Fund. See 28 C.F.R. Section 91.112(b)(2), *Substantial financial support from sources other than the Crime Victims Fund*, for more information. An applicant that fails to demonstrate the requirements listed in either (1) or (2), above, will not be eligible for funding.

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

6. Coordination of services

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

7. Reporting requirements for program and fiscal data

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

a. Program Reports

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

b. Fiscal Reports

- The awarded agency shall maintain accounting procedures and practices acceptable to the Department, including books, records, documents, and other evidence, which sufficiently and properly reflect all direct and indirect expenditures and all interest or other income earned because of the funds.
- Any funds provided pursuant to a contract awarded under this RFP which are unencumbered on the date the contract ends shall be returned to the Department; any funds provided under a contract awarded under this RFP which are encumbered but not disbursed within sixty (60) days after the contract ends shall be returned to the Department.
- The awarded agency shall submit on a monthly basis a *Request for Funds and Cash Balance Report (RFF)*, and reports shall be received by the Department by the 15th day of each month.
- The awarded agency shall submit on a quarterly basis a *Project Expenditures and Obligations Report (PEO)*, and reports shall be received by the Department by the 15th day after the end of each calendar quarter.
- The awarded agency shall submit a final RFF report and a final PEO report, and reports shall be received by the Department within sixty (60) days after the contract end date.

C. Facilities

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

The facilities must meet Americans with Disabilities Act (ADA) requirements. The applicant shall include a description of any special equipment that may be required for the services in the description of the facilities. Any facilities used for VOCA services shall be adequate to maintain a healthy, safe, and confidential environment for victims.

2.5 Compensation and Method of Payment

Cost Reimbursement

The cost reimbursement pricing structure reflects a purchase arrangement in which the Department pays the awarded agency for budgeted agreed-upon costs that are actually incurred in delivering the services specified in the contract, up to a stated maximum obligation. Agencies must bill for actual costs to the agency for materials, supplies, etc., and actual staff hours worked in support of the project.

Requests for reimbursement, known as Request for Funds and Cash Balance Reports (RFF) are submitted monthly and shall be received by the 15th day of each month by the Department. Project Expenditures and Obligations Reports (PEO) shall be submitted on a quarterly basis and shall be received by the 15th day of the month following the end of each calendar quarter by the Department. The final request for reimbursement shall be received by the 30th day after the contract end date by the Department.

Section 3

Proposal Application Instructions

Section 3

Proposal Application Instructions

General instructions for completing applications:

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

Formatting and Pagination Requirements

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

- Page Size: Letter (8-1/2 inches by 11 inches)

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

Proposal Application Sections

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

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

Failure to Adhere to the Word Limit Requirement

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

Failure to Adhere to the Application Instructions

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

Terms and Acronyms Used Throughout Proposal

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

Confidential Proposal/ Redaction of Personal Information

As proposals are public documents, please do not include any personal information such as home addresses, emails, personal cell numbers, or any other personal information you may have privacy concerns about.

Additional Points and Set Asides

If the applicant is seeking additional points or consideration for a set aside the applicable VOCA underserved population and additional consideration category must be checked on the proposal's Part I. Title Page (Part I.H. and I.I). See this RFP, page 3-9 and 3-10 for more instructions on how to complete the Title Page. The applicant can download the fillable forms, including the Title Page, from the Department's website:

<http://ag.hawaii.gov/cpja/gp>.

Additionally, the applicant shall demonstrate throughout the proposal that it has the experience, capability, and capacity (i.e., personnel) to deliver the effective service(s) to the identified target population. See Section 3.4.E. Special Considerations for more information on what information is needed in each section to be considered for additional points and set asides (pp.3-15 to 3-16).

3.1 Program Overview (500 words, approx. 2 pages)

In the Program Overview, the applicant shall give a brief overview to orient evaluators as to the program/services proposed in the application. Include a brief description of the:

- applicant's organization;
- problem statement;
- amount of funding requested; and
- how the proposed services are designed to address the problem/need identified in the problem statement.

If the applicant is seeking consideration for the geographic set aside, the applicant shall explicitly identify the county or counties being addressed by the proposal's projects and initiatives.

3.2 Experience and Capability (1,250 words, approx. 5 pages)

A. Necessary Skills

The applicant shall demonstrate that the applicant's agency has the necessary skills, ability, and knowledge to provide direct services to victims of crime.

The description shall include:

- The agency's overall framework and approach;
- The agency's history providing direct services to victims of crime and/or the target population of the proposed project;
- A description of the skills and abilities needed to provide the proposed services effectively; and
- How the agency demonstrates those skills and abilities.

B. Experience

1. VOCA Eligibility

The VOCA Federal Program Rules provides: (1) that applicants shall demonstrate a record of providing effective services to crime victims; or (2) if the applicant is unable to demonstrate a record of providing effective services to crime victims, the applicant shall demonstrate that at least 30% of its financial support comes from non-federal sources and/or federal sources, other than the Crime Victims Fund.

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

Applicants with a history of providing effective services to crime victims shall attach a list of projects/contracts pertinent to the proposed services for the most recent five years as **Exhibit A**. The list shall include:

- The project title;
- the contract number;
- the contract amount;
- dates of the contract period;
- a description of the project; and
- the name, email address, and phone number for the point of contact.

The Department reserves the right to check references. Full points may not be awarded under this section if the description of the projects/contracts are not pertinent to the proposed services. A sample list is provided in **Attachment I**.

b. Applicants Unable to Demonstrate a Record of Effective Services

Applicants unable to demonstrate a record of providing effective services to crime victims must attach documentation demonstrating that at least 30% of its financial support comes from non-federal and/or federal sources, other than the Crime Victims Fund to be eligible for VOCA funding. The documentation can be a table or list of funding sources, or other documentation as appropriate. The documentation shall be included as **Exhibit A** in lieu of the list of projects/contracts. See 28 C.F.R. Section 94.112(b)(2), *Substantial financial support from sources other than the Crime Victims Fund*, for more information. **Exhibit A** shall include information on:

- the source;
- amount;
- timing of funds; and
- whether the funding is restricted or unrestricted.

An applicant applying under this section that fails to attach a list or other documentation demonstrating that at least 30% of its financial support comes from non-federal and/or federal sources, other than the Crime Victims Fund, will result in the automatic rejection of the proposal for lack of eligibility.

2. VOCA Grant Performance for Current or Former VOCA Recipients

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

(1) The agency's performance administering the funds for the project, including:

- a) whether the project was frequently untimely in fiscal reporting, requesting drawdowns, submitting budget revisions, submitting progress reports, and other required programmatic and fiscal reports;
- b) whether the project was timely in spending down VOCA funds; and
- c) whether the project had lapsed or returned funds and the amount of the lapsed or returned funds compared to the total federal VOCA award.

For this RFP, frequently untimely is defined as submitting three (3) or more reports after the due date. “Timely in spending down VOCA funds” is defined as requesting no more than 10% of the federal funds in the final reimbursement and obligating and/or expending all funds by the project end date.

- (2) A summary of programmatic performance, including
 - a) progress towards accomplishing each of the project’s goals and objectives and meeting its timelines; and
 - b) any barriers faced by the agency or project that impacted the effective delivery of services.

The Department may consider past performance on a VOCA grant in making awards.

C. Quality Assurance and Evaluation

The applicant shall describe its agency-wide quality assurance and evaluation policies and procedures. The description shall include:

- the agency’s audit process and frequency;
- internal controls;
- the procedures for reviewing service and performance data;
- certifications the agency must meet; and/or
- other quality assurance and evaluation activities at the agency level.

D. Coordination of Services

The applicant shall demonstrate the capability to coordinate services with other agencies and resources in the community. Such efforts may include:

- serving on State, Federal, or local task forces, commissions, working groups, coalitions, or other multi-disciplinary teams;
- developing written agreements that contribute to more comprehensive services to crime victims;
- working collaboratively with other victim service agencies; and/or

- other activities to support coordinated public and private efforts to aid victims of crime.

E. Facilities

The applicant shall provide a description of its facilities and demonstrate its adequacy in relation to the proposed services, including:

- how the facilities meet Americans with Disabilities Act (ADA) requirements;
- any special equipment that may be required for the services in the description of the facilities, such as video or other equipment, etc. that may be necessary to effectively deliver the services to be provided; and
- how the facilities are adequate to maintain a healthy and safe environment for victims.

If facilities are not presently available, describe plans to secure facilities. If facilities are not needed, describe where services will be delivered and how client safety and confidentiality will be maintained.

3.3 Project Organization and Staffing (750 words, approx. 3 pages)

A. Staffing

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

- (1) resumes of key personnel; and
- (2) job descriptions of key personnel.

If a position is vacant, the applicant shall indicate the position is vacant and include the job description in lieu of a resume.

Resumes shall include:

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

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

1. Proposed Staffing

In the narrative, the applicant shall briefly describe the proposed staffing pattern and how it is appropriate for the viability of services, including the rationale for the structure and function of project staffing.

The applicant shall also provide the following information, in table format:

- the names and titles of personnel who will be implementing project activities, including staff responsible for managing the project, gathering data and maintaining records, and submitting all required programmatic and financial reports to the Department;
- the full-time equivalency (FTE) for each staff (VOCA and match allocations);
- project roles and responsibilities, including a back-up plan for staff that become ill, are on leave, etc. (Refer to the personnel requirements in Service Specifications, as applicable); and
- the client/staff ratio and proposed caseload capacity for each direct service staff;

A sample table is provided in **Attachment G**.

2. Staff Qualifications

The applicant shall provide the following, in table format:

- the qualifications required for each key staff position; and
- the experience and training of the key personnel who will be implementing project activities, including the staff responsible for managing the project, gathering data, maintaining records, and submitting reports.

A sample table is provided in **Attachment G**.

B. Project Organization

1. Supervision and Training

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

- The frequency and content of supervision;
- Initial training to orient staff to the agency's policies and procedures;

- How staff are trained to work with victims of crime;
- Specific training relevant to the proposed services and target population; and
- Ongoing opportunities for staff development and to ensure effective, high quality services.

Training Set Aside

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

2. Organization Chart

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

The organization charts shall include the:

- position, title, and full-time equivalency (FTE) for each staff (VOCA and match allocations); and
- lines of supervision of key staff.

If a position is currently vacant, the organization chart shall reflect that vacancy.

3.4 Service Delivery (5,000 words, approx. 20 pages)

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

The “Part I. Title Page” shall be the first page of the “Service Delivery” section. “Part II. Description of Project” includes the problem statement, goals and objectives, project activities, project evaluation, and special considerations described in sections 3.4.A. – 3.4.E. (pp. 3-11 to 3-17).

Instructions for the Title Page are outlined below:

PART I. TITLE PAGE

A. PROJECT TITLE

Enter a brief descriptive title (5-10 words).

B. APPLICANT AGENCY

Enter the official title of the agency requesting the grant.

C. SYSTEM FOR AWARD MANAGEMENT (SAM) AND DUNS

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

D. APPLICATION RANKING WITHIN AGENCY

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

E. ADDRESS

Enter the mailing address of applicant agency.

F. LOCATION OF PROJECT

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

G. PROJECT PERIOD

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

H. VOCA PRIORITY AREA(S)

Check all boxes that apply.

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

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

I. ADDITIONAL CONSIDERATION(S)

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

J. TOTAL PROJECT AMOUNT

Enter the amount of federal funds requested, the 20% match funds being

provided by the nonprofit organization or government agency, and the total (100%) project cost. See Section 2.3.A.4, Program Match Requirements, for instructions on how the match must be calculated.

K. OTHER FUNDING SOURCES

Indicate whether an application has been or will be submitted for other funding sources. Provide the name of the administering agency, name of fund source, and the amount of funds being sought. Note: During this RFP, the State has or may be issuing a separate request for proposals for services funded by other federal grants, such as AG-CPJAD-VAWA-18-19-20-WF for the Violence Against Women Act (VAWA) Victim Services for Victims of Domestic Violence, Dating Violence, Sexual Assault or Stalking Grant. Applicants may apply to multiple requests for proposals issued by the State, but in the event it is determined that an applicant will be or has been awarded any contracts which are federally funded for the same cost items; the State reserves its right to reject such proposal on the basis that there would be a duplication of federal funding awards for the same cost items.

L. PROJECT DIRECTOR

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

M. FINANCIAL OFFICER

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

Incomplete or inaccurate Title Pages may result in the rejection of the application.

PART II. DESCRIPTION OF PROJECT
--

This section justifies the need for the project and describes what will be done and who will do it. The information requested shall be addressed in detail.

In describing the project, the applicant shall follow the order set forth below. The Department will consider only the information listed in the section it is requested in. Information must be in the section it was requested in or it will not be scored.

A. Problem Statement

This section shall begin with a problem statement that includes the following components.

- 1) Identify the (a) target population and number of individuals to be served, and (b) geographic area to be served.
- 2) Clearly justify why the project is needed, including:
 - the nature and scope of the problem you seek to address with grant funds;
 - the present status of activities by the applicant and other agencies to address the problem;
 - any barriers to service, such as social or geographic isolation, economic disadvantage, language, etc.; and
 - how your project will address the identified needs and barriers.
- 3) Additionally, provide the following information:
 - If the project represents a service already available to victims in the geographic area, explain how the services will supplement and integrate with existing services rather than duplicate them.
 - If the project represents new services not previously available in the geographic area of service, describe the gap in services, the project's efforts to determine no services presently are available to meet the gap, and how the project will address that gap. Additionally, explain how the target population of the project, other service providers, and the community will be informed of the new services.

The problem statement shall be supported by data and statistics. Data used to support your problem statement should be local and specific to the intended target population. If reliable local data is not available, the applicant shall indicate that data is not available and provide state or national data, as applicable.

B. Goals and Objectives

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

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

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

Objectives: Objectives are the specific, measurable results to be achieved by the project within a stated period of time. The objectives should state who or what

will change, in what direction (increase or decrease), by how much, and by when. Objectives should be SMART – Specific, Measureable, Achievable, Realistic, and Time-sensitive.

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

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

C. Project Activities

The applicant shall provide a detailed description of the specific actions the applicant will utilize to achieve the goals and objectives of the project, including the client selection criteria, project activities, and timeline.

Client selection criteria:

The applicant shall describe how they will ensure that project services are delivered to victims of crime, as defined in Section 2.1.C. of this RFP and in the VOCA Rules and Guidelines. The description of how applicant's will verify the client as eligible to receive services should include:

- The selection criteria;
- How clients will be verified as meeting that criteria (client assessment forms or other tools); and
- If the proposed services are targeted to a specific type or population of victims of crime, how the applicant's selection criteria will identify clients as belonging to the target population.

Project Activities: Project activities identify the tasks the applicant will perform to accomplish the results and/or performance targets that were defined in the project's goals and objectives. The applicant shall describe the major steps required to implement the project as well as ongoing tasks and activities needed to run the project on a daily basis. Describe any outreach materials, videos, training tools, or manuals that may result from this project. If the proposed project includes development of brochures, public service announcements, and other outreach materials, the applicant shall describe how the materials will be translated and made available to victims with limited English proficiency.

Example:

- *In October 2020, the 2 Outreach staff will develop outreach materials and brochures with information on legal services, available in English, Japanese, Tagalog, and Chinese, and other languages as needed.*

- *In November 2020, Outreach staff will coordinate with 2 local homeless shelters to train shelter staff on available legal services and to begin planning for 2 outreach events at each location (4 events total) to connect crime victims residing in the shelter with services.*

Timeline

The applicant shall attach a project Timeline as **Exhibit D**. The Timeline is a tool for applicants to demonstrate how project activities can be accomplished with the resources and time available. The timeline should include:

- major phases and/or milestones of the project by month;
- activities and tasks needed to reach each milestone; and
- the anticipated amount of time necessary to complete each activity/task.

D. Project Evaluation - Performance Indicators/Outcome Measures

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

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

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

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

Example:

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

At minimum, the applicant shall describe the following:

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

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

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

E. Special Considerations

1. Services Provided to Victims from Underserved Populations

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

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

2. Child Abuse Set Aside

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

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

3. Geographic Set Aside

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

- On the Title Page of the proposal, the applicant shall clearly indicate it is seeking consideration for the geographic set aside;
- In the Program Overview section of the proposal, the applicant shall explicitly identify the county or counties being addressed by the proposal’s projects and initiatives;
- Throughout the Experience and Capability section of the proposal, the applicant shall demonstrate that it has the experience, capability, and capacity to provide services to the target county or counties;
- In the Service Delivery, Part II section of the proposal, where the applicant discusses/identifies the “Target Population and Number of Individuals to be Served Identified,” the applicant shall demonstrate that 100% of the total number of victims served by the applicant in the previous calendar year were victims residing in the County of Hawaii,

County of Kauai, and/or the relevant part of the County of Maui¹³, or 100% of the anticipated number of victims to be served by the proposal's projects and initiatives will be victims residing in the County of Hawaii, County of Kauai, and/or the relevant part of the County of Maui. (Note: If the proposal addresses more than one of the identified counties, the proposal shall identify the services and costs associated with each county.)

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

3.5 Financial (750 words, approx. 3 pages)

The Financial section includes: 1) Pricing Structure (narrative), 2) Budget (SPO Excel forms), and 3) Other Financial Related Materials (narrative).

A. Pricing Structure

In the narrative of this section, the applicant shall demonstrate their ability to comply with all of the following financial requirements:

- *Pricing Structure Based on Cost Reimbursement*
The cost reimbursement pricing structure reflects a purchase arrangement in which the Department pays the awarded agency for budgeted agreed-upon costs that are actually incurred in delivering the services specified in the contract, up to a stated maximum obligation. Agencies must bill for actual costs to the agency for materials, supplies, etc., and actual staff hours worked in support of the project.

The applicant shall explicitly acknowledge that the project's pricing structure is based on cost reimbursement.
- *VOCA Allowable Costs*
The applicant shall ensure that all costs and activities listed in the budget are allowable under VOCA Rules and Guidelines and the DOJ Financial Guide. Refer to Section 2.4 of this RFP and 28 C.F.R. §94.119 for a list of costs that can be supported with the VOCA Grant. Applicants must read the solicitation and all program and financial guidelines carefully to ensure they are complying with budget requirements and are not including costs that cannot be supported by the VOCA Grant.
- *Matching Contribution*

¹³ The following census tracts in the County of Maui: 301 (East Maui), 320 (Maalaea, Olowalu, and Laniopoko), 302.01 (Pauwela), and 303.01 (Kula).

The matching contributions must be clearly identified in the applicable budget forms. For example, match funds may be shown in a separate column or row than VOCA funds. All funds designated as the match are restricted to the same uses as the VOCA Grant Funds and shall be expended within the grant period. Federal funds cannot be used to meet the match requirement. See Section 2.3.A.4. Program Match Requirement of this RFP for more information on match requirements and how to calculate the match.

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

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

- *Match Waiver*

If meeting the 20% match requirement will cause significant financial hardship, the applicant may request a partial or full waiver for the match requirement. Match Waivers are granted on a case-by-case basis by the Department, with final approval from OVC, and are not guaranteed. Waivers are entirely at the discretion of the Department, but typically the following factors are considered:

- local resources,
- annual budget changes,
- previous ability to provide a match, and
- whether funding is for new or additional activities requiring additional match versus continuing activities where match is already provided.

The Department's Match Waiver Policy with more information on the match waiver requirements can be found in **Attachment J**. A request for a Match Waiver shall be submitted with the application as **Exhibit J**, using the "Match Waiver Request" form found in **Attachment J, with supporting documentation**. Applicants that do not complete the form and/or do not submit supporting documentation will not be considered for a match waiver.

- *Indirect Costs*

The applicant may be permitted an allocation in their budget for indirect costs under one of the following circumstances:

- **If the applicant has a federally approved indirect cost rate agreement** in place, the applicant may include an allocation in their budget for indirect costs. The applicant must provide a copy of their federally approved indirect cost rate agreement as **Exhibit E**.

- **If the applicant does not have a federally approved indirect cost rate agreement**, the applicant may include a 10% de Minimis rate in their budget using the MTDC cost base.

All applicants requesting indirect costs shall attach an Indirect Cost Form and provide a breakout of the direct cost budget line items used to calculate the indirect cost amount requested for reimbursement. The applicant shall also provide a description the types of indirect costs the reimbursement will be used for. Costs must be consistently charged as either indirect or direct but may not be double charged or inconsistently charged as both. See **Attachment D** for a sample budget including indirect costs and the **Proposal Application Checklist** for information on where to download an Indirect Cost Form.

- *Training Set Aside*
The applicant must identify the amount of funds they are requesting for the training set aside. The training set aside is a minimum of \$250 per VOCA-funded staff or volunteer, up to a maximum of \$1,000 per VOCA-funded staff or volunteer. Training must be exclusively for developing the skills of VOCA-funded staff and volunteers to work directly with victims. The training set aside will count towards the maximum limit of the federal award amount of \$800,000 per the two-year grant period.

1. Budget

The Budget shall be attached to the Proposal Application as Exhibit F. All budget forms, instructions, and samples are located on the SPO website. (Refer to Section 1.2, Website Reference.)

The cost proposal for the entire 24-month project period shall be separated into two annual budgets: one budget for July 1, 2020 – June 30, 2021; and one budget for July 1, 2021 – June 30, 2022.

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

The budget should not include any items that are not supported by the activities listed in the Service Delivery section.

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

The applicant shall collectively attach as **Exhibit F** the following budget forms:

- Required budget forms (*submit one for each annual budget*): SPO-H-205; SPO-H-205A; SPO-H-205B.
- Submit if applicable to the proposed project (*submit one for each annual budget*): SPO-H-206A; SPO-H-206B; SPO-H-206C; SPO-H-206D; SPO-H-206E; SPO-H-206F; SPO-H-206G; SPO-H-206H; SPO-H-206I.

2. Budget Narrative

The budget narrative shall be incorporated into the SPO budget forms as part of **Exhibit F**. A separate narrative does not need to be provided. Using the “Justification/Comments” fields on the SPO budget forms, the applicant shall:

- show a clear link between specific project activities and the proposed budget;
- support all costs in the budget and be consistent with the services listed in the Service Delivery section; and
- include a breakdown of each cost category to show how the amount being requested was calculated.

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

B. Other Financial Related Materials

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

- Does the applicant’s accounting system allow for all funds awarded under this RFP to be tracked separately to ensure they are not comingled with other funds? The applicant shall provide a brief description of any policies and procedures that ensure funds will be tracked appropriately.
- Is the applicant’s accounting system able to track actual expenditures and outlays for each budget category for the VOCA Grant and match funds? The applicant shall provide a brief summary of the organization’s processes, including tracking budgeted versus actual amounts.
- Does the applicant currently require staff to maintain time and activity sheets or other timekeeping records that accurately reflect work performed on specific activities or cost objectives in order to support the distribution of salaries among federal awards or other funding

sources? The applicant shall provide a brief description of the organization's procedures for documenting staff time and activities.

- Is the individual primarily responsible for fiscal and administrative oversight of grant awards familiar with the applicable grants management rules, principles, and regulations including the Uniform Requirements for Federal Awards (2 C.F.R. Part 200)? The applicant shall provide a brief description of the Financial Officer's qualifications and experience related to managing grant funds.

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

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

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

3.6 Other

A. Litigation

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

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

Section 4

Proposal Evaluation

Section 4

Proposal Evaluation

4.1 Introduction

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

4.2 Evaluation Process

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

The evaluation will be conducted in three phases as follows:

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

Evaluation Categories and Thresholds

<u>Evaluation Categories</u>	<u>Possible Points</u>
<i>Administrative Requirements</i>	
<i>Proposal Application</i>	105 Points
Program Overview	0 points
Experience and Capability	15 points
Project Organization and Staffing	15 points
Service Delivery	55 points
Financial	15 Points
Total	100 Points
Additional Points: Underserved	5 Points
TOTAL POSSIBLE POINTS	105 Points

4.3 Evaluation Criteria

A. Phase 1 - Evaluation of Proposal Requirements

1. Administrative Requirements

- a. Application Checklist (see **Attachment A**)

2. Proposal Application Requirements

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

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

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

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

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

The Department will consider only the information listed in the section and exhibit it was requested in. Information from other sections of the

proposal or in other exhibits will not be considered in scoring.

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

Additional Points and Set Asides

To be considered for additional points (underserved) and set asides (child abuse and/or geographic), the applicant must check the VOCA underserved population and additional consideration category on the proposal's Part I. Title Page (Part IH. and Part II). See this RFP, pages 3-9 through 3-11 for more instructions on how to complete the Title Page. The applicant can download the fillable forms, including the Title Page, from the Department's website: <http://ag.hawaii.gov/cpja/gp>.

Additionally, the applicant shall demonstrate throughout the proposal that it has the experience, capability, and capacity (i.e., personnel) to deliver effective service(s) to the identified target population. See Section 3.4.E. Special Considerations for more information on what information is needed in each section to be considered for additional points and set asides (pp.3-15 to 3-16).

1. Program Overview (No Points)

There is a 500-word limit for this section.

Brief overview of the program services being offered, including a description of the:

- Applicant's organization;
- Problem statement;
- Amount of funding requested; and
- How the proposed services are designed to address the problem/need identified in the problem statement.

2. Experience and Capability (15 Points)

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

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

A. Necessary Skills (5 Points)

- Demonstrated skills, abilities, and knowledge relating to the delivery of the proposed services, including: the agency's overall framework and approach, the agency's history providing direct services to victims of crime and/or the target populations, a description of the skills and abilities

needed to provide the proposed project effectively, and how the agency demonstrates those skills and abilities.

B. Experience (5 Points)

- A brief description of relevant experience in the narrative.
- A listing of verifiable experience with projects or contracts for the most recent five years that is pertinent to the proposed services (Exhibit A) that shall include the contract number, project title, contract amount, dates of the contract period, a description of the project and the point of contact for the contract; or
- Demonstration that at least 30% of financial support is from non-federal funds and/or federal sources other than the Crime Victims Fund (Exhibit A). Exhibit A shall include the amount, source, timing of funds, and whether the funds are restricted.

An applicant applying under this section that fails to demonstrate that at least 30% of its financial support comes from non-federal and/or federal sources other than the Crime Victim's Fund, will result in the automatic rejection of the proposal for lack of eligibility.

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

C. Quality Assurance and Evaluation (3 Points)

- Sufficiency of quality assurance and evaluation plans for the proposed services, including the agency's audit process and frequency, internal controls, the procedures for reviewing service and performance data, any certifications the agency must meet, and/or other quality assurance and evaluation activities at the agency level.

D. Coordination of Services – (1 Point)

- Capability to coordinate services with other agencies and resources in the community, including serving on State, Federal, or local task forces, etc.; developing written agreements; working collaboratively with other victim service agencies; or other activities.

E. Facilities (1 Point)

- Adequacy of facilities relative to the proposed services, including how the facilities meet ADA requirements, any special equipment that may be required for the services, and how facilities are adequate to maintain a healthy and safe environment for victims. If facilities are not presently available, the applicant's plans to secure facilities. If facilities are not needed, the applicant's plan to ensure client safety and confidentiality where services are delivered.

3. Project Organization and Staffing (15 Points)

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

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

A. Staffing (10 Points)

- Proposed Staffing: A brief description of the proposed staffing pattern and how it is appropriate for the viability of services. The proposed staffing section shall also include a table with the names and titles of personnel who will be implementing project activities; their full-time equivalency; project roles and responsibilities, including a back-up plan for staff; and the client/staff ratio and proposed caseload capacity. (5 Points)

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

- Staff Qualifications: A table summarizing the qualifications and experience of key staff implementing project activities, including the qualifications required for each staff position, and how that individual meets those qualifications. (5 Points)

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

B. Project Organization (5 Points)

- Supervision and Training: the applicant's ability to supervise, train, and provide administrative and programmatic direction including: the frequency and content of supervision, initial training to orient staff to the agency's policies and procedures, how staff are trained to work with

victims of crime, specific training relevant to the proposed services and target population, and ongoing opportunities for staff development to ensure effective, high quality services. (3 Points)

- Description of how the training set aside will be used to provide relevant skills training for direct service staff and volunteers.
- Organization Chart: An attached (1) “Organization-wide”; and (2) “Program” organization chart as Exhibit C. The organization charts include the position, title, FTE of staff, lines of supervision of key staff, and indicate vacant positions. (2 Points)

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

4. Service Delivery (55 Points)

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

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

- Target population and number of individuals to be served identified. (2 Points)
- Geographic area to be served identified. (2 Points)

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

- Assessment of Scope of Problem/Justification, including the nature and scope of the problem; the present status of activities by the applicant and other agencies to address the problem; any barriers to service such as social or geographic isolation, economic disadvantage, language, etc.; and how the applicant’s project addresses the identified needs and barriers. (8 Points)
 - Data used to support the problem statement should be local and specific to the intended target population. If reliable local data is not available, the applicant shall indicate that data is not available and provide state or national data, as applicable.
 - If the project represents new services not previously available in the geographic area of service, describe the gap in services and how the

project will address that gap. Additionally, explain how the target population of the project, other service providers, and the community will be informed of the new services. If the project does not represent new services not previously available in the geographic area, explain how the services will supplement and integrate with existing services rather than duplicate them.

- The goals provide a general statement of the overall purpose of the project. The goals are clearly stated and realistic. (5 Points)
- The objectives are SMART – Specific, Measurable, Achievable, Realistic, and Time-Sensitive, and logically link to the goals of the project. The objectives are measurable and state who or what will change, in what direction (increase or decrease), by how much, and by when. (10 Points)
- Project activities (16 Points)
 - Client Selection Criteria: The applicant clearly describes how they will ensure services are delivered to victims of crime, including the client selection criteria, and how clients will be verified as meeting that criteria. If services are targeted to a specific type or populations of victims of crime, the client selection criteria should reflect how clients are identified as belonging to the target population. (3 Points)
 - Activities: The description of activities identifies the tasks the applicant will perform to accomplish the results and/or performance targets that were defined in the goals and objectives. The description includes the major steps required to implement the project as well as ongoing tasks and activities needed to run the project on a daily basis. If the proposed project includes development of brochures, public service announcements, and other outreach materials, the description includes how the materials will be translated and made available to victims with limited English proficiency. (9 Points)
 - Timeline: The timeline includes the major phases and/or milestones of the project by month, activities and tasks needed to reach each milestone, and the anticipated amount of time necessary to complete each activity/task. (4 Points)
- Project evaluation (12 Points)

- Performance indicators: Applicant provides explicit measures of both outputs and outcomes that are logically linked to the goals, objectives, and activities of the proposed project. All objectives and major activities should include at least one associated measure, though measures can be shared across objectives/activities if appropriate. (8 Points)
- Baseline data: Baseline data is provided. If no baseline data is available, the applicant should indicate that they will be establishing baseline data. (1 Point)
- Data Collection Process: The process in which data will be collected is described, including type of information, method of recording, tools used, and timeframe for collection. (2 Points)
- Staff responsible for data collection: The individual(s) responsible for data collection are identified. (1 Point)

5. Special Considerations

Services Provided to Victims from Underserved Populations (5 Points)

To receive the 5 additional points for projects providing services to victims from underserved populations,¹⁴ the applicant shall demonstrate the following:

- On the Title Page of the proposal, the applicant shall (1) clearly indicate it is applying for additional points on the basis of providing services to victims from underserved population(s); and (2) clearly indicate the underserved population(s) being addressed by the proposal's projects or initiatives;
- Throughout the Experience and Capability section of the proposal, the applicant shall demonstrate that it has the experience, capability, and capacity to provide services to crime victims from the target underserved population(s);
- In the Service Delivery, Part II section of the proposal, where the applicant discusses/identifies the "Target Population and Number of Individuals to be Served"

¹⁴ The maximum number of additional points that an application may receive is 5 points, regardless of the number of underserved populations being served. For example, if an application proposes projects to serve three underserved populations, the application will receive a maximum of 5 additional points.

Identified,” the applicant shall demonstrate that at least 40% of the total number of victims served by the applicant in the previous calendar year were members of the target underserved population(s), or at least 40% of the anticipated number of victims to be served by the proposal’s projects and initiatives will be members of the target underserved population(s); and

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

Child Abuse Set Aside

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

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

Geographic Set Aside

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

- On the Title Page of the proposal, the applicant shall clearly indicate it is applying for the geographic set aside;
- Throughout the Experience and Capability section of the proposal, the

applicant shall demonstrate that it has the experience, capability, and capacity to provide services to the target county or counties;

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

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

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

6. Financial (15 Points)

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

- Financial Requirements (2 Points)
- Applicant addresses the following requirements: Pricing Structure Based on Cost Reimbursement; VOCA Allowable Costs; Matching Contribution; Indirect Costs; Training Set Aside

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

- Budget (4 Points)
- The cost proposal for the entire 24-month period is separated into two annual budgets. The cost of all budgeted items is reasonable and necessary for the execution and completion of activities listed in the service delivery section. The budget is calculated correctly.
- All costs are allowable under VOCA.

To be considered for full points, a proposal should include only

costs in the project budget that are allowable under VOCA. Please refer to Section 2.4, in this RFP, for more information on costs that can be supported with VOCA funds.

- The matching contribution is clearly identified and meets the 20% requirement. The budget must reflect the full 20% match requirement even if the applicant is requesting a Match Waiver. The budget contains sufficient information to show which costs the match funds will be applied to.

To be considered for full points, a proposal must clearly document the full 20% matching contribution on the applicable budget forms.

- Indirect costs are correctly calculated, and a copy of the federal indirect cost rate agreement is attached. If the applicant is using the 10% de minimis, the applicant shall complete a Certification of 10% De Minimis Indirect Cost Rate Certification if awarded. A sample certification is provided in Attachment K.
- The training set aside is identified.
- Budget Narrative (4 Points)
 - Budget items support the scope of services. An explanation is provided for all cost categories and shows a clear link between specific project activities and the proposed budget. The budget does not contain any items not included in the project narrative. A breakdown of costs is provided.
- Adequacy of accounting system (5 Points)
 - Tracking funds separately: Applicant's accounting system allows for tracking funds separately to ensure they are not comingled with other funds. (1 Point)
 - Tracking actual expenditures: Applicant's accounting system is able to track actual expenditures for each budget category for VOCA and match funds. (1 Point)
 - Time and activity sheets: Applicant has a system for tracking staff time and activities that captures time spent and actual work performed on specific activities. (1 Point)
 - Fiscal Officer experience: The individual primarily responsible for fiscal and administrative oversight is familiar with VOCA and other

grants management rules, principles and regulations. (1 Point)

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

7. Other - Litigation (No points)

Applicant has disclosed any pending litigation or outstanding judgement, or applicant has indicated that there is no pending litigation or outstanding judgement.

C. Phase 3 - Recommendation for Award

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

Section 5

Attachments

- A. Proposal Application Checklist
- B. Sample Table of Contents
- C. Sample Match Calculation
- D. Sample Budget
- E. Are You Ready for VOCA? Checklist
- F. Sample Time and Activity Sheets
- G. Sample Proposed Staff and Staff Qualifications Tables
- H. Sample Goals, Objectives, and Performance Measures
- I. Sample Exhibit A
- J. Match Waiver Request Form and Policy
- K. Sample Certifications

Attachment A
Proposal Application Checklist

Applicant: _____ RFP No.: _____

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

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

(continued)

Attachment A

Certifications (continued):				
Non-Discrimination (All applicants)	Section 5, RFP	AG/CPJA Website	Upon contracting	
Non-Discrimination Complaint Procedures (All applicants)	Section 5, RFP	AG/CPJA Website	Upon contracting	
Debarment and Suspension (All applicants)	Section 5, RFP	AG/CPJA Website	Upon contracting	
Lobbying (All applicants)	Section 5, RFP	AG/CPJA Website	Upon contracting	
Equal Employment Opportunity Plan (All applicants)	Section 5, RFP	AG/CPJA Website	Upon contracting	
Certification of Non-Profit Status and Statement Regarding Publication of Financial Statements (Non-profit applicants only)	Section 5, RFP	AG/CPJA Website	Upon contracting	
Certification of 10% De Minimis Indirect Cost Rate (All applicants)	Section 5, RFP	AG/CPJA Website	Upon contracting	
Drug Free Workplace Certification Requirements (State Government applicants)	Section 5, RFP	AG/CPJAD Website	Upon contracting	

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

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

1.0	Program Overview.....	1
2.0	Experience and Capability.....	1
	A. Necessary Skills.....	2
	B. Experience	4
	C. Quality Assurance and Evaluation.....	5
	D. Coordination of Services	6
	E. Facilities.....	6
3.0	Project Organization and Staffing	7
	A. Staffing	7
	1. Proposed Staffing	7
	2. Staff Qualifications	9
	B. Project Organization	10
	1. Supervision and Training	10
4.0	Service Delivery	12
5.0	Financial	20
	See Attachments for Cost Proposal	
6.0	Litigation	20
7.0	Exhibits	
	A. List of Prior Projects/Contracts or Financial Support	
	B. Resumes of Key Personnel	
	C. Organization Charts	
	D. Timelines	
	E. Indirect Cost Rate	
	F. Cost Proposal – Budget Forms and Budget Narrative	
	a. SPO-H-205 Proposal Budget	
	b. SPO-H-206A Budget Justification - Personnel: Salaries & Wages	
	c. SPO-H-206B Budget Justification - Personnel: Payroll Taxes and Assessments, and Fringe Benefits	
	d. SPO-H-206C Budget Justification - Travel: Interisland	
	e. SPO-H-206E Budget Justification - Contractual Services – Administrative	
	G. Accounting System Narrative	
	H. Other Financial Related Materials:	
	Financial Audit for fiscal year ended June 30, 2017	
	I. Disclosure of Pending Litigation or Outstanding Judgment	
	J. Match Waiver Request (if applicable)	

Attachment C

(Sample) Match Calculation

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

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

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

The proposed budget must reflect the full 20% required match, even if the applicant is requesting a Match Waiver. Match Waivers are granted on a case-by-case basis and are not guaranteed. To meet the requirements of VOCA funding, the applicant must demonstrate it can meet the entire 20% match.

Example:

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

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

Form SPO-H-206A:

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

Attachment C

Form SPO-H-205:

BUDGET

(Period _____ to _____)

Applicant/Provider: _____

RFP No.: _____

Contract No. (As Applicable): _____

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

Attachment D

**(Sample)
Budget**

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

Attachment D SAMPLE BUDGET

(Period 7/1/2019 to 6/30/2020)

Applicant/Provider:

Victim Services Agency

RFP No.:

AG-CPJAD-VOCA-2019-VA

Contract No. (As Applicable):

BUDGET CATEGORIES	VOCA Funds 2018-19 (a)	Match Funds 2018-19 (b)	(c)	(d)
A. PERSONNEL COST				
1. Salaries	28,800	12,500		
2. Payroll Taxes & Assessments	2,943	1,278		
3. Fringe Benefits	4,835	2,135		
TOTAL PERSONNEL COST	36,578	15,913		
B. OTHER CURRENT EXPENSES				
1. Airfare, Inter-Island				
2. Airfare, Out-of-State				
3. Audit Services				
4. Contractual Services - Administrative				
5. Contractual Services - Subcontracts				
6. Insurance				
7. Lease/Rental of Equipment				
8. Lease/Rental of Motor Vehicle				
9. Lease/Rental of Space				
10. Mileage				
11. Postage, Freight & Delivery				
12. Publication & Printing				
13. Repair & Maintenance				
14. Staff Training				
15. Substance/Per Diem				
16. Supplies	3,855			
17. Telecommunication	10,000	5,151		
18. Transportation	600			
19. Utilities	16,509			
20. Client Assistance	30,600			
21. Indirect Costs	2,977	5,834		
22. Staff Training Set-Aside	3,086			
23.				
TOTAL OTHER CURRENT EXPENSES	67,627	10,985		
C. EQUIPMENT PURCHASES	3,385			
D. MOTOR VEHICLE PURCHASES				
TOTAL (A+B+C+D)	107,590	26,898		
SOURCES OF FUNDING		Budget Prepared By:		
(a) VOCA Funds Request (2020-21)	107,590	Name (Please type or print) _____ Phone _____		
(b) Matching Contribution	26,898	Signature of Authorized Official _____ Date _____		
(c)		Name and Title (Please type or print) _____		
(d)				
TOTAL REVENUE	134,488	For State Agency Use Only		
		Signature of Reviewer _____ Date _____		

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

Provider: Victim Services Agency
RFP No.: AG-CPJAD-VOCA-2019-VA
Contract No.: _____

Period: 07/01/20
to 06/30/21

Date Prepared: 03/20/20

TYPE	BASIS OF ASSESSMENTS OR FRINGE BENEFITS	% OF SALARY	TOTAL
PAYROLL TAXES & ASSESSMENTS (Federal Funds):			
Social Security	28,800	7.65%	2,203
Unemployment Insurance (Federal)	28,800	As required by law	-
Unemployment Insurance (State)	28,800	1.50%	432
Worker's Compensation	28,800	0.40%	115
Temporary Disability Insurance	28,800	0.67%	193
SUBTOTAL:			2,943
FRINGE BENEFITS (Federal Funds):			
Health Insurance***	28,800	12.79%	3,683
Retirement**	28,800	4.00%	1,152
SUBTOTAL:			4,835
PAYROLL TAXES & ASSESSMENTS (Matching Contribution):			
Social Security	12,500	7.65%	956
Unemployment Insurance (Federal)	12,500	As required by law	-
Unemployment Insurance (State)	12,500	1.50%	188
Worker's Compensation	12,500	0.40%	50
Temporary Disability Insurance	12,500	0.67%	84
SUBTOTAL:			1,278
FRINGE BENEFITS (Matching Contribution):			
Health Insurance*	12,500	13.08%	1,635
Retirement**	12,500	4.00%	500
SUBTOTAL:			2,135
Payroll Taxes, Assessments, and Fringe Benefits Total (Federal Funds)			\$ 7,778
Payroll Taxes, Assessments, and Fringe Benefits Total (Matching Contribution)			\$ 3,413
JUSTIFICATION/COMMENTS:			
* To meet the 20% matching requirement, only 13.08% of the estimated 15% Health Insurance expense can be charged to this grant.			
** Retirement is based on 4% of salary of eligible employees. New hires are not eligible for the first year.			
*** Health insurance rate is based on current premium.			

SAMPLE BUDGET

Applicant/Provider: Victim Services Agency

RFP No.: AG-CPJAD-VOCA-2019-VA

Period: 7/1/2020 to 6/30/2021

Date Prepared: 3/20/2020

Contract No.: _____

POSITION NO.	POSITION TITLE	FULL TIME EQUIVALENT TO ORGANIZATION	ANNUAL SALARY INCLUDING BUDGETED SALARY INCREASE A	% OF TIME BUDGETED TO THE CONTRACT B	TOTAL SALARY BUDGETED TO THE CONTRACT A x B
1	Program Director East	0.5	26,400	50.00%	13,200
2	Program Director West	0.5	24,000	50.00%	12,000
3	Victim Assistant East	0.5	3,600	100.00%	3,600
	Matching Contribution				
1	Program Director East*	0.5	26,400	25.00%	4,700
2	Program Director West	0.5	24,000	25.00%	6,000
3	Victim Assistant West	0.5	3,600	50.00%	1,800
TOTAL:					41,300.00

JUSTIFICATION/COMMENTS:

The Victim Assistants provide 100% direct services to victims. 75% of Program Director time is dedicated to victims of crime. VOCA funds will support 50% of staff salary and wages for the Program Directors. The match contribution includes the partial salary and wages: 25% of 2 Program Directors, and 50% of 1 Victim Assistant, funded through County funds.

*The Program Director (East)'s matching contribution calculates to \$6,600 (\$26,400 x .25); only \$4,700 will be contributed towards the VOCA project.

SAMPLE BUDGET JUSTIFICATION PROGRAM ACTIVITIES

Applicant/Provider: Victim Services Agency

RFP No.: AG-CPJAD-VOCA-2019-VA

Period: 7/1/2020 to 6/30/2021

Date Prepared: 3/20/2020

Contract No. : _____
(As Applicable)

DESCRIPTION	AMOUNT	JUSTIFICATION/COMMENTS
File Cabinet 2-drawer	195	1 @ \$260 each x prorata of 75% = 195. Cabinets will be used to file client information.
Work Pro Ergonomic Chair	435	2 @ \$290 each = \$560 x prorata of 75% = \$435. PDs are currently using personal chairs.
Cell phone boosters	825	2 @ \$550 each = \$1100 x prorata of 75% = \$825. Phone boosters will assist client outreach in rural areas with poor reception.
Bus passes*	600	\$2.50 (adults) and \$1.50 (child) per pass. Passes will be one-way to ensure they are used for VOCA purposes. Up to 10 rides per person. Adult - 12 x 2.50 x 10 = \$300, Child - 20 x 1.50 x 10 = \$300
Office supplies	2,400	\$200 per month x 12 months. Office supplies directly allocated to program, based on actual utilization.
Telecommunications (60 second PSA)	10,000	60 Second radio PSAs airing from 5/22/18 - 6/30/18 on seven local radio stations; 559 total spots at an average of \$25.86 each = \$14,454 + 4.82% tax, \$697 = \$15,151 (see attached invoice with breakdown). Prices for radio spots vary based on day. (Matching contribution: \$5,151, county funds)
Utilities	16,509	\$22,012 historical annual cost *prorata of 75% = \$16,509
Client Assistance: Rental Assistance*	21,600	Provide help to 12 DV victims with approximately 2 months rent at \$900/month
Client Assistance: Legal Services*	9,000	Help with legal service for 3 DV victims with divorce and custody issues up to \$3,000 per victim.
Indirect Costs	2,977	Indirect cost allocation for general contract administration, including fiscal, HR, information technology, facility, safety, and training. Total direct costs = \$88,104 x 10% de Minimus = \$8,811 (Matching contribution: \$5,834, county funds)
Staff Training Set Aside	3,086	Registration costs to attend a 5-day Oahu-based training on core competencies for working with victim service providers (information attached). 4 Staff attending x \$600 = \$2,400. Supplies and training materials to meet agency minimum training requirements on client safety, First Aid, Data Management, etc. estimated based on historical costs, 4 staff x \$171.50 = \$686.
		*Note: client assistance estimates are based on average cost of services and the need of previous clients. Actual assistance per client will be capped at amounts listed above, to ensure all clients demonstrating need receive assistance.
Form SPO-H-206H (Effective 10/01/98)	Total: 67,627	

SAMPLE BUDGET JUSTIFICATION EQUIPMENT PURCHASES

Applicant/Provider: Victim Services Agency

RFP No.: AG-CPJAD-VOCA-2019-VA Period: 7/1/2020 to 6/30/2021 Date Prepared: 3/20/2020

Contract No.: _____
(As Applicable)

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

JUSTIFICATION/COMMENTS:

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

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

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

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

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

- ☒ **Modified Total Direct Costs (MTDC):** “MTDC means all direct salaries and wages, applicable fringe benefits, materials and supplies, services, travel, and subawards and subcontracts up to the first \$25,000 of each subaward or subcontract (regardless of the period of performance of the subawards and subcontracts under the award). MTDC excludes *equipment*, capital expenditures, charges for patient care, *rental costs*, tuition remission, scholarships and fellowships, participant support costs and the portion of each subaward and subcontract in excess of \$25,000. Other items may only be excluded when necessary to avoid a serious inequity in the distribution of indirect costs, and with the approval of the cognizant agency for indirect costs.” (Emphasis added.) 2 C.F.R. §220.68
- ☐ **Direct Salaries and Wages:** Includes only the costs of direct salaries and wages incurred by the organization.
- ☐ **Direct Salaries and Wages plus Fringe Benefits:** Includes the costs of direct salaries and wages and the direct fringe benefits incurred by the organization.

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

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

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

ATTACHMENT E

Are You Ready for VOCA?*: A Planning Tool

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

ATTACHMENT E

Are You Ready for VOCA?*: A Planning Tool

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

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

Attachment F

(Sample)
Employee Time and Activity Sheet

Employee Time and Activity Sheet

VOCA Grant No. _____

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

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

 Signature of Employee

 Signature of Supervisor

Attachment G

(Sample)
1. Proposed Staffing

Name/Position	FTE	Role/Responsibility	Client/Staff Ratio and Caseload Capacity
Staff A, Project Director	0.25 (Match)	Implements program, monitors goals/objectives, completes financial and programmatic reports, supervision. Backup staff: Executive Director (not in budget)	N/A
Staff B, Case Manager	1.0 (VOCA)	Provides ongoing support to clients, conducts safety planning, helps clients set goals towards autonomy and recovery, provides referrals and coordinates other needed services. Backup staff: Project Director	10:1 maximum caseload 30 active clients
Etc.,			

2. Staff Qualifications

Name/Position	Required Qualifications for Position	Staff Qualifications, Experience, & Training
Staff A, Project Director	Master's in Human Services, at least three years of experience in direct service, experience in trauma-informed care.	Master's in Counseling and eight years of experience providing counseling to victims of domestic violence. Trained in the neurobiology of trauma. Five years of experience managing projects and supervising staff.
Staff B, Shelter Worker	High School Diploma and two years of experience in human services.	Bachelor's degree in Criminal Justice, speaks Japanese, Spanish, and English, three years of experience working with victims of crime.
Etc.,		

Attachment H

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

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

Objectives	Activities	Performance Indicators	
		Outputs	Outcomes
Goal 1: To increase domestic violence victim’s access to legal services by providing outreach and information to homeless shelters, churches, hospitals, and other community locations where victims may seek services and support.			
Objective 1: Outreach staff will conduct 10 informational presentations on legal services available to victims of domestic violence at key community locations by the end of year 1.	<p>Develop outreach materials (target: 3 brochures completed October 2020)</p> <p>Coordinate with local homeless shelters to conduct outreach events at each location (target: 10 presentations, 3-4 per quarter)</p> <p>Provide legal representation to clients engaged through outreach (target: 50 new clients)</p>	<p># outreach materials developed</p> <p># outreach events conducted</p> <p># event participants</p> <p># new clients engaged through outreach</p>	<p>% Event participants that report greater understanding of legal services available.</p> <p>% of clients engaged through outreach events who have favorable case outcomes.</p>
Etc.,			

Attachment I

(Sample)
Exhibit A
List of Projects/Contracts

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

ATTACHMENT J
DEPARTMENT OF THE ATTORNEY GENERAL
Crime Prevention and Justice Assistance Division

Match Waiver Request Form
For VOCA Grantees

Agency Name: [Click here to enter text.](#)

Project Title: [Click here to enter text.](#)

Project Period: [Click here to enter text.](#)

VOCA Funds Requested: [Click here to enter text.](#)

Match Waiver Percentage Requested: %

Justification for Waiver Request:

1. How is the VOCA grant currently being matched? (answer if applicable)

2. What extenuating circumstances exist that impede the organization's ability to partially or fully match the VOCA grant funds requested?

3. Has the organization considered all possible options for meeting the match with in-kind and/or cash sources that are not being used as match on another federal grant?

4. What methods has the organization used to consider all possible options for meeting the match requirement?

5. What steps does the organization plan to take to be able to meet the match requirement in the future?

6. If a match waiver is approved, does the organization anticipate this is a one-time request, or are there extenuating circumstances that will require the organization to submit a waiver request for the next VOCA grant application?

7. How would denial of the match waiver impact the VOCA project?

Match Waiver Request Form

For VOCA Applicants

8. Would the organization have to decline all or part of the grant award if a match waiver is not granted?

Supporting documentation attached: ☐ Yes ☐ No

Match Waiver requests not supported by statistics, relevant calculations, funding information, agency annual budgets, or other written documentation will not be considered.

Name of Authorized Authority

Title of Authorized Authority

Signature of Authorized Authority

Date

Attachment J
DEPARTMENT OF THE ATTORNEY GENERAL
Crime Prevention and Justice Assistance Division

VOCA Match Waiver Policy

The Hawaii Department of the Attorney General, Crime Prevention and Justice Assistance Division (CPJAD) is committed to assisting as many victims as possible through VOCA Victim Assistance funds. The requirement for VOCA recipients to contribute 20% in match funds helps to supplement federal funds and increase the total amount of services available to victims of crime. As such, CPJAD supports the match requirement. CPJAD encourages subrecipients to meet the match requirement and will monitor compliance with the match appropriately throughout the project period. However, CPJAD also recognizes that the match can, in some circumstances, be an undue burden and limit the agency's ability to provide high-quality services.

Match Waiver Requirements

Match waivers, both in full and in part, are required to be justified at the time the VOCA grant application is submitted. Match waivers will only be determined during the grant application process; requests for waivers at any other time will not be considered¹. The VOCA applicant may request a full or partial match waiver. The following questions must be answered in writing, and supporting documentation and/or statistics must be provided before a match waiver will be considered:

1. How is the VOCA grant currently being matched?
2. What extenuating circumstances exist that impede the organization's ability to partially or fully match the VOCA grant funds requested?
3. Has the organization considered all possible options for meeting the match with in-kind and/or cash sources that are not being used as match on another federal grant?
4. What methods has the organization used to consider all possible options for meeting the match requirements?
5. What steps does the organization plan to take to be able to meet the match requirement in the future?
6. If a match waiver is approved, does the organization anticipate this is a one-time request or are there extenuating circumstances that will require the organization to submit a waiver request for the next VOCA grant application?
7. How would the denial of a match waiver impact the VOCA project?

¹ If there are extenuating circumstances, Match Waiver Applications will be considered until the contract is executed.

DEPARTMENT OF THE ATTORNEY GENERAL
Crime Prevention and Justice Assistance Division

VOCA Match Waiver Policy

8. Would the organization have to decline all or part of the VOCA grant award if a match waiver is not granted?

Required Documentation

Match waivers, whether partial or full, must be well justified and supported in writing with documentation by the applicant. Documentation should be brief and to the point and may include appropriate agency, state, or local statistics; relevant portions of the agency's annual budgets with related information highlighted; or other relevant written documentation which clearly identifies the reported concern and reason for the request. Match waiver requests not supported by statistics, relevant calculations, funding information, agency annual budgets, or other written documentation will not be considered.

Match Waiver Process

CPJAD will review the Match Waiver application during the VOCA funding application process. The following factors will be considered:

1. Practical and/or logistical obstacles to providing match (e.g., public agencies that do not engage in private fundraising and may have limitations on soliciting contributing funds);
2. Local resource constraints (e.g., rural community with limited local funding availability or volunteer capacity);
3. Increases to VOCA funding where local funding availability has not increased to the same degree;
4. Past ability to provide match – CPJAD and OVC generally expect subrecipients to provide at least the same dollar amount of match it provided during the grant year immediately preceding the year of the waiver request unless a change in circumstances justifies a lower amount.

CPJAD will make a determination within 30 days of the VOCA funding award notice. The match waiver determination notice signed by the CPJAD VOCA Unit Branch Chief will be sent to the applicant. The notice will contain the following:

1. A brief description of the project/services to be provided by the applicant;
2. The amount of the match waiver request and the justification (consistent with the considerations under the applicable waiver guidance);
3. CPJAD determination on the match waiver request for the reasons set out in the determination; and

DEPARTMENT OF THE ATTORNEY GENERAL
Crime Prevention and Justice Assistance Division

VOCA Match Waiver Policy

4. If approved, the waiver amount (unless specified otherwise by CPJAD, the waiver amount should create an equivalent match waiver percentage to be applied should the project budget change).

Waivers will only be applicable for the duration of the applicant's project (i.e. not in perpetuity). Match waiver requests must be submitted with each VOCA application and are not guaranteed to be approved in future applications.

Match Waiver Amount

CPJAD will determine the amount of the match waiver based on the level of need and documentation provided. Match waivers without adequate justification and support, including statistics and other relevant calculations, will not be granted.

Match waivers will be granted as 25% increments of the original match dollar amount.

For Example:

Original VOCA Award

VOCA Funds: \$100,000
20% Match Requirement: \$25,000
Total Project Cost: \$125,000

Award with a 25% Match Waiver Granted

VOCA Funds: \$100,000
25% Match Waiver: $\$25,000 \times 25\% = \$6,250$
New Match Amount: $\$25,000 - \$6,250 = \$18,750$
New Total Project Cost: \$118,750

CPJAD will apply the approved match waiver percentage in (or derived from) the original waiver request to an applicant's modified budget to determine the new match dollar amount.

Submission of Match Waivers to OVC

CPJAD will submit the match waiver determination(s) to Office for Victims of Crime (OVC) via a Program Office Approval Grant Adjustment Notice (GAN) in the Grants Management System (GMS), within 30 days of approval. Determinations will be submitted, in bulk, to the appropriate federal award that is being used to fund the subgrant containing the match waiver.

CPJAD will submit the match waiver spreadsheet, using the OVC template, showing all active waivers approved in a federal fiscal year, no later than 90 days after the federal fiscal year end.

DEPARTMENT OF THE ATTORNEY GENERAL
Crime Prevention and Justice Assistance Division

VOCA Match Waiver Policy

Prior OVC approval will be required for any match waiver requested by a subrecipient within 30 days before the subaward project end date, or after that date. CPJAD anticipates this would only occur in the event of an emergency.