

**VICTIMS OF CRIME ACT (VOCA) VICTIM ASSISTANCE PROGRAM:
ATTORNEY SERVICES**

Instructions

Helpful Hint: Remember to hit the “save” button frequently.

Helpful Hint: Applicant should NOT upload a password protected file anywhere within their application as this will break the generation of the application.

You may wish to print out the application and complete a paper version before applying through the Grants Gateway and adding the information on-line. The Gateway application will look different from the RFA document and applicants must take special care to fully answer the questions in Grants Gateway. Applicants should thoroughly read and understand: the VOCA regulations, as well as the OVS RFA, Application Instructions, and all associated Appendices. Applicants must prepare and submit a Project Narrative, Budget and all Other Forms as required by this RFA through the Grants Gateway. Applicants are encouraged to review the application before submitting it for completeness, accuracy and clarity, and be careful to ensure all pass/fail elements are addressed completely.

Applications can only be submitted by the individual(s) that has signatory authority on the Grants Gateway, which may be someone other than the individual completing the application. Applicants should be aware of who has this authority in their organization prior to starting the application to ensure that the application can be submitted by the published deadline. The Grants Gateway will not allow an application to be submitted after the due date and time. Applicants should allow sufficient time for unforeseen problems in submitting the application to ensure that the deadline is met. The deadline is a hard and fast system-based rule.

After you have completed and submitted your application, please click on the Application tab at the top of the screen to check the status to confirm that your application has been successfully completed. If successful, your status should state “*Assignment of Reviewers.*” This is a critical step necessary to ensure your application was successfully submitted.

Project/Site Address

Please list the address for each site in which proposed services will be take place. Identify the county, and include the nine-digit zip code (00000-0000) for each site. Choose “N/A” for Regional Council and Agency Specific Region.

Program Specific Questions

Provide a response for all the sections that require a response. Responses can be typed and then uploaded into the application. Label all uploads with the Project Specific question number to make sure you are attaching your response to the correct question.

- **Project Title**

Please enter the name of your program.

- **Problem Statement (20%)**

Applicants should demonstrate the need for attorney services at all locations for which they are requested. Gaps in services should be convincingly identified using examples of current problems which illustrate the need for attorney services while being sure to protect victim confidentiality. Applicants are encouraged to show how the lack of coordinated attorney services presents undue constraints on VAPs in their goals to assist victims. Strong applicants will persuasively describe what is preventing them from providing the best possible services and how an attorney position will enhance services. This element will be scored from the program specific questions that are found in the Grants Gateway.

- **Project Budget Narrative (20%)**

Provide a written justification for each budgeted item for which grant support is requested. Narratives should adequately explain why requested items are necessary and reasonable to delivering services. Include relevant details and supporting information. A brief narrative of the second-year through the fifth-year budgets should also be provided.

Project Budget

A detailed budget for the first year of the project must be complete and provide sufficient detail, be reasonable and appropriate for the number of positions to be funded and be tied to the proposed project narrative.

Using the forms provided in the on-line application, prepare a detailed proposed budget of annual program costs for the first year. Applicants must upload an excel spreadsheet containing four tabs: one for the second-year budget, one tab for the third-year budget, one tab for the

fourth-year budget and one tab for the fifth-year budget. Any budget changes from the previous year needs to be explained. This document can be found under the pre-submission uploads.

Any indirect costs charged to the grant should be included as a separate cost in the operating expenses budget category. If your agency has a negotiated rate, a copy of the Indirect Cost Rate Agreement must be uploaded with your application.

Applicants may use an amount up to the ten percent (10%) De Minimis rate of their Modified Total Direct Costs (MTDC) base. MTDC includes the cost of salaries, wages and fringe benefits of personnel that work directly on the project, and other operational costs such as materials, supplies, services, and travel that are directly related to the project.

The MTDC base cannot include equipment, capital expenditures, rental costs, charges for patient care, tuition remission, scholarships and fellowships, participant supports, or any Sub-awards, contracts, or consultant beyond the first \$25,000. Applicants who request indirect costs using the 10% De Minimis rate must maintain documentation of the costs included in the rate which will be subject to review during monitoring and audits.

Complete the De Minimis Rate Calculation Form to show your De Minimis calculation and to certify that you have NEVER had a negotiated federal cost rate and that you will apply the rate to all of your federal grants, not just the CAC grant received from the Office for Victims Services until such time as the agency chooses to negotiate for a rate.

HELPFUL HINT:

Using the 10% De Minimis rate requires a clear understanding of how to calculate the rate. Basic information about calculating the 10% rate is included in *2 CFR 200: Uniform Administrative Requirements, Cost Principles, and Audit Requirements* (Uniform Guidance). Agencies should consider consulting a financial professional who is knowledgeable about this federal requirement before deciding whether to request this budget item. Some agencies may find it easier to request a pro-rated amount of direct expenses (e.g. a pro-rated amount of salaries, supplies & operating, etc.) and include this in their grant request.

As described in Section §200.403 of the Uniform Guidance, 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 the agency chooses to negotiate for a rate.

Work Plan

- **Work Plan Dates**

Enter **10/01/18-09/30/23**, which is the five-year contract term.

- **Project Summary**

Applicant should describe the services and activities to be undertaken with grant dollars, where and when they will take place and who will be served. How these services and activities address the gap in services described in the problem statement should be clearly explained; those applicants that convincingly demonstrate how the proposed services will address the need and gaps in services will be rated highly. Justification for staff and resources should be convincing.

- **Organizational Capacity (10%)**

Provide a description of the organization, explaining the agency's experience in providing direct services to victims. Applicants should demonstrate their record of providing direct services to victims, state where services are provided, the scope of services, staffing and resources available to the victim population and current collaborative efforts with other community organizations that are in support of their programs. Strong applicants will describe how they promote, within the community, coordinated public and private efforts to assist victims. This element will be scored from the Program Work Plan section of the application.

- **Proposed Services and Implementation (30%)**

Applicant should describe the services and activities to be undertaken. How these services and activities address the gap in services described in the problem statement should be clearly explained; Include a justification for staff and resources. This element will be scored from the Program Work Plan section.

- **Objectives, Tasks and Performance Measures (20%)**

The Program Work Plan should identify all the objectives and performance measures that address the needs identified in the Problem Statement section, and the services and activities described in the Proposed Services and Implementation section. At a minimum, the proposal must include at **least 1 task under the objective "Criminal/Civil Justice System Assistance"** defined in the Overview of the Work Plan Statement of the RFA.

Additionally, the proposal must certify that the attorney(s) hired through this solicitation will serve as a referral partner for the New York State Crime Victims Legal Network (CVLN) and the attorney(s) will be required to be their organization's point of contact. In addition, the proposal must certify that the funded attorney(s) will be communicating, coordinating and collaborating with the CVLN once the website is operational to ensure victims are receiving the most comprehensive response.

The proposal must also certify that within the first year of hiring an attorney(s) under any contract resulting from this solicitation, the attorney(s) will have completed 15 hours of training related to holistic Victim Law and some portion of that training must be devoted to the neuroscience of trauma and its implications for legal representation of crime victims.

All workplans must include, at a minimum 1 task under the following objective:

- **Objective 6– Criminal/Civil Justice System Assistance**
 - **Task 10 – Criminal Advocacy/Accompaniment**

Performance Measure

Each Task requires a Performance Measure, and for the purposes of this application, the **Performance Measure Name** will be the same as the Task you have chosen from the standardized list, or any new task that you define. Please type in the name of the task. The **Integer** is the number of times each task (service) is to be performed and/or the number of victims to be served.

Pre-Submission Forms

This application also includes six Pre-Submission Forms, which are required, that must be completed and uploaded as part of this application. Additional instructions for their completion are on the forms.

- **Volunteer Form**

Use this form to show the use of a volunteer unless compelling reasons exist to waive this requirement and the OVS grants a waiver. (A “compelling reason” may include statutory or contractual provisions that bar the use of volunteers for certain positions or a lack of persons volunteering after a sustained and aggressive recruitment effort has been conducted or documented).

- **Annual Funding from All Other Sources Form**

Use this form to document and demonstrate that 25% of your financial support comes from sources other than the VOCA Crime Victims Fund.

- **Position Description Form**

If you are planning to hire attorney(s), you must complete a position description form that includes each position you propose to fund through this grant such as attorneys, supervisors and administrative staff. The completed Position Description Form must be completed & uploaded into Grants Gateway under “Pre-submission Uploads”

- **Futurefunding.xls**

An excel spreadsheet with four tabs that explains years’ 2 through 5 budgets are required and must be uploaded into Grants Gateway.

- **De Minimis Rate Calculation Form**

An Excel spreadsheet to show your De Minimis calculation and to certify that you have NEVER had a negotiated federal cost rate and that you will apply the rate to all of your federal grants, not just the grant received from the Office for Victims Services until such time as the agency chooses to negotiate for a rate.

- **Letter of Certification**

The Applicant must certify that the attorney(s) hired through this solicitation will serve as a referral partner for the New York State Crime Victims Legal Network (CVLN) and the attorney(s) will be required to be their organization’s point of contact. In addition, the proposal must certify that the funded attorney(s) will be communicating, coordinating and collaborating with the CVLN once the website is operational to ensure victims are receiving the most comprehensive response.

- **Letter of Training Certification**

The Applicant must also certify that within the first year of hiring an attorney(s) under any contract resulting from this solicitation, the attorney(s) will have completed 15 hours of training related to holistic Victim Law and some portion of that training must be devoted to the neuroscience of trauma and its implications for legal representation of crime victims.

Helpful Information/Links

† www.grantsreform.ny.gov/grantees

† Grants Reform Videos (includes a document vault tutorial and an application tutorial) on YouTube: <http://www.youtube.com/channel/UCYnWskVc7B3ajjOVfOHL6UA>

† Grants Reform (Grants Gateway) Helpdesk

- Phone: 1-518-474-5595
- Email: grantsgateway@its.ny.gov
(Technical questions)

† <https://grantsgateway.ny.gov>

Within the Grants Gateway

- Training materials link will contain training documents and videos
- Show help

† Agate Help Desk

- Phone: 1-800-820-1890
- Email: helpdesk@agatesoftware.com
(Technical questions)

† Questions regarding specific opportunities or applications should be directed to your funding agency.