

VICTIMS OF CRIME ACT (VOCA) VICTIM ASSISTANCE PROGRAM: VICTIM 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.

Project Title

Please enter the name of your program.

Project Budget

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

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 two tabs: one tab for the second-year budget, and one tab for the third-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 federal 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. If using the ten percent De Minimis Rate, the applicant must upload the 10% De Minimis Rate Form in the Grants Gateway.

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 **10/01/19-09/30/22**, which is the three-year contract term.

Applicants must submit one detailed narrative that contains all the following information in the Project Summary section of the Grants Gateway:

- **Problem Statement**

- Applicants should demonstrate the need for 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 services while being sure to protect victim confidentiality. Applicants are encouraged to show how the lack of coordinated 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 this grant funding will enhance services.

- **Proposed Services and Implementation**

- 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**

- Provide a description of the organization, explaining the applicant'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.

- **Program Evaluation**

- All applicants must demonstrate the use of an evaluation process that they use or will use to measure the effectiveness of their program. The evaluation should be structured to address specific program objectives and goals and determine the extent to which they are being achieved. Evaluations should be used to continuously make any needed adjustments to meet the overall outcome that is being sought through their program.

- **Budget, Including Budget Narrative**

- Using the forms provided in the on-line application, prepare a detailed proposed budget and narrative of annual program costs for the first year for each budget category used. Ensure that sufficient details are provided, that the budget is reasonable, appropriate for the number of positions to be funded and in compliance with funding restrictions and limitations noted elsewhere in this RFA. The workplan and budget (including narrative) should be tied together in such a way that the funding request is supported by the workplan and justified through the narrative. All budget forms must include the required proposed match component for the applicable period and the budget forms must show where the required match will be provided. Failure to demonstrate that the match requirement has been met for year one will negatively impact your budget score.

Applicants must upload an excel spreadsheet containing the second-year and third-year budgets. These forms must include the required proposed match component for the applicable period. This document can be found under the pre-submission uploads.

EVALUATION

- **Problem Statement (10%):**

- Applicants should demonstrate the need for 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 services while being sure to protect victim confidentiality. Applicants are encouraged to show how the lack of coordinated 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 this grant funding will enhance services.

- **Proposed Services and Implementation (40%):**

- 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 (20%):**

- Provide a description of the organization, explaining the applicant'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.

- **Program Evaluation (10%):**
 - All applicants must demonstrate the use of an evaluation process that they use to measure the effectiveness of their program. The evaluation should be structured to address specific program objectives and goals and determine the extent to which they are being achieved. Evaluations should be used to continuously make any needed adjustments to meet the overall outcome that is being sought through their program.

- **Budget, including Budget Narrative (20%)**
 - Using the forms provided in the on-line application, prepare a detailed proposed budget and narrative of annual program costs for the first year for each budget category used. Ensure that sufficient details are provided, that the budget is reasonable, appropriate for the number of positions to be funded and in compliance with funding restrictions and limitations noted elsewhere in this RFA. The workplan and budget (including narrative) should be tied together in such a way that the funding request is supported by the workplan and justified through the narrative.

Applicants must upload an excel spreadsheet containing the second-year and third-year year budgets. This document, titled “futurefunding.xls”, can be found under the pre-submission uploads.

Pre-Submission Uploads

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.

Applicants are required to complete and upload the following documents as part of the application. Please note that the De Minimis Rate Calculation Form and the Attachment B-Budget Worksheet are only required to be uploaded if you are using these forms.

- **Performance Measurement Tool Form/Attachment C-1:**
 - When completing this form please indicate the anticipated number of times each task is performed annually and/or the anticipated number of victims served

annually. The numbers that will be provided on this form should relate back directly to the proposed services and activities as described in the Proposed Services and Implementation section in the workplan overview, Section 3.4.

- **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.) Please note that a waiver wouldn’t be granted at this point in the application process.

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

- Use this form to document and demonstrate that you have financial support comes from sources other than the VOCA Crime Victims Fund. **New** applicants are required to show that they have a minimum of **25%** program funding support from other than the VOCA Crime Victims Fund.

- **Position Description Form:**

- All applicants must complete the position description form for the position(s) to be supported with these funds. Each position description form should clearly indicate the projected percent of time the employee is expected to perform each activity. For each position, the total percent of time must equal 100% even if the position is not entirely funded through this RFA.

- **Futurefunding.xls:**

- An excel spreadsheet with two tabs that explains years’ 2 and 3 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. Please note that the De Minimis Rate Calculation Form is only required to be uploaded if you are using the De Minimis Rate.

- **Program Information Form:**
 - All applicants must complete the Program Information Form which gathers all required program specific information.

- **Letter of Certification Form:**
 - All applicants must complete the Letter of Certification which certifies that they have implemented a written policy addressing sexual harassment prevention in the workplace and provide annual sexual harassment prevention training to all of its employees.

- **Priorities Category Form/Attachment 2:**
 - All applicants must complete the Attachment 2: Priorities Categories form that shows the % of funds that your organization anticipates serving to each priority category(s) of the crime victim population from this grant award, as listed in the RFA. The total of the percentages entered must equal 100%.

- **Budget Worksheet/Attachment B:**
 - Use these forms to document fringe rates, space and phone costs. This is only applicable if you're using this form.

- **Attachment 1 – Application Checklist:**
 - This form is included to ensure that the applicant has included all required documents.

Additional helpful information and links can be found at:

- Gateway Applicant Resources:
<https://grantsmanagement.ny.gov/resources-grant-applicants>

- Grants Opportunities Homepage: <https://grantsmanagement.ny.gov>

- 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/Technical Questions
 - Phone: 1-518-474-5595
 - Email: grantsgateway@its.ny.gov

- Training Webinars: <https://grantsmanagement.ny.gov/live-webinars>

- Videos: <https://grantsmanagement.ny.gov/videos-grant-applicants>