

Michigan Department of Health and Human Services
Bureau of Grants and Purchasing
GRANT REQUEST FOR PROPOSAL (RFP)

Total Available	\$15,000,000	Estimated Number of Awards	TBD	RFP Number: VUND-2018
Maximum Award:	\$1,000,000	Minimum Award	\$50,000	Department Bureau: Crime Victim Services Commission
Funding is for a three year period, with options to extend. Budgets should be submitted for a single year period.				Application Due Date: June 8, 2017 at 3:00 pm
Funding Source	Victims of Crime Act (100% Federal)			CFDA#: 16.575
Anticipated Begin and End Dates: 10/1/2017		through 9/30/2018		

Proposal Submission

To gain access to the application and complete entry and submission, a step-by-step instruction manual is available for your use. Visit the MI E-Grants website at <http://egramms-mi.com/dch>, and click the link "About EGrAMS" on the left-side panel to access the manual.

Geographic Area: **Statewide**

Title: **Victims of Crime Act (VOCA) Services to Underserved Victims of Crime Program**

Disqualifying Criteria:

The applicant will be disqualified and the application will not be reviewed if there is failure to:

- Submit a complete application, and a completed 12-month budget if required in the RFP, to the EGrAMS website on or before the application closing date and time specified.
- Stay at or below the maximum award amount per agreement year, if provided.

Applications from applicants who are current state of Michigan employees are also disqualified and will not be reviewed.

Pre-Application Conference:

Crime Victim Services Commission (CVSC) has scheduled optional pre-application conferences for applicants. Refer to Section I, #2 for registration information. Advance registration is required.

Additional Information (e.g., applicant eligibility criteria):

VOCA specifies that an organization must provide services to crime victims and be operated by a public agency or non profit organization, Native American Tribe or a faith based organization.

Federal agencies, in-patient treatment facilities, and for-profit organizations are not eligible to apply under this grant program.

Authority: P.A. 2080 of 1939.
Completion: Mandatory.
Penalty: Agreement Invalid

The Michigan Department of Health & Human Services (MDHHS) will not discriminate against any individual or group because of race, religion, age, national origin, color, height, weight, marital status, sex, sexual orientation, gender identity or expression, political beliefs or disability. If you need help with reading, writing, hearing, etc., under the Americans with Disabilities Act, you are invited to make your needs known to a MDHHS office in your area.

Table of Contents

This Request for Proposal (RFP) provides interested applicants with sufficient information to prepare and submit applications for consideration by the Michigan Department of Health and Human Services (MDHHS) and contains the following sections:

Section I Request for Proposal Policy

Section II Grant Program Specifications

Section III Evaluation Criteria

Section I**REQUEST FOR PROPOSAL POLICY**1. **RFP Timeline and Deadlines**

Date	Victims of Crime Act (VOCA) Services to Underserved Victims of Crime Program
May 10, 2017	VOCA Competitive Grant Application Released
May 11, 2017 1:30-3:30 PM	VOCA Grant pre-application informational webcast
May 15, 2017 10:00 AM -12:00	VOCA Grant pre-application informational webcast
May 17, 2107 3:00 PM	Deadline for submitting written questions regarding the RFP
May 22, 2017	Questions & Answers (Q&A) posted on EGrAMS.
May 31, 2017 5:00 PM	Agency EGrAMS Registration, Agency Profile and Project Director Request MUST be submitted by this date.
June 8, 2017 3:00 PM	Deadline to submit application in EGrAMS
August 17, 2017	Notification of Award/denial
August 24, 2017	Grants awarded modification deadline
September 1, 2017	Grant Agreement documents available in EGrAMS
October 1, 2017 – September 30, 2018	FY 2017-2018 Grant Agreement Period

2. Application Guide, Webcast, and Submission Information

A. Application Guide

Applicants are responsible for reading and complying with this RFP and the **Crime Victims Competitive Application Instructions**, which can be found by visiting the MI E-Grants website at <https://egramms-mi.com/dch/> under 'About EGrAMS'.

B. Application Webcast (optional)

The purpose of application webcast is to assist eligible applicants in developing high quality applications by answering questions regarding the application process and the RFP. Anyone is welcome to join the webcast. **Advance registration is required**, as capacity is limited. To sign up for a webcast, register online at <https://MI.TRAIN.org>. First time users must create an account in MI-TRAIN.org to be able to register.

The same information will be covered at each webcast. It is recommended that you participate in one of the scheduled webcasts. It is also highly recommended that you review the application package prior to the webcasts. This VOCA application will be submitted through the EGrAMS system. During the webcasts CVSC will review EGrAMS basic navigation, how to complete and submit applications and other information to assist with navigating in the EGrAMS system. If you have not been trained on how to navigate the EGrAMS system you are strongly encouraged to participate. Additionally, if you have some experience in EGrAMS but would like a refresher, you are welcome to participate as well. Webcast instructions and information about webcasts are found in EGrAMS in this RFP's Show Documents link and on the CVSC website at URL: www.michigan.gov/crimevictims.

Webcasts will be held:

Date	Time
May 11, 2017	1:30 - 3:30 P.M.
May 15, 2017	10:00 A.M. – 12:00 noon

To register for the Webcast:

- Registration information and course description can be found online at: <https://MI.TRAIN.org>
- Access and log into the MI-TRAIN website. (First-time users must create an account).
- Contact MI-TRAIN helpdesk for assistance at MI-TRAIN@michigan.gov
- Search for the course in the upper right hand corner using course ID: 1069585.
- Enter code *VOCA 2018* to register.

To access the Webcast:

- Login on Breeze Web Access (to view documents): <http://breeze.mdch.train.org/cvsc/>
- Call in for audio: 877-873-8017; Participant access code: 9545873

Contact (517) 335-8932 for assistance with accessing the webcast.

C. Application Submission

Only one application will be accepted from each applicant. The application and any related materials and attachments must be submitted by the applicant's Authorized Official electronically using the MI E-Grants website at <http://egram-mi.com/dch>. For technical assistance when entering the application, contact the MI E-Grants Helpdesk at **517-373-9816**.

To gain access to the application and complete entry and submission, a step-by-step instruction manual is available for your use. Visit the MI E-Grants website and click the link "About EGrAMS" on the left-side panel to access the **Crime Victims Competitive Application Instructions**.

3. Questions/Inquiries

This solicitation is competitive; therefore, staff cannot have individual conversations with prospective applicants. Any questions concerning the content of this RFP must be sent via email to MDHHS-CVSC-VOCA-Grants@michigan.gov on or before May 17, 2017. Questions may be discussed verbally at the pre-application conference. MDHHS will compile all relevant questions and answers and post these as well as any other clarifications or revisions to the initial RFP by May 22, 2017 on MI E-Grants (<http://egram-mi.com/dch>) and on the Commission's website at URL: www.michigan.gov/crimevictims.

4. Incurring Costs

The State of Michigan is not liable for any cost incurred by the applicants prior to issuance of an agreement.

5. News Releases

News releases pertaining to this RFP on the service, study, or project to which it relates may not be made without prior MDHHS approval.

6. Disclosure of Proposal Contents

Proposals are subject to disclosure under the Michigan Freedom of Information Act (PA No. 442 of 1976).

7. Subcontracting

Subcontractors shall be subject to all conditions and provisions of any resulting agreement.

If subcontracting, the Applicant must obligate the subcontractors to maintain the confidentiality of MDHHS' client information in conformance with state and federal requirements.

If portions of the services are being subcontracted, the applicant must identify the services the subcontractor will perform and provide all information requested, as it applies to both the applicant and the subcontractor(s). A subcontractor budget and statement of work must be provided for subcontractor services for \$50,000 or more. If the subcontractor's price is based on a fee schedule, the fee schedule must be included.

MDHHS may, at its discretion, require information on the process of an awarded subcontractor application.

An applicant is responsible for the performance of any subcontractors. Subcontractors shall be held to the same standard of quality and performance as the applicant. Evaluators of applications will consider the qualifications of both the applicant and subcontractor when making award recommendations.

8. Method of Evaluation

Only applications receiving a minimum of 75 points are eligible to receive funding through the grant program. An application will be evaluated on the basis of the evaluation criteria identified in the RFP.

- A committee will review, evaluate and score the applications against the RFP requirements.
- Consideration will be given to funding priorities and geographical distribution.
- The applications are ranked by score.
- MDHHS reserves the right to establish the criteria by which it will evaluate each applicant's response, and by which it will determine the most responsive, capable, and qualified applicants. In addition to cost, other principal factors may be considered in evaluating applications relative to:
 - Reliability
 - Applicant's past performance
 - Applicant's ability to respond to all requirements outlined in the RFP
 - Applicant's ability to maintain a presence in providing services
 - Financial stability
 - Continuity and stability in provision of service
 - Knowledge transfer activities

If MDHHS determines in its sole discretion that contracting with or awarding a grant to an applicant presents an unacceptable financial risk to MDHHS, MDHHS reserves the right to not award an agreement to that applicant.

Clarifications

MDHHS may request clarifications from one or more applicants. MDHHS will document, in writing, clarifications being requested and forward to the applicants affected. This request may include any changes to the original application and will provide an opportunity to clarify the application submitted.

After reviewing the clarification responses, MDHHS will re-evaluate the applications using the original evaluation method.

If it is determined that an applicant purposely or willfully submitted false information, the applicant will not be considered for an award. The State may pursue debarment of the applicant, and any resulting agreement that may have been established may be terminated.

9. Reservations

MDHHS reserves the right to:

- a. Discontinue the RFP process at any time for any or no reason. The issuance of an RFP, preparation and submission of an application, and MDHHS's subsequent receipt and evaluation of an application does not commit MDHHS to award an agreement, even if all the requirements in the RFP are met.
- b. Consider late applications: (i) if no other applications are received; (ii) if there are no complete applications received; (iii) if MDHHS received complete applications, but they did not pass the evaluation process; or, (iv) if the award process fails to result in an award.
- c. Consider an otherwise disqualified application, if no other qualified applications are received.
- d. Disqualify an application if it is determined that an applicant purposely or willfully submitted false information in response to the RFP.
- e. Evaluate applications using a method that establishes the relative importance of each deliverable.
- f. Consider applicants' prior performance with the State in making its award decision.
- g. Consider overall economic impact to the State when evaluating the application and in the final award recommendation. This includes, but is not limited to: considering principal place of performance, number of Michigan citizens employed or potentially employed, dollars paid to Michigan residents, Michigan capital investments, job creation, tax revenue implications, economically disadvantaged businesses, etc.

- h. Consider total cost of ownership factors (e.g., transaction costs, training costs, etc.) in the final award recommendation.
- i. Refuse to award an agreement to any applicant that has failed to pay State of Michigan taxes or has any outstanding debt with the State of Michigan.
- j. Enter into negotiations with one or more applicants on cost, terms, technical requirements, or other deliverables.
- k. Award multiple agreements, or award by agreement activity.
- l. Evaluate the application outside the scope identified in Section 8, Method of Evaluation, in the event that MDHHS receives only one RFP response.

10. Award Procedure

MDHHS will notify applicants recommended for funding via the MI E-Grants system. Applications selected for funding will either be approved as submitted or approved with revisions required.

For any applications approved as submitted, the applicant will be notified that the agreement document is available for signature in the MI E-Grants system.

For any applications approved with revisions required, the applicant will be notified that the application is ready for revisions in the MI E-Grants system. After successful completion of required revisions and subsequent review, the applicant will be notified that the agreement document is available for signature in the MI E-Grants system.

The Authorizing Official for the applicant must electronically sign the agreement in MI E-Grants.

11. Protests

Grant award decisions are discretionary and are not subject to protest or appeal.

12. Acceptance of Proposal Content

The contents of the application of the successful applicant may become contractual obligations if an agreement ensues. Failure of the successful applicant to accept these obligations may result in cancellation of the award.

13. Standard Terms

Awards made as a result of this RFP will require execution of an agreement with MDHHS. A copy of the boilerplate agreement language for this program is available on MI E-Grants (<http://egram-mi.com/dch>) for reference. All rights and responsibilities noted in the boilerplate agreement language will become the rights and responsibilities of the indicated parties in the event that the application is approved for funding. Applicants should review this agreement in advance of submitting an application.

14. Options to Renew

At the discretion of MDHHS, an awarded agreement may be renewed in writing not less than 30 days before its expiration.

15. Registering on the Contract & Payment Express Website

To receive payment from the State of Michigan, a Grantee must be registered as a vendor on the Contract & Payment Express website <http://www.cpexpress.state.mi.us> which links to the Michigan Administrative Information Network (MAIN).

16. State of Michigan Employees

State of Michigan employees may not act as applicants. Proposals from applicants who are current State of Michigan employees will be disqualified and will not be reviewed.

Policy in Civil Service Rule 2-8, Ethical Standards and Conduct, states an employee cannot represent or act as an agent for any private interests, whether for compensation or otherwise, in any transaction in which the State has a direct and substantial interest and which could reasonably be expected to result in a conflict between the employee's private interests and official State responsibilities.

Section II

GRANT PROGRAM SPECIFICATIONS

Introduction

This Request for Proposal (RFP) provides the information necessary to submit an application to the Crime Victim Services Commission under the Victims of Crime Act (VOCA) – Victims of Crime Act (VOCA) Services to Underserved Victims of Crime Program as described in this RFP and the VOCA Grant Program Administrative Guide. The specifications described in this RFP; in the VOCA Grant Program Administrative Guide; Statute; VOCA Rules; DOJ Financial Guide; and 2 CFR Part 200, provide helpful information for developing the application. The required documents for the completion of this application are available on MI E-Grants (<http://egrams-mi.com/dch>) and on the Commission's website at URL: www.michigan.gov/crimevictims.

1. Match Requirements

The minimum match for projects must equal 20 percent of the total project cost. Total project cost is the amount of the federal VOCA funds plus the match funds. Native American tribes are exempt from the match requirement.

2. About the Victims of Crime Act (VOCA)

The "Victims of Crime Act of 1984" (VOCA) (P.L. 98-473) The Victims of Crime Act (VOCA) was signed into law in 1984. The Act created a fund, administered by the U.S. Department of Justice, for victim assistance and compensation grants to the states. Federal funding amounts received for victim service programs varies from year to year, depending on the amount of federal fines collected. No tax dollars are used to support VOCA grants.

3. Purpose of the VOCA victim assistance grant program

The primary purpose of the VOCA victim assistance grant program is to expand and enhance direct services to victims of crime. VOCA funds shall be available to sub-recipients only to provide direct services and supporting and administrative activities as set out in this subpart. Applicants must obligate and expend funds in accordance with VOCA and this subpart. Sub-recipients must provide services to victims of federal crimes on the same basis as to victims of crimes under state or local law. Sub-recipients may provide direct services regardless of a victim's participation in the criminal justice process. Victim eligibility under this program for direct services is not dependent on the victim's immigration status.

4. Definitions

VOCA means the Victims of Crime Act of 1984, Public Law 98-473 (Oct. 12, 1984), as amended.

VOCA Rules at 28 CFR Subpart B § 94.102 include the definitions used in this subpart:

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

Direct services *or* services to victims of crime means those services described in 42 U.S.C. 10603(d)(2), and 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.

OVC means the Office for Victims of Crime, within the United States Department of Justice's Office of Justice Programs.

Project means the **direct services project** funded by a grant under this program, unless context indicates otherwise.

Spousal abuse includes domestic and intimate partner violence.

CVSC is the State Administering Agency or CVSC is the governmental unit to administer grant funds under this program.

Sub-recipient means an entity that is eligible to receive grant funds under this program from a state under this subpart.

Services to victims refers to those services to be provided pursuant to 42 U.S.C. 10607.

Victim of child abuse means a victim of crime, where such crime involved an act or omission considered to be child abuse under the law of the relevant CVSC jurisdiction. In addition, for purposes of this program, victims of child abuse may include, but are not limited to, child victims of: Physical, sexual, or emotional abuse; child pornography-related offenses; neglect; commercial sexual exploitation; bullying; and/or exposure to violence.

Victim of federal crime means a victim of an offense in violation of a federal criminal statute or regulation, including, but not limited to, offenses that occur in an area where the federal government has jurisdiction, whether in the United States or abroad, such as Indian reservations, national parks, federal buildings, and military installations.

VOCA funds *or* VOCA funding means grant funds (or grant funding) under this program.

5. Funding Priorities

In an effort to expand services to victims and reduce gaps in victim services across the state, CVSC is seeking proposals to serve the six **Purpose Areas** identified. Applicants must provide services to a specific population and use best practice models. Applicants should create, build or strengthen collaborative partnerships between and among non-profit, non-governmental, tribal, and governmental victim service providers. The collaboration should focus on increasing capacity, communication and efficiency while improving outcomes, and include a commitment to mutual goals; shared responsibilities in developing and implementing the project; mutual accountability for success; and sharing of resources. Services offered under this RFP should, as defined in the Model Standards, be **victim centered**, **trauma informed**, and **culturally competent**.

Purpose Areas for the Victims of Crime Act (VOCA) Services to Underserved Victims of Crime Program

This RFP identifies as **underserved or unserved** Crime Victims from the **Underserved Priority Category** (Elder Abuse, Human Trafficking, Native American Tribal victims and other victims of violent crime) and **unserved** victims from the Sexual Assault and Child Abuse **Priority Categories**.

CVSC invites applicants to address a Purpose Area (identified below) in the VOCA grant application and to provide a variety of trauma informed, victim centered and culturally competent services to victims identified in this RFP. Current VOCA sub-grantees applying in any Purpose Area must demonstrate that the application is for **new and unique services**. For example, if an applicant is a dual domestic violence/sexual assault program, their proposal may only serve sexual assault victims in Purpose Area #3 or a domestic violence program must serve all victims of Elder Abuse in Purpose Area #6, not just late in life domestic violence victims.

Native American Tribes should apply under Purpose Area #5 and can incorporate all crime victim types into their proposal. Native American Tribes are not required to provide match.

Purpose Areas

1. Trauma Recovery Centers
2. Human Trafficking Intervention Services
3. Sexual Assault Intervention Services
4. Victims of Child Physical or Sexual Abuse
5. Native American Tribal Victim Assistance
6. Elder Abuse Services

PURPOSE AREA 1: TRAUMA RECOVERY CENTERS

The grant program will award VOCA funding to non-profit organizations that wish to establish and implement a Trauma Recovery Center (TRC) to provide services to victims of crime and family members of victims of crime. TRCs will be collaborations between hospitals with Level I Trauma Centers and community based victim service providers found at URL:

https://www.michigan.gov/documents/mdch/List_of_Designated_Trauma_Facilities.11.19.14_474565_7.pdf

1. Outreach and awareness to underserved populations is a priority for this Request for Proposal. Discuss the specific outreach activities that your program will engage in to better serve the victims of crime that are considered underserved because they have not traditionally accessed services. The type of crime victims include:
 - a) Homeless, mentally ill, racial or ethnic minority, disabled, complex or multi-psychological issues, juvenile victims;
 - b) Victims of violent crimes and their families including victims of Sexual Assault, Human Trafficking, Domestic Violence, Physical Assault, Shooting, Stabbing, Vehicular Assault, Survivors of Homicide. Proposal must serve all these victim types.
2. To receive services in traditional victim service programs, victims are often required to come to the physical office building of the organization. In many circumstances, this makes individuals with transportation and/or mobility issues unable to receive services. The organization must identify how it intends to accommodate victims who may have accessibility issues. Be sure to mention specific guidelines that each entity will follow in relation to the TRC.
3. TRCs require extensive coordination and collaboration between service providers. If you are a community-based non-profit, please detail any current or proposed collaborations between your organization and your local hospital(s). If you are a non-profit or public hospital, please detail any current or proposed collaborations between your hospital and community-based non-profit victim service providers. A Memorandum of Understanding between the hospital and the TRC describing the role and responsibilities of each organization is a required attachment to the application in the Miscellaneous Attachments.

Eligibility Criteria

Applicants awarded funding are not guaranteed funding beyond September 30, 2020, but may apply for continuation funding to prevent a lapse in funds. An eligible applicant will meet most, if not all, of the following criteria.

Provide all of the following services to crime victims including:

- Mental health treatment services
- Large-scale community outreach and awareness
- Clinical Case management
- Services to co-survivors of violent crime
- Coordination of services with medical care, mental health agencies, law enforcement agencies, prosecutor-based agencies, crime victim service providers, and other social service providers
- Assist victims in applying for Crime Victims Compensation

Funding Priority

CVSC will give priority to applicants whose Trauma Recovery Center will provide the following services:

Assist underserved victim populations, for example victims with the following issues:

- Homeless
- Mentally Ill
- Racial or ethnic minority
- Juveniles
- Disabled
- Complex multi-psychological issues

Assist victims of violent crime including, but not limited to:

- Sexual Assault
- Human Trafficking
- Domestic Violence
- Physical Assault
- Shooting
- Survivors of Homicide
- Vehicular Assault
- Stabbing

Provide services to family members of victims of crime;

- Provide various levels of trauma intervention at the hospital;
- Ensure services are accessible and meet the logistical needs of the victim(s);
- Provide transportation to services as needed for victims who may have transportation or mobility issues.

Post Award Requirements

- All sub-recipients will be required to send a representative to a mandatory training following the award notification, specific location and date to be determined.
- All sub-recipients will be required to receive necessary training to provide trauma informed services to all victims of crime.

Additional resources on Trauma Recovery Centers can be found at:

<http://traumarecoverycenter.org/>

PURPOSE AREA 2: HUMAN TRAFFICKING INTERVENTION SERVICES

The primary goal of this Purpose Area is to enhance the quality and quantity of services available to assist victims of human trafficking by enhancing interagency collaboration and the coordinated community response to victims of human trafficking, and by providing high-quality services, which address the individual needs of trafficking victims. This solicitation will provide funding to victim service organizations with a demonstrated history of providing services for victims of human trafficking. Under this RFP, a victim who has been subjected to a “severe form of trafficking in persons,” which as defined in 22 U.S.C. § 7102(9), means:

- Sex trafficking in which a commercial sex act is induced by force, fraud, or coercion, or in which the person induced to perform such an act has not attained 18 years of age; or
- The recruitment, harboring, transportation, provision, or obtaining of a person for labor or services through the use of fraud, or coercion for the purpose of subjection to involuntary servitude, peonage, debt bondage, or slavery.

An applicant must:

1. Provide a wide variety of trauma informed and victim centered services, either in-house or through community partners, which victims of human trafficking often need in order to address their needs for safety, security, and healing.
2. Assist all victims of human trafficking in achieving their goals, which may include increased autonomy and self-sufficiency, and increased feelings of safety and well-being. Services may include, but are not limited to, intensive case management, crisis intervention, assistance with other service providers, and collaboration with local resources.
3. Describe how funding will support efforts to increase capacity to respond to human trafficking victims through the development of interagency partnerships, professional training, and public awareness activities.

PURPOSE AREA 3: SEXUAL ASSAULT INTERVENTION SERVICES

In Michigan, the Criminal Sexual Conduct (CSC) Act prohibits a broad range of sexual misconduct. The CSC Act is gender neutral; the Act penalizes criminal sexual conduct against both male and female victims and by both male and female perpetrators. The CSC Act prohibits criminal sexual conduct against individuals with mental disabilities and those who are physically helpless. The CSC Act also includes marital rape and criminal sexual conduct involving a child, regardless of the child's age (with graduated punishment levels based on age categories). The CSC Act distinguishes criminal sexual conduct by the type and degree of force or coercion, as well as many different circumstances.

CVSC is dedicated to helping survivors heal from sexual assault trauma by funding organizations that provide services available for adults and child sexual assault victims by offering survivors services regionally to ensure statewide coverage. This Purpose Area is intended to improve services to victims of sexual assault in Michigan. CVSC is seeking proposals from organizations with an approach to services which demonstrates integrity, ethics, respect for diversity, and survivor autonomy and empowerment. Sexual assault service programs are organizations that provide advocacy and support to sexual violence survivors and work towards the elimination of sexual violence. Some are single-purpose agencies, while others are merged with domestic violence or other social services. These dual/multi-service agencies provide a wide array of services for a variety of concerns and needs. If an applicant is a dual domestic violence/sexual assault agency an application submitted under Purpose Area 3 **may only** address sexual assault victimization.

VOCA grant funds can support rape crisis centers and other nonprofit, nongovernmental or tribal organizations that provide direct service intervention, and related assistance for adult, youth and child victims of sexual assault; non offending family and household members of such victims; and those collaterally affected by the victimization. All services available to survivors of sexual assault should be rooted in an understanding of the complex effects of trauma may have on a survivor's life. Sexual assault service programs provide a range of services, from the basic collection of services that define an advocacy organization for sexual violence survivors to a broad and diverse offering of intervention, prevention, and systems change programming. These services can be conceptualized in three categories:

- **core services** that meet basic needs
- **comprehensive services** that provide additional opportunities for healing and empowerment
- **Forensic Medical Examinations** performed by trained medical personnel such as a Sexual Assault Nurse Examiner (SANE) and Sexual Assault Response Team (SART).
 - a) SANE services are provided either directly by the applicant or through partnerships with hospital or medical clinics.
 - b) SART Team **Core members** typically include immediate response on-call advocates, sexual assault advocates, law enforcement officers, forensic

medical examiners—including sexual assault nurse examiners (SANEs), forensic laboratory personnel, and prosecutors.

Applications awarded under this Purpose Area must offer services to sexual assault victims as they deal with the emotional trauma resulting from such an assault and as a case is adjudicated through the criminal justice system. This Purpose Area is intended to improve access to services for sexual assault victims within a Prosperity Region by funding services which implement comprehensive service response including SANE/SART services by Prosperity Region (or by county within Region 10). Applicants are encouraged to partner with other victim service providers within their Prosperity Region for SANE/SART response. Examples of such a response is the establishment of a local SART team, which will support the SANE regional team being implemented by the applicant or in collaboration with another applicant; providing Clinical Supervision for regional response; or recruiting local providers to be trained by the Regional SANE program to perform forensic medical examinations. Refer to the references included in this purpose area for definition of Core, Comprehensive and SANE/SART services.

Applications under this Purpose Area should define the services currently offered by the organization and other services within the Prosperity Region and how those services will be enhanced to meet the best practice standards outlined in the following resources:

Critical elements of a regional SANE/SART community response are listed below. CVSC is seeking one applicant per Prosperity Region and one per county in Region 10.

- A project coordinator(s) to manage the multi-disciplinary regional SANE/SART response program including collaboration with other victim service providers within the region.
- Recruit and train examiners; advocates; and other members of the SART community response effort.
- Coordinate training for the multi-disciplinary regional response.
- Coordinate a team of forensically trained sexual assault examiners to be available and on-call;
- Coordinate a team of paid and volunteer rape crisis advocates to provide 24 hour on-call coverage;
- Coordinate the 24 hour response with other victim service programs within the region.

Grant funds may **not** be used to support the provision of the Forensic Medical Examinations as state resources through the MDHHS Sexual Assault Forensic Exam (SAFE) Response provider reimbursement program are available. Funding will not support investigative or prosecution staff.

Examples of Need:

- Expand sexual assault comprehensive services in counties within a Prosperity Region where no sexual assault center (organization with dedicated sexual assault staff delivering Comprehensive Services) is directly located
- Develop satellite or outreach services to establish sexual assault comprehensive services in counties where there are no CVSC-funded service providers

- currently delivering sexual assault core services
- Expand SANE/SART response in counties within a Prosperity Region where no sexual assault center is directly located
 - Staffing to increase/improve the services victims receive within the organization's service area to meet the sexual assault Core and Comprehensive service standards
 - Develop satellite or outreach services to establish services in counties where there are no CVSC-funded service providers currently delivering sexual assault core services
 - Staffing to increase/improve the services victims receive within the organization's service area to enhance an organization's core services meet the comprehensive service standards
 - Staffing to increase/improve the services victims receive within the organization's Prosperity Region to meet the core service standards
 - Increase access to confidential services for campus sexual assault victims
 - Increase victims access to and usage of trauma-informed care and other mental health services
 - Technology that will enhance an agency's ability to serve victims
 - Transportation assistance for victims of sexual assault
 - Offer counseling and advocacy either through the regional SANE/SART response program or through linkage agreements with other local victim service providers

Additional information on Sexual Assault Intervention Services can be found in the following resources:

Building Comprehensive Sexual Assault Services Programs, Sexual Assault Demonstration Initiative at URL:

http://www.nsvrc.org/sites/default/files/nsvrc_publications_article_sadi_building-comprehensive-sexual-assault-programs.pdf

SANE program development and operation guide at URL:

<https://www.ovcttac.gov/saneguide/>

SANE/SART on line training website at URL: <https://www.sane-sart.com/>

SART toolkit at URL: <http://ovc.ncjrs.gov/sartkit/>

A National Protocol for Sexual Assault Medical Forensic Examinations Adults/Adolescents at URL: <https://www.ncjrs.gov/pdffiles1/ovw/241903.pdf>

A National Protocol for Sexual Abuse Medical Forensic Examinations Pediatric

[http://c.ymcdn.com/sites/www.kidsta.org/resource/resmgr/Docs/national_pediatric_protocol .pdf](http://c.ymcdn.com/sites/www.kidsta.org/resource/resmgr/Docs/national_pediatric_protocol.pdf)

PURPOSE AREA 4: VICTIMS OF CHILD PHYSICAL OR SEXUAL ABUSE

Child Abuse

Only accredited Children's Advocacy Centers not currently funded may apply under this Purpose Area.

In addition, applicants may request grant funding under this Purpose Area for Court Appointed Special Advocate programs, if programming meets the following guidelines:

- An accredited Children's Advocacy Center administering a Court Appointed Special Advocate program not currently funded under an existing VOCA Grant may apply through the Children's Advocacy Center.
- A public agency administering a Court Appointed Special Advocate program must be the applicant.
- Court Appointed Special Advocate program operated by a non-profit organization may apply.

The application submitted under this Purpose Area must provide services to a wide range of child victims. Victims of child physical abuse and neglect, child pornography, child sexual abuse/assault; bullying (verbal, cyber, or physical); or kidnapping (custodial or non-custodial) may be served. Child abuse is defined as any recent act or failure to act on the part of a parent or caretaker which results in death, serious physical or emotional harm, sexual abuse, or exploitation; an act or failure to act which presents an imminent risk of serious harm.

An applicant must provide staffing to:

- Increase victim access to accredited Children's Advocacy Center services following the National Children's Alliance model;
- Increase access to and usage of trauma-informed care and other mental health services;
- Increase non-offending family members access to and usage of trauma-informed care and other mental health services;
- Increase/improve the services victims receive; and
- Assist with transportation for victims of child abuse.

Funds may also support training of staff to increase professional knowledge to better serve child victims and purchasing technology to improve victim service efforts.

PURPOSE AREA 5: NATIVE AMERICAN TRIBAL VICTIM ASSISTANCE

Proposals submitted under this purpose area should be designed to be responsive to victims of crime within specific Native American Tribes. Projects may be designed to address the needs of crime victims intrinsic of specific communities in their own environment; examples include, but are not limited to: domestic violence, sexual assault, child abuse, elder abuse, and human trafficking. The goal of this purpose area is to develop, enhance, and sustain a comprehensive victim assistance program that 1) provides a coordinated collaborative multidisciplinary response to victims of crime, their families, and the community and 2) provides trauma-informed, culturally competent holistic services to all identifiable victims of crime, their families, and the community.

Funding must be used to provide comprehensive victim assistance that will support services for victims of elder abuse, child abuse, homicide, gang violence, youth violence, human trafficking, sexual assault, domestic violence, battery and assault, identity theft, hate crimes, driving under the influence of alcohol or other drugs, or comprehensive services to all victims of crime. Examples of allowable costs include the following, where reasonable and necessary to address the consequences of victimization:

- case management, including assessment of client needs, development of individualized service plans, and assessment of eligibility for other public or community-based programs;
- safety planning;
- assistance with crime victim compensation claims;
- information and referrals, including documentation of services provided, and routine follow up to ensure victim's needs are being addressed;
- basic services, including, but not limited to, shelter/housing, mental health treatment, emergency mental health assessments, individual and group counseling, interpreter and translator services;
- victim advocacy and information about crime victims' rights and services;
- transportation assistance;
- life skills training, including, but not limited to, managing personal finances, self-care, parenting classes;
- emergency response such as hotline services, call forwarding systems, rotating on-call cell phones

Funding **cannot** support investigation and prosecution services, or prevention efforts. While grant funds cannot support the following costs, an assessment for referral purposes may be performed: housing and sustenance, medical care, dental care, and education/GED assistance and employment services.

Recipients may use funds from the VOCA grant to support a wide array of victim assistance activities allowed under VOCA including:

- a. A comprehensive victim assistance program that could incorporate specialized responses and may include but not be limited to SANE/SART, response to child victims

following the Children's Advocacy Center Model, Domestic Assault Response teams, Elder Abuse Response Teams, or community coordinated response teams providing services to one or more types of victims.

- b. Funds may be used to develop, establish, and operate programs designed to provide crime victim rights support to crime victims.
- c. Funds may be used to develop, establish, and operate programs designed to improve the response of the criminal justice system handling of cases of child abuse and neglect, and particularly child sexual abuse cases, in a manner which lessens trauma for child victims.
- d. Develop or enhance comprehensive victim assistance programs that provide coordinated, collaborative, multidisciplinary responses that are trauma-informed and based on culturally competent holistic approaches through the provision of program support, and appropriate resources for one or more types of crime victims.
- e. Technology and training and technical assistance that will enhance an agency's ability to serve victims.

Staffing: Funding may support the salary and fringe benefits of personnel who provide, and oversee staff providing direct victim assistance to victims of crime, such as advocates, case managers, response team coordinators, forensic interviewers, victim advocates, and clinical mental health professionals, counselors, as well as individuals contracted to provide direct services to victims such as short-term individual counseling or support groups. All personnel must be clearly linked to victim assistance program activities. Funding **cannot** support law enforcement officers, prosecutors or investigators.

Coordination/Outreach/Awareness: Funding may support multidisciplinary team meetings; the development and distribution of written response protocols policies, and standard operating procedure manuals that promote trauma-informed approaches to the delivery of victim services; development of tribal codes related to defining and expanding victims' rights; community forums, PSAs, posters, brochures, fact sheets, etc. that are designed to increase the public's awareness and understanding of the victim services available.

Cultural and Traditional Practices: Applicants are encouraged to incorporate cultural and traditional practices in proposed activities (for example sweat lodges, talking circles, healing ceremonies), for victims and survivors.

PURPOSE AREA 6: ELDER ABUSE SERVICES

Proposals submitted under this purpose area should be designed to be responsive to all victims of elder abuse. If the applicant is a domestic violence program, the applicant must serve all victims of elder abuse and not just late life domestic violence. Projects under this Purpose Area are designed to develop and support multidisciplinary responses to all forms of elder abuse. Funding **cannot** support law enforcement officers, prosecutors or investigators.

An applicant should provide:

- Staffing to support multidisciplinary response to victims of elder abuse;
- Staffing to increase/improve the services victims receive;
- Increased victims' access to and usage of trauma-informed care and other mental health services; and
- Technology to improve victim service efforts

Resources about Elder Justice can be found at URL:

<https://www.justice.gov/elderjustice>

6. Allowable expenses

a. Direct Costs

Recipient Allowable/Unallowable Costs are outlined in the VOCA rules in §94.119-94.122 and in detail in the VOCA Grant Administrative Guide. Costs associated with staff performing allowable direct services can be included in the VOCA grant. Direct services for which VOCA funds may be used include, but are not limited to, the following:

- (a) Immediate emotional, psychological, and physical health and safety.
- (b) Personal advocacy and emotional support.
- (c) Mental health counseling and care.
- (d) Peer-support.
- (e) Facilitation of participation in criminal justice and other public proceedings arising from the crime.
- (f) Legal assistance.
- (g) Forensic medical evidence collection examinations.
- (h) Forensic interviews.
- (i) Transportation.
- (j) Public awareness.
- (k) Transitional housing. THIS RFP IS NOT SEEKING ANY PROPOSALS RELATED TO TRANSITIONAL HOUSING.
- (l) Relocation.
- (m) Emergency Short Term Shelter. This RFP will accept proposals for this service only from human trafficking programs or homeless youth and runaway programs. Native American tribes may seek funding to support motel/hotel or safe home options if there is no access to shelter is available.

Allowable costs for activities supporting direct services as referenced in § 94.120. Supporting activities for which VOCA funds may be used include, but are not limited to, the following:

- (a) Coordination of activities.
- (b) Supervision of direct service providers.
- (c) Multi-system, interagency, multi-disciplinary response to crime victim needs.
- (d) Contracted professional services.
- (e) Automated systems and technology.
- (f) Volunteer trainings.
- (g) Restorative justice.

Allowable sub-recipient administrative costs as referenced in § 94.121 and the VOCA Grant Administrative Guide. Administrative costs for which VOCA funds may be used by sub-recipients include, but are not limited to, the following:

- (a) Personnel costs (no overtime is allowed to be charged to the grant).
- (b) Skills training for staff.
- (c) Training-related travel.
- (d) Organizational expenses.
- (e) Equipment and furniture.

b. Indirect Costs

Applicants should review DOJ Grants Financial Guide 3.11 INDIRECT COSTS and consult their CPA/Finance Director regarding the establishment of indirect costs in compliance with federal requirements. In order to charge indirect costs to a grant, the applicant must have an annually negotiated indirect cost rate agreement (NICRA). The three types of NICRAs include:

Federally Negotiated Rate. Applicant organizations that receive direct federal funding may have an indirect cost rate that was negotiated with the Federal Cognizant Agency. A federally negotiated rate is accepted for this grant. The applicant must provide a copy of the federal NICRA as an attachment to the Indirect Cost Rate budget line item.

State Negotiated Rate. Applicant organizations may have a negotiated indirect cost rate with a State department. A State negotiated indirect cost rate is accepted for this grant. The applicant must provide a copy of the state NICRA as an attachment to the Indirect Cost Rate budget line item. The MDHHS will not negotiate rates with sub-grantees.

De Minimis Rate. An organization that has never received a Federally Negotiated Rate may elect a de minimis rate of 10% of modified total direct cost (MTDC). Once established, the de minimis rate may be used indefinitely.

The requirements for the development and submission of indirect cost proposals and cost allocation plans are set out in Appendices III – VII of 2 C.F.R. § 200. Applicants should follow the guidelines applicable to its type of organization:

- 2 C.F.R. § 200, Appendix III for Institutions of Higher Education;
- 2 C.F.R. § 200, Appendix IV for Non-Profit Organizations;
- 2 C.F.R. § 200, Appendix V for State/Local Government Central Service Cost Allocation Plans;
- 2 C.F.R. § 200, Appendix VI for Public Assistance Cost Allocation Plans;
- 2 C.F.R. § 200, Appendix VII for State/Local/Tribal Indirect Cost Proposals.

7. Program Requirements

In addition to the boilerplate agreement, successful applicants assures and certifies upon submission of the application and acceptance of an award that it will comply with the applicable provisions of the **Victims of Crime Act (VOCA)** of 1984, sections 1404(a)(2), and 1404(b)(1) and (2), 42 U.S.C.10603(a)(2) and (b)(1) and (2) (and the applicable VOCA Crime Victim Assistance Grant Program Rules 28 CFR Part 94, Subpart B - VOCA Victim Assistance Program) and the requirements of the current edition of the DOJ Grants Financial Guide, as required. It will comply with all applicable general administrative requirements such as Title 2 C.F.R. Part 200 covering cost principles, grant/agreement principles, and audits in carrying out the terms of this agreement. The focus of the program is to provide Victims of Crime Act of 1984 (VOCA) funds to enhance crime victim services in Michigan. These funds are awarded to local community-based non-profit and public agencies that provide direct services to crime victims to comply with conditions of the federal Victims of Crime Act (VOCA) of 1984, sections 1404(a)(2), and 1404(b)(1) and (2), 42 U.S.C. 10603(a)(2) and (b)(1) and (2) (and the VOCA Rules 28 CFR Part 94, Subpart B - VOCA Victim Assistance Program subpart 94.111-94.122). Funds will be awarded only to eligible victim assistance organizations, 42 U.S.C. 10603(a)(2). Funds under this Agreement will not be used to supplant State and local public funds that would otherwise be available for crime victim assistance, 42 U.S.C. 10603(a)(2). Funds will be allocated in accordance with VOCA Rules 28 CFR Part 94, Subpart B - VOCA Victim Assistance Program implementing 42 U.S.C. 10603(a)(2)(A) and 42 U.S.C. 10603(a)(2)(B) to, and at a minimum, assist victims in the following categories: sexual assault, child abuse, domestic violence, and underserved victims of violent crimes as identified by the CVSC. The purpose of this grant is to expand and enhance local services available to crime victims. The safety, rights, dignity, and healthy recovery of victims of crime are the dominant focus of this effort.

8. Program Restrictions

Applicants must abide by the following restrictions. Grant funds may not be used for unallowable costs as referenced in 2 CFR § 94.122. No VOCA funds may be used to fund or support the following:

1. Lobbying (*cf.* 18 U.S.C. 1913)
2. Research and studies except for project evaluation under § 94.121(j)
3. Active investigation and prosecution of criminal activities., except for the provision of victim assistance services (*e.g.*, emotional support, advocacy, and legal services) to crime victims under § 94.119
4. Fundraising
5. Capital expenses
6. Compensation for victims of crime
7. Medical care
8. Salaries and expenses of management
9. Perpetrator rehabilitation and counseling
10. Crime prevention activities
11. Criminal defense legal representation or legal representation for tort claims
12. Indirect organizational costs, such as liability insurance on buildings, property, and security guards and body guards
13. Food and beverage costs and refreshments
14. Costs of sending individual crime victims to conferences
15. Training for individuals not providing direct services
16. Services to incarcerated individuals

9. Geographic Area

The Applicant shall provide services described herein in the geographic area identified by the applicant in the proposal.

10. Credentials

The Applicant shall assure that appropriately credentialed or trained staff under its control, including Applicant employees and/or subcontractors, shall perform functions under this Agreement.

11. Expected Performance Outcomes

During the Agreement, the Grantee shall demonstrate measurable progress toward the achievement of the outcomes listed in the Work Plan and as budgeted in the approved agreement.

12. Reporting Requirements

During the Agreement, the Grantee is required to comply with and fully participate in the financial, programmatic, and evaluation reporting for this grant program as well as the main components of evaluation and program reporting. All financial and programmatic reports must be submitted electronically in <http://egrammi.com/dch> Performance Measurement data on victims served and services provided must be submitted electronically to OVC on a quarterly basis via the Performance Measurement Tool (PMT) platform, found at <https://www.OVCPMT.gov>.

13. Reference Documents

Reference documents for this RFP include:

Statute

The Victims of Crime Act statute is available at:

https://www.law.cornell.edu/uscode/text/42/10603#d_2

Rules

The Rules which govern the VOCA Grant program is available at:

<https://www.law.cornell.edu/cfr/text/28/part-94/subpart-B>

Allowable direct service costs - 28 CFR 94.119

<https://www.law.cornell.edu/cfr/text/28/94.119>

Project evaluation - 28 CFR 94.121(j)

<https://www.law.cornell.edu/cfr/text/28/94.121#j>

Lobbying with appropriated moneys – 18 U.S. Code § 1913

<https://www.law.cornell.edu/uscode/text/18/1913>

Title 2: Grants and Agreements PART 200

UNIFORM ADMINISTRATIVE REQUIREMENTS, COST PRINCIPLES, AND AUDIT REQUIREMENTS FOR FEDERAL AWARDS

<https://www.ecfr.gov/cgi-bin/text-idx?node=2:1.1.2.2.1>

DOJ Federal Grants Financial Guide

The federal Grants Financial Guide can also be a useful reference. It can be downloaded from the DOJ website at: <https://ojp.gov/financialguide/DOJ/index.htm>

VOCA Grant Program Administrative Guide

The state VOCA Grant Program Administrative Guide is a useful reference for the application and implementation of a VOCA Grant. The website URL:

www.michigan.gov/crimevictims Click on the VOCA link.

Crime Victim Services Commission

The Crime Victim Services Website includes references to the Victims of Crime Act (VOCA) grant program including the application package. The website URL:

www.michigan.gov/crimevictims Click on the VOCA link.

EGrAMS website

The EGrAMS website: <https://egram-mi.com/dch>

Prosperity Regions

http://www.michigan.gov/documents/dmb/Prosperity_Map1_430346_7.pdf

Section III**EVALUATION CRITERIA**

The total maximum number of points that an application can receive equals 100 points. Only those applications receiving a score of 75 points or more will be considered for award. The maximum number of points for each of the categories is as follows:

<i>CATEGORY</i>	<i>TOTAL POINTS POSSIBLE</i>
Abstract	4
Mission Statement	4
Victims Served	8
Agency Capacity	8
Interagency Coordination	8
Community Collaboration	4
Crime Victims Compensation	8
Maintaining Qualified Staff	8
Volunteers	4
Public Awareness	4
Problems	4
Victim Needs	4
Other Local Services	4
Staff Description	8
Work Plan	12
Budget	8
Total	100

Each of the above categories contain questions assigned a point value. The Applicant's response to each question is evaluated on the following criteria:

Absent: The response does not address the specific question or a response was not provided.

Unsatisfactory: The response does not completely address the question. The information presented does not provide a good understanding of the Applicant's intent, does not give the detailed information requested by the RFP, and/or does not adequately support the proposal or the intent of the Program.

Satisfactory: The response address the question and provides a good understanding of the Applicant's intent. The response adequately supports the proposal and the intent of the program.

Above Average: The response is above average and provides a clear and detailed understanding of the Applicant's intent. The response presents a persuasive argument that supports the proposal and the intent of the Program.

Excellent: The response is outstanding, with clear, detailed, and relevant information. The response presents a compelling argument that supports the proposal and the intent of the Program.

Reviewer Evaluation Questions:
Abstract (Maximum 4 points)
Is the project as described consistent with the overall goals of the program/funding? How viable is the proposed VOCA project for victims of crime?
Mission Statement (Maximum 4 points)
How relevant is the applicant's mission statement regarding provision of service to crime victims?
Victims Served (Maximum 4 points)
How well did the applicant describe the number and types of victims served for the most recently ended and identified calendar or fiscal year?
Agency Capacity (Maximum 8 points)
Does the agency appear to have sufficient capacity to execute the project?
Interagency Coordination (Maximum 8 points)
How substantial is the applicant's coordinated services for victims of crime?
Community Collaboration (Maximum 8 points)
How substantial is the applicant's leadership or participation in victim organizations, task forces, and coordinating groups that promote interagency training, coordination, and quality victim services?
Crime Victims Compensation (Maximum 4 points)
Did the applicant describe their practices in identifying and assisting injured victims of crime in applying for crime victims' compensation? How well did the applicant describe disseminating crime victim compensation information in public presentations/written materials and services offered at the agency?
Maintaining Qualified Staff (Maximum 8 points)
How comprehensive are the applicant's practices for maintaining trained and qualified staff? How well did the applicant describe the types of training or continued education requirements for direct service staff? Did they include how training and continuing education will be funded?
Volunteers (Maximum 8 points)
How comprehensive are the applicant's volunteer program practices in maintaining a community volunteer commitment including recruitment, training, supervision and recognition activities?
Public Awareness (Maximum 4 points)
How well did the applicant describe how they provide or will provide information to the public and other service providers about the crime victim services activities of their agency and this project? Do they plan to acknowledge the CVSC and Crime Victims Fund in public presentations, brochures, and annual reports?
Problems (Maximum 4 points)
Did the applicant describe the problems in the community which their project will address? Did they provide statistical data supporting the need for services?
Victim Needs (Maximum 4 points)
How well did the applicant state the needs of the victims affected by the problems mentioned in the previous question?
Other Local Services (Maximum 4 points)
How substantial is the applicant's community efforts to address the problem(s) and/or needs indicated in the Problems and Victim Needs sections?

Staff (Maximum 8 points)

How justifiable are the requested staff in implementing the VOCA project?

Did they include 1) a general overview of staff role and responsibility; 2) whether staff are full or part time; 3) whether continued funding is requested or if new VOCA support is requested for each position.

Work Plan (Maximum points 12)

How relevant is each activity listed in the work plan in helping victims of crime?

How substantial are the changes in knowledge, attitudes, skills, behavior, expectations, emotional status, and life circumstances?

Are the objectives consistent with the program goal(s)?

Do the activities clearly describe what actions or steps will be taken to accomplish each objective?

Are the responsible staff listed consistent with the project contacts and/or budgeted staff?

Does at least one activity extend across the full project period?

Budget (Maximum 8 points)

Are the funds allocated in the budget categories consistent with the scope of service delivery?

Do the line items support the application plan, objectives, and activities of the program?

Are the line items requested allowable and reasonably adequate to provide consistent service during the project period?

Are the funds allocated in the budget categories consistent with the scope of service delivery?

Do the line items support the application plan, objectives, and activities of the program?