

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

Total Available	\$3,750,000	Estimated Number of Awards	15	RFP Number: SVEA-2019
Maximum Award:	\$750,000	Minimum Award	\$50,000	Department Bureau: Division of Victim Services
Year 1:	\$3,750,000	Application Due Date: April 19, 2018 at 3:00 PM		
Year 2:	\$3,750,000	Funding Source Victims of Crime Act (VOCA)		
Year 3:	\$3,750,000	CFDA#: 16.575		
Anticipated Begin and End Dates: 10/1/2018		through 9/30/2019		

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** (Always identify counties.)

Title: **Services to Victims of Elder Abuse
Victims of Crime Act (VOCA)**

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 bid 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.

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

Pre-Application Conference:

Refer to Section I for the schedule of webcasts and information on how to register for these webcasts.

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

The Victims of Crime Act (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 Tribal organization, or a faith based organization.

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

<u>DATE</u>	<u>VICTIMS OF CRIME ACT (VOCA) SERVING VICTIMS OF ELDER ABUSE CFDA # 16.575</u>
March 20, 2018	VOCA competitive grant application released
March 26, 2018	VOCA grant application pre-application webcast
March 28, 2018	VOCA grant application pre-application webcast
March 30, 2018	Deadline for submitting written questions
April 5, 2018	Questions and answers (Q & A) posted
April 12, 2018	Agency EGrAMS registration, agency profile and project director request deadline
April 19, 2018 at 3:00 PM	Grant application deadline
June 15, 2018	Notification of award/denial
July 2, 2018	Grants awarded, modification deadline

2. Application and Submission Information

A. Application Guide

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

B. 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://egrans-mi.com/dch>. For technical assistance when entering the application, contact the MI E-Grants Helpdesk at **517-335-3359**.

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 **Competitive Application Instructions**.

C. Agency Registration

Information about the EGrAMS registration process is described in the EGrAMS user guide at URL: <http://egrans-mi.com/dch>.

- Allow 24 hours to process your registration.
- Applicants must have a DUNS number.
- Applicants must register with the System for Award Management (SAM).

D. Application Webcast (optional)

The purpose of the 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 highly recommended that you review the **application package** prior to the webcasts. It is also recommended that you participate in one of the scheduled webcasts. This VOCA application must be submitted through the EGrAMS system. During the webcasts the Division of Victim Services (DVS) 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. Webcast instructions and information about webcasts are found in this RFP's Show Documents link in EGrAMS and on the DVS website at URL: www.michigan.gov/crimevictims. Webcasts will be held:

COURSE ID #	
DATE:	TIME:
March 26, 2018	10:30 AM – 12:30 PM
March 28, 2018	1:30 PM – 3:30 PM

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 Leslie O'Reilly at MDHHS-CVSC-VOCA-Grants@michigan.gov on or before March 30, 2018. 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 April 5, 2018 on MI E-Grants (<http://egramsmi.com/dch>).

Contact for the VOCA Victim Assistance Grant Program
 Leslie O'Reilly, VOCA Program Specialist
 325 S Grand Avenue, Suite 1113
 Lansing, MI 48909
 (517) 241-5249
oreillyL@michigan.gov

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 976).

7. **Subcontracting**

Applicants awarded funding under this RFP may not sub-award grant funds to another organization to implement this project.

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 agreement award recommendations.

8. **Method of Evaluation**

Only applications receiving a minimum of 80 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.
- Project activities performed under this grant must be victim centered and trauma informed.
- 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 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 pricing 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 price, 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**

Award decisions are discretionary and are not subject to protest or appeal.

MDHHS encourages applicants that are not successful in receiving an award to request a debriefing session. Debriefings may be provided in person or over the phone. The proposal will be reviewed, highlighting both specific strengths and deficiencies. A copy of the evaluation synopsis, including how the proposal was scored, will be made available upon request.

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 SIGMA Vendor Self Service Website

To receive payment from the State of Michigan, a Grantee must be registered as a vendor on the SIGMA Vendor Self Service website <http://www.michigan.gov/vsslogin> which links to the Michigan Integrated Governmental Management Application system (SIGMA).

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

Purpose

The Michigan Department of Health and Human Services (MDHHS), Division of Victim Services (DVS) is releasing a request for proposal (RFP) for the Victims of Crime Act (VOCA) Grant program titled: **Elder Abuse Victim Services Grant**.

The purpose of the **Elder Abuse Victim Services Grant** is to enhance the safety of elder and dependent adult victims of crime by providing direct services to victims and bridging the gap between Elder Abuse Program elder justice service providers (including Adult Protective Services (APS), Long-Term Care Ombudsman programs, providers of legal assistance, etc.) and victim service providers. This **Elder Abuse Victim Services Grant** will provide support for communities to improve their ability to identify the needs of victims of elder and dependent adult abuse and to improve the delivery of services. 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.

This Request for Proposal (RFP) provides the information necessary to submit an application to the Victims of Crime Act (VOCA) Grant Program. The documents required for the completion of this application are available at MI E-Grants (<http://egramms-mi.com/dch>). Information about the VOCA Grant is available at URL: www.michigan.gov/crimevictims VOCA Grant link.

1. Match Requirements

VOCA requires each project to include a matching contribution of **20% of the total VOCA project amount** or **25% (cash or in-kind)** of the federal grant funds awarded. Match must be derived from nonfederal sources. Total project cost is the amount of the federal VOCA funds plus the match funds. The VOCA rule exempts Native American tribes from the match requirement.

All funds designated as match are restricted to the same uses as the VOCA victim assistance funds and must be expended within the grant project period. Match must be provided on a project-by-project basis. Additional information regarding match including how to calculate match are found in the **VOCA Competitive Application Instructions**.

Requesting a Match Waiver

VOCA grant rules allow for a match waiver. If awarded VOCA grant funds, sub-grantees may submit a request and provide justification for a match waiver to the DVS. The DVS must support the waiver request and submit written request to the OVC Director on behalf of the sub-recipient. Waivers are entirely at the OVC Director's discretion. OVC has indicated that a match waiver request for the full amount won't likely be approved. It is very important that applicants consider the amount of match they contribute to the project. If DVS or OVC does not approve a waiver the sub-recipient must provide the required match or reduce their award amount.

2. About the Victims of Crime Act (VOCA)

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 Office for Victims of Crime, which provides grant funding to states to support services to victims of crime. Federal funding amounts received by the state for victim service programs varies from year to year as it is dependent on the amount of federal fines collected. No federal or state tax dollars are used to support VOCA grant awards.

3. Purpose of the Victims of Crime Act (VOCA) Crime Victim Assistance Grant

The primary purpose of the VOCA victim assistance grant program is to expand and enhance direct services to victims of crime. States make sub-grant awards to sub-recipients. VOCA funds shall be available to eligible organizations to provide direct services and to support other costs related to the administration of this grant. Sub-recipients must obligate and expend funds in accordance with state and federal grant requirements. Sub-recipients must provide services to victims of federal crimes on the same basis as to victims of crimes in Michigan. Sub-recipients must provide direct services regardless of a victim's participation in the criminal justice process. Victim eligibility under this program is not dependent on a victim's immigration status.

The primary purpose of VOCA grant is to support the provision of direct services to victims of crime. VOCA funding is intended to improve the response to victims of crime by supporting direct service staff of the Sub-recipient.

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 below:
- **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 34 U.S.C. Chapter 201, as 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.
- **Total project cost** is the amount of the VOCA federal funds plus match funds.

- **Spousal abuse** includes domestic and intimate partner violence.
- **Division** is the governmental unit or the State Administering Agency administering grant funds under this program.
- **Sub-recipient** means an entity that is eligible to receive grant funds under this program from the state.
- **Victim of child abuse** means a victim of crime, where such crime involved an act or omission considered to be child abuse in the state of Michigan. 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**

a. **Award Amounts and Number of Awards**

Total Funding Available through this RFP: \$3,750,000. It is expected that up to 15 awards will be made. Applicants should carefully consider the resources needed to successfully implement the proposed project and present a realistic budget that accurately reflects project costs. Average award amounts will differ by project. Applicants should demonstrate significant victim service needs if requesting funding in excess of \$250,000.

b. **Availability and Duration of Funding**

The grant cycle for this RFP will be for three years. The grant period is October 1, 2018 through September 30, 2021. Awards are contingent upon the availability of appropriated funds through the US Department of Justice, Office for Victims of Crime and the State of Michigan. The application budget should be for the upcoming fiscal year period 10/1/2018-9/30/2019. Two additional fiscal years will be annually allocated assuming that the grantee maintains compliance with this grant program.

c. Service Requirements

Services offered under this RFP should as defined in the Model Standards, be victim-centered, trauma-informed, and culturally-competent, and should include:

- Supporting an Elder Abuse Victim Specialist solely dedicated to serving elder and dependent adult victims.
- Providing and coordinating direct services for elder and dependent adult victims.
- Expanding the communities' capacity to service elder and dependent adult victims.
- Ensuring that elder and dependent adult victims have access to the criminal justice system.
- Implementing an outreach awareness program for victims and mandated reporters of elder and dependent adult abuse and others who come into contact with these victims.
- Utilizing direct victim service volunteers in this project.

These services will be accomplished by:

1. Elder Abuse Victim Specialist

The Sub-grantee must fund at least one full-time equivalent Elder Abuse Victim Specialist (Specialist). The Specialist must have expertise in elder and dependent adult abuse cases, victim services, and the criminal justice system.

The Specialist must:

- a. Provide case management for victims served under the **Elder Abuse Victim Services Grant**.
- b. Coordinate the multidisciplinary team that responds to elder and dependent adult abuse cases, including scheduling meetings and serving as the point of contact for the multidisciplinary team members.
- c. Assist with the development of protocols for responding to elder and dependent adult victims.
- d. Provide consultation and outreach materials for those that may come into contact with elder and dependent abuse victims.
- e. Collect and report data for required Office for Victims of Crime (OVC) Performance Measurement Tool and the Quarterly Program Report.
- f. The Sub-grantee must ensure the Specialist has a reasonable work space to foster positive relationships between victim service providers and the community (such as in local APS units, legal aid programs, non-profit agencies, etc.).

2. Multidisciplinary Collaboration

The Sub-grantee must create a multidisciplinary team, or expand the capacity of an existing multidisciplinary team, to address the rights and service needs of elder and dependent adult victims in the service area. The team should include representatives from both the public and private sector.

Teams must meet at a minimum of 10 times per grant period (12 months) to develop protocols for how the community will identify and coordinate services for elder and dependent adult victims of:

- Physical Abuse
- Sexual Abuse
- Emotional Abuse
- Financial Abuse
- Abandonment

- Neglect
- Institutional Abuse

At a minimum, the team must:

- Identify agencies that currently provide services and maintain directory of agencies and services.
- Evaluate how well a community is serving elder and dependent adult victims, identify gaps in services, and determine how to address gaps in services.
- Coordinate agency communication.
- Develop case review guidelines.
- Develop confidentiality agreements.
- Provide education and outreach to professionals and the public.
- Assist in financial recovery by developing and/or implementing services to help victims recover from financial exploitation and fraud.
- The Sub-grantee must have letters of commitment from each agency that will provide representation on the multidisciplinary team. Letters must be submitted as part of the application packet.
- Representation from the following disciplines must be on the committee:
 - Law Enforcement
 - Prosecuting Attorney's Office(s)
 - Victim Advocate in Prosecuting Attorney's Office(s)
 - Mental Health Service Provider(s)*
 - Adult Protective Services
 - Medical/Health Care Providers
 - Local Ombudsman Program
 - Legal Services
 - Community-Based Victim Assistance Representatives
 - Experts in Financial Management (e.g., fiduciaries, money managers, benefits counselors)

*Mental health service providers should be familiar with assessing cognitive impairment and its treatment, mental health conditions common to the elderly, mental health conditions of the non-elderly, programs and services for mentally disabled seniors and adults, and mental health treatment approaches.

- Sub-grantees are encouraged to obtain letters of commitment and have representation from the following disciplines, including but not limited to:
 - Senior Center/Food Bank Agencies
 - Financial Institutions
 - Court Personnel
 - Consumer Protection Agencies
 - Senior Citizen Organizations
 - Area Agencies on Aging

3. Networking

DVS anticipates holding a Project Director's meeting within the first six months of the grant period, which will bring all Sub-grantees together to provide information on managing the VOCA Grant sub-award. A separate part of this meeting will allow for networking between the multidisciplinary teams, training, and sharing promising practices. Sub-grantees must budget for up to four members of the multidisciplinary team to attend this training. Additional members may attend as long as travel

expenses are funded with non-grant funds. Sub-grantees are encouraged to network with other existing multidisciplinary teams that respond to elder and dependent adult abuse regularly.

4. Mandatory Direct Victim Services

The Sub-grantee must provide comprehensive services that incorporate all necessary victim support services. Services generally include those efforts that:

- respond to the emotional and physical needs of crime victims;
- help primary and secondary victims of crime to stabilize their lives after a victimization;
- help victims to understand and participate in the criminal justice system; and
- provide victims of crime with a measure of safety and security

Sub-grantees must respond to the emotional and physical needs of victims by using a trauma-informed, culturally-sensitive approach to assist victims in stabilizing their lives after the victimization. Sub-grantees must ensure that victim services are accessible to elder and dependent adult victims. Sub-grantees must either offer direct victim services and/or refer clients to agencies that offer them and work to establish any services that do not currently exist. If this grant will be used to supplement existing victim services, Sub-grantees must develop a creative initiative that provides enhanced specialized services to elder and dependent adult victims. Examples of specialized services include, but are not limited to, advocacy, counseling, legal assistance, and development of victim support groups.

Within two months of the award, Sub-grantees must secure Operational Agreements (OAs) with agencies that will provide services and demonstrate a formal system of networking and coordination between other agencies/organizations and the Grantee. OAs must contain original signatures, titles, and agency names for both parties and include dates effective for the proposed grant period. OAs will need to be submitted within two months of the award.

OAs must:

- describe plans for coordination of services;
- identify who provides which services; and
- specify what those services are

Direct victim services must include, but are not limited to the following:

A. Crime Victim Compensation Benefits

Sub-grantees must provide victims with assistance in seeking crime victim compensation benefits. This can be met through assisting a victim with completing a victim compensation application. Simply providing an individual with an application does not qualify as assistance.

B. Information and Referral (in-person)

Information and referral includes the following:

1. Information about the criminal justice process

2. Information about victim rights and how to obtain notifications
3. Referrals to other victim service programs
4. Referral to other services, supports, and resources (includes legal, medical, faith-based organizations, address confidentiality programs, daily money management programs, etc.)

Sub-grantees must have knowledge of local community resources (food bank, clothing, goods, senior centers, and services, etc.) and connect victims to these resources as appropriate. A referral resources list must be developed, maintained, regularly updated, and include the following: law enforcement agencies, county and city attorney's office, medical care providers, mental health treatment facilities, county social services and child protective services agencies, other victim service organizations such as domestic violence centers, rape crisis centers, county prosecutor's victim assistance staff, victim/witness assistance centers, and other victim service centers.

C. Emotional Support or Safety Services

Sub-grantees must provide or develop a referral system for victims to receive the following:

1. Crisis intervention (in-person, includes safety planning, etc.)
 2. Hotline/crisis line counseling
 3. Counseling
 4. On-scene crisis response
 5. Individual counseling
 6. Support groups
 7. Other therapy (traditional, cultural, or alternative healing; art, or writing therapy)
- Support groups should be tailored to the elder and dependent adult population and be overseen by someone with extensive knowledge of elder and dependent adult abuse and the resources available to victims. Support groups may include family members and friends who may have experienced trauma as result of their loved ones victimization. Their attendance may increase victim participation, increase their understanding of the impact on the victim and support for the victim, and increase community awareness of the impact of elder and dependent adult abuse.

The Sub-grantee must provide a means for victims to obtain individual counseling, when it is requested. Counseling must be provided by an individual able to offer privileged communications per Michigan law. This requirement may be met through the development and implementation of written procedures for referrals to qualified professional counselors and/or counseling agencies.

D. Shelter/Housing Services/Supportive Services

The Sub-grantee must establish a referral system for shelter on a 24-hour, seven day a week basis for elder and dependent adult victims.

E. Criminal/Civil Justice System Assistance

The Sub-grantees must make victims aware of their rights and provide advocacy when necessary to intervene on behalf of the victim with criminal justice agencies (law enforcement, prosecution, courts, and probation). Sub-grantees must assist victims in making police reports and following up with law enforcement agencies to determine if reports were filed and investigated and if victims have been offered services.

Services include assistance with the following:

1. Notification of criminal justice events (e.g., case status, arrest, court proceedings, case disposition, release, etc.)
2. Victim impact statement assistance
3. Assistance with restitution (includes assistance in requesting and when collection efforts are not successful)
4. Civil legal attorney assistance in obtaining protection or restraining order.
5. Civil legal attorney assistance with family law issues (e.g., custody, visitation, or support).
6. Other emergency justice-related assistance
7. Immigration attorney assistance (e.g., special visas, continued presence application, and other immigration relief)
8. Prosecution interview advocacy/accompaniment (includes accompaniment with prosecuting attorney and with victim/witness)
9. Law enforcement interview advocacy/accompaniment
10. Criminal advocacy/accompaniment
11. Other legal advice and/or counsel (e.g., protecting assets, recovering losses, stopping evictions and foreclosures);
12. Legal services may be accomplished through coordination with pro bono attorneys or by attorneys employed by the agency including VOCA funded Elder Abuse attorneys.

F. Financial Services/Emergency Financial Assistance

1. Financial Services – Sub-grantees must provide financial services if needed to any elder and dependent adult victims of financial abuse. This may be completed by volunteers or an outside referral agency. Services may include financial counseling and advocacy with creditors and debt collectors, landlords, and the IRS (to address tax implications resulting from losses or identity theft); assist victims to restructure budgets and debt; access insurance and public assistance; settle bankruptcy and banking issues; and prevent foreclosure, garnishment, and evictions.
2. Emergency Financial Assistance – Sub-grantees may provide direct financial assistance for emergency assistance if the assistance cannot be funded through an alternative source within 48 hours of the crime). Example of emergency assistance include: payment for items such as food and/or clothing, taxis, prophylactic and non-prophylactic medications, durable medical equipment, other health care items, etc.
3. Personal Advocacy/Accompaniment – This includes advocating for (intervening on behalf of the victim when requested) or accompanying a victim for the following:
 - a. Emergency medical care
 - b. Medical forensic exams and/or evidence collection
 - c. Interviews with law enforcement (including return of personal property or effects)
 - d. Obtaining social service assistance
 - e. Advocacy and/immigration assistance (e.g., special visas, continued presence application, and other immigration relief)
 - f. Employer, creditor, landlord, or academic institution
 - g. Dependent care assistance

h. Interpreter services

4. Emergency Transportation – Sub-grantees must provide a means for emergency transportation to shelters, court, medical/mental health or other places of safety as appropriate for victims of crime. The Grantee should also provide a means for victims to receive non-emergency transportation, which could include direct transportation, arranging rides with para-transit, or providing transportation vouchers.

6. **Elder Abuse VOCA Grant Application Components**

Project Narrative

The Project Narrative is the main body of information describing the problem to be addressed, the plan to address the identified problem through appropriate and achievable objectives and activities, and the ability of the Applicant to implement the proposed plan.

A. Problem Statement

1. Clearly identify and describe the elder and dependent adult population the agency plans to serve through this RFP.
2. Describe the unique challenges/needs of this population.
3. Describe the known prevalence of elder abuse in the proposed service area, including statistics on type of victimization (e.g., financial abuse, physical abuse, emotional abuse, etc.).
4. Describe the need for services to elder and dependent adult victims.
5. Describe the mission and goals of your agency and how that aligns with the goals of this RFP.
6. Describe what your agency considers best-practice when providing services to victims of crime.

B. Program Plan

1. Describe your agency's plan to provide services to elder and dependent adult victims, including victims with disabilities.
2. Indicate the number of victims your agency plans to assist during the term of the project. Indicate the number of victims your agency served in FY 2016-2017 or in the 2017 calendar year.
3. Describe your agency's plan to fund an Elder Abuse Victim Specialist and describe what the Elder Abuse Victim Specialist will do.
4. Describe your agency's plan to fund other staff and describe what the other staff will do.
5. Describe your agency's plan to organize an elder abuse multidisciplinary team or expand the capacity of an existing multidisciplinary team.
6. Describe what type of representation will be on the multidisciplinary team.
7. Describe the timing of meetings that will be held and the number of meetings that will be held during the grant's project period.
8. Describe how your agency will conduct public awareness and education/outreach about elder and dependent adult abuse to victims, the public, and agencies that come into contact with victims. The purpose of these presentations is to communicate the availability of services to the victims served under this RFP. Information about the grant, if awarded, must be included in the organization's presentations, brochures, and annual reports. Funding acknowledgement is

required to identify funding from the Crime Victim Services and the federal Crime Victims Fund.

9. Describe how your agency will assess and coordinate services, including the plan to develop case review guidelines, confidentiality agreements, a service plan to address the service needs of each victim, identify agencies that currently provide services, and coordinate agency communication.
10. Describe your agency's plan to develop and/or implement services to help victims recover from financial exploitation.
11. Describe your agency's plan to develop a method for evaluating the services currently being provided to elder abuse and dependent adult victims and to evaluate the impact of this project.
12. Describe how your agency plans to network with other individuals about responding to elder and dependent adult abuse.
13. Describe how your agency will provide the direct victim services.

C. Capabilities

1. Describe your agency's expertise in serving elder and dependent adult victims.
2. Describe your agency's capacity to implement each of the **Elder Abuse Victim Services Grant** components.
3. Describe how elder and dependent adult victims will access your services.
4. Describe your agency's capacity to provide the required services to elder and dependent adult victims within the first six months of operation.
5. Describe your agency's experience working with other agencies/organizations in the service area to expand the scope of services available to victims, including identifying and providing direct services.
6. Describe your agency's experience in addressing barriers that elder and dependent adult victims face when accessing services, after a victimization, including lack of knowledge about resources, language barriers, social and cultural challenges, and accessibility for victims of crime with disabilities.
7. Describe the agency's existing protocols for responding to elder and dependent adult victims.
8. Describe the qualifications and training that the Elder Abuse Victim Specialist will be required to possess.
9. Assisting victims with the Crime Victim Compensation applications is an eligibility criteria for funding under this program. Describe the process your agency is or will be using in identifying and assisting injured victims of crime in applying for Crime Victims Compensation.
10. Utilizing volunteers is an eligibility criteria for funding under this program. Describe the practices your agency is or will be in maintaining a volunteer commitment including the recruitment, training, supervision and recognition activities.

D. Budget Narrative

The Applicant is required to submit a budget narrative with the Project Budget. The narrative must describe:

1. How the project's proposed budget supports the program's objectives and activities, and the intent and requirements of the **Elder Abuse Victim Services Grant**;
2. How the budget will include travel expenses for multidisciplinary members to attend the required Commission grant management meeting;
3. How funds are allocated to minimize administrative costs and support direct services;
4. The duties of project-funded staff, including qualifications or education level necessary for the job assignment (this does not take the place of the brief justification narrative and position description attachment required in the line-item budget);
5. How project-funded staff duties and time commitments support the proposed objectives and activities;
6. Proposed staff commitment/percentage of time to other efforts, in addition to time allocated to this project. Please note that a full-time position is required under this solicitation.
7. The necessity for subcontracts and unusual expenditures; and mid-year salary range adjustments.

E. Budget

Specific Budget Categories

Enter the **whole dollar amount only** (no cents) on each line item and the match amount (if applicable) in the correct column of the Budget Category form. Direct costs for salaries and fringes and the travel associated with this project should be included in the budget. Other necessary costs may include prorated costs for rent, telephone service, and transportation costs for victims and local travel expenses for direct service providers, costs directly related to providing direct services through staff, including salaries and fringe benefits, preparation, publication, and distribution of informational material that explains services offered to victims of crime.

a. Personal Services – Salaries/Employee Benefits

Salaries Personal services include services performed by project staff directly employed by the Applicant and must be identified by position and percentage of salaries. They may be salaried or hourly, full-time or part-time positions. Sick leave, vacation, holidays, overtime, and shift differentials must also be budgeted as a part of salaries. If the Applicant's personnel have accrued sick leave or vacation time prior to the approval of grant funding, they may not take time off using project funds. Salaries for staff not directly employed by the Applicant must be shown as participating staff as cash match and include the funding source for the staff. Consultant services remain under Other Expenses or the Consultant/Contractual line item.

b. Benefits

- Employee benefits must be identified by type and percentage of salaries.
- The Applicant may use fixed percentages of salaries to calculate benefits. Budgeted benefits cannot exceed those already established by the Applicant.
- Employer contributions or expenses for social security, employee life and health insurance plans, unemployment insurance, and/or pension plans are allowable budget items. Benefits are allowable budget items if negotiated as a part of an employee benefit package.

c. Operating Expenses

Operating expenses are defined as necessary expenditures other than personal salaries, benefits, and equipment. Such expenses may include specific items directly charged to the project, and indirect cost allowance. The expenses must be grant-related (i.e., to further the program objectives and as defined in the award documents) and be encumbered during the grant period.

The following items fall within this category: consultant services such as subcontractors, participating staff who are not employed by the Applicant should be reflected in the budget as cash match, travel, office supplies, training materials, research forms, equipment maintenance, software equipment rental/lease, telephone, postage, printing, facility rental, vehicle maintenance, answering service fees, and other consumable items. Furniture and office equipment with a cost of less than \$5,000 (excluding tax,) and/or with a useful life of less than one-year fall within this category. Otherwise, these fall under equipment expenses.

Salaries for staff not directly employed by the Applicant may be used as cash match and must be shown as consultant and/or participating staff. If used as cash match these staff salaries and fringes must be funded by non-federal sources. These costs must be supported by an Operational Agreement (OA), which must be kept on file by the grantee and made available for review during a site visit, a monitoring visit, or an audit.

Budget for anticipated training related to the project. The Applicant must include sufficient per diem and travel allocations for person(s) to attend required training conferences or workshops.

The following services, activities, and costs are not generally considered direct crime victim services but are often a necessary and essential activity to ensure that quality direct services are provided. These costs may be considered for coverage under the program, provided that direct services to crime victims cannot be offered without support for these expenses, the grantee has no other source of support for them, and only limited amounts of federal program funds will be used for the following purposes: skills training for staff; equipment and furniture; contracts for professional services such as interpreter or language interpretation; translation of essential documents into other languages, operating costs such as supplies, printing, postage, brochures that describe available services, books, and other victim-related materials.

d. Equipment

Equipment is defined as nonexpendable tangible personal property having a useful life of more than one year and a cost of \$5,000 or more per unit (excluding tax). A line item is required for different types of equipment, but not for each specific piece of equipment (e.g., three laser jet printers must be one line item, not three).

7. Allowable Expenses**a. Direct Costs**

Sub-recipient Allowable/Unallowable Costs are outlined in the VOCA rules in §94.119-94.122 and in the VOCA Grant Program 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:

1. Immediate emotional, psychological, and physical health and safety
2. Personal advocacy and emotional support
3. Mental health counseling and care
4. Peer-support
5. Facilitation of participation in criminal justice and other public proceedings arising from the crime
6. Legal assistance
7. Forensic medical evidence collection examinations
8. Forensic interviews
9. Transportation
10. Public awareness
11. Transitional housing
12. Relocation
13. Emergency Short Term Shelter. This service may not be included in the proposed project.
14. 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:

1. Coordination of activities
2. Supervision of direct service providers supervision of direct service providers
Such as volunteer coordinators
3. Multi-system, interagency, multi-disciplinary response to crime victim needs
4. Contracted professional services
5. Automated systems and technology
6. Volunteer trainings
7. Restorative justice. This service may not be included in the proposed project.

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

1. Personnel costs (no overtime is allowed to be charged to the grant)
2. Skills training for staff

3. Training-related travel
4. Organizational expenses related to the grant
5. 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 does not negotiate rates with 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.

8. Program Requirements

In addition to the boilerplate agreement, successful applicants are required to:

The applicant by submitting this application assures and certifies 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), 34 U.S.C.20103(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 Certified Assurances. Grants awarded under this program also are subject to the government-wide grant rules in [2 CFR part 200](#), and as implemented by the Department of Justice at [2 CFR part 2800](#), and effective editions of the

DOJ Grants Financial Guide and the VOCA Grant Program Administrative Guide. Applicants will comply with all applicable general administrative requirements such as Title 2 CFR 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), 34 U.S.C. 201043(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, 34 U.S.C. 20103(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, 34 U.S.C. 20103(a)(2)(C). Funds will be allocated in accordance with VOCA Rules 28 CFR Part 94, Subpart B - VOCA Victim Assistance Program implementing 34 U.S.C. 20103 (a)(2)(A) and 34 U.S.C. 20103(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 Division. 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.

a. Provide services defined as those that:

- Respond to the emotional and physical needs of crime victims.
- Assist primary and secondary victims to stabilize their lives after victimization
- Assist victims to understand and participate in the criminal justice system.
- Provide victims with a measure of safety and security such as boarding-up broken windows and replacing or repairing locks.

b. Demonstrate compliance with the VOCA federal requirements. Upon submission of the application the authorized official certifies the applicant meets the VOCA eligibility requirements which include that the applicant agency:

- is operated by a public agency, a nonprofit organization, Native American tribe/organization, or a combination of such agencies or organizations;
- will comply with federal and state grant requirements;
- will provide 20% match of the total project costs. Federal rules exempt Tribes from the match requirement.
- demonstrates a documented history of providing effective services to victims of crime or can demonstrate organizational and financial capacity to provide the proposed services;
- can show substantial financial support from sources other than the Crime Victims Fund or VOCA;
- can demonstrate the use of volunteers;
- has the capacity to adhere to the confidentiality or private information requirements;
- will provide services to victims of federal crimes on the same basis as to victims of crimes under State or local law;
- will provide direct services regardless of a victim's participation in the criminal justice process.
- will not charge victims for VOCA funded services;

- promotes coordinated public and private efforts to aid crime victims within the community; and
 - assists victims in applying for Crime Victims' Compensation;
 - Victim eligibility for direct services under this program is not dependent on the victim's immigration status;
- c. The overarching goal of this program is to enhance the quality and quantity of services available to assist victims identified in this RFP in achieving their goals, which may include increased autonomy and self-sufficiency, and increased feelings of safety and well-being. Funds awarded through this RFP are intended to primarily support the cost of direct services that promote victim safety and stability in the short-term aftermath of victim identification, leading to the goal of autonomy and economic self-sufficiency. Applicants should create, build or strengthen collaborative multi-disciplinary 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 respect; stated goals; shared responsibilities in developing and implementing the project; mutual accountability for success; and sharing of resources. Services offered under this RFP should be victim-centered, trauma informed and culturally competent. Refer to the Achieving Excellence: Model Standards for Serving Victims and Survivors of Crime at URL: <https://ovc.gov/model-standards/>

d. Grant Application Amendments

If awarded funding under this RFP the applicant will be notified of any amendments needed to the submitted application and given two weeks to complete the amendments. The Applicant is responsible for all information in the EGrAMS system. CVSC accepts no responsibility for applicant missing information contained in the EGrAMS system.

e. Conditional Awards

All sub-award agreements issued include requirements that must be satisfied by both parties to the agreement. In addition, additional conditions may be imposed when circumstances exist that require a further showing of applicant's ability to successfully manage an award. Examples of such additional conditions include, but are not limited to, a requirement of more frequent reporting to assure timeliness and accuracy, or additional reports to document that grantee is successfully addressing an area of concern. When additional conditions are included in a grant agreement, the grantee's failure to satisfy those conditions shall be governed by the default and termination provisions included in the agreement.

The applicant will be notified that the award will be finalized and sub-award document executed only if the conditions are satisfied in a timely manner. The notice shall specify the conditions to be satisfied by the applicant and the date by which each condition must be satisfied. If the conditions are satisfied within the prescribed time frame, the award will be finalized and award documents can be executed. Applicants who do not satisfy award conditions by the date specified shall be notified in writing that the conditions have not been satisfied and the conditional award has been withdrawn.

f. Timely Completion of Grant Award Documents

All sub-awards are made conditional upon the timely completion of grant award documents. Funds are not considered obligated and will not be transferred until all required sub-award documents have been signed by an applicant and by the Department designee. If sub-award documents are not completed by an applicant within three months of the notice to the applicant of the intended award, the award may be withdrawn. MDHHS has the authority to reallocate the funds that were conditionally awarded to the applicant.

9. 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:

- a. Lobbying (cf. 18 U.S.C. 1913)
- b. Research and studies except for project evaluation under § 94.121(j)
- c. 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
- d. Fundraising
- e. Capital expenses
- f. Compensation for victims of crime
- g. Medical care
- h. Salaries and expenses of management
- i. Perpetrator rehabilitation and counseling
- j. Crime prevention activities
- k. Criminal defense legal representation or legal representation for tort claims
- l. Indirect organizational costs, such as liability insurance on buildings, property, and security guards and body guards
- m. Food and beverage costs and refreshments
- n. Costs of sending individual crime victims to conferences
- o. Training for individuals not providing direct services
- p. Services to incarcerated individuals

10. Geographic Area

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

11. 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.

The credentials for each position are identified in the approved position descriptions.

12. Expected Performance Outcomes

During the Agreement, the Grantee shall demonstrate measurable progress toward the achievement. The successful applicant will create a Work Plan during the application process based on the information “Examples Project Activities and Outcomes” document available in the “Show Documents” section of the EGrAMS system.

13. 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. All monthly financial and quarterly programmatic reports must be submitted electronically in <http://egramsmi.com/dch>.

Data collection and evaluation activities are necessary to document the required performance measures and ensure projects meet the intended goals related to service provision and impact on victims. The data collection plan and outcome evaluation information should be submitted in the Work Plan. Quarterly Reporting of performance measures on victims served and services provided must be submitted via the Performance Measurement Tool (PMT) platform to www.ovcpmt.gov. Under this program, staff responsible for collecting and reporting this data may be included in the grant budget. Annual programmatic reports are required to be submitted via EGrAMS and OVCPMT systems. See Attachment C to the Agreement and the VOCA Grant Administrative Guide for reporting schedule.

14. Reference Documents

- **Statute**
The Victims of Crime Act of 1984 is available at 34 U.S.C. Chapter 201.
- **Rules**
The Rules which govern the VOCA Grant program is available at:
<https://www.law.cornell.edu/uscode/text/34/subtitle-II/chapter-201/subchapter-I>
- **CFDA # 16-575** and the grant name is **Victims of Crime Act Crime Victim Assistance**.
- **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)**
- **Lobbying with appropriated monies – 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 Grants Financial Guide**

The federal DOJ Grants Financial Guide governs the administration of this grant. Guide is found on the DOJ website: <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. This document can be found on the EGrAMS website: <https://egrans-mi.com/dch> and at URL: <http://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: <http://www.michigan.gov/crimevictims>. Click on the VOCA link.

- **EGrAMS website**

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

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 80 points or more will be considered for award. The maximum number of points for each of the categories is as follows:

Category	Total Points Possible
Problem Statement	15
Program Plan	25
Capabilities	25
Work Plan	10
Budget Narrative	10
Budget	10
Comprehensive Assessment	5
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 addresses 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.

Evaluators will score applications using the following review questions:

PROBLEM STATEMENT (Maximum 15 points)

1. How well does the proposal identify and describe the population the agency plans to serve through this RFP?
2. How well does the proposal describe the unique challenges of this population?
3. How well does the proposal describe the known prevalence of elder and dependent adult abuse in the proposed service area, including statistics on type of victimization (e.g., financial abuse, physical abuse, emotional abuse, etc.)?

4. How well does the proposal describe the need for services to elder and dependent adult victims?
5. How well does the proposal describe the mission and goals of the agency and how they align with the goals of this RFP?
6. How well does the proposal describe what the agency considers best-practice when providing services to victims of crime?

PROGRAM PLAN (Maximum 25 points)

1. How well does the proposal describe the agency's plan to provide services to elder and dependent adult victims, including to victims with disabilities?
2. How well does the proposal indicate the number of victims the agency plans to assist during the term of the grant project period?
3. How well does the proposal describe the agency's plan to fund an Elder Abuse Victim Specialist and describe what the Elder Abuse Victim Specialist will do?
4. How well does the proposal describe the agency's plan to organize or expand the capacity of an existing multidisciplinary team?
5. How well does the proposal describe what type of representation will be on the multidisciplinary team?
6. How well does the proposal describe the timing of meetings and the number of meetings that will be held during the grant project period?
7. How well does the proposal describe the agency's plan to conduct public awareness and education/outreach about elder and dependent adult abuse victims to victims, the public, and agencies that come into contact with elder and dependent adult victims?
8. How well does the proposal describe how the agency will assess and coordinate services, including the plan to develop case review guidelines, confidentiality agreements, a service plan to address the service needs of each victim, identify agencies that currently provide services, and coordinate agency communication?
9. How well does the proposal describe the agency's plan to develop a method for evaluating the services currently being provided to elder abuse and dependent adult victims and to evaluate the impact of the VOCA grant?
10. How well does the proposal describe the agency's plan to network with other individuals about responding to elder and dependent adult abuse?
11. How well does the proposal describe the agency's plan to provide direct victim services?
12. How well does the agency's plan describe how they will assist injured victims of crime with assistance with the crime victim compensation application process?

CAPABILITIES (Maximum 25 points)

1. How well does the proposal describe the agency's expertise in serving elder and dependent adult victims?
2. How well does the proposal describe the agency's capacity to implement each of the program components?
3. How well does the proposal describe how elder and dependent adult victims will access services?

4. How well does the proposal describe the agency's capacity to provide the required services to elder and dependent adult victims within the first six months of operation?
5. How well does the proposal describe the agency's experience working with other agencies/organizations in the service area to expand the scope of services available to victims, including identifying and providing direct services?
6. How well does the proposal describe the agency's experience in addressing barriers that elder and dependent adult victims face when accessing services, after a victimization, including lack of knowledge about resources, language barriers, social and cultural challenges, and accessibility for victims of crime with disabilities?
7. How well does the proposal describe the agency's existing protocols for responding to elder and dependent adult victims?
8. How well does the proposal describe the qualifications and training that the Elder Abuse Victim Specialist will be required to possess?

WORKPLAN (Maximum 10 points)

1. Are the objectives consistent with the program goal(s)?
2. Do the activities clearly describe what actions or steps will be taken to accomplish each objective?
3. Are the responsible staff listed consistent with the project contacts and/or budgeted staff?
4. Does at least one activity extend across the full project period?

BUDGET NARRATIVE (Maximum 10 points)

1. How well does the budget narrative support the proposal objectives and activities, and the intent and requirements of this RFP?
2. Does the budget include travel expense for multidisciplinary members to attend the required grant management meeting?
3. How well are the funds allocated in the budget? How well do the line items support the proposal plan, objectives, and activities of this RFP?
4. How well does the proposal identify how the funds are allocated to minimize administrative costs and support direct services?
5. How well does the proposal describe the duties of project funded staff, including qualifications or education level necessary for the job assignment?
6. How well does the proposal describe how project funded staff duties and time commitments support the proposed objectives and activities?

BUDGET (Maximum 10 points)

1. Are the line items requested allowable and reasonably adequate to provide consistent service during the project period?
2. Are the funds allocated in the budget categories consistent with the scope of service delivery?
3. Do the budget and match line items reasonably support the application plan, objectives, and activities of the program?
4. Are the budget expenses and match contributions explained thoroughly and calculations accurate?
5. Are the Budget and match contributions allowable according to VOCA rules?

COMPREHENSIVE ASSESSMENT (Maximum 5 points)

1. How well does this proposal support the overall intent, goals, and purpose of the RFP?