**Agency Information**

|  |  |
| --- | --- |
| **Agency Name** |  |
| **Agency or Organization Type****(Check all that apply)** | **\_\_\_\_\_\_\_** Domestic Violence/Sexual Assault Services and/or Shelters**\_\_\_\_\_\_\_** Child Advocacy Center**\_\_\_\_\_\_\_** Court Appointed Special Advocates (CASA)**\_\_\_\_\_\_\_** Missouri Courts**\_\_\_\_\_\_\_** Prosecuting Attorney Victim Advocates**\_\_\_\_\_\_\_** All Other Victims of Crime Act (VOCA) Programs |
| **Federal Tax ID#** |  |
| **DUNS #** |  |
| **a Commercial And Government Entity (CAGE) Code: Registration Number in the System for Award Management (SAM)** [**https://www.sam.gov/portal/SAM/**](https://www.sam.gov/portal/SAM/)  | **Code#:** | **Valid Until Date:** |
| **Agency Website** |  |
| **Mailing Address** |  |
| **Street Address 1** |  |
| **Street Address 2** |  |
| **City, State Postal Code** |  |
| **County** |  |
| **Phone #** |  |
| **Fax #** |  |

**Requested Funding Amounts**

|  |  |
| --- | --- |
| **Section** | **Funding Amount** |
| **Personnel** |  |
| **Benefits** |  |
| **Travel/Training** |  |
| **Supplies/Operations** |  |
| **Equipment** (Single Item Valued $5,000 or Above) |  |
| **Contractual** |  |
| **Indirect Costs** |  |
|  |
| **Totals Funds Requested** |  |
| **Percentage of total funding per period:** | **Total % Must Equal 100%** | **Total Funding Per Period**  |
|  **October 1, 2019 through June 30, 2020** |  |  |
|  **July 1, 2020 through June 30, 2021** |  |  |
|  **July 1, 2021 through September 30, 2021** |  |  |
| **Match Amount (Section 2.2.2)**  |  | \_\_\_\_\_ Match Waiver request included |

*NOTE: There is no guarantee the amount requested will be the amount the facility is awarded and the dollars cannot be used as match.*

**VOCA Data Form**

|  |  |
| --- | --- |
| **Totals Funds Requested** |  |
|  | **Funding Request per Funding Period** |
| **Types of Victims to be Served (Section 3.2)** | October 1, 2019-June 30, 2020 | July 1, 2020 – June 30, 2021 | July 1, 2021 – September 30, 2021 |
| **Domestic Abuse**  |  |  |  |
| **Child Abuse**  |  |  |  |
| **Sexual Assault** |  |  |  |
| **Underserved** |  |  |  |
| **Identified Other** |  |  |  |
| **Total Amount**  |  |  |  |

*NOTE: There is no guarantee the amount requested will be the amount the facility is awarded.*

ATTACHMENT A

EVALUATION CRITERIA

As explained in Section 3.1, proposals will be evaluated using the following weighting of factors:

**Scoring of Proposed Methodology, Approach, and Plan**

The evaluation of the agency’s proposed Methodology, Approach, and Plan has a maximum of 60 points possible. Each proposal will be evaluated based upon the proposed Methodology, Approach, and Plan per Exhibit 1.

The Department shall assess each element of the proposed Methodology, Approach, and Plan based upon the following adjectival categories:

|  |  |
| --- | --- |
| **Rating** | **Definition** |
| Superior | Proposal exceeds the requirements of the NFO; the explanation in regards to working with eligibility program(s) goes above and beyond; high confidence the proposal will exceed most or all requirements.  |
| Satisfactory | Proposal meets the basic requirements of the NFO; the proposal doesn’t offer benefits above the basic stated requirements; reasonable confidence the proposal will meet the requirements.  |
| Limited | Proposal does not meet all requirements of the NFO; proposal seems to lack in one or more areas; has significant deficiencies in providing eligibility program; has numerous findings; little to no confidence that the proposal will meet the requirements. |

The adjectival rating for the specific elements of the proposed methodology, approach, and plan will have the point values as shown in the table below:

|  |  |  |  |
| --- | --- | --- | --- |
|  | Superior | Satisfactory | Limited |
| Proposed project, the problem that will be address, services provided, how will victims access services, role of volunteers, and what category of crime victim. | 15 | 9 | 3 |
| History and experience. | 10 | 6 | 2 |
| Contributing factors and determination to be successful | 10 | 6 | 2 |
| Coordination of Services | 5 | 3 | 1 |
| Distribution of information and victim compensation assistance | 10 | 6 | 2 |
| Budget Narrative | 10 | 6 | 2 |

ATTACHMENT A

EVALUATION CRITERIA (Continued)

**Scoring of Expertise of Personnel**

The evaluation of the agency’s proposed Expertise of Personnel has a maximum of 20 points possible. Each proposal will be evaluated based upon the proposed expertise of personnel as described in Exhibits 1-4.

The Department shall assess the expertise of personnel based upon the following adjectival categories:

|  |  |
| --- | --- |
| **Rating** | **Definition** |
| Superior | Most of the proposed staff has experience working with VOCA services; staff’s demonstrated expertise goes beyond stated requirements; high confidence that the staff has qualifications to meet the requirements. |
| Satisfactory | Some of the proposed staff has experience working with VOCA services; staff’s expertise doesn’t offer benefits above the stated requirements; reasonable confidence staff will meet the requirements. |
| Limited | Very few of the staff have experience working with VOCA services; proposal has significant deficiencies in staff expertise; little to no confidence that the staff will meet requirements. |

The adjectival rating for Expertise of Personnel will have a point value as shown in the table below:

|  |  |  |  |
| --- | --- | --- | --- |
|  | Superior | Satisfactory | Limited |
| Organizational chart | 10 | 6 | 2 |
| Project Manager/Contact Person/Project Staff | 10 | 6 | 2 |

ATTACHMENT A

EVALUATION CRITERIA (Continued)

**Scoring of Agency Information and Past Performance**

The evaluation of the Agency Information and Past Performance has a maximum of 20 points possible. Each proposal will be evaluated based upon the information provided in Exhibit 4.

The Department shall assess the Agency Information and Past Performance based upon the following adjectival categories:

|  |  |
| --- | --- |
| **Rating** | **Definition** |
| Superior | The documents provided demonstrate that the agency has a good understanding of working with VOCA services; and internal control and fiscal management. The monitoring reports, audits or references do not reflect any findings or concerns. |
| Satisfactory | The documents provided show the basic requirements of working with VOCA services. The monitoring reports, audits findings or references may have concerns; however the agency was able to explain the situation and provide the documents necessary to correct the concern/finding. |
| Limited | The monitoring reports, audits findings or references have concerns; agency has been working under multiple corrective action plans. |

The adjectival rating for Agency Information and Past Performance will have a point value as shown in the table below:

|  |  |  |  |
| --- | --- | --- | --- |
|  | Superior | Satisfactory | Limited |
| Mission statement and a history of the agency with VOCA. | 10 | 6 | 2 |
| Past performance(s)  | 10 | 6 | 2 |

**EXHIBIT 1 – TECHNICAL PROPOSAL – PROPOSED METHODOLOGY, APPROACH, AND PLAN**

*Directions for Agency: The Agency should present a written plan for performing the requirements specified in Section 2, Requirements. The Proposed Methodology, Approach, and Plan should be no longer than thirty (30) pages, including any exhibits related to the proposal. Standard fonts, 11 point or above, should be used.*

1. Provide a brief summary of the proposed project. Discuss the problem the agency will address, what services will be provided through the project, and who will provide these services. Also, detail how victims will access services, the role of volunteers, and what category of crime victim that will benefit from the proposed services.

2. Describe the agency’s history and experience in providing the proposed or similar services.

3. Describe why the problem exists in Missouri and what metrics your agency will use to determine if the program is successful.

4. Describe how the agency will coordinate activities of the project with others organizations within the community.

5. Describe the procedures used by the agency to distribute information and assist crime victims with filing for victim’s compensation funds.

6. Provide a narrative for the requested budget, including the twenty percent (20%) match requirement.

**EXHIBIT 2 – TECHNICAL PROPOSAL – EXPERTISE OF KEY PERSONNEL**

*Directions for Agency: The Agency should provide information on Expertise of Key Personnel as described below. The Expertise of Key Personnel should be no longer than ten (10) pages, including any exhibits related to the proposal. Standard fonts, 11 point or above, should be used.*

1. Provide a copy of your agency’s expected organizational chart during the contract period. Include total staffing (total number of office staff, names and job titles) at the office.

2. Use the attached Exhibit 3 “*Expertise of Key Personnel*” form to describe the experience of key personnel. Key personnel may include the project managers or other integral members of the agency or project staff. Use this opportunity to demonstrate specialized skills or knowledge beyond the information contained in the general organizational chart provided under Question 1. This is not a request for every résumé, Curriculum Vitae (C.V.), or similar document for every member of the project/agency, but rather an opportunity for the applicant to highlight the people, skills, and leadership that will contribute to the project.

**EXHIBIT 3 – TECHNICAL PROPOSAL – EXPERTISE OF KEY PERSONNEL**

*Directions for Agency: Describe the experience of key staff (e.g. p*roject manager, contact person*, and project staff that will manage VOCA).*

|  |  |
| --- | --- |
| **Name:** |  |
| **Title:** |  |
| **Proposed project role:** |  |
| **% of time committed to project:** |  |

**Education:**

|  |  |  |
| --- | --- | --- |
| **Degree, Certification, or other distinctions** | **Institution** | **Date** |
| *Example: BA, Business Administration* | *Washington University in Saint Louis* | *2010* |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

**Employment History:**

|  |  |  |
| --- | --- | --- |
| **Organization** | **Role** | **Dates** |
| *Example: Current Co.* | *Partner and leader of organization design practice* | *2014-present* |
|  |  |  |
|  |  |  |
|  |  |  |

**Specific experience relevant to this VOCA Notice of Funding Opportunity:**

|  |  |  |
| --- | --- | --- |
| **Topic** | **Years of experience** | **Brief description of relevant experience (e.g., specific projects; previous employment)** |
| Management Experience |  |  |
| Experience in working in Non-Profit organizations. |  |  |

**Other experience or background information:**

**EXHIBIT 4 – TECHNICAL PROPOSAL – AGENCY INFORMATION AND PAST PERFORMANCE**

**Directions for Agency: The agency should provide the following information about the agency’s organization.** *The agency’s organization should be no longer than twenty (20) pages), including any exhibits related to the proposal. Standard fonts, 11 point or above, should be used.*

* + - 1. Provide a current mission statement and a brief history of the agency with VOCA, which includes a list of all grant programs your agency provides.
1. You may choose to attach copies of supporting documents or reports that demonstrate additional information relating to your agency and/or its past performance. These documents may include outcome reports, de-identified client surveys, dashboards, audit findings (or executive summaries), letters of reference, or other similar documents. Documents submitted under this section should reflect information from the past three (3) years. Documents submitted under this section may be from internal or external sources. Documents submitted under this section may be from internal or external sources.