

Victims of Crime Act (VOCA)

Notice of Funding Opportunity (NFO) FFY 2020

Addendum #01



**Missouri Department of Social Services
Division of Finance and Administrative Services
615 Howerton Court
P.O. Box 1643
Jefferson City, MO 65102-1082
(573) 751-7036**

ADDENDUM #01 to RFPS30034901902341

TITLE: **Victims of Crime Act (VOCA) Notice of Funding Opportunity (NFO)**

CONTRACT PERIOD: **October 1, 2019 through September 30, 2021**

PLEASE BE ADVISED OF THE FOLLOWING CHANGES AND CLARIFICATIONS

1. The following paragraphs, Attachments, and Exhibits have been revised:

- 2.1.3 and a.
- 2.2.2 a. and b. 2)
- 2.7
- 3.1.2 a., b., and c.
- 3.2 b. 2)
- 3.3.1
- Agency Information
- Attachment A
- Exhibit 1
- Exhibit 2
- Exhibit 4

1. Introduction and Background Information

- 1.1 The Missouri Department of Social Services (Department) is requesting proposals from public and nonprofit organizations or combinations of such agencies or organizations, who provide direct services to victims of crime.
- 1.2 The primary purpose of the VOCA grants is to support direct services to victims of crime as soon as possible in order to reduce the severity of the psychological and emotional consequences of the victimization, and to demonstrate on-going support for the victim in coping with the impact of the victimization.
- 1.3 The Victims of Crime Act (VOCA) of 1984 was passed by Congress to assist states in providing high quality services that are directly related to the emotional healing and recovery of crime victims. The U.S. Department of Justice, Office for Victims of Crime (OVC), administers these funds at the federal level, and the Missouri Department of Social Services administers the VOCA funds for the State of Missouri. The OVC makes annual VOCA Crime Victim Assistance grants available to the states.
- 1.4 VOCA is funded through fines, penalties, and forfeitures collected from persons convicted of offenses against the United States
- 1.5 The current VOCA contracts were awarded October 1, 2017 and expire on September 30, 2019. Categories of services were awarded as follows:
 - a. Domestic Violence/Sexual Assault Services and /or Shelters \$44,508,932.68;
 - b. Child Advocacy Centers \$11,650,549.91;
 - c. Court Appointed Special Advocates (CASA) \$3,815,127.94;
 - d. Missouri Courts \$187,045.88;
 - e. Prosecuting Attorney Victim Advocates \$7,430,746.78; and
 - f. All other Victims of Crime Act (VOCA) programs \$10,600,597.12.
- 1.6 The Department will be hosting a meeting to discuss the NFO on Friday, July 19, 2019 at 3:00 p.m., in Room 492 of the Harry S. Truman Building, 301 West High Street, Jefferson City, Missouri.
 - a. The agency should bring a copy of the NFO as it will be used as the agenda.
 - b. All agencies are encouraged to attend the meeting as it will be a forum for questions, communications, and discussions regarding the NFO.
 - c. Agencies are strongly encouraged to contact the Department prior to the scheduled meeting for any special accommodations needed for disabled personnel who will be attending the meeting so that these accommodations can be made.
- 1.7 Accepted applications will receive a Notice of Award (NOA) and opportunity to sign a contract with the Department for the contract period of October 1, 2019 through September 30, 2021.

2. Requirements

2.1 **General Requirements:**

- 2.1.1 The agency shall abide by the statutory requirements of VOCA and OVC Guidelines as outlined in the NOF and shall refer to the following documents.
 - a. 34 U.S.C. 20101 <https://dss.mo.gov/dfas/victims-of-crime-act/files/34-USC-Chapter-201.pdf>;
 - b. C.F.R. Title 28 Part 94 preamble and rule/regulation, or C.F.R. Title 28 Part 94 <https://www.govinfo.gov/content/pkg/CFR-2009-title28-vol2/pdf/CFR-2009-title28-vol2-part94.pdf>
 - c. 2 C.F.R. Part 200 <https://www.govinfo.gov/content/pkg/CFR-2014-title2-vol1/pdf/CFR-2014-title2-vol1-part200.pdf>;
 - d. 2 C.F.R. Part 2800 <https://www.govinfo.gov/content/pkg/CFR-2018-title2-vol1/xml/CFR-2018-title2-vol1-part2800.xml>; and

- e. Department of Justice (DOJ) Grants Financial Guide <https://dss.mo.gov/dfas/victims-of-crime-act/files/doj-grants-financial-guide.pdf>.

2.1.2 Requirements and provisions are subject to change per federal and/or state guidelines.

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- 2.1.3 VOCA funds awarded to the Department and by the Department to eligible agencies shall not be used to supplant state and local government funds otherwise available for crime victim assistance.
 - a. Supplanting is deliberately reducing state or local funds because of the existence of federal funds. For example, when state funds are appropriated for a stated purpose and federal funds are awarded for that same purpose, then the state replaces its state funds with federal funds, the total amount available for the stated purpose is reduced.

2.1.4 The agency must notify the Department in writing in advance of any proposed changes in the program which will affect the scope, objectives, method, activities, services, or frequency of service delivery. The agency shall not implement proposed changes without the prior, written consent of the Department.

2.2 Program Services: Eligibility Requirements:

2.2.1 The agency agrees to comply with the financial and administrative requirements set forth in the current edition of the Office of Justice Programs (OJP) Financial Guide, https://ojp.gov/financialguide/doj/pdfs/DOJ_FinancialGuide.pdf.

2.2.2 Agencies must provide direct services to victims of crime and meet the following requirements:

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- a. Record of effective services to victims of crime and support from sources other than the Crime Victims Fund. A program demonstrates a record of effective direct services and support from sources other than the Crime Victims Fund when it demonstrates the support and approval of its direct services by the community and its history of providing direct services in a cost-effective manner
- b. **Substantial Financial Support from Other Sources:** Twenty-five percent (25%) of the agency funding must come from other sources in a year of or the year preceding the award, which may include other federal funding (28 C.F.R. part 94.112).
- c. **Program Match:** Agencies must provide matching contributions of not less than twenty percent (20%) (cash or in-kind) of the total cost of the VOCA project. Match funds must be used on the same VOCA project and be expended during the contract period. Funds from the Department for other projects must not be used as match. Match may be defined by the following:
 - 1) **Cash Match (hard match):** Direct monetary funding for the VOCA project; available from sources other than state or federal funding programs.
 - 2) **In-Kind Match (soft match):** Non-monetary contributions and donations received from individuals, agencies, associations, organizations, etc., by the applicant agency. The monetary value placed on volunteer services provided as in-kind match shall be consistent with the rate of compensation paid for similar work in the agency's organization and/or at an equitable fair market value. If the volunteer requires specialized training in victim services, then the agency may use a comparable fair market rate or a rate of compensation not to exceed \$23.50/hour. All other volunteer hours may not exceed \$18.00/hr. Examples include but not limited to: volunteered professional or personal services, material, equipment, space and facilities; non-VOCA funded victim assistance activities; and discounts.
 - i) **Match Waiver Request Letters:** Agencies who anticipate difficulty in providing the twenty percent (20%) required match may, during the NFO process, request a match waiver. Agencies should consider match waiver request letters as a last resort. Match waivers requested for one hundred percent (100%) will be denied.
 - ii) The waiver must be approved by the Department, who will receive the final approval from DOJ. There is no guarantee that waiver will be approved and the agency is obliged to meet the match should the waiver be denied. A sample of a match waiver request letter can be located at <https://dss.mo.gov/dfas/victims-of-crime-act/>.

- d. **Volunteers:** Agencies must use volunteers, to the extent required by the Department, in order to be eligible for VOCA funds. The Department's Victims of Violence Unit manager or his/her designee, may waive this requirement, provided that the agency submits written documentation of its efforts to recruit and maintain volunteers, or otherwise demonstrate why circumstances prohibit the use of volunteers, to the satisfaction of the unit manager. Subrecipient must utilize volunteers in the provision of services in order to receive VOCA funds; however, the use of the volunteer time as match is not required
- e. **Cost for VOCA Funded Services:** Agencies must provide services to crime victims, at no charge, through any VOCA funded project.
- f. **Confidentiality:** Maintain confidentiality of client-information, as required by state and federal law and as specified in 28 C.F.R. 94.115.

2.3 **Ineligible to Receive VOCA Funding:** The following do not qualify to receive VOCA funding:

- a. **Federal Agencies:** This includes U.S. Attorney Offices and FBI Field Offices. Receipts of VOCA funds would constitute an augmentation of the federal budget with money intended for state agencies. However, private nonprofit organizations that operate on federal land may be eligible recipients of VOCA victim assistance grant.
- b. **In-Patient Treatment Facilities:** Contractors designed to provide treatment to individuals with drug, alcohol, and /or mental health-related conditions.
- c. Agencies that are otherwise ineligible for public grant funds for any reason.

2.4 **Eligible Programs:** Services must be provided in accordance with 28 C.F.R. part 94. VOCA funds can be used for direct services to victims, certain activities supporting direct services to victims and certain administrative costs that fit in one of the following categories that are specifically outlined, defined and described in 28 C.F.R. part 94, specifically 94.119- 94.121.

- a. Eligible agency/organization includes, but are not limited to:
 - 1) Sexual assault and rape treatment centers,
 - 2) Domestic violence programs and shelters,
 - 3) Child abuse programs,
 - 4) Centers for missing children,
 - 5) Elders abuse programs,
 - 6) Mental health services,
 - 7) Other community-based victim coalitions, and
 - 8) Support organizations including those who service survivors of homicide victims.
- b. Other agencies operating as a "pass through" or "conduit" entity may also be eligible per 28 C.F.R. 94.103(c) in that event, they must comply with the added duties and responsibilities listed in 2 C.F.R. 200, specifically 200.3.3.1.

2.5 **Recordkeeping and Reporting Requirements:**

2.5.1 The agency shall submit itemized reports, records and information at the request of the Department.

- a. The agency shall submit a Subgrant Award Report (SAR) before funding can begin and if there is a modification to a subgrant the agency must submit a revised SAR to reflect these changes within thirty (30) days of the modification.
- b. Quarterly reports are due thirty (30) days after the last day of the reporting month for each quarter.
 - 1) Quarterly reporting periods are; October 1-December 31, 2019 & 2020; January 1-March 31,2019 & 2020; April 1-June 30,2019 & 2020; July 1-September 30, 2019 & 2020.
- c. Annual report is due thirty (30) days after the end of the federal fiscal year (FFY).
 - 1) The Annual Report reporting period is the Federal Fiscal Year of October 1-September 30.

- 2.5.2 The agency shall maintain auditable records for all activities performed under this contract. Financial records shall conform to Generally Accepted Accounting Principles (GAAP). Such records shall include the following, as applicable:
- a. The specific number of activities hours and type of service provided by employees and volunteers;
 - b. Itemized revenues and expenditures related to the performance of the contract;
 - c. The number and type of clients served, including summarized totals of monthly service delivery (i.e. number of clients served every month);
 - d. Detailed documentation of services provided to each client, included progress notes;
 - e. Any and all records necessary for performing a full audit of the agency's performance under the contract; and
 - f. Other relevant records as described herein.
- 2.6 **Project Period:** The VOCA contract period is October 1, 2019 through September 30, 2021. Requests for extensions to this contract period are not allowed. Contract will be divided into three funding segments, October 1, 2019 to June 30, 2020; July 1, 2020 to June 30 2021; and July 1, 2021 to September 30, 2021. Agency must specify funding requested in each segment.
- 2.6.1 **Federal Grant Year:** Each dollar within the funding period will be awarded based on an assigned federal grant year. Invoices and expenditures must be tracked based on the federal grant year, as awarded. Federal grant year is from October 1 through September 30.
- 2.6.2 All funds must be obligated and all proposed activities must be performed within the contract period. Funds are considered "obligated" when a legal liability to pay a determinable sum(s) for services is incurred, which will require payment during the same or future period.
- 2.6.3 Funds which have been properly obligated (or can be pro-rated) must then be expended within sixty (60) days following the end of the contract.
- 2.6.4 Any funds not properly obligated or properly expended will lapse and revert back to the Department.
- 2.7 **Notification Requirements:**

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- 2.7.1 Allegations of physical abuse, sexual abuse, verbal abuse or neglect of a protected individual must be reported as required by law.
- 2.7.2 The agency shall immediately notify the Department, in writing, if the agency becomes aware of any circumstances which may render the agency unable to perform any of its obligations under the contract.
- a. The Department shall have the right, at any time, to require the agency to provide written assurances that it can meet its obligations under the contract and to provide satisfactory documentation to support its assurances. If the agency is unable to provide adequate assurances that it will be able to perform its obligations under this contract, the Department shall have the right to exercise any of its remedies under this contract or under law.
- 2.7.3 The agency shall promptly refer to the DOJ Office of the Inspector General (OIG) any credible evidence that a principal, employee, agent, sub recipient, agency, sub-agency, or other person has, in connection with funds under this award -- (1) submitted a claim that violates the False Claims Act; or (2) committed a criminal or civil violation of laws pertaining to fraud, conflict of interest, bribery, gratuity, or similar misconduct. Potential fraud, waste, abuse, or misconduct involving or relating to funds under this award should be reported to the OIG by (1) mail directed to: Office of the Inspector General, U.S. Department of Justice, Investigations Division, 950 Pennsylvania Avenue, N.W. Room 4706, Washington, DC 20530; (2) e-mail to: oig.hotline@usdoj.gov; and/or (3) the DOJ OIG hotline: (contact information in English and Spanish) at (800) 869-4499 (phone) or (202) 616-9881(fax).
3. **Notice of Funding Opportunity (NFO) Submission and Evaluation**
- 3.1 **NFO Proposal Submission:**

- 3.1.1 Questions regarding this NFO must be directed to Ann Perkins, the Procurement Officer, via email to ann.perkins@dss.mo.gov or by phone at 573-522-1571.

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- 3.1.2 Proposed NFO proposals must be completed and returned via one of the following methods no later than 2:00 p.m. on August 14, 2019:

- a. Email to DFAS.DSSContracts@dss.mo.gov with VOCA stated in the subject line, each email must be below 17MB or send in multiple emails or one of the other options;
- b. Fax to (573) 526-4678; or
- c. Regular mail to:
Missouri Department of Social Services
Division of Finance and Administrative Services
615 Howerton Court
P.O. Box 1643
Jefferson City, MO 65102-1082

- 3.2 The agency must complete and submit the following information for the submission to be considered a complete NFO proposal:

- a. Agency Information;
- b. VOCA Data Form must be completed and agency must identify each following types of victims they will be serving including but not limited to:
 - 1) Domestic Abuse: All victims of domestic and intimate partner violence, encompassing violence or abuse by one person against another in a domestic context or intimate-partner context as the definition does not require legal recognition of any particular relationship, nor does it implicate State or territorial laws concerning marriage rights. This definition also includes but is not limited to criminal or non-criminal acts constituting intimidation, control, coercion and coercive control, emotional and psychological abuse and behavior, expressive and psychological aggression, financial abuse, harassment, tormenting behavior, disturbing or alarming behavior, and additional acts recognized in other Federal, Tribal, State, and local laws as well as acts in other Federal regulatory or sub-regulatory guidance.

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- 2) Child Abuse: A victim of crime, where such crime involved an act or omission that would be considered to be child abuse under the law of the State of Missouri. In addition, for the purposes of this NFO, victims of child abuse may include, but are not limited to, child victims of: physical, sexual or emotional abuse; child pornography-related offense; neglect; commercial sexual exploitation; bullying; and/or exposure to violence. This definition of child abuse encompasses harm to children, and is not meant to include adults who were victimized as children.
- 3) Sexual Assault: Non-consensual conduct of a sexual nature. Sexual violence is purposeful behavior accomplished through threat, coercion, exploitation, deceit, force, physical or mental incapacitation and/or using power or authority.
- 4) Underserved: This is to assist underserved population of victims of violent crimes. Agencies who are requesting funding to assist the underserved population must track each type of population served and characteristics of the crime. This victim population includes but are not limited to:
 - Victims of crime in high urban or rural areas;
 - Driving Under the Influence (DUI)/ Driving While Intoxicated (DWI) victims;
 - Survivors of homicide victims;
 - Victims of physical assault;
 - Adult molested as children;
 - Hate crimes;
 - Robbery victims;
 - Elder abuse; and

- Other.

5) Identified Other: Agency should explain the types of victims to be served if not an identified type of victim above.

c. Requested Funding Amounts; and

d. Exhibits 1-4.

3.3 Evaluation Criteria/Scoring:

3.3.1 After determining that a proposal satisfies the mandatory requirements stated in the NFO, the evaluator(s) shall conduct a comparative assessment of the proposals in accordance with the evaluation criteria stated below and the scoring details delineated in Attachment A.

REVISED PER ADDENDUM #01			
TECHNICAL PROPOSAL			
CATEGORY	ELEMENTS		POINTS
Proposed Methodology, Approach, and Plan			60 Points
	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 points (maximum)
	History and experience.		10 points (maximum)
	Contributing factors and determination to be successful		10 points (maximum)
	Coordination of services		5 points (maximum)
	Distribution of information and victim compensation assistance		10 points (maximum)
	Budget narrative		10 points (maximum)
Expertise of Personnel			20 Points
	Organizational chart		10 points (maximum)
	Project Manager/Contact Person/Project Staff		10 points (maximum)
Past Performance			20 Points
	Mission statement and a history of the agency with VOCA.		10 points (maximum)
	Past performance(s)		10 points (maximum)
TOTAL			100 points

3.4 The Department reserves the right to clarify any statement made in the proposal.

3.5 The Department reserves the right to use historical information when evaluating the NFO proposals and issuing contracts for VOCA services.

3.6 The Department reserves the right to reject any proposal, which is determined unacceptable for reasons that may include, but are not necessarily limited to:

- a. Failure of the respondent to meet mandatory general performance specifications;
- b. Failure of the respondent to meet mandatory technical specifications; and
- c. Receipt of any information, from any source, regarding delivery of unsatisfactory service(s) by the respondent within the past three (3) years.

3.7 An evaluation committee and other subject-matter experts may be used to review and assess the NFO proposals for responsiveness to mandatory requirements of the NFO and in accordance with the subjective evaluation criteria stated in the NFO.

3.8 Upon completion of the evaluation of the NFO proposals, the Department intends to issue contracts for providing the VOCA services. However, the Department reserves the right to not issue a contract(s).

Agency Information

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Agency Name		
Agency or Organization Type (Check all that apply)	<input type="checkbox"/> Domestic Violence/Sexual Assault Services and/or Shelters <input type="checkbox"/> Child Advocacy Center <input type="checkbox"/> Court Appointed Special Advocates (CASA) <input type="checkbox"/> Missouri Courts <input type="checkbox"/> Prosecuting Attorney Victim Advocates <input type="checkbox"/> 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/	Code#:	Valid Until Date:
Agency Website		
Mailing Address		
Street Address 1		
Street Address 2		
City, State Postal Code		
County		
Phone #		
Fax #		

Requested Funding Amounts

<u>Section</u>	<u>Funding Amount</u>	
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			
	<u>Funding Request per Funding Period</u>		
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:

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	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:

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	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:

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	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

REVISED PER ADDENDUM #01

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

REVISED PER ADDENDUM 01

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**REVISED PER ADDENDUM #01**

Directions for Agency: Describe the experience of key staff (e.g. project 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
<i>Example: BA, Business Administration</i>	<i>Washington University in Saint Louis</i>	<i>2010</i>

Employment History:

Organization	Role	Dates
<i>Example: Current Co.</i>	<i>Partner and leader of organization design practice</i>	<i>2014-present</i>

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

REVISED PER ADDENDUM #01

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.
2. 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.