

Victims of Crime Act (VOCA)

Training and Technical Assistance

Notice of Funding Opportunity NFO#: DSS20TTA001



**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**

1. Introduction and Background Information

- 1.1 The Missouri Department of Social Services (Department) is requesting proposals from public and nonprofit agencies (agency) to provide training and technical assistance to VOCA subrecipients of the Department of Social Services.
- 1.2 Congress passed VOCA of 1984. VOCA funding assists states in providing high quality services 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.
- 1.3 Congress funds VOCA through fines, penalties, and forfeitures collected from persons convicted of offenses against the United States
- 1.4 Offering training and technical assistance to crime victim service providers furthers the Department's mission of assisting crime victims. By supporting crime victim service providers, the Department expects to improve outcomes for victims of crime. Training and technical assistance will be provided within the following four areas of focus: Domestic Violence and Sexual Assault Centers, Child Advocacy Centers (CACs), Court Appointed Special Advocates (CASA) and Prosecutor Offices/Legal Advocates, and Other. Services may include, but are not limited to:
 - a. The establishment or enhancement of state crime victim assistance academies;
 - b. Assistance with the coordination of needs assessments, community resources and planning;
 - c. Statewide training initiatives to include trauma informed training;
 - d. Crime victim-related conferences;
 - e. Basic training for new programs; and
 - f. Scholarship to attend conference and/or training for service providers and others who work with victims of crime.
- 1.5 Accepted applications will receive a Notice of Award (NOA) and opportunity to sign a contract with the Department for the contract period of date of release through September 30, 2021.
- 1.6 The maximum funding amount of all contracts in total will be as follows:
 - a. Period 1 (date of release through June 30, 2020) Up to \$500,000;
 - b. Period 2 (July 1, 2020 through June 30, 2021) Up to \$500,000; and
 - c. Period 3 (July 1, 2021 through September 30, 2021). Up to \$125,000.

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. 28 C.F.R. 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 <https://ojp.gov/financialguide/index.htm>.
- 2.1.2 Requirements and provisions are subject to change per federal and/or state guidelines.
- 2.1.3 Pursuant to Federal VOCA rules, this funding shall not supplant other Missouri general revenue funds. Deliberately reducing state or local funds because of the existence of federal funds is supplanting. For

example, when the state appropriates funds for a stated purpose and the federal government awards funds for that same purpose, the state replaces its state funds with federal funds, thereby reducing the total amount available for the stated purpose

- 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/index.htm>.

- 2.2.2 Agencies must meet the following requirements:

- a. Record of effective training and technical assistance provision
- b. Demonstration of experience with and knowledge of Victims of Crime Act Assistance funding
- c. Experience with subrecipient of federal funds compliance
- c. **Program Match:** This funding is one hundred percent (100%) federal funding therefore no program match is required.
- d. **Cost for VOCA Funded Services:** Agencies must provide services to VOCA subrecipient agencies at no charge.
- e. **Confidentiality:** Maintain confidentiality of client-information, as required by state and federal law and as specified in 28 CFR 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:** Agency's 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 **Training and Technical Assistance Requirements:** Pursuant to Section 1.4, applicant agencies must:

- a. Define their area of focus (agencies may bid on multiple service areas)
- b. Provide a requested specific dollar amount for the agency's bid per focus area
- c. Demonstrate their subject matter expertise

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 must submit a monthly report of training and technical assistance activities to include the entities who received these services.
- b. The agency must

- 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 activities and type of service provided;
- b. The number of agencies served, including summarized totals of monthly service;
- c. Detailed documentation of services provided to each subrecipient agency;
- d. Attendee lists from all trainings provided; and

e. Other relevant records as described herein.

2.6 **Project Period:** The VOCA contract period is date of release through September 30, 2021. The Department will not allow extensions to this contract period. The Department will divide the contract into three funding segments, date of release through June 30, 2020; July 1, 2020 through June 30, 2021; and July 1, 2021 through to September 30, 2021. Agency must specify funding requested in each segment.

2.7 **Notification Requirements:**

2.7.1 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.

2.7.2 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 Direct questions regarding this NFO to Ann Perkins, the Procurement Officer, via email to ann.perkins@dss.mo.gov or by phone at 573-522-1571.

3.1.2 Proposed NFO proposals must be completed and returned via one of the following no later than 2:00 p.m. on November 18, 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 Department to consider the submission to a complete NFO proposal:

a. Agency Information;

b. Requested Funding Amounts; and

c. 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.

| TECHNICAL PROPOSAL | | |
|---|---|---------------------|
| CATEGORY | ELEMENTS | POINTS |
| Proposed Methodology, Approach, and Plan | | 60 Points |
| | Proposed approach, the problem that will be address with providing training and technical assistance. | 20 points (maximum) |
| | History and experience. | 15 points (maximum) |
| | Contributing factors and determination to be successful and improve outcomes for victims of crime. | 15 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) | 5 points (maximum) |
| | Audit findings | 5 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, which may include, but are not necessarily limited to:
- Failure of the respondent to meet mandatory general performance specifications;
 - Failure of the respondent to meet mandatory technical specifications; or
 - Receipt of any information, from any source, regarding delivery of unsatisfactory service(s) by the respondent within the past three (3) years.
- 3.7 The Department advises the agency that the Department may use an evaluation committee and other subject-matter experts 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 multiple contracts.

Agency Information

| | | |
|--|---------------|--------------------------|
| Agency Name | | |
| Contact Name | | |
| Contact Email Address | | |
| Federal Tax ID# | | |
| DUNS # | | |
| 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 # | | |

Agency Information

| <u>Section</u> | <u>Funding Amount</u> | |
|--|------------------------------------|---------------------------------|
| Personnel | | |
| Benefits | | |
| Travel/Training of staff | | |
| 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 |
| Date of Release through June 30, 2020 | | |
| July 1, 2020 through June 30, 2021 | | |
| July 1, 2021 through September 30, 2021 | | |

ATTACHMENT A EVALUATION CRITERIA

As explained in Section 3.3, the Department will evaluate proposals 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. The Department will evaluate each proposal 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 beyond; high confidence the proposal will exceed most or all requirements. |
| Satisfactory | Proposal meets the basic requirements of the NFO; the proposal does not 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 approach, the problem that will be address with providing training and technical assistance. | 20 | 12 | 4 |
| History and experience. | 15 | 9 | 4 |
| Contributing factors and determination to be successful and improve outcomes for victims of crime. | 15 | 9 | 3 |
| 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. The Department will evaluate each proposal based upon the proposed expertise of personnel as described in Exhibits 2-3.

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 has 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 |

Scoring of Agency Information and Past Performance

The evaluation of the Agency Information and Past Performance has a maximum of 20 points possible. The Department will evaluate each proposal 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) | 5 | 3 | 1 |
| Audit findings | 5 | 3 | 1 |

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 approach and platforms in which you plan to provide training and technical assistance. Discuss the problem the agency will address, what services will be provided through the project, and who will provide these services. Also, detail 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 the performance indicators your agency will use to determine if the program is successful.

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. project manager, contact person, trainers, etc.)

| | |
|--|--|
| 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

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 that includes a list of all services 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.
3. Provide audit findings and their resolution from the past three (3) years.