

VOCA Grant Writing Workshop

June 12, 2017
presented by Melissa Ewer,
VOCA Grant Administrator

Special Condition

- ▶ "This project was supported by Grant No. 2016-VA-GX-0064 awarded by the Office for Victims of Crime, U.S. Department of Justice. The opinions, findings, conclusions, and recommendations expressed in this publication/program/exhibition are those of the author(s) and do not necessarily reflect the views of the Department of Justice, Office for Victims of Crime."

Mission of VOCA (Victims of Crime Act) Grant:



Provide services to all crime victims regardless of their ability to pay.

This afternoon, you will learn:

- ▶ Highlights of the grant proposal process/sequence of events and funding priorities
- ▶ Brief overview of continuation application for current VOCA subgrantees
- ▶ Detailed description of new/competitive proposal submission
- ▶ Guidance on creating the budget, including match obligations
- ▶ Highlights of new allowable costs under the VOCA Rule
- ▶ Guidance on writing a high quality narrative
- ▶ Guidance on creating Primary Project Components (PPCs)
- ▶ Information about the Certification of Collaboration
- ▶ Details about the Additional Documentation Required
- ▶ Overall tips for success

Logistics regarding questions:

- ▶ You may type questions in the chat box through the webinar screen.
- ▶ Periodic stopping points to address questions.
- ▶ More complex or individualized questions may be answered outside of the webinar.
- ▶ Any questions not addressed during webinar due to time constraints will be emailed after the webinar.
- ▶ If you are registered for this webinar and/or if you sent in an Indication of Interest email, you'll get all questions and answers about the RFP emailed to you in batches.
- ▶ Feel free to send questions after this webinar to CVRC.grants@state.nm.us

Services to victims of crime are defined as those efforts that:

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

Statewide Implementation Plan

- ▶ Plan developed through deliberative consultation and coordination with a broad range of participants.
 - ▶ Statewide Survey
 - ▶ Statewide Focus Groups
- ▶ Each subsequent year of planning builds upon the previous year, taking into account the grant eligible purpose areas.
- ▶ Request for proposals (RFPs) are developed with the state plan in mind.



2014 - 2016 Implementation Plan
State of New Mexico Crime Victims Reparation Commission



Adopted March 17, 2014

Statewide Plan that outlines CVRC's funding priorities and strategies for its formula grant programs (includes VOCA). Available on CVRC website.

A comprehensive statewide plan that outlines funding priorities and strategies for the Services, Training, Officers and Prosecutors Violence Against Women grant program, Victims of Crime Act Victim Assistance grant program and the Sexual Assault Services Program grant program to enhance responses to victims of domestic violence, sexual assault, stalking, dating violence and victims of crime throughout New Mexico.
Adopted: March 17, 2014.

Sections to Highlight in the 2014 – 2016 Implementation Plan

- ▶ Current Project Goals and Objectives
 - ▶ page 15
- ▶ Goals and Objectives for Reducing Domestic Violence-Related Homicides
 - ▶ page 16
- ▶ Priority Areas
 - ▶ page 19
- ▶ Priorities and Goals Regarding How Funds Will Be Used
 - ▶ page 25
- ▶ Types of Programs to Be Funded
 - ▶ page 32
- ▶ Plan for 20% Sexual Assault Set Aside
 - ▶ page 34

Implementation Plan Priorities

- ▶ Project must support the Implementation Plan
- ▶ Requested funding must be reasonable
 - ▶ Review Committee determines denying, partially, or fully funding proposals
- ▶ Priority consideration to programs that address access to services for underserved populations as evidenced in the Narrative Section & the Primary Project Components

Funding Availability

- ▶ Total available funding **\$6,525,935.00 (approximate)**
- ▶ **\$ 6,025,935.00** for continuation projects
- ▶ **Approximately \$500,000.00** for new/competitive projects

Mandated Allocations

AT LEAST 10 % OF FUNDING (CONTINUATION AND COMPETITIVE) TO EACH OF THE FOLLOWING 3 PRIORITY CATEGORIES OF VICTIMS:

- SEXUAL ASSAULT
- SPOUSAL ABUSE
- CHILD ABUSE

At least 10 % of funding (continuation and competitive) to previously underserved victims of violent crime including but not limited to :

- Victims of federal crimes
- Survivors of homicide victims
- Victims of assault
- Victims of robbery
- Victims of gang violence
- Victims of hate and bias crimes
- Victims of intoxicated drivers
- Victims bank robbery
- Victims of economic exploitation
- Victims of fraud
- Victims of elder abuse crimes

Priority considerations:

- ▶ Programs that provide services to culturally specific populations.
- ▶ Organizations that provide series to underserved populations. See page 12 of the RFP for the list of examples of underserved victim populations.



Collaboration within Communities



Sequence of Events

Action	Responsibility	Date
Issuance of RFP	CVRC	5/30/2017
Indication of Interest (optional)	Applicants	6/6/2017 (4:30 PM Mountain Standard Time)
Grant Writing Workshop Webinar (optional)	CVRC	6/12/2017 (1-3 PM Mountain Standard Time)
Questions Emailed (optional)	Applicants	6/27/2017 (4:30 PM Mountain Standard Time)
Submission of Proposal	Applicants	7/3/2017 (4:30 PM Mountain Standard Time)
Evaluation Process	Review Committee	7/5-7/26/2017
Preliminary Awards Commission Approval	CVRC	7/27/2017
Preliminary Awards/Denials Emailed/Appeal Period Begins	CVRC	7/27/2017
Appeal Period Ends	Applicants	8/7/2017 (1:00 AM Mountain Standard Time)
Special Conditions Due	Applicants	8/14/2017
Appeals and Final Approval by Commission	CVRC/Applicants	8/24/2017
Award Contract Emailed	CVRC	tentatively September 5, 2017
Contract Period Begins	CVRC/Subgrantees	10/1/2017

Due Date/Time

**Submitted to the CVRC Grants Email:
CVRC.Grants@state.nm.us**

No later than July 3, 2017

No later than 4:30 PM Mountain Time



The CVRC Commission has determined that failure to meet this deadline is not grounds for protest; it is a mandatory requirement of the RFP process. Proposals received after this deadline will not be considered.

VOCA Eligibility and Restrictions

- ▶ Questions?
- ▶ New Mexico non-profits, governmental, and tribal orgs are eligible for funding.
- ▶ Must demonstrate a record of providing services to crime victims.
- ▶ Victims served may be of all ages and of all types of crimes (DIFFERENT THAN VAWA).
- ▶ Law enforcement officers and prosecutors are INELIGIBLE under VOCA (DIFFERENT THAN VAWA; advocates based in LE and pros. OK).
- ▶ Focus is on providing direct services to victims and related costs for activities supporting direct services to victims.

Continuation Application (current subgrantees) NEW!

- ▶ If you are eligible to submit the continuation application (almost all current NM VOCA subgrantees), you received an email on 5/26/17 with your continuation federal and match amounts.
- ▶ Yes, it's a simplified but separate application to provide updates and required signatures.
- ▶ Deadline is the same as for the competitive application (4:30 on 7/3).
- ▶ No additional documentation needed at the same time as the application – will be requested later (August).
- ▶ Amounts from FFY17 for subgrantees will be COMBINED into one contract for FFY18.

Continuation Application (current subgrantees) NEW!

- ▶ Continuation/current subgrantees may submit (an) additional new/competitive application(s) if an increase in funding is sought.
- ▶ A request for an increase in funding for current/continuation VOCA subgrantee MUST be on a separate new/competitive application.
- ▶ If you are requesting an increase in your continuation amount, you must STILL complete and submit a continuation application with your continuation amount only.
- ▶ Language Line services through the CVRC (formerly NMCADV) Accessibility Project will end on 9/30/17.

Continuation Application (current subgrantees) NEW!

- ▶ Application includes:
 - ▶ Updated contact info
 - ▶ SIGNATURE REQUIRED
 - ▶ Project updates since FFY17
 - ▶ Standard Conditions – SIGNATURE REQUIRED
 - ▶ Assurances – SIGNATURE REQUIRED
 - ▶ Certification forms – SIGNATURE REQUIRED
- ▶ Submit by the deadline!
- ▶ Make sure it's complete (e.g. include all email addresses, sign in all designated locations)
- ▶ Email to CVRC.grants@state.nm.us (don't mail, fax, hand deliver, drop off, slide under the door, or otherwise send in any other way besides email to the CVRC.grants email address)

▶ QUESTIONS ABOUT THE CONTINUATION APPLICATION?



Evaluation Summary

VOCA Victim Assistance Grant Application		800 Points Available
Applicant Contact Information		10
Project Summary		50
Standard Conditions		Pass/Fail*
Project Budget and Budget Narrative (+ Match)		215
Narrative		250
Primary Project Components		200
Certification of Collaboration		75
Certification Forms <small>NEW!</small>		Pass/Fail *
VOCA Victim Assistance Additional Documentation Required		200 Points Available
Job Descriptions/Resumes (Staff and Volunteers)		20
Audit or other financial capacity evidence		100
Agency Budget		50
Organizational chart <small>NEW!</small>		5
VOCA Staff Salary Spreadsheet		10
LEP Plan		Pass/Fail *
Bylaws and Articles of Incorporation (non-profits)		5
Proof of 501(c)(3) Status (non-profits)		Pass/Fail *
Board members list <small>NEW!</small>		10

**History of prior grant compliance considered.

Positive comments from Review Committees past:

- ▶ + agency can make progress towards solving problem
- ▶ + can have a statewide reach
- ▶ + there is a huge need
- ▶ + willingness to acknowledge what they can do better
- ▶ + good community networking
- ▶ + explained problem well
- ▶ + good to see outreach to Native communities
- ▶ + addresses mental health needs
- ▶ + PPCs match narrative well, clear what they're going to do
- ▶ + well written proposal

Negative comments from Review Committees past:

- ▶ - confusion about population served (not clear)
- ▶ - low measurable objectives for \$ requested
- ▶ - overly ambitious objectives for \$
- ▶ - not enough effort to meet with collaborative partners
- ▶ - duplication of efforts
- ▶ - narrative didn't include everything requested in budget
- ▶ - match expenses not allowable (e.g. time spent grant writing/fundraising)
- ▶ - certificate of collaboration was old
- ▶ - need better accountability
- ▶ - poorly written
- ▶ - lacks specificity
- ▶ - outcomes not measurable/not sure what they want to do or how
- ▶ - didn't address underserved communities

Eligibility

- ▶ Applicants must be able to present their organizational capacity to complete the mandatory elements outlined within their proposal.
- ▶ **The New Mexico Crime Victims Reparation Commission has determined that applications will be ineligible for consideration if they are late, incomplete, or fail any of the mandatory elements outlined within the Request for Proposal Solicitation.**

Appeals Deadline 8/7/2017

- ▶ Written letter emailed to CVRC Director
 - ▶ By 10:00 a.m. Mountain Time
 - ▶ Review RFP Procedures
- ▶ Include: Name, Address of Protestor, and Proposal Title

▶ **Grounds for Appeal**

- ▶ **Supporting Exhibits**
- ▶ **Requested Ruling**

VOCA Proposal

Read pages 8, 19-21 of RFP

TWO components of a new/competitive proposal:

- * VOCA Competitive Application Form
- * Additional Documentation Required (see checklist)

ONE component of a continuation proposal:

- * VOCA Continuation Application Form 
(Additional documents requested at a later date)

VOCA Competitive Application Form

- ▶ ONE of the TWO documents that must be emailed to have a complete application.
- ▶ Do not deviate from the directions.
- ▶ Complete EACH section of the form.

Contact Information Application Page (10 pts.)

- ▶ Complete ALL of the information requested
- ▶ Avoid using "same as above" for duplicate information
- ▶ Targeted communities should reference geography
- ▶ Signature must be an authorized official or someone with designated official signing authority
- ▶ Electronic signatures are embedded into the document
- ▶ **DON'T FORGET TO SIGN!** (page 1 on new/competitive form; also elsewhere in application; see VOCA Checklist)

Application Sections

Project Summary (50 pts.)

- ▶ Brief and clear
- ▶ Limited to 1000 characters
- ▶ Correlate to specific project requesting funds

Standard Conditions (Pass/Fail *)

- ▶ Authorized Official
 - ▶ Must Read
 - ▶ Must Certify
 - ▶ Maintain Original Signature on File
- ▶ *Failure to pass this section renders the application ineligible.*
PLEASE DON'T FORGET TO SIGN!!

Before we move to the budget, questions?





Budget (215 pts.) Considerations:

- ▶ Does it support the problem statement in the narrative?
- ▶ Does it support ALL of the activities listed in the Primary Project Components?
- ▶ Is it clear?
- ▶ Is it realistic?
- ▶ Is it rounded off?

- ▶ Proposed expenditures are not supported by Primary Project Components and Narrative
- ▶ Unrealistic - either too high or too low
- ▶ Exceeds the funding request limit
- ▶ Does not adhere to grant guidelines

**A LOOK
at the
BUDGET**

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Budget Expectations

- § Use Budget Form in the application
- § Follow budget instructions (see esp. pp. 22-23 in RFP)
- § Line item categories observed
- § Round off: NO CENTS
- § Continuation applicants will submit later
- § Match is clearly identifiable as in-kind or cash
- § SOURCE OF MATCH IS CLEARLY IDENTIFIED (must be non-federal)
- § Budget, proposal narrative, and Primary Project Components all correspond
- § Fiscal Agent/Finance Officer reviewed prior to submission
- § No supplanting!

NEW!

New Allowable Costs Under the VOCA Rule



- ▶ **See OVC Comparison Document (on CVRC website and included as a link in RFP email blast) for full comparison; it's long! Here are some highlights:**
- ▶ Services to incarcerated victims permitted for victim services and associated activities.
- ▶ Perpetrator rehabilitation and counseling is permitted.

New Allowable Costs Under the VOCA Rule



- ▶ Civil legal assistance in both emergency and non-emergency situations if related to the victimization (**no tort claims or criminal defense**). Some examples include cases involving protection orders, family, custody and support, housing, dependency matters, immigration assistance, intervention with creditors, law enforcement (e.g. to obtain police reports), and other entities on behalf of victims of identity theft, intervention with administrative agencies, schools/colleges, and tribal entities, motions to vacate and/or expunge certain convictions based on victim status, assertion of victim rights in criminal proceedings related to victimization.

New Allowable Costs Under the VOCA Rule



- ▶ New Rule is more specific regarding types of allowable support and advocacy although also previously allowable (e.g. traditional, cultural, and/or alternative healing such as art therapy, yoga, etc.)
- ▶ Substance abuse treatment permitted if directly related to the victimization and provided by a person who meets professional standards of the jurisdiction.
- ▶ Peer support permitted including activities that allow victims to meet other victims, share experiences, and provide self-help, information, and emotional support.

New Allowable Costs Under the VOCA Rule



- ▶ Forensic interviews permitted if: (1) results not only used for law enforcement and prosecution purposes but also for identification of needs (e.g. social services, advocacy, case management, mental health, etc.), (2) conducted in context of multi-disciplinary investigation and diagnostic team or in specialized setting (e.g. child advocacy center), AND (3) interviewer is trained to conduct forensic interviews appropriate to the developmental age and abilities of children, or the developmental, cognitive, and physical or communication disabilities presented by adults.

New Allowable Costs Under the VOCA Rule



- ▶ Coordination activities that facilitate the provision of direct services permitted including statewide coordination of victim notification systems, crisis response teams, multi-disciplinary teams, coalitions to support and assist victims, etc.
- ▶ Multi-system, interagency, multi-disciplinary response to crime victim needs, including activities activities that support a coordinated and comprehensive response to crime victims' needs.
- ▶ Needs assessment, victim satisfaction surveys, and reasonable evaluation costs are permitted.
- ▶ Liability insurance on buildings and security guards permitted.

New Allowable Costs:

- ▶ KEEP IN MIND:
 - ▶ Still must justify need within the proposal.
 - ▶ Still must fall within Implementation Plan priorities.
 - ▶ Still must score high enough within proposal Review Committee for funding recommendation.
 - ▶ Still must be approved by the Commission for funding.

Services, Activities, and Costs

- ▶ Listed generally on pp. 17-18 of the RFP
- ▶ Look at the VOCA Rule for more detailed descriptions!
 - ▶ See link to VOCA Rule:
 - ▶ Within RFP
 - ▶ Within the email that accompanied the RFP
 - ▶ On the CVRC website under Resources tab
 - ▶ On the fantastic internet using your favorite search engine
 - ▶ Right here:
<https://www.federalregister.gov/documents/2016/07/08/2016-16085/victims-of-crime-act-victim-assistance-program>

Matching Funds Requirement

- ▶ Federally recognized American Indian/Native American Tribes/projects that operate on tribal lands are exempt from match requirements.
- ▶ All others must provide matching contributions in support of the project.
- ▶ New/competitive applicants who are NOT currently receiving VOCA funds must match 35% for the total project.
- ▶ Continuation and new/competitive applicants who ARE currently receiving VOCA funds must match 20% for the total project.



Match formula:

(NEW SUBGRANTEE, EXCEPT TRIBAL):

FEDERAL FUNDS REQUESTED X .35 ÷ .65 = MATCH

(CURRENT SUBGRANTEE, EXCEPT TRIBAL):

FEDERAL FUNDS REQUESTED X .20 ÷ .80 = MATCH

Matching Funds



Example 1

The Federal Government offers a \$100,000 grant. The match requirement is an 80/20 ratio (Federal/Recipient).

		Formula	Amount	
1	Govt. Grant Amount		\$100,000	Amount Federal Government Contributes
2	Compute Total Project Cost	$\$100,000 \div .80$	\$125,000	Total Project Cost
3	Match Requirement	$\$125,000 \times .20$	\$25,000	Amount Recipient Contributes/Match Amount

Matching Funds Requirements



CASH
Or
IN-KIND



Match Ideas



- ▶ Donations
- ▶ Expendable Equipment
- ▶ Office supplies, capital outlay
- ▶ Work space
- ▶ Operations
- ▶ Monetary value of time contributed by staff or volunteers if the services they provide are a necessary part of the funded project
- ▶ CANNOT BE DERIVED FROM FEDERAL FUNDS



Before we move to the narrative, any questions?



Narrative

- ▶ Continuation applicants: updates only 
- ▶ **Mandatory** for New/Competitive applicants

Six Section Narrative (250 pts.):

▶ # 1

- ▶ Briefly describe your agency/organization. Provide a comprehensive description of your work with victims of crime. Include years in existence, services provided, and populations served. Discuss any funding losses within your region and/or agency and the impact this has had on serving victims. (2000 characters maximum)



#2



What is the target population that the project will serve? If applicable, include a discussion of how your agency works to serve victims of federal crime. (2000 characters maximum)

- ▶ Identify the demographics of the target population that the project will serve.
- ▶ Be clear and accurate.

Important Hint: Should support problem statement from #3

#3

- What is the nature of the problem that the proposed project will address? Using statistical information of the state and region, justify the request for funding to serve victims of crime or victims of a specific crime. (4000 characters maximum)

- Strong, persuasive presentation of the problem
- **Backbone of the proposal** and must be supported by all other elements (measurable objectives, implementing activities, evaluation activities)



Developing a Problem Statement

What is the nature of the problem?

- ▶ How many people are affected and to what extent?
 - ▶ How can you prove it?
 - ▶ What statistical evidence do you have to support your statements?

Who else in your area is working on the problem?

- ▶ How often does the problem occur?
- ▶ What is the current client utilization of services for your agency?
- ▶ What is unique or special about your region?

What impact will the project have on the criminal justice system and the targeted geographic region?

USE DATA TO SUBSTANTIATE YOUR NEEDS

CURRENT, ACCURATE, & RELEVANT

✓QUANTITATIVE (#S)

✓SURVEYS

✓FOCUS GROUPS

➤ NM INTERPERSONAL VIOLENCE DATA CENTRAL REPOSITORY REPORTS ON DOMESTIC VIOLENCE AND SEX CRIMES

➤ NM INTERPERSONAL VIOLENCE DEATH REVIEW TEAM ANNUAL REPORT

[Available at www.cvrc.state.nm.us](http://www.cvrc.state.nm.us)

Problem Statement

When your problem statement is complete, it should present a

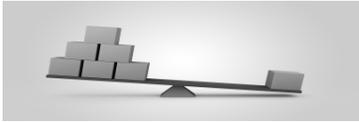
clear, concise

picture of the problem that the project will address.

WEAK PROBLEM STATEMENTS:

Indication to proposal reviewers that the applicant organization may not understand the problem or is not prepared to have a positive impact on the problem.

#4



- ▶ Identify underserved populations in your region and the way in which the grant activities will be designed to provide services that are culturally and linguistically appropriate. Describe ways in which your organization is uniquely qualified to provide services to underserved populations. (4000 characters maximum)
- Identify the underserved populations in your region and the barriers encountered in accessing services. See p. 12 of the RFP for examples of underserved populations.
- How many people are affected?
- Describe how the project will provide linguistically and culturally accessible services.

#5



- ▶ Describe the ways your agency uses or will use volunteers to support the project and overall mission of the agency. The activities must be VOCA eligible. Describe how your agency works to notify, educate, and assist all victims with New Mexico Victims' Rights and victim compensation. (4000 characters maximum).

#6

- ▶ Identify your project partners and describe the ways in which collaboration will enhance the intended outcome of the project. Also, what state or national organizations is the applicant a member of in order to keep current about best practices? (4000 characters maximum)



Primary Project Components (PPCs) (200 pts.)

- ▶ Goals
- ▶ **Measurable** Objectives
 - ▶ Activities
 - ▶ Performed by whom?
 - ▶ Timeline (which quarters?)
 - ▶ Evaluation Process
- ▶ Direct victim service categories
 - ▶ Pp. 18-19 of RFP; corresponds to quarterly reporting
 - ▶ Includes information & referral, personal advocacy/accompaniment, emotional support/safety, shelter/housing, and criminal/civil justice system assistance.



Establishing Goals

It is not an ultimate societal goal.

- ▶ The project goal is a general statement about what you'd like to achieve with a particular population or geographical area.
- ▶ It should directly relate to a demonstrated need, as identified in the problem statement.



Goals (example)

- ▶ Increase the number of domestic violence victims who receive legal assistance to obtain orders of protection in Enchilada County.
- ▶ This is a program goal relative to the demonstrated need in a community and is a goal that one can control.



- ▶ Notice that this is different than stating the goal as: "Reduce the incidence of domestic violence in Enchilada County."

Helpful Hints: Goal Statement

- ▶ The goal statement must follow logically from your statement of the problem (the Narrative).
- ▶ It is not appropriate to talk about a reduction in domestic violence if your statement of the problem discussed the need and justification for civil legal assistance.

Developing Measurable Objectives

Measurable objectives are quantifiable statements that support the goal and specify what must be done to:



- ▶ Maintain
- ▶ Increase
- ▶ Decrease
- ▶ Enhance
- ▶ Improve
- ▶ Change you expect

And to what degree! Use numbers!

Example PPC:

Goal

- ▶ Goal # 1: Increase the number of domestic violence victims who receive personal advocacy, support, and case management in Sopaipilla and southern Taco Counties.

Measurable Objective

- ▶ MO #1: Advocates will provide 200 victims of domestic violence with crisis intervention/support services.

Example PPC:

Goal

- ▶ Goal #1: Increase the advocacy for abused, neglected, and abandoned children in the District Court system in Frijoles County, New Mexico.

Measurable Objective

- ▶ MO#1: Increase by 15 the number of CASA volunteers serving abused, neglected, and abandoned children in Frijoles County (increase of 50%).

Example PPC:

Goal

- ▶ Goal #1: Enhance the quality of services given to victims of sexual assault in Tortilla County by providing skills training to sexual assault advocacy staff.

Measurable Objective

- ▶ MO#1: Ensure that six (6) sexual assault victim advocates will register for and attend the Advocacy in Action Conference.

Objectives should be...

SPECIFIC

MEASURABLE

ACTION ORIENTED

REALISTIC

TIME DIMENSIONED

Tip:

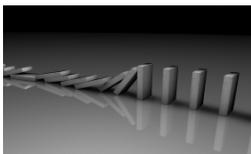
If you use a percentage (e.g. "increase the number of victims receiving individual counseling by 20%"), make sure that the baseline of victims receiving counseling is included in the problem statement, so that the reviewers understand what 20% represents. 20% of what number currently?

Implementing Activities

- ▶ Implementing Activities are the activities your agency must do to carry out the objectives you stated.
- ▶ They should be listed within the timeline they will be performed [which quarter(s)].
- ▶ Position title(s) of who will be performing activities should be included (may include people not funded under this grant, but do NOT list people in the budget who are NOT listed in the PPCs!)

Impact Evaluation Activity

- ▶ How will you show the impact of your program, i.e. did you reach your objectives?



- ▶ You can answer this question if:
 - ▶ you can prove that your implementing activities were carried out, and
 - ▶ if you can measure the increase, decrease, or other changes to the degree your objectives stated.

Before we talk about collaboration, questions?



Certification of Collaboration (75 pts.)

- Resource sharing for mutual gain
- Increased coordination of services
- Mutual commitments
- Provide specific examples of collaboration from the past year.
- Don't just list the meetings you attend together!



Meaningful Collaboration

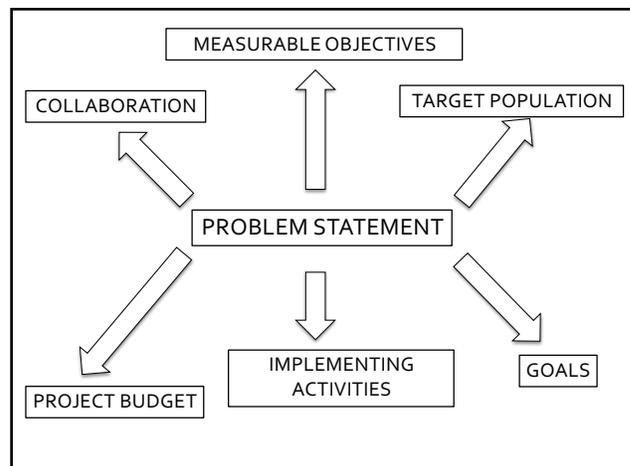
- ▶ Demonstrates a partnership between organizations
- ▶ Addresses the problem by involving all that might play a part in developing and implementing a solution



Federal Certification Forms

Federal Certification Forms

- ▶ Assurances
 - ▶ Read, sign (authorized official)
 - ▶ Date
- ▶ Certifications
 - ▶ Read, sign (authorized official)
 - ▶ Include ALL information requested on last page, including IRS/Vendor Number (same as tax ID number/EIN)



Additional Documentation Required (200 pts.)

- ▶ ONE of the TWO documents that must be emailed to have a complete new/competitive application.
- ▶ Include all of the Additional Documentation Required. See pp. 20-21 of RFP for list.
- ▶ Not required for continuation application at this time.

Job Descriptions, Contracts, Resumes (20 pts.)

- ▶ Current job descriptions for the proposed federal and match positions.
- ▶ Actual or proposed contracts with contractual consultants. Drafts of contract required as part of Additional Documentation if listed in the budget.
- ▶ If applicable, resumes of candidates. If the match positions are already filled, provide the resume.



Audit/evidence of financial capacity (100 pts.)

- ▶ Submit the most recent agency audit. This must be included within your application, even if we have it on file.
- ▶ If an agency audit has not been completed yet, an explanation must be submitted along with other reliable demonstration of financial stability (e.g. copies of financial statements), capacity for administration of federal funds, and a willingness to obtain an audit should funds be awarded.

Agency Budget (50 pts.)

Current
Receivables
Expenditures
Can be based on calendar year,
state fiscal year, or federal fiscal
year depending on your
agency



Limited English Proficiency Plan



LEP.gov

- ▶ What resources are available to LEP persons by your organization? What language assistance resources are available?
- ▶ How is or how will staff be trained to serve LEP individuals?
- ▶ What is the status of LEP policy development within your organization?
- ▶ How do you provide information about your services to LEP persons?

For Non-profits:

- ▶ Proof of 501 (c) (3) status (Pass/Fail *)
- ▶ Bylaws and Articles of Incorporation (5 pts.)
- ▶ Current list of Board Members (10 pts.)
 - ▶ Include names and contact information (email and phone number)



Building Your Proposal

Carefully read RFP packet!



- Choose a priority
- Brag but don't lie/exaggerate
- Develop narrative
- Build Primary Project Components
- Establish project budget
- Assume reviewers know nothing and everything

TIPS

- ▶ Keep the proposal simple, clear, & concise
- ▶ Proof your work: typos are distracting; don't miss any important details!
- ▶ Watch your budget (Committed, not greedy)
- ▶ Email the **entire** proposal on time, not just the application form (for new/competitive).



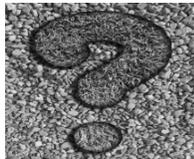
Before the final stretch,
any more questions?



Basic expectations if awarded funding:

- ▶ Quarterly statistical reporting (see CVRC website for sample form).
- ▶ (At least) quarterly invoice submission.
- ▶ Attendance at Advocacy in Action conference (March 2018).
- ▶ Participation in compensation, grants, and civil rights training.
- ▶ Completion of free online OVC TTAC basics and core competencies training modules by direct services staff.
- ▶ Regular communication with Grants Department.
- ▶ Site visit monitoring at least once every two years.
- ▶ See RFP for more details.

Q & A



Additional questions regarding the RFP must be emailed by:

4:30 pm Mountain Time on June 27, 2017.

Anyone that submitted an "Indication of Interest" email or in attendance of this Grant Writing Workshop will receive a written response to the questions.

Due Date/Time:
NO EXTENSIONS!!!

**Submitted to the CVRC Email
CVRC.Grants@state.nm.us**

No later than July 3, 2017

No later than 4:30 PM Mountain Time



The CVRC Commission has determined that failure to meet this deadline is not grounds for protest; it is a mandatory requirement of the RFP process. Proposals received after this deadline will not be considered.

Thank you!
GOOD LUCK!!

SEND

