

STATE OF NEW MEXICO

Crime Victims Reparation Commission



Continuation Application
Federal Fiscal Year (FFY) 2026

Victims of Crime Act (VOCA) Victim Assistance
Formula Grant Program Continuation Application

Office for Victims of Crime (OVC)
15POVC-22-GG-00784-ASSI
15POVC-23-GG-00427-ASSI

WebGrants ID #31149

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INTRODUCTION/PURPOSE

The New Mexico Crime Victims Reparation Commission (CVRC) is soliciting continuation applications from agencies that are **currently funded Federal Fiscal Year (FFY) 2026 VOCA Victim Assistance (VA) subrecipients**. This solicitation does not support new programming or additional funding requests. The content of this continuation application remains the same as the FFY2025 solicitation. Current VOCA VA programs in good standing may apply for up to **one hundred percent (100%)** of the funding level awarded **FFY2024**, which began October 1, 2024, through the CVRC WebGrants System. <https://nmcvrcgrants.com>.

Funding for year 4 (FFY2026) of this VOCA VA continuation funding will remain at the same level as year 2 (FFY2024) and be awarded with Federal VOCA VA funds.

All continuing application must be in compliance with the VOCA-Victim Assistance Final Rule, as published in the Federal Register at the following link: <https://www.federalregister.gov/documents/2016/07/08/2016-16085/victims-of-crime-act-victim-assistance-program>. This rule governs all aspects of the VOCA Victim Assistance grant.

SEQUENCE OF EVENTS TIMELINE

Action	Responsibility	Date
1. Issuance of Continuation RFP	CVRC	Monday, July 21, 2025
2. Grant Writing Workshop Prerecorded Webinar	CVRC	Friday, July 25, 2025
3. Registration in WebGrants Final Deadline	CVRC	Thursday, August 14, 2025
4. Questions Emailed Within WebGrants System	Applicants	Friday, August 15, 2025 Last question answered at 12:00 PM MST
5. Submission of Proposal	Applicants	Monday, August 18, 2025, 4:00 PM MST
6. Approval by CVRC Commission	CVRC Commission	Thursday, August 28, 2025
7. Award Letter with Special Conditions Emailed to Subrecipients	CVRC	Friday, August 29, 2025
8. Contracts Sent via DocuSign to Subrecipients	CVRC	Friday, September 5, 2025
9. Signed contracts due via DocuSign	Subrecipients	Friday, September 12, 2025
10. Fully Executed Contracts uploaded to WebGrants	CVRC	Monday, September 29, 2025
11. Start of Award Period	Subrecipients	Wednesday, October 1, 2025

****Please Review the FFY2026 VOCA Victim Assistance Continuation Application In Its Entirety****

A short YouTube video which describes the process for completing this application will be available by July 25, 2025. The link to the video will be sent via email once it is available. We highly encourage applicants to review the video in its entirety prior to starting the continuation application process. This will save you significant time.

Current VOCA VA subrecipients that fail to submit their continuation application in accordance with this Continuation Application will be deemed nonresponsive and ineligible for continuation funding.

TERM OF THE AWARD

The contract shall begin October 1, 2025 and end September 30, 2026. The VOCA Victim Assistance Award for the State of New Mexico follows the federal fiscal year.

GRANT ADMINISTRATION

The Grants Department of the New Mexico Crime Victims Reparation Commission is responsible for the Continuation Application process. Any inquiries or requests regarding the application process should be submitted through the WebGrants Questions Function.

DEFINITION OF TERMINOLOGY

This section contains definitions and abbreviations that are used throughout this document.

“**Appeal**” refers to the process for applicants who are dissatisfied with the preliminary award decision to formally dispute the decision before the Commission.

“**Applicant**” means an agency applying for funding.

“**Award**” means the written documentation of notification by the Grant Administrator. This document becomes part of a subrecipient file.

“**Awarded/Subrecipient**” is defined as an agency that meets all the mandatory specifications of this Continuation Application and whose proposed project is deemed of high priority to meet the needs of crime victims in New Mexico as recommended by the Review Committee and approved by the Commission.

“**Commission**” means the New Mexico Crime Victims Reparation Commission Board.

“**Contract**” means a written agreement for the procurement of services for victims of crime.

“**Crime victim**” or “**victim of crime**” is defined as a person who has suffered physical, sexual, financial, or emotional harm as a result of the commission of a crime.

“**Current/continuation application**” refers to the simplified funding application available only to NM VOCA subrecipients who have received VOCA funding throughout FFY2025.

"**CVRC**" means the New Mexico Crime Victims Reparation Commission.

“**DOJ**” is the Department of Justice.

“**Elder abuse**” is defined as the mistreatment of older persons through physical, sexual, or psychological violence, neglect, or economic exploitation and fraud.

“**LEP persons**” include people who do not speak English as their primary language and/or who have a limited ability to read, speak, write, or understand English.

“**OCFO**” is the Office of the Chief Financial Officer.

“**OIG**” is the Office of the Inspector General.

“**OJP**” is the Office of Justice Programs.

“**OVC**” is the Office for Victims of Crime.

"**Continuation Applications**" or "**Solicitation**" means all documents, including those attached or incorporated by reference, used for soliciting applications.

"**Review Committee**" means a body appointed by CVRC to perform the evaluation of the applications. These awards have been approved and reviewed in prior fiscal years in accordance with our agency funding strategy.

"**Subrecipient**" means a successful agency/award recipient that is awarded a VOCA Victim Assistance contract.

“**Victims of Federal Crimes**” are defined as victims of an offense that violates a federal criminal statute or regulation; also includes crimes that occur in an area where the federal government has jurisdiction, such as Indian reservations, some national parks, some federal buildings, and military installations. Services to victims of federal crimes shall be provided on the same basis as victims of state/local crimes.

“**VOCA Rule**” refers to the 2016 rule that governs VOCA Victim Assistance grants (beginning 10/1/17), found online at: <https://www.federalregister.gov/documents/2016/07/08/2016-16085/victims-of-crime-act-victim-assistance-program>.

The terms “**mandatory**”, “**must**”, “**shall**”, “**will**”, “**is required**”, or “**are required**”, identify a mandatory item or factor. Failure to meet a mandatory item or factor may result in the rejection of an agency’s application.

BACKGROUND INFORMATION

The New Mexico Crime Victims Reparation Commission (CVRC), created by Laws of 1981, Chapter 325, under the Crime Victims Reparation Act, has a stated purpose "to protect the citizens of New Mexico from the impact of crime and to promote a stronger criminal justice system through the encouragement of all citizens to cooperate with law enforcement efforts." More information is available at www.cvrc.nm.gov.

In addition to processing crime victim compensation applications, CVRC administers the federal Victims of Crime Act (VOCA) Victim Assistance Grant. This act provides funding for organizations that provide direct services to victims of violent crime throughout the state.

In 1984, VOCA established the Crime Victims Fund (the Fund) in the U.S. Treasury and authorized the Fund to receive deposits of fines and penalties levied against criminals convicted of federal crimes. This Fund provides the source of funding for carrying out all of the activities authorized by VOCA Victim Assistance.

The Office for Victims of Crime (OVC) makes annual VOCA Victim Assistance grants from the Fund to states. The primary purpose of these grants is to support the provision of services to victims of crime throughout the Nation. For the purpose of these guidelines, services are defined as those efforts that (1) respond to the emotional and physical needs of crime victims; (2) assist primary and secondary victims of crime to stabilize their lives after a victimization; (3) assist victims to understand and participate in the criminal justice system; and (4) provide victims of crime with a measure of safety and security.

The purpose of the VOCA Victim Assistance grant program is to provide services to all crime victims regardless of their ability to pay for services rendered or availability of insurance or other third-party payment resources. Crime victims suffer tremendous emotional, physical, and financial losses. It is the intent of VOCA to reduce the impact of the crime by offering effective services at no cost to the victims.

The New Mexico Crime Victims Reparation Commission (CVRC) is the state agency designated to administer the VOCA Victim Assistance grant program. As such, CVRC establishes policies and procedures defined by the requirements of the VOCA Victim Assistance Rule and the State of New Mexico.

CVRC is committed to serving the victims of violent crime as well as the citizens of New Mexico by carefully reviewing applications for compliance with their respective federal acts and rules. Evaluating applications ensures that the funds are spent consistently with the State's intent of assisting victims of violent crime. The Commission and staff are dedicated to this task.

EXPLANATION OF EVENTS

This solicitation is for continuation status only. Competitive or increased funding for FFY2026 is not being issued. This solicitation is to support sustainability of the existing VOCA Victim Assistance Subrecipients at their initial **FFY2024** funding levels and support the intent of their approved projects. Continuation Applicants

must submit all of the required documents into the New Mexico Crime Victims Reparation Commission WebGrants portal <https://nmcvrcgrants.com> by the deadlines outlined. Failure to comply with requested information may jeopardize the agency's funding.

CONTRACT START DATE

The project period begins on October 1, 2025. A fully executed contract will be available in WebGrants on September 29, 2025.

GENERAL REQUIREMENTS

Applicants are required to adhere to the conditions governing the application process. Submission of an application constitutes acceptance of this application process.

System for Award Management (SAM.gov)

All applicants for federal grants are required (other than individuals) to maintain a current registration in the System for Award Management ([SAM.gov](https://sam.gov)) database. The SAM.gov database is the repository for standard information about federal financial assistance applicants, recipients, and sub-recipients. Organizations that have previously submitted applications via Grants.gov or CCR.gov should be registered and have already migrated their accounts, as it is a requirement for Grants.gov registration. Please note that applicants must update or renew their SAM.gov registration at least once per year to maintain an active status. Information about registration procedures can be accessed at <https://www.sam.gov>. All applicants' SAM.gov expiration dates are required on the application.

Unique Entity Identifier (UEI)

All applicants under this solicitation must include a Unique Entity ID (generated by SAM.gov). Applications without a Unique Entity ID are incomplete. The Unique Entity ID is a 12-character alphanumeric ID assigned to an entity by SAM.gov. This replaces the DUNS Number which has been removed from SAM.gov. Existing registered entities can find their Unique Entity ID by logging in to SAM.gov and selecting "Search" from the header menu. Expand "Select Domain," then select "Entity Information," then "Entities." This search allows for keywords and filters. The Unique Entity ID is displayed in the search results.

Incurring Cost

Any cost incurred by the requesting agencies in preparation, transmittal, presentation of any application, or material submitted in response to this application shall be borne solely by the agency.

Subcontractors

Use of subcontractors must be clearly explained in the application and a sample copy of a contract must be included in the Additional Documentation Required. The sample contract must include the scope of work, the rate of reimbursement, a defined time period, and a termination clause.

Disclosure of Application Contents

The applications will be kept confidential until a contract is awarded. At that time, all applications and documents pertaining to the applications will be open to the public.

Termination

This application may be canceled at any time and applications may be rejected in whole or in part if CVRC determines such action to be in the best interest of the State of New Mexico.

Federal Award Amount

Any contract awarded as a result of this application process is limited to the amount of VOCA Victim Assistance funds available. There can be no expectation that future funding will be available to continue an awarded project.

Basis for Application

Only information supplied by CVRC, in email communications by the Grant Administrator, or in this application should be used as the basis for the preparation of applicants' applications.

Requesting Agency's Qualifications

The Review Committee may make such investigations as necessary to determine the ability of the applicant to adhere to the requirements specified within their application. The Review Committee will reject the application of any applicant that is not a responsible agency or fails to submit a responsive application. These awards are reviewed internally to ensure they support the original intent of their application.

Right to Waive Minor Irregularities

The Review Committee reserves the right to waive minor irregularities. The Review Committee also reserves the right to waive mandatory requirements provided that all of the otherwise responsive applications failed to meet the mandatory requirements and/or doing so does not otherwise materially affect the procurement. This right is at the discretion of the Review Committee. These awards are reviewed internally to ensure they support the original intent of their application.

THE AWARDED AGENCY MUST UNDERSTAND AND AGREE TO ABIDE BY THE FOLLOWING FEDERAL REQUIREMENTS:

Equal Opportunity Compliance

The subrecipient agrees to abide by all federal and state laws, rules, regulations, and executive orders of the Governor of the State of New Mexico pertaining to equal employment opportunity. The subrecipient agrees that no person shall, on the basis of actual or perceived race, religion, color, national origin, sex, sexual orientation, gender identity, age, or disability, be excluded from employment with or participation in, be denied services, or be otherwise subjected to discrimination under any program.

Requirements pertaining to prohibited conduct related to trafficking in persons

The subrecipient must comply with all applicable requirements (including requirements to report allegations) pertaining to prohibited conduct related to the trafficking of persons, whether on the part of subrecipients or individuals defined (for the purpose of this condition) as “employees” of the subrecipient. Details are provided at <https://ojp.gov/funding/Explore/ProhibitedConduct-Trafficking.htm>

Civil Rights and Nondiscrimination Compliance

The subrecipient will comply (and will require any contractors to comply) with any applicable federal nondiscrimination requirements, which may include the Omnibus Crime Control and Safe Streets Act of 1968 (42 U.S.C. 3789d); the Victims of Crime Act (42 U.S.C. 10604 (e)); the Juvenile Justice and Delinquency Prevention Act of 2002 (42 U.S.C. 5672 (b)); the Civil Rights Act of 1964 (42 U.S.C. 2000d); the Rehabilitation Act of 1990 (42 U.S.C. 13131-34); the Education Amendments of 1972 (20 U.S.C. 1681, 1683, 1685-86); the Age Discrimination Act of 1975 (42 U.S.C. 6101-07); 28 C.F.R. pt 31 (U.S. Department of Justice Regulations – OJJDP Grant Programs); 28 C.F.R. pt. 42 (U.S. Department of Justice Regulations – Nondiscrimination; Equal Employment Opportunity; Policies and Procedures); Exec. Order No. 13279 (equal protection of the laws for faith-based and community organizations); Exec. Order No. 13559 (fundamental principles and policymaking criteria for partnerships with faith-based and neighborhood organizations); and 28 C.F.R. pt. 38 (U.S. Department of Justice Regulations – Equal Treatment for Faith-Based Organizations). Award funds may also not be used to discriminate against or denigrate the religious or moral beliefs of students who participate in programs for which financial assistance is provided from those funds, or of the parents or legal guardians of such students.

In the event a federal or state court or federal or state administrative agency makes or has made in the past three years a finding of discrimination after a due process hearing on the grounds of race, color, religion, national origin, or sex against a recipient of funds, the subrecipient will forward a copy of the finding to the Office for Civil Rights, Office of Justice Programs, and the New Mexico Crime Victims Reparation Commission (CVRC). Subrecipients will provide an Equal Employment Opportunity Plan (EEO) to the Office for Civil Rights, Office of Justice Programs and to CVRC, if required to submit one; otherwise, it will provide a certification to the Office for Civil Rights, Office of Justice Programs and to CVRC that it has a current EEO on file, if required to maintain one. For agencies receiving less than \$25,000, or agencies with fewer than 50 employees, regardless of the amount of the award, no EEO is required. Information about civil rights obligations of grantees can be found at www.ojp.usdoj.gov/ocr/

As clarified by Executive Order 13166, Improving Access to Services for Persons with Limited English Proficiency, and resulting agency guidance, national origin discrimination includes discrimination on the basis of limited English proficiency (LEP). To ensure compliance with the Omnibus Crime Control and Safe Streets Act of 1968 and Title VI of the Civil Rights Act of 1964, the subrecipient must take reasonable steps to ensure that LEP persons have meaningful access to its programs. Meaningful access may entail providing language assistance services, including oral and written translation, where necessary. Applicants are encouraged to consider the need for language services for LEP persons served or encountered both in developing their budgets

and conducting their programs and activities. Additional assistance and information regarding LEP obligations can be found at www.lep.gov.

In accordance with federal civil rights laws, the subrecipient shall not retaliate against individuals for taking action or participating in action to secure rights protected by these laws.

Providing Meaningful Access to Victims with Limited English Proficiency (LEP)

National origin discrimination includes discrimination on the basis of limited English proficiency (LEP). As noted above, to ensure compliance with Title VI of the Civil Rights Act and the Omnibus Crime Control and Safe Streets Act, subrecipients are required to take reasonable steps to ensure the LEP persons have meaningful access to their programs. Meaningful access may entail providing language assistance services, including interpretation (oral communication in person and/or by phone/video) and written translation services, where necessary. Subrecipients are encouraged to consider the need for language services for LEP persons served or encountered both in developing their applications and budgets and in conducting their programs and activities. Reasonable costs associated with providing meaningful access for LEP individuals are considered allowable program costs. The U.S. Department of Justice has issued guidance for grantees to assist them in complying with Title VI. The guidance document can be accessed at www.lep.gov or by contacting the OJP's Office for Civil Rights at 202-307-0690.

Executive Order 13199 requires that all recipients of federal financial assistance must take reasonable steps to provide meaningful access to LEP individuals. Among the factors to be considered in determining what constitutes reasonable steps to ensure meaningful access are: (1) the number or proportion of LEP persons in the eligible service population; (2) the frequency with which LEP individuals come into contact with the program; (3) the importance of the service provided by the program; and (4) the resources available to the recipients. 42 U.S.C. 2000d states: "No person in the United States shall, on the ground of race, color or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance." Different treatment based on a person's inability to speak, read, write, or understand English may be a type of national origin discrimination.

All applicants are required to submit a clear, concise, and realistic LEP plan as part of the Additional Required Documentation. LEP information and a sample plan may be found at www.cvrc.state.nm.us. Additional information can also be found at www.lep.gov/lepdoc%20chapter1.htm#a and at www.usdoj.gov/crt/cor/Pubs/lepqapr.html.

Underserved Populations

Underserved victim populations include but are not limited to the following federal definitions: Geographic Locations: Rural, Tribal, Underserved Urban, Other; Non-English Speaking: Spanish-speaking, Speaks a Native American language, Speaks an Asian language, Speaks another non-English language; Racial/Ethnic Groups: Hispanic, Native American, African-American, Pacific Islander, Other; Other Special Needs Populations:

Mentally/emotionally challenged, Physically/medically challenged, Older victims, Migrant farm workers, LGBTQI, Immigrant, At-risk group and Other.

Reporting of Fraud, Waste, Abuse, and Similar Misconduct

Any credible evidence of potential fraud, waste, abuse or misconduct involving or relating to funds under this award should be reported to the OIG.

Restrictions and certifications regarding nondisclosure agreements and related matters.

No subrecipient under this award, or entity that receives a procurement contract or subcontract with any funds under this award, may require any employee or contractor to sign an internal confidentiality agreement or statement that prohibits or otherwise restricts, or purports to prohibit or restrict, the reporting (in accordance with law) of waste, fraud, or abuse to an investigative or law enforcement representative of a federal department or agency authorized to receive such information.

Determination of suitability to interact with participating minors

The subrecipient must make determinations of suitability before certain individuals may interact with participating minors. This requirement applies regardless of an individual's employment status. The details of this requirement are posted on the OJP web site at <https://ojp.gov/funding/Explore/Interact-Minors.htm> (Award condition: Determination of suitability required, in advance, for certain individuals who may interact with participating minors).

New Mexico Employees Health Coverage

Awarded subrecipients must certify their compliance with the applicable state and federal rules regarding provision of health insurance for employees, including agreement to advise all employees of the availability of State publicly financed health care coverage programs by providing each employee with, as a minimum, the following web site link to additional information: www.bewellnm.com.

Subrecipient Organization Eligibility Requirements

The 2022- 2025 State of New Mexico Crime Victims Reparation Commission Implementation Plan is a comprehensive statewide plan that outlines funding priorities and strategies for the grant programs administered through CVRC. The plan works to enhance responses to victims of crime throughout New Mexico. As the administering agency for the VOCA Victim Assistance grant, projects shall be supported by the 2022 - 2025 New Mexico Implementation Plan. The plan can be downloaded at www.cvrc.nm.gov.

SERVICE POPULATION: VICTIMS OF CRIME

CVRC is required to take into consideration the following factors regarding service populations. A minimum of 10% of each federal grant will be allocated to each of these categories of crime victims:

- Sexual Assault
- Domestic Violence
- Child Abuse

- Underserved; VOCA Victim Assistance federal grant will be allocated to victims of violent crime (other than sexual assault, domestic violence, and child abuse, who are “previously underserved.” These underserved victims of either adult or juvenile offenders may include, but are not limited to:
 - Victims of federal crimes
 - Survivors of homicide victims
 - Victims of assault
 - Robbery
 - Gang violence
 - Hate and bias crimes
 - Victims of intoxicated drivers
 - Human trafficking
 - Economic exploitation
 - Fraud
 - Elder abuse

TYPES OF ELIGIBLE ORGANIZATIONS

Types of eligible organizations include non-profit victim service organizations, tribal organizations, faith-based and neighborhood programs, crime victim compensation programs, and public agencies (including federal, state, tribal, or local governments) and nongovernmental organizations that provide assistance to victims of crime in New Mexico. These organizations shall be used to provide emergency relief, including crisis response efforts, assistance, training, and technical assistance, and ongoing assistance, including during any investigation or prosecution, to victims of terrorist acts or mass violence occurring outside the United States.

ORGANIZATIONAL CAPACITY OF THE PROGRAM

Programs must demonstrate a record of providing effective services to crime victims and support from sources other than the Crime Victims Fund (VOCA VA). The program must also have substantial financial support (at least 25%) from sources other than the Crime Victims Fund.

MATCH REQUIREMENTS

The purpose of matching contributions is to increase the amount of resources available to the projects supported by grant funds. All projects are required to provide matching contributions to the total cost of the VOCA Victim Assistance project and must be from non-federal sources. The total project costs are the federal award plus the required matching amount. All funds designated as match are restricted to the same uses as the VOCA Victim Assistance funds, must be properly documented and accounted for, and must be expended within the grant period. Match must be provided on a project-by-project basis.

In-kind match may include:

- donations of expendable equipment,
- office supplies,
- workshop or classroom materials,

- workspace, (fair market /rental value) or
- the monetary value of time contributed by professionals and technical personnel and other skilled and unskilled labor, if the services they provide are an integral and necessary part of a funded project.

The value placed on donated services must be consistent with the rate of compensation paid for similar work in the subrecipient's organization or within the labor market. The basis for determining the value of services, materials, equipment and space must be documented. The services they provide must be an integral and necessary part of the funded project.

All match funding must be identified, documented and properly tracked. If volunteer hours are used for match, they must be supported by the same or similar methods used by the subrecipient organization for its own employees. The basis for determining the value of services, materials, equipment, and space must be documented and included with the additional documentation required section of the application.

If the total match requirement is not expended, the sub-recipient will be required to REFUND the federal amount equivalence.

Federally recognized American Indian/Native American Tribes/projects that operate on tribal lands (current or new): EXEMPT FROM MATCH REQUIREMENTS.

The match budget must be included in the budget and budget narrative section of the VOCA Victim Assistance Application. Federal funds **may not** be used as match.

The formula to calculate matching funds is: Federal amount requested divided by 4 (\$30,000 / 4 = \$7,500)

Example:

Federal Funds	\$30,000
Matching Funds	\$ 7,500
Total Program Costs	\$37,500

Match requirement amount: 20% (cash or in-kind) for the total VOCA Victim Assistance project (federal funds + matching funds) \$37,500 x 20% = \$7,500.

Match activities and services must be listed in the Primary Project Components.

USE OF VOLUNTEERS

Use of volunteers to support the project or facility in which the project is carried out is mandated unless CVRC determines there is a compelling reason to waive this requirement. Agency Board participation is not considered eligible as a voluntary activity since it is an administrative necessity in qualifying as a non-profit organization. Volunteers and the services they provide must be listed in the Primary Project Components.

COMMUNITY EFFORTS

Promotion of private and public community efforts to aid crime victims is required. See VOCA Rule for more information. Community efforts must be listed in the Primary Project Components.

COMPENSATION ASSISTANCE

Informing and assisting victims in applying for compensation is required and includes;

- assisting with application forms,
- collaboration with CVRC,
- posting CVRC compensation poster in a public area, and
- providing potentially eligible victims with the CVRC brochure.

COMPLY WITH FEDERAL RULES REGULATING GRANTS AND STATE CRITERIA

Subrecipients must comply with:

- The applicable provisions of VOCA Victim Assistance and required forms including submission of a Subgrant Award Report (SAR) upon award of funds,
- The Program Rule, and/or Regulations,
- Providing Authorizing representatives of OVC and OCFO access to and the right to examine all records, books, paper or documents related to the VOCA grant,
- The requirements of the DOJ Grants Financial Guide and Part 200 Uniform Requirements, which include maintaining appropriate programmatic and financial records that fully disclose the amount and disposition of VOCA Victim Assistance funds received (more information available at the Office of Justice Programs (OJP) website),
- Requirement to post and comply with Federal and State EEOC and the Fair Labor Standards Act and,
- Any additional eligibility or service criteria established by CVRC and the VOCA Victim Assistance contract.

DEMOGRAPHIC AND FINANCIAL DATA AND REQUIRED REPORTING

At this time, it is a requirement to maintain statutorily required civil rights statistics on victims served, when those receiving assistance voluntarily furnish such information. Demographic data includes:

- Self-reported race/ethnicity,
- age,
- limited English proficiency,
- gender identity,
- physical or mental disabilities,
- homelessness,
- sexual orientation,
- veteran status, and
- immigrant/refugee/asylee status.

The above information must be compiled by the project and available upon request. Programs must permit reasonable access to its books, documents, papers, and records to determine whether the subrecipient is **complying with applicable civil rights laws.**

REQUIRED GRANT REPORTING AND RECORD KEEPING

Quarterly programmatic (statistical) and monthly financial (federal reimbursement and record of match invoices) must be correctly submitted in a timely manner. The subrecipient must collect and maintain data that measure the performance and the effectiveness of activities under the award and **IDENTIFY WHO WILL BE RESPONSIBLE FOR COMPLETING EACH REPORT IN THE PRIMARY PROJECT COMPONENTS.** For examples, see www.cvrc.nm.gov in the Resources tab (Documents to Download). Appropriate accounting, auditing, and monitoring procedures will be used so that records are maintained to ensure fiscal control, proper management, and effective services are being provided to victims of crime. Written financial policies and procedures must be in place and followed. Projects must be able to produce independent profit and loss (revenue/expenditure) statements for federal and match expenditures demonstrating that the funds are individually tracked and not commingled. It is expected that on-site monitoring by CVRC of the subrecipient will be conducted at least once every three years, as staffing and resources allow.

NON-DISCLOSURE OF CONFIDENTIAL OR PRIVATE INFORMATION

Subrecipients must reasonably protect the confidentiality and/or privacy of persons receiving services under this program, as required by state and federal law. Such as, any personally identifiable information without informed, written, reasonable time limit consents of the person by whom information is sought. Locked file cabinets and/or locked file rooms are required for victim files and computers that contain victim information must be password and firewall secure. It is the agency's responsibility to notify CVRC if the client information is compromised. This provision does not act to override or repeal, in effect, a state's existing law pertaining to the mandatory reporting of suspected child abuse. Similarly, this provision does not prohibit access to a victim service project by a federal or state agency seeking to determine whether federal and state funds are being utilized in accordance with funding agreements.

NON-SUPPLANTING

VOCA Victim Assistance grant funds will be used to enhance or expand services and must not be used to supplant federal, state, and local funds that would otherwise be available for crime victim services.

REQUIREMENT TO REPORT POTENTIALLY DUPLICATIVE FUNDING

There is also a requirement to report to CVRC potentially duplicative funding, i.e., if other awarded federal funds have been, are being, or are to be used (in whole or in part) for one or more of the identical cost items for which funds are provided under this award.

AUDITS

A VOCA Victim Assistance funded agency is required by CVRC to submit a yearly audit to ensure proper fiscal management of funds, regardless of the \$750,000 federal dollar single audit threshold. If an agency does not

meet the single audit threshold of the OMB Circular A-133/Uniform Guide, VOCA funds will need to be reviewed by an independent auditor who can verify in accordance with applicable generally accepted auditing or attestation standards established by the American Institute of Certified Public Accountants (AICPA) that funds are not being commingled with other funding sources, are tracked, reconcile when randomly tested, and that there is no risk for fraud, waste, or abuse of funds. Award funds may be withheld if subrecipients fail to satisfactorily and promptly address outstanding issues from audits. Agency financials must also be posted on the agency website. If an agency audit has not been completed, an explanation must be submitted along with other reliable demonstration of financial stability and capacity for administration of federal funds and a willingness to obtain an audit should funds be awarded.

TRAINING REQUIREMENTS

ALL staff in positions funded with allocations from CVRC are required to complete the following training.

OVC TTAC

All direct victim services staff funded with allocations from CVRC must complete the free online OVC TTAC (Training and Technical Assistance Center) training including all 4 sections (Basics, Core Competencies and Skills, Crimes, and Specific Considerations for Providing Victim Services) within three months of hire or award of funds, unless an extension is granted. It is recommended that all direct victim service staff complete the free online OVC TTAC training.

New Mexico Crime Victims Reparation Commission

At least two project staff must attend trainings and/or conferences supported by CVRC.

Compensation Training

All staff providing direct services to victims of crime must attend at least one victim compensation workshop offered by CVRC during the grant year.

Grant Reporting Workshop

Staff responsible for completing the statistical and financial reports must attend at least one grant reporting workshop offered by CVRC during the grant year.

SERVICES, ACTIVITIES, AND COSTS

Allowable Costs for Direct Services

Any and all services to be provided to crime victims paid for by VOCA Victim Assistance funds must be listed in the Primary Project Components. Services include;

- Immediate emotional, psychological, and physical health and safety,
- Personal advocacy and emotional support,
- mental health counseling and care,
- peer-support,

- facilitation of participation in criminal justice and other public proceedings arising from the crime,
- Legal assistance,
- Forensic interviews,
- transportation,
- public awareness/outreach regarding available services,
- transitional housing, and relocation.

** See VOCA-Victim Assistance Final Rule VOCA rule as published in the Federal Register at the following link: <https://www.federalregister.gov/documents/2016/07/08/2016-16085/victims-of-crime-act-victim-assistance-program> for more specific examples of each of the above categories.

Allowable Costs for Activities Supporting Direct Services

This includes but is not limited to:

- coordination of activities,
- supervision of direct service providers,
- multi-system, interagency, multi-disciplinary response to crime victim needs,
- contracts for professional services,
- automated systems and technology,
- volunteer trainings,
- restorative justice.

** See VOCA-Victim Assistance Final Rule VOCA rule as published in the Federal Register at the following link: <https://www.federalregister.gov/documents/2016/07/08/2016-16085/victims-of-crime-act-victim-assistance-program> for more specific examples of each of the above categories.

Other Allowable Costs

The services, activities, and costs listed below are not generally considered direct crime victim services but are often a necessary and essential activity to ensure that quality direct services are provided. Before these costs can be supported with VOCA funds, the state grantee and subrecipient must agree that direct services to crime victims cannot be offered without support for these expenses, that the subrecipient has no other source of support for them; and that only limited amounts of VOCA funds will be used for these purposes.

The following list provides examples of allowable administrative costs and if requested in the proposed project, must be listed in the Primary Project Components:

- personnel costs,
- skills training for staff,
- training-related travel,
- organizational expenses,
- equipment and furniture,
- operating costs,
- VOCA administrative time (e.g. executive director and finance director salaries and benefits are limited to 5% of gross as allowable VOCA administrative time),

- leasing or purchasing vehicles,
- maintenance, repair, or replacement of essential items, and
- project evaluation.

** See VOCA-Victim Assistance Final Rule VOCA rule as published in the Federal Register at the following link: <https://www.federalregister.gov/documents/2016/07/08/2016-16085/victims-of-crime-act-victim-assistance-program> for more specific examples of each of the above categories.

Expressly Unallowable Costs and Activities

The following services, activities, and costs cannot be supported with VOCA Victim Assistance grant or matching funds:

- Lobbying,
- Research and studies,
- Active investigation and prosecution of criminal activities,
- Fundraising (including grant writing and development),
- Capital expenses,
- Compensation for victims of crime,
- Medical care,
- Salaries and expenses of management (e.g. executive director and finance director salaries and benefits are limited to 5% of gross as allowable VOCA administrative time).

For additional important details and explanation of allowable and unallowable costs, please see the VOCA rule as published in the Federal Register at the following link:

<https://www.federalregister.gov/documents/2016/07/08/2016-16085/victims-of-crime-act-victim-assistance-program>

VOCA Direct Victim Services Categories

Any of the following services that direct victim service staff will provide must be included in the Primary Project Components and statistical reporting:

- Information and referral including: providing information about the criminal justice process, information about victim rights, how to obtain notifications, etc., referral to other victim service programs, and referral to other services, supports, and resources (includes legal, medical, faith-based organizations, address confidentiality programs, etc.)
- Personal advocacy/accompaniment including: victim advocacy/accompaniment to emergency medical care, victim advocacy/accompaniment to medical forensic exam, law enforcement interview advocacy/accompaniment, individual advocacy (assistance in applying for public benefits, return of personal property or effects), performance of medical or nonmedical forensic exam or interview, or medical evidence collection, immigration assistance (e.g. special visas, continued presence application, and other immigration relief), intervention with employer, creditor, landlord, or academic institution, child or dependent care assistance (includes coordination of services), transportation assistance (includes coordination of services), and

interpreter services.

- Emotional support or safety services including: crisis intervention (in-person, includes safety planning, etc.), hotline/crisis line counseling, individual counseling, on-scene crisis response (e.g. community crisis response), therapy (traditional, cultural, or alternative healing; art, writing, or play therapy, etc.), support groups (facilitated or peer), and
- Emergency financial assistance (includes emergency loans and petty cash, payment for items such as food and/or clothing, changing windows, doors, and/or locks, taxis, prophylactic and nonprophylactic meds, durable medical equipment, etc.).
- Shelter/housing services including: emergency shelter or safe house, transitional housing, and relocation assistance (includes assistance with obtaining housing).
- Criminal/civil justice system assistance including: notification of criminal justice events (e.g. case status, arrest, court proceedings, case disposition, release, etc.), victim impact statement assistance, assistance with restitution (includes assistance in requesting and when collection efforts are not successful), emergency justice-related assistance, civil legal attorney assistance in obtaining protection or restraining order, civil legal attorney assistance with family law issues (e.g. custody, visitation, or support), immigration attorney assistance (e.g. special visas, continued presence application, and other immigration relief), prosecution interview advocacy/accompaniment (includes accompaniment with prosecuting attorney and with victim/witness), law enforcement interview/accompaniment, criminal advocacy/accompaniment, other legal advice and/or counsel.
- (Other VOCA allowable services and activities may not be listed. If using this category, specify the services and activities provided with the appropriate number of victims for each service).

APPLICATION FORMAT AND ORGANIZATION

All applicants must submit their application within the New Mexico Crime Victims Reparation Commission WebGrants Online Grants Management System, <https://nmcvrcgrants.com>. If an agency wants to add additional registered users, please register within the WebGrants system.

EVALUATION SUMMARY

The following is a summary of evaluation factors with point values assigned to each. Any components that FAIL will deem the application ineligible and non-responsive, which is not grounds for appeal.

These, along with the general requirements, will be used in the evaluation of applicants' proposals. History of prior grant compliance with CVRC will be considered during the evaluation process.

VOCA Victim Assistance Grant Application

1000 Points Available

Applicant Contact Information	Pass/Fail
Project Summary	Pass/Fail
Standard Conditions	Pass/Fail
Narrative	400
Budget	300
Primary Project Components	300
Certification of Consultation/Collaboration	Pass/Fail
VOCA Victim Assistance Additional Documentation Required	Pass/Fail
Assurances and Certifications	Pass/Fail
Job Descriptions/Resumes (Staff and Volunteers)	Pass/Fail
Audit	Pass/Fail
Agency Approved Budget	Pass/Fail
Agency Funding By Source (three years)	Pass/Fail
Staff Salary Funding Source Spreadsheet	Pass/Fail
LEP and Accessibility Plan	Pass/Fail
Bylaws and Articles of Incorporation or letter (non-profits)	Pass/Fail
Organizational Chart	Pass/Fail
Proof of 501(c)(3) Status (non-profits)	Pass/Fail
Board members list (non-profits)	Pass/Fail
MAXIMUM NUMBER OF TOTAL POINTS	1000

*Although not scored, if applicable, the information is mandatory and failure to provide this documentation shall result in a determination that the applicant's proposal is nonresponsive.

COPY EXISTING APPLICATION

The "Copy an Existing Application" feature in WebGrants is intended for organizations that have applied for the selected program area in the past and wish to start a new application with information pre-populated from a previous application. All FFY2026 Applicants must utilize this feature to submit their FFY2026 Continuation Applications. The subrecipient is responsible for updating, and ensuring all information is current and accurate.

APPLICANT CONTACT INFORMATION

This documentation should copy directly over from the FFY2025 application. The listed individuals will receive all pertinent grant information throughout the award cycle. Please update and provide current and accurate information. Continuation applications should reflect any updates.

PROJECT TYPE

All applicants will be a Continuation Project.

PROJECT SUMMARY

This documentation should copy directly over from the FFY2025 application. Please review the project summary to ensure the accuracy and completely responsive to the following directions. A brief and clear summary of the project proposed in this application, including the number of victims to be served. It should

support the existing activities of the project. Please note significant changes in the scope of work will not be permitted. Any significant changes to the primary project should be discussed with CVRC before application is submitted. This is NOT meant to be a general description of the organization's services. This section is limited to 1000 characters within the form.

PROJECT BUDGET AND BUDGET NARRATIVE

This documentation should copy directly over from the FFY2025 application. Please review the budget and budget narrative within the application on the CVRC WebGrants Online, Grants Management System. The budget must be accurate and support the activities stated in the Primary Project Components (PPC). The budget justification section should be detailed and describe how all expenditures costs are determined. It must contain only costs allowable under the Federal VOCA VA Rules. Continuation applications should reflect any updates.

Budget Section

This documentation should copy directly over from the FFY2025 application. Please review the project budget to ensure the accuracy and completely responsive to the following directions. The budget will be for the entire FFY2026, October 1, 2025, to September 30, 2026. Agencies can use the negotiation period, prior to October 1, 2025, to make edits to the budget to reflect needed changes. Please make the current needed updates and ensure that the budget reflects the FFY2026 allocation and PPCs.

Fill out the Budget Section using the appropriate categories within the New Mexico Crime Victims Reparation Commission WebGrants Online Grants Management System. The following budget instructions explain what each line item should contain. The total should equal the agency's project budget.

Budget Justification

A detailed, itemized, operational project Budget Justification must be completed in the budget section on the New Mexico Crime Victims Reparation Commission WebGrants Online Grants Management System showing justification for specific items or categories. Justification should clearly indicate that the items being requested are essential to the achievement of the stated objectives. This is an extremely important section. The Budget Justification Section must be utilized to detail out mathematically how the cost was determined. This will allow us to better understand the line-item costs.

Budget for Line Item Categories (Budget MUST be Rounded to nearest dollar)

Personnel: Identify anyone to be paid on this award. List each position by name, position, annual salary, the estimated Federal hours per week to be devoted to the project, the number of months, and the dollar amount of VOCA Victim Assistance funding requested. Please note- you CANNOT list VOCA percent of salary. VOCA personnel must be calculated using actual hours to be worked. Number of VOCA hours should be rounded to the nearest quarter hour for realistic tracking purposes.

Example:

Name	Position	Annual Salary	Hourly Rate	Federal Hours	Match Hours	Hours Per Week	Federal # Months	Match # Months	Federal Amount	Match Amount
Sheila Allred	Victim Advocate	\$37,440.	\$18.00	30	10	Will auto calculate	12	12	\$28,080	\$9,360

Hourly rate should be calculated using annual salary divided by 2,080 hours per year. If a different method is used to obtain hourly rate, this must be explained in budget justification. If hourly rate increases are projected, please include the details in the budget justification and include the increases in the Federal Amount calculation.

Personnel Benefits: List each staff person on one individual line and include total personnel benefits and the costs per individual. **Benefits Costs must be itemized, and computation included in the budget justification.** These may include FICA/Medicare, Social Security, Worker's Compensation, Retirement, Unemployment.

Example:

Name	Position	Description	Gross	Federal Amount	Match Amount	Federal Months	Match Months
Sheila Allred	Victim Advocate	FICA (7.65%), Dental (10.00/month), Health (280/month), Unemployment (2%)	\$7,206	\$ 5,405	\$ 1,802	12	12

Budget description should include detailed benefits information as shown in this example:

Sheila Allred: FICA = 7.65% (\$2,864); Dental = \$10.00/month (\$120 total); Health = \$280.00/month (\$3,360); Unemployment = 2% (\$561). Gross is annual benefits total (\$7,206) not the VOCA VA total.

VOCA Benefit Total is 75% of Gross amount (\$7,206) = \$5,405

Match Benefit Total is 25% of Gross amount (\$7,206) = \$1,802

FICA (7.65%) cannot be requested at a higher percentage than the corresponding percentage paid for that employee under the Federal Amount of the Personnel category. Please itemize all benefit types.

Instate Travel: Itemize travel expenses by specific purpose and show basis for computation (include estimated costs for meals, lodging, mileage, etc.). Each event should be listed as individual line item. Expense details should be included in the budget justification.

Maintenance/repairs: Includes janitorial supplies, equipment, and vehicle maintenance. The allowable VOCA percentage of an expense is the VOCA VA award amount divided by Agency's direct victim service revenue amount. Expense details should be included in the budget justification.

Example of VOCA Percentage:

ABC Non-Profit Agency	
Fed VOCA VA Award	\$ 55,000.00
NM Behavioral Health Services Division (Therapists)	\$ 210,000.00

DOH Prevention Programs	\$ 90,000.00
CYFD	\$ 120,000.00
MFA	\$ 45,000.00
City	\$ 20,000.00
Total Direct service funding - VOCA Award amount	\$ 540,000.00
VOCA % = \$55,000 / \$540,000.00	10%

Example Budget Justification for Maintenance / Repairs:

Agency has calculated \$3,000 for Janitorial supplies and vehicle maintenance X 10% (VOCA %) \$300.00 (VOCA eligible cost)

Supplies: List items within this category separately for office and other expendable supplies, which must be a detailed list and pro-rated to the total agency budget. All technology/equipment and furniture should be listed under Capital Outlay, regardless of dollar value. Show basis for computation. See above example.

Contractual/Consultants: For individuals - list types of services, name, hourly or daily rate and amount of time. For contracts with firms - list types of services and total costs. May not include pro-rated audit cost. Expense details should be included in the budget justification. See above example.

Operation Costs: List items within this category separately for telephone, internet, rent, utilities, postage, printing, etc. at a pro-rated share, with itemized costs included in the calculations. Agency gross should be listed and then the percentage of this gross being included in the expenses for this award. The percentage should not exceed the percentage of total agency budget that VOCA award comprises. Show basis for computation. Expense details should be included in the budget justification.

Capital Outlay: List each item or equipment to be purchased including the description and cost. (Computers, office desks, chairs, printers, scanners, etc). Show basis for computation. Expense details should be included in the budget justification.

Out of State Travel/Other: Itemize travel expenses by specific purpose and show basis for computation (include estimated costs for meals, lodging, mileage, etc). Each event should be listed on individual line items. Trainings and conferences will need to have agendas submitted for approval. Other items not covered under the existing categories should be included here. Expense details should be included in the budget justification.

Financial Match Requirements

The match budget must be included in the budget and budget narrative section of the application and must include all the information required in the Federal Amount request.

Totals

This section provides a summary of the agency's Federal, Match and Total Program Budget. The totals must equal to the Federal Amount consistent with allocation amount provided to your agency and the email received on July 21, 2025.

PRIMARY IMPLEMENTING ACTIVITIES, TIMELINE AND IMPACT EVALUATION ACTIVITIES (PRIMARY PROJECT COMPONENTS (PPC))

This documentation should copy directly over from the FFY2025 application. Please review the PPCs to ensure the accuracy and completely responsive to the following directions. The Primary Project Components are intended to outline: 1) the program goals, measurable objectives, implementing activities, key staff (Performed By) and impact evaluation activities and 2) the timeline for carrying out the implementing activities. It is your detailed game plan and it informs the application reviewers the ways in which you plan to expend VOCA VA funds.

Budget and PPCs must align and provide a concise and accurate picture of the federal and match activities of the VOCA funded project, including the number of victims to be served. Please note significant changes in the PPCs will not be permitted unless discussed with and approved by the VOCA Grant Administrator.

The PPCs present a clear and concise way in which to present your goals, objectives, activities, timeline, and evaluation process. An explanation on how to develop these components is briefly outlined below. It is recommended to number each of the components such as Goal #1 with Measurable Objective #1 and Implementing Activity #1A, #1B, #1C as an example. If you have never developed PPCs, you are not expected to be able to complete the form based solely on this explanation, please contact the VOCA Grant Administrator. If you are planning to use Federal or Match funds to attend any training event (including the required Compensation/Grant training and national trainings, etc.) include these items in the Primary Project Components. Example:

Goal #	Measurable Objective #	Implementing Activity	Performed By	Time line	Impact Evaluation Activity
1) To address unmet needs of adult and child victims of sexual assault in Make-believe county,	1) Provide Peer Support Services to minimum of 50 victims per quarter who contact agency.	1) Continue providing direct Peer Support Services to individuals who have been a victim of a sexual assault including case management, information & referrals, advocacy, victim compensation, victims'	1) Victim advocate, Peer Support Leader and Clinical Director, volunteers,	1) All Quarters	1) Data collection forms documenting services provided, Victim advocate, Peer Support

		rights, assistance & emotional support.			
1) To address unmet needs of adult and child victims of sexual assault in Make-believe county.	2) To attend minimum of 2 local and state victim service provider task force/coordinated community response meetings.	2) Increase collaborative relationships with local and state victim service providers by attending meetings. Two staff will attend the 2026 Advocacy in Action Conference.	2) Victim advocate and Clinical Director	2) All Quarters	2) Meeting documentation including agendas and minutes, AIA Registration and Travel Documentation
1) To address unmet needs of adult and child victims of sexual assault in Make-believe county.	3) To train and maintain a minimum of 5 volunteers to assist with peer supports and victim service provider networking.	3) Recruit and train volunteers.	3) Victim advocate, Peer Support Leader and Clinical Director	3) All Quarters	3) Recruitment announcements, training schedule with sign-up sheets, and evaluations. Completed volunteer packet, including signed confidentiality statements, and completed background checks.
1) To address unmet needs of adult and child victims of sexual assault in Make-believe county.	4) (Match) Obtain three realtor's fair market value quotes for office space match requirement.	4) (Match) Submit the realtor's fair market value of the victim service's office spaces for monthly accounting match.	4) (Match) Chief Financial Officer, executive director.	4) All Quarters	4) (Match) Submit the correct match amount monthly in WebGrants to ensure match requirement is met.

ADDITIONAL DOCUMENTATION REQUIRED

The Additional Documentation Required section are attachments that must be included within your completed application. These attachments must be uploaded within New Mexico Crime Victims Reparation Commission WebGrants Online Grants Management System. They can be in Word, PDF, Excel or any other format as appropriate for the requested information. Subrecipients may include a summary of the attachment or details the subrecipient would like to share with the reviewers in the "Description" section. Please ensure the correct and current files have been uploaded. Failure to submit the required information may jeopardize your application.

Federal Certification Forms Instructions

The Assurances and Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements must be reviewed by an authorized individual within your agency and signed electronically. The digitally signed document must be uploaded to the application within the New Mexico Crime Victims Reparation Commission WebGrants Online Grants Management System. The form

can be downloaded from the New Mexico Crime Victims Reparation Commission WebGrants Online Grants Management System.

Job Descriptions, Contracts, and Resumes

This documentation should copy directly over from the FFY2025 application. Please ensure that it is attached and accurate. **As staff change between fiscal years, we must have updated job descriptions, contracts and resumes.** Please provide job description(s) followed by the individual's resume for each position listed in the Federal and match budget and attach as one document. If there is no one currently in the position, then only the job description should be provided. It is allowable to include more than one individual's resume if more than one VOCA funded or match staff have the same job description. **Provide a copy of a contract for any contractual services proposed.** This contract does not need to be executed. If available, provide a resume for this contractual consultant. All job descriptions and contractual consultants must meet minimum qualifications for their positions. Even if there are no staff changes from FFY2025, subrecipients must still include copies of job descriptions, contracts, and resumes into the continuation application.

Audit

Please update WebGrants to include the most recent agency audit report. If you do not have an agency audit for the prior fiscal year you must submit documentation to demonstrate financial capacity and memo from your Board President that if awarded your agency would complete an audit the next fiscal year. An electronic copy of the original document(s) must be attached.

Agency Budget

Please update WebGrants to include a current FY2026 agency budget that includes projected receivables and expenditures. An electronic copy of the original document(s) must be included. This is the agency's total operating budget, not the VOCA Victim Assistance budget.

Agency Funding by Source

Upload an **Excel** spreadsheet with all funding the agency has received, by funding source, for the past three fiscal years and identify any increases and decreases.

Staff Funding Spreadsheet

Please update WebGrants to include an updated **Excel spreadsheet, chart, or table** that lists **all** the agency's staff, and the funding sources associated with supporting those staff. **This is for all staff within the agency.** Information should include all funding sources for each staff person and the percent of effort for each funder.

Limited English Proficiency (LEP) and Accessibility Plan

This documentation should copy directly over from the FFY2025 application. Please ensure that it is attached. If you have amended the policy within the past fiscal year, please update. The Federal government and those receiving assistance from the Federal government must take reasonable steps to ensure that LEP persons have

meaningful access to the programs, services, and information those entities provide. This will require agencies to develop creative solutions to address the needs of this ever-growing population of individuals whose primary language is not English. This plan must also meaningfully address services to persons who are deaf and hard of hearing and individuals with disabilities to ensure meaningful access to the programs, services, and information those entities provide. An electronic copy of the original document(s) must be attached.

Instructions for Applicants for LEP Plan

Develop a plan/protocol on the way in which your organization/agency will provide services to LEP victims. The plan must be clear, concise and your agency must have the ability to carry it out. Go to www.cvrc.nm.gov to review a sample plan and additional information that will assist you with plan development. An electronic copy of the original document(s) must be attached in the Additional Documentation Required section.

Who is a Limited English Proficient Person?

Persons who do not speak English as their primary language and who have a limited ability to read, speak, write, or understand English can be limited English proficient, or “LEP”. These individuals may be entitled to language assistance with respect to a particular type of service, benefit, or encounter.

Who Must Comply?

All programs and entities that receive assistance from the Federal government (i.e., recipients), including:

- State and local agencies
- Private and non-profit entities
- All Subrecipients (entities that receive Federal funding from one of the recipients listed above) also must comply.

All programs and operations of the Federal government also must comply.

Title VI of the 1964 Civil Rights Act:

“No person in the United States shall, on the ground of race, color or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance.” 42 US C. 2000d.

Different treatment based on a person’s inability to speak, read, write, or understand English may be a type of national origin discrimination.

Recipients and Federal Government Executive Order 13166

This Order, “Improving Access to Services for Persons with Limited English Proficiency,” directed Federal agencies to:

- Publish guidance on how their recipients can provide access to LEP persons.
- Improve the language accessibility of their own Federal programs.
- Break down language barriers by implementing consistent standards of language assistance across Federal agencies and amongst all recipients of Federal financial assistance.
- The Order covers all Federal and Federally assisted programs and activities.

Obligations: Four-Factor Analysis

Recipients of Federal financial assistance have an obligation to reduce language barriers that can preclude meaningful access by LEP persons to important benefits, rights, programs, information and services. (The Federal government has the same obligations per Executive Order 13166.) The starting point is an individualized assessment that balances the following four factors:

- The number or proportion of LEP persons eligible to be served or likely to be encountered by the program or grantee/recipient.
- The frequency with which LEP individuals come in contact with the program;
- The nature and importance of the program, activity or service provided by the program to people's lives; and
- The resources available to the grantee/recipient and costs.

Elements of an LEP Policy/Plan

Elements that may be helpful in designing an LEP policy or plan:

- Identifying LEP persons who need language assistance
- Identifying ways in which language assistance will be provided
- Training staff
- Providing notice to LEP persons
- Monitoring and updating LEP policy

Examples of Language Assistance Services

- Direct foreign language communication by fluent bilingual staff.
- Interpretation (oral) conducted in-person or via telephone by qualified interpreters.
- Translation (written) by qualified translators.

Disclosure of Lobbying Activities (SF-LLL)

Complete this form in its entirety indicating any federal lobbying activity that is and/or has been secured to influence the outcome of federal action and funding. Indicate N/A if not applicable.

Determination of Suitability Policy

The agency must attach their written policy for determination regarding covered individuals to interact with any participating minor in the course of activities under this award. Policy should include how suitability is determined, which individuals are subject to background/sex offender registry checks, who in the agency is responsible for overseeing the background check process, how the results and determination are documented, and how the agency ensures reexamination of suitability at least once every five years. The Agency must also attach the completed and signed Suitability to Interact with Minors form to include the list of staff and date of completion.

Bylaws and Articles of Incorporation (Non-profits) Instructions

This documentation should copy directly over from the FFY2025 application. Please ensure that it is attached. Non-profit programs must furnish CVRC with copies of their signed Bylaws and Articles of Incorporation. An

electronic copy of the document(s) must be attached. Subrecipients that are not non-profit organizations may skip this section.

Non-Profit Status Documentation (Non-profits only)

This documentation should copy directly over from the FFY2025 application. Please ensure that it is attached. Non-profit agencies must provide evidence of their non-profit status. An electronic copy of the document(s) must be attached in the Additional Documentation Required file submitted. Subrecipients that are not non-profit organizations may skip this section.

List of Board Members (non-profits only)

Please update WebGrants to include a current list of all current Board members, including their name, mailing address, e-mail, phone number, start of term, end of term and their position on the Board. An electronic copy of the document(s) must be attached in the Additional Documentation Required file submitted. Subrecipients that are not non-profit organizations may skip this section.

Additional Documentation Required

This documentation should copy directly over from the FFY2025 application. This section should be used solely for additional documents requested through this application such as sample copy of a contract for subcontractors; finding of discrimination claims; Equal Employment Opportunity Plan (EEO); basis for determining the value of services, materials, equipment, and space used for match.

Final Steps

Continuation applications must be received in the New Mexico Crime Victims Reparation Commission WebGrants Online Grants Management System no later than 4:00 PM (Mountain Standard Time) on Monday, August 18, 2025. Proposals received after that time will be rejected as not meeting the mandatory requirements of the continuation application. Applicants must submit proposals through the New Mexico Crime Victims Reparation Commission WebGrants Online Grants Management System found at <https://nmcvrcgrants.com>

If technical difficulties are experienced at any point during the application process, the applicant must contact the VOCA Grant Administrator, Vicki Nakagawa, at 505-795-4563 or Grants Bureau Chief, Donna Richmond, at 505-795-4486, no later than 3:00 PM (Mountain Standard Time) on Friday, August 15, 2025. Please note that copies of applications received via email, facsimile or mail will not be accepted.