

REQUEST FOR PROPOSALS

Sexual Assault Services Programs (SASP)



New Mexico Coalition of Sexual Assault Programs, Inc.

2018 Information and Application Package

Issuance Date: March 31, 2017
Application Deadline: May 9, 2017

Submit to:
lisa.nmcsap@gmail.com

SEQUENCE OF EVENTS

Every effort will be made to adhere to the following schedule.

	Action	Responsibility	Date
1.	Distribution of RFP	NMCSAP	3/31/17
2.	Pre-Proposal Webinar	NMCSAP	4/10/17 - 10:00am-12:00pm MST*
3.	Questions Emailed	Applicants	5/5/17 - 5:00pm MST*
4.	Submission of Proposal	Applicants	5/9/17 - 5:00pm MST*
5.	Proposal Evaluation	Evaluation Committee	6/1/17
6.	Preliminary Award Letters Emailed	NMCSAP	6/5/17
7.	Special Conditions Due	Applicants	6/12/17
8.	Final Award Letters Emailed	NMCSAP	6/18/17
9.	Subcontracts Finalized	NMCSAP	6/30/17

*MST = Mountain Standard Time

Thank you for taking the time and effort to apply for funding.
The staff of the Coalition is excited to expand services throughout our state.

New Mexico Coalition of Sexual Assault Programs, Inc. (NMCSAP)
3909 Juan Tabo Blvd. NE #6 Albuquerque, NM 87111
888 883-8020 toll-free 505 883-8020 local 505 883-7530 fax

This Request for Proposal (RFP) forms part of any subcontract administered by this grant program. If selected to receive a subgrant award, retain a copy for your agency records to reference for all aspects of the subgrant: Activities/deliverables, reimbursements, and reporting.

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I. INFORMATION

INTRODUCTION/PURPOSE

The Sexual Assault Services Formula Grant Program (SASP) was created by the Violence Against Women and Department of Justice Reauthorization Act of 2005 (VAWA 2005), 42 U.S.C. §14043g, and is the first Federal funding stream solely dedicated to the provision of direct intervention and related assistance for victims of sexual assault. Overall, the purpose of SASP is to provide intervention, advocacy, accompaniment (e.g., accompanying victims to court, medical facilities, police departments, etc.), support services, and related assistance for adult, youth, and child victims of sexual assault, family and household members of victims, and those collaterally affected by the sexual assault.

SASP directs grant dollars to support rape crisis centers and other non-profit, non-governmental organizations, including faith-based and other community organizations in providing core services, direct intervention, and related assistance services for victims of sexual assault; and to support dual programs that provide sexual assault and domestic violence services to enhance the provision of sexual assault-related direct intervention and related assistance services.

Funds provided through SASP are designed to supplement other funding sources directed at addressing sexual assault on the state level.

PRE-PROPOSAL WEBINAR

NMCSAP will conduct a Pre-Proposal webinar from 10:00am-12:00pm MST on April 10, 2017. The purpose of this webinar is to review the RFP and answer any proposal questions in preparation for submission. A webinar registration link will be available at www.nmcsap.org prior to the webinar, as will an archived recording (after 4/14/17).

FUNDING PRIORITIES

- Address a strong, active multi-disciplinary team approach
- For underserved populations, have targeted outreach activities and/or have developed partnerships to build capacity for services for these populations
- Proposed project budget allows for a coordinator-type position to implement activities

PRIORITY CONSIDERATION

Priority consideration for funding will be given to programs that meaningfully address underserved populations. Examples of needed services include, but are not limited to:

- Outreach, advocacy, and/or counseling services for:
 - Victims/survivors with disabilities
 - Incarcerated victims
 - Geographically isolated victims
 - Immigrant populations
 - Refugee populations
 - Victims and their families at or below the poverty level
 - LGBTQI victims/survivors

- Supervision for counselors/advocates targeted at working with victims/survivors with disabilities (supervision may be provided remotely)
- Culturally relevant supervision for front office staff
- Technology and strategies to engage youth, specifically in Indian country
- Outreach to Senior Centers and other organizations and professionals that work with elders
- Collaboration with other organizations and professionals that work with underserved populations to build partnerships to enhance outreach and services to underserved populations

UNDERSERVED POPULATIONS

Underserved victim/survivor populations may include, but are not limited to, the following:

Geographic Location	Non-English Speaking	Racial/Ethnic Groups
Rural	Spanish-Speaking	Hispanic
Tribal	Speaks a Native American Language	Native American
Underserved Urban	Speaks an Asian Language	African-American
Other	Speaks another non-English Language	Asian-American Pacific Islander Muslim African Other

Other Special Needs Populations

Individuals with Disabilities	Victims and Their Families at or Below the Poverty Level
Older Victim	At-Risk Group (e.g., Incarcerated, Sex Worker, Substance Abuser, etc.)
Migrant Farm Worker	Other
LGBTQI	
Immigrant	

COLLABORATION AND COORDINATION OF SERVICES

Programs serving victims of sexual assault, domestic violence, and/or stalking shall collaborate and coordinate services with local Family Advocacy Centers or Justice Centers, if available and accessible. Memorandum(s) of Understanding (MOUs) will be required to acknowledge working relationships with FACs, Justice Centers, and all other agencies and/or tribes with whom the applicant proposes to work in serving survivors with SASP funds.

ELIGIBILITY

Eligible applicants include rape crisis centers or other non-profit, non-governmental organizations, including faith-based and other community organizations, including Tribal non-profit organizations, based in New Mexico, that provide core services, direct intervention, and related assistance. Intervention and related assistance may include, but are not limited to:

- 24-hour hotline services providing crisis intervention services and referral
- Accompaniment and advocacy through medical, criminal justice, and social support systems, including medical facilities, police and court proceedings

- Crisis intervention, short-term individual and group support services, and comprehensive service coordination and supervision to assist sexual assault victims (female, male, youth, child) and family or household members and those collaterally affected by the victimization
- Information and referral to assist the sexual assault victim and family or household members
- Community-based, linguistically and culturally specific services and support mechanisms including outreach activities for underserved communities
- The development and distribution of materials on issues related to the services described above
- Accessibility outreach, interpretation services, translation services and Limited English Proficiency activities and purchase of adaptive equipment

INELIGIBLE ACTIVITIES/PROJECTS

This grant program prohibits grant funds to be used for sexual assault forensic examiner projects; criminal justice activities such as law enforcement, prosecution, courts, and forensic interviews; or activities that may compromise victim safety and recovery. Funds may not be used towards prevention education efforts (e.g., bystander intervention, social norm campaigns, presentations on healthy relationships, etc.); projects focused on training allied professionals and/or communities; the establishment or maintenance of Sexual Assault Response Teams; lobbying; fundraising; research projects; physical modifications to buildings (including minor renovation); or provision of domestic violence services when sexual violence is not the primary victimization.

Grants will not be awarded to competing agencies. For instance, if a rape crisis center exists in a community, the Coalition will not consider awarding a second center unless the applicant clearly demonstrates the proposed population to be served is inadequately or un-served by the existing agency.

Applications from individuals cannot be considered.

II. FINANCIAL MATTERS AND TIMING

AVAILABILITY AND ALLOCATION OF FUNDS

For fiscal year 2018, a total of \$351,121 has been provided to award throughout New Mexico. It is expected that approximately 10 to 12 awards between \$10,000 and \$30,000 will be awarded. Final allocations are dependent on number and quality of applications received. Questions about the application or allowable services and costs may be e-mailed only to Lisa Meyer, SASP Grant Coordinator, at lisa.nmcsap@gmail.com through May 7, 2017.

TERM OF AWARD

July 1, 2017 – June 30, 2018

FUNDING STRATEGY

Depending upon continued SASP funding to the state from the Office of Violence Against Women (OVW), subgrantee awards may be continued for an additional three (3) years,

providing that the subgrantee has successfully met all of the programmatic and financial reporting requirements. Eligible subgrantees will be sent an invitation to complete a brief continuation application process. If a program changes scope or loses staff, NMCSAP reserves the right to re-evaluate the project's eligibility for SASP funding. All continuation awards are subject to the availability of appropriated funds and any modifications or additional requirements.

III. ADMINISTRATIVE MATTERS

CONTRACT REQUIREMENTS

Subgrantees must comply with all applicable state and federal regulations. Subgrantees are required to provide documentation, audit reports or such records as may be necessary to assure fiscal control, proper fund management, and effective disbursement of SASP funds. Accounting for the revenue and expenditures of the SASP award must be maintained.

DUNS NUMBER IS REQUIRED

All applicants under this solicitation must include a DUNS (Data Universal Numbering System) number in their application. Applications without a DUNS number are incomplete.

A DUNS number is a unique nine-digit sequence recognized as the universal standard for identifying and keeping track of entities receiving Federal funds. The identifier is used for tracking purposes and to validate address and point of contact information for federal assistance applicants, recipients, and sub-recipients. The DUNS number will be used throughout the grant life cycle. Obtaining a DUNS number is a free, simple, one-time activity. Obtain one by calling 1-866-705-5711 or by applying online at <http://www.dnb.com/us/>.

SYSTEM FOR AWARD MANAGEMENT (SAM.GOV) IS REQUIRED

In addition to the DUNS number requirement, all applicants for federal grants are now required (other than individuals) to maintain a current registration in the System for Award Management (SAM.gov) database. The SAM.gov database is the repository for standard information about federal financial assistance applicants, recipients and Subgrantees. 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. 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 www.sam.gov. The agency's SAM.gov expiration date is required on the application.

SUPPLANTING PROHIBITION

Federal funds must be used to supplement existing funds for program activities and may not replace (supplant) non-federal funds that have been appropriated for the same purpose. Potential supplanting will be the subject of monitoring and audit. Violations can result in a range of penalties, including suspension of future funds under this program, suspension or debarment from Federal grants, recoupment of monies provided under this grant, and civil and/or criminal penalties.

AUDIT REQUIREMENTS

Submit a complete audit report with the SASP application. Subsequent audit reports must be submitted within nine months after the close of the fiscal year to NMCSAP. Funded agencies must adhere to the single audit requirements of the OMB Circular A-133/ Uniform Guide. If an agency does not meet the single audit threshold programs will be contractually required to have their SASP funds reviewed in their annual audit. This is to ensure funds are not being commingled with other funding sources, are tracked, reconcile when randomly tested and there are no red flags for fraud, waste and/or abuse of funds. The testing does not have to rise to the level of an OMB A-133/Uniform Guide audit, but must include an agreement that the auditor will perform agreed-upon procedures in accordance with applicable generally accepted auditing standards or attestation standards established by the American Institute of Certified Public Accountants (AICPA).

A sample agreement can include the following:

We have agreed to perform the following procedures and report to you the factual findings resulting from our work:

- The audit will include procedures to verify that the Agency is maintaining separate accounts and accounting records for the VAWA funds, to ensure the funds are accounted for separately and not commingled with any other funding sources.
- A sample of XX disbursements charged to the VAWA grants will be reviewed and assessed to determine if the charges comply with the terms of the grants.
- A sample of XX invoices submitted to NMCSAP will be reviewed to assess whether or not cash requests were on a cost reimbursement basis (e.g. the agency incurred the cost prior to the request for payment.)

Submitted audit reports should include:

- The auditor's report on financial statements and a schedule of financial assistance showing the total expenditure for each Federal assistance program.
- The auditor's report on compliance containing:
 - A statement of positive assurance with respect to those items tested for compliance;
 - A statement of negative assurance of those items not tested and a summary of all instances of noncompliance and;
- The auditor's report on the study and evaluation of internal control system.

Audit Costs: Subgrantees who are eligible may use SASP funds to support the pro-rated share of reasonable audit costs, which are considered essential to the operation of the SASP project and are allowable.

EQUAL OPPORTUNITY/CIVIL RIGHTS COMPLIANCE

The sub-recipient agrees to abide by all Federal and State laws and rules and regulations, and executive orders of the Governor of the State of New Mexico pertaining to equal employment opportunity. For additional information, including a sample policy, visit www.nmcsap.org.

Successful applicants will be required to submit a copy of their organization's Equal Employment Opportunity Plan/Civil Rights Compliance Policy.

FEDERAL CERTIFICATION FORMS

The following completed Federal Certification forms are required with application:

- Assurances
- Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements

These forms are included with the Application Form (FORM A).

REPORTING REQUIREMENTS

All subgrantees are required to submit progress and annual performance reports to NMCSAP by due dates assigned in subcontract. Failure to comply with reporting requirements (including the timely submission of reports) may result in administrative action such as withholding of payments and termination of awards and could affect the awarding of subsequent subgrants. In addition, applicants' compliance with previous grant reporting obligations will be an important consideration during the proposal review process.

Progress Report: Brief, monthly reports will inform NMCSAP as to how the SASP project is going. More information about what to expect will be provided at the pre-proposal webinar (referenced on page 3). Progress reports must be submitted for each month no later than the 10th day of the month following the end of the month. If the 10th day falls on a weekend or holiday, the report will be due on the last business day prior to the 10th. Failure to submit this report in a timely and accurate manner will result in a delay or denial of payments or termination of the contract.

Annual Performance Report: An annual program performance report is also required. The necessary forms and the due date will be forwarded to all subgrantees at the appropriate time. This report is based on the information provided in the monthly progress report and is utilized by the Department of Justice for the annual report to Congress. Failure to submit this report in a timely and accurate manner will result in a delay or denial of payments or a termination of the contract.

Demographic Information: Subgrantees must maintain demographic information on victims for which services were provided. The required data to be collected is included in the progress report form.

METHOD OF PAYMENT

Method of payment is Cash Reimbursement. A monthly invoice and accounting record of expenditures must be submitted by the 10th day following the previous month's expenditures to be eligible to receive a monthly payment. If the 10th day falls on a weekend or holiday the invoice will be due on the last business day prior to the 10th.

PERFORMANCE MEASURES

Performance measures will address, at a minimum:

- 1) The number of victims receiving requested services funded by the grant; and
- 2) The number of victim advocates supported by the grant

TRAINING REQUIREMENTS

Registration fees and travel expenditures may be included in the budget.

Confidentiality Training (Mandatory):

Executive Director (ED) and managerial staff are required to attend Confidentiality Training sponsored by NMCSAP on September 15, 2017, in Albuquerque. This mandatory training is one (1) full day for EDs and four (4) hours for managers. For applicants more than 60 miles outside of Albuquerque, mileage, meals and lodging for one night may be budgeted for this expenditure.

Compensation Training (Mandatory):

All staff, funded and not funded by SASP funds, providing direct services to victims of crime are required to attend at least one Victim Compensation training workshop during the grant year offered by New Mexico Crime Victims Reparation Commission (CVRC).

Grant Reporting Training (Mandatory):

The individuals responsible for completing the progress and financial reports must attend at least one CVRC Grant Reporting workshop during the grant year.

Advocacy in Action Training (Mandatory):

Unless a waiver is obtained, at least one member of the SASP project or a project partner must attend the annual CVRC Advocacy in Action Conference. A \$399.00 registration fee, mileage, meals and lodging (for applicants more than 60 miles outside of Albuquerque), may be budgeted for this expenditure.

Advanced Victim Advocacy Training (Optional):

An applicant may budget to send a staff person to the Basic and Advanced Victim Advocacy Training (VAT) in the Fall 2017. Enrollment is limited and acceptance is not guaranteed. The training cost estimate of \$500.00 for registration, meals, lodging and course materials and \$100.00 for travel expenses, may be budgeted for this purpose.

CONFIDENTIALITY

To ensure survivors are served and ethical standards are upheld, service providers must notify NMCSAP within 24 hours, or the next business day, of any incidents in which an offender is related in any way to any agency staff person. Furthermore, providers must work with NMCSAP to develop a plan to address specific incidents when offenders and staff are related to ensure continued survivor safety and ethical behavior on the part of agency staff. Failure to notify NMCSAP and/or to develop and follow a plan with NMCSAP will result in sanctions up to, and potentially including, loss of SASP funding.

SASP-funded programs will be required to provide training to all agency staff a minimum of once (1) per quarter on confidentiality and ethics and must report on all training activities in SASP progress reports.

NO COPYRIGHT RESTRICTIONS

All materials that are developed under this contract must be without copyright restrictions. Any materials that are copied and distributed must have received prior approval from NMCSAP. A CD of developed materials will be delivered to the SASP Coordinator upon completion of the project.

HUMAN SUBJECTS TESTING

The Department of Justice (DOJ) is a signatory to the Federal policy on protection of human subjects of research, the "Common Rule." DOJ's incorporation of the Common Rule is set forth in 28 CFR Part 46 – Protection of Human Subjects, which requires that research involving human subjects be submitted to an independent review board for approval and that informed consent procedures be followed. The policies set forth in 28 CFR Part 46 apply to all research involving human subjects conducted, supported or otherwise subject to regulation by any Federal department or agency that has adopted the Common Rule. Federal funds may not be expended for research involving human subjects unless the requirements of this policy have been satisfied, if the research is not covered by an exemption set forth in 28 CFR section 46.101(b)(1).

The applicant must indicate whether the project or activity in its application includes research that may involve human subjects, as defined in 28 CFR Part 46.

NEW MEXICO EMPLOYEES HEALTH COVERAGE

1. For all subcontracts solicited and awarded on or after January 1, 2008: If the subcontractor has, or grows to, six (6) or more employees who work, or who are expected to work, an average of at least 20 hours per week over a six (6) month period during the term of the contract, contractor must agree to:

(a) have in place, and agree to maintain for the term of the contract, health insurance for those employees and offer that health insurance to those employees no later than July 1, 2008 if the expected annual value in the aggregate of any and all contracts between Contractor and the State exceed one million dollars or;

(b) have in place, and agree to maintain for the term of the contract, health insurance for those employees and offer that health insurance to those employees no later than July 1, 2009 if the expected annual value in the aggregate of any and all contracts between Contractor and the State exceed \$500,000 dollars or

(c) have in place, and agree to maintain for the term of the contract, health insurance for those employees and offer that health insurance to those employees no later than July 1, 2010 if the expected annual value in the aggregate of any and all contracts between Contractor and the State exceed \$250,000 dollars.

2. Offeror must agree to maintain a record of the number of employees who have (a) accepted health insurance; (b) declined health insurance due to other health insurance coverage already in place; or (c) declined health insurance for other reasons. These records are subject to review and audit by a representative of the state.

3. Offeror must agree 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.insurenwemexico.state.nm.us/.

4. For Indefinite Quantity, Indefinite Delivery contracts (price agreements without specific limitations on quantity and providing for an indeterminate number of orders to be placed against it); these requirements shall apply the first day of the second month after the contractor reports combined sales (from state and, if applicable, from local public bodies if from a state price agreement) of \$250,000, \$500,000 or \$1,000,000.

IV. PROPOSAL FORMAT

The proposal includes 6 parts:

1. FORM A. Application Form and Federal Certification Forms (PDF)
2. FORM B. Sexual Assault Services Program Requirements (MS Word form)
3. FORM C. Application Narratives (PDF)
4. FORM D. Primary Project Components, or PPCs (PDF)
5. FORM E. Proposed Budget (MS Excel worksheet)
6. Attachments Required (PDF format)

Proposals missing completed FORM's A through E and all required attachments may be deemed non-responsive and rejected without notice. This Request for Proposals (RFP), the Application Form and Federal Certification Forms, the Sexual Assault Program Requirements, the Project Narratives, the Primary Project Components (PPCs), and the Proposed Budget form are available online at: www.nmcsap.org in the Trainings/Events menu.

1. Application Form and Federal Certification Forms (FORM A)

Complete the Application Form and Federal Certification Forms in their entirety. Provide current and accurate information and review each item carefully. An authorized individual within your agency must review and electronically sign these forms. Please retain the original signed forms within your agency. If selected to receive a subgrant award, the original application and Federal Certification Forms would be provided to NMCSAP.

2. Sexual Assault Services Program Requirements (FORM B)

Complete the Sexual Assault Services Program Requirements form in its entirety, including all requested General Requirements and Project Requirements.

3. Application Narratives (FORM C)

Narrative responses should be specific and to the point. Application Narratives are limited to the four (4) pages provided. Exceeding spaces provided and/or the 4 page limit will be considered non-responsive and may result in automatic rejection.

- 1) **Project Summary** (1,500 characters max): Briefly, summarize program activities.
- 2) **Communities/Counties Affected by Project** (750 characters max): List communities and counties that will be affected by your SASP project.
- 3) **Description of Need/Problem Statement**: Explain why this project is important and justify how it will enhance sexual assault service provision in your community. Include planned outreach strategies for your proposed services (e.g., community newspapers, school campuses, community centers, local radio). Outreach activities must be specific to sexual assault services and not co-mingled with other services offered by your agency.

Your Problem Statement should be a strong, persuasive presentation of the problem. It is the backbone of the proposal and must be supported by all other elements (measurable objectives, implementing activities, evaluation activities).

When developing your Problem Statement, consider the following:

- What is the nature of the problem?
- What is the target population?
- How many people are affected and to what extent?
- What statistical evidence do you have to support your statements?
- Who else in your area is working on the problem?
- What outreach activities are needed to address the problem?
- How often does the problem occur in your region?
- What are the barriers to access for underserved populations in your region?

- 4) **Existing SASP Subgrantees**: For existing SASP subgrantees only, provide examples of ways SASP funding has impacted your organization and your community. Quantifiable is best.

4. Primary Project Components, or PPCs (FORM D)

Goals, Measurable Objectives, Implementing Activities, and Project Evaluation Activities are required to be submitted on Primary Project Components (PPC) forms. Provide:

- 1) **Goals**: General statements about what you'd like to achieve among a particular population or geographical area, relative to a demonstrated program need as identified in the problem statement. A goal is NOT an ultimate societal goal.

- 2) **Measurable Objectives (MO):** Quantifiable statements that support the goal and specify what must be done to maintain, increase, decrease, enhance, improve or change to achieve your desired outcome and to what degree
- 3) **Implementing Activities:** What will be done
- 4) **Performed By:** Who will do it
- 5) **Timeline:** When it will be done
- 6) **Impact Evaluation Activities:** Accomplishments upon completion of each step (that is, significant events, deadlines, responsible parties, and measurement of success).

All major activities listed must occur within the grant year 07/01/2017 – 06/30/2018 and should be represented in the budget.

5. Proposed Budget (FORM E)

Provide an itemized budget of all subgrant expenditures requested.

Budget estimates must be reasonable and directly related to accomplishing the stated project objectives. All expenditures must occur within the grant year 07/01/2017 – 06/30/2018 and should be represented in the timeline.

1) PROJECT BUDGET AND BUDGET NARRATIVE INSTRUCTIONS

A complete and itemized PROPOSED BUDGET for the grant year 07/01/2017 – 06/30/2018 must be included with your proposal on the included form (MS Excel worksheet, “FORM E. Proposed SASP FY18 Project Budget”) and show 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 following budget instructions explain what each line item should contain. The total should equal your project budget. Budget TOTAL must be rounded off.

2) BUDGET INSTRUCTIONS FOR LINE ITEM CATEGORIES, 07/01/2017 – 06/30/2018

00.0 Personnel: Identify anyone to be paid as a salaried position on this subgrant. List each position by title, the annual salary, the hourly rate, the total hours employee works per week, the actual hours to be dedicated to SASP per week, the number of weeks, and the amount of SASP funding requested.

10.0 Personnel Benefits: List all personnel benefits and the costs, itemized and computation shown. These can include Social Security, Worker's Compensation, Retirement, Unemployment Compensation and Insurance.

20.0 In-State Travel and Conference Registrations: Itemize travel expenses by specific purpose and show basis for computation (include costs for meals, lodging, and mileage). Be sure to include the NMCSAP Confidentiality training, the CVRC compensation and grant reporting trainings and the Advocacy in Action Conference registration, lodging and travel expenses. Travel related costs must be necessary and reasonable.

40.0 Office Supplies: List items within this category separately for office supplies with prorated costs included in the calculations. Note: SASP funding cannot be used to purchase food and/or beverages for any meeting, conference, training, or other event.

50.0 Contractual/Consultant Services: For individuals - list types of services, name, address, hourly or daily rate and amount of time. For contracts with firms - list types of services and total costs. Includes pro-rated audit cost, only if your agency is eligible.

60.0 Operation Costs: List items within this category separately for telephone, rent, postage, printing, etc. at a prorated share, with itemized costs included in the calculations.

95.0 Out of State Travel/Other: Itemize travel expenses by specific purpose and show basis for computation. Include meals, lodging and mileage. Other items not covered under the existing line items should be included here. Travel related costs must be necessary and reasonable.

NOTE: Applicants may not allocate any funds for building renovations. This includes such seemingly minor activities as painting or carpeting.

6. Attachments Required

- LEP (Limited English Proficiency) Policy
- Client Satisfaction Survey
- 40-Hour Advocate Training Documentation, if applicable (see FORM B., pages 2-3, PROJECT REQUIREMENTS #1.b & #2.c for information regarding 40-hour advocate training)
- Fair Hiring Practices – ONLY if “YES” to FORM B., page 3, PROJECT REQUIREMENTS #2b.2
- Staff/Volunteer Screening Tool
- Confidentiality Form
- Memorandum(s) of Understanding (MOUs), **if applicable**, as described in the COLLABORATION AND COORDINATION OF SERVICES section on page 4 of this RFP
- Copy of Current Year Full Agency Budget
- Audit
- Proof of 501c3 Status (non-profits)
- List of Board Members and Contact Information (non-profits)

V. EVALUATION SUMMARY

The following is a summary of proposal evaluation factors with point values assigned to each. These, along with the general requirements, will be used in the evaluation of Applicants’ proposals. History of prior grant compliance with NMCSAP will be considered during the evaluation process.

NMCSAP SASP Grant Application	170 Points Available
Application and Federal Certification Forms (FORM A.)	Pass/Fail*
Sexual Assault Services Program Requirements (FORM B.)	50

Application Narratives (FORM C.)	40
Primary Project Components (FORM D.)	40
Proposed Budget (FORM E.)	40
SASP Additional Documentation Required	30 Points Available
LEP (Limited English Proficiency) Policy	Pass/Fail*
Client Satisfaction Survey	Pass/Fail*
40-Hour Advocate Training Documentation, if applicable	Pass/Fail*
Fair Hiring Practices, if applicable	Pass/Fail*
Staff/Volunteer Screening Tool	Pass/Fail*
Confidentiality Form	Pass/Fail*
Memorandum(s) of Understanding (MOUs), if applicable	Pass/Fail*
Copy of Current Year Full Agency Budget	10
Audit	20
Proof of 501c3 Status ** (non-profits)	Pass/Fail*
List of Board Members (non-profits)	Pass/Fail*
MAXIMUM NUMBER OF TOTAL POINTS	200

*Although not scored, if applicable, the information is mandatory and failure to provide this documentation could result in a determination that the applicant’s proposal is non-responsive.
**Non-profit, non-governmental victim services agencies must provide evidence of 501c3 status.

VI. SUBMISSION & CONTACT INFORMATION

QUESTIONS

Questions about the RFP and application components may be e-mailed only to Lisa Meyer, SASP Grant Coordinator, at lisa.nmcsap@gmail.com through May 5, 2017, 5:00pm MST.

SUBMISSION OF PROPOSALS: ELECTRONIC ONLY

Complete electronic proposals including completed FORMs A through E and all required Attachments must be received no later than 5:00pm Mountain Standard Time (MST) on Tuesday, May 9, 2017. Proposals received after that time will be rejected as not meeting the mandatory requirements of the RFP. Applicants must submit proposals via e-mail to lisa.nmcsap@gmail.com. If the proposal is submitted in several e-mails, clearly report the number of e-mails to expect. For example, this is Xyz SASP Application 1 of 2.

A complete proposal must adhere to the applicant submission instructions outlined in the PROPOSAL FORMAT section above. If an applicant submits multiple versions of an application, SASP Advisory will review the most recent version submitted.

Each form of the application must be received in its original file format (PDF, MS Word, MS Excel) as described on the proposal items list, page 11 of this RFP. Additional required Attachments must be in PDF format. If technical difficulties are experienced at any point during the application process, the applicant must contact the SASP Grant Coordinator, Lisa Meyer, at 505.883.8020, by no later than 5:00pm MST, Friday, May 5, 2017.

Copies received via facsimile, mail, or hand-delivery will not be accepted. Applicants who submit proposals in other formats will be rejected as not meeting the mandatory requirements of the RFP.

CONFIRMATION OF RECEIPT

If you have not received an e-mail proposal receipt confirmation from Lisa, you MUST call her at 888 883-8020 (or 505 883-8020 local) prior to the grant deadline to verify that your proposal has been received. Proposals submitted after that date and time will NOT be accepted.

ADDITIONAL APPLICATION PROCESS INFORMATION

Proposals will be reviewed and preliminary award notifications sent out no later than June 5, 2017. Contracts will be developed and ready for signature by June 18, 2017, with all work commencing on July 1, 2017. Due to the minimal funds available in this grant, no appeal process will be provided.

Final contracts MUST be signed and RECEIVED by NMCSAP no later than June 28, 2017. Funds will be reallocated to other programs if we do not have a signed contract within this time frame.

DISQUALIFICATION

Applications will not be accepted after the submission deadline (5:00pm MST on Tuesday, May 9, 2017). Failure to follow submission deadline will disqualify an application from consideration. No exceptions to this requirement will be considered.

All forms provided in the Application Packet must be thoroughly completed. All requested Attachments must be provided.

Any proposal that does not adhere to these requirements may be deemed non-responsive and may be rejected on that basis.