

Helping Outreach Programs to Expand (HOPE) II

A Cooperative Agreement between the Office of Victims of Crime (OVC) and Maryland Crime Victims' Resource Center, Inc. (MCVRC) #2005-VF-GX-K032

REQUEST FOR PROPOSALS

2007 – 2008

Subgrantee Awards

AWARD AMOUNT: up to \$50,000

AWARD PERIOD: October 1, 2007 to September 30, 2008

I. INTRODUCTION

I.A. Goal: The Hope II program will create, expand, or improve victim services through faith-based and/or community-based organizations serving underserved crime victims in high-crime urban areas.

I.B. Background: Faith-based and/or community-based organizations have a long history of helping crime victims. More often than not, crime victims seek the comfort, guidance, and assistance of faith-based and/or community-based organizations because these organizations are trusted members of the communities in which they live. The trust and familiarity vested in these organizations by the communities they serve has translated into the ability to provide social services—counseling, shelter, emergency transportation, and other victim services – on a level not traditionally supported by the federal government.

The Office for Victims of Crime (OVC) recognizes the value of these services and is promoting the greater and equitable participation of faith-based and/or community-based organizations in criminal justice programs supported by the Department of Justice through the President's Faith-Based and Community Initiative. In October, 2005, the Maryland Crime Victims' Resource Center, Inc. (MCVRC) entered into a cooperative agreement with OVC to implement a grant program designed to support, expand and improve small faith-based and/or community organizations victim services delivery in high crime, urban areas.

The first round of HOPE II awards were issued to 29 sites in 2005. OVC has authorized a second round of awards which is the basis for this RFP.

I.C. Program Strategy: OVC, through a cooperative agreement with MCVRC, will solicit proposals from faith based and/or community organizations to establish subgrantee sites in urban, high crime areas across the United States. MCVRC will subaward each of the selected sites up to \$50,000 to: (1) increase the number of crime victims served in the target community; (2) increase training opportunities for service providers assisting victims of crime; and/or (3) increase the ability of agencies providing services to crime victims to collaborate and form networks with victim service agencies.

II. PROGRAM SERVICES AND REQUIREMENTS

II.A. Program Services provided by MCVRC. To achieve the desired goal of the HOPE II grant, MCVRC will provide the following:

1. Training. MCVRC will provided orientation and training for Subgrantees at a 3-5 day meeting in the Washington, D.C. Metropolitan area in October 2007.
2. On-going technical assistance and training. MCVRC will provide supervision, technical assistance, and skills training to subgrantee paid and volunteer staff. (Technical assistance activities funded under the HOPE II grant program will be conducted at no cost to the faith-based and/or community-based organization receiving awards.)
3. Case management software. MCVRC will provide one license for case management software to be used on one computer per site, free of charge. (Any additional licenses needed, which are optional, can be purchased by the Subgrantee.)

II.B. Initial Requirements to Participate.

1. Mandatory subgrantee training. Selected subgrantees must attend and participate in the 3-5 day orientation and training meeting presented by MCVRC in the Washington, D.C. Metropolitan area.
2. Computer Hardware and Software Requirements. Subgrantees will be required to enter all program data into the Program's centralized, off-site, case management system using a computer and a high-speed internet connection. Software licenses will be provided by MCVRC as described in Section II.A.3 above. By the start of the award, all subgrantee recipients must have a computer with Microsoft Windows XP Pro , Microsoft Excel 2003 (or newer), scanner, and a high-speed internet connection (either DSL or cable modem). If the subgrantee applicant does not have the above, please include these items in the budget.

II.C. Eligibility Requirements: To be eligible to receive HOPE II grant funds, the applicant must meet all of the following:

1. Must be a non-profit faith-based and/or community-based organization.
2. Must have the capacity to respond to underserved crime victims (These underserved victims may include, but are not limited to, victims of federal crimes; survivors of homicide victims; or victims of assault, robbery, gang violence, hate and bias crimes, intoxicated drivers, bank robbery, economic exploitation and fraud, and elder abuse).
3. Must use or have the capacity to use volunteers.
4. Must have the financial resources to pay for initial travel and set up before receiving reimbursement.

II.D. Costs: All determinations about allowable and unallowable costs shall be governed by this RFP, by the Award Contract, and by the most recent edition of the Financial Guide published by the Office of Justice Programs (<http://www.ojp.usdoj.gov/finguide06/index.htm>.) In the event that different rules conflict, the final decision shall be at the discretion of the Director of OVC.

II.D.1. Allowable Costs: HOPE II funds may be used for the following:

- Volunteer Coordinator to recruit, screen, train and coordinate volunteers to provide services to underserved victims of crime.
- Transportation costs for victims to participate in criminal justice proceedings and to receive other victim services.
- Local travel expenses for service providers or volunteers.
- Emergency food and clothing.
- Printing.
- Interpretation and translation services.
- Advertising, marketing, public awareness.
- Equipment and office furniture.
- Technology improvements including Microsoft Windows XP Pro, Microsoft Excel 2003 or newer and scanner.
- Training (Staff and volunteers, but only for purposes of sustainability and only with prior approval from OVC and MCVRC).
- Outreach efforts/ Public presentations (HOPE II grant funds may be used for presentations in schools, community centers or other public forums that are designed to identify crime victims and provide or refer them to needed services, and directly support the subgrantee's approved HOPE II purpose and program. Specifically, activities and costs related to such programs including presentation

materials, brochures, and newspaper notices can be supported by HOPE II grant funds).

- Child care or respite care to enable a victim to attend court or to receive needed services.
- Assisting crime victims to obtain available crime victim compensation benefits through state or local government agencies.
- Sustainability efforts.

II.D.2. Unallowable Costs: HOPE II funds may **not** be used for the following:

- Salaries (Except for the Volunteer Coordinator position).
- Lobbying (please see appendix).
- Religious activities (please see appendix).
- Capital improvements to buildings rented or owned.
- Perpetrator services.
- Research and evaluation services.
- Activities directed at prosecuting the offender.
- Covering the costs of fundraising activities (paying for special event costs, direct mail costs, and other direct fundraising activities).
- Reimbursement or payment to crime victims.
- Sending victims to conferences.
- Medical costs.
- Crime prevention activities.
- Relocation expenses.
- Volunteer recognition activities.
- Alcoholic beverages.
- Financial fees and charges such as credit card fees, late payments, and finance fees.
- Other costs unrelated to this project.

III. APPLICATION AND AWARD TIMELINE AND PROCESS

III.A. Project Timeline:

Applicants must apply by 5:00 p.m. EST on July 9, 2007.

Awards are scheduled to be announced in September 2007. All subgrantees will be notified in writing or by email.

Subgrantees will be required to sign an award acceptance notice, which includes special grant conditions including any budget modifications. MCVRC may negotiate the scope of work and/or budgets with applicants prior to granting an award, and may require subgrantees to modify their budgets as a condition of the award. All funds must be obligated and expended by the end of the award period (September 30, 2008).

III.B. Program Access: MCVRC and our cooperative partner OVC are committed to ensuring the equal access of diverse and underserved populations to the criminal justice system and victim services. Some examples of underserved victims of crime include: DUI/DWI crash victims, survivors of homicide victims, assault victims, adults molested as children, elder abuse victims, robbery victims, other violent crime victims or any other underserved victims as demonstrated by the subgrantee applicant. "Underserved" victims may also be defined not just by the types of crime committed, but by their age; gender, level of English proficiency; disability status; sexual orientation; national origin, ethnicity; or race. For discretionary funding, applicants are required to consider victims' individual needs, and design project proposals that ensure that resulting products and services are appropriate, accessible, and respectful of victims' autonomy and dignity.

III.C. Selection Procedure: The MCVRC staff will review applications for completeness and basic responsiveness to the individual solicitation. Responsive applications will be forwarded to peer review panels of individuals with expertise in the respective topic areas. A final peer review panel will score each application using specific selection criteria. The peer review panel will then generate an average score and rank for each application. MCVRC staff will then make recommendations for awards to the Director of OVC, who will make the final selections.

III.D. Selection Criteria: Applications for this grant will be evaluated and rated based on the extent to which the program meets the selection criteria listed above.

III.D.1. Prior funding from OJP: Agencies that have never received any funding from the Office of Justice Programs (OJP) will receive priority consideration as determined by OVC. Some organizations that have only received minimal funding from OJP may also receive priority consideration at the discretion of OVC.

All faith based and/or community organizations, regardless of the receipt of prior funding from OJP, are encouraged to apply.

Organizations that have received prior HOPE I or HOPE II funding are eligible to apply.

III.D.2. Quality of Previous Performance: Prior to making final selections to fund specific applicants, MCVRC will consider information about the performance of the subgrantees on previous grants, if any, awarded by OVC, OJP, or other federal agencies. Emphasis will be placed on the delivery of complete, responsive products that produced tangible benefits. Applicants who failed to meet grant deadlines, did not comply with OJP financial requirements, or did not adjust to difficulties by setting revised time/task lines will not be favorably considered for funding.

III.E. How to Apply

III.E.1. Due Date and Application Submission: Applications/proposals are due by 5:00 p.m. EST on July 9, 2007. No applications will be accepted after that time.

III.E.2. Email submissions only: All proposals/applications must be submitted by email to hope2@mdcrimevictims.org, as a Microsoft Word attachment no later than 5:00pm EST. Please type "**Hope 2 application**" in the subject line of your email message. Incomplete applications will not be considered. Please send **one** email containing the following attachments:

- Program Narrative
- Appendix (electronically signed)
- Budget Detail Worksheet

III.E.3. Downloading applications: Applications can be downloaded from the MCVRC website: www.mdcrimevictims.org and/or the OVC website: www.ojp.usdoj.gov/ovc/.

III.E.4. Failure to comply:

- a. MCVRC **will not** grant extensions of the due date and will not consider any applications received after 5:00pm EST.
- b. MCVRC **will not** consider any incomplete applications that fail to include a completed Program Narrative, Appendix, and Budget Detail Worksheet.

III.E.5. Application Assistance: Subgrantee applicants who have substantive questions about the announcement's specific requirements may access our **Frequently Asked Questions** page on the MCVRC website: <http://www.mdcrimevictims.org>. Applicants who have not had their questions answered using **Frequently Asked Questions** may contact Project Director Joshua Cohen by e-mail only at hope2@mdcrimevictims.org. No questions will be answered by phone.

APPLICATION KIT

The Application has three parts. Each part must be fully completed. No incomplete applications will be considered.

1. Program Narrative
2. Appendix (electronically signed)
3. Budget Detail Worksheet (downloadable at <http://www.ojp.usdoj.gov/ovc/fund/forms.htm>)

Program Narrative

Submission Requirements

To justify and describe the proposed program, each applicant must submit a Program Narrative that **may not exceed 9 pages**. It must be submitted as if on an 8-1/2 x 11-inch piece of paper with double spacing, a minimum of 1-inch margins on all four sides, and a type no smaller than the standard Times New Roman 12-point font. Applications that do not conform to these requirements will not be forwarded for competitive review. Single-spaced and 1-1/2 spaced narratives will not be accepted. The 9 page narrative limit does not include the Budget Detail or appendices.

MCVRC strongly discourages numerous lengthy appendices and attachments not directly related to the project. Because applicants are asked to submit their proposals via e-mail, MCVRC will not receive or view videotapes or lengthy mailed publications as examples of the grant applicant's work. Consequently, peer reviewers will not receive any material not specifically requested under this APPLICATION/PROPOSAL. MCVRC may also redact any material received.

Required Elements

The Program Narrative should be numbered "Narrative page 1" and so forth. The narrative *must* include the following items in the sequence listed below.

1. **Organizational Profile**

a. Contact Information

- i. Name and address of applying organization
- ii. Name and Title of contact person
- iii. Phone number, mailing address and email address of contact person

b. Corporate Structure

- i. Is organization incorporated as a non-profit? If so, what year?
- ii. Does organization have 501(c)3 status? If so, what is the Federal ID number? If not, is organization in process of obtaining 501(c)3 status, or is organization hosted by a 501(c)3 organization that serves as its fiscal agent?
- iii. Does organization have an Executive Director? If so, who is it?
- iv. Does organization have a functioning Board of Directors with a Chairperson and Treasurer? If so, who are those two individuals?

c. Nature of Organization

- i. Is organization primarily a:
 - o Faith-based organization, or a
 - o Community-based (secular) organization?

d. Target service area and victim population

- i. Is target geographic service area:
 - o Urban (continuously built-up area of 50,000 residents or more);
 - o Large town (population between 10,000 and 50,000);
 - o Rural (population under 2,500, not within a greater metropolitan area);
 - o Suburban (commuting relationship with an urban center); or
 - o Combination of two or more of the above (indicate all that apply).
 - o If the target service area is not Urban, describe the target area, its population, and its relationship to a qualifying urban area.
- ii. Identify the specific underserved target victim population.

e. Prior OJP Funding

- i. Indicate if your organization has received any prior OJP funding (Either directly from the Federal government or through the state) since January 1, 2004, for example: HOPE I, HOPE II, VAWA, VOCA, or other OJP funds. If so, specify what grant(s) and amount(s) you have received.

f. Performance Metrics (Calendar Year 2006) *

- i. # of victims served
- ii. # of victim advocates trained
- iii. # of volunteers trained

- iv. # of service providers trained
 - v. # of types of services provided
 - vi. List the types of services provided, i.e., counseling, advocacy, criminal justice support, referrals, transportation, food and clothing, crime victim compensation assistance, etc.
- g. Performance Metrics (1st half [January–June] 2007) *
- i. # of victims served
 - ii. # of victim advocates trained
 - iii. # of volunteers trained
 - iv. # of service providers trained
 - v. # of types of services provided
 - vi. List the types of services provided, i.e., counseling, advocacy, criminal justice support, referrals, transportation, food and clothing, crime victim compensation assistance, etc.

** Note: This Request for Proposal encourages applications both from established organizations and from new organizations. The Performance Metrics provided will have no bearing on whether or not an applicant is selected to receive the award. This data is needed to evaluate the outcomes of the HOPE II grant, not to determine which applicants will be selected.*

2. Problems to be addressed

The problem statement must provide a strong rationale for the project and clearly identify the needs of the target population and community. Subgrantee applicants must provide specific data (including source information) about the target underserved victim population. Applicants must also identify the high-crime urban area that the project will target, and provide documentation and data that show a need for the faith based and/or community based services for crime victims.

Examples of documentation could include but are not limited to: victimization rate statistics, court cases, client caseloads, current absence of victim services, and/or various indicators of risk factors. There must be evidence that the proposed program is fulfilling a unique and critical need within the community and that there is no duplication of services. The overall goal of the project must be clearly defined and linked to the target underserved victim population.

3. Project Strategy/Design

The program strategy/methodology must include sufficient detail so that the reader can understand what will be accomplished, how it will be accomplished, and who will accomplish it. Projects will be evaluated to determine how effectively they address the number of crime victims served and the number of staff/volunteers trained to serve

crime victims. All proposed tasks should be presented in a way that allows a reviewer to see the logical progression of tasks and to be able to relate the tasks directly to the accomplishment of the project goal(s). Projected activities should be realistic and reflect the project period (October 1, 2007 through September 30, 2008), necessary staff, and available funding.

The project design must support the purpose and goals of the grant program. The subgrantee applicant's strategy or design must include a description of project goals, objectives, activities, and outputs. It must include a time-task plan that clearly identifies objectives, major activities and outputs within the narrative. The project design will also be examined to determine how well the project/program can be accessed by diverse and underserved victims.

The plan must provide for the submission of progress reports. All subgrantees are required to submit four quarterly progress reports on forms to be provided by MCVRC. Subgrantees are to submit the quarterly reports by the deadline given by MCVRC.

4. Program Management and Organizational Capability

Applications must include a clear description of the applicant's management structure and previous experience with similar or related efforts, if applicable.

*Note that extensive, previous experience is **not** required in order to apply for this subgrant. This Request for Proposal encourages applications both from established organizations and from new organizations.*

Experienced subgrantee applicants must demonstrate how their resources, capabilities, and experience will enable them to achieve the goals and accomplish the tasks of the program for which they are applying. Points will be awarded based on the applicant's capability to undertake the project, including:

- Evidence that the applicant possesses the requisite staff and expertise.
- Organizational capability.
- Financial capability.
- A clearly defined project management plan.
- Documentation of the professional staff members' unique qualifications to perform their assigned tasks.
- Clearly defined areas that need further capacity development.
- Clearly defined and justifiable plan to increase organizational capability.

5. Sustainability

Reviewers will examine each subgrantee applicant's plans for ensuring that the program will have funding to continue beyond the award period ending September 30, 2008.

Subgrantee applicants should have a clear plan to leverage new sources of funding, to conduct sustainability activities, and to implement other creative ways to ensure program continuity.

6. *Program Budget*

The subgrantee applicant will enter budgeted items and their costs on a budget detail worksheet with a thorough justification for all costs, including the basis for computing the costs. The budget must be complete, reasonable, and directly related to the activities proposed in the Program Narrative. The Budget Detail Worksheet is located in the Forms Appendix of the application kit. Subgrantee applicants must justify the costs of individual items, such as personnel and travel, and show how the costs are computed. In addition, applications that involve collaboration between two or more agencies and/or faith-based groups must differentiate each organization's expenses. However, the agency submitting the application will be the lead agency and will be responsible for all the requirements of this application, for implementation of the subgrant, and for reimbursement submission and distribution.

Appendix

OVERVIEW OF ASSURANCES & FORMS INDEX

To review these documents you can download them from the Office for Justice Program's website. **Please note, by signing at the bottom of this page, it is unnecessary to complete and return these documents to MCVRC (except for the Budget Detail Worksheet, or separate sheet using the budget detail worksheet as a format, to be completed and submitted along with the Project Narrative):**

<http://www.ojp.usdoj.gov/ovc/fund/forms.htm>

- Accounting System and Financial Capability Questionnaire
- Assurances Form
- Budget Detail Worksheet Form
- Certification Regarding Lobbying; Debarment; Suspension, and Other Responsibility Matters
- Civil Rights Information Form
- Disclosure Form to Report Lobbying
- Model Privacy Certificates
- Single Audit Act Information Form

I have read the foregoing documents and by signing below our organization understands the continuing requirements – as outlined by this APPLICATION/PROPOSAL and the documents listed on this page - as a subgrantee for FY 2008 for the grant entitled: Hope II. (The Budget Detail Worksheet is the only exception from the list above. The Budget Detail Worksheet must be completed and submitted along with a budget narrative).

Agency Name: _____
Project Director (signature): _____
Financial Officer (signature): _____
Chief Executive Officer (signature): _____

Please type the appropriate names on this form and email this form along with your completed application to: hope2@mdcrimevictims.org. Original signatures will be required of all successful subgrantees. Thank you.