

State of New Hampshire Department of Justice



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Attorney General

**The Services*Training*Officers*Prosecutors (S.T.O.P)
Violence Against Women Formula Subgrant Program (VAWA)
Competitive SubGrant Request for Proposals (RFP)**

State Fiscal Year 2021

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Part 1. Purpose

In 1994, Congress passed the Violence Against Women Act (VAWA), in recognition of crimes associated with domestic violence, sexual assault and stalking violence, creating the Services*Training*Officers*Prosecutors Formula Grant Program (S.T.O.P) to assist states with funding programs and services aimed at aiding victims of domestic violence, sexual assault dating and stalking violence.

This Request for Proposals is a targeted solicitation to provide support for prosecution entities not currently receiving funds from the Violence Against Women Act formula grant. Grant project activities may include, but are not limited to, prosecution offices to improve the successful prosecution of criminal cases involving sexual assault, domestic violence, dating violence, and stalking. Entities may include specialized victim witness coordinators and advocacy or specialized prosecutors focused on such crimes.

The S.T.O.P Formula Grant Program emphasizes the implementation of comprehensive strategies addressing violence against women that are both sensitive to the immediate and long-term needs and safety of victims and hold offenders accountable for their behavior. States and territories should seek to carry out these strategies by forging lasting partnerships between victim service providers and the criminal justice system, and by encouraging communities to look beyond traditional resources. States and territories should look to new partners, including culturally- and population-specific organizations, to respond to those communities most impacted by or least resourced to address sexual assault, domestic violence, dating violence, and stalking.

Originally conceived to improve the criminal justice response to victims of domestic violence while simultaneously increasing the availability of direct services to victims, VAWA requires coordinated relationships from various community stakeholders within New Hampshire. Agencies providing services to victims in the form of victim advocacy, law enforcement response, prosecution, health care services, education, and outreach must work with community leaders, court, correction, and probation officers to ensure that S.T.O.P funding is administered in support of victim response across the state. The New Hampshire Department of Justice administers S.T.O.P funding to various agencies on the state level distributing funding to eligible agencies to maintain programs that provide direct services to all adult victims of domestic violence, sexual assault, stalking and dating violence. Examples of S.T.O.P funded programs include domestic violence shelters, sexual assault crisis centers, local police departments, county attorney offices, pro bono legal aid service providers, and other non-profit organizations. These agencies employ VAWA-funded personnel that provide advocacy and direct services to victims of domestic violence, sexual assault, dating and stalking violence.

Statutes and federal regulations in collaboration with the Office on Violence Against Women (OVW) determine the allowable activities supported by the S.T.O.P Formula Grant Program. If an applicant receives an award, the funded project is bound by the provisions of this solicitation, the United States Department of Justice (DOJ) Financial Guide, including updates to the guide after an award is made, and the conditions of the award. **Awards may include a requirement for subgrantees to certify compliance with all applicable federal laws.**

Part 2. Allowable Activities

Allowable Activities include, but are not necessarily limited to, the following:

- Developing, enlarging, or strengthening specialized Victim Witness Coordinator/Victim Advocate Divisions that supports the collaboration between victims/witnesses and Prosecuting units that can bring before the court alleged criminal cases of sexual assault, domestic violence, dating violence, and stalking programs.
- Prosecution entities providing specialized training support to local law enforcement officers, law enforcement investigation units, and law enforcement supervisors on up-to-date statutory requirements in relation to alleged incidences of sexual assault, domestic violence, dating violence, and stalking.
- Prosecution entities providing specialized training support, including witness preparation, to Victim Witness Coordinators/Victim Advocates that are assisting in cases involving alleged offenses of sexual assault, domestic violence, dating violence, and stalking.
- Prosecution of alleged offenders of sexual assault, domestic violence, dating violence, and stalking.

OVW Priority Areas

- Meaningfully increase the effectiveness of one or more prosecution entities, by supporting legal prosecution of alleged offenders of sexual assault, domestic violence, dating violence, and stalking.

And/or

- Meaningfully increase the effectiveness of one or more prosecution entities by increasing the collaboration between victims/witnesses and the prosecution units in relation to cases of sexual assault, domestic violence, dating violence and stalking.

And/or

- Meaningfully increase the effectiveness of one or more prosecution entities by providing victims/witnesses and their families with direction to victim services available within their communities while educating them through criminal justice proceedings.

All services and activities proposed must be allowable under Federal Program Rule 28 CFR Part 90. <https://www.gpo.gov/fdsys/pkg/CFR-2017-title28-vol2/xml/CFR-2017-title28-vol2-part90.xml>

Part 3. Eligibility

Eligible applicants for S.T.O.P assistance subgrants must be a Prosecution entity.

Eligible Applicants must be able to demonstrate the following:

- Provide a matching contribution of 25% cash or in-kind match.
- Promote coordinated public and private efforts within the community to aid domestic violence, sexual assault, and dating and stalking violence crime within underserved and unserved victim populations.
- Assist victims in applying for Victim Compensation Benefits. (**Victim Witness Coordinator/Victim Advocates only**)
- Comply with Federal grant regulations.
- Maintain Civil Rights information as outlined at <https://www.doj.nh.gov/grants-management/civil-rights.htm>
- Comply with State Criteria as outlined in special conditions attached to grant agreement upon award.
- Provide services to victims of federal crimes on the same basis as victims of state/local crimes.
- Provide S.T.O.P funded services to victims at no charge. (Unless an applying agency obtains a waiver from the New Hampshire Department of Justice.)
- Maintain confidentiality of client-counselor information.

Part 4. Calculating the Project Match of 25%

There is a 25 percent match requirement imposed on subgrant funds under this program. A subgrant made under this program may not cover more than 75 percent of the total costs of the project funded. The applicant must identify the source of the 25 percent non-federal portion of the applicant's budget. The applicant must state how the agency will use match funds.

Applicants may satisfy the required match with either cash or in-kind services. The in-kind match may include donations of expendable equipment; office supplies; workshop or education and training materials; workspace; or the monetary value of time contributed by professional and technical personnel and other skilled and unskilled labor if the services provided are an integral and necessary part of a funded project. Value for the in-kind match is guided by 2 CFR 200.306.

The formula for calculating the required match is
Award Amount / 75% Federal Share = Adjusted Project Costs
Adjusted Project Costs x 25% Recipient's Share = Required Match

For an award amount of \$350,000, required match would be calculated as follows:

\$350,000 / 75% = \$466,667

\$466,667 x 25% = \$116,667 Required Match

Part 5. Project Period

Subgrants will be made upon approval of Governor and Executive Council to December 31, 2021. Ongoing subgrantee funding shall be contingent on the performance of the program and the continued availability of federal funds.

Part 6. Funding Availability and Focus Areas

The State of New Hampshire Department of Justice (“the Agency”) announces a solicitation to award S.T.O.P funding for any organization/applicant not currently receiving STOP VAWA Funds up to a total of \$15,000 for the first 6 months with the intensions to award up to \$30,000 for future subgrant years from January 1 through December 31 continuously.

Specific areas of focus include but are not limited to assisting victims, 11 years old or older and their families, of domestic violence, sexual assault, dating violence and stalking in the following areas:

- The support for prosecution of alleged offenders of domestic violence, sexual assault, dating violence and stalking.
- A Victim Witness Coordinator/Victim Advocate under direction of a prosecution entity for a county, city, or township.

Community partnerships are encouraged. Funds awarded as result of this RFP must create, improve, or enhance services to victims of domestic violence, sexual assault, dating and stalking violence specifically addressing the needs of under or unserved victims. Funding will begin upon approval by the Governor and Executive Council.

Part 7. Schedule of Events

The following table provides a Schedule of Events for this RFP through Grant Agreement negotiations. The Agency reserves the right to amend this Schedule at its sole discretion and at any time through a published Addendum.

EVENT	DATE	LOCAL TIME
RFP Released to Proposers/Applicants (NH DOJ website)	12/3/20	4:00 PM
Applicant Inquiry Period Ends	1/15/21	4:00 PM
Final Agency Responses to Applicant Inquiries	2/1/21	4:00 PM
Applicant(s) Submit Proposals/Applications	3/1/21	4:00 PM
Estimated Notification of Selection and Begin Grant Agreement Negotiations	5/1/21	4:00 PM

Part 8. Proposal Inquiries

All inquiries concerning this RFP, including but not limited to, requests for clarifications, questions, and any changes to the RFP, shall be submitted via email to the following RFP designated Points of Contact:

TO: grants.apps@doj.nh.gov

CC: Travis.Teeboom@doj.state.gov

The Agency’s RFP Points of Contact must receive inquiries no later than the conclusion of the Applicant Inquiry Period (see Schedule of Events section, herein). Inquiries received later than the conclusion of the Applicant Inquiry Period shall not be considered properly submitted and may not be considered.

The Agency intends to issue official responses to properly submitted inquiries on or before the date specified in the Schedule of Events section, herein; however, this date is subject to change at the Agency’s discretion. The Agency may consolidate and/or paraphrase questions for sufficiency and clarity. The Agency may, at its discretion, amend this RFP on its own initiative or in response to issues raised by inquiries, as it deems appropriate. Oral statements, representations, clarifications, or modifications concerning the RFP shall not be binding upon the Agency. Official responses by the Agency will be made only in writing by the process described above.

Part 9. Grant Application Process

To apply for a S.T.O.P Assistance subgrant, please use the application form found at <http://www.doj.nh.gov/grants-management/funding-availability.htm>. Applications are due by e-mail at grants.apps@doj.nh.gov, on or before.

Part 10. Selection Criteria and Award Process

Awards will be made based on a competitive scoring process and are subject to the approval of the Attorney General and the Governor and Executive Council. This is a competitive application process. The New Hampshire Department of Justice Grants Management staff will review all applications for eligibility. Approved applicants may be funded for an amount less than that applied for, in the event that any proposed costs are unallowable, or in the event that the 25% matching contribution has not been clearly demonstrated.

Scoring Values:

Problem Statement – 25 pts

Program Design and Implementation – 30 pts

Sustainability and Evaluation Plan – 10 pts

Program Management and Administration Capabilities – 5 pts

Budget Detail – 20 pts

Budget Narrative – 10 pts

Applicants must receive at least 70 points to be considered for award. The highest scored applicants will receive a recommendation for funding until the total available funds have been awarded or there are no additional qualified applicants to consider. Recommendations for funding will be approved by the Attorney General and the Governor and Executive Council. Applicants will be notified by, of the amount of funding, if any, that will be awarded to the applicant. The form of Grant Agreement will be substantially similar to the document set forth as Appendix A.

Part 11. Subrecipient Requirements

Eligible Applicants must meet the following requirements before the Agency may enter into a Grant Agreement.

- a. Applicants must obtain a **DUNS** (Data Universal Numbering System) number prior to submitting an application. <http://fedgov.dnb.com/webform>

- b. Applicants are required to register and renew annually, with the System for Award Management (SAM) <https://www.sam.gov/sam/>
- c. **Certifications:** If selected for funding, the following Certifications must be signed and included with the VAWA Grant Agreement:
 - i. Certification regarding debarment, suspension, ineligibility, and voluntary exclusion
 - ii. Certification of Need to accept Program Income (if applicable)
 - iii. Certification Form – compliance with the Equal Employment Opportunity Plan (EEO) Requirements

If selected for funding, successful applicants (“subgrantees”) must meet the following requirements as a condition of reimbursement and continued funding:

- d. Subgrantees will be required to file **expenditure reports** and to provide backup documentation upon request.
- e. Subgrantees will be required to file **quarterly and annual performance reports**
- f. NH Department of Justice will conduct regular **desk reviews** and **biennial on-site monitoring visits** with all subgrantees to ensure financial, programmatic and special condition compliance
- g. Reimbursement to subgrantees for allowable expenses will be contingent upon the Subgrantee’s adherence to the final

Part 12. Additional Terms

- a. RFP Addendum - The Agency reserves the right to amend this RFP at its discretion, prior to the Proposal submission deadline. In the event of an addendum to this RFP, the Agency, at its sole discretion, may extend the Proposal submission deadline, as it deems appropriate.
- b. Public Disclosure - Pursuant to RSA 21-G: 37, VII, all responses to this RFP shall be considered confidential until the grant contract is approved by the Governor and Executive Council, or, if the grant contract does not require approval from the governor and executive council, until the effective date of the grant contract as determined by the DOJ.

Any information submitted as part of a response to this request for proposal (RFP) may be subject to public disclosure under RSA 91-A. In addition, in accordance with RSA 9-F:1, any contract entered into as a result of this RFP will be made accessible to the public online via the website Transparent NH

(<http://www.nh.gov/transparentnh/>). Accordingly, business financial information and proprietary information such as trade secrets, business and financial models and forecasts, and proprietary formulas may be exempt from public disclosure under RSA 91-A:5, IV. If you believe any information being submitted in response to this request for proposal, bid or information should be kept confidential as financial or proprietary information; you must specifically identify that information in a letter to the agency, and must mark/stamp each page of the materials that you claim must be exempt from disclosure as "CONFIDENTIAL." A designation by the Proposer of information it believes exempt does not have the effect of making such information exempt. The Agency will determine the information it believes is properly exempted from disclosure. Marking of the entire Proposal or entire sections of the Proposal (e.g. pricing) as confidential will neither be accepted nor honored. Notwithstanding any provision of this RFP to the contrary, Proposer pricing will be subject to disclosure upon approval of the contract. The Agency will endeavor to maintain the confidentiality of portions of the Proposal that are clearly and properly marked confidential. If a request is made to the Agency to view portions of a Proposal that the Proposer has properly and clearly marked confidential, the Agency will notify the Proposer of the request and of the date, the Agency plans to release the records. By submitting a Proposal, Proposers agree that unless the Proposer obtains a court order, at its sole expense, enjoining the release of the requested information, the Agency may release the requested information on the date specified in the Agency's notice without any liability to the Proposers.

- c. Non-Commitment - Notwithstanding any other provision of this RFP, this RFP does not commit the Agency to award a subgrant. The Agency reserves the right, at its sole discretion, to reject any and all Proposals, or any portions thereof, at any time to cancel this RFP, and to solicit new Proposals under a new acquisition process.
- d. Ethical Requirements - from the time this RFP is published until a contract is awarded, no bidder shall offer or give, directly or indirectly, any gift, expense reimbursement, or honorarium, as defined by RSA 15-B, to any elected official, public official, public employee, constitutional official, or family member of any such official or employee who will or has selected, evaluated, or awarded an RFP, or similar submission. Any bidder that violates RSA 21-G: 38 shall be subject to prosecution for an offense under RSA 640:2. Any bidder who has been convicted of an offense based on conduct in violation of this section, which has not been annulled, or who is subject to a pending criminal charge for such an offense, shall be disqualified from bidding on the RFP, or similar request for submission and every such bidder shall be disqualified from bidding on any RFP or similar request for submission issued by any state agency. A bidder that was disqualified under this

section because of a pending criminal charge which is subsequently dismissed, results in an acquittal, or is annulled, may notify the department of administrative services, which shall note that information on the list maintained on the state's internal intranet system, except in the case of annulment, the information, shall be deleted from the list.

- e. Agency Rights - The Agency reserves the right to waive minor or immaterial deviations from the RFP requirements if deemed to be in the best interest of the State.

Part 13. Contact Information

From the date of release of this RFP until an award is granted and announced regarding the selection of a Proposer, all communication with personnel employed by or under contract with the Agency regarding this RFP is forbidden unless first approved by the RFP Point of Contact listed in the Proposal Inquiries section, herein. Agency employees are directed not to hold conferences and/or discussions concerning this RFP with any Contractor during the selection process unless otherwise authorized by the RFP Point of Contact. Please send questions related to this request for a subgrant proposal to the RFP Point of Contact Travis Teeboom, VAWA Administrator, at Travis.N.Teeboom@doj.nh.gov or (603) 271-8091.

For additional information on the S.T.O.P Formula Grant Program, including what past S.T.O.P Formula Grant Program grantees have accomplished with their grant funds and to view the S.T.O.P Formula Grant Program performance measures and reporting data, see <http://muskie.usm.maine.edu/vawamei/stopformulamain.htm>.