

State of New Hampshire Department of Justice



**The Services*Training*Officers*Prosecutors (S.T.O.P)
Violence Against Women Formula Grant Program (VAWA)**

Request for Applications (RFA)

Release Date: 11/6/2019

Table of Contents

Part 1. Purpose.....	3
Part 2. Allowable Activities.....	4
Part 3. Grant Requirements.....	5
Part 4. Project Period.....	6
Part 5. Funding Availability and Focus Areas.....	6
Part 6. Schedule of Events.....	7
Part 7. Proposal Inquiries.....	7
Part 8. Grant Application Process.....	8
Part 9. Selection Criteria and Award Process.....	8
Part 10. Subrecipient Requirements.....	8
Part 11. Additional Terms.....	9
Part 12. Contact Information.....	11

Part 1. Purpose

In 1994, Congress passed the Violence Against Women Act (VAWA), in response to 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 violence and stalking. Future reauthorizations of VAWA expands the protections and requirements under S.T.O.P to include males, battered immigrants, sexual assault survivors, and victims of dating violence with a focus on increasing services for “Culturally Specific” communities. **Culturally Specific is defined as being “racial and ethnic minority groups.”**

This Request for Applications is a targeted solicitation for Racial and Ethnic Minority Community Based Agencies that can provide services to underserved victims or agencies providing services to victims of sexual assault, domestic violence, dating violence, and stalking.

The S.T.O.P Formula Grant Program continues to highlight the application of widespread approaches addressing violence against women that are both sensitive to the immediate, long-term needs, safety of victims and hold offenders accountable for their behavior.

The Violence Against Women Act seeks to improve the criminal justice response to victims while simultaneously increasing the availability of direct services to victims. VAWA requires coordinated relationships from various community patrons within New Hampshire.

Agencies providing services to victims that include victim advocacy, law enforcement response, prosecution, health care services, education, and outreach; must work with community leaders, courts, correction, and probation officers to ensure that S.T.O.P funding is directed in support of victim response across the state. The New Hampshire Department of Justice directs funding to numerous agencies on the state level and to qualified organizations to maintain programs that provide direct services to all victims who are ages 11 years or older of domestic violence, sexual assault, stalking and dating violence and their families.

Laws and federal regulations in partnership 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 has to comply with the requirements of this solicitation, applicable federal and state laws, the Department of Justice (DOJ) Financial Guide with the inclusion of updates to the guide even after an award is made, and the conditions of the award.

Part 2. Allowable Activities

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

- Developing, enlarging, or strengthening victim services and legal assistance programs that address cases of sexual assault, domestic violence, dating violence, and stalking programs.
- Providing assistance to victims of domestic violence and sexual assault in immigration matters and their families.
- Providing counseling and/or victim services to people that have been victimized of sexual assault, domestic violence, dating violence, and stalking prior to immigrating to the United States.
- Providing counseling and or victim services to immigrants that had since been victimized while in the United States of sexual assault, domestic violence, dating violence, and stalking.
- Providing counseling and or victim services to Native American people that are victims of sexual assault, domestic violence, dating violence or stalking.
- Developing, enlarging, or strengthening programs and projects from a culturally specific organization within the State of New Hampshire to provide direct services to victims of sexual assault, domestic violence, dating violence, or stalking and their families.
- Developing, enlarging, or strengthening programs and projects of culturally specific community based agencies within the State of New Hampshire to provide translation services that can work in partnership with victim services/advocates in relation to cases of sexual assault, domestic violence, dating violence, or stalking and their families.
- Providing counseling and or victim services to people that have been victimized of sexual assault and/or dating violence while imprisoned.
- Providing Cultural training to Victim Advocates, Victim Witness Coordinators, Court Personnel, Law Enforcement Officers, and Prosecutors that provide services directly and indirectly to victims of sexual assault, domestic violence, dating violence and stalking.

OVW Priority Areas

- Meaningfully increase access to OVW programming for specific underserved populations (based on race, ethnicity, sexual orientation, gender identity, disability, age, etc.). 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. Grant Requirements

Eligible applicants for S.T.O.P assistance sub-grants are public or nonprofit organizations, including faith-based organizations, and combinations of such organizations.

Qualified Applicants must be able to demonstrate the following:

- a. Promote coordinated public and private efforts within the community to aid domestic violence, sexual assault, dating violence, and stalking crime within underserved and unserved victim populations.
- b. Assist victims in applying for victim compensation benefits. (If providing direct services)
- c. Comply with federal grant rules.
- d. Maintain civil rights information as outlined at <https://www.doj.nh.gov/grants-management/civil-rights.htm>
- e. Comply with state criteria as outlined in special conditions attached to grant agreement upon award.
- f. Provide services to victims of federal crimes on the same basis as victims of state/local crimes. (If providing direct services)
- g. 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.)
- h. Maintain confidentiality of client-counselor information.

Part 4. Project Period

Subgrants will be made for a period of one calendar year. Continuing subgrantee funding shall depend on the performance of the program and the continued availability of federal funds. Time period of contracts may be adjusted depending upon the start of a program.

Part 5. Funding Availability and Focus Areas

The State of New Hampshire Department of Justice (“NH DOJ”) announces a solicitation to award S.T.O.P funding for an organization/applicant up to a total of \$50,000. The NH DOJ is expecting to provide funding to approved applicants under this solicitation for future fiscal years up to \$50,000, contingent on continued federal funding and program performance.

Specific areas of focus include the assistance of victims, 11 years or older including their families, of domestic violence, sexual assault, dating violence, and stalking in the following areas:

Community based organizations that are of a “racial and ethnic minority group” that will provide direct and or indirect victim services throughout their community partnerships is mandated. Funds awarded as result of this RFA must create or improve services to victims of domestic violence, sexual assault, dating and stalking violence; specifically addressing the needs of underserved or unserved victims. Funding will begin upon contract approval of the Governor and Executive Council.

If determined that the 25% match is required, the Violence Against Women Act Grants permits cash and in-kind match. However, under some circumstances non-direct victim services may not be required to support their program with 25% match.

Part 6. Schedule of Events

The following table provides a schedule of events for this RFA through grant agreement negotiations. The NH DOJ reserves the right to change this schedule at its sole discretion and at any time.

EVENT	DATE	LOCAL TIME
RFA Released to Proposers/Applicants (NH DOJ website)	11/6/2019	4:00 PM
Will schedule phone conferences upon request for questions and answers.	Open until fulfilled	N/A
Applicant inquiry will remain open until grant requirement is fulfilled.	Open until fulfilled	N/A
Request for application assistance can be scheduled by appointment. May include language interpretation inquiries.	Open until fulfilled	N/A
Applications will be accepted until grant requirement is fulfilled.	Open until fulfilled	N/A
Estimated notification of the selection and the beginning of grant agreement negotiations after application is officially submitted.	30 days after submitted	4:00 PM

Part 7. Proposal Inquiries

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

TO: grants.apps@doj.nh.gov

CC: Travis.Teeboom@doj.nh.gov

The NH DOJ will reply to inquiries within two working days. The NH DOJ may consolidate and/or paraphrase questions for sufficiency and clarity. The Agency may, at its discretion, amend this RFA on its own initiative or in response to issues raised by inquiries, as it deems appropriate. Oral statements, representations, clarifications, or modifications concerning the RFA, including those made during the question and answer call shall not be binding upon the NH DOJ. Official responses by the Agency will be made only in writing by the process described above.

Part 8. 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, or by mail to:

NHDOJ Grants Management Unit
33 Capitol Street
Concord, NH 03301

Part 9. Selection Criteria and Award Process

Awards are subject to the approval of the Attorney General and the Governor and Executive Council. 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.

The most qualified applicants will receive a recommendation for funding until the total has been awarded or there are no additional qualified applicants to consider. Recommendations for funding are dependent upon support by the Attorney General and the Governor and Executive Council. Applicants will be notified of the amount of funding, if any, that will be awarded to the applicant. The NH DOJ will enter into discussions on a grant agreement in the amount indicated with the selected applicants.

Part 10. Subrecipient Requirements

Eligible applicants must meet the following requirements before the NH DOJ 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 Applicable)
 - iv. Certification of Liability Insurance.
 - v. Certification of Worker's Compensation Insurance.

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

- d. Subgrantees will be required to file **expenditure reports** and to provide backup documentation upon request. Subgrantees will be required to file **quarterly and annual performance reports**.
- e. 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 VAWA allowable activities.

Part 11. Additional Terms

- a. RFA Addendum - The NH DOJ reserves the right to amend this RFA at its discretion.
- b. Public Disclosure - Pursuant to RSA 21-G: 37, all responses to this RFA shall be considered private until the award of a grant agreement. The day the RFA closes the NH DOJ will post the number of applicants received with no further information. No later than five (5) business days after for submission of a Grant Agreement to the Department of Administrative Services, the NH DOJ will post the name of each proposer.

The proposer’s proposal shall become public information upon the award of any resulting contract. Any information submitted as part of a response to this request for application (RFA) may be subject to public release under RSA 91-A. In addition, in accordance with RSA 9-F:1, any contract entered into as a result of this RFA will be made accessible to the public online via the website Transparent NH (<http://www.nh.gov/transparentnh/>). Business financial information and patented 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 patented information; you must specifically identify that information in a letter to the NHDOJ, 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 NH DOJ 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. Nonetheless any provision of this RFA to the contrary, proposer pricing will be subject to disclosure upon approval of the contract. The NH DOJ will attempt to maintain the confidentiality of portions of the proposal that are clearly and properly marked confidential. If a request is made to the NH DOJ to view portions of a proposal that the proposer has properly and clearly marked confidential, the NH DOJ will notify the proposer of the request and of the date, the NH DOJ plans to release the records. By submitting a proposal, proposers agree that unless the proposer obtains a court order, at its sole expense, directing the release of the requested information, the NH DOJ may release the requested information on the date specified in the NH DOJ's notice without any liability to the proposers.

- c. Non-Commitment - Notwithstanding any other provision of this RFA, this RFA does not commit the NH DOJ to award a grant. The NH DOJ reserves the right, at its sole discretion, to reject any and all proposals, or any portions thereof, at any time to cancel this RFA, and to solicit new proposals under a new acquisition process.
- d. Ethical Requirements - from the time this RFA 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 RFA, 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 RFA, or similar request for submission and every such bidder shall be disqualified from bidding on any RFA 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. NH DOJ Rights - The NH DOJ reserves the right to waive minor or irrelevant deviations from the RFA requirements if deemed to be in the best interest of the state.

Part 12. Contact Information

From the date of release of this RFA until an award is granted and announced regarding the selection of a proposer, all communication with personnel employed by or under contract with the NH DOJ regarding this RFA is forbidden unless first approved by the RFA point-of-contact listed in the proposal inquiries section, herein. N H D O J employees are directed not to hold conferences and/or discussions concerning this RFA with any contractor during the selection process unless otherwise authorized by the RFA point-of-contact. Please send questions related to this request for a grant proposal to the RFA Point of contact Travis Teeboom, VAWA Administrator, at Travis.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>.