



State of Arkansas

Department of Finance and Administration
Office of Intergovernmental Services

**REQUEST FOR PROPOSAL
TECHNICAL ASSISTANCE
WORKSHOP**

2013



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PURPOSE OF WORKSHOP

The purpose of today's workshop is to explain the process for applying for funds under three (3) federal grant programs: Family Violence Prevention and Services; STOP Violence Against Women, and Victims of Crime Act.

Each of these programs has as their primary purpose the provision of services to victims of crime*. Each program has slightly different emphasis and requirements.

Today we will explain the similarities and the differences of each program and walk you through the application process, step-by-step.





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LOGISTICS

- Bathrooms
- Non Smoking Campus
- No Food or Drink
- Questions*





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WHO WE ARE

The Victim Justice and Assistance (VJA) Programs are managed by the Office of Intergovernmental Services (IGS) within the Arkansas Department of Finance and Administration. IGS manages a number of federal grant programs, providing about \$13 million in federal funding to over 340 subrecipients throughout Arkansas .

IGS also has the following responsibilities in supporting state government:

- Statewide Clearinghouse for project notification and review.
- Statewide Cost Allocation Plan for federal programs.
- State Records Retention Schedule.
- Tracking of State agency information technology projects.





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WHO WE ARE

The Victim Justice and Assistance Programs (VJA) consist of four (4) federal grant programs, including:

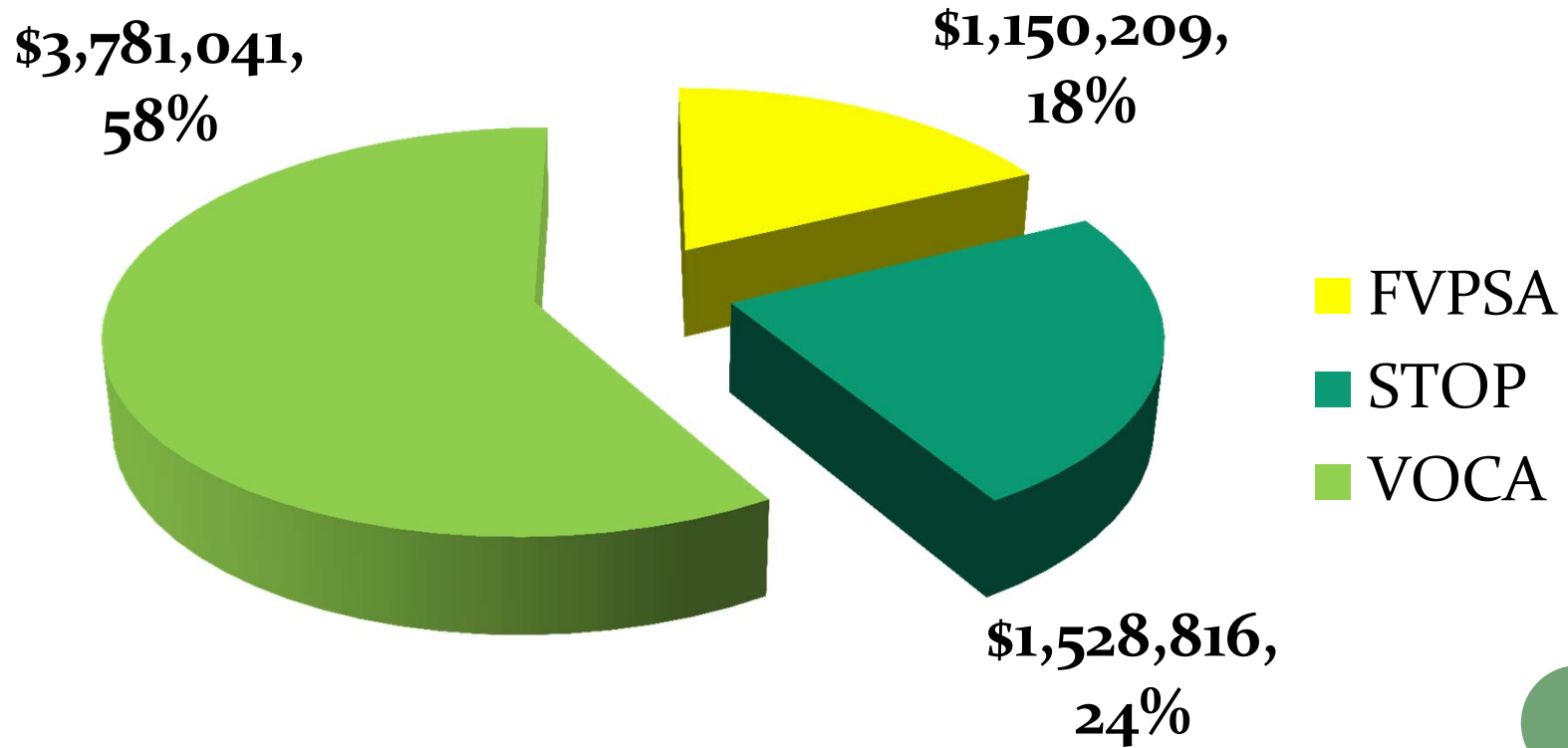
- Family Violence Prevention and Services;
- STOP Violence Against Women;
- Victims of Crime Act- Crime Victims Assistance;
- Sexual Assault Services Program





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AVAILABLE FUNDING*





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WHO CAN APPLY?

Eligible organizations include those whose sole purpose is to serve crime victims; public and non-profit organizations that have components which offer services to crime victims, including, but not limited to:

- Non-profit organizations*

- Faith-based organizations

- Criminal Justice agencies*



- Hospitals and/or Emergency Medical Facilities

- Governmental Entities*





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FAMILY VIOLENCE PREVENTION AND SERVICES

PURPOSE: The primary purpose of the FVPSA Program is to establish, maintain and expand programs and projects to prevent family violence and to provide immediate shelter and related assistance for victims of family violence and their dependents. *

MATCH REQUIREMENT: FVPSA requires not less than twenty percent (20%) of the total funds provided for a proposal to operate an existing project and not less than thirty five percent (35%)* for a new project.





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FAMILY VIOLENCE PREVENTION AND SERVICES

ALLOWABLE

(Not all inclusive)

- Emergency Shelter Activities
- Outreach and Prevention Services*
- Employment Training
- Legal Advocacy
- Transportation
- Children's Counseling and Support Services

UNALLOWABLE

(Not all inclusive)

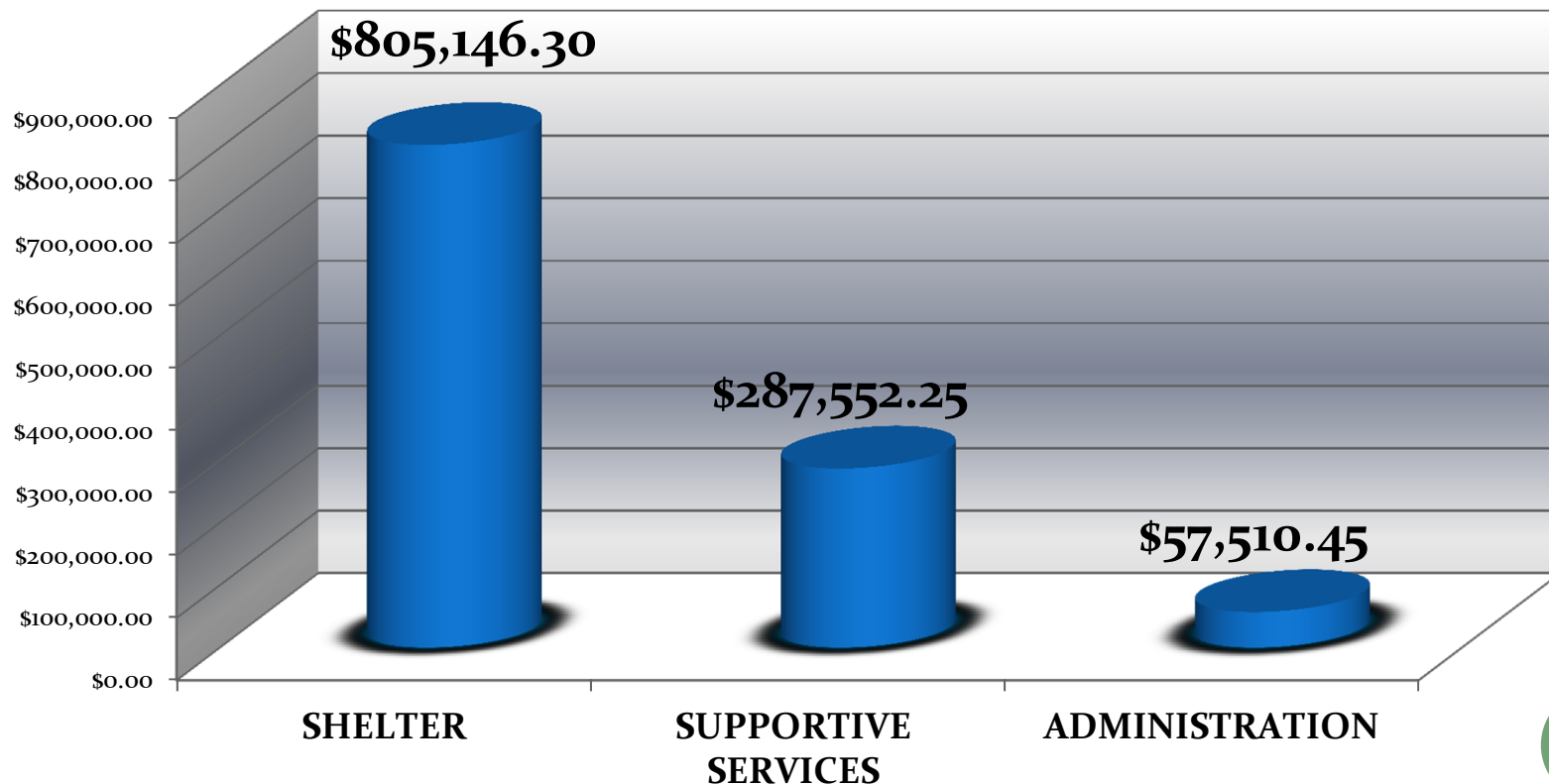
- Lobbying
- Administrative Advocacy
- Fundraising Activities
- Building Renovations
- Automobile Purchases





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FAMILY VIOLENCE PREVENTION AND SERVICES





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STOP VIOLENCE AGAINST WOMEN (VAWA)

PURPOSE*: The primary purpose of VAWA is to develop and strengthen the criminal justice system's response to violence against women and to support and enhance services for victims.

The STOP/VAWA Program encourages victim service providers, prosecutors, law enforcement, and the courts to implement coordinated multidisciplinary approaches to address domestic violence, sexual assault, and stalking. *

MATCH REQUIREMENT: Not less than thirty seven (37%) of the total funds provided for a proposal to operate an existing and/or new program.

No matching funds are required for any subgrant made under the victim services allocation.*





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OFFICE OF INTERGOVERNMENTAL SERVICES

STOP VIOLENCE AGAINST WOMEN (VAWA)

ALLOWABLE *(Not all inclusive)*

- Victim Services
- Prosecutorial Services
- Law Enforcement
- Data Collection Systems
- Training
- Legal Advocacy

UNALLOWABLE *(Not all inclusive)*

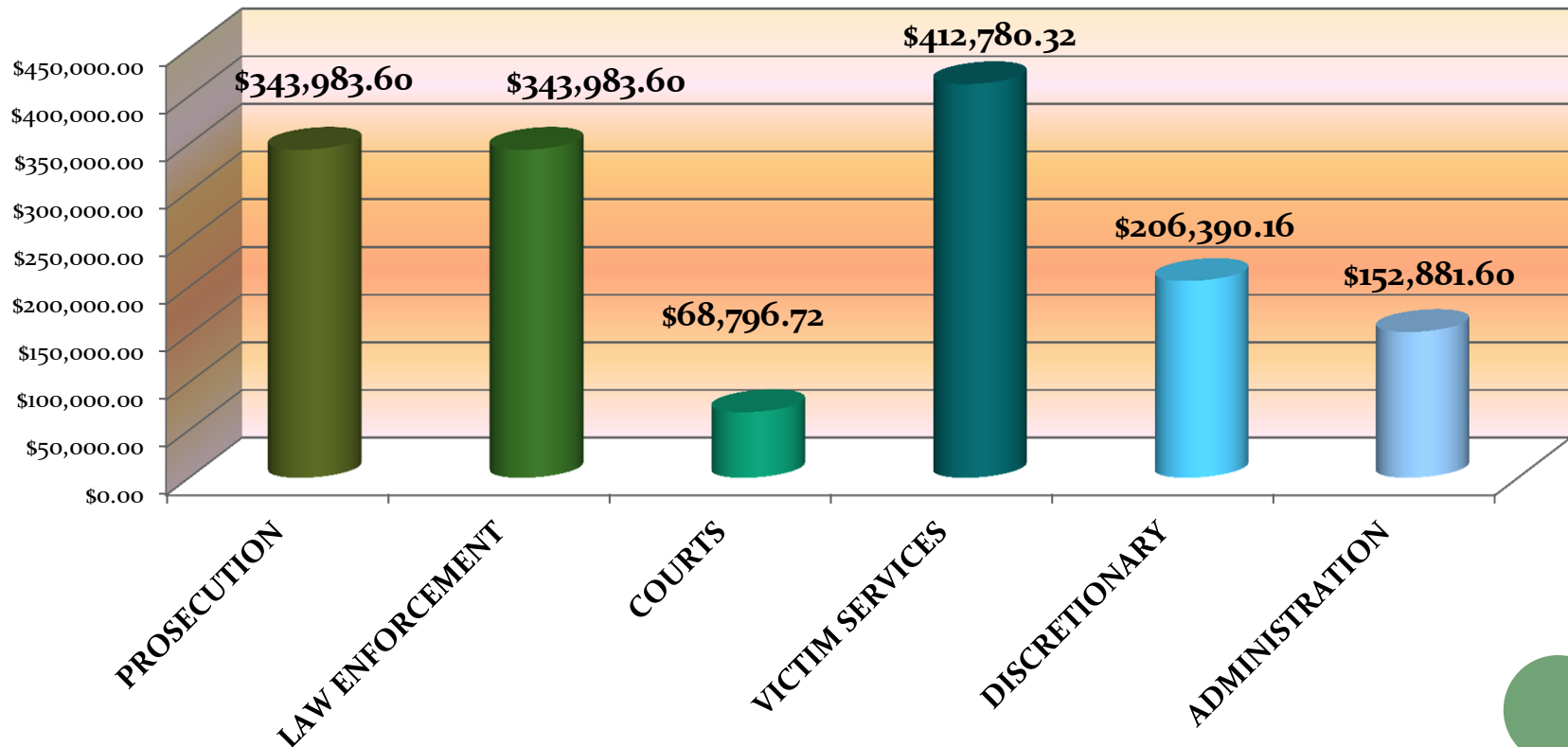
- Lobbying
- Prevention activities
- Renovation
- Projects which may compromise victim safety
- Fundraising Activities
- Automobile Purchases





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STOP VIOLENCE AGAINST WOMEN (VAWA)





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VICTIMS OF CRIME – VICTIM ASSISTANCE (VOCA)

PURPOSE: The primary purpose of VOCA is to support the provision of services* to victims of crime. Services include, but are not limited to: crisis intervention; emergency shelter; criminal justice advocacy and counseling.

VOCA funds are used only for direct services to victims. *

MATCH REQUIREMENT: Not less than twenty five percent (25%) of the total Funds provided for a proposal to operate an existing project and not less than thirty five percent (35%) for a new project.





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VICTIMS OF CRIME – VICTIM ASSISTANCE (VOCA)

ALLOWABLE

(Not all inclusive)

- Crisis Intervention
- Hospital accompaniment
- Hotline counseling
- Emergency food and clothing
- Emergency transportation
- Emergency Shelter
- Assistance with participation in criminal justice proceedings*
- Personnel costs that are directly related to providing direct services

UNALLOWABLE

(Not all inclusive)

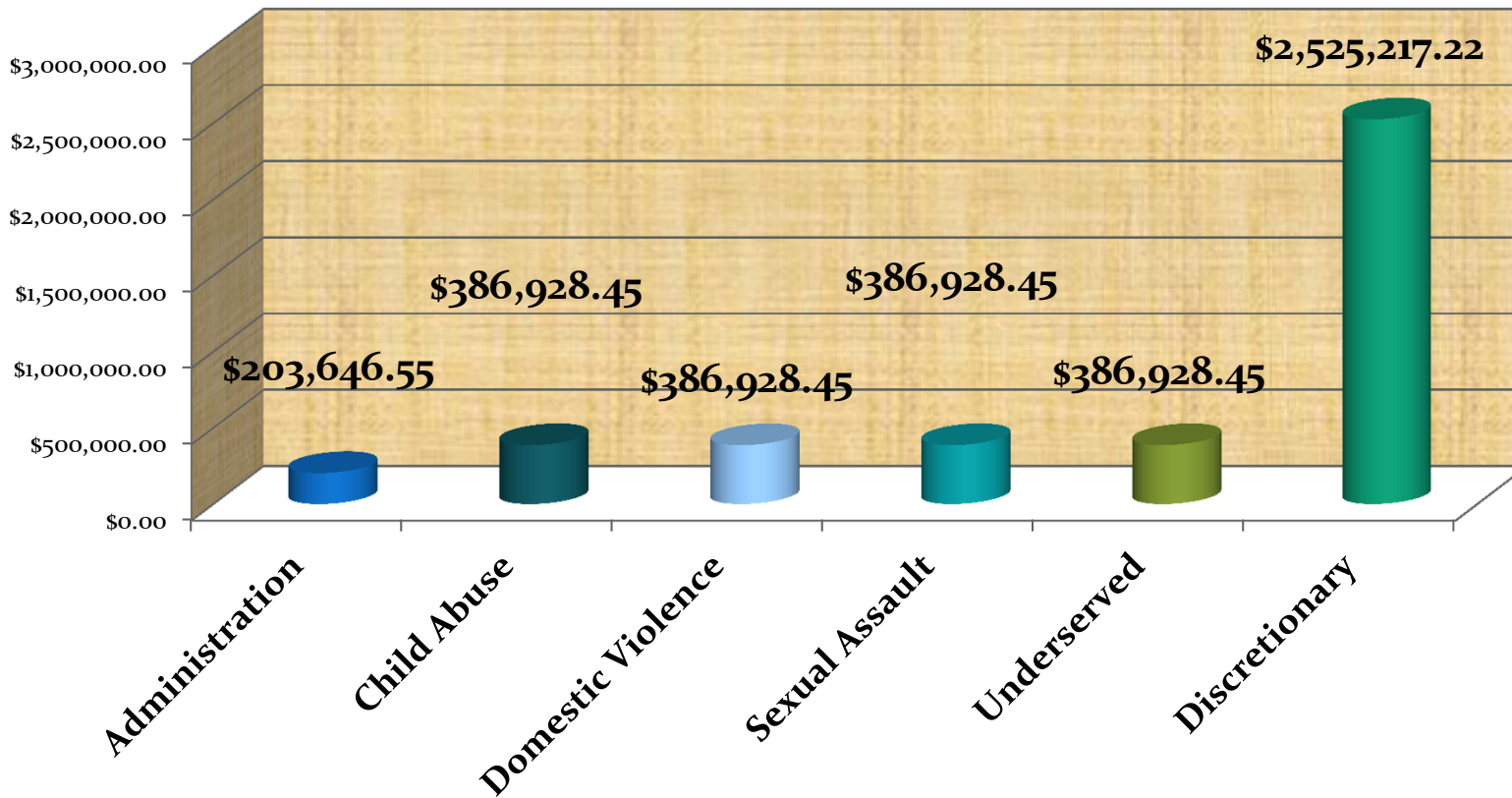
- Lobbying
- Offender Rehabilitation
- Prevention Activities
- Needs Assessments, Evaluations, Surveys,
- Prosecution Activities
- Fundraising Activities
- Development of Interagency Agreements
- Criminal justice improvements





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VICTIMS OF CRIME – VICTIM ASSISTANCE (VOCA)





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USEFUL WEBSITES AND RESOURCES:

VOCA Program Guidelines:

<http://www.ojp.usdoj.gov/ovc/voca/vaguide.htm>

STOP Frequently Asked Questions:

<http://www.ovw.usdoj.gov/docs/stop-formula-faq.pdf>

FVPSA Administration for Children & Families, Family Violence Division

<http://dhhs.gov/asfr/ogapa/grantinformation/hhsgps107.pdf>

OJP Financial Guide: <http://www.ojp.usdoj.gov/financialguide/>





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APPLICANT REQUIREMENTS

- Applicants must possess an Employer Identification Number* and a D.U.N.S.* number.
- Applicants must be able to provide a cash or in-kind match of 20% to 37%.
- Applicants **must not be delinquent on any federal debt.**
- Services under these proposals may **not** be subcontracted.
- Services must be provided to crime victims, free of charge.
- Victims of federal crimes must be served the same as victims of misdemeanor crime.





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APPLICANT REQUIREMENTS

- Applicants must maintain Civil Rights Information as well as statutorily required civil rights statistics on victims served by race, national origin, sex, age, and disability.
- Applicants must show formal coordination and collaboration efforts with other service providers in the community., better known as MOU's.
- Applicants must use funds as supplement, not supplant (replace) other Federal, State and/or local funds expended to provide services and activities that promote the purposes of any of the programs in this RFP.
- Applicants must use volunteers unless DFA/IGS determines there is a compelling reason to waive this requirement. Which must be requested and approved prior to the beginning of the subgrant period.





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2013 REQUEST FOR PROPOSAL
REVIEW

www.dfa.arkansas.gov/igs/rfp





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Signatures and/or initials of the Authorized Official are required in the following documents:

- **Cover Sheet**
- **SF-424 Form**
- **Certifications & Assurances**
- **VAWA Certification (if applicable)**

All appropriate documents need to be signed by the highest ranking official of your organization in **BLUE** ink.





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REMINDERS

- READ ALL INSTRUCTIONS PRIOR TO COMPLETING THE PROPOSAL.
- FOLLOW DIRECTIONS.
- ADHERE TO PAGE LIMITS AND FORMAT REQUIREMENTS.
- MEET DEADLINE (**WEDNESDAY, APRIL 10, 2013 at 3:00 P.M.**)
 - 4 FULL copies one of which must be signed in **BLUE** ink
 - No faxed, electronic or late submissions will be accepted.
 - Failure to provide all requested information may result in disqualification.





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REMINDERS

- CHECK FOR SPELLING MISTAKES, INCORRECT GRAMMAR USAGE, TYPOGRAPHICAL ERRORS AND MATH ERRORS IN THE BUDGET.
- OBTAIN ALL APPLICABLE SIGNATURES.
- HAVE SOMEONE ELSE REVIEW THE FINAL DOCUMENT.





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QUESTIONS

- *All questions and answers will be posted on the VJA website by March 13, 2013.
- *No further questions will be addressed after the last workshop (March 7, 2013)

