

Department of Health and Human Services Division of Child and Family Services

Victims of Crime Act (VOCA) Statewide Victim Advocacy Conference / Training

Request for Proposal

Announcement Date: **January 22, 2008**
Closing Date: **February 22, 2008**

The State of Nevada, Department of Health and Human Services, Division of Child and Family Services, announces the availability of funds to support one or two statewide victim advocacy, victim information and victim assistance conferences. These are federal funds awarded to the State of Nevada by the Office of Justice Program – Office for Victims of Crime. It is estimated that up to \$25,000 will be available for this purpose. The conference must be held between March 1, 2008 and September 30, 2008. It is anticipated that there will be a two or three-day conference that will examine what is presently occurring in Nevada and presents nationally recognized and evidence-based strategies for strengthening community support, services and advocacy.

I. Purpose

The State of Nevada will fund up to two successful applicants to produce Statewide, Victim Advocacy Conferences. **Priority will be given to applicants, who offer the most comprehensive range of topics for victims and victim service providers or training in the most pertinent subject relating to victim services as well as provide training level tracks (beginner, intermediate and advanced). Programs are encouraged to develop joint proposals with multiple agencies to assure the broadest range of topics for victims and victim service providers throughout Nevada including the Native American community.** Funding is subject to revision based on actual revenue received from the Office of Justice Program, Office for Victims of Crime.

The funds may be used for the following purposes:

- A. Pay for stipends to support attendance by victims and victim advocates;
- B. Pay travel, per diem at State rates and honorarium for speakers;
- C. Pay for conference costs such as rooms, equipment rental, printing, postage, supplies and other services related to the conference;
- D. Personnel to coordinate and facilitate the successful completion of the conference;
- E. Publish a conference brochure; and
- F. Publish press releases and media presentations.

It is expected that these two to three-day, statewide conferences will provide high quality training and networking opportunity for service providers and victims, including the Native American community.

In October 2007, DCFS distributed a survey to assess training needs and interest to current VOCA sub-grantees. The identified five (5) priority topics include (in order of preference):

- A. Domestic Violence**
- B. Rural Issues**
- C. Sexual Assault**
- D. Child Abuse**
- E. Practical Solutions to Various Situations**

Preference will be given to the applicants who identify these topics as potential workshop sessions.

By utilizing a series of workshops and presentations, facilitated by experts from local, state and national arenas, it is expected that all training supported with these funds will be of high quality and designed to improve the delivery of services to victims. The successful bidders should plan to offer a wide variety of topics intended for beginning, intermediate and advanced service providers as well as victims of crimes such as sexual assault, child abuse and domestic violence. Conference topics must include skills development, self-help and issues exploration.

II. Program Administration

The Division of Child and Family Services will administer the program.

Division of Child and Family Services
4126 Technology Way, 3rd Floor
Carson City, Nevada 89706

Administrator:	Fernando Serrano
Deputy Administrator:	Barbara Legier
Clinical Program Planner II:	Christine Lovass-Nagy

An application packet is available by contacting:

Debbie Tanaka
Phone: 775-684-7946
Email: dtanaka@dcfs.state.nv.us

III. Applicant Eligibility

To be eligible for a sub-grant an applicant must:

- A. Be a nonprofit organization, incorporated and qualified in this State.
- B. Be governed by a board of trustees, which reflects the racial, ethnic, economic and social composition of Nevada and include at least one trustee who has been a victim of crime.
- C. Be able to document a 20% match. This match may be cash or in-kind contributions. Federal funds may not be used as match.
- D. Be willing to organize and convene a planning committee that will plan the successful execution of the conference or training initiative. This committee must include victims and victim service providers as well as representatives from the Native American community.

- E. Require its employees and volunteers to maintain the confidentiality of all information, which would identify victims attending any conference or training.
- F. Require its employees and volunteers to abide by a research confidentiality policy that states that victim identity will not be released for research purposes.
- G. Provide its services without any discrimination on the basis of race, religion, color, age, sex, marital status, disability, national origin or ancestry.

IV. Conference

It is anticipated that the Victim Advocacy Conference(s) will be designed for a two to three-day period. The conference and any staff development initiative must be scheduled between January 1, 2008 and September 30, 2008.

The site of each conference must be architecturally barrier-free and easily accessible to participants located in rural regions as well as disabled participants.

V. Applications

A. Instructions

1. Do not staple or put applications in binders or folders.
2. An original and three copies are required.
3. Address only the specific sections identified in this packet and follow the outline proposed by this packet.

B. Cover Page

Complete the Cover Page

C. Application Narrative

Application narratives are to be typed, single-spaced and no more than 15 pages.

1. Describe the proposing agency's experience in operating programs for victims of crime and in producing statewide conferences or training. Indicate how long the organization has been in existence.
2. Identify the tasks and timelines for organizing the conference or collaborative training initiative.
3. Describe the organization's ability to manage grant funds.
4. Identify the benefits expected for victims and victim service providers.
5. Describe how the conference or collaborative training initiative will be promoted statewide.
6. Identify topics to be addressed in the conference or training (please refer to the preferred workshop sessions on page 2).

7. Explain how the beginning, intermediate and advanced tracks will be organized.
8. Explain how any conference or training will address Native American issues.
9. Explain how the proposing agency's board of trustees/directors represents the racial, ethnic, economic and social composition of the State of Nevada: Provide examples of activities indicating involvement of the Board in victim services and advocacy. Provide assurance that the Board includes at least one trustee who has been a victim of crime. Attach a list of current Board members with terms of appointment and identify the officers of the Board and their terms. Indicate county of residence for each board member.
10. Describe the composition and mission of the conference planning committee or collaborative advisory groups. Identify the specific task intended for these groups.
11. Describe how the conference or training will be evaluated.
12. Describe facilities where the conference or training will be held. Explain selection process and rationale.

VI. Financial

- A. Applicants are required to supply the Division with a recent financial audit or opinion by a qualified, unbiased source, as to the solvency of the organization and as to the organization's competency in handling grant funds.

The applicant must provide evidence that it is solvent and has procedures and controls in place to protect grant funds. A complete single audit is preferred. The Division will accept a report from a qualified, independent source, which discusses the following:

1. Opinion on the current solvency of the organization.
 2. Opinion as to the adequacy of financial record keeping.
 3. Opinion as to the adequacy of written financial procedures.
 4. Opinion as to the adequacy of financial oversight and review (internal and external).
 5. Opinion as to the grant funds, as well as avoids commingling of funds.
 6. Include copy of all fiscal policy and procedures relating to cash and handling of funds.
- B. Funds will be reimbursed monthly. Submission of a Monthly Financial Status and Request for Funds Report must be completed and submitted by the 15th of the month following the reporting period.

VII. Award Procedure

- A. Applications must be received by 5:00 p.m. February 22, 2008. An original plus three copies is required. Application narratives will be typed, single spaced and no more than 15 pages.

- B. Applications must follow the specified application protocol and must include all supporting documents. Original signatures on the certification are required. Applications will be reviewed / evaluated by the Division of Child and Family Services Family Programs Office (FPO) Grants Management Unit (GMU).
- C. The Administrator of the Division of Child and Family Services has the final authority to approve or deny any or all applications for this grant.
- D. Once funding decisions have been made, GMU staff will contact the successful applicant(s) and may ask for additional documents. The Notice of Sub-Grant Award will be sent to successful applicant(s) and must have finalized signatures by March 1, 2008.

VIII. Compliance and Reporting

- A. The successful bidder(s) will be required to assemble a committee to assist in the planning and execution of each conference. This committee must include experienced victim providers as well as victims of crime and a representative from the Native American community.
- B. The successful bidder(s) will be required to evaluate the effectiveness of the conference and provide Division of Child and Family Services with a final report with recommendations for future conferences within thirty (30) days after the conference or training.
- C. Programs receiving funding agree to host a site visit by Division of Child and Family Services staff or contractor that may include a financial review, program review, and a meeting with the conference committee.

Victims of Crime Act (VOCA) Statewide Victim Advocacy Conference / Training

Proposal Cover Sheet

Applicant Agency:		
Street Address:		
Mailing Address:		
City:	State:	Zip Code:
Contact Person:	Email Address:	
Telephone Number:	Fax Number:	
Total Request:	Anticipated Date(s) of Conference/Training:	

Budget Request and Justification Form

Applicant Name:		Grant Name:		
Category	Description of item and relation to project.	Unit Cost or Salary	Quantity	Total
Personnel				
List staff positions, percent of time to be spent on the project, rate of pay, and total cost to this sub-grant.		\$0.00	-	\$ -
		\$0.00	-	\$ -
		\$0.00	-	\$ -
		\$0.00	-	\$ -
	Personnel Total			\$ -
Fringe Benefits				
List staff position and provide amounts and percentages comprising the fringe benefits provided, such as health insurance, FICA, etc.		\$0.00	-	\$ -
		\$0.00	-	\$ -
		\$0.00	-	\$ -
		\$0.00	-	\$ -
	Fringe Benefits Total			\$ -
Personnel & Fringe Total			\$ -	
Operating				
These expenses include office supplies, printing and copying, equipment rental, travel, instructional supplies, postage, telephone, advertisement or other operating costs associated with this project		\$0.00	-	\$ -
		\$0.00	-	\$ -
		\$0.00	-	\$ -
		\$0.00	-	\$ -
	Operating Total			\$ -

Contractual				
Identify project workers who are not regular employees of the applicant organization. Include costs of labor, as well as travel, per diem, or other costs associated with this service.		\$0.00	-	\$ -
		\$0.00	-	\$ -
		\$0.00	-	\$ -
		\$0.00	-	\$ -
		\$0.00	-	\$ -
		Contractual Total		\$ -
		Grand Total		\$ -

Staff travel includes airfare, mileage, ground transportation, lodging and meals at State rates.

Training fees are tuition cost or registration fees.

Victims of Crime Act (VOCA) Statewide Victim Advocacy Conference	
Applicant:	
Please indicate how match will be met.	
Please remember that other Federal funding sources <u>cannot</u> be used as match.	
Requested Award	\$
Match (20%)	\$
Non-Federal Grants	
Volunteer Services	
Cash Donations	
In-kind Donations	
Other (please specify)	
Other (please specify)	
Total	\$
Signature	Date

The Federal match calculation is as follows:

Match is calculated by the requested amount divided by .80 times .20

Example: \$10,000 requested divided by .80 times .20 equals \$2,500 Match

For an electronic version of the budget and match forms in Microsoft Excel format, please contact Debbie Tanaka at 775-684-7946.

CERTIFICATION

The applicant that: To the best of my knowledge and belief, information in this application is true and correct, the document has been duly authorized by the governing body of the applicant and the applicant will comply with the following assurances if the assistance is approved.

1. The agency is a non-profit organization, incorporated and qualified in the State of Nevada and has filed all required reports with the Secretary of State.
2. The organization is governed by a board of trustees, which reflects the racial, ethnic, economic and social composition of the State of Nevada and includes at least one trustee who has been a victim of crime.
3. The organization has access to and can document a 20 percent match from sources other than the Federal Government.
4. The organization will convene a conference planning committee or collaborative advisory group if required by the RFP.
5. The organization requires employees, volunteers and trustees to maintain the confidentiality of any information, which would identify victims attending conference or training.
6. The organization provides services without any discrimination on the basis of race, religion, color, handicap, age, sex, marital status, national origin or ancestry.
7. The organization will complete monthly financial reports as well as a final performance report and will cooperate with the Division regarding any financial audits or program reviews.
8. The organization has workman's compensation coverage and has supplied the Division with evidence of this coverage.
9. The organization has a research confidentiality policy that states that victim identity will not be released for research purposes.

Name and Title

Signature

Date

Chairperson of Board

Signature

Date

CERTIFICATION # 1

Certification Regarding
Debarment, Suspension, Ineligibility and Voluntary Exclusion -
Lower Tier Covered Transactions

Instructions for Certification

1. By signing and submitting this proposal, the prospective lower tier participant is providing the certification set out below.
2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.
3. The prospective lower tier participant shall provide immediate written notice to the person to whom this proposal is submitted if at any time the prospective lower tier participant learns that certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
4. The terms “covered transaction”, “debarred”, “suspended”, “ineligible”, “lower tier covered transaction”, “participant”, “person”, “primary covered transaction”, “principal”, “proposal” and “voluntarily excluded”, as used in this clause, have the meanings set out in the Definitions and Coverage sections of rules implementing Executive Order 12549: 45 CFR Part 76. You may contact the person to whom this proposal is submitted for assistance in obtaining a copy of those regulations or the definitions.
5. The prospective lower tier participant agrees by submitting this proposal that, should the proposed covered transaction be entered into, the prospective lower tier participant shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated.
6. The prospective lower tier participant further agrees by submitting this proposal that the clause titled “Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion – Lower Tier Covered Transactions” will be included, without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
7. A participant in a covered transaction may rely upon the certification of a prospective participant in a lower tier covered transaction that the prospective participant is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless the participant in a covered transaction knows that the certification is erroneous. A participant may decide the method and frequency of determining the eligibility of the principals. Each participant may, but is not required to, check the Nonprocurement List (of excluded parties).
8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge

and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

9. Except for transactions authorized under Paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is debarred, suspended, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including debarment and/or suspension.

**Certification Regarding Debarment, Suspension,
Ineligibility and Voluntary Exclusion –
Lower Tier Covered Transactions**

- (1) The prospective lower tier participant certifies, by submission of this proposal, that neither the prospective participant or the prospective participant’s principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in any transaction by any Federal department or agency.
- (2) Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

Suspension. An action taken by a suspending official in accordance with these regulations that immediately excludes a person from participating in a covered transaction for a temporary period, pending completion of an investigation and such legal, debarment, or Program Fraud Civil Remedies Act proceedings as may ensue. A person so excluded is “suspended”.

Voluntary Exclusion or Voluntarily Excluded. A status of nonparticipation or limited participation in covered transactions assumed by a person pursuant to the terms of a settlement.

Signature	Title
Grantee Legal/Corporate Name	Date

CERTIFICATION # 2

Certification Regarding Drug-Free Workplace Requirements

Instructions for Certification

1. By signing and/or submitting this application or grant agreement, the grantee is providing the certification set out below.
2. The certification set out below is a material representation of fact upon which reliance is placed when the agency awards the grant. If it is later determined that the grantee knowingly rendered a false certification, or otherwise violates the requirements of the Drug-Free Workplace Act, the agency, in addition to any other remedies available to the Federal Government, may take action authorized under the Drug-Free Workplace Act.
3. For grantees other than individuals, Alternate I applies.
4. For grantees who are individuals, Alternate II applies.
5. Workplaces under grants, for grantees other than individuals, need not be identified on the certification. If known, they may be identified in the grant application. If grantee does not identify the workplace at the time of the application, or upon award, if there is no application, the grantee must keep the identity of the workplace(s) on file in the office and make the information available for Federal inspection. Failure to identify all known workplaces constitutes a violation of the grantee's drug-free workplace requirements.
6. Workplace identifications must include the actual address of buildings (or parts of buildings) or other areas where work under the grant take place. Categorical descriptions may be used (e.g. all vehicles of a mass authority of State highway department while in operation, State employees in each local unemployment office, performance in concert halls or radio studios).
7. If the workplace identified to the agency changes during the performance of the grant, the grantee shall inform the agency of the change(s) if it previously identified the workplaces in question (see paragraph five).
8. Definitions of terms in the Nonprocurement Suspension and Debarment common rule and Drug-Free Workplace common rule apply to the certification. Grantee's attention is called, in particular, to the following definitions from these rules:

Controlled substances means a controlled substance in Schedules I through V of the Controlled Substance Act (21 U.S.C. #12) and as further defined by regulations (21 CFR 1308.11 through 1308.15);

Conviction means a finding of guilt (including a plea of Nolo Contendere) or imposition of sentence, or both, by any judicial body charged with the responsibility to determine violations of the Federal or State criminal drug statutes;

Employee means the employee of a grantee directly engaged in the performance of work under a grant, including: (I) All direct charge employees; (II) All indirect charge employees

under their impact or involvement is insignificant to the performance of the grant; and (III) Temporary personnel and consultants who are directly engaged in the performance of work under the grant and who are on the payroll of the grantee (e.g., volunteers, even if used to meet a matching requirements consultants or independent contractors not on the grantee's payroll; or employees of sub-recipients or subcontractors in covered workplaces).

Alternate I - Grantees Other Than Individuals

The grantee certifies that it will continue to provide a drug-free workplace by:

- (a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;
- (b) Establishing an ongoing drug-free awareness program to inform employees about:
 - (1) The dangers of drug abuse in the workplace;
 - (2) The grantee's policy of maintaining a drug-free workplace;
 - (3) Any available drug counseling, rehabilitation, and employee assistance programs;
 - (4) The penalties that may be imposed upon employees or drug abuse violations occurring in the workplace;
- (c) Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a);
- (d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will:
 - (1) Abide by the terms of the statement; and
 - (2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction.
- (e) Notifying the agency in writing, within ten calendar days after receiving notice under paragraph (d) (2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to every grant officer or other designee on whose grant activity the convicted employee was working, unless the Federal agency has designated a central point for the receipt of such notices. Notice shall include the identification number(s) of each affected grant;
- (f) Taking one of the following actions, within 30 calendar days of receiving notice under paragraph (d) (2), with respect to any employee who is convicted:
 - (1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or
 - (2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by Federal, State, or local health, law enforcement, or other appropriate agency; Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (b), (c), (d), (e) and (f).

Division of Child and Family Services
FPO Grants Management Unit

CERTIFICATION # 3
CERTIFICATION REGARDING LOBBYING
Department of Health and Human Services
Administration for Children and Families

- (1) No Federal appropriated funds have been paid or will be paid by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan or cooperative agreement.
- (2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form 111, "Disclosure Form to Report Lobbying", in accordance with its instructions.
- (3) The undersigned shall require that the language of this certification be included in the award documents for all sub-awards at all tiers (including subcontracts, sub-grants, and contracts under grants, loans, and cooperative agreements) and that all sub-recipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Signature

Title

Grantee Legal/Corporate Name

Date

Division of Child and Family Services
FPO Grants Management Unit

CERTIFICATION #4

Certification Regarding Environmental Tobacco Smoke

Public Law 103-227, Part C – Environmental Tobacco Smoke, also known as the Pro-Children Act of 1994 (ACT), requires that smoking not be permitted in any portion of any indoor facility owned or leased or contracted for by an entity and used routinely or regularly for the provision or health, day care, education, or library services to children under the age of 18, if the services are funded by Federal programs either directly or through State or local governments, by Federal grant, contract, loan, or loan guarantee. The law does not apply to children’s services provided in private residences, facilities funded solely by Medicare or Medicaid funds, and portions of facilities used for inpatient drug or alcohol treatment. Failure to comply with the provisions of the law may result in the imposition of a civil monetary penalty of up to \$1,000 per day and/or the imposition of an administrative compliance order on the responsible entity.

By signing and submitting this application, the applicant/grantee certifies compliance with the requirements of the Act. The applicant/grantee further agrees that the language of this certification will be included in any sub-awards which contain provisions for children’s services and that all sub-grantees shall certify accordingly.

_____ Signature	_____ Title
_____ Grantee Legal/Corporate Name	_____ Date

CERTIFICATION # 5

**Certification Regarding
Equal Treatment for Faith-Based Organizations**

A final rule of the Department of Health and Human Services (DHHS) went into effect on August 16, 2004, which created, among other things, a new Part 87 Equal Treatment for Faith-Based Organizations, and revised the Department's uniform administrative requirements at 45 CFR Parts 74, 92 and 96 to incorporate the requirements of Part 87.

The Administration of Children and Families (ACF) is committed to providing State Administrators, State Grant Managers and subsequently sub grantees with the most accurate and concise information to help guide program activities. This regulation addresses several key Equal Treatment issues that require full compliance by Federally-funded State Programs, sub grantees, grantees and contractors.

Issues include:

- Nondiscrimination against religions organizations;
- Ability of religious organizations to maintain their religious character, including the use of space in their facilities, without removing religious art, icons, scriptures, or other religious symbols;
- Prohibition against the use of Federal funds to finance inherently religious activities, except where Federal funds are provided to religious organizations as a result of a genuine and independent private choice of a beneficiary or through other indirect funding mechanisms, such as certificates or vouchers; and
- Application of State or local government laws to religious organizations.

NOTE: Neither the Department (DHHS) nor any State or local government and other intermediate organizations receiving funds under any Department (DHHS) program shall, in the selection of service providers, discriminate for or against an organization on the basis of the organization's religious character or affiliation.

It is imperative that State sub grantees, grantees and contractors policies reflect the Equal Treatment Regulations.

The full text of the final rule may be accessed via the Internet at <http://www.hhs.gov/fbci/regs.html>

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by 45 CFR Part 87, Equal Treatment for Faith-Based Organizations as revised in the Department's uniform Administrative requirements identified above. Any organization that fails to file the required certification shall be subject to disqualification of their application.

_____ Signature	_____ Title
_____ Grantee Legal/Corporate Name	_____ Date