RFA 202109149

STOP Violence Against Women

Formula Grant

Application

# Application Details and Instructions

Purpose and Background

The Department of Public Safety (DPS), through the Justice Assistance Council (JAC), is seeking proposals to support Maine communities in their efforts to develop and strengthen effective law enforcement and prosecution strategies to respond to violent crimes against women and to develop and strengthen victim services in cases involving violent crimes against women.

The STOP (Services, Training, Officers, Prosecution) Program promotes a coordinated, multidisciplinary approach to enhancing advocacy and improving the criminal justice system’s response to violent crimes against women. It encourages the development and improvement of effective law enforcement and prosecution strategies to address violent crimes against women and the development and improvement of advocacy and services in cases involving violent crimes against women. DPS has been the state administrative agency (SAA) for the U.S. Department of Justice, Office of Violence Against Women, Stop Violence Against Women Formula Grant Program since 1995.

STOP Program funding may support personnel, training, technical assistance, data collection, and equipment costs to enhance the apprehension, prosecution, and adjudication of persons committing violent crimes against women, and to provide or improve services for victims. The Violence Against Women Act (VAWA) stipulates that the use of the funds must address one or more of the twenty STOP VAWA federal program purpose areas. Additional information on the STOP Program as well as the details of the federal program purpose areas can be found on the DPS grants webpage at:

<https://www.maine.gov/dps/grants/documents/stop-additional-information.pdf>

**A.** **Maine’s Program Priority Areas**

The Office of Violence Against Women requires that each state develop an implementation plan that describes how states will use STOP funding to enhance responses to victims of sexual assault, domestic violence, dating violence, and stalking in accordance with VAWA purpose areas. Maine has identified six priority areas that will assist in carrying out the goals of the STOP Violence Against Women Program. Grant funds may be used for activities that address one or more of the federal purpose areas and one or more of Maine’s priority areas. Other considerations are to address the needs of underserved populations and equitable distribution of funds on a geographic basis, need, and population.

The plan represents the work of the JAC and stakeholders from law enforcement, prosecution, judiciary, and victim services. The priority areas represent types of grant projects/activities that will be supported by the grant funding. Maine’s STOP Implementation Plan can be found on the DPS website at [https://www.maine.gov/dps/grants/documents/2017-Maine-STOP-Implementation-Plan.pdf.](https://www.maine.gov/dps/grants/documents/2017-Maine-STOP-Implementation-Plan.pdf)  Please see the implementation plan for the specific priority areas.

**B**. **Limitations of Fund Use**

1. The STOP Grant is for increasing a victim’s access to services and intervention rather than prevention and education.
2. STOP funds should be used for projects that serve or focus on adult and teen women victims of domestic violence, dating violence, sexual assault, or stalking. Children’s services supported with the funds must be the direct result of providing services to an adult primary victim. In general, victims served with STOP funds must be adults or teens. STOP funds may support “complementary new initiatives and emergency services for victims and their families.”
3. Prohibition on Public Awareness or Community Education: The grantee agrees that grant funds will not be used to conduct public awareness or community education campaigns or related activities. Grant funds may be used to support, inform, and for outreach to victims about available services.
4. Prohibition on Curriculum Development: The grantee agrees that grant funds will not be used to support the development or presentation of domestic violence, sexual assault, dating violence, and/or stalking curriculum for primary or secondary schools. The grantee further agrees that grant funds will not be used to teach primary or secondary school students from an already existing curriculum.

As always, projects can continue to conduct interventions in schools and can fund outreach about available services.  For example, a subgrantee could conduct dating violence support groups in schools, as this would constitute an intervention.

Example: Teens may not know what an abusive relationship is, so they would not be able to access the services without some education to help them understand why they would need the services in the first place as well as what services are available.  However, education on topics such as healthy versus unhealthy relationships would cross the line into prevention rather than access to services.

1. Grant funds are subject to Federal accounting and audit requirements including the prohibitions on co-mingling funds. Organizations that receive Violence Against Women Act STOP funding along with other Federal funds must treat the funds independently with separate cost and reporting centers.
2. Consultant costs must follow the applicable federal grant guidelines, Office of Management and Budget Cost Principles 2 CFR Part 200, Subpart E: Cost Principles (200.400 – 200.475) which can be found at <https://www.ecfr.gov/current/title-2/subtitle-A/chapter-II/part-200/subpart-E>, and state policy.
3. Nothing above current State rates are to be used for calculating mileage (currently $.45 per mile). Per Diem rates are found at <https://www.maine.gov/osc/travel> and lodging rates are found at <https://www.gsa.gov/travel/plan-book/per-diem-rates>.
4. No arrangement shall be made by the Sub-grantee with any other party for furnishing any services herein contracted for without prior review and approval of the contracting agreement by the Grant Administrator.
5. No grant funds may be spent for construction, office furniture, or other like purchases, e.g., copiers, air conditioners, heat lamps, fans, file cabinets, desks, chairs, and rugs.
6. Grant funds may not be spent for out-of-state conference fees, out-of-state travel, or out-of-state lodging unless a waiver is approved.

**D.** **Activities That May Compromise Victim Safety and Recovery**

The subgrantee agrees that grant funds will not support activities that may compromise victim safety, such as pre-trial diversion programs not approved by OVW or the placement of offenders in such programs; mediation, couples counseling, family counseling or any other manner of joint victim-offender counseling; mandatory counseling for victims, penalizing victims who refuse to testify against their abusers, or promoting procedures that would require victims to seek legal sanctions against their abusers (e.g., seek a protection order, file formal complaint); or the placement of perpetrators in anger management programs.

**E. Unallowable Activities**

Grant funds under the STOP Program may not be used for unauthorized purposes, including but not limited, to the following activities:

* Lobbying;
* Fundraising;
* Research projects;
* Physical modifications to buildings, including minor renovations.
* Purchase of real property
* Construction

## **Eligibility to Submit Bids**

All interested parties are invited to submit bids in response to this RFA. The applicant must not have outstanding debt or delinquent reports due to DPS for STOP.

Eligible entities include:

Courts, Tribal Courts, the Administrative Office of the Courts

Law Enforcement

1. Municipal Police Departments
2. Sheriff’s Offices
3. Maine State Police
4. Other state law enforcement agencies
5. Tribal Police Departments

Prosecution

1. Maine District Attorney’s Offices
2. Office of the Attorney General

Victim Services Providers.

1. Non-profit, non-governmental domestic violence or sexual assault victim service organizations.
2. Non-Profit Organizations: You must submit written documentation showing that you are a public or private non-profit organization to submit a proposal under this RFA. You must provide documented proof of non-profit status for the current year along with your proposal.
   1. Documented proof of non-profit status could be a copy of your current State of Maine Articles of Incorporation authorization document (Form MNPCA-6 from the Secretary of State, Corporate Examining Section), or a copy of the authorization from the Federal Department of the Treasury, certifying Exemption under Section 501(c)(3) of the Internal Revenue Code or a state sales tax exemption certificate.
   2. If you are currently established as a public non-profit organization, such as a public school, a State, County or municipal government organization, acceptable documentation would be a cover letter indicating such, submitted on appropriate agency stationery and signed by a public official authorized to enter into contracts on behalf of the public entity.
3. Culturally Specific Organizations, Community Based Organizations: The term ‘community-based organization’ means an organization that:
   1. Focuses primarily on domestic violence, dating violence, sexual assault, or stalking;
   2. Has established a specialized culturally specific program that addresses domestic violence, dating violence, sexual assault, or stalking;
   3. Has a primary focus on underserved populations (and includes representatives of these populations) and domestic violence, dating violence, sexual assault, or stalking; or
   4. Obtains expertise, or shows demonstrated capacity to work effectively, on domestic violence, dating violence, sexual assault, and stalking through collaboration; and
   5. Is primarily directed toward racial and ethnic minority groups; **and**
   6. Is providing services tailored to the unique needs of that population.

Note: The organization must do more than merely provide services to the targeted group; rather, the organization must provide culturally competent services designed to meet the specific needs of the target population.

1. Faith Based Organizations: Consistent with [28 C.F.R. Part 38](https://www.govinfo.gov/app/details/CFR-2016-title28-vol1/CFR-2016-title28-vol1-part38), faith-based, and community organizations that statutorily qualify as eligible applicants are invited and encouraged to apply.

Recipients of direct financial assistance from the Department must not discriminate on the basis of religion in the delivery of services or benefits in Department-funded social service programs;

* Recipients of direct financial assistance from the Department cannot use Department funding to support religious activities such as worship, religious instruction, and proselytizing;
* Recipients of direct financial assistance from the Department that engage in religious activities must ensure that   
  (1) the activities are separate in either time or location from Department-funded activities; and   
  (2) the beneficiaries of the DOJ funded activities freely choose to participate in the recipients’ religious activities; Grant-funded programs are not permitted to discriminate in the provision of services based on a beneficiary’s religion and
* Faith-based or religious organizations are eligible to participate in Department programs on the same basis as other organizations and, in doing so, shall retain their independence and may continue to carry out their missions, including the definition, practice, and expression of their religious beliefs.

1. Meaningful Sexual Assault Services

The State will evaluate whether the interventions (projects) are meaningful sexual assault services that are tailored to meet the specific needs of sexual assault victims including ensuring that projects funded under the set aside have a legitimate focus on sexual assault and that personnel funded under such projects have sufficient expertise and experience on sexual assault. The State will assess the percentage that a project addresses sexual assault and count this toward the State’s overall set aside requirement.

Questions asked to determine “Meaningful Sexual Assault Services”:

* Are services driven by the needs of the victims?
* Do the services provided have a purpose or objective?
* What is the rate of utilization?
* Do the services improve the lives of victims?
* Is the data collected statistically significant?

1. Demonstrated Victim Service Involvement:

A description of how the applicant involved victim service programs in the planning process. Grant applicants must consult with tribal, State, or local victim service programs during developing their grant applications to ensure that proposed services, activities, and equipment are designed to promote the safety, confidentiality, and economic independence of victims of domestic violence, sexual assault, stalking and dating violence. A signed Consultation/Collaboration Agreement (sample included) must be submitted with the application unless the applicant is the victim service entity. Letters of consultation/collaboration should provide details about the role of partners in the development of the project, the history of collaboration among the partners, what each will contribute to the project, and the financial or in-kind compensation that will be provided

## **Awards**

Congress has prescribed a distribution of funds to fulfill the mission of the STOP VAWA. For this release, proposals will only be accepted in the categories with funding in the approximate amounts provided in the table below. When completing your proposal, please select the applicable category for the work being proposed.

* At least 5% of the anticipated award amount will be allocated for the state, local, or tribal courts;
* At least 25% will be allocated for Law Enforcement;
* At least 25% will be allocated for prosecutors; and
* At least 30% will be allocated for Victim Services, of which at least 10% is to be distributed to culturally specific community-based organizations.
* Under VAWA 2013, 20% of the total funds granted to a state shall be allocated for programs or projects in 2 or more allocations (victim services, courts, law enforcement, and prosecution) that meaningfully address sexual assault, including stranger rape, acquaintance rape, alcohol or drug-facilitated rape and rape within the context of an intimate partner relationship.
* The remaining 15% is discretionary, may be used for any of the categories at the discretion of the JAC, and are used to fund projects consistent with the intent of the Act, including those fostered by agencies/organizations that would not ordinarily qualify for funding under the other categories. Discretionary funding is not a category that can be applied for but will be awarded by the reviewers.

What this means is that any applicant deemed eligible to apply for STOP funding must apply to the category that is the focus of their proposal.  For example, a victim service organization that is proposing to do training for law enforcement can apply under the law enforcement allocation.  **Do not** select multiple categories and make sure that your selection is clear and distinct. Likewise, a prosecutor who is proposing to hire a victim-witness advocate can apply under the victim service allocation.

|  |  |
| --- | --- |
| **Allocation Category** | **FY21 Funding** |
| **Victim Services** | $ 292,486 |
| **Law Enforcement** | $ 243,738 |
| **Prosecution** | $ 243,738 |
| **Courts** | $ 48,747 |
| **Discretionary** | $ 146,243 |
| **Total** | $ 974,952 |

The above funding has been decreased by 10% from the amount awarded to allow for the administration of the grant.

The Department anticipates making multiple awards as a result of this RFA.

Any person aggrieved by the award decision that results from this RFA may appeal the decision to the Director of the Bureau of General Services in the manner prescribed in 5 MRSA § 1825-E and 18-554 Code of Maine Rules, Chapter 120 (found here: [Chapter 120](https://www.maine.gov/dafs/bbm/procurementservices/policies-procedures/chapter-120)).  The appeal must be in writing and filed with the Director of the Bureau of General Services, 9 State House Station, Augusta, Maine, 04333-0009 within 15 calendar days of receipt of notification of contract award.

1. **Federal Statutes Governing the STOP VAWA Program**

The legislation and regulations governing the STOP VAWA program as noted below can be found on the OVW website at <https://justice.gov/ovw/legislation.htm>.

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# KEY PROCESS EVENTS

## **Submitting Questions about the Request for Applications**

Any questions must be submitted by e-mail to the Grant Coordinator identified on the [Grant RFPs and RFAs webpage](https://www.maine.gov/dafs/bbm/procurementservices/vendors/grants) by October 25, 2021, at 11:59 p.m. local time. Submitted Questions must include the subject line: “RFA# 202109149 Questions”. The Department assumes no liability for assuring accurate/complete/on-time e-mail transmission and receipt.

Question & Answer Summary: Responses to all questions will be compiled in writing and posted on the following website: [Grant RFPs and RFAs](https://www.maine.gov/dafs/bbm/procurementservices/vendors/grants). It is the responsibility of all interested parties to go to this website to obtain a copy of the Question & Answer Summary. Only those answers issued in writing on this website will be considered binding.

## **Amendments to the Request for Applications**

All amendments (if any) released in regard to this Request for Applications will be posted on the following website: [Grant RFPs and RFAs](https://www.maine.gov/dafs/bbm/procurementservices/vendors/grants). It is the responsibility of all interested parties to go to this website to obtain amendments. Only those amendments posted on this website are considered binding.

## **Submitting your Application**

Applications are to be submitted to the State of Maine Division of Procurement Services, via email, to [Proposals@maine.gov](mailto:Proposals@maine.gov). Applications must be received by November 4, 2021, at 11:59 p.m. local time. Applications received after the 11:59 p.m. deadline will be ineligible for award consideration for that annual application enrollment period.

Only applications received by email will be considered. The Department assumes no liability for assuring accurate/complete e-mail transmission and receipt.

Applicants are to insert the following into the subject line of their email submission: “RFA# 202109149 Application Submission – [Applicant’s Name]”

Applications are to be submitted as a single, typed, PDF or WORD file and must include pages 9-19 of this RFA document.

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# APPLICATION EVALUATION AND SELECTION

## **Scoring Weights and Process**

1. Scoring Weights: The score will be based on a 100-point scale and will measure the degree to which each application meets the following criteria.

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| --- | --- |
| **Scoring Criteria** | **Maximum Points Available** |
| Organizational Qualifications and Experience | 25 points |
| Proposed Services | 40 points |
| Cost Proposal | 35 points |
| **Total Points** | * + 1. **points** |

1. Scoring Process: The Grant Review Team will use a consensus approach to evaluate and score all sections listed above. Members of the review team will not score those sections individually but, instead, will arrive at a consensus as to the assignment of points for each of those sections. All eligible applications will be rated, and rank-ordered according to the rating score in each STOP allocation category. Applications will be funded in descending order, highest to lowest score, subject to funding availability.

Regarding the proposed funds requested and the proposed work, the Grant Review Team will consider the degree to which the project represents a good return for the investment (money, time) as well as whether the project work and cost estimates (tasks & budget) are reasonable for the expected outcomes, along with the amount and quality of proposed matching funds or services.

1. Selection and Award: The final decision regarding the award of the contract will be made by the JAC subject to approval by the State Procurement Review Committee. Notification of selection or non-selection will be made in writing by the Department. Issuance of the RFP in no way constitutes a commitment by the State of Maine to award a contract, to pay costs incurred in the preparation of a response to this request, or to pay costs incurred in procuring or contracting for services, supplies, physical space, personnel or any other costs incurred by the Bidder. The Department reserves the right to reject all proposals or to make multiple awards.

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APPLICATION COVER PAGE

**Handwritten Applications Will Not Be Accepted**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Applicant’s Organization Name:** | | Click or tap here to enter text. | | | | | |
| **Name of Application:** | | Click or tap here to enter text. | | | | | |
| **Project Director’s Name** | | Click or tap here to enter text. | | | | | |
| **Tel:** | Click or tap here to enter text. | | | **E-mail:** | Click or tap here to enter text. | | |
| **Headquarters’ Street Address:** | | Click or tap here to enter text. | | | | | |
| **Headquarters’ City/State/Zip** | | Click or tap here to enter text. | | | | | |
| ***Provide information requested below if different from above*** | | | | | | | |
| **Point of Contact for Application- Name and Title** | | | Click or tap here to enter text. | | | | |
| **Tel:** | Click or tap here to enter text. | | | **E-mail:** | Click or tap here to enter text. | | |
| **Headquarters’ Street Address:** | | Click or tap here to enter text. | | | | | |
| **Headquarters’ City/State/Zip:** | | Click or tap here to enter text. | | | | | |
| **Federal Tax ID #:** | | Click or tap here to enter text. | | | | | |
| **State of Maine Vendor #:** | | Click or tap here to enter text. | | | | | |
| **DUNS # & Expiration Date:** | | Click or tap here to enter text. | | | | | |
| **Project Title:** | | Click or tap here to enter text. | | | | | |
| **Project Allocation Category:** | | Choose an item. | | | | | |
| **Project Period From:** | | Click or tap to enter a date. | | | | **Project Period To:** | Click or tap to enter a date. |
| **Congressional District Served:** | | Click or tap here to enter text. | | | | **Population of Project Area:** | Click or tap here to enter text. |
| **Federal Proposed Cost:** | | Click or tap here to enter text. | | | | **Proposed Match:** | Click or tap here to enter text. |

*The proposed cost listed above is for reference purposes only, not evaluation purposes. If the cost noted above does not match the Bidder’s detailed cost proposal documents, then the information on the cost proposal documents will take precedence.*

**Federal Funding Accountability and Transparency Act (FFATA or Transparency Act - P.L.109-282, requires the following:**

**Does the Recipient’s Entity meet all three criteria** below?

|  |  |  |
| --- | --- | --- |
| 1. | YES  NO | Received 80% or more of the Subgrant Recipient’s annual gross revenues in Federal awards in the preceding fiscal year |
| 2. | YES  NO | Received $25 million or more in annual gross revenues from Federal awards in the preceding fiscal year |
| 3. | YES  NO | The public does not have access to the information about the compensation of the senior executives of the Subgrant Recipient.  (**PLEASE NOTE**: The public has access to State and local government agency records (e.g. salary information), as well as information about State and local law enforcement agencies. Therefore, these entities don’t meet Requirement #3 and do not have to report requested information) |

**If the Subgrant Recipient meets all three criteria** above, fill in the following information for the five most highly compensated officers of the Recipient’s Entity:

|  |  |  |
| --- | --- | --- |
|  | **Name** | **Total Compensation** |
| Officer 1 | Click or tap here to enter text. | Click or tap here to enter text. |
| Officer 2 | Click or tap here to enter text. | Click or tap here to enter text. |
| Officer 3 | Click or tap here to enter text. | Click or tap here to enter text. |
| Officer 4 | Click or tap here to enter text. | Click or tap here to enter text. |
| Officer 5 | Click or tap here to enter text. | Click or tap here to enter text. |

No personnel currently employed by the Department or any other State agency participated, either directly or indirectly, in any activities relating to the preparation of the Applicant’s application.

* No attempt has been made, or will be made, by the Applicant to induce any other person or firm to submit or not to submit an application.
* The above-named organization is the legal entity entering into the resulting agreement with the Department should they be awarded a contract.
* The undersigned is authorized to enter contractual obligations on behalf of the above-named organization.

To the best of my knowledge, all information provided in the enclosed application, both programmatic and financial, is complete and accurate at the time of submission.

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| --- | --- |
| **Name (Print):** Click or tap here to enter text. | **Title:** Click or tap here to enter text. |
| **Authorized Signature:** | **Date:** Click or tap here to enter text. |

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DEBARMENT, PERFORMANCE and NON-COLLUSION CERTIFICATION

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| --- | --- |
| **Applicant’s Organization Name:** | Click or tap here to enter text. |

*By signing this document, I certify to the best of my knowledge and belief that the aforementioned organization, its principals, and any subcontractors named in this application:*

1. *Are not presently debarred, suspended, proposed for debarment, and declared ineligible or voluntarily excluded from bidding or working on contracts issued by any governmental agency.*
2. *Have not within three years of submitting the application for this contract been convicted of or had a civil judgment rendered against them for:*
   1. *Fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a federal, state, or local government transaction or contract.*
   2. *Violating Federal or State antitrust statutes or committing embezzlement, theft, forgery, bribery, falsification, or destruction of records, making false statements, or receiving stolen property;*
   3. *Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State or Local) with commission of any of the offenses enumerated in paragraph (b) of this certification; and*
   4. *Have not within a three (3) year period preceding this application had one or more federal, state, or local government transactions terminated for cause or default*.
3. *Have not entered into a prior understanding, agreement, or connection with any corporation, firm, or person submitting a response for the same materials, supplies, equipment, or services and this application is in all respects fair and without collusion or fraud. The above-mentioned entities understand and agree that collusive bidding is a violation of state and federal law and can result in fines, prison sentences, and civil damage awards.*

**Failure to provide this certification may result in the disqualification of the Applicant’s application, at the discretion of the Department.**

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| --- | --- |
| **Name (Print):** Click or tap here to enter text. | **Title:** Click or tap here to enter text. |
| **Authorized Signature:** | **Date:** Click or tap here to enter text. |

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Maine Justice Assistance Council

Cost Proposal Form

The Applicant is asked to be brief and concise in providing written information required in the application.

|  |  |
| --- | --- |
| **Project Title** | |
| Click or tap here to enter text. | |
| **Duration of Project** | |
| Start Date: Start Date | End Date: End Date |
| **Project Description**  Please provide a brief summary of the project you are proposing in order to address these needs. | |
| Click or tap here to enter text. | |
| **Project Budget** | |

*This budget should include your overall projected expenses for your project.*

|  |  |  |  |
| --- | --- | --- | --- |
| **Budget Category** | **Federal Amount Requested** | **Match** | **Total**  **Budget** |
| Personnel (salary and benefits) | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| Travel | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| Equipment | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| Consultant | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| Other | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| Totals | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |

|  |
| --- |
| Category of Funding: Court  Victim Services  Law Enforcement  Prosecution |

Does this project meaningfully address Sexual Assault: Yes  No

Enter the federal purpose area (s) \_\_\_\_\_\_\_\_\_\_\_\_\_\_ and Maine’s Priority Area (s) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Is this a culturally specific community-based organization? Yes  No

Funds will be used to supplement, not supplant funds allocated for the program:   
Yes  No

Is this proposal a continuation of a previously funded grant program? Yes  No

Budget Narrative (one-page maximum)

**In the space below, please provide a detailed explanation of your anticipated grant-supported expenses in each of the above budget categories.**

List each position by title and name of the employee, if available. Show the annual salary rate and the percentage of time to be devoted to the project. Compensation paid for employees engaged in grant activities must be consistent with that paid for similar work within the applicant organization. In the budget narrative, including a description of the responsibilities and duties of each position with the fulfillment of the project goals and objectives. All requested information must be included in the budget detail worksheet and budget narrative.

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| **Maine Justice Assistance Council** | | | | | | |
| **Cost Proposal Form Continued** | | | | | | |
| Budget Worksheet #1 | | | | | | |
| **Personal Services** | | | | | | |
| 1  Position Title | 2  Annual Salary | 3  Fringe Benefits  (list) | 4  % of Time on Project | 5  JAC Funds | 6  Match | 7  TOTAL |
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| TOTALS |  |  |  |  |  |  |
| Column 2: Record the total annual salary for the position named in column 1.  Column 3: If fringe benefits are expressed as a percentage of salary, list elements to allow evaluation  Column 4: That percentage of time expected to be spent on the project and paid for from grant and/or matching funds  Column 7: Column 2 plus column 3, multiplied by column 4 | | | | | | |
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**Maine Justice Assistance Council**

**COST PROPOSAL FORM CONTINUED**

Itemize travel expenses of staff personnel (e.g. staff to training, field interviews, advisory group meeting, etc.). Describe the purpose of each travel expenditure with the project objectives. Show the basis of computation (e.g., six people to 3‐day training at $X airfare, $X lodging, $X subsistence). In training projects, travel and meals for trainees should be listed separately. Show the number of trainees and the unit costs involved. Identify the location of travel, if known; or if unknown, indicate "location to be determined."

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| --- | --- | --- | --- |
| Budget Worksheet #2 | | | |
| **Travel Expenses** | | | |
| Item | JAC Funds | Match | TOTAL |
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| TOTALS |  |  |  |
| Travel reimbursement must be consistent with the state travel policy and state rates are to be used for calculating mileage (.45 per mile), per diem, and lodging. List each item separately and BE SPECIFIC (for example, mileage and meals should be listed separately). For rate information see Section B7  Out of state travel is generally not an allowable cost and will be approved only by exception. | | | |

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| Maine Justice Assistance Council | | | | | | | | |
| Cost Proposal Form Continued | | | | | | | | |
| List non‐expendable items that are to be purchased that exceed $5000.00 per item. In the budget narrative, explain how the equipment is necessary for the success of the project, and describe the procurement method to be used. | | | | | | | | |
|  | | | | | | | | |
| Budget Worksheet #3 | | | | | | | | |
| **Equipment** | | | | | | | | |
| Item | Quantity | Unit Cost | | JAC Funds | | Match | | TOTAL |
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| TOTALS |  |  | |  | |  | |  |
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| **Any item with a unit cost of less than $5000 must be listed with Other (supplies and operating expenses).** To be considered for funding, equipment must be necessary for a project. Sole source procurement must be justified and will require prior approval. | | | | | | | | |
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| Maine Justice Assistance Council | | | |
| Cost Proposal Form Continued | | | |
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| Budget Worksheet #4 | | | |
| **Consultant and Contractual Expenses** | | | |
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| **Item or Service** | **JAC Funds** | **Match** | **Total** |
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| ALL CONTRACTS MUST BE COMPETITIVELY BID. Sole source procurements will be approved only when very specific circumstances exist. Contracts and/or consultant costs must be identified separately and detailed in the narrative. The consultant costs more than $650 per day will require justification and prior approval. Travel costs for the consultant(s) would be included in travel Budget Worksheet #2. | | | |
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| Maine Justice Assistance Council | | | |
| Cost Proposal Form Continued | | | |
| List items (e.g., rent, reproduction, telephone, janitorial or security services, and investigative or confidential funds) by type and the basis of the computation. For example, provide the square footage and the cost per square foot for rent, or provide a monthly rental cost and how many months to rent. This category includes miscellaneous accessories and material where the single cost of an item is $5000. 00 or less. All requested information must be included in the budget detail worksheet and budget narrative. | | | |
| Budget Worksheet # 5 | | | |
| **Other (Supplies and Operating Expenses**) | | | |
| Item | JAC Funds | Match | TOTAL |
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| TOTALS |  |  |  |
| List each item separately and BE SPECIFIC.  Justification for expenditures and further explanation should be provided in the budget narrative. For example, if the amount listed for postage or printing includes a large project, those amounts should be listed separately in the narrative. | | | |
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RFA # 202109149

STOP Violence Against Women Grant

# CONSULTATION/COLLABORATION AGREEMENT FORM

Click or tap here to enter text.agrees that they have consulted with the local victim service program and/or the statewide coalition during developing their Maine STOP Violence Against Women Formula grant application to ensure that the proposed project and activities are designed to promote the safety, confidentiality, and economic independence of the victim.

I further understand as a representative of the above agency that without the continued coordination and collaboration with the local victim service program, our agency will not be eligible for continued funding.

**Executive Summary of Project:**

Click or tap here to enter text.

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| **Agency Name:** Click or tap here to enter text. | |
| **Signature of Agency Representative:** | **Date:** Click or tap to enter a date. |
| **Signature of Victim Service Agency:** | **Date:** Click or tap to enter a date. |