



**MISSISSIPPI STATE
DEPARTMENT OF HEALTH**

**OFFICE AGAINST
INTERPERSONAL VIOLENCE**

**REQUEST FOR PROPOSALS
SFY 2025**

State Victim Services Grant Program

**June 18, 2024
Release of RFP**

**July 15, 2024 – 5:00 pm (CT)
Response Deadline**

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TEMPLATES AND HELPFUL INFORMATION

Find mandatory templates and helpful information for this RFP at
<https://msdh.ms.gov/page/19,0,205,760.html>

INTRODUCTION

State Administering Agency- SAA

The Office Against Interpersonal Violence (OAIV) of the Mississippi State Department of Health (MSDH) is pleased to provide this Request for Proposals (RFP) for the State Victim Services Grant Program to support victims of interpersonal violence and other crimes. Public and private direct service providers are eligible to apply for funds available through the State Victim Services funds.

Applicants must submit one proposal for each eligible organization. Funds will be allocated in accordance with state requirements and the intended uses of the grant program for a one-year period from July 1, 2024 through June 30, 2025. The RFP includes instructions for grant submission, grant specific guidelines and budget requirements, as well as the evaluation criteria for applications. ***This is a competitive review process. Please read all sections of the RFP and all accompanying documents carefully. There have been some changes. All mandatory templates are considered part of the RFP.***

The full application, with the mandatory templates and other information, can be found on the MSDH website at the following link: <http://HealthyMS.com/rfp>.

RFP Timeline Dates

Announcement of Funding Opportunity	June 18, 2024
Applicant Pre-Submission Webinar	June 5, 2024
Application Due	July 15, 2024 <i>by 5:00 pm (CT)</i>
Notice of Award or Denial	August 9, 2024
Implementation Date	July 1, 2024

Award Period:

Projects selected for funding must begin on or after July 1, 2024 and end on or before June 30, 2025. Projects may not exceed a 12-month project period. For this 2025 RFP, submit a one-year budget and a one-year work plan.

APPLICANT ELIGIBILITY REQUIREMENTS

System for Award Management (SAM) Registration: All applicants are required to register with System for Award Management (SAM) and submit proof of current registration with the application. SAM is a federally owned and operated free website that consolidates the capabilities of various federal registration sites, and it will be used to populate the information needed to report subgrant information. You must request a UEI through SAM.gov before starting your entity registration. Registration can be done at <https://sam.gov/SAM/>. Any organization intending to apply should review this resource as soon as possible, as the registration process may take some time.

- Unique Entity Identifier (UEI): All applicants must obtain and report a UEI number. A UEI number is obtained through Sam.gov and is a unique twelve-character identification number that is assigned for FREE to all businesses required to register with the US Federal government for contracts or grants. A UEI number is required to apply for OAIV grants. For more information and/or to obtain a UEI number go to the following website: <http://sam.gov/content/home>. Any organization intending to apply should review this resource as soon as possible, as obtaining a UEI (if you do not already have a DUNS number and a SAM registration) number will take approximately 10 business days.
- No Charge to Victims: Victims of violence must not be charged for any related services. In the event that services normally available through other funding sources (inclusive of insurance) are provided to a victim of violence, entities can seek reimbursement from those sources. Decisions regarding payment are left to those funding entities.
- Confidentiality: A program serving victims of violence shall require persons employed by or volunteering services to the program to maintain the confidentiality of any information that would identify individuals served by the program.
- Voluntary Services: All services must be provided to victims on a voluntary basis. Victims shall not be required or mandated to participate in any activity as a condition of receiving services. Direct services are to be provided regardless of a victim's participation in the criminal justice process. Victim eligibility for direct services is not dependent on the victim's citizenship and/or immigration status.
- Non-Profit Agencies: All non-profit recipients of funding must make their financial statements available online (either on the sub-recipient's or another publicly available website). Recipient organizations that have Federal 501(c)(3) tax status are deemed in compliance with this requirement, with no further action needed, to the extent that such organizations file IRS Form 990 or similar tax documents (e.g., 990-EZ), as several sources already provide searchable online databases of such financial statements.
- Compliance with Regulatory Agencies: All applicants should ensure that its operations are following any applicable state or local regulatory provisions, including, but not limited to, zoning and

land use regulations, permitting or inspection requirements, criminal history or other background checks, or certification and licensure requirements.

- Compliance with Victim Services Standards: Any organization funded must comply with minimum standards for victim services recognized by OAIV. Nothing in this section requires membership in any organization.
- Good Standing: No organization that has had an award through OAIV terminated for cause during the immediate past two (2) years will be eligible to apply, unless sufficient justification is submitted to OAIV which, in the sole discretion of OAIV, supports the award of funding. The organization will be in good standing with the MS Secretary of State's office (MS SOS), as well as their licensing and/or certifying entities.

SUBMISSION OF APPLICATION

All applications for the SFY 2025 funding cycle will be completed and submitted through Smart Sheet. Smart Sheet will automatically date and time stamp all submissions. This will be the official submission time and date stamp utilized by OAIV. Instructions for the preparation of the application are found within this RFP. Applications will be deemed late at 5:01pm (CST) July 15, 2024. Late and incomplete applications will be classified as nonresponsive and will not be reviewed or funded. **Applicants should begin their application process as early as possible and not wait until the deadline.**

APPLICATION DUE DATE

Applications will only be accepted via Smart Sheet

Deadline to submit applications is:

July 15, 2024

5:00 PM (CST)

Link to submission:

<https://app.smartsheet.com/b/form/ee8dd0fd7225461c8d68175e2c2eb91c>

Extensions will not be allowed. Please note that your organization will receive a formal Notice of Award or a Notice of Denial letter by August 9, 2024.

Once your application is submitted in Smart Sheet, entities will not be able to revise the application or any supporting/required documentation for that submission. The applicant may submit another complete application if they find something has been overlooked and it is by 5:00 July 15, 2024. Applicants will be evaluated based on their last complete submission (*A complete submission is one that has all the mandatory components, follows all of the instructions in the RFP and if the submission contains more than one line in Smart Sheet, its attachments are submitted within 30 minutes of each other*). As a result, please be sure to submit an application that is responsive to this RFP and has been thoroughly reviewed internally prior to submission.

APPLICANT INFORMATION

Chapter 1. State Victim Services Grant Program Regulations

Subchapter 1. Authority and Purpose

Rule 1.1.1. Pursuant to Mississippi Code § 41-3-15(b)(ii), the Mississippi State Department of Health (MSDH) has the powers and duty to adopt, modify, repeal and promulgate, after due notice and hearing, and enforce rules and regulations implementing or effectuating the powers and duties of the department under any and all statutes within the department's jurisdiction, and as the board may deem necessary.

Source: H.B. 1796, Mississippi Legislature Regular Session, Section 37

Rule 1.1.2. Section 37 of House Bill 1796 of the Mississippi Legislature, 2024 Regular Session authorizes H.B. 1626 of the 2023 Regular Session, to the Department of Health, to defray the expense of the Victims of Crimes Act (VOCA) at the Department of Health, Office of Interpersonal Violence for the fiscal year beginning July 1, 2024, and ending June 30, 2025, in the amount of \$2,400,000.00.

Notwithstanding the amount reappropriated under this section, the amount that may be expended under the authority of this section shall not exceed the unexpended balance of the funds remaining as of June 30, 2024, from the amount authorized for the previous fiscal year. In addition, this reappropriation shall not change the purpose for which the funds were originally authorized.

Source: H.B. 1796, Mississippi Legislature Regular Session, Section 38

Rule 1.1.3. Of the funds appropriated in Section 1, Twelve Million Three Hundred Thousand Dollars (\$12,300,000.00) is allocated for the purpose of providing reimbursable grants from the Office of Interpersonal Violence as described in this section. The funds appropriated under this section shall be expended by the State Department of Health as a reimbursable grant. In determining reimbursable expenses, the State Department of Health shall use allowable costs as defined by the Office of Interpersonal Violence.

Rule 1.1.4. Of the funds in this section, a minimum of Two Million Dollars (\$2,000,000.00) is to be distributed to Children's Advocacy Centers of Mississippi for the purpose of conducting additional forensic interviews. Additionally, funds in this section, up to Three Hundred Thousand Dollars (\$300,000.00) may be used by the department for administration of these funds.

Subchapter 2. Definitions

Rule 1.2.1. The following terms shall have the following meanings:

1. **Crime of Violence** - As defined in 18 U.S. Code § 16, an offense that has as an element the use, attempted use, or threatened use of physical force against the person or property of another, or any other offense that is a felony and that, by its nature, involves a substantial risk that physical force against the person or property of another may be used in the course of committing the offense.
2. **Direct Service** - providing physical services to victims of crime.
3. **Emergency Services** - providing services to address immediate effects of a crime.
4. **Department** - means the Mississippi State Department of Health as established by Miss. Code Ann. § 43-3-1, *et seq.*(Rev.2006).
5. **Management** - means the agency head and all management officials, supervisors, and other representatives of management having authority to act for the agency on any matters relating to the implementation of the agency labor-management relations program.
6. **OAIV**- Office Against Interpersonal Violence within the MS State Department of Health.
7. **Private Agency** – a not- for- profit, or for-profit corporation, or tribal organization in good standing in this state, which provides services to victims of crime and their dependents.
8. **Program Funds**- state funds are allocated to the Department to be awarded to sub-recipients through the State Victim Services Grant Program. Funds are made available in a state fiscal year period.
9. **Public Agency** – a part of any local or state government organization which provides services to victims of crime and their dependents.
10. **Administrative Staff** - the people who work for an organization whose primary function(s) and job responsibilities do not include the provision of direct services.
11. **Victim Advocacy** - assisting the victim of a crime and his/her dependents to acquire services from existing community resources.
12. **Direct Victim Service Providers** - are a diverse set of public and private organizations, including nonprofit and faith-based, governmental, health care, tribal, educational, and other organizations that serve victims of crime or abuse.

Source:

H.B. 1796, Mississippi Legislature Regular Session, Section 37

H.B. 1796, Mississippi Legislature Regular Session, Section 38

Chapter 2. Grant Program Eligibility and Award

Subchapter 1. Eligibility

Rule 2.1.1. Public and private organizations, including nonprofit and faith-based, governmental, health care, tribal, educational, and other organizations to apply for funds available through the State Victim Services funds. The three (3) components listed below must be included in each application submission.

1. Required agency components:
 - A. Coversheet/Organizational Information
 - B. Authority to apply
 - C. Designation of Signature Authority
 - D. SAM Registration
 - E. IRS Determination, if applicable
 - F. Indirect Cost Information, if applicable
 - G. W-9 Form- Go to www.irs.gov/FormW9-Internal Revenue Service, if applicable
 - H. Proof of MAGIC Subgrantee Registration - MAGIC (Mississippi Accountability System for Government Information and Collaboration)
 - I. If you are not a registered supplier and you wish to do business with the State of Mississippi, go to [State of Mississippi Supplier Registration](https://sus.magic.ms.gov/sap/bc/webdynpro/sapsrm/wda_e_suco_sreg?sap-client=100#) to register. Link to State of Mississippi Supplier/Subgrantee registration: https://sus.magic.ms.gov/sap/bc/webdynpro/sapsrm/wda_e_suco_sreg?sap-client=100# . If you attempt to complete the registration process and you are already a converted vendor in MAGIC, you will receive a duplicate error message. Please call the MMRS Call Center at (601) 359-1343, Option 2 for assistance in locating your vendor information.
2. Narrative describing: This requirement is for new applicants and/or for legacy agency's that were proposing new activities with these grant funds.
 - A. Services provided;
 - B. Needs of the agency and how they relate to direct victim services;
 - C. Evidence that the provider has a demonstrated role in the service area proposed;
 - D. Statement of the amount of funds requested and how the funds will be utilized;

- E. Any other information the Office Against Interpersonal Violence may request.
3. A work plan must be completed by all applicants and must include overall goals for the use of program funds; activities to support those goals and timeframes for the accomplishment of approved activities.

Subchapter 2. Award Amount

Rule 2.2.1. OAIV shall determine the amount awarded to each applicant based upon the Tier funding methodology listed below. This shall be based upon the applicant’s FY 2022-2023 Victim of Crime Act (VOCA) award and prior year expenditures for applicants that received State Victim Services funds in the FY 2024 award cycle.

Tier #	Budget Request Range	Award Ceiling
Tier 1 Allocation	\$0-\$450,000.00	\$ 250,000.00
Tier 2 Allocation	\$451,000.00 and up	\$ 400,000.00

Rule 2.2.2. Should all funds not be allocated during this first solicitation, OAIV will re-issue an additional solicitation to ensure all funds have been exhausted during this grant cycle.

Subchapter 3. Award Allocation for Grantees

Rule 2.3.1. Applicants must submit a complete application, meeting the requirements of Rule 2.1.1 in this Chapter, meeting a minimum score of 70, as determined by OAIV. All awards are subject to funding availability.

Rule 2.3.2. Prior to the release of any Program funds, all sub-recipients will be required to certify, through the sub-recipient agreement, that it understands and agrees to certain required provisions, including but not limited to, the following statements:

1. The subrecipient agrees that it must be in compliance with requirements outlined in the state solicitation and the rules and regulations contained in this Part under which the approved application was submitted.
2. The subrecipient agrees that Program funds will be used only for the purposes described in the recipient's application as approved by OAIV.

3. Termination or suspension for cause. The Director of OAIV, upon a finding that there has been substantial failure by the subrecipient to comply with applicable laws, regulations, and/or the terms and conditions of the subgrant or relevant solicitation, will terminate or suspend activities until the Director is satisfied that there is no longer such failure.
4. Performance Progress Reports. The subrecipient agrees to complete reports as directed by OAIV. At a minimum, quarterly and an annual report are required.
5. The sub-recipient must allow the Office Against Interpersonal Violence, MSDH Audit Department, or any other state officer as may be appropriate, access to and the right to examine all records, books, paper, or documents related to the state victim services grant.
6. Cooperation - The sub-recipient must respond promptly to OAIV to any request for financial and/or programmatic documentation related to the award of program funds, including documentation of expenditures, and achievements. The subrecipient must cooperate with OAIV in any desk and site monitoring activities.
7. The subrecipient agency will be allowed one modification during the grant cycle. This modification must be submitted and approved during the third quarter of the funding cycle.
8. All subgrantees licensed and contracted as child placement providers (e.g. therapeutic group homes, therapeutic foster care, emergency shelters) through the MS Department of Child Protection Services receiving federal funding from OAIV must complete the following within the subgrant award period and provide quarterly status updates to OAIV.
 - a. Obtain "Medicaid Provider of Service" status.
 - b. Utilize state and/or federal child welfare dollars as per Federal Rule 28 CFR94.119 (a) (9): Costs of the following, on an emergency basis (i.e., when the State's compensation program, the victim's (or in the case of a minor child, the victim's parent's or guardian's) health insurance plan, Medicaid, or other health care funding source, is not reasonably expected to be available quickly enough to meet the emergency needs of a victim (typically within 48 hours of the crime): Non-prescription and prescription medicine, prophylactic or other treatment to prevent HIV/AIDS infection or other infectious disease, durable medical equipment (such as wheel-chairs, crutches, hearing aids, eyeglasses), and other healthcare items are allowed

Source:

H.B. 1796, Mississippi Legislature Regular Session, Section 37

H.B. 1796, Mississippi Legislature Regular Session, Section 38

Rule 2.3.3. **Return of funds-** Any funds provided by the Department to organizations that are found to be fully or partially noncompliant with the requirements of the guidelines, guidance, rules, regulations and/or other criteria may be returned to the Department.

Rule 2.3.4. **Appeals Process-** Applicants not awarded program funds may appeal the determination.

1. Within ten working days of the notice of the denial of award, a written request must be submitted by letter, on the organization's letterhead with the signatures of the signatory authority. The letter must include evidence to support grounds for appeal. The letter may be submitted via email to the OAI Director.
2. Within forty-five days of the receipt of appeal documentation, the OAI Director will make an initial ruling for the appeal.
3. Should the entity appealing wish to have an additional level of review, the entity appealing the decision of the OAI Director must appeal to the State Health Officer within ten working days of the determination of the OAI Director. Decisions of the State Health Officer are the final agency determination.

Source:

H.B. 1796, Mississippi Legislature Regular Session, Section 37

H.B. 1796, Mississippi Legislature Regular Session, Section 38

Subchapter 4. Eligible Budget Categories

Rule 2.4.1 Applications may include costs related to direct victim services:

1. Travel/Training: travel and/or training expenses directly related to the approved project. Sub-recipients must adhere to the Mississippi State Department of Finance Administration Travel Guidelines.
2. Equipment: equipment necessary to provide services to victims directly related to the project
3. Supplies/Operations: expenses necessary for the operation of the project.
4. Contractual: contracting for specialized professional services. Contractual service costs must be reasonable and consistent with those paid for similar services in the marketplace and are not available within the agency.
5. Capital Expenses
6. Agency construction or renovations

7. Salaries and expenses of Management, Administrative Staff, and Direct Service Providers who perform administrative duties.

Subchapter 5: Reimbursement Process

Rule 2.5.1 Each subrecipient must submit a monthly reimbursement request in order to be reimbursed for allowable expenses. OAIV must approve all allowable expenses.

Source:

H.B. 1796, Mississippi Legislature Regular Session, Section 37

H.B. 1796, Mississippi Legislature Regular Session, Section 38

Rule 2.5.2 Monthly reimbursement requests are due no later than the 15th of the month following the month in which the expense was incurred.

Source:

H.B. 1796, Mississippi Legislature Regular Session, Section 37

H.B. 1796, Mississippi Legislature Regular Session, Section 38

Rule 2.5.3 Monthly reimbursement request, and all supporting documentation, must be submitted via the OAIV required Smartsheet.

Source:

H.B. 1796, Mississippi Legislature Regular Session, Section 37

H.B. 1796, Mississippi Legislature Regular Session, Section 38

NOTICE OF AWARD AND ACCEPTANCE PROCEDURES

After all stages of review are completed, a Notice of Award (NOA) or Denial (NOD) of funding will be sent to each applicant via email by August 9, 2024.

Notice of Award:

The NOA will be sent via email to the authorized signature authority listed on the cover page of the application notifying them of the award amount and other pertinent information, including the date of any mandatory post-award orientation or training events. The sub-grant agreement between the state and the recipient and all accompanying documentation will be prepared by OAIV and sent through the MSDH routing process for final approval. Fully reviewed and approved sub-grant agreements will be sent to the awardee via DocuSign.

Notice of Denial:

Applicants who are denied funding will be notified via email of the denial by August 9, 2024.

Appeals Process- Applicants not awarded program funds may appeal the determination.

1. Within ten working days of the notice of the denial of award, a written request must be submitted by letter, on the organization's letterhead with the signatures of the signatory authority. The letter must include evidence to support grounds

for appeal. The letter may be submitted via email to the OAIV Director.

2. Within forty-five days of the receipt of appeal documentation, the OAIV Director will make an initial ruling for the appeal.
3. Should the entity appealing wish to have an additional level of review, the entity appealing the decision of the OAIV Director must appeal to the State Health Officer within ten working days of the determination of the OAIV Director. Decisions of the State Health Officer are the final agency determination.

Source:

H.B. 1796, Mississippi Legislature Regular Session, Section 37

H.B. 1796, Mississippi Legislature Regular Session, Section 38

PRE-SUBMISSION MEETING

Each organization applying for an award from OAIV had the opportunity to attend a pre-submission webinar. This webinar occurred on June 5, 2024 at 8:30-9:30am. (See **OAIV Event Calendar** for recording) This webinar answered questions that were submitted. Participants were able to ask questions at that time. The meeting was led by the OAIV Director. Email Cerissa Eubanks @ cerissa.eubanks@msdh.ms.gov for access to the OAIV Events Calendar.

APPLICATION INSTRUCTIONS

Incomplete applications (*those that do not have all of the required forms/information of this RFP*) will have a maximum of 15 points taken off the total score and (*those that do not have all of the required components, if applicable – Project Narrative, Work Plan, and Budget/Budget Justification*) will be determined to be nonresponsive to the RFP. The applicant will be notified if their application is not eligible to receive funding. Either a Notice of Award or Denial will be sent to all applicants. It is each applicant's responsibility to ensure all directions, within this RFP are followed, necessary components of the application are completed and all required documents are uploaded.

Application Formatting

1. The Cover Letter, Project Narrative and Sustainability sections of the application must be single spaced, with 1" page margins in 12 font, Calibri is preferred, but not mandatory.
2. The Cover Letter, Work Plan and the Budget/Budget Narrative template must be single spaced, 12 font, with 1" margins.
3. Pages are to be numbered.
4. The total project narrative shall be no more than 5 pages, minus all required forms. For applicants that have pages over the page limit, those pages over the page limit, will not be reviewed or considered in the applicant's scoring. Project narratives will only be required for first time applicants and current agencies that are implementing new services.
5. The work plan is to be created on the mandatory template that can be found in the State Victim Services Grant Program workbook under the RFP on the MSDH website (<http://HealthyMS.com/rfp>). This is a mandatory form and must be used for the work plan.
6. The budget is to be completed on the mandatory template that can be found in the template section under the RFP on the MSDH website (<http://HealthyMS.com/rfp>)

7. The Program Narrative, if applicable, is to be uploaded into Smart Sheet in Word. The budget and workplan are to be completed and submitted in Smartsheet utilizing the mandatory Excel template. All other documents can be uploaded as PDF into Smart Sheet submission form.

The **cover letter** must include:

- a. The applicant's legal organizational name and the name used as Doing Business As (DBA), note which name is registered with MAGIC and the MS Secretary Of State.
- b. The name of the funding source the applicant is applying for (State Victim Services Grant Program).
- c. The program's primary point of contact's name, title, email and phone number. The individual must be identified even if a duplicate of the Authorized Signatory. In most instances, the program's Primary Point of Contact ***is different*** than the Authorized Official and/or Designated Authorized Signature Authority Official.
- d. The fiscal contact person, their name, title, phone number and email address. The financial official must have the obligatory authority and information to provide certification on behalf of the organization. This individual must also have decision-making authority pertaining to budget matters and fiscal responsibilities. This can include a chief financial officer, finance director or Board Treasurer.
- e. The two (2) authorized signatories (primary and secondary), their name, title, phone number and email address. The authorized official may designate another individual to serve as the authorized signature authority to sign the application and acceptance documentation on behalf of the non-profit.
- f. The board president's or the governing authority's name, phone number and email, if applicable;
- g. The organization's fiscal profile (*Provide the numbers and dates in this section and the documents, if applicable, separately uploaded to Smart Sheet.*)
 1. Federal ID or EIN number
 2. SAM Unique Entity Identifier number (12-digit number)
 3. SAM Registration Expiration Date
 4. Agency Fiscal Year i.e., October through September or January through December IRS Determination as a Nonprofit
 5. Is the organization requesting indirect cost? If yes, please indicate if the organization has a federally approved negotiated indirect cost rate (and provide it separately with the other documents) or if the organization will be using the 15% de minimis rate.
 6. W-9 Form- Go to www.irs.gov/FormW9-Internal Revenue Service, only for new applicants

7. Proof of MAGIC Subgrantee Registration - MAGIC (Mississippi Accountability System for Government Information and Collaboration). If you are not a registered supplier and you wish to do business with the State of Mississippi, go to [State of Mississippi Supplier Registration](https://sus.magic.ms.gov/sap/bc/webdynpro/sapsrm/wda_e_suco_sreg?sap-client=100#) to register. Link to State of Mississippi Supplier/Subgrantee registration: https://sus.magic.ms.gov/sap/bc/webdynpro/sapsrm/wda_e_suco_sreg?sap-client=100#.
 8. If you attempt to complete the registration process and you are already a converted vendor in MAGIC, you will receive a duplicate error message. Please call the MMRS Call Center at (601) 359-1343, Option 2 for assistance in locating your vendor information.
- i. The amount of funds the applicant is requesting.
 - j. Whether or not the applicant is a new or currently funded applicant.
 - l. Accurately complete the mandatory “Conflicts of Interest” form (Link: <http://HealthyMS.com/rfp>) and return it, signed, with the application and upload the information into the attachments section in Smart Sheet.
 - m. Provide the Board of Directors or other governing body’s (i.e., trustees, alderman, supervisors, state/federal agency, tribal) information. **Nonprofits should include the following for the Board of Directors:** name, employment, title, phone, email, board position and date when current term ends. Applicants should also indicate the Board Officers and their position. Please upload the information separately into the attachments section in Smart Sheet.

**It is the responsibility of the applicant to submit any change of name, phone number and/or email of any person noted within the cover letter. If any of these items are not submitted or instructions not followed, there will be points deducted when the application is evaluated.*

Organizational Information. (ALL APPLICANTS CURRENTLY NOT RECEIVING OAIV FUNDING)

Please complete organizational questions below.

All applicants not presently funded by OAIV are required to complete the basic information below beginning with "Organizational History" ending with "Financial Capability Questionnaire".

1. Organizational History

- i. A brief statement on the organization's history.
 - a. The organization's mission statement.
 - b. A **brief** description of the services/programs provided by the applicant organization. This should consist of all victim-related services provided, including those not part of this application.

2. Organizational Capacity

Describe the agency's expertise and organizational capacity to successfully implement the specific project for which applicant are applying.

- i. Operational Description: Provide a description of the overall operation of the applicant organization and victim service model.
- ii. Describe the organization's relevant experience and recent accomplishments.
- iii. Personnel:
 - a. Identify all key personnel, whether or not funded by OAIV or used as match, that will be responsible for oversight, management and implementation of the project.

Response should include the following:

 - name, title and qualifications of the individuals
 - roles and responsibilities related to the project
 - identification of individual(s) responsible for the day-to-day project activities.
 - b. Provide the Organizational Chart. Please upload it into the attachments in Smart Sheet as a **separate document**.

3. Financial Capability Questionnaire. (Not included in page limits)

All applicants who are presently not funded by OAIV are required to complete basic information relating to the fiscal policies of the organization. Use the mandatory "Financial Capability Questionnaire" template. (Link: <http://HealthyMS.com/rfp>). The form must be completed and signed by an official having sufficient knowledge and authority regarding finances of the applicant (CFO, Accountant, Comptroller, etc.).

Project Narrative. *(mandatory for all applicants)*

All new applicants and current applicants that are implementing new services will be required to complete the project narrative section. The project narrative is the description of the proposed project and services to be provided with the requested grant funds and who will be impacted/served. The Project Narrative consists of four (4) major components:

- a. Services provided;
 - What does your agency do?
- b. Needs of the agency and how they relate to direct victim services;
 - Why does your agency need these funds?
- c. Evidence that the provider has a demonstrated role in the service area proposed;
 - How long has your agency provided services in the state of Mississippi?
- d. Statement of the amount of funds requested and how the funds will be utilized;
 - How will your agency use these funds in relationship to the services provided.

Work Plan/Goals, Objectives and Activities (GOAs). *(mandatory for all applicants)*

The work plan should provide specific details that align with the project narrative and the budget. Applicants are provided a mandatory work plan template located on the bottom tab after the Budget Narrative within the State Victim Services Grant Program workbook template, (Link: <http://HealthyMS.com/rfp>). The applicant will be held accountable for all goals/objectives/activities/responsible staff/measurements/ in the application. The GOAs should only be for the proposed project.

Budget *(mandatory for all applicants)*

Annual Budget *(The annual budget is mandatory **only** if the applicant has or is seeking in 2025 more than one funding stream from OAIV.)* The annual budget is located on the MSDH website with the State Victim Services Grant Program RFP - link: (<http://HealthyMS.com/rfp>.) The annual budget identifies the funding being requested to carry out the specific application for each project. The annual budget must directly relate to all the proposed project activities and grant program requirements for all applications. All budgeted line items must:

- be allowable under the grant guidelines
- be reasonable, necessary, and allocated directly to the project
- be aligned with sub-grant activities
- be prorated per the organization's proration plan (A proration plan is necessary if the applicant expects to receive multiple funding streams from OAIV).

Budget Narrative *(A mandatory combined template for the budget, budget narrative is located on the MSDH website with the State Victim Services Grant Program RFP - link: <http://HealthyMS.com/rfp>.)* The narrative must explain and justify how the applicant plans

to use the funds requested by cost category and line item in the budget.

The narrative should clearly state:

- the description of the cost and how the expense is necessary for the achievement of the project's goals, objectives and activities
- how the amount was calculated (use the column designated for calculation, NOT in the justification section)
- any additional information to support the budget request (i.e., indirect cost plan).

There is no cap on any administrative activities. Administrative positions include, but are not limited to:

- Executive Director, Administrative Assistant, Communications/Social Media staff, Management/Coordinator staff, or financial staff. For example, management activities such as those performed by the executive directors, board members, or other top-level administrators of a victim service organization should not be funded as a direct subrecipient cost.
- Grant Management positions/activities
- Direct service staff that perform administrative duties.

Explanation of indirect costs.

OMB has raised the **de minimis** indirect cost rate from 10% to 15% of the modified total direct costs, which includes all direct salaries and wages, applicable fringe benefits, materials and supplies, services, travel, and up to the first \$50,000 (formerly, the first \$25,000) of each subaward (regardless of the period of performance of the subaward).

Indirect costs are facility and administrative expenses that an organization incurs by undertaking a grant project that are not easily allocated to specific project costs and are NOT included as a direct cost in the grant budget. Costs included in an indirect cost rate can be charged directly; however, for administrative convenience, some organizations prefer to establish an indirect cost rate and charge that against a direct cost base instead.

Where a rate is applied, indirect costs are not budgeted as specific cost items, but rather are bundled into the rate that is charged against certain direct costs under the grant. The specific costs included in an organization's indirect cost rate vary, but typically include things like utility costs, organizational accounting fees, and equipment depreciation. Indirect costs may be charged to an award only if (a) the recipient has a current (unexpired), approved negotiated indirect cost rate; or (b) the recipient is eligible to use, and elects to use, the **de minimis** indirect cost rate described in the Part 200 Uniform Requirements, as set out at [2 C.F.R. 200.414\(f\)](#).

- a. Enter the percentages and, for multi-funded organizations/agencies - the program that will be paying that percentage, on **all** the budget line items.

- b. Put the total cost the organization/agency has budgeted for the year in the Annual Expenditure column of the budget template provided to applicant on the MSDH website below the RFP. Also, for the Total Annual Amount Requested column, put the total amount requested from OAIV.

Eligible Budget Categories.

Applications may include costs related to direct victim services:

1. Travel/Training: travel and/or training expenses directly related to the approved project. Sub-recipients must adhere to the Mississippi State Department of Finance Administration Travel Guidelines.
2. Equipment: equipment necessary to provide services/tasks directly related to the project
3. Supplies/Operations: expenses necessary for the operation of the project.
4. Contractual: contracting for specialized services. Contractual service costs must be reasonable and consistent with those paid for similar services in the marketplace and are not available within the agency.
5. Capital Expenses
6. Agency construction or renovations
7. Salaries and expenses of Management, Administrative Staff and direct service staff that perform administrative duties.

THINGS TO REMEMBER WHEN CREATING A BUDGET FOR OAIV

1. Raises, overtime and any other personnel related item should be discussed upfront with the governing body of the applicant. The decision concerning these issues should be decided before submitting a budget to OAIV. The OAIV budget must reflect the increased cost of any personnel financial decisions happening within the grant year. If your agency currently has a 2025 application with OAIV, all annual salaries must align. **THERE WILL BE NO MODIFICATIONS COMPLETED WITHIN THE TIME FRAME OF THE SUB- GRANT THAT ALLOWS ANY TYPE OF PERSONNEL FUNDING INCREASE.**
2. Any program that receives multiple funding streams from OAIV must have a proration plan submitted to OAIV and must follow their plan as of the 2024-2025 fiscal year. See link for examples of these types of plans at: [Proration: The Definition, Calculation](https://cayuse.com/blog/prorating-grant-budgets-estimate-available-funding/) HYPERLINK "https://cayuse.com/blog/prorating-grant-budgets-estimate-available-funding/"Prorating grant budgets to help [estimate the availability of funding | Cayuse](#); OVC Suggested Prorating Strategies for Victim Assistance Subgrantees can be found at the MSDH website under RFP. [estimate the availability of funding | Cayuse](#); OVC Suggested Prorating Strategies for Victim Assistance Subgrantees can be found at the MSDH website under RFP.

The table below provides the required budget categories. It must be used to determine correct budget categories for expenses.

Approved Categories	Budget	Budget Justification Narrative
Personnel:	<p>Include salaries of funded personnel in this category. Include their name, position and percentage of each grant where they are being funded. Individuals with whom Applicant have contracts for performance of work or who are consultants should be listed in the contractual category.</p>	<p>List each position that pertains to the proposal. The cost calculation should show the employee’s annual salary rate (or other pay rate such as hourly rates) and the percentage of time devoted to the project.</p>
	<p>Fringe -follow the same format as salaries. Break down each fringe separately for each employee.</p>	<p>List the fringe benefits provided to funded staff positions. This may include federal, or state required items such as FICA, unemployment, retirement, or optional items such as health, life, or disability insurance. For each item, provide the rate applied for each item of fringe to each Budgeted staff position assigned to the project. Note: Only include employer portion</p>
Travel:	<p>In-State: local mileage will be at the approved state rate for the following: meals, lodging, for in-state travel. This budget item is for travel for funded program personnel engaging in supported activities. Travel for contractors or consultants Should be included in the contractual category.</p> <p>Out of state: Airfare, mileage, meals, lodging, for out of state, luggage fees, any ground transportation, etc.</p>	<p>List each anticipated travel expenditure. include mileage, rental car costs, meals, and lodging. Acceptable expenditures for out of state travel include mileage, rental car costs, airfare, meals, lodging, ground transportation, luggage fees. For each anticipated travel expense, describe the rates used in estimating the cost, and a statement of the applicable travel policies being utilized (federal, state, or organizational policies). Each Travel subcategory should include a statement of the purpose of the travel and how it assists with accomplishing the goals of the project. The justification should also include any discussion of the need for the expense and any cost analysis. If an applicant does not have a standard travel policy, the applicant must use the MS Department of Finance and Administration travel guidelines for the calculation of mileage costs.</p>

Approved Categories	Budget	Budget Justification Narrative
Contractual:	Contractual items represent payment for services rendered other than by employees of the subgrantee. This may include items such as rent, rental contracts, utilities, repair/maintenance services, professional fees, telephone, cable, internet, training activities, communications, contractors, or consultants. Etc. Additionally, conference registration fees are to be included here. Include the percentages of each grant designated for each line item.	Explain the need for items, how the estimated costs were determined and how their use will support the purpose and goals of the project.
	Professional Services, Consultants and Contractors. Any travel for contractors or consultants should be included here. Include the percentages of each grant designated for each line item.	Describe the activities, scope of work or services to be provided and how the costs were estimated. Travel for contractors/ consultants should follow the guidance above.
Commodities	Commodities are materials and supplies that are consumed by the program/project. This may include office supplies, janitorial supplies, shelter supplies, food, resident supplies, books/manual, etc. Include the percentages of each grant designated for each line item.	Describe and itemize the materials & supplies requested for purchase, the intended purpose, and how the estimated costs were determined for each item.
Capital Outlay Equipment:	Capital Outlay Equipment includes equipment, furniture, fixtures (office desks, chairs, computers, telephone systems, etc.) regardless of value. Include the percentages of each grant designated for each line item.	Describe and itemize the equipment requested for purchase, the intended purpose of each item, and how the estimated costs were determined.
Capital Outlay Other:	Construction or Renovation	Describe and itemize the materials and person-power. At least 3 bids are mandatory. Provide documentation of bids. Must follow the protocol of the MS State Department of Finance and Administration.

Approved Categories	Examples	Budget Justification Narrative
Subsidies, Loans & Grants:	N/A	
Indirect Cost:	If an applicant is seeking indirect costs, this should be included in this section. Federal indirect cost rate or 15% De-Minimis (direct salaries and wages, applicable fringe benefits, materials and supplies, services, travel)	Describe and itemize the indirect costs which will be supported. Examples may include clerical staff, executive director salary, rent, utilities. Consult the indirect cost guidance for additional information on indirect costs.

REVIEW AND EVALUATION OF PROPOSALS- (ALL FUNDING SOURCES)

Incomplete applications (*those which do not follow the requirements of this RFP, include all components*) will receive an automatic reduction in scoring. It is each applicant's responsibility to ensure all directions within this RFP are followed, necessary components of the application are completed, and all required documents are uploaded.

- The **work plan** is to be created on the approved template that can be found in the State Victim Services Grant Program workbook under the RFP on the MSDH website (<http://HealthyMS.com/rfp>). This is a mandatory form and must be used for the work plan.
- The **budget is** to be completed on the mandatory templates that the applicant will find in the template section under the RFP on the MSDH website (<http://HealthyMS.com/rfp>).
- During the **final review**, OAIV staff will determine if an award is to be made, whether requested funding will be revised, or if there will be any special conditions placed upon the subgrantee. All funding will be awarded on a competitive basis. There is no guarantee that the amount of funding requested will be awarded.

Evaluation Criteria

Evaluation Criteria Review Item	Application Scoring Per Section
Project Narrative (Note: Legacy providers that did not have an implementation change will automatically receive the maximum score for this section)	
a. Services Provided	10
b. Needs of the Agency and how they relate to direct victim services	10
c. Evidence that the provider has a demonstrated role in the service area proposed	10
d. Statement of the amount of funds requested and how the funds will be utilized	10
Work Plan:	
<ul style="list-style-type: none"> • Goals, Objectives, Activities, Staff Responsible and Measures, 	25
Budget:	
<ul style="list-style-type: none"> • Detail by cost category to include (as applicable to the proposal) salaries, fringe, travel, contractual, equipment, commodities, indirect cost 	20
<ul style="list-style-type: none"> • Narrative justification for each cost category 	15
Total	100

This review will evaluate whether, and to what extent, the project will assist the state in meeting the minimum funding requirements and overall state plan for the delivery of services. There will be up to a maximum of **15 points taken off the total score** of the application for missing forms. The applicant must meet a **minimum score of 70** to be funded.

As part of its overall grant management duties, OAIV reserves the right to determine the best use of funding. The final review will also determine, if an award is to be made, whether requested funding will be reduced, or any additional requirements (e.g. special conditions for the subgrant award) will be placed upon the applicant's award.

OFFICE AGAINST INTERPERSONAL VIOLENCE
REQUEST FOR PROPOSALS (RFP)

CHECKLIST

COVER LETTER	
Addressed completing all required documents reflected on the cover letter section (mandatory for all applicants - pages 14-16)	<input type="checkbox"/>
Uploaded Cover Letter	<input type="checkbox"/>
*It is the responsibility of the applicant to submit any change of name, phone number and/or email of any person noted within the cover letter after the initial submission.	
ORGANIZATIONAL INFORMATION	
Answered all relevant questions from the Organizational Information section. (mandatory for applicants currently not receiving OAIV funding and current applicants that will be implementing new services - refer to page 17)	<input type="checkbox"/>
1. Organizational History completed	<input type="checkbox"/>
2. Organizational Capacity completed	<input type="checkbox"/>
3. Financial Capability Questionnaire completed	<input type="checkbox"/>
4. Organizational Information section uploaded into Smart Sheet	<input type="checkbox"/>
PROJECT NARRATIVE	
All relevant sections of the Project Narrative have been completed for new and current applicants that will be implementing new services (refer to page 18)	<input type="checkbox"/>
1. Services Provided	<input type="checkbox"/>
2. Needs of the agency and how they relate to direct victim services	<input type="checkbox"/>
3. Evidence that the provider has a demonstrated role in the service area proposed	<input type="checkbox"/>
4. Statement of the amount of funds requested and how the funds will be utilized	<input type="checkbox"/>
5. Work Plan - Goals, Objectives and Activities (GOAs) (http://HealthyMS.com/rfp)	<input type="checkbox"/>
6. Project Narrative section has been uploaded into Smart Sheet	<input type="checkbox"/>
BUDGET AND BUDGET NARRATIVE	

Budget and Work Plan Excel workbook (mandatory for all applicants – utilized via the RFP link on the MSDH website (<http://HealthyMS.com/rfp>) pages.

1. Separate Budget and workplan has been completed in the Excel workbook and uploaded into Smart Sheet

DEFINITIONS

The following terms shall have the following meanings:

1. **Crime of Violence** - As defined in 18 U.S. Code § 16, an offense that has as an element the use, attempted use, or threatened use of physical force against the person or property of another, or any other offense that is a felony and that, by its nature, involves a substantial risk that physical force against the person or property of another may be used in the course of committing the offense.
2. **Direct Service** - providing physical services to a victim of crime.
3. **Emergency Services** - providing services to address immediate effects of a crime.
4. **Department** - means the Mississippi State Department of Health as established by Miss. Code Ann. § 43-3-1, *et seq.*(Rev.2006).
5. **Management** - means the agency head and all management officials, supervisors, and other representatives of management having authority to act for the agency on any matters relating to the implementation of the agency labor-management relations program.
6. **OAIV**- Office Against Interpersonal Violence within the MS State Department of Health.
7. **Private Agency** – a not- for- profit, or for-profit corporation, or tribal organization in good standing in this state, which provides services to victims of crime and their dependents.
8. **Program Funds**- state funds are allocated to the Department to be awarded to sub-recipients through the State Victim Services Grant Program. Funds are made available in a state fiscal year period.
9. **Public Agency** – a part of any local or state government organization which provides services to victims of crime and their dependents.
10. **Administrative Staff** - the people who work for an organization whose primary function(s) and job responsibilities do not include the provision of direct services.
11. **Victim Advocacy** - assisting the victim of a crime and his/her dependents to acquire services from existing community resources.
12. **Direct Victim Service Providers** - are a diverse set of public and private organizations, including nonprofit and faith-based, governmental, health care, tribal, educational, and other organizations that serve victims of crime or abuse.

Source:

H.B. 1796, Mississippi Legislature Regular Session, Section 37

H.B. 1796, Mississippi Legislature Regular Session, Section 38