



# FY24 Grant Application Announcement & Instructions

Victim Services Training Coordinator

## EXECUTIVE SUMMARY

<b>Application Release Date:</b>	<b>March 31, 2023</b>
<b>Due Date for Applications:</b>	<b>June 2, 2023, 5:00 p.m. (MST)</b>
<b>Funding Source:</b>	<b>Office for Victims of Crime (OVC) Victims of Crime Act (VOCA) FY20 VOCA Victim Assistance (2020-V2-GX-0065) CFDA 16.575 FY21 VOCA Victim Assistance (15POVC-21-GG-00623-ASSI) CFDA 16.575</b>
<b>Funding Available:</b>	<b>a) Wages and fringe for a Training Coordinator b) Up to \$120,000 for training related costs</b>
<b>Estimated Number of Awards:</b>	<b>1</b>

## Eligibility

Eligible applicants must be a public, tribal, or nonprofit organization, or a combination of such organizations, and may also be a provider of direct services to crime victims. Applicants must meet the following additional eligibility requirements:

- Be an Idaho-based organization.
- Be able to demonstrate collaboration with key stakeholders such as victim service providers, social workers, prosecutors and other attorneys, offender intervention providers, and law enforcement officers.
- Have a record of developing, arranging, and implementing professional development training.

## Overview

The Idaho Council on Domestic Violence and Victim Assistance (ICDVVA) funds, promotes, and supports programs and services affecting victims of domestic violence and other crimes in Idaho. Ensuring quality and free or affordable trauma-informed training opportunities are available to victim service providers

and those working with survivors of trauma in related fields throughout Idaho is included in ICDVVA's core mission. ICDVVA historically hosts the annual Idaho Safety and Resilience Conference, a multi-disciplinary educational conference for professionals such as social workers, prosecutors and other attorneys, offender intervention providers, law enforcement officers, and victim service providers. ICDVVA has also provided training at regional roundtables in the seven public health districts (as depicted on the agency website) and webinars on various requested topics to support professional development.

## Purpose

A grant funding opportunity is available to fund a Training Coordinator position in Federal Fiscal Year 2024 (October 1, 2023 – September 30, 2024) to develop and implement, in collaboration with ICDVVA, a state-wide training program to ensure that training in best practices is available to those working with survivors of trauma. Funds are separately available from ICDVVA to support costs for training facilities, speakers, and conference costs. Under this award, the subrecipient must comply with all applicable laws, regulations, policies, and official DOJ guidance (including specific cost limits, prior approval and reporting requirements, where applicable) governing the use of federal funds for expenses related to conferences (as that term is defined by DOJ), including the provision of food and/or beverages at such conferences, and costs of attendance at such conferences as applicable under the [U.S. Department of Justice Programs Financial Guide 2022, Section 3.10](#). Funding is available for a) a Training Coordinator for a one-year pilot program, and b) up to a maximum of \$120,000 for training related costs during the grant period (e.g., facility rental, speaker fees, conference costs, registration/attendance applications, audio-visual or other technology). Ongoing funding will be determined based on evaluation and results of the pilot program.

## Scope of Work

With this award, the subrecipient will hire or assign existing staff to serve as a full or part-time Training Coordinator to develop, arrange, and implement professional development training for those working: a) with victims of crime, and b) to rehabilitate domestic violence offenders. Activities should address the training needs of Idaho victim service providers and offender intervention providers, be victim-centered and trauma-informed, and include best practices and professional development opportunities for a diverse array of fields (e.g., victim advocates, social workers and counselors, law enforcement, prosecutors and other attorneys and judges, first responders, victim witness coordinators, and SANE nurses). Training needs/topics of training will be identified by the Training Coordinator based on experience and feedback from ICDVVA funded programs and other stakeholders. ICDVVA will retain final approval of all proposed training to be funded by ICDVVA and arranged by the Training Coordinator. All training or training materials developed or delivered with award funds under this award must adhere to the OJP Training Guiding Principles for Grantees and Subgrantees, available at <https://ojp.gov/funding/Implement/TrainingPrinciplesForGrantees-Subgrantees.htm>.

All events should offer training content that is practical and applicable for working with survivors of trauma, and the overall training offerings throughout the year must include basic training for those new to the field as well as intermediate and advanced professional development topics related to victim services. Offerings should include best practices to serve underserved populations. The successful applicant should make every effort to coordinate with other national, regional, and in-state victim services training events to avoid duplication and/or scheduling conflicts. Training opportunities should include both in-person and virtual events; hybrid events may be considered but are not required.

Training events and Training Coordinator duties will include, but may not be limited to, the following:

#### 2024 Safety and Resilience Conference

- Determine conference dates/location for an in-person or virtual conference
  - For an in-person conference, negotiate contract with conference venue, coordinate site logistics, catering, and audio/visual requirements. Ensure compliance with state and federal policies regarding per diem rates, travel costs, and food and beverage restrictions.
  - For a virtual conference, solicit proposals from firms experienced in providing the technology and platform to host a virtual conference. The Training Coordinator will conduct the solicitation, evaluation, and selection of a contractor in collaboration with ICDVVA.
- Develop and review solicitation for conference proposals
- Coordinate with ICDVVA conference planning committee on session content approval, including keynote speaker(s)
- Negotiate speaker agreements and fees
- Obtain headshots and biographies of speakers/trainers, as well as PowerPoint presentations of handouts
- Solicit conference sponsors (optional; networking or other events can be offered in conjunction with the training opportunity but generally are not eligible for reimbursement by ICDVVA so would require alternative sponsorship)
- Offer and arrange reasonable accessibility accommodations for attendees, including ASL and language interpretation services
- Manage registration and collection of any registration fees
- Coordinate conference communication and outreach
- Develop post-event reports
- Maintain attendance records and issue continuing education certificates to attendees

#### Regional Roundtables

- Coordinate with ICDVVA on meeting agenda, content, and training program
- Confirm dates, identify and arrange locations and site logistics for each regional training (utilizing free or low-cost venues where practical)
- Negotiate speaker and/or trainer agreements and fees
- Coordinate communication, registration, and outreach
- Develop and deploy program evaluation tool
- Maintain attendance records and issue continuing education certificates to attendees

#### Webinars and Other Training

- Identify priority training needs and establish schedule for webinars (a minimum of one webinar during the grant year and a maximum of one per quarter)
- Confirm content and coordinate with webinar speaker(s)
- Coordinate webinar communication, registration, and outreach
- Develop and deploy program evaluation tool

Coordinate with others providing related training

- Identify and connect with others providing training related to serving victims to avoid duplication of effort and training offerings, conflicts in dates of training, and ways to make training accessible to those working with survivors outside of a victim services context (e.g., law enforcement officers, judges, emergency room and SANE nurses)
- Share training opportunities with ICDVVA staff to include on the ICDVVA website, add to the ICDVVA YouTube channel, or feature in the ICDVVA monthly newsletter

## DETAILED APPLICATION INSTRUCTIONS

### Application

- I. Organization Overview
- II. Event Planning and Training Experience
- III. Staffing and Budget

Appendix A: VOCA Volunteer Waiver Request

Appendix B: Assurances and Certifications

1. Certificate Regarding Environmental Tobacco Smoke
2. Assurances
3. Certificate Regarding Lobbying, Debarment, Suspension, and other Responsibility Matters; and Drug-Free Workplace Requirements
4. Ownership and Investment Policy
5. Limited English Proficiency and LGBTQ Meaningful Access and Non-Discrimination

Appendix C: Nonprofit Status and Financial Access

Completed applications will be evaluated on the quality of the information provided in each section. Scoring information is provided in each relevant section below.

### I. Organization Overview

*For the Organization Overview section, no points are available.*

Fill in Part I responding to prompts for the following information:

- Date of Application
- Name of Organization
- Unique Entity Identifier – UEI (SAM)

- Organization Federal Tax ID #
- Primary Purpose of Organization/Mission Statement. Maximum character count: 1250 (about 250 words)
- Organization Mailing Address
- Organization Web Address and Social Media Links
- Contact Information for Executive Director, Project Director, Fiscal Officer, Board Chair, and Data Contact
- Funding Status for FY23 (Indicate if you are currently funded by ICDVVA for the FY23 Grant Year.)

## II. Event Planning and Training Experience

This section provides information about your organization's experience in planning and implementing conferences and training events, your interest in coordinating victim services training, and your organization's collaboration with key stakeholder groups throughout the state. Make sure to include detailed, but succinct, information for each of the prompts. The maximum character count for all narratives is 1,250 (about 250 words).

1. Enter the number of years your organization has been in operation.
  - *The maximum points available are 2 for an organization that has been in operation for more than three years.*
2. Indicate whether someone from your organization has previously attended an Idaho Safety and Resilience Conference.
  - *The maximum points available are 2 for an organization that has attended more than one conference within the last three years.*
3. Describe why your organization is interested in coordinating victim services training.
  - *The maximum points available are 5. To achieve a maximum score, applicants should clearly articulate their interest in coordinating statewide victim services training.*
4. Provide information about your organization's experience planning conferences and/or training events, including your coordination activities and any fundraising for the event. Please include the event name, date(s), and number of attendees for any training events coordinated by your organization in the past two years.
  - *The maximum points available are 5. To achieve a maximum score, the organization must demonstrate exceptional experience in event planning and sponsorship/fundraising.*
5. Indicate whether your organization has developed any original training content. If yes, please provide additional information about the nature and purpose of the training and when it was provided.

- *The maximum points available are 3. To achieve a maximum score, the organization must demonstrate robust experience developing training content in different topic areas.*
- 6. Provide links to any recorded trainings and/or webinars conducted by your organization. Please be sure to include the topic and date of the training.
- 7. Describe the victim services training topics you believe are most needed in Idaho and why.
  - *The maximum points available are 5. To achieve a maximum score, the organization should clearly articulate specific training needs and identify relevant topics to support victim services across Idaho.*
- 8. Describe your organization's coordination and collaboration activities with key stakeholder groups in Idaho. Stakeholders include, but are not limited to, law enforcement, prosecutors, victim services programs, and medical personnel.
  - *The maximum points available are 5. To achieve a maximum score, the organization must demonstrate robust coordination/collaboration and good working relationships with key stakeholder groups.*
- 9. List any references who can provide information to ICDVVA about your prior training and/or event coordination activities. Please include the name, affiliation, and contact information for each reference.
  - *The maximum points available are 3. To achieve a maximum score, the organization must provide references and, upon contact by ICDVVA, these references provide information that supports the organization's experience and activities as described in this application.*
- 10. Interviews will be conducted by ICDVVA for applicants receiving a minimum score of 15. The same set of interview questions will be used for each applicant. Please check all the date(s) and time(s) that you can be available for an interview from the list provided.
  - *The maximum points available during the interview are 20 based on the quality of the responses to the interview questions.*

### III. Staffing and Budget

Use the table to enter the proposed hours and complete salary information (hourly rate/taxes/fringe) for the Training Coordinator. Funding for the salary request will be in addition to funding for training related costs (e.g., speakers fees, facility rental, audio/visual).