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Office for Victims of Crime

FY 2019 Victims of Crime Act (VOCA)

16.575 – Crime Victim Assistance

Call for Proposals

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U.S. Department of Justice, Office of Justice Programs, Office for Victims of Crime (OVC)

Fiscal Year 2019 Victims of Crime Act (VOCA) Victim Assistance Formula Grant

CFDA 16.575 – Crime Victim Assistance

Call for Proposals

The Office of the Attorney General (OAG) of Guam is issuing this **Call for Proposals** for eligible subrecipients to apply for federal funding under the **FY2019 Victims of Crime Act (VOCA) Grant Program** through **Grant Award ID # 2019-V2-GX-0035**. VOCA funds will be used for eligible crime victim assistance programs that are operated by a public agency or nonprofit organization, or a combination of such agencies or organizations or of both such agencies or organizations, to provide direct assistance services to victims of crime, and meet the requirements set out in 34 U.S.C. §20103 (b)(1), applicable OMB Circulars and Common Rules, applicable program guidelines and regulations, the current edition of the DOJ Grants Financial Guide, OMB Uniform Guidance, any applicable amendments or updates or compliance supplements to federal laws and regulations.

In Guam, the Office of the Attorney General is the State Administering Agency (SAA). The designated agency establishes policies and procedures. States and/or Territories have sole discretion for determining which organizations will receive funds, and in what amounts, as long as the subrecipients meet the requirements of VOCA. The application process is competitive. Prior receipt of VOCA funding does not guarantee an award during this funding cycle.

Note: Because federal funds may not always be available immediately following the award date, applicants should prepare for this contingency.

Project Period

The project period begins October 1, 2018 and ends on September 30, 2022. Funds may not be expended or obligated prior to October 1, 2018.

Grant Funds Distribution

All grant funds are provided to subrecipients on a reimbursement basis, with proof of expenses incurred. Successful applicants may be eligible for VOCA funds available during the federal fiscal year of the award, plus the following three fiscal years and subject to the availability of funds.

Prohibited Uses

VOCA funds shall not be used for land acquisition or construction projects.

Eligible subrecipients include governmental entities and non-profit organizations that **must** demonstrate a history of successful program implementation and provision of direct services to crime victims to include, but are not limited to, criminal justice advocacy, crisis intervention, emergency shelter, clothing and meals, referrals to public services such as public assistance, job training and placement, emergency medical treatment, assisting with court and legal proceedings, transportation to and from court and housing, and interpreter services; demonstrate community

support of services; have a history of providing direct services in a cost-effective manner; and have financial support from non-federal sources.

Ineligible Recipients of VOCA Funds include 1) US Attorney Offices and FBI Field Offices and 2) In-Patient Treatment Facilities who are designed to provide treatment to individuals with drug, alcohol, and/or mental health-related conditions.

For more details or to download all required forms on our agency's website at <http://www.oagguam.org/agvoca2019.html>. Alternative formats of this document may be provided upon receipt of a written request, contact the OAG at Phone (671) 475-3324 ext. 5715; Fax (671) 477-4703. Prior to the deadline for submission of proposals, questions concerning the Call for Proposals may be asked in writing and written responses will be sent via facsimile, electronic mail, or posted on the OAG website.

An original plus five (5) marked copies of completed, fully executed grant proposals and required mandatory forms must be **RECEIVED (not postmarked)** by the OAG by mail or at the physical address above by **3:00 p.m., Monday, July 13, 2020**.

Overview and Purpose Area(s)

The OAG is soliciting proposals to offer comprehensive specialized services to address the needs of victims of crime. VOCA Federal Guidelines state that services are defined as those efforts that 1) respond to the emotional and physical needs of crime victims; 2) assist primary and secondary victims of crime to stabilize their lives after a victimization; 3) assist victims to understand and participate in the criminal justice system; and 4) provide victims of crime with a measure of safety and security.

VOCA Authorized Purpose Areas

A purpose area is one that offers comprehensive specialized services tailored to the special needs of one or more priority category victims. The four (4) federally required priority categories are victims of child abuse, victims of domestic violence, victims of sexual assault, and underserved victim populations.

VOCA Statutory Requirements

1. Programs must be operated by a public agency, private nonprofit organization or a combination of such agencies;
2. Programs must demonstrate a record of providing effective services to crime victims. To include having the support and approval of its services by the community, a history of providing direct services in a cost-effective manner, and financial support from other sources;
3. Programs must utilize volunteer(s);
4. Programs must promote coordinated public and private efforts to aid crime victims;
5. Programs must provide assistance to potential recipients of crime victim compensation benefits; and
6. Programs cannot discriminate against victims based on disagreement with the state's prosecution of the criminal case.

Office for Victims of Crime Requirements

1. Guam is not required to match VOCA funds. [see 48 U.S.C. 1469a(d)].
2. Programs must maintain information on the demographic characteristics of the victims they serve. These data include information about the victims' age, gender, nationality/ethnic origin and disability.
3. Programs must provide services to victims of federal crimes on the same basis as victims of state or local crimes;
4. Programs must provide services to crime victims, at no charge, through the VOCA-funded project;
5. Programs must maintain victim-counselor confidentiality and confidentiality of research information; and
6. The Project Director must complete the Office for Civil Rights training and maintain records of certification.

Allowable Direct Services

The **CURRENT** Federal guidelines require that VOCA funds be used to provide direct services to individual crime victims. Direct services include, but are not limited to:

1. Crisis intervention;
2. Emergency services such as shelter, transportation, and food;
3. Support services such as follow-up counseling, personal or legal advocacy, referral to other service agencies;
4. Court related services such as legal advocacy or emotional support during trial and parole/probation hearings;
5. Recruitment, training, and coordination of volunteers who provide direct services to victims;
6. Personal Advocacy such as intervention with employers;
7. Restitution advocacy;
8. Victim impact panels; and
9. Court Appointed Special Advocates working directly with child victims of crime or coordinating volunteers that work directly with child victims of crime.

Unallowable uses of VOCA funds

1. Victim compensation costs which would otherwise be eligible for state or federal victim compensation reimbursement;
2. Crime prevention activities;
3. Lobbying for particular victim legislation, system improvement, etc.;
4. Offender rehabilitation/treatment; and
5. Needs assessment, surveys, manuals, and protocols.

In establishing financial assistance programs, Congress linked the receipt of federal funding to compliance with federal civil rights laws. The Office for Civil Rights (OCR), Office of Justice Programs (OJP), U.S. Department of Justice (DOJ) is responsible for ensuring that recipients of financial assistance from the OJP, the Office of Community Oriented Policing Services (COPS), and the Office on Violence Against Women (OVW) comply with the applicable federal civil rights laws and the civil rights requirements as delineated below:

Ensuring Access to Federally Assisted Programs

Federal laws that apply to recipients of financial assistance from the DOJ prohibit discrimination on the basis of race, color, national origin, religion, sex, or disability in funded programs or activities, not only in employment but also in the delivery of services or benefits. A federal law also prohibits recipients from discriminating on the basis of age in the delivery of services or benefits.

In March of 2013, President Obama signed the Violence Against Women Reauthorization Act of 2013. The statute amends the Violence Against Women Act of 1994 (VAWA) by including a nondiscrimination grant condition that prohibits discrimination based on actual or perceived race, color, national origin, religion, sex, disability, sexual orientation, or gender identity. The new nondiscrimination grant condition applies to certain programs funded after October 1, 2013. The OCR and the OVW have developed answers to some frequently asked questions about this provision to assist recipients of VAWA funds to understand their obligations. The Frequently Asked Questions are available at <https://ojp.gov/about/ocr/vawafaqs.htm>.

Enforcing Civil Rights Laws

All recipients of federal financial assistance, regardless of the particular funding source, the amount of the grant award, or the number of employees in the workforce, are subject to prohibitions against unlawful discrimination. Accordingly, the OCR investigates recipients that are the subject of discrimination complaints from both individuals and groups. In addition, based on regulatory criteria, the OCR selects a number of recipients each year for compliance reviews, audits that require recipients to submit data showing that they are providing services equitably to all segments of their service population and that their employment practices meet equal opportunity standards.

Providing Services to Limited English Proficient (LEP) Persons

In accordance with DOJ guidance pertaining to Title VI of the Civil Rights Act of 1964, 42 U.S.C. § 2000d, recipients of federal financial assistance must take reasonable steps to provide meaningful access to their programs and activities for persons with limited English proficiency (LEP). See U.S. Department of Justice, Guidance to Federal Financial Assistance Recipients Regarding Title VI Prohibition Against National Origin Discrimination Affecting Limited English Proficient Persons, 67 Fed. Reg. 41,455 (2002). For more information on the civil rights responsibilities that recipients have in providing language services to LEP individuals, please see the website <https://www.lep.gov>.

Ensuring Equal Treatment of Faith-Based Organizations and Safeguarding Constitutional Protections Related to Religion

The DOJ regulation, Partnerships with Faith-Based and Other Neighborhood Organizations, 28 C.F.R. pt. 38, updated in April 2016, prohibits all recipient organizations, whether they are law enforcement agencies, governmental agencies, educational institutions, houses of worship, or faith-based organizations, from using financial assistance from the DOJ to fund explicitly religious activities. Explicitly religious activities include worship, religious instruction, or proselytization. While funded organizations may engage in non-funded explicitly religious activities (e.g., prayer), they must hold them separately from the activities funded by the DOJ, and recipients cannot compel beneficiaries to participate in them. The regulation also makes clear that organizations

participating in programs funded by the DOJ are not permitted to discriminate in the provision of services on the basis of a beneficiary's religion, religious belief, a refusal to hold a religious belief, or a refusal to attend or participate in a religious practice. Funded faith-based organizations must also provide written notice to beneficiaries, advising them that if they should object to the religious character of the funded faith-based organization, the funded faith-based organization will take reasonable steps to refer the beneficiary to an alternative service provider. For more information on the regulation, please see the OCR's website at <https://ojp.gov/about/ocr/partnerships.htm>.

SAAAs and faith-based organizations should also note that the Omnibus Crime Control and Safe Streets Act (Safe Streets Act) of 1968, as amended, 34 U.S.C. § 10228(c); the Victims of Crime Act of 1984, as amended, 34 U.S.C. § 20110(e); the Juvenile Justice and Delinquency Prevention Act of 1974, as amended, 34 U.S.C. § 11182(b); and VAWA, as amended, 34 U.S.C. § 12291(b)(13), contain prohibitions against discrimination on the basis of religion in employment. Despite these nondiscrimination provisions, the DOJ has concluded that it may construe the Religious Freedom Restoration Act (RFRA) on a case-by-case basis to permit some faith-based organizations to receive DOJ funds while taking into account religion when hiring staff, even if the statute that authorizes the funding program generally forbids recipients from considering religion in employment decisions. Please consult with the OCR if you have any questions about the regulation or the application of RFRA to the statutes that prohibit discrimination in employment.

Using Arrest and Conviction Records in Making Employment Decisions

The OCR issued an advisory document for recipients on the proper use of arrest and conviction records in making hiring decisions. See Advisory for Recipients of Financial Assistance from the U.S. Department of Justice on the U.S. Equal Employment Opportunity Commission's Enforcement Guidance: *Consideration of Arrest and Conviction Records in Employment Decisions Under Title VII of the Civil Rights Act of 1964 (June 2013)*, available at https://ojp.gov/about/ocr/pdfs/UseofConviction_Advisory.pdf. Recipients should be mindful that the misuse of arrest or conviction records to screen either applicants for employment or employees for retention or promotion may have a disparate impact based on race or national origin, resulting in unlawful employment discrimination. In light of the Advisory, recipients should consult local counsel in reviewing their employment practices. If warranted, recipients should also incorporate an analysis of the use of arrest and conviction records in their Equal Employment Opportunity Plans (EEOs).

Complying with the Safe Streets Act

An organization that is a recipient of financial assistance subject to the nondiscrimination provisions of the Safe Streets Act, must meet two obligations: (1) complying with the federal regulation pertaining to the development of an EEO (see 28 C.F.R. pt. 42, subpt. E), and (2) submitting to the OCR findings of discrimination (see 28 C.F.R. §§ 42.204(c), 42.205(c)(5)).

Meeting the EEO Requirement

An EEO is a comprehensive document that analyzes a recipient's relevant labor market data, as well as the recipient's employment practices, to identify possible barriers to the participation of women and minorities in all levels of a recipient's workforce. As a recipient of DOJ funding, you may be required to submit an EEO Certification Report or an EEO Utilization Report to the

OCR. For more information on whether your organization is subject to the EEOP requirements, see <https://ojp.gov/about/ocr/eeop.htm>. Additionally, you may request technical assistance from an EEOP specialist at the OCR by telephone at (202) 616-1771 or by e-mail at EEOPforms@usdoj.gov.

Meeting the Requirement to Submit Findings of Discrimination

If in the three years prior to the date of the grant award, your organization has received an adverse finding of discrimination based on race, color, national origin, religion, or sex, after a due-process hearing, from a state or federal court or from a state or federal administrative agency, your organization must send a copy of the finding to the OCR.

Ensuring the Compliance of Subrecipients

SAAAs must have standard assurances to notify subrecipients of their civil rights obligations, written procedures to address discrimination complaints filed against subrecipients, methods to monitor subrecipients' compliance with civil rights requirements, and a program to train subrecipients on applicable civil rights laws. In addition, SAAAs must submit to the OCR every three years written Methods of Administration (MOA) that summarize the policies and procedures that they have implemented to ensure the civil rights compliance of subrecipients. For more information on the MOA requirement, see <https://ojp.gov/funding/Explore/StateMethodsAdmin-FY2017update.htm>.

SPECIAL CONDITIONS

1. Requirements of the award, remedies for non-compliance or for materially false statements.

The conditions of this award are material requirements of the award. Compliance with any assurances or certifications submitted by or on behalf of the recipient that relate to conduct during the period of performance also is a material requirement of this award. By signing and accepting this award on behalf of the recipient, the authorized recipient official accepts all material requirements of the award, and specifically adopts all such assurances or certifications as if personally executed by the authorized recipient official.

Failure to comply with any one or more of these award requirements -- whether a condition set out in full below, a condition incorporated by reference below, or an assurance or certification related to conduct during the award period - may result in the Office of Justice Programs ("OJP") taking appropriate action with respect to the recipient and the award. Among other things, the OJP may withhold award funds, disallow costs, or suspend or terminate the award. The U.S. Department of Justice ("DOJ"), including OJP, also may take other legal action as appropriate.

Any materially false, fictitious, or fraudulent statement to the federal government related to this award (or concealment or omission of a material fact) may be the subject of criminal prosecution (including under 18 U.S.C. 1001 and/or 1621, and/or 34 U.S.C. 10271-10273), and also may lead to imposition of civil penalties and administrative remedies for false claims or otherwise (including under 31 U.S.C. 3729-3730 and 3801-3812).

Should any provision of a requirement of this award be held to be invalid or unenforceable by its terms, that provision shall first be applied with a limited construction so as to give it the maximum effect permitted by law. Should it be held, instead, that the provision is utterly invalid or -unenforceable, such provision shall be deemed severable from this award.

2. Applicability of Part 200 Uniform Requirements

The Uniform Administrative Requirements, Cost Principles, and Audit Requirements in 2 C.F.R. Part 200, as adopted and supplemented by DOJ in 2 C.F.R. Part 2800 (together, the "Part 200 Uniform Requirements") apply to this FY 2019 award from OJP.

The Part 200 Uniform Requirements were first adopted by DOJ on December 26, 2014. If this FY 2019 award supplements funds previously awarded by OJP under the same award number (e.g., funds awarded during or before December 2014), the Part 200 Uniform Requirements apply with respect to all funds under that award number (regardless of the award date, and regardless of whether derived from the initial award or a supplemental award) that are obligated on or after the acceptance date of this FY 2019 award.

For more information and resources on the Part 200 Uniform Requirements as they relate to OJP awards and subawards ("subgrants"), see the OJP website at <https://ojp.gov/funding/Part200UniformRequirements.htm>.

Record retention and access: Records pertinent to the award that the recipient (and any subrecipient ("subgrantee") at any tier) must retain -- typically for a period of 3 years from the date of submission of the final expenditure report (SF 425), unless a different retention period applies -- and to which the recipient (and any subrecipient ("subgrantee") at any tier) must provide access, include performance measurement information, in addition to the financial records, supporting documents, statistical records, and other pertinent records indicated at 2 C.F.R. 200.333.

In the event that an award-related question arises from documents or other materials prepared or distributed by OJP that may appear to conflict with, or differ in some way from, the provisions of the Part 200 Uniform Requirements, the recipient is to contact OJP promptly for clarification.

3. Compliance with DOJ Grants Financial Guide

References to the DOJ Grants Financial Guide are to the DOJ Grants Financial Guide as posted on the OJP website (currently, the "DOJ Grants Financial Guide" available at <https://ojp.gov/financialguide/DOJ/index.htm>), including any updated version that may be posted during the period of performance. The recipient agrees to comply with the DOJ Grants Financial Guide.

4. Reclassification of various statutory provisions to a new Title 34 of the United States Code

On September 1, 2017, various statutory provisions previously codified elsewhere in the U.S. Code were editorially reclassified (that is, moved and renumbered) to a new Title 34, entitled "Crime Control and Law Enforcement." The reclassification encompassed a number of

statutory provisions pertinent to OJP awards (that is, OJP grants and cooperative agreements), including many provisions previously codified in Title 42 of the U.S. Code.

Effective as of September 1, 2017, any reference in this award document to a statutory provision that has been reclassified to the new Title 34 of the U.S. Code is to be read as a reference to that statutory provision as reclassified to Title 34. This rule of construction specifically includes references set out in award conditions, references set out in material incorporated by reference through award conditions, and references set out in other award requirements.

5. Requirements related to "de minimis" indirect cost rate

A subrecipient at any tier that is eligible under the Part 200 Uniform Requirements and other applicable law to use the "de minimis" indirect cost rate described in 2 C.F.R. 200.414(f), and that elects to use the "de minimis" indirect cost rate, should do so in writing, of both its eligibility and its election, and must comply with all associated requirements in the Part 200 Uniform Requirements. The "de minimis" rate may be applied only to modified total direct costs (MTDC) as defined by the Part 200 Uniform Requirements.

6. Requirements to report potentially duplicate funding

If the subrecipient at any tier currently has other active awards of federal funds, or if the subrecipient receives any other award of federal funds during the period of performance for this award, the subrecipient promptly must determine whether funds from any of those other federal awards have been, are being, or are to be used (in whole or in part) for one or more of the identical cost items for which funds are provided under this award. If so, the subrecipient must promptly notify OAG in writing of the potential duplication, and, if so requested by the OAG, must seek a grant adjustment or change in goals and objectives to eliminate any inappropriate duplication of funding.

7. Requirements related to System for Award Management and Universal Identifier Requirements

The subrecipient at any tier agrees to comply with applicable requirements regarding annual registration with the System for Award Management (SAM). The subrecipient at any tier also agrees to provide a Data Universal Numbering System (DUNS) number. SAM registration must be updated annually, with documentation of current status submitted with the application. Grants may not be approved or funds expended to programs that do not have a current SAM registration.

8. Employment eligibility verification for hiring under the award

1. The recipient (and any subrecipient at any tier) must--

A. Ensure that, as part of the hiring process for any position within the United States that is or will be funded (in whole or in part) with award funds, the recipient (or any subrecipient) properly verifies the employment eligibility of the individual who is being hired, consistent with the provisions of 8 U.S.C. 1324a(a)(1) and (2).

B. Notify all persons associated with the recipient (or any subrecipient) who are or will be involved in activities under this award of both--

(1) this award requirement for verification of employment eligibility, and
(2) the associated provisions in 8 U.S.C. 1324a(a)(1) and (2) that, generally speaking, make it unlawful, in the United States, to hire (or recruit for employment) certain aliens.

C. Provide training (to the extent necessary) to those persons required by this condition to be notified of the award requirement for employment eligibility verification and of the associated provisions of 8 U.S.C. 1324a(a)(1) and (2).

D. As part of the recordkeeping for the award (including pursuant to the Part 200 Uniform Requirements), maintain records of all employment eligibility verifications pertinent to compliance with this award condition in accordance with Form I-9 record retention requirements, as well as records of all pertinent notifications and trainings.

2. Monitoring

The recipient's monitoring responsibilities include monitoring of subrecipient compliance with this condition.

3. Allowable costs

To the extent that such costs are not reimbursed under any other federal program, award funds may be obligated for the reasonable, necessary, and allocable costs (if any) of actions designed to ensure compliance with this condition.

4. Rules of construction

A. Staff involved in the hiring process

For purposes of this condition, persons "who are or will be involved in activities under this award" specifically includes (without limitation) any and all recipient (or any subrecipient) officials or other staff who are or will be involved in the hiring process with respect to a position that is or will be funded (in whole or in part) with award funds.

B. Employment eligibility confirmation with E-Verify

For purposes of satisfying the requirement of this condition regarding verification of employment eligibility, the recipient (or any subrecipient) may choose to participate in, and use, E-Verify (www.e-verify.gov), provided an appropriate person authorized to act on behalf of the recipient (or subrecipient) uses E-Verify (and follows the proper E-Verify procedures, including in the event of a "Tentative Nonconfirmation" or a "Final Nonconfirmation") to confirm employment eligibility for each hiring for a position in the United States that is or will be funded (in whole or in part) with award funds.

C. "United States" specifically includes the District of Columbia, Puerto Rico, Guam, the Virgin Islands of the United States, and the Commonwealth of the Northern Mariana Islands.

D. Nothing in this condition shall be understood to authorize or require any recipient, any subrecipient at any tier, or

E. Nothing in this condition, including in paragraph 4.B., shall be understood to relieve any recipient, any subrecipient at any tier, or any person or other entity, of any obligation otherwise imposed by law, including 8 U.S.C. 1324a(a)(1) and (2).

9. Requirement to report actual or imminent breach of personally identifiable information (PHII)

The subrecipient at any tier must have written procedures in place to respond in the event of an actual or imminent "breach" (OMB M-17-12) if it the subrecipient -- (1) creates, collects, uses, processes, stores, maintains, disseminates, discloses, or disposes of "personally identifiable information (PII)" (2 CFR 200.79) within the scope of an OJP grant-funded program or activity, or (2) uses or operates a "Federal information system" (OMB Circular A-130). The subrecipient's breach procedures must include a requirement to report actual or imminent breach of PII to OAG no later than 24 hours after an occurrence of an actual breach, or the detection of an imminent breach. The OAG will send the appropriate form to complete at the time notification is made.

10. All subawards ("subgrants") must have specific federal authorization

The subrecipient at any tier must comply with all applicable requirements for authorization of any subaward. This condition applies to agreements that -- for purposes of federal grants administrative requirements -- OJP considers a "subaward" (and therefore does not consider a procurement "contract").

The details of the requirement for authorization of any subaward are posted on the OJP web site at <https://ojp.gov/funding/Explore/SubawardAuthorization.htm> (Award condition: All subawards ("subgrants") must have specific federal authorization), and are incorporated by reference here.

11. Specific post-award approval required to use a noncompetitive approach in any procurement contract that would exceed \$250,000

The subrecipient at any tier must comply with all applicable requirements to obtain specific advance approval to use a noncompetitive approach in any procurement contract that would exceed the Simplified Acquisition Threshold (currently, \$250,000.00). This condition applies to agreements that -- for purposes of federal grants administrative requirements -- OJP considers a procurement "contract" (and therefore does not consider a subaward).

The details of the requirement for advance approval to use a noncompetitive approach in a procurement contract under an OJP award are posted on the OJP web site at <https://ojp.gov/funding/Explore/NoncompetitiveProcurement.htm> (Award condition: Specific post-award approval required to use a noncompetitive approach in a procurement contract (if contract would exceed \$250,000)), and are incorporated by reference here. Notify OAG if there are any procurement contracts that are expected to exceed \$250,000. Advance approval must be obtained by OAG and OJP.

12. Unreasonable restrictions on competition under the award; association with federal government

SCOPE. This condition applies with respect to any procurement of property or services that is funded (in whole or in part) by this award, whether by the recipient or by any subrecipient at

any tier, and regardless of the dollar amount of the purchase or acquisition, the method of procurement, or the nature of any legal instrument used. The provisions of this condition must be among those included in any subaward (at any tier).

1. No discrimination, in procurement transactions, against associates of the federal government

Consistent with the (DOJ) Part 200 Uniform Requirements -- including as set out at 2 C.F.R. 200.300 (requiring awards to be "manage[d] and administer[ed] in a manner so as to ensure that Federal funding is expended and associated programs are implemented in full accordance with U.S. statutory and public policy requirements") and 200.319(a) (generally requiring "[a]ll procurement transactions [to] be conducted in a manner providing full and open competition" and forbidding practices "restrictive of competition," such as "[p]lacing unreasonable requirements on firms in order for them to qualify to do business" and taking "[a]ny arbitrary action in the procurement process") -- no recipient (or subrecipient, at any tier) may (in any procurement transaction) discriminate against any person or entity on the basis of such person or entity's status as an "associate of the federal government" (or on the basis of such person or entity's status as a parent, affiliate, or subsidiary of such an associate), except as expressly set out in 2 C.F.R. 200.319(a) or as specifically authorized by USDOJ.

2. Monitoring

The recipient's monitoring responsibilities include monitoring of subrecipient compliance with this condition.

3. Allowable costs

To the extent that such costs are not reimbursed under any other federal program, award funds may be obligated for the reasonable, necessary, and allocable costs (if any) of actions designed to ensure compliance with this condition.

4. Rules of construction

A. The term "associate of the federal government" means any person or entity engaged or employed (in the past or at present) by or on behalf of the federal government -- as an employee, contractor or subcontractor (at any tier), grant recipient or -subrecipient (at any tier), agent, or otherwise -- in undertaking any work, project, or activity for or on behalf of (or in providing goods or services to or on behalf of) the federal government, and includes any applicant for such employment or engagement, and any person or entity committed by legal instrument to undertake any such work, project, or activity (or to provide such goods or services) in future.

B. Nothing in this condition shall be understood to authorize or require any recipient, any subrecipient at any tier, or any person or other entity, to violate any federal law, including any applicable civil rights or nondiscrimination law.

13. Requirements pertaining to prohibited conduct related to trafficking in persons (including reporting requirements and OJP authority to terminate award)

The subrecipient at any tier must comply with all applicable requirements (including requirements to report allegations) pertaining to prohibited conduct related to the trafficking of persons, whether on the part of the subrecipient or individuals defined (for purposes of this condition) as "employees" of the subrecipient.

The details of the subrecipient obligations related to prohibited conduct related to trafficking in persons are posted on the OJP web site at <https://ojp.gov/funding/Explore/ProhibitedConduct-Trafficking.htm> (Award condition: Prohibited conduct by recipients and subrecipients related to trafficking in persons (including reporting requirements and OJP authority to terminate award)), and are incorporated by reference here.

14. Determination of suitability to interact with participating minors

SCOPE. This condition applies to this award if it is indicated -- in the application for the award (as approved by DOJ)(or in the application for any subaward, at any tier), the DOJ funding

announcement (solicitation), or an associated federal statute -- that a purpose of some or all of the activities to be carried out under the award (whether by the recipient, or a subrecipient at any tier) is to benefit a set of individuals under 18 years of age.

The subrecipient at any tier must make determinations of suitability before certain individuals may interact with participating minors. This requirement applies regardless of an individual's employment status.

The details of this requirement are posted on the OJP web site at <https://ojp.gov/funding/Explore/Interact-Minors.htm> (Award condition: Determination of suitability required, in advance, for certain individuals who may interact with participating minors), and are incorporated by reference here.

15. Compliance with applicable rules regarding approval, planning, and reporting of conferences, meetings, trainings, and other events

The subrecipient at any tier 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.

Information on the pertinent DOJ definition of conferences and the rules applicable to this award appears in the DOJ Grants Financial Guide (currently, as section 3.10 of "Postaward Requirements" in the "DOJ Grants Financial Guide").

16. Requirement for data on performance and effectiveness under the award

The recipient must collect and maintain data that measure the performance and effectiveness of work under this award. The data must be provided to OJP in the manner (including within

the timeframes) specified by OJP in the program solicitation or other applicable written guidance. Data collection supports compliance with the Government Performance and Results Act (GPRA) and the GPRA Modernization Act of 2010, and other applicable laws.

17. OJP Training Guiding Principles

Any training or training materials that the subrecipient at any tier develops or delivers with VOCA funds must adhere to the OJP Training Guiding Principles for Grantees and Subgrantees.

18. Effect of failure to address audit issues

The subrecipient understands and agrees that OAG or OJP, as appropriate, may withhold award funds, or may impose other related requirements, if (as determined by OAG) the subrecipient does not satisfactorily and promptly address outstanding issues from audits required by the Part 200 Uniform Requirements (or by the terms of this award), or other outstanding issues that arise in connection with audits, investigations, or reviews of DOJ awards.

19. Potential imposition of additional requirements

The subrecipient agrees to comply with any additional requirements that may be imposed by the OAG or OJP, as appropriate, during the period of performance for this award, if the subrecipient is designated as "high- risk" for purposes of the DOJ high-risk grantee list.

20. Compliance with DOJ regulations pertaining to civil rights and nondiscrimination - 28 C.F.R. Part 42

The subrecipient at any tier must comply with all applicable requirements of 28 C.F.R. Part 42, specifically including any applicable requirements in Subpart E of 28 C.F.R. Part 42 that relates to an equal employment opportunity program.

21. Compliance with DOJ regulations pertaining to civil rights and nondiscrimination - 28 C.F.R. Part 54

The subrecipient at any tier must comply with all applicable requirements of 28 C.F.R. Part 54, which relates to nondiscrimination on the basis of sex in certain "education programs."

22. Compliance with DOJ regulations pertaining to civil rights and nondiscrimination - 28 C.F.R. Part 38

The subrecipient at any tier must comply with all applicable requirements of 28 C.F.R. Part 38 (as may be applicable from time to time), specifically including any applicable requirements regarding written notice to program beneficiaries and prospective program beneficiaries.

Currently, among other things, 28 C.F.R. Part 38 includes rules that prohibit specific forms of discrimination on the basis of religion, a religious belief, a refusal to hold a religious belief, or refusal to attend or participate in a religious practice. Part 38, currently, also sets out rules and requirements that pertain to recipient and subrecipient ("subgrantee") organizations that engage in or conduct explicitly religious activities, as well as rules and requirements that pertain to recipients and subrecipients that are faith-based or religious organizations.

The text of 28 C.F.R. Part 38 is available via the Electronic Code of Federal Regulations (currently accessible at <https://www.ecfr.gov/cgi-bin/ECFR?page=browse>), by browsing to Title 28-Judicial Administration, Chapter 1, Part 38, under e-CFR "current" data.

23. Restrictions on "lobbying"

In general, as a matter of federal law, this federal award may not be used, either directly or indirectly, to support or oppose the enactment, repeal, modification, or adoption of any law, regulation, or policy, at any level of government. See 18 U.S.C. 1913. There may be exceptions if an applicable federal statute specifically authorizes certain activities that otherwise would be barred by law.

Another federal law generally prohibits this federal award from being used by the subrecipient at any tier, to pay any person to influence (or attempt to influence) a federal agency, a Member of Congress, or Congress (or an official or employee of any of them) with respect to the awarding of a federal grant or cooperative agreement, subgrant, contract, subcontract, or loan, or with respect to actions such as renewing, extending, or modifying any such award. See 31 U.S.C. 1352. Certain exceptions to this law apply, including an exception that applies to Indian tribes and tribal organizations.

Should any question arise as to whether a particular use of federal funds by a subrecipient would or might fall within the scope of these prohibitions, the subrecipient is to contact OAG for guidance. The subrecipient may not proceed without the express prior written approval of OAG.

24. Compliance with general appropriations-law restrictions on the use of federal funds (FY 2019)

The subrecipient at any tier must comply with all applicable restrictions on the use of federal funds set out in federal appropriations statutes. Pertinent restrictions, including from various "general provisions" in the Consolidated Appropriations Act, 2019, are set out at <https://ojp.gov/funding/Explore/FY19AppropriationsRestrictions.htm>, and are incorporated by reference here.

Should a question arise as to whether a particular use of federal funds by a subrecipient would or might fall within the scope of these prohibitions; the subrecipient is to contact OAG for guidance, and may not proceed without the express prior written approval of OAG.

25. Reporting potential fraud, waste, and abuse, and similar misconduct

The subrecipient at any tier must promptly refer to OAG, and the Department of Justice (DOJ), Office of the Inspector General (OIG), any credible evidence that a principal, employee, agent, contractor, subcontractor, or other person has, in connection with funds under this award -- (1) submitted a claim that violates the False Claims Act; or (2) committed a criminal or civil violation of laws pertaining to fraud, conflict of interest, bribery, gratuity, or similar misconduct.

Potential fraud, waste, abuse, or misconduct involving or relating to funds under this award should be reported to the OIG by--(1) online submission accessible via the OIG webpage at <https://oig.justice.gov/hotline/contact-grants.htm> (select "Submit Report Online"); (2) mail directed to: Office of the Inspector General, U.S. Department of Justice, Investigations Division, 1425 New York Avenue, N.W. Suite 7100, Washington, DC 20530; and/or (3) by facsimile directed to the DOJ OIG Fraud Detection Office (Attn: Grantee Reporting) at (202)

616-9881 (fax). Additional information is available from the DOJ OIG website at <https://oig.justice.gov/hotline>.

26. Restrictions and certifications regarding non-disclosure agreements and related matters

No subrecipient at any tier under this award, or entity that receives a procurement contract or subcontract with any funds under this award, may require any employee or contractor to sign an internal confidentiality agreement or statement that prohibits or otherwise restricts, or purports to prohibit or restrict, the reporting (in accordance with law) of waste, fraud, or abuse to an investigative or law enforcement representative of a federal department or agency authorized to receive such information.

The foregoing is not intended, and shall not be understood by the agency making this award, to contravene requirements applicable to Standard Form 312 (which relates to classified information), Form 4414 (which relates to sensitive compartmented information), or any other form issued by a federal department or agency governing the nondisclosure of classified information.

1. In accepting this award, the recipient--

a. represents that it neither requires nor has required internal confidentiality agreements or statements from employees or contractors that currently prohibit or otherwise currently restrict (or purport to prohibit or restrict) employees or contractors from reporting waste, fraud, or abuse as described above; and

b. certifies that, if it learns or is notified that it is or has been requiring its employees or contractors to execute agreements or statements that prohibit or otherwise restrict (or purport to prohibit or restrict), reporting of waste, fraud, or abuse as described above, it will immediately stop any further obligations of award funds, will provide prompt written notification to the federal agency making this award, and will resume (or permit resumption of) such obligations only if expressly authorized to do so by that agency.

2. If the recipient does or is authorized under this award to make subawards ("subgrants"), procurement contracts, or both--

a. it represents that--

(1) it has determined that no other entity that the recipient's application proposes may or will receive award funds (whether through a subaward ("subgrant"), procurement contract, or subcontract under a procurement contract) either requires or has required internal confidentiality agreements or statements from employees or contractors that currently prohibit or otherwise currently restrict (or purport to prohibit or restrict) employees or contractors from reporting waste, fraud, or abuse as described above; and

(2) it has made appropriate inquiry, or otherwise has an adequate factual basis, to support this representation; and

b. it certifies that, if it learns or is notified that any subrecipient, contractor, or subcontractor entity that receives funds under this award is or has been requiring its employees or contractors to execute agreements or statements that prohibit or otherwise restrict (or purport to prohibit or restrict), reporting of waste, fraud, or abuse as described above, it will immediately stop any further obligations of award funds to or by that entity, will provide prompt written notification to the federal agency making this award, and will resume (or permit resumption of) such obligations only if expressly authorized to do so by that agency.

27. Compliance with 41 U.S.C. 4712 (including prohibitions on reprisal; notice to employees)

The subrecipient at any tier must comply with, and is subject to, all applicable provisions of 41 U.S.C. 4712, including all applicable provisions that prohibit, under specified circumstances, discrimination against an employee as reprisal for the employee's disclosure of information related to gross mismanagement of a federal grant, a gross waste of federal funds, an abuse of authority relating to a federal grant, a substantial and specific danger to public health or safety, or a violation of law, rule, or regulation related to a federal grant.

The subrecipient also must inform its employees, in writing (and in the predominant native language of the workforce), of employee rights and remedies under 41 U.S.C. 4712. Should a question arise as to the applicability of the provisions of 41 U.S.C. 4712 to this award, the recipient is to contact OAG for guidance.

28. Encouragement of policies to ban text messaging while driving

Pursuant to Executive Order 13513, "Federal Leadership on Reducing Text Messaging While Driving," 74 Fed. Reg. 51225 (October 1, 2009), the subrecipient at any tier is encouraged to adopt and enforce policies banning employees from text messaging while driving any vehicle during the course of performing work funded by this award, and to establish workplace safety policies and conduct education, awareness, and other outreach to decrease crashes caused by distracted drivers. The subrecipient will encourage adoption and enforcement of on-the-job seat belt policies and programs for its employees and contractors when operating agency-owned, leased, or personally owned vehicles.

29. Requirement to disclose whether recipient is designated "high risk" by a federal grant-making agency outside of DOJ

If the subrecipient is designated "high risk" by a federal grant-making agency outside of DOJ, currently or at any time during the course of the period of performance under this award, the subrecipient must disclose that fact and certain related information to OJP by email at OJP.ComplianceReporting@ojp.usdoj.gov. For purposes of this disclosure, high risk includes any status under which a federal awarding agency provides additional oversight due to the subrecipient's past performance, or other programmatic or financial concerns. The subrecipient's disclosure must include the following: 1. The federal awarding agency that currently designates the subrecipient high risk, 2. The date the subrecipient was designated high risk, 3. The high-risk point of contact at that federal awarding agency (name, phone number, and email address), and 4. The reasons for the high-risk status, as set out by the federal awarding agency.

30. Discrimination Findings

The subrecipient assures that in the event that a Federal or State court or Federal or State administrative agency makes a finding of discrimination after a due process hearing on the ground of race, religion, national origin, sex, or disability against a recipient of victim assistance formula funds under this award, the subrecipient will forward a copy of the findings to the Office for Civil Rights of OJP.

31. Subrecipient authorization to examine records

The subrecipient at any tier must authorize the OAG, the Office for Victims of Crime (OVC) and/or the Office of the Chief Financial Officer (OCFO), and its representatives, access to and the right to examine all records, books, paper, or documents related to the VOCA subaward.

32. Quarterly Performance Reports

The subrecipient agrees to submit quarterly performance reports on the performance metrics identified by OVC, and in the manner required by OVC. This information on the activities supported by the award funding will assist in assessing the effects that VOCA Victim Assistance funds have had on services to crime victims within the jurisdiction.

33. Availability of VOCA funds

The Victims of Crime Act (VOCA) of 1984 states that VOCA funds are available during the federal fiscal year in which the award was actually made, plus the following three fiscal years. At the end of this period, VOCA funds will be deobligated. OJP has no discretion to permit extensions beyond the statutory period. (E.g., VOCA funds awarded in FY 2019, are available until the end of FY 2022).

PROPOSAL CONTENTS, REQUIREMENTS AND INSTRUCTIONS

A. REQUIREMENTS:

- 1. Tax Identification Number** – The applicant shall provide its federal employer identification number (EIN) or tax identification number (TIN), if any. It should also include a copy of its current business license and tax exemption certificate in its proposal submission.
- 2. Mandatory Dun and Bradstreet Universal Numbering System (DUNS) Number and System for Award Management (SAM)**
The Federal Funding Accountability and Transparency Act of 2006 (FFATA) or “Transparency Act”, Public Law 109-282 took effect January 1, 2009. Applicants for Federal awards are required to have a Duns and Bradstreet (DUNS) number obtained through DUN & Bradstreet (D&B). You must be registered with the System for Award Management (SAM) and maintain an “active” registration for the entire period of the award. A copy of the SAM Status Tracker, which includes organization name, DUNS number, current status of that DUNS number, activation date and registration expiration date **MUST** be provided and submitted as part of the proposal package.
- 3. Certification of Non-Profit Status** – The applicant shall provide a copy of its non-profit status, if applicable.

4. **Position Descriptions** – If personnel is requested in the program budget.

B. GENERAL INSTRUCTIONS:

Applications must follow the formatting requirements delineated below.

1. **Written Proposals** – All proposals must be typewritten in 12-point Times New Roman font, double or single spaced, page numbered, and one-inch margins. Handwritten proposals will not be accepted.
2. **Signatures in Ink** – Signatures shall be in black or blue ink. Blue ink is preferred.
3. **Erasures and Strikeouts** – Erasures, strikeouts, or other types of changes must be initialed and explained or noted over the signature of the applicant.
4. **Contents of Proposal** – All responses to the items in the Proposal Contents, Requirements and Instructions shall be considered the applicant's proposal. Proposals should be prepared simply and economically, providing a concise description of the applicant's ability to fulfill the requirements of the proposal.
5. **Inclusion of Proposal Contents in Contract** – The OAG reserves the right to include any part or parts of the applicant's proposal in the final contract if the applicant is awarded VOCA funding.
6. **Requests for Non-Disclosure** – After award of a contract, the applicant's proposal becomes public information. Therefore, if an applicant is submitting trade secrets or proprietary information to be kept confidential, then the applicant must identify those portions it considers proprietary and request in writing for non-disclosure. The request for non-disclosure must be included in the cover letter, and those portions in the proposal that are proprietary must be clearly marked or designated, or identified in the cover letter. The OAG will entertain the request and issue a response.
7. **No Conflict of Interest** – The applicant must also include a statement affirming that it presently has no conflicts of interest with regard to the services for which a proposal is being submitted.
8. **Acknowledgment of Receipt of Amendments** – If the OAG issues any amendments to the Call for Proposals, the applicant must acknowledge receipt of each individual amendment in its cover letter.

C. APPLICATION FORMAT:

The applicant **MUST** fill out and submit the application form with proposal package.

Interested potential applicants are encouraged to visit our website at www.oagguam.org and download all required forms which **MUST** be submitted with proposal package.

1. SIGNED AND DATED PROPOSAL COVER LETTER:

The cover letter should identify the applicant organization, the project director, the project title, the project duration dates, briefly summarize the application with original signature of Authorized Representative of the applicant organization (stamped signature is not acceptable). Cover letters should be addressed as follows:

Honorable Leevin Taitano Camacho, Attorney General
Office of the Attorney General of Guam
590 South Marine Corps Drive, Suite 901
Tamuning, Guam USA 96913-3537

2. PROJECT NARRATIVE:

The Project Narrative includes a detailed description of the purpose, needs, goal(s), quantifiable objectives, implementation, evaluation, collaboration, and sustainability plans for the proposed project. The Project Narrative must be written in a 12-point font, double spaced, and kept to a maximum of 24 pages. Material required under the Budget Narrative, Executive Summary, and Other Required Documents will not count toward the Project Narrative page count.

The project narrative must contain the following elements:

- a. Executive Summary. Summarize the purpose of the planned project, stating the problem or need. Identify activities and outcomes to be achieved. Explain how the proposed project addresses the purpose area(s) identified.
- b. Needs Statement. Identify the problem(s) to be addressed, target population, and the need for the proposed program and services. Be concise, factual and use current data that is less than 5 years old to justify the grant request. The date range of the data must be identified. Describe the nature and scope of the problem and subsequent victim needs being addressed, target populations to be served and include geographic issues, if applicable.
- c. Goal(s). Provide a broad statement that conveys the intent to change, reduce, or eliminate the described problem. Outline the specific goal(s) of the proposed project. The goal(s) must be clearly defined, realistic, and attainable and should adhere to the purpose area(s).
- d. Objectives. Identify the specific milestone aimed at achieving the proposed project goal(s). Objectives should be directly related to the goal(s). Objectives must:
 - State the date when the milestone will be reached; and
 - Be specific, measurable, achievable, realistic, and time-bound.

A minimum of three (3) and a maximum of five (5) objectives are required.

- e. **Implementation Plan.** Include a complete Implementation Plan with objectives, specific action steps, responsible person(s), timelines, resources needed, and projected costs.
- f. **Evaluation Plan.** Describe how the proposed project is to be evaluated, throughout the duration of the project, to meet the program goal(s). The plan should clearly state:
 - what evidence will indicate progress; and
 - how, when, and by whom evaluations will be conducted.

Include the existing baseline data and the agency's commitment to provide pre and post data related to specific performance measures. Data collected should verify objectives have been met.

- g. **Collaboration Plan**
Describe and demonstrate how the project will promote significant coordinated public and private efforts. This includes, but is not limited to describing:
 - partnerships built through the grant;
 - multi-disciplinary teams created to reach program objectives;
 - how the established partnerships compliment one another's programs; and
 - how the community supports the proposed project.
- h. **Sustainability Plan**
Include a plan outlining capacity to support and sustain the proposed project after federal funding ends. The plan should describe the community's financial support, funding opportunities outside of grants from OAG, other federal or state grants, and challenges to sustaining the program.
- i. **Project Budget(s):** The Project Budget should categorize requests for Personnel, Contracted Services, Travel and Per Diem, Equipment, and Operating Expenses. Budget requests must be (1) complete, allowable, and cost-effective in relation to the proposed activities; (2) directly related to the goals, objectives, development, implementation, or operations of the specific project; (3) equipment and travel must be explicitly justified; and (4) explain categories that are not self-explanatory, such as "Other", in full.
 - **Supplanting**
Funds must be used to supplement existing funds for program activities and cannot replace, or supplant, nonfederal funds that have been appropriated for the same purpose.
 - **Federal Indirect Cost Rate Agreement (if applicable).**

Indirect costs must be requested in accordance with Uniform Guidance found in 2 C.F.R. Part 200. Applicants using a Federally Approved Indirect Cost Rate plan or negotiated indirect cost rate plan, must provide a copy of the document with application package.

3. BUDGET NARRATIVE

The Budget Narrative must:

- explain and justify all budget items by category;
- demonstrate all costs are reasonable;
- explain the relationship between budgeted items and project activities; and
- show detailed cost calculations to demonstrate how the applicant arrived at the total amount requested.

4. FUNCTIONAL ORGANIZATION CHART:

The applicant shall provide an updated Organizational Chart and the functions of its internal structure. Must include new staff (if applicable).

5. PLAN FOR PERFORMANCE AND OTHER INFORMATION REQUIRED:

The applicant must submit a detailed plan for providing direct services to victims of crime. The plan should include the following information:

- a. Identification. The name of the individual or individuals who will be assigned to perform the services.
- b. Background and Credentials of Individuals. Provide information on the individuals to include volunteers who will be assigned to perform the services as characterized by the following areas:
 - i. Education and Special Training. For each individual who will be assigned to perform the services, provide information on the individual's qualifications and any education or training in the area of victim services.
 - ii. General and Specific Experience. For each individual who will be assigned to perform the services, include information about the individual's general experience in the crime victim services field, and any specific experience in the area of specialty. If the individual to be assigned does not possess experience similar to the services required, provide any pertinent information or experience.
 - iii. Other Abilities and Qualifications. Please provide other information concerning the individual's abilities, qualifications, or credentials, if any, not already mentioned.
 - iv. Include a job description of individuals and/or volunteers as part of the proposal package.
- c. Dedicated Time. How much time the assigned individuals are able to dedicate or will devote to the services requested relative to other organizational commitments.

- d. **Place of Performance.** Where the services will be performed (physical address). Include a map of the physical address or place of performance.
 - e. **Other Resources.** The applicant's other resources such as personnel, equipment and facilities to be used in the performance of the services. You may disclose your financial ability to advance and pay for costs. VOCA is a cost reimbursement grant and any associated costs is reimbursed if allowable under the VOCA federal guidelines.
 - f. **References.** Please provide the names, addresses, and contact numbers of three references that can provide information on the organization's performance in the area of crime victim services.
 - g. **Other Relevant Information.** Any other relevant information which will be useful in evaluating the applicant's plan for performance may be included and is welcomed.
 - h. **Statement of Conformance.** The plan must include a statement indicating conformance to the eligibility and program requirements and signed by an authorized official of the organization.
5. **MANDATORY DISCLOSURE FORMS:** All mandatory forms are available at <http://www.oagguam.org/procurement-forms/>. There are mandatory disclosure forms that must be completed and submitted with the proposal package.
- ✓ Form A. VOCA Application
 - ✓ Form B. Affidavit Disclosing Ownership and Commissions (Form No. 002)
 - ✓ Form C. Affidavit re Non-Collusion (Form No. 003)
 - ✓ Form D. Affidavit re No Gratuities or Kickbacks (Form No. 004)
 - ✓ Form E. Affidavit re Ethical Standards (Form No. 005)
 - ✓ Form F. Declaration re Compliance with U.S. DOL Wage Determination (Form No. 006)
 - ✓ Form G. Affidavit re Contingent Fees (Form No. 007)
6. **MANDATORY FEDERAL FORMS:** There are federal certification forms required by VOCA that must be completed and submitted with the proposal package.
- ✓ Form H. Standard Assurances
 - ✓ Form I. Certifications regarding Lobbying, Certifications Debarment, Suspension, Ineligibility and Voluntary Exclusion, Drug-Free Workplace
 - ✓ Form J. Privacy and Confidentiality Certification
 - ✓ Form K. Certification regarding Civil Rights Requirements, Limited English Proficiency and Non-Discrimination

It is the responsibility of the applicant to ensure that a complete application is submitted by the deadline. Proposal package **MUST** be received no later than **3:00 p.m. Tuesday, July 13, 2020**. Late proposals will be disqualified.

Should you have any questions, please contact Rebecca MP Copper, Chief of Staff, at (671) 475-3324 extension 5050, or by email at rpcopper@oagguam.org or Jeanette M. Gomez, Program Coordinator IV, at (671) 475-3324 extension 5431, or by email at jmgomez@oagguam.org.