



CRIMINAL JUSTICE COORDINATING COUNCIL

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The Criminal Justice Coordinating Council (Council) is pleased to announce that it is seeking applications for funding under the Victims of Crime Act (VOCA)

Victims of Crime Act (VOCA) Grant Program 2012 Project Request for Application (RFA)

Eligibility

Applicants are limited to agencies within Georgia who received an award under the 2011 VOCA Grant Program to support the direct provision of services to victims of violent crime. Subgrantee requests may not exceed the amount they received in 2011.

Deadline

Applications are due at 11:59 p.m. on August 5, 2012.

Award Period

October 1, 2012 through September 30, 2013

Contact Information

For assistance with the requirements of this solicitation, contact:
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RFA Release Date: July 6, 2012
On-line Application Available: July 6, 2012

2012 Project Request for Application

The 2012 application will follow the same format as the 2011 application. In an effort to streamline the information that subgrantees provide the Council, and to deliver meaningful information about the kinds of personnel, agencies, and service units VOCA dollars are paying for, staff reformatted the 2011 application. Please read this entire solicitation, focus particularly on the “What Your Application Must Include” section, which contains information and definitions for the kinds of information the Council is looking for from the new multiple-choice questions.

Using the information from this application, the Council’s staff hopes to paint a clear picture of the state’s VOCA dollars at work. Please check the “Dollars at Work” page under the “Grants” section of the agency’s [website](#) for a summary report of the 2011 funded projects.

Finally, please note **logic models are no longer required.**

Criminal Justice Coordinating Council

The Criminal Justice Coordinating Council (Council) is the state planning and grants agency for criminal justice and victims’ assistance programs designated by the Governor of Georgia as the State Administrating Agency. Created by the General Assembly (O.C.G.A. § 35-6A-2), Council members represent all components of the criminal justice system. The Council uses a small proportion of each fiscal year’s award to pay for costs incurred in administering both grant programs.

Overview of the VOCA Grant Program

The VOCA Formula Grant Program, created under the 1984 Victims of Crime Act, provides federal funding to support victim assistance and compensation programs to benefit victims, to provide training for diverse professionals who work with victims, to develop projects to enhance victims’ rights and services, and to undertake public education and awareness activities on behalf of crime victims. The Office for Victims of Crime (OVC) was created by the U.S. Department of Justice in 1983 and formally established by Congress in 1988 through an amendment to the Victims of Crime Act of 1984 (VOCA). OVC provides federal funds to support victim assistance and compensation programs around the country. The Crime Victims’ Fund is the source of funding for these programs. Millions of dollars are deposited into the Crime Victims’ Fund annually from criminal fines, forfeited bail bonds, penalties, and special assessments collected by U.S. Attorneys' Offices, federal U.S. courts, and the Federal Bureau of Prisons. To date, Crime Victims’ Fund dollars have always come from offenders convicted of federal crimes, not from taxpayers.

The amount of money deposited into the Fund has fluctuated from year to year. In FY 2000, Congress placed a cap on the Crime Victims’ Fund limiting the total amount of dollars that can be awarded each year to insure a steady flow of funding through years with high and low collections. The actual amount of funding available for VOCA grant programs is determined each year during the appropriations process. According to the VOCA Program Guidelines, 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) help victims understand and participate in the criminal justice system; and (4) provide victims of crime with a measure of safety and security. For the purpose of the VOCA crime victim assistance grant program, a crime victim is a person who has suffered physical, sexual, financial, or emotional harm as a result of the commission of a crime. Funding cannot be used for the investigation of crimes or collection of evidence to further the prosecution of crimes.

States have sole discretion to determine which organizations will receive funds, and in what amounts, as long as the recipients meet the requirements of VOCA and the Program Guidelines. In addition to organizing and overseeing the distribution of funds, the state administrative agency monitors sub-grantees' fiscal and program performance, and submits required progress reports to the Office for Victims of Crime. The Council also submits quarterly progress reports that reflect the performance of the Council and that of our sub-grantees to the Governor's Office of Planning and Budget. These reports are based on fiscal and programmatic data reported by sub-grantees.

Under the VOCA Program Guidelines, funding priorities are given to programs serving victims of sexual assault, domestic violence, and child abuse. At least 30 percent of each year's formula grant must be allocated to sexual assault, domestic violence, and child abuse services, 10% for each category. An additional 10 percent must also be allocated to victims of violent crime other than "priority" category victims who are "previously underserved."

Deadline: Applications

The due date for applying for funding under this announcement is 11:59 p.m. on August 5, 2012^{*}. All applications and required attachments must be submitted on-line by the deadline. No faxed or emailed applications and/or attachments will be accepted.

Eligibility

Applicants are limited to agencies within Georgia who received an award under the 2011 VOCA Grant Program to support the direct provision of services to victims of violent crime. Subgrantee requests may not exceed the amount they received in 2011, regardless of changes, addition, or diminution in project scope. Please refer to the "[FY 2011 VOCA Subrecipients Awards List](#)" on CJCC's website for your agency's amount.

** Per Council policy, any applications received after 11:59pm August 5, 2012, will receive an automatic 10% reduction in award.*

Application Review Criteria

The Council will review and assess all applications considering the following:

- Past compliance with all financial, quarterly and annual reporting requirements and site visits;
- A reasonable budget that demonstrates that funds (including matching funds if applicable) comply with the stated federal and state guidelines and limitations;
- A precise program narrative that includes agency and project description. The applications will also be checked for completeness and the degree to which **all** multiple-choice questions are answered.

Performance Measurement Requirements for Victim Services Programs

Quarterly Statistical Reports (Output Measures)

All recipients of VOCA grants for the delivery of victim services must submit reports on their program outputs, specifically, number of victims served by type of victimization (new and existing), and number of services delivered, by type of service. VOCA victim-service sub grant recipients must collect data according to the categories of the Victim Services Statistical Report (VSSR). Recipients will use the same pin number provided to them during the 2011 grant cycle and their new grant number to access the online Victim Services Statistical Report. All statistical reports are due 30 days following the end of the quarter. These reports are not cumulative; they report information on victims served and services provided for the preceding quarter only. The reporting dates are as follows:

October 1 – December 31:

January 1 – March 31:

April 1 – June 30:

July 1 – September 30:

Report due January 30

Report due April 30

Report due July 30

Report due October 30

Outcome Performance Measurement (Semi-Annual & Annual Reports)

All recipients of VOCA grants for the delivery of victim services must submit reports on their program outcomes, using the most recent survey instruments (revised October 2012), which are categorized by the type of victim an agency serves. VOCA recipients must follow the updated version of the Outcome Data Collection and Reporting Guidelines (finalized December 2010). These documents are available on the Council's website, along with Excel spreadsheets to be used to compile and aggregate data from individual clients.

As described in the Guidelines, outcome data reflects changes that have occurred in participants as a result of receiving services from your agency. Outcome data is to be collected at the substantial completion of service, as defined in the Guidelines and as determined by your agency's victim service delivery process. Agencies are responsible for administering the appropriate outcome survey to individual clients, collecting surveys, and compiling and aggregating the individual-level data using either the Excel spreadsheets provided or your own agency's client information management system.

Outcome performance data is reported twice per year; the first report covers the first six months of your grant period while the second cumulative report covers the entire year. Outcome performance reporting dates for ALL victim services sub grant recipients are as follows:

**October 1 – March 31:
April 1 – September 30:**

**Report due April 30th
Report due October 30th**

Annual Reports

VOCA sub grant recipients are also required to complete four narrative questions via the web-based Victim Services Statistical report with their fourth quarter statistical report. This worksheet asks your agency to complete a series of narrative, open-ended questions about your agency’s issues, concerns, and success stories. These answers are important to the Council and the Office of Victims of Crime and **must be completed**. Council staff will sum up the data about victims served and services provided for all four quarters to derive the annual data.

At-A-Glance

Victims Served	All victims of violent and certain property crime can be served.
Funding Timeframe Rules	No maximum number of years a program can receive funding.
Representative Program Areas	Victim Witness Assistance Programs, Child Advocacy Centers, Court Appointed Child Advocates, Domestic Violence Programs, Sexual Assault Programs, Counseling Programs, Legal Services, Victim Hotlines, Children’s Emergency Shelters
Funding Priorities	Funds ONLY direct victim services – no administrative costs can be reimbursed by VOCA
Budget	A general description of most allowable items by budget category is included here. However a more exhaustive list of allowable expenses can be found in the Federal Register .

Allowable Services

1. Expenses related to the provision of **direct victim services**.
2. Direct victim services include, but are not limited to, in-person or telephone crisis counseling, follow-up, counseling, group treatment, safe shelter, in-person or telephone information and referral, outreach to victims served by law enforcement or prosecution, emergency financial assistance, emergency legal assistance, personal advocacy, criminal justice system advocacy, medical accompaniment, assistance in filing victims’ compensation claims, assistance in filing

applications for TANF or Medicaid, assistance in preparing victim impact statements, assistance in getting restitution payments, explanation of victims' rights, and assuring victims' safety.

3. Expenses for positions to provide direct victim services including salaries, benefits, training and training materials to enhance skills to deliver direct victim services, telecommunications services, equipment and supplies required to support job functions of direct victim services.

4. Expenses for positions to recruit, train, coordinate, and manage volunteers directly involved in the provision of services to victims.

5. Purchase or printing of brochures about victims' rights or services for the explicit distribution to victims themselves.

6. Purchase of equipment and furniture or that portion of equipment and furniture used for direct victim services. (Beds and chests of drawers for a domestic violence shelter, office or waiting room furniture, and children's play room supplies).

7. Expenses to repair or replace essential items, such as a shelter furnace or air conditioner, are allowed if considered reasonable.

8. Travel expenses related to direct victim services, including mileage and gas for staff, and transportation costs of victims to receive services or participate in the criminal justice system.

Unallowable Services

1. Forensic medical exams for victims of sexual assault are **not** allowable under VOCA since Georgia law now requires the state's Victim Compensation program to pay for these services. Forensic interviews are considered primarily investigative activities and are **not** direct victim services; therefore positions dedicated exclusively to this function are not allowable.

2. Expenses for positions that combine forensic interviewing with other direct service functions can be pro-rated (as allowable) to exclude that proportion of time not dedicated to direct victim services.

3. Expenses for positions whose primary responsibility is the coordination of inter-agency response teams or task forces, including coordinators of Child Abuse Response Teams, Sexual Assault Response Teams, or DV Task Force Coordinators; positions whose primary responsibility is agency administration and management, including attending board meetings, managing human resources, financial administration, etc.

4. Personnel-related expenses for an Executive Director and/or Volunteer Coordinator whose functions include recruitment, training, and supervision of volunteers who provide direct victim services (such as CASA volunteers and rape crisis center volunteers) are reimbursable for that portion of their functions that are tied to volunteers — but will be pro-rated to exclude that proportion of time dedicated to agency administrative or support staff responsibilities.

5. Expenses for positions whose primary responsibilities include staff support (secretary, administrative assistant, data entry specialist), fund-raising, or public relations.

6. Expenses for positions and related activities, whose primary function is community education and prevention, not outreach to victims.

7. Purchasing and/or leasing a vehicle

Unallowable Activities

Grant funds under the victim services grant program may not be used for any unauthorized purposes, including but not limited to the following activities:

- Lobbying,
- Fundraising,
- Research Projects,
- Building Renovations.

Additional Specific Eligibility Requirements

Subgrantees must maintain the following criteria throughout the grant period to continue to receive victim services grant program funds:

Record of effective services – Demonstrate a record of providing effective services to crime victims. This includes having the support and approval of its services by the community, and a history of providing direct services in a cost effective manner and financial support from other sources.

EEOP Plans – Meet the requirements of 28 CFR 42.301 et. seq., Equal Employment Opportunity Program (EEOP). The plan must cover the grant period specified in the application. If your agency needs technical assistance in preparing an Equal Employment Opportunity Plan, please contact the Office of Civil Rights Compliance Specialist, Office of Justice Programs, Washington, D.C., (202) 307-0690.

Volunteers – Use volunteers unless the state grantee determines there is a compelling reason to waive this requirement. A “compelling reason” may be a statutory or contractual provision concerning liability or confidentiality of counselor/victim information, which bars using volunteers for certain positions, or the inability to recruit and maintain volunteers after a sustained and aggressive effort. A volunteer waiver must be submitted and approved every year to be exempted from volunteer requirement.

Promote community efforts to aid crime victims - Promote within the community coordinated public and private efforts to aid crime victims. Coordination may include, but is not limited to, serving on state, federal, local, or Native American task forces, commissions, working groups, coalitions, and/or multi-disciplinary teams. Coordination efforts also include developing written agreements that contribute to better and more comprehensive services to crime victims.

Help victims apply for compensation benefits - Such assistance may include identifying and notifying crime victims of the availability of compensation, assisting them with the application forms and procedures, obtaining necessary documentation, and/or checking on claim status.

Comply with federal rules regulating grants – Comply with the applicable provisions of the program guidelines and the requirements of the OJP Financial Guide, effective edition (www.ojp.usdoj.gov/finguide), which includes maintaining appropriate programmatic and financial records that fully disclose the amount and disposition of funds received.

Maintain civil rights information – Maintain civil rights statistics as required by statute on victims served by race, national origin, sex, age, and disability, within the timetable established by the state grantee, and permit reasonable access to its books, documents, papers, and records to determine whether the sub-grantee is complying with applicable civil rights laws. This requirement is waived when providing a service, such as telephone counseling, where soliciting the information may be inappropriate or offensive to the crime victim.

Eligible to receive LVAP (5%) funding – The Council requires all victim services grant recipients to be certified as eligible to receive Local Victim Assistance Add-On Funds (5% funding). Information on applying for certification and an application are available on the Council’s website at <http://cjcc.ga.gov>. Grant applications from agencies that are not certified will not be considered for funding.

Comply with state criteria – Abide by any additional eligibility or service criteria as established by the state grantee including submitting statistical and programmatic information on the use and impact of the victim services grant program funds, as requested by the Council.

Services to victims of federal crimes – Provide services to victims of federal crimes on the same basis as victims of state and/or local crimes.

No charges to victims for funded services – Provide services to crime victims at no charge through the victim services funded project. Any deviation from this provision requires prior approval by the state grantee.

Client-Counselor information confidentiality – Maintain confidentiality of client-counselor information, as required by state and federal law.

Confidentiality of research information - Except as otherwise provided by federal law, no recipient of monies under the grant shall use or reveal any research or statistical information furnished under this program by any person and identifiable to any specific private person for any purpose other than the purpose for which such information was obtained in accordance with the law.

Reviewing the Application

Only complete applications received by the deadline will be reviewed. When an application is received at the Council office, there is no commitment on the part of the Council to fund an application or to fund it at the amount requested.

Funding Decisions

All funding decisions, related to the VOCA grant program, from this solicitation are based on the availability of funding and recommendations of the review panel to the Criminal Justice System Advisory Committee.

The Council informs applicants of funding decisions through grant awards or denial letters. Applicants should not make assumptions regarding funding decisions until they have received official written notification of award or denial that is signed by either the Governor or the Council Director. Applicants have the opportunity to appeal the initial funding decision within fifteen executive days of a denial notice.

Grant Acceptance/Request for Funds

To accept the grant award, each subgrantee must return the award documents and all required forms with original signatures within 45 days of the award date. The subgrantee will be unable to request funds until all required documents are returned to the Council office.

Special Conditions

At the time of the sub-grant award, the Council will assign special conditions for each approved project. Each sub-grantee should refer to their award packet for their special conditions. Subgrantees agree to comply with all the guidelines set forth by the criminal Justice Coordinating Council. These guidelines can be found in the [Subgrantee Programmatic and Fiscal Compliance Policy](#) manual. Any programmatic and fiscal non compliance will result in a 10% reduction of the award.

What Your Application Must Include:

Section 1 – Grant Application General Information

The first eight (8) questions will be pre-populated with your information from last year. Please double-check these responses and correct them if necessary. Be sure to indicate in this section, which services your agency will provide with its VOCA grant. Please **do not** check off all the services your agency provides to victims – check only those services for which you will use VOCA dollars.

Section 2 – Designation of Grant Officials

Please review all sections. If there have been any changes to your Project Director, Financial Officer or Authorized Official since last year's application, please use the designated spaces to correct any information.

Project Director - This official must be an employee of the applicant agency or from a contractor organization, at the applicant's option, who will be directly responsible for operation of the project.

Financial Officer - This person must be the chief financial officer of the applicant agency such as the county auditor, city treasurer or comptroller or the Board Treasurer of the non-profit agency.

Authorized Official - This person is the official who is authorized to apply for, accept, decline or cancel the grant for the applicant agency. **This person must be the chairperson of the county Board of Commissioners, mayor, or chairperson of the City Council or Board chairperson/president of the non-profit agency.** All official correspondence regarding the grant and the application (assurances, disclosures, certifications, award documentation, sub-grant expenditure reports, sub-grant adjustment reports) **must** be signed by the authorized official. Once an award has been made, the authorized official may designate someone to sign this documentation by submitting a letter on agency letterhead to the Council. Failure to adhere to this guideline will result in severe delays in your application/award process being processed.

Section 3 – Agency Description, Program and Project Summary

1. Agency Description -

Provide a brief description of your agency for inclusion into the 2012 VOCA subgrant directory

2. Victim Services Description –

If your agency is not primarily a victims’ assistance organization, provide a brief description of your victim assistance programming. How does your victim assistance programming function as a part of your overall agency?

(Is it a separate unit within your organization, does victim assistance staff provide support as a part of a team within your agency, etc.)

3. The remaining questions on this page give the Council an idea of the kinds of agencies that receive VOCA funds and the accessibility of services for all victims. This also helps staff to know how many dual agencies (e.g. domestic violence/sexual assault programs) the Council funds. Council staff has heard concerns about complying with the VOCA special condition regarding access to services for Limited English Proficient (LEP) victims. Staff would like to know how many subgrantees may be having issues, so that they can provide you with resources to comply with this condition.

Section 4 - Project-Specific Questions

This section contains a series of multiple choice and short answers so that the Council can ascertain more specifically how many personnel units VOCA funds, what kinds of personnel units are funded, and what kinds of service issues the subgrantee has encountered in the previous year.

The character limit in each short answer box is 255, which includes spaces and punctuation. Please limit your answers accordingly. Be brief and direct.

Section 5 – Budget and Attachments

Applicants must include the Budget Summary data in their on-line application, using the computations from the Budget Summary form and the Budget Detail Worksheet. In addition, applicants must upload and submit the following as an attachment to the application:

Completed Budget Summary

- Completed Budget Detail Worksheet (should be used in itemizing the budget).

Depending on the program/project request, the following attachments must be submitted as an attachment to the application:

- Salary Authorization Sheet
- Lease Contract
- Job Description
- Health Insurance Verification
- Contractor/Consultant Agreements

Section 6 - Other Requirements and Attachments

Applicants must complete the following sections:

- Audit Requirements
- Civil Rights Requirements

Applicants must complete, upload and submit, with authorized signatures, the following as attachments to the application:

- Standard Assurances
- Certifications Regarding Lobbying; Debarment, Suspension, and Other Responsibility Matters; Federal Certification regarding Debarment, Suspension, Eligibility, and Voluntary Exclusion Lower Tier Covered Transaction
- Disclosure of Lobbying

State and local governments are governed by the Single Audit Act of 1984 and OMB Circular A133, as amended, which is effective regarding audits beginning July 1, 1996 and thereafter. The type of audit required under the Circular is dependent upon the amount of total Federal funds expended in the sub-recipient's fiscal year. State or local governments and non-profit organizations that expend \$500,000 or more a year in federal funds shall have an audit made in accordance with the Single Audit Act of 1984 and OMB Circular A-133, as amended. This audit report is due in the State Administering Agency's office not later than nine (9) months after the end of the sub-recipient's fiscal year. State or local governments that expend less than \$500,000 in federal funds yearly shall be exempt from compliance with the Single Audit Act and other federal audit requirements.

[NOTE: This does not exempt you from the requirement to maintain, produce, and report financial and other records and documentation relative to the expenditure of these grant funds upon request of the State or Federal Agency administering this program.]

FINAL APPLICATION CHECKLIST

After completing all portions of the online application, review all information submitted and/or attached compared to what was requested. Specifically, ensure you have attached the following:

- Budget Detail Summary and Worksheet
- Memorandum of Understanding, if applicable
- 501(c)(3) for non-profit agencies, if applicable
- Standard Assurances
- Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility

Matters

- Disclosure of Lobbying
- Other Attachments, if applicable

Grant Application Schedule

- | | |
|--|------------------------|
| 1. Grant Announcement and Request for Application: | July 6, 2012 |
| 2. Online Application Released: | July 6, 2012 |
| 3. Application Submission Deadline: | August 5, 2012* |

** Per Subgrantee Compliance policy, any applications received after 11:59pm August 5, 2012 will receive an automatic 10% reduction in award.*