



## CRIMINAL JUSTICE COORDINATING COUNCIL

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

# Victims of Crime Act (VOCA) Grant Program 2013 Request for Application

## Eligibility

Applicants are limited to Victim Service agencies within Georgia whose mission is to provide services to crime victims, particularly of violent crime, and are operated by a public agency, a nonprofit organization, or a combination of such agencies or organizations.

Applicant agencies **should** be certified and eligible to receive 5% funds. Agencies without certification may apply for funding; however, if funding is awarded the agency will have to complete certification requirements prior to drawing down funds.

## Deadline

Applications are due at 11:59 p.m. on June 25, 2013

## Award Period

Initial award period October 1, 2013-September 30, 2014. Awarded agencies will be eligible annually for continued funding at the amount awarded through September 30, 2016. Continued funding will be contingent upon availability of funds and continuous compliance with grant management requirements.

## Contact Information

For assistance with the requirements of this solicitation, contact:

Shontel Wright at 404-657-1961 or [shontel.wright@cjcc.ga.gov](mailto:shontel.wright@cjcc.ga.gov)

**Release Date: May 10, 2013**

# **Victims of Crime Act (VOCA) Grant Program 2013 Request for Application (RFA)**

**Deadline: Applications due at 11:59 p.m. on June 25, 2013**

## **Criminal Justice Coordinating Council**

The Criminal Justice Coordinating Council (CJCC) is designated by the Governor of Georgia as the State Administering Agency for criminal justice and victims' assistance programs. Created by the General Assembly (O.C.G.A. § 35-6A-2), the Council is comprised of twenty-four members representing various components of the criminal justice system. CJCC is charged with fiscal and programmatic oversight of the Victims of Crime Grant Program.

CJCC is soliciting applications for the VOCA Grant Program. Interested applicants are encouraged to read this entire Request for Application (RFA) thoroughly before preparing and submitting a grant application. This application is open to all agencies meeting eligibility guidelines for the respective programs. Decisions about grant awards will be determined through a competitive process.

## **Overview**

The VOCA Formula Grant Program, created under the 1984 Victims of Crime Act, provides federal funding to support victim assistance and compensation programs, 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 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 CJCC monitors sub-grantees' fiscal and program performance, and submits required progress reports to the Office for Victims of Crime.

Under the VOCA Program Guidelines, funding priority is 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% must also be allocated to victims of violent or property crime who are "previously underserved," which indicates that the particular victim population historically or currently has not had access to or been provided with specialized or adequate services. In Georgia, "previously underserved" victims include: elder abuse victims, identity theft and fraud victims, survivors of homicide victims, and male assault victims.

## **Eligibility**

Awards are limited to organizations that provide services to crime victims and are operated by a public agency, a nonprofit organization, or a combination of such agencies or organizations. Eligible organizations include victim services organizations whose sole mission is to provide services to crime victims. These organizations include, but are not limited to, sexual assault and rape treatment centers; domestic violence programs and shelters; child abuse programs; centers for missing children; mental health services; and other community-based victim coalitions and support organizations. Definitions for commonly funded agency and program types may be found in the appendix. **Note:** The program types and core services listed in the appendix are not exhaustive of every type of agency in the state serving crime victims.

In addition to victim service organizations whose sole purpose is to serve crime victims, many other public and non-profit organizations have components which offer services to crime victims. These organizations are eligible to receive VOCA funds if the funds are used to expand or enhance the delivery of crime victims' services. These organizations include, but are not limited to, the following:

- **Criminal Justice Agencies** – Such agencies as law enforcement organizations, prosecutors' offices, courts, corrections departments, and probation and paroling authorities are eligible to receive VOCA funds to help pay for victims' services.
- **Religiously-Affiliated Organizations** – Such organizations receiving VOCA funds must ensure that services are offered to all crime victims without regard to religious affiliation and that the receipt of services is not contingent upon participation in a religious activity or event.
- **Hospitals and Emergency Medical Facilities** - Such organizations must offer crisis counseling, support groups, and /or other types of victim services.
- **Others** – State and local public agencies such as mental health service organizations, state and/or local public child and adult protective services, state grantees, legal service

agencies and programs with a demonstrated history of advocacy on behalf of domestic violence victims, and public housing authorities that have components specifically trained to serve crime victims

## **Additional Specific Eligibility Requirements**

VOCA established eligibility criteria that must be met by all organizations that receive VOCA Funds. These funds are to be awarded to applicants only for providing services to victims of crime through their staff. Each applicant organization shall meet the following requirements:

- **Public or non-profit organization** – To be eligible to receive VOCA funds, organizations must be operated by a public or private non-profit organization, or a combination of such organizations, and provide services to crime victims.
- **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.
- **Diverse Funding Sources for New Programs** - Those programs that have not yet demonstrated a record of providing services may be eligible to receive VOCA funding if they can demonstrate that 25-50 percent of their financial support comes from non-federal sources. Generally, organizations should have a variety of funding sources besides federal funding in order to ensure their financial stability.
- **Promote community efforts to aid crime victims** - Promote community-based 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. *Coordination efforts qualify an organization to receive VOCA victim assistance funds but are not activities that can be supported with VOCA funds.*
- **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** - Applicants must comply with the applicable provisions of VOCA, the Program Guidelines, and the requirements of the OJP Financial Guide, effective edition (<http://www.ojp.usdoj.gov/FinGuide/>), which includes maintaining appropriate programmatic and financial records that fully disclose the amount and disposition of VOCA funds received. This includes financial documentation for disbursements, daily time and attendance records specifying time devoted to allowable VOCA victim services, client files, the portion of the project supplied by other sources of revenue, job descriptions, contracts for service, and other records which facilitate an effective audit.
- **Services to victims of federal crimes** - Applicants must provide services to victims of federal crimes on the same basis as victims of state and/or local crimes.
- **No charges to victims for VOCA-funded services** - Applicants must provide services to crime victims, at no charge, through the VOCA-funded project.
- **5% Certification and Eligibility** – Applicant agencies **should** be certified and eligible to receive 5% funds. Agencies without certification may apply for funding; however, if

funding is awarded the agency will have to complete certification requirements prior to drawing down funds.

## Reporting Requirements

CJCC requires that grantees comply with and fully participate in the financial, program, and evaluation reporting for this grant program.

**Quarterly Progress Reports:** All VOCA grant recipients will be required to submit reports on their program outputs on a quarterly basis. VOCA victim service programs must complete the Victim Services Statistical Report (VSSR) which details the number of victims (new and existing) served by type of victimization, and number of services delivered by type of service. VOCA victim-service subgrant recipients must collect data according to the categories of the VSSR. Victimization and service definitions are provided in the “Victim Services Statistical Report: Term Definitions & FAQ's,” which is posted on CJCC’s website. All statistical reports are due 30 days following the end of the quarter.

<b>QUARTERLY PROGRESS REPORTS</b>	
<b>REPORTING PERIOD</b>	<b>DUE ON OR BEFORE THE FOLLOWING DATES</b>
<b>October 1 – December 31</b>	<b>January 30</b>
<b>January 1 – March 31</b>	<b>April 30</b>
<b>April 1 – June 30</b>	<b>July 30</b>
<b>July 1 – September 30</b>	<b>October 30</b>

All statistical reports must be submitted electronically using CJCC’s online reporting tool. Recipients will receive the link for the reporting tool, along with a username and password to complete their report, on a quarterly basis. Failure to submit these output reports in a timely manner will significantly delay any and all Subgrant Expenditure Reimbursements (SERs) submitted within the grant period. Continued delays will result in a staff recommendation to CJCC requesting a reduction in the overall grant award.

**Semi-Annual & Annual Reports:** All VOCA grant recipients must use the survey instruments (revised October 2012) on the CJCC’s website to submit reports on their program outcomes. The instruments 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 (available October 2012). These documents are available on the CJCC website, along with Excel spreadsheets to compile and aggregate data from individual clients.

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

<b>OUTCOME PERFORMANCE MEASURES</b>	
<b>REPORTING PERIOD</b>	<b>DUE ON OR BEFORE THE FOLLOWING DATES</b>
<b>October 1 – March 31</b>	<b>April 30</b>
<b>April 1 – September 30</b>	<b>October 30</b>

Failure to submit these outcome reports in a timely manner will significantly delay any and all sub grant expenditure reimbursements submitted within the grant period. Continued delays will result in a staff recommendation to CJCC requesting a reduction in the overall grant award.

## **Program Requirements**

### **Program Match Requirement**

The purpose of matching contributions is to increase the amount of resources available to the projects supported by grant funds. Matching contributions of 20 percent (cash or in-kind) of the total costs of each VOCA project (VOCA grant funds plus match) are required and must be derived from non-federal sources. *All funds designated as match are restricted to the same uses as the VOCA victim assistance funds and must be expended within the grant period.* Match must be provided on a project-by-project basis. Please see section 4 of this application for the formula used to calculate match relative to the project's budget.

For the purpose of this program, in-kind match may include donations of expendable equipment, office supplies, workshop or classroom materials, work space, or the monetary value of time contributed by professionals and technical personnel and other skilled and unskilled labor, if the services they provide are an integral and necessary part of a funded project. The value placed on donated services must be consistent with the rate of compensation paid for similar work in the applicant's organization. If the required skills are not found in the applicant's organization, the rate of compensation must be consistent with the labor market. In either case, fringe benefits may be included in the valuation. The value placed on loaned or donated equipment may not exceed its fair market value. The value of donated space may not exceed the fair rental value of comparable space established by an independent appraisal of comparable space and facilities in privately owned buildings in the same locality.

### **Volunteers**

Applicant organizations must use volunteers unless CJCC 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. Note: 25% of the overall 20% match is required for volunteer in-kind match. Applicants seeking a waiver from this requirement because they are unable to recruit or maintain volunteers will have to document and demonstrate the efforts they undertook to find volunteers.

## **EEOP**

The applicant agency must meet the requirements of 28 CFR 42.301 et seq., Equal Employment Opportunity Plans (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.

## **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 Victim Assistance Grants Advisory Committee.

The CJCC 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 CJCC's Executive Director. Applicants have the opportunity to appeal the initial funding decision within fifteen business days of a denial notice.

## **Grant Acceptance/Request for Funds**

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

## **Special Conditions**

At the time of the subgrant award, CJCC will assign special conditions for each approved project. Each subgrantee should refer to their award packet for their special conditions. Applicants agree to comply with all the guidelines set forth by the Criminal Justice Coordinating Council. These guidelines can be found in the [Applicant Programmatic and Fiscal Compliance Policy](#). Any programmatic and fiscal non compliance may result in a reduction of the award.

## **Other**

Applicants must comply with all forms, assurances, and certifications attached to this RFA.

## **Categories and State Priorities**

The CJCC has established two categories to help identify the appropriate types of funding for your agency. The application will consist of 2 parts, Category 1 – Core Services and Category 2 – Priority Areas. Applicants must identify whether they want to apply for Category 1, Category 2 or both.

### **Category 1 – Core Services**

This category is for applicants who want to apply for funding to meet and/or maintain core services. Core services are based on agency type. More information on each type of agency core services can be found in the appendix. Applicants are encouraged to enhance the applicant agency's ability to assist victims in applying for victims' compensation. Applicants applying for enhancement of this core service should be able to assist victims in: completing a victim's compensation application, gathering the requisite documentation to accompany an application, and assisting the victim in following up with the CJCC Victims' Compensation program. Unique and collaborative approaches to providing this service are highly encouraged!

## Category 2 - Priority Areas

This category is for applicants who want to expand on the core services and develop non-traditional, innovative approaches to areas that the state has identified as priorities. Priorities were identified using prior year VSSR data, current distribution of service provision, and a survey of all 5% certified victim assistance agencies. A full analysis and report on these priorities is forthcoming. Applicants should note that the priorities below are not exhaustive. If the applicant has identified a unique victim need and service solution in their area, they may apply for funds to implement those strategies. Applicants must explain why it is a priority for their area.

### State Priorities:

- Developing satellite or outreach services to serve counties where there are no CJCC-funded service providers but a great need for them.
- Bi-lingual and multi-lingual services which can include funding a bi-lingual advocate. This is especially important in counties where a high percentage of people speak a language other than English.
- Prioritize basic services in addition to core services, particularly transportation assistance for victims; notification about hearings; and training providers on the crime victims' compensation program.
- Expansion of sexual assault services into counties with the highest rates of sexual assault victims served, particularly in those counties where no sexual assault center is directly located.
- Improve tracking of assistance with filing Victim's Compensation claims and making this a priority core service.
- Developing or implementing innovative methods of service delivery. For example the use of Skype and other forms of video chat to serve victims.

## Completing the Application

The following information provides a description of necessary components required as part of your proposal. Applicants should be aware of the following when working on the application:

- All required forms and attachments should be **finished** before completing the online application since the application does **not allow** applicants to log back in once starting.
- A project narrative and budget is required for both category 1 and 2. If you are applying for **both** categories, you must submit **two different** applications.

## **A. PROJECT NARRATIVE**

### **1. Problem Statement and Data (1 page)**

In 500 words or less, provide a statement of the specific problem or problems this project will target. Include data that supports this claim. You should use only data that is verifiable and relevant to your target population. For example, do not use statewide data for a local problem statement and do not use national data for a statewide problem statement. Also, provide citations for the sources of the data. Include a statement of need that explains how the problem and data illustrate a need for the project. Provide only the problem statement, data and need for project in this section; no further explanation of the project or the project's goals, activities, or target population is necessary.

### **2. Mission Statement (1/2 page)**

Based on your problem statement, provide a mission statement in 100 words or less. It should be a general statement reflecting the expected impact. This section establishes a clear program mission with measurable goals and objectives, which facilitate the evaluation of the program's operation and outcomes.

### **3. Target Population (1 page)**

In this section, explain the target population for the project. Include the geographic area targeted, the number of people to be targeted, and the relevant characteristics of those people. This section should include data on the basic geographic area to be served.

### **4. Project Activities (3-5 pages)**

This section should include a sound work plan that explains what activities the project will undertake, the work products of project staff, and any other information that allows a reader to understand the specifics of the project's regular activities. Do not recap the problem, data, or target group; you have already addressed these issues in other questions. Make sure that this section fully details the following areas:

- Indicate when, where, how and by whom the program will be managed, identifying key staff (if known), with their job descriptions and resumes appended to the application.
- If applicable, a signed **original** copy of a Memorandum of Understanding (MOU) entered into between the applying agencies, should be included. Protocols are acceptable provided that it is signed by all applicable parties. Applications that contain a MOU will be considered more competitive, as it demonstrates collaboration among stakeholders.

### **5. Project Evaluation (1-2 pages)**

Describe the steps your agency will take to collect information that will be reported in the Victim Services Statistical Report (VSSR) as well as how your agency will distribute and collect the surveys required to measure outcome performance. Also describe any additional information that the project will track to measure its success and levels of activity as well as information on current levels and target levels for the grant year. You should be sure to include each of the following items:

**Output Measures** — For the project activities as outlined under section four, determine the output measures. Describe how you will measure the results of the project's activities.

**Outcome Measures** — Based on your mission statement in the project narrative, describe the outcome measures. Outcome measures are a way of measuring a project's overall success. All outcome measures should be both relevant to the project and reasonable in that you can show a clear correlation between the work of the grant project and the outcome. Outcomes are changes in knowledge, skills, behaviors, attitudes and conditions.

**Current Data** — For each of the output and outcome measures listed above, provide current data. Current data means the most recent information available. Be sure to include the time period for the data. If information for any output or outcome measure is not available simply write N/A next to the measure and explain why it is not available below.

**Target Levels** — For each of the output and outcome measures listed under this section provide the expected level for each outcome and output measure during the grant year, if the application is funded.

## **B. BUDGET**

### **Budget Summary**

Applicants must include the Budget Summary data in their online 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).

All projects must submit a minimum funding match of 20% through cash and/or in-kind contributions. The sources of the match must be identified in the budget section of the application. The VOCA guidelines require the use of volunteers to meet at least 25% of the required 20% match. Please note that *volunteer hours are valued by the CJCC at \$12.00 per hour*. Agencies may submit a written request for higher rates to CJCC.

**The requirements and limitations that apply to the use of federal funds also apply to the use of matching funds.** Further, matching funds must be used only for the VOCA-funded project during the grant period to support the identified goals, objectives, and activities. That is, the matching funds cannot be used to support activities that are not concurrently supported by VOCA formula funds.

### ***Formula for Match Calculation***

- 1) Total Project Budget x Match Requirement Percentage = Match Requirement
- 2) Total Project Budget – Match Requirement = Amount of Grant Request

**Example 1:** For a project with a total budget of \$100,000 and a 20% Match Requirement Percentage:

$$1) \$100,000 \times 20\% = \$20,000 \text{ (Match Requirement)}$$

2) \$100,000 - \$20,000 = \$80,000 (Grant Request)

### **Program Income**

The Department of Justice, Office of Justice Program, and Office for Victims of Crime allow the use of program income only to supplement project costs or reduce project costs to be refunded to the Federal government.

“Program income” is gross income earned during the funding period by the recipient as a direct result of the grant award. *As a general rule, the CJCC does not allow VOCA applicants to earn or use program income.*

### **Allowable and Unallowable Costs**

A list of unallowable costs is provided in the appendix.

### **Supplantation**

Funds must be used to supplement existing funds for program activities and cannot replace or supplant funds that have been appropriated for the same purpose.

## **C. ATTACHMENTS**

Please carefully read and follow the instructions on all forms. The following forms are required and, with the exception of the two EEOP-related forms, can be accessed on the Council's website at <http://cjcc.ga.gov>:

- Designation of Grant Officials
- Standard Assurances
- Certifications Regarding Lobbying, Debarment, Suspension and other Responsibility Matters
- Disclosure of Lobbying Activities
- Audit Requirements
- Civil Rights Contact
- If applicable, fully executed Memoranda of Understanding and support letters as they demonstrate collaboration and support among stakeholders
- Non-profit applicants must submit an organizational chart for the entire program and job descriptions for all employees included in the proposed budget
- Non-profit applicants must submit a copy of their 501(c)(3) certificate

## **Application Submission**

### **INSTRUCTIONS**

Applications must be submitted by 11:59pm on **June 25, 2013**. Applications submitted after that date will be classified as late and may not be considered. **When an application is received by the Council, there is no commitment on the part of CJCC to fund an application or to fund it at the amount requested.** All areas of the budget are subject to review and approval. Decisions related to these budget areas are based on both eligibility and reasonableness. The proposal package must be completed and submitted in accordance with RFP guidelines for submission or the proposal may be disqualified. Applications for funding will undergo several reviews. At any point during these reviews, a decision not to

fund a project or any part thereof may be made. These decisions are within the complete discretion of CJCC.

**Application Format:**

- Word document
- Font size: 12 point unreduced, Times New Roman
- Double spaced
- Page margin size: One inch
- Paper size: 8.5 by 11 inches

The application must be submitted electronically using the link on the Council's website at <http://cjcc.georgia.gov>. Use the table below to ensure that all requested information is included and your documents are appropriately named and saved.

Required Application Document	Maximum Page Limit	Applicant Checklist (Y/N)
A. Proposal Narrative (Word Format):	9½	
1. Problem Statement and Data	1	
2. Mission Statement	½	
3. Target Population	1	
4. Project Activities	5	
5. Project Evaluation	2	
B. Budget	N/A	

<p>Additional Attachments:</p> <ul style="list-style-type: none"> <li>Designation of Grant Officials</li> <li>Standard Assurances</li> <li>Certifications Regarding Lobbying, Debarment, Suspension and other Responsibility Matters</li> <li>Disclosure of Lobbying Activities</li> <li>Audit Requirements</li> <li>Civil Rights Contact</li> <li>Memoranda of Understanding</li> <li>Organizational chart (Non-profit applicants)</li> <li>Job Descriptions</li> <li>Non-profit 501(c)(3) certificate</li> </ul>	<p>N/A</p>	
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## APPENDICES

### A. Allowable and Unallowable Costs

#### 1. Allowable Costs For Direct Service Providers

The following is a listing of services, activities and costs that are eligible for support with VOCA grant funds within an applicant's organization:

- **Immediate Health and Safety** - Those services which respond to the immediate emotional and physical needs (**excluding medical care**) of crime victims such as crisis intervention; accompaniment to hospitals for medical examinations; hotline counseling; emergency food, clothing, transportation, and shelter (including emergency, short term nursing home shelter for elder abuse victims for whom no other safe, short-term residence is available); and other emergency services that are intended to restore the victim's sense of security. This includes services which offer an immediate measure of safety to crime victims such as boarding-up broken window, and replacing or repairing locks. Also allowable is emergency legal assistance such as filing restraining orders and obtaining emergency custody/visitation rights when such actions are directly connected to family violence cases and are taken to ensure the health and safety of the victim.
- **Mental Health Assistance** - Those services and activities that assist the primary and secondary victims of crime in understanding the dynamics of victimization and in stabilizing their lives after a victimization such as counseling, group treatment, and therapy. "Therapy" refers to intensive professional psychological/psychiatric treatment for individuals, couples, and family members related to counseling to provide emotional support in crises arising from the occurrence of crime. This includes the evaluation of mental health needs, as well as the actual delivery of psychotherapy.
- **Assistance with Participation in Criminal Justice Proceedings** - In addition to the cost of emergency legal services noted above, other costs associated with helping victims participate in the criminal justice system also are allowable. These services may include advocacy on behalf of crime victims; accompaniment to criminal justice offices and court; transportation to court; child care or respite care to enable a victim to attend court; notification of victims regarding trial dates, case disposition information, and parole consideration procedures; and assistance with victim impact statements. State administrators may also fund projects devoted to restitution advocacy on behalf of specific crime victims. **VOCA funds cannot be used to pay for non-emergency legal representation such as divorces or civil restitution recovery efforts.**
- **Costs Necessary and Essential to Providing Direct Services** - This includes pro-rated costs of rent, utilities (in certain situations, i.e. a shelter), transportation costs for victims to receive services, emergency transportation costs that enable a victim to participate in the criminal justice system and local travel expenses for service providers.
- **Special Services** - Services to assist crime victims with managing practical problems created by the victimization such as acting on behalf of the victim with other service providers, creditors, or employers; assisting the victim to recover property that is retained as evidence; assisting in filing for compensation benefits; and, helping to apply for public assistance.
- **Personnel Costs** - Costs that are directly related to providing direct services, such as staff salaries and fringe benefits, including malpractice insurance; the cost of advertising to recruit VOCA-funded personnel; and the cost of training paid and volunteer staff.

## 2. Other Allowable Costs and Services

The services, activities, and costs listed below are not generally considered direct crime victim services but often are necessary and essential activities to ensure that quality direct services are provided. Before these costs can be supported with VOCA funds, the applicant must certify that they have no other source of support for them; and that only limited amounts of VOCA funds will be used for these purposes. The following list provides examples of such items:

- **Skills Training for Staff** - VOCA funds designated for training are to be used exclusively for developing the skills of direct service providers including paid staff and volunteers, so that they are better able to offer quality services to crime victims. An example of skills development is training focused on how to respond to a victim in crisis, and the travel expenses associated with this training, provided that they meet the State of Georgia's Travel Regulations as referenced in Section 4 of this application. **Please note that the CJCC will only reimburse these types of expenses for staff approved in the budget and for volunteers.**
- **Training Materials** - VOCA funds can be used to purchase materials such as books, training manuals, and videos for direct service providers within the VOCA-funded organization and can support the costs of a trainer for in-service staff development when the amounts do not exceed federal standards. Staff from other organizations can attend in service training activities that are held for the applicant staff.
- **Equipment and Furniture** - VOCA funds may be used to purchase furniture and equipment that provides or enhances direct services to crime victims, as demonstrated by the VOCA applicant.
- VOCA funds **cannot** support the entire cost of an item that is not used exclusively for victim-related activities. However, VOCA funds can support a pro-rated share of such an item. In addition, applicants cannot use VOCA funds to purchase equipment for another organization or individual to perform a victim-related service. Examples of allowable costs may include beepers, typewriters, computers, video-tape cameras and players for interviewing children, two-way mirrors, equipment and furniture for shelters, work spaces, victim waiting rooms, and children's play areas.
- The cost of furniture, equipment such as Braille equipment or TTY/TTD machines for the deaf, or minor building alterations/improvements that make victim services more accessible to persons with disabilities are allowable.
- **Purchasing or Leasing Vehicles** - Applicants may use VOCA funds to purchase or lease vehicles if they can demonstrate to the state administrator that such expenditure is essential to delivering services to crime victims. The VOCA administrator must give **prior approval** for all such purchases.
- **Advanced Technologies** - At times, computers may increase an applicant's ability to reach and serve crime victims. For example, automated victim notification systems have dramatically improved the efficiency of victim notification and enhanced victim security.
  - In making such expenditures, VOCA applicants must describe to the state how the computer equipment will enhance services to crime victims; how it will be integrated into and/or enhance the applicant's current system; the cost of installation; the cost of training staff to use the computer equipment; the on-going operational costs, such as maintenance agreements and supplies; and how these additional costs will be supported, as maintenance costs **cannot** be supported with VOCA funds.
- **Contracts for Professional Services** - VOCA funds generally should not be used to support contract services. At times, it may be necessary for VOCA applicants to use a portion of the VOCA grant to contract for specialized services. Examples of these

services include assistance in filing restraining orders or establishing emergency custody/visitation rights (the provider must have a demonstrated history of advocacy on behalf of domestic violence victims); emergency psychological or psychiatric services; or sign and/or interpretation for the hearing impaired or for crime victims whose primary language is not English.

- Applicants are **prohibited** from using VOCA funds for contracted services which contain administrative, overhead, or other indirect costs included in the hourly or daily rate.
- **Operating Costs** - Examples of allowable operating costs include supplies; equipment use fees, when supported by usage logs; printing; photocopying, and postage; brochures which describe available services; and books and other victim-related materials. VOCA funds may support administrative time to complete VOCA-required time and attendance sheets and programmatic documentation, reports, and statistics; administrative time to maintain crime victims' records; and the pro-rated share of audit costs.
- **Supervision of Direct Service Providers** - State administrators may provide VOCA funds for supervision of direct service providers when they determine that such supervision is necessary and essential to providing direct services to crime victims. For example, a state administrator may determine that using VOCA funds to support a coordinator of volunteers or interns is a cost-effective way of serving more crime victims.
- **Repair and/or Replacement of Essential Items** - VOCA funds may be used for repair or replacement of items that contribute to maintaining a healthy and/or safe environment for crime victims, such as a furnace in a shelter. Applicants wishing to use VOCA funds for these purposes must demonstrate the following:
  - That the building is owned by the applicant organization and not rented or leased.
  - All other sources of funding have been exhausted.
  - There is no available option for providing the service in another location.
  - That the cost of the repair or replacement is reasonable considering the value of the building.
  - The cost of the repair or replacement is pro-rated among all sources of income.
- **Public Presentations** - VOCA funds may be used to support presentations that are made in schools, community centers, or other public forums and designed to identify crime victims and provide or refer them to needed services. Specifically, activities and costs related to such programs including presentation materials, brochures, and newspaper notices can be supported by VOCA funds.

### 3. Unallowable Costs And Activities

Applicants **may not** request funds for the following services or activities. NOTE: This list is not exhaustive and CJCC maintains discretion in allowing or disallowing budget requests:

- **Lobbying and Administrative Advocacy** - VOCA funds cannot support victim legislation or administrative reform, whether conducted directly or indirectly.
- **Perpetrator Rehabilitation and Counseling**. - Applicants cannot knowingly use VOCA funds to offer rehabilitation services to offenders. Likewise, VOCA funds cannot support services to incarcerated individuals, even when the service pertains to the victim of the individual.
- **Need Assessments, Surveys, Evaluations, and/or Studies** - VOCA funds may not be used to pay for efforts conducted by individuals, organizations, task forces, or special commissions to study and/or research particular crime victim issues.

- **Prosecution Activities** - VOCA funds cannot be used to pay for activities that are directed at prosecuting an offender and/or improving the criminal justice system's effectiveness and efficiency, such as witness notification and management activities and expert testimony at a trial. In addition, victim witness protection costs and subsequent lodging and meal expenses are considered part of the criminal justice agency's responsibility and cannot be supported with VOCA funds.
- **Fund-raising Activities.**
- **Indirect Organizational Costs** - The costs of liability insurance on buildings, capital improvements, security guards and bodyguards, property losses and expenses, real estate purchases, mortgage payments, and construction may not be supported with VOCA funds.
- **Property Loss** - Reimbursing crime victims for expenses incurred as a result of a crime such as insurance deductibles, replacement of stolen property, funeral expenses, lost wages, and medical bills are not allowable.
- **Most Medical Costs** - VOCA funds cannot pay for nursing home care (emergency short-term nursing home shelter, as discussed previously, is allowable), home health-care costs, in-patient treatment costs, hospital care, and other types of emergency and non-emergency medical and/or dental treatment. VOCA grant funds cannot support medical costs resulting from victimization.
- **Relocation Expenses** - VOCA funds cannot support relocation expenses for crime victims such as moving expenses, security deposits on housing, ongoing rent, and mortgage payments. However, VOCA funds may be used to support staff time in locating resources to assist victims with these expenses.
- **Administrative Staff Expenses** - Salaries, fees, and reimbursable expenses associated with administrators, board members, executive directors, consultants, coordinators, and other individuals are not allowable unless these expenses are incurred while providing direct services to crime victims.
- **Development of Protocols, Inter-Agency Agreements, and Other Working Agreements** - These activities benefit crime victims, but they are considered examples of the types of activities that applicants undertake as part of their role as a victim services organization, which in turn qualifies them as an eligible VOCA applicant and are therefore unallowable costs under the VOCA grant program.
- **Costs of Sending Individual Crime Victims to Conferences**
- **Activities Exclusively Related to Crime Prevention**

## **B. Core Services by Agency Type**

The Criminal Justice Coordinating Council (CJCC) strives to be a responsible and exemplary steward of federal funds. In an effort to ensure that limited federal resources pay for basic services for all crime victims in Georgia, CJCC created the core service definitions for various types of programs that the agency typically funds with victim services grant funds.

These standards are based on extant program models across the state and should be revised as the response to victimization evolves and improves. The core service definitions outline the basic level of services agencies of various types should provide to be considered for CJCC Victim Services grant funds. The types of programs defined herein include: Court Appointed Special Advocates (CASA), Child Advocacy Centers (CAC's), Counseling Services, Domestic Violence Shelter & Non-Shelter Programs, Legal Service Programs, Sexual Assault Centers, and Victim Witness Assistance Programs.

These core service definitions are also the basis for any programmatic desk audits or site visits. CJCC grant monitoring staff will have a checklist based on these core service definitions to ensure programs are providing a minimum level of services with CJCC funds.

### **Child Advocacy Center (CAC)**

The Criminal Justice Coordinating Council requires that any child advocacy center funded with VOCA, VAWA, or SASP funds must provide the following basic services and meet the following criteria:

- Provide counseling for child abuse victims – either in-house or through a linkage agreement
- Provide referral services to necessary social services
- To be a member of a multi-disciplinary team comprised of law enforcement, prosecution, victim advocates, medical, and child welfare officials
- Notify and assist the victim about his/her eligibility for victim's compensation
- Advocate on the child's behalf for services and expedite case processing
- Review a child's court case(s)
- Track the child's case to ensure that the child is not lost in the criminal justice or other government system(s)
- Provide services to non-offending caregivers and other secondary victims of child abuse
- Provide training to other officials such as law enforcement, prosecutors and judges about the effects child abuse and negligence and strategies for effectively handling such cases
- Obtain a Memorandum of Understanding with agencies with which they partner on the multi-disciplinary team as applicable
- Ensure that all services are available for persons with limited English proficiency or provide referrals for culturally and linguistically services where appropriate
- Advocate staff must have at least 40 hours of initial training specific to providing direct victim services either through the Office for Victims of Crime, Victim's Assistance Training Online, the National Organization for Victim's Assistance (NOVA) or other body that provides training specific to serving crime victims

### **Court-Appointed Special Advocates (CASA)**

Based on the statutorily mandated minimum standards, best practices in Georgia and nationally, and on training requirements, CJCC defines CASA programs as follows:

- All CASA volunteers must complete at least 30 hours of training before serving in court; additionally, CASA volunteers must complete 12 hours per year of continuing education
- CJCC CASA programs must be affiliates of the state umbrella agency – Georgia Court Appointed Special Advocates (GACASA) – and members of the National Court Appointed Special Advocates Association
- Conduct independent investigations of a child's case – which may include interviewing the parties in the case, the child's family, and any social agency employees who work with the child
- Maintain regular contact with the child at least once per month
- Provide written reports to the court for each scheduled hearing

- Advocate on the child's behalf to have court hearings scheduled so the case can be resolved
- Advocate for judicial review of a child's case
- Attend at all court hearings about the child's case
- Work with all parties involved in a deprivation proceeding
- Review court documents pertaining to the child's case
- Refer, as appropriate and necessary, to other social service agencies
- Notify and assist the victim about his/her eligibility for victim's compensation
- Ensure that all services are available for persons with Limited English Proficiency (LEP) or provide referrals for culturally and linguistically appropriate services as needed
- Advocate staff must have at least 40 hours of annual training specific to providing direct victim services either through the Office for Victims of Crime, Victim's Assistance Training Online, the National Organization for Victim's Assistance (NOVA) or other body that provides training specific to serving crime victims

### **Counseling Services**

The Criminal Justice Coordinating Council outlines specific requirements for programs providing **therapy or counseling services** in-house or via contract with a **licensed** counselor/therapist:

- The in-house or contract counselor or therapist must have a **Georgia-specific** license.
- If the in-house or contract therapist uses interns or license-eligible therapists to supervise group therapy sessions or provide individual therapy, that person(s) must be supervised by a **Georgia-licensed** therapist or counselor.
- All counselors or therapists must conduct an intake and needs assessment that must include an assessment for acute mental illness, trauma or substance abuse prior to treating any patient. The therapist or counselor should have an up-to-date referral list for patients that he/she cannot treat because their needs are beyond the scope of the therapist's expertise.
- The organization or contract therapist should have a protocol to ensure that therapy services are available to persons with specific cultural needs and/or physical/mental disability needs. Such a protocol may include a referral list for cultural or language appropriate therapy services.
- Any in-house or contract therapy provider or counselor must attend at least **5 hours** of continuing education per year related to treating or serving crime victims. If the agency provides services via contract with an outside provider, the training requirement must be stipulated in the contract and proof that the contractor has met the annual requirement should be on file with the contracting agency.

### **Specific requirements for programs providing peer support groups:**

- The person leading any peer support group must receive training specific to leading such support groups.
- Persons leading support groups must receive at least **5 hours** of continuing education per year related to providing services to crime victims.
- Any support group should have a baseline curriculum with specific goals and objectives toward which members are working. Such a curriculum should be clearly defined, but flexible enough to accommodate the specific needs of various groups.

- Organizations providing support groups should have a protocol to make accommodations to meet the needs of individuals with specific cultural needs and/or physical/mental disability needs. Such a protocol may include a referral list for culturally or language appropriate peer support group services.
- Notifying and assisting the victim about his/her eligibility for victim's compensation
- **Any provider who is only providing peer support groups may not advertise that they offer "therapy or counseling services" per O.C.G.A. § 43-10A.**

### **Domestic Violence Programs**

The Criminal Justice Coordinating Council (CJCC) funds two types of domestic violence agencies community-based non-shelter programs, and shelter-based domestic violence programs. Below is a list of basic services any domestic violence programs funded with VOCA, VAWA, or SASP funds must provide:

- **Non-Shelter, Community-based agencies:**
  - New direct service volunteers must have 10 hours of training
  - New staff members who will be providing victim services must have 40 hours of training prior to allowing them to serve victims unsupervised
  - Refer to the statewide or national domestic violence hotline provided in the agency's outgoing voicemail for any victim calling after normal business hours
  - Refer to and help with obtaining emergency or safe shelter for victims who qualify and are eligible
  - Refer to services that meet the needs of children who witness or are victims of domestic violence, if the agency does not have a program for child victims
  - Provide or have partnership to provide peer support groups run by a facilitator who is trained to run domestic violence support groups
  - Refer to therapy or counseling by a licensed professional counselor, psychologist, or psychiatrist
  - Assist or have partnerships that assist with filing petitions for temporary protective orders, immigration filings where appropriate, and court accompaniment to hearings
  - Refer to legal help or advocacy related to other civil, criminal or immigration matters where a licensed attorney is required
  - Notify and assist the victim about his/her eligibility for victim's compensation
  - Advocate with social service providers such as TANF agencies, unemployment offices etc.
  - Assist victims with finding permanent or transitional housing or referral to agencies that specialize in these services
  - Inform and refer victims to proper parenting without the use of violence
    - If the agency provides parenting classes in-house, a model or set curriculum should be followed.
  - Provide follow-up services when the client consents to be contacted and it is safe to do so
  - Conduct community outreach and awareness about the effects of domestic violence
  - Have a written, publicized policy that the agency serves all victims of domestic violence regardless of sex, race, ethnicity, sexual orientation, age, religion, or immigration status

- Have a written plan to provide services available to Limited English Proficient victims
- Conduct a written or verbal, standardized dangerousness and/or lethality assessment that is consistently administered to all clients along with safety planning
- **Shelter-Based Programs**
  - Provide all the services mentioned for non-shelter, community-based agencies above
  - Provide staff 24-hours per day 7 days per week, including holidays, to admit victims into the shelter
  - Be able to ensure any victim contacting the shelter is placed in safe, emergency housing, including:
    - Housing the victim in your shelter;
    - Calling other organizations or shelters for the victim to be placed
    - Providing funds for a victim to stay in a hotel, if necessary
  - Have shelter accommodations sufficient to house dependent children of the victims seeking their services
  - Provide services to help victims with dependent children make arrangements with their child's school and other social services
  - Maintain an updated shelter bed availability count in the DHS database
  - Assist with making transportation arrangements for victims who cannot get to the shelter, court hearings etc.

### **Legal Services Providers**

Legal Services Providers funded with VOCA, VAWA, or SASP funds must provide the following services. Because some of those activities would overlap with the work of Victim Witness Assistance Programs, CJCC narrowly defines Legal Services and makes the following distinction between legal **advocacy** and legal **services**:

#### **Legal Advocacy:**

- Legal Advocacy services may not require the assistance of an attorney barred under the State of Georgia;
- Lay advocates must be trained to assist victims with filing temporary protection orders. Such advocates must be specifically trained and certified to provide such assistance. Acceptable training includes the VAWA-funded Georgia Legal Services Temporary Protective Order training, or other training as approved by CJCC;
- Legal Advocacy thus includes:
  - Assistance with filing the Georgia Crime Victim's Compensation Program
  - Assistance filing a temporary protective order
  - Accompanying the victim to a first appearance and subsequent hearings
  - Assisting the victim with contacting an offender's probation or parole officer – particularly with respect to TPO violations
  - Assisting the victim with advocating for no contact constraints or stay away bond conditions
  - Assisting the victim with obtaining a warrant for an offender's arrest
  - Referring the victim to legal counsel with respect to custody, or divorce or immigration matters

- Educating the victim about his/her role in the criminal justice process
- Assistance with and coordination with attorneys or Board of Immigration Appeals-certified advocate for filing T- or U-Visa paperwork, or a VAWA self-petition
- Outreach to underserved communities to identify potential victims of crime and provide services
- Ensure that all services are available for persons with limited English proficiency or provide referrals for culturally and linguistically services where appropriate

**Legal Services:**

- Legal services require assistance from a state barred attorney, or in the case of immigration law, a Board of Immigration Appeals-accredited representative
- Both VOCA and VAWA allow legal services that help ensure the victim’s immediate safety
- Legal Services include:
  - Assistance with completing and filing a T- or U-Visa paperwork, or VAWA self-petition on a victim’s behalf;
  - Legal immigration counsel and/or representation with remedies under the Violence Against Women Act and/or The Victims of Trafficking and Violence Prevention Act before USCIS; ICE; Immigration Court
  - Assistance with divorce or custody legal filings and appearing on the victim’s behalf in court
  - Assistance with eviction proceedings, if the eviction results from the victimization
  - Assistance with filing contempt petitions when a temporary protection order is violated and representation at 2<sup>nd</sup> TPO hearings
  - Drafting demand letters or lawsuits on behalf of victims of financial abuse or fraud to restore lost property
  - Outreach to underserved communities to identify potential victims of crime and provide services
  - Ensure that all services are available for persons with Limited English Proficiency or provide referrals for culturally and linguistically services where appropriate

**Sexual Assault Programs**

The Criminal Justice Coordinating Council requires that any sexual assault center funded with VOCA, VAWA, or SASP funds must provide the basic services below:

**Training for staff and volunteers:**

- Prior to being allowed unsupervised contact with clients, sexual assault center staff must complete 24 hours of training. Staff must maintain their advocacy skills with 10 hours of continuing education per year.
- Prior to being allowed unsupervised contact with clients, volunteers must complete 10 hours of training. Volunteers must maintain their service skills with 10 hours of continuing education per year.
- Advocate staff must have at least 40 hours of training specific to providing direct victim services either through the Office for Victims of Crime, Victim’s Assistance Training

Online, the National Organization for Victim's Assistance (NOVA) or other body that provides training specific to serving crime victims

**Core services include:**

- A 24/7 crisis hotline
- Referrals to and assistance with obtaining social or legal services, where applicable
- Notifying and assisting the victim about his/her eligibility for victim's compensation
- Accompaniment to medical evaluations, and with client consent or at his/her request, to police interviews, and court hearings
- In-house provision or referral for licensed counseling and/or support groups run by a trained facilitator as requested or necessary
- Community education and awareness about the impact of sexual assault, including outreach about available services to victims and criminal justice professionals
- Participation on Sexual Assault Response Teams (SARTs), if any exist in the center's community
- Ensure that all services are available for persons with limited English proficiency or provide referrals for culturally and linguistically services where appropriate

**Victim Witness Assistance Programs - Law Enforcement & Prosecution**

The Criminal Justice Coordinating Council requires that victim witness assistance program funded with VOCA, VAWA, or SASP funds must provide the following services: below Georgia's Association of Chiefs of Police and Georgia's Prosecuting Attorneys Council have model policies and minimum service requirements for law enforcement and prosecutor's agencies, respectively (Georgia Association of Chiefs of Police, 2009; Georgia Prosecuting Attorney Council, 2006). The policies and minimum services are based in part on the Crime Victims Bill of Rights. CJCC recommends the core service definitions below for Law Enforcement VWAPs and Prosecutors VWAPS as the minimum requirement, since these are necessary to enforcing the basic rights outlined in the Crime Victims' Bill of Rights:

**Law Enforcement VWAP:**

- Educate the victim about his or her role in the criminal justice process and provide a summary of follow-up actions the agency will take
- Notify and assisting the victim about his/her eligibility for victim's compensation
- Notify the victim about victim services within the area
- Provide the victim with contact information for case updates and follow-up, upon the victim's request, and if applicable
- Notify the victim about the status of temporary protective orders and their eligibility to apply for such orders
- Advocate on the victim's behalf with the Sheriff's office or Police Department, or provide training to law enforcement agencies, to ensure that the victim's information is taken so he/she can be notified of the defendant's status – e.g. of arrest, of release from incarceration or on bond, and/or of potential bond conditions
- Make all services available to victims with Limited English Proficiency (LEP)
- Advocate staff must have at least 40 hours of training specific to providing direct victim services either through the Office for Victims of Crime, Victim's Assistance Training Online, the National Organization for Victim's Assistance (NOVA) or other body that provides training specific to serving crime victims

**Prosecutor's VWAP:**

- Assist victims with recovering any property taken as evidence or recovered by the police
- Provide referral services to agencies that can provide counseling or other social services the victim might need
- Notify and assist the victim about his/her eligibility for victim's compensation
- Assist victims with obtaining restitution from the accused
- Assist victims with filing a victim impact statement
- Notify victims of any court hearings at which they must or might want to be present
- Educate the victim about his or her role in the criminal justice process
- Notify the victim about any proceeding at which the release of the accused will be considered and provide the victim with the opportunity to express his/her opinion regarding potential release
- If the accused is found guilty and sentenced to jail, connect the victim with the victim services division in the corrections department and assist the victim with registering for offender status notifications
- Advise the victim about his/her right to wait during judicial proceedings in an area separate from the accused
- Serve as the liaison between the victim and the prosecutor assigned to the case
- Provide support to the victim during trial process, in meetings with prosecutor, and at court hearings
- Have a written plan to be ready to provide services to victims who are Limited English Proficient
- Advocate staff must have at least 40 hours of training specific to providing direct victim services either through the Office for Victims of Crime, Victim's Assistance Training Online, the National Organization for Victim's Assistance (NOVA) or other body that provides training specific to serving crime victims

## **C. Online Application**

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## 2013 Victim Assistance Competitive Grant Program Request for Proposals (RFP)

Use this online form to complete and submit the application. Refer to the *REQUEST FOR PROPOSALS (RFP)*, (located at the Council's [FUNDING OPPORTUNITY page](#)) for instructions and details about this funding opportunity.

### Applicant Agency

Applicant Agency (Must be County Board of Commissioners, City Government, State Agency or Non-Profit Agency):

MAILING ADDRESS - Street:

City:  State:  Zip+4:

Phone:  Fax:

EIN:

DUNS #:

Agency Registered in SAM (System for Award Management)?

Is your agency certified to receive Local Victim Assistance Program funds (5%)?

Is the mailing address the same as your physical address:

PHYSICAL ADDRESS - Street:

City:  State:  Zip+4:

### Authorized Official

Chairperson of a County Board of Commissioners, Mayor of a City, Board Chairperson of a Non-Profit Agency, or Executive Director of a State Agency:

Title:

Street Address:

City:  State:  Zip+4:

Phone:  Fax:

E-mail:

### Implementing Agency

Implementing Agency:

Street Address:

City:  State:  Zip+4:

Phone:  Fax:

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## 2013 Victim Assistance Competitive Grant Program Request for Proposals (RFP)

### Project Information

Title of Project:

Amount Applying For (grant portion):

Match Amount:

Counties Served by the Project\*  
(primary service area):

- |                                     |  |                                     |                                     |
|-------------------------------------|--|-------------------------------------|-------------------------------------|
| <input type="checkbox"/> Appling    | <input type="checkbox"/> Atkinson      | <input type="checkbox"/> Bacon      | <input type="checkbox"/> Baker      |
| <input type="checkbox"/> Baldwin    | <input type="checkbox"/> Banks         | <input type="checkbox"/> Barrow     | <input type="checkbox"/> Bartow     |
| <input type="checkbox"/> Ben Hill   | <input type="checkbox"/> Berrien       | <input type="checkbox"/> Bibb       | <input type="checkbox"/> Bleckley   |
| <input type="checkbox"/> Brantley   | <input type="checkbox"/> Brooks        | <input type="checkbox"/> Bryan      | <input type="checkbox"/> Bulloch    |
| <input type="checkbox"/> Burke      | <input type="checkbox"/> Butts         | <input type="checkbox"/> Calhoun    | <input type="checkbox"/> Camden     |
| <input type="checkbox"/> Candler    | <input type="checkbox"/> Carroll       | <input type="checkbox"/> Catoosa    | <input type="checkbox"/> Charlton   |
| <input type="checkbox"/> Chatham    | <input type="checkbox"/> Chattahoochee | <input type="checkbox"/> Chattooga  | <input type="checkbox"/> Cherokee   |
| <input type="checkbox"/> Clarke     | <input type="checkbox"/> Clay          | <input type="checkbox"/> Clayton    | <input type="checkbox"/> Clinch     |
| <input type="checkbox"/> Cobb       | <input type="checkbox"/> Coffee        | <input type="checkbox"/> Colquitt   | <input type="checkbox"/> Columbia   |
| <input type="checkbox"/> Cook       | <input type="checkbox"/> Coweta        | <input type="checkbox"/> Crawford   | <input type="checkbox"/> Crisp      |
| <input type="checkbox"/> Dade       | <input type="checkbox"/> Dawson        | <input type="checkbox"/> Decatur    | <input type="checkbox"/> DeKalb     |
| <input type="checkbox"/> Dodge      | <input type="checkbox"/> Dooly         | <input type="checkbox"/> Dougherty  | <input type="checkbox"/> Douglas    |
| <input type="checkbox"/> Early      | <input type="checkbox"/> Echols        | <input type="checkbox"/> Effingham  | <input type="checkbox"/> Elbert     |
| <input type="checkbox"/> Emanuel    | <input type="checkbox"/> Evans         | <input type="checkbox"/> Fannin     | <input type="checkbox"/> Fayette    |
| <input type="checkbox"/> Floyd      | <input type="checkbox"/> Forsyth       | <input type="checkbox"/> Franklin   | <input type="checkbox"/> Fulton     |
| <input type="checkbox"/> Gilmer     | <input type="checkbox"/> Glascock      | <input type="checkbox"/> Glynn      | <input type="checkbox"/> Gordon     |
| <input type="checkbox"/> Grady      | <input type="checkbox"/> Greene        | <input type="checkbox"/> Gwinnett   | <input type="checkbox"/> Habersham  |
| <input type="checkbox"/> Hall       | <input type="checkbox"/> Hancock       | <input type="checkbox"/> Haralson   | <input type="checkbox"/> Harris     |
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| <input type="checkbox"/> Irwin      | <input type="checkbox"/> Jackson       | <input type="checkbox"/> Jasper     | <input type="checkbox"/> Jeff Davis |
| <input type="checkbox"/> Jefferson  | <input type="checkbox"/> Jenkins       | <input type="checkbox"/> Johnson    | <input type="checkbox"/> Jones      |
| <input type="checkbox"/> Lamar      | <input type="checkbox"/> Lanier        | <input type="checkbox"/> Laurens    | <input type="checkbox"/> Lee        |
| <input type="checkbox"/> Liberty    | <input type="checkbox"/> Lincoln       | <input type="checkbox"/> Long       | <input type="checkbox"/> Lowndes    |
| <input type="checkbox"/> Lumpkin    | <input type="checkbox"/> Macon         | <input type="checkbox"/> Madison    | <input type="checkbox"/> Marion     |
| <input type="checkbox"/> McDuffie   | <input type="checkbox"/> McIntosh      | <input type="checkbox"/> Meriwether | <input type="checkbox"/> Miller     |
| <input type="checkbox"/> Mitchell   | <input type="checkbox"/> Monroe        | <input type="checkbox"/> Montgomery | <input type="checkbox"/> Morgan     |
| <input type="checkbox"/> Murray     | <input type="checkbox"/> Muscogee      | <input type="checkbox"/> Newton     | <input type="checkbox"/> Oconee     |
| <input type="checkbox"/> Oglethorpe | <input type="checkbox"/> Paulding      | <input type="checkbox"/> Peach      | <input type="checkbox"/> Pickens    |
| <input type="checkbox"/> Pierce     | <input type="checkbox"/> Pike          | <input type="checkbox"/> Polk       | <input type="checkbox"/> Pulaski    |
| <input type="checkbox"/> Putnam     | <input type="checkbox"/> Quitman       | <input type="checkbox"/> Rabun      | <input type="checkbox"/> Randolph   |
| <input type="checkbox"/> Richmond   | <input type="checkbox"/> Rockdale      | <input type="checkbox"/> Schley     | <input type="checkbox"/> Screven    |
| <input type="checkbox"/> Seminole   | <input type="checkbox"/> Spalding      | <input type="checkbox"/> Stephens   | <input type="checkbox"/> Stewart    |
| <input type="checkbox"/> Sumter     | <input type="checkbox"/> Talbot        | <input type="checkbox"/> Taliaferro | <input type="checkbox"/> Tattall    |
| <input type="checkbox"/> Taylor     | <input type="checkbox"/> Telfair       | <input type="checkbox"/> Terrell    | <input type="checkbox"/> Thomas     |
| <input type="checkbox"/> Tift       | <input type="checkbox"/> Toombs        | <input type="checkbox"/> Towns      | <input type="checkbox"/> Treutlen   |
| <input type="checkbox"/> Troup      | <input type="checkbox"/> Turner        | <input type="checkbox"/> Twiggs     | <input type="checkbox"/> Union      |
| <input type="checkbox"/> Upson      | <input type="checkbox"/> Walker        | <input type="checkbox"/> Walton     | <input type="checkbox"/> Ware       |
| <input type="checkbox"/> Warren     | <input type="checkbox"/> Washington    | <input type="checkbox"/> Wayne      | <input type="checkbox"/> Webster    |
| <input type="checkbox"/> Wheeler    | <input type="checkbox"/> White         | <input type="checkbox"/> Whitfield  | <input type="checkbox"/> Wilcox     |
| <input type="checkbox"/> Wilkes     | <input type="checkbox"/> Wilkinson     | <input type="checkbox"/> Worth      |                                     |

Congressional District(s) to be served (primary service area):  01  02  03  04  05  06  07  08  09  10  11  12  13



## 2013 Victim Assistance Competitive Grant Program Request for Proposals (RFP)

### Grant Preferences

Indicate the type of grant you prefer to receive by ranking them below. If your project receives funding, CJCC will attempt to honor your preferences by providing funds from your first choice (subject to the availability of funds and eligibility requirements).\*

	VOCA	S.T.O.P. VAWA	SASP
First Choice	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Second Choice	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Third Choice	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

### Categories

Select the Category you are applying under below. If you are applying for both categories, you must submit separate applications.

**Select One Category:**  Category 1 - Core Services  
 Category 2 - Priority Areas



## 2013 Victim Assistance Competitive Grant Program Request for Proposals (RFP)

### Core Services

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Select the Core Services you are applying for below. You may select more than one core service if your agency will be providing the services as part of the CJCC-funded project.

- Core Services:** \*
- Child Advocacy Center (CAC)
  - Court Appointed Special Advocates (CASA)
  - Counseling Services
  - Domestic Violence Programs
  - Legal Services Provider
  - Sexual Assault Program
  - Victim Witness Assistance Program (Law Enforcement or Prosecution)

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## 2013 Victim Assistance Competitive Grant Program Request for Proposals (RFP)

### Project Information

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Provide a brief summary of your project.\*

How many volunteers hours were used by your agency last year (within the proposed project only)?

How does your agency manage your volunteers program?

How does your agency, or how will your agency, assist victims in applying for Victims Compensation?.

Prev

Next

76% Complete



## 2013 Victim Assistance Competitive Grant Program Request for Proposals (RFP)

### Attachment(s)

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Proposal Narrative (MS Word)\*

Budget Documents\*

Additional Attachments\*

### Contact Information

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Contact person for this\*   
application:

Title:\*

Telephone Number:\*

E-mail:\*

### Certification

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BY ENTERING MY INITIALS BELOW, I CERTIFY THAT TO THE BEST OF MY KNOWLEDGE AND BELIEF, ALL STATEMENTS AND DATA IN THIS APPLICATION ARE TRUE AND CORRECT, THE DOCUMENT HAS BEEN DULY AUTHORIZED BY THE AUTHORIZED OFFICIAL OF THE GOVERNING BODY OF THE APPLICANT AND THE APPLICANT WILL COMPLY WITH THE ATTACHED ASSURANCES.

Initials:\*

Name of person submitting\*   
application:

Name of Authorized Official :\*