



State of Georgia

Victims of Crime Act (VOCA) Subgrantee Grant Administration Manual

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Introduction: How to Use this Manual

CJCC Staff created this manual to help subgrantees navigate some of the complexities associated with their Victims of Crime Act (VOCA) grant. This manual is **not comprehensive** and you may still encounter issues or questions related to managing your grant that are not covered in here. **This manual does not replace the requirements in your special conditions.** These conditions still govern your use of VOCA funds. This manual should help you implement and abide by those special conditions more effectively.

This manual is meant to guide the administration of your VOCA subgrant. What follows is a detailed, though not exhaustive, description of the programmatic and financial guidelines you must follow to administer your grant funds successfully. The information contained in this manual is based on several sources including the [VOCA Victim's Assistance Grants Guidelines](#) and the [2013 OJP Financial Guide](#).

CJCC encourages subgrantees to download this manual to their computers and refer to it as often as they need to when they encounter questions or concerns related to their VOCA grant.

Please note that CJCC may also update this manual from time to time as legislation changes, new policies or guidance comes from the Office for Victims of Crime, new reimbursement or grant management policies are instituted here at CJCC, or to address emerging issues subgrantees face. Staff will do their best to alert subgrantees about changes in this manual. Please ensure you are subscribed to [MailChimp](#) to receive these updates via the monthly Victim Assistance e-newsletter. You will know which version of the manual is the most recent by looking in the footer of each page.

We have also tried to make this manual as user-friendly as possible. All of the text that is hyperlinked in this manual is fully functional – to go to the webpage containing the information that is referred to in the text, simply click on the hyperlinked text.

If you feel staff has not covered a certain topic thoroughly enough, or you see a gap in the topics covered in this manual, please give your feedback to one of the staff listed on the cover page.

Thank you for all the work you do on behalf of victims of crime in the state of Georgia. We at CJCC appreciate your service and dedication.

Overview of CJCC and VOCA

The Criminal Justice Coordinating Council

The Criminal Justice Coordinating Council (CJCC) is the state planning and grants agency for criminal justice and victims' assistance programs that the Governor of Georgia has designated as the State Administering Agency. CJCC's enabling statute (O.C.G.A. § 35-6A-2) ensures its members represent all components of the criminal justice system. CJCC builds knowledge and partnerships among state, local, and non-governmental organizations to enhance the effectiveness of Georgia's criminal justice system and to develop and sustain results-driven programs, services and activities.

CJCC manages and subgrants federal formula funds allocated to the State of Georgia Victims of Crime Act, 42 U.S.C. § 10601, et seq. In addition to managing these formula grants, CJCC also applies for competitive funding in partnership with subgrantee and local agencies through the Office for Victims of Crime.

Victims of Crime Act (VOCA) Victims Assistance Grants

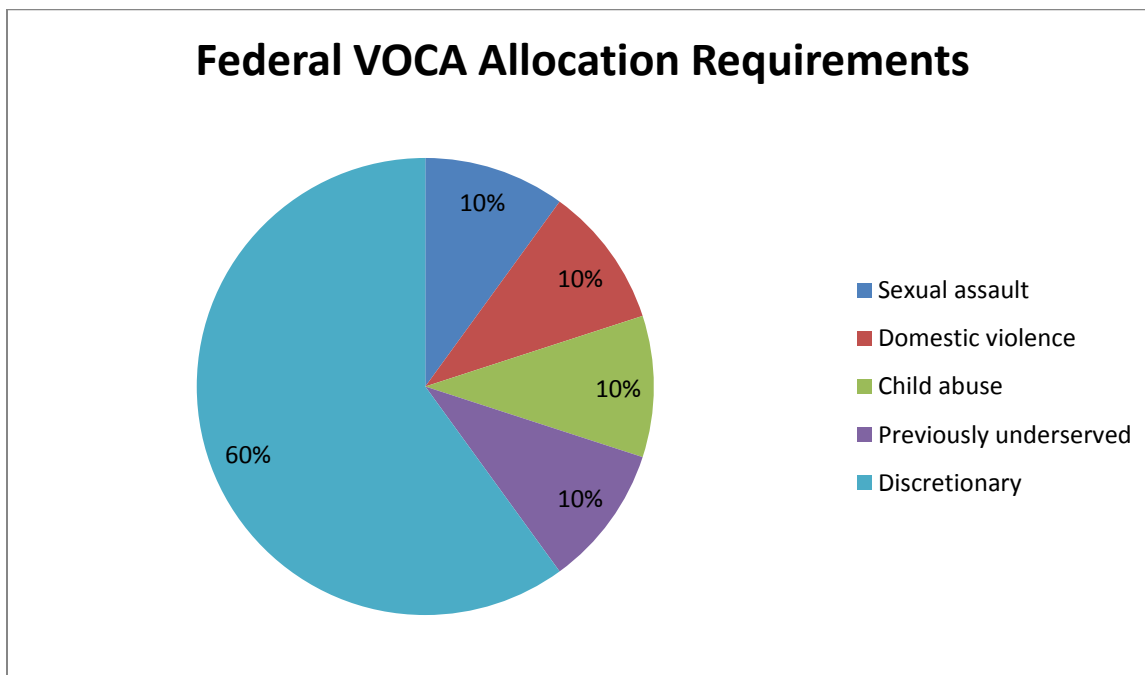
The VOCA Formula Grant Program, created under the 1984 Victims of Crime Act 42 U.S.C. § 10601, et seq., provides federal funding to support victim assistance and compensation programs to benefit victims, to provide training for diverse professionals who work with victims, to develop projects to enhance victims' rights and services, and to undertake public education and awareness activities on behalf of crime victims. The Victims of Crime Act established the Crime Victims Fund, which is the funding source for state formula VOCA grants. 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.

VOCA is the largest federal victims' services funding stream in Georgia. This funding supports direct services to crime victims (i.e. persons who have suffered physical, sexual, financial, or emotional harm as a result of the commission of a crime). The federal Office for Victims of Crime (OVC) makes annual formula grants to states, which in turn are subgranted to local organizations, to ensure that crime victims' rights are upheld and that they play a meaningful role in the criminal justice process. VOCA funds help local agencies comply with the requirements in Georgia's Crime Victim's Bill of Rights (O.C.G.A. § 17-17-1) and provide services that help crime victims confront the trauma and hardship associated with victimization. VOCA funds may be used to serve victims of many different types of crime including (but not limited to) child abuse, child sexual abuse, domestic violence or intimate partner violence, sexual assault, physical and financial elder abuse, identity theft, robbery, and burglary.

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. By statute, 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."



Subgrantee Eligibility, Funding Cycles, and Priority Areas

Eligibility and Funding Cycles

The VOCA grant program is open to local government and nonprofit agencies or programs that provide direct services to victims of violent crime (and certain economic or property crimes, such as identity theft or larceny).

CJCC generally makes competitive grants under the VOCA grant program every four years. Continuation funding is awarded to organizations that receive funding during a competitive

cycle for the following three years depending on the subgrantee's compliance with programmatic and financial reporting requirements. For example, if a program changes scope or loses staff, CJCC reserves the right to decrease a subgrantee's award upon grant continuation. As a general rule, CJCC does not increase grant awards from one year to the next during a continuation cycle.

VOCAPurpose Areas

As stated above, VOCA is aimed at helping agencies provide core services to crime victims so they can heal from the emotional, psychological, and physical trauma associated with victimization. Additionally, VOCA funds are meant to help victims play a meaningful role in the criminal justice system.

Direct victim services should accomplish at least one, if not more, of the following objectives:

- (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.

Programmatic Requirements and Technical Assistance

Statistical Reporting

CJCC requires VOCA subgrantees to complete the **Victim Services Statistical Report (VSSR)** on a **quarterly basis**. Reports should be completed via the [web-based platform](#). The Planning & Policy Development Specialist will email the VSSR link and login credentials (User ID or your grant number(s) and your agency's password(s)) to Project Directors a month prior to each reporting deadline. It is **very important** that you complete a Subgrant Adjustment Request to update the Project Director's name and/or their contact information to ensure timely receipt of VSSR information. CJCC will not send reporting information to anyone other than the Project Director.

You should **only** report data that reflects the use of VOCA funds. In the fourth quarter report due October 30, subgrantees must also complete the section of narrative questions. As a courtesy, CJCC has provided a [guide](#) for subgrantees.

The web-based tool has built-in validation capabilities. Subgrantees should be sure that their demographic data aligns with the number of victims they report serving in each category. Additionally, subgrantees should also ensure that the number of services they report are equal to if not greater to the number of victims they report serving. Incorrect or inaccurate data will not be accepted in the web-based system and the subgrantee **will not be able to submit** their VSSR on this platform until all the data is correct.

Dates for submitting VOCA **Quarterly** Reports are as follows (These deadlines are available

on the [Google Calendar](#) on CJCC's website. Please be sure to add these to your agency's calendar):

Quarter 1:	October 1-December 31	Due: January 30
Quarter 2:	January 1-March 31	Due: April 30
Quarter 3:	April 1-June 30	Due: July 30
Quarter 4:	July 1-September 30	Due: October 30

(1) Subgrantees Who Receive VOCA and VAWA and/or SASP Victim Services Funds

If your agency receives funding to provide direct victim services through VOCA and VAWA and/or SASP, you **must report your statistics for each program separately**. Please be sure that whichever data collection method you use (a Client Management Information Systems such as ALICE, paper tallies, Excel worksheets, Time and Activity Reports) is able to track the clients you serve with either your VOCA or VAWA/SASP grant **separately**.

Examples:

- a. Suzy Advocate is funded through your agency's VOCA grant at 80% of her time and through your VAWA grant for 20% of her time. Suzy served 40 victims this quarter. You should report the following:

40 victims * 0.8 (proportion of time Suzy is on VOCA Grant) = 32 victims served with VOCA Funds

40*0.2 (proportion of time Suzy is on VAWA Grant) = 8 victims served with VAWA funds.

- b. Suzy Advocate is funded through your agency's VOCA grant at 50% and Norene Counselor is funded through your VAWA grant at 75%. Suzy Advocate served 50 victims and Norene Counselor treated 30 victims. You should report the following.

50*0.5 (proportion of Suzy's time paid for with VOCA funds) = 25 victims served with VOCA funds

30*0.75 (proportion of Norene's time paid for with VAWA funds) = 22.5 (round to 23) victims served with VAWA funds.

The restriction on the kinds of victims that should be reported on your VAWA and/or SASP VSSR applies here as well.

- c. **If you cannot track statistics by the advocate serving the victim...** An alternative method to reporting statistics based on the advocate to whom the case is assigned, may be to report your agency's statistics based on the

proportion of your total budget that each grant represents. In other words, if you cannot separate the services you provide either by the advocate who provides them or by the grant under which they are funded, you can take all of the statistics per quarter in your agency and multiple them by the proportion of your total agency budget that a grant represents.

Example:

Your agency's budget breakdown is the following:

- VOCA Grant – 35%
- SASP Grant – 5%
- UnitedWay – 15%
- Private Donations – 10%
- Community Foundation Grants – 10%
- Major Events – 15%
- 5% Funding – 10%

In the first quarter of your VOCA Grant (October 1-December 31) your agency served 25 child sexual abuse victims and 10 sexual assault victims. You would report:

- $0.35 * 25 = 9$ child sexual abuse victims
- $0.35 * 10 = 4$ adult sexual assault victims

NOTE: Whatever your cutoff, you must report services and demographic data for those victims as well.

For more information about reporting your victim services statistics, please contact the Planning & Policy Development Specialist for victim assistance grants.

Outcome Performance Measures

Subgrantees funded to provide **direct victim services** with VOCA funds must also collect outcome performance measure data from their clients. CJCC has provided survey instruments for subgrantees to distribute to clients who have **substantially completed services**. These surveys are available at CJCC's website under Grants>>Forms & Publications>>Outcome Performance Reporting Tools or at the [VOCA Reporting page](#). Here you will find the survey tools and Excel spreadsheets to help you tally your data.

Outcome performance measures are reported through the Performance Vista's web tool. Links for this tool are located the VOCA grant specific pages on CJCC's website. To navigate to these web pages go to Grant Programs>>VOCA>>Reporting. This tool **will be open only during the appropriate reporting periods** (May 1-30, and November 1-30). There will be no extensions to accommodate late report submissions unless a waiver is requested. Below are reporting due dates (these are also available on CJCC's Google Calendar):

Semi-Annual:	November 1 – April 30	Due: May 30
Annual:	May 1 – October 31	Due: November 30

For more information or technical assistance about collecting or reporting your outcome measure statistics, you may listen to the various webinars posted on [CJCC's YouTube Page](#).

Tardy Programmatic Reports or Continuation Applications

Delays in programmatic reports can cause CJCC to be late in its reporting requirements to our federal partners. Therefore, CJCC takes timeliness in programmatic reports **very seriously**. Please refer to [CJCC's subgrantee compliance policy](#) and your special conditions for the progressive sanctions imposed for chronic tardiness in programmatic or fiscal reports.

If you are late with your programmatic or expenditure reports, you must submit a [Waiver Request](#) within **10 days** after the reporting deadline has expired. Please submit waiver requests for SERs to your Grants Auditor or Specialists. Waiver requests for OPMs, VSSRs and CJSSRs may be sent to the Planning & Policy Development Specialist. Your request will be considered and CJCC may grant the waiver **at its discretion**. The waiver will allow your agency to avoid penalties.

The subgrantee is responsible for abiding by **all special conditions**, reporting requirements, and deadlines. Tardy continuation applications will also result in an automatic recommendation to CJCC's governing council to reduce funding by 10%.

Training: External Training Events or Conferences

If you wish to send your staff to training events or conferences sponsored by other organizations, you must submit an agenda detailing the contents of the training **30 days prior** to paying for the registration. These requests must be sent to your assigned Grants Auditor or Specialist. Training should be germane to your project scope and should be primarily focused **on identifying, responding to, and helping** crime victims recover from the trauma of victimization.

What does CJCC mean by germane? For example, if you are funded to serve child abuse victims, you might attend training about therapeutic interventions for child sexual abuse victims. According to your VOCA special conditions, grant-funded staff must adhere to staff training core requirements according to the [core services](#) their agency offers. You may accomplish some of these hours through the Office for Victims of Crime's Training and Technical Assistance Center ([OVCTTAC](#)). **Training that focuses on crime or victimization prevention strategies is not allowable.**

Printed Materials

As stated in your special conditions, you must request approval **30 days** prior to sending any publication to print or paying for any publication from an outside provider with

VOCA funds. The most commonly encountered issue with respect to paying for publications is that the proposed material is overly focused on prevention. If the publication is overly focused on prevention strategies it is unallowable. If you would like CJCC to pay for a publication that contains a substantial amount of prevention information, we may be able only to pay for the portion of the publication that does not include the prevention message. Remember, **publications should focus on alerting victims about the nature of crime, the mechanics of the criminal justice system and the services available to help them.** These requests must be sent to your assigned Grants Auditor or Specialist.

If CJCC approves part of a publication for printing or distribution, you must include the following disclaimer language somewhere on the publication (even if the publication was purchased from another provider):

“Certain portions of this project are supported by VOCA Sub-Award No. _____ administered by the Criminal Justice Coordinating Council and awarded by the Office for Victims of Crime. The opinions, findings, conclusions, and recommendations expressed on page(s) _____ of this publication does/do not necessarily reflect the views of the Department of Justice, Office of Justice Programs, Office for Victims of Crime. Page(s) ___ of this project is/are beyond the scope of the Victims of Crime Act Program, under which the above award was made, and thus was not funded with award no. _____.”

Also remember that any materials your agency prints that are fully paid for with VOCA funds must contain the following acknowledgement language:

“This project is supported by VOCASub-Award No. _____ administered by the Criminal Justice Coordinating Council and awarded by the Office for Victims of Crime. The opinions, findings, conclusions, and recommendations expressed in this publication/program/exhibition are those of the author(s) and do not necessarily reflect the views of the Department of Justice, Office of Justice Programs, Office for Victims of Crime or the Criminal Justice Coordinating Council.”

(1) Printed Materials that Contain Religious Language

CJCC proudly funds various faith-based organizations to serve crime victims in Georgia. However, pursuant to the U.S. Department of Justice’s regulations, Equal Treatment for Faith-Based Organizations (Equal Treatment Regulations), 28 C.F.R. pt. 38, faith-based organizations cannot discriminate in service provision based on religion, nor can they use federal funds for inherently religious activities.

Publications that contain religious language related to an agency’s mission, vision, or goals should include the following disclaimer:

“While [Organization Name] is a [Religious Affiliation]-based organization, it does not use federal financial assistance for explicitly religious activities. [Organization Name] provides services to crime victims regardless of the victim’s religious affiliation and does not require victims to participate in religious activities as a

condition of receiving services.”

Financial Requirements and Technical Assistance

Match Requirement

All VOCA subgrantees must match at least 20% of their total award with **non-federal** funds. Match must adhere to the same financial guidelines as reimbursable expenses. First time subgrantees must also demonstrate that 25-50% of their agency’s funding is derived from non-federal sources. VOCA funding is meant to sustain a core level of victim services. CJCC wants to ensure that agencies have various resources to provide services so that all victims across Georgia have access to basic and enhanced services.

VOCA guidelines require agencies to use volunteer labor to provide services. As of June 1, 2006, CJCC values volunteer hours at \$12.00/hour. Volunteer hours may be used toward your agencies match on the VOCA subgrant.

To qualify matching funds must meet the following criteria:

- ✓ They must have the same potential use as the federal funds for which the grant is awarded – i.e. the activities for which funds are used must be **allowable** under the [VOCA program guidelines](#).
- ✓ They must be expended during the grant period – e.g. a private foundation grant that has been awarded to you but starts after the federal grant period ends does not qualify.
- ✓ You must maintain a record of all the matching funds you use including: the source of the funds, when they were expended, and the amount.

If you are using volunteer labor as a match, you must provide a volunteer contract and a log of the number of hours each volunteer spent on the VOCA-funded project. Submit newly signed contracts and timesheets with each SER to your assigned Grants Auditor or Specialist. Volunteer [contracts](#) and [timesheets](#) can be found at [CJCC’s website](#). You may also send them requests to approve a higher rate of volunteer time. Please submit justification such as a memo and job description or volunteer’s resume with the request for a higher rate.

Budget Categories – Allowable and Unallowable Costs

Subgrantees are encouraged to refer to “[OMB Circular A-87, Cost Principles for State, Local, and Indian Tribal Governments](#)” or “[OMB Circular A-122, Cost Principles for Non-Profit Organizations](#)” (as applicable to your organization) for a detailed discussion of allowable and unallowable costs on federal grants. Subgrantees should note that they **cannot** request reimbursement for items not listed in their budgets during the course of the grant. If a subgrantee wants to add, change, or remove an item from any of the budget categories approved with their award package, they **must submit** a Subgrant Adjustment Request (“SAR”). Please see the section titled “Subgrant Adjustment Requests” for more information. What follows below is a brief description of allowable and unallowable costs:

(1) *Personnel*

Personnel costs are eligible if they comply with the statements in the following checklist:

- ✓ Salaries for grant-funded positions must comply with the applicant agency's employee salary classification schedule. Your agency should have submitted a "Salary Authorization Form" with your application to validate salary expenditures.
- ✓ Applicants must submit all grant-funded salaries for CJCC's approval. CJCC will also determine the reasonableness of requested salaries and reserves the right to limit the grant-financed portion of any salary.
- ✓ Subgrantees may use grant funds for overtime pay, provided that the payment of overtime is allowable under the applicant agency's policy. "Overtime pay" is remuneration for hours worked on a sub grant program in excess of full-time. "Full-time" is at least thirty-five (35) hours per week for sworn law enforcement officers and forty (40) hours per week for non-sworn personnel.
- ✓ CJCC will not approve grant budget adjustment requests for reallocation of excess personnel funds created by a vacancy unless the subgrantee requests the reallocation **prior to sixty (60) days** before the grant expiration date. For VOCA subgrantees, final budget reallocations must be submitted by **August 1** for approval.
- ✓ Subgrantees may use grant funds to pay personnel leaving employment for accrued annual leave and/or accrued compensatory time if CJCC approves, and if such use is in accordance with the subgrantee's personnel policy. The proportion of grant funds paid for accrued annual leave and accrued compensatory time may not exceed the proportion of funds used to pay the employee's salary.
- ✓ Funds may not be used to pay for on-call hours.

(2) *Fringe Benefits*

Fringe benefits should be based on actual known costs or an established formula. Fringe benefits are for the personnel listed in the "Personnel" budget category and **only for the percentage of time devoted to the project**. Fringe benefits on overtime hours are limited to FICA, Worker's Compensation, and State Unemployment Compensation. Costs included in this category are: FICA (employer's portion of the Social Security and Medicare taxes), employer's portion of retirement, employer's portion of insurance (health, life, dental, etc.), employer's portion of Worker's Compensation and State Unemployment Compensation. Each benefit for each position should be shown as a separate calculation/estimate.

Example Personnel & Fringe Benefit Calculation:

1. Personnel

Suzy Victim Advocate \$30,000 * 75% \$22,500

2. Fringe Benefits

Suzy Victim Advocate *FICA*: \$30,000*0.0765*75% \$1,721.25
Health Ins.: \$200/mth*75%*12 \$1,800
Pension: \$30,000*0.02*75% \$450
Dental/Vision: \$100/mth*75%*12 \$900

(3) Travel

Costs in this category are eligible if they comply with the statements in the following checklist:

- ✓ All travel expenditures must be in accordance with the most current [State of Georgia Statewide Travel Regulations](#) regardless of the applicant agency's travel policies. Three main provisions include:
 - Funding is authorized for travel within the program's service area only for mileage driven in personal vehicles for program/business purposes and may not exceed .56 cents per mile (the current state maximum), the amount the program specifies as the mileage reimbursement rate, *or* the lesser of the two;
 - Funding is not authorized for lodging within 50 miles of the subgrantees' place of business; and,
 - Funding is not authorized for meals within thirty (30) miles of the subgrantees' place of business, and when traveling outside a thirty-mile radius, the employee must be away for more than 13 hours.
- ✓ Out-of-state travel must be justified and in accordance with U.S. General Services Administration [\(GSA\) per diem rates](#).
- ✓ Use of unbudgeted grant funds for out-of-state travel requires CJCC's prior written approval and a sub-grant adjustment.
- ✓ Subgrantees must document program personnel's completion of grant-funded training and certification courses. Subgrantees must justify to CJCC in writing any non-completion of course requirements. Subgrantees may have to cover the cost of training if CJCC fails to approve the justification letter submitted.

(4) Equipment

Equipment is defined as any non-expendable personal property with a useful life of more than one (1) year and acquisition costs equal to or greater than \$5,000 per unit. Included in the definition of equipment are any other items a subgrantee chooses to capitalize in its own accounting records. Subgrantees may not apportion costs for equipment into smaller components to avoid the true acquisition costs.

A list of equipment purchases must be submitted to CJCC and subgrantees may request additional equipment through grant adjustments. CJCC will authorize equipment if the subgrantee demonstrates that it is necessary, essential to the successful operation of the grant projects and reasonable in cost.

Equipment purchased with grant funds is subject to the [Department of Administrative services' state surplus property procedures](#).

CJCC staff is available to assist sub-grantees with these procedures.

(5) Supplies

Expenditures in this category are eligible if they comply with the statements in the following checklist:

- ✓ Supplies and direct operating expenses are costs directly related to the daily operation of the sub grant program that are not included in any other budget category and have an acquisition cost of less than \$5,000 per unit. Examples of allowable costs include office supplies, shared costs of office equipment, paper, printing, postage, classroom instructional supplies and educational resource materials.
- ✓ Funds **may not** be used to promote a program through paid advertisements or promotion gifts without CJCC 's prior written approval.
 - An **exception** – CJCC has allowed in the past for programs to use funds to pay for billboards to advertise a hotline or program services. Such a billboard must display the disclaimer language referenced above under “Printed Materials.” CJCC reserves the right to allow or disallow requests on a case-by-case basis.
- ✓ CJCC will not approve use of funds to purchase admission to any amusement park, recreational activity or sporting event.
- ✓ Funds may not be used to pay for gift cards for victims to purchase food or other items. For example, an agency may not request reimbursement from their VOCA grant to pay for a WalMart gift card for a victim to purchase emergency household items following a crime. All such purchases must be accompanied by an itemized receipt for a reimbursement to be allowable.
- ✓ The State of Georgia's Non-Employee Group Meals Policy and the [OJP Financial Guide](#) governs subgrantees' use of grant funds for food, meals, beverages and related costs. This policy is included in the State Accounting Office's [Statewide Accounting Policy and Procedure Manual](#).

(6) Printing

Expenditures in this category are eligible if they comply with the statements in the

following checklist:

- ✓ Business cards are allowable only for VOCA funded personnel.
- ✓ Program letterhead is an allowable expense.
- ✓ Costs for printing program-related materials are allowable. **Please see the “[Printed Materials](#)” section for the policy on obtaining approval for paying for such materials.**
- ✓ Brochures printed with grant funds must acknowledge the funding source. **Please see the “[Printed Materials](#)” section for the required language.**

(7) *Other*

Expenditures in this category are eligible if they comply with the statements in the following checklist:

- ✓ Individual consultant fees may not exceed \$450/day or \$56.25/hour, but may include actual time for preparation, evaluation and travel in addition to the time for the presentation or service. Consultant transportation, hotel, and incidental costs are not included in this maximum amount and may be specified separately under the contract.
 - According to the 2009 OJP financial guide, a **consultant** is “an individual who provides professional advice or services.” CJCC **does not fund** the use of consultants for general organizational administration or strategic planning efforts. All “professional advice or services” **must be directly related** to the provision of victim services according as defined in [VOCA Program Guidelines](#).
 - Subgrantees requesting consultant expenses on their grant must be able to justify the rate they are requesting either using the provider’s billing history for a similar service, or using local market rates. For example, a subgrantee requesting a contract licensed therapist expense may use the therapists’ hourly billing rate with similar clients and submit invoices verifying this rate to justify the amount requested on the grant.
- ✓ Consultants who are state or local government employees, or are personnel at another CJCC-funded nonprofit or nongovernmental agency must show that the time they are spending on the grant is separate from the time CJCC is funding for work at their respective agency.
- ✓ See [Appendix 1](#) for a sample consultant contract.
- ✓ For-profit corporation or nonprofit consulting services must be determined through competitive bidding.
- ✓ Agencies may not request accounting, auditing, or bookkeeping services furnished through an independently-employed individual, unless the agency expends more than \$500,000 in federal funds during its fiscal year. If allowable, these services may not exceed \$56.25/hour or \$450/day. Reimbursement for these services will be pro-rated across all federal funding services.

- ✓ Costs for office rent and utilities are allowable if they are justified and if the agency provides a statement of comparable rates in the area. These costs will be pro-rated for grant-funded staff. Liability costs (such as malpractice insurance) are similarly allowable under these conditions. Subgrantees seeking to recover rent costs must furnish a copy of their lease agreement.

Expenditure Reimbursement Requests & Budget Adjustments

(1) Subgrant Expenditure Reports (SERs)

A subgrantee may submit a request for reimbursement on either a quarterly or monthly basis. Below are the due dates for either quarterly or monthly subgrant expenditure reports. CJCC staff do their best to approve and submit all SERs for payment to GBI within 14 days of receipt. This turn-around time strongly depends on whether the subgrantee has provided all the necessary documentation with their SER and is current with their programmatic reports. **Late programmatic reports or incomplete documentation will delay SER processing.**

Quarterly	30 days after Quarter end date	Ex.:January 1-March 31 Due: April 30
Monthly	15 days after Month end date	Ex.: January 1-January 31 Due: February 15

(2) Helpful Hints for Successful Approval of SER's

- ✓ For your SER to be approved, you **must have all your programmatic reports** (i.e. VSSR) submitted on time. For example, if you request reimbursement on a quarterly basis, and you are requesting payment for grant activities from April 1-June 30, your first Quarter VSSR (due April 30) must be received before you are reimbursed. **Delinquent or incorrect reports will result in delayed reimbursements.**
- ✓ Ensure your SER is on the correct form. You can access this form on [CJCC's website](#). Be sure to use the "VOCA Reporting SER Form."
- ✓ Ensure your authorized grant official has signed these forms. For local government agencies such as District Attorney Offices, this should be your **Board Commission Chair**; for nonprofit organizations, this should be your **Board Chair**. **NOTE:** The authorized grant official can delegate signing authority once he/she signs and submits all award package documents. To delegate this authority, the authorized signor should submit a **signed** letter on official letterhead to your agency's assigned Grants Auditor or Specialist stating the following:

"I _____, [Chairman of the Board of Commissions/Board Chair of XYZ Nonprofit] authorize [Name]_____, [Title]_____ to sign any future forms and documents pertaining to subgrant #_____."

- ✓ Be sure to include any supporting documentation with your SER. These include:
 - Travel Logs – applicable if you are requesting reimbursement for in- or out-of-state travel. Travel logs should include miles traveled if using your personal or company vehicle. Use the “[Travel Expense Statement](#)” under Grants>>Forms & Publications>>Expenditure Reporting Forms to submit this information.
 - Volunteer Timesheets – If you are using volunteer hours as match, you must submit these with your VSSR. You must also have a Volunteer Contract on file with CJCC for each volunteer whose time you are claiming as match. Sample contracts can be downloaded on [CJCC’s Website](#) from the Grants>>Forms & Publications>>Applications and Awards Documents.
 - Invoices – if you are requesting payment for contractor services or equipment costs, please include an invoice verifying the expenses and showing the work performed in the case of contractor services.

- ✓ Ensure all expenses listed on your SER were incurred during the current grant period. **Expenses incurred either before or after the grant period started will be disallowed** per the OJP Financial Guidelines (Part III - Chapter 2: Period of Availability of Funds, Obligation of Funds).
 - Subgrantees have between 15-30 days *after the end of a grant period* (depending on whether they report quarterly or monthly) to submit an SER with final expenses. *All expenses incurred during the last quarter or month of the grant period should be listed on this SER, regardless of whether the agency has completely paid for them.* For example, if your agency purchases a computer as specified in your budget in the last month of the grant award but intends to pay for the computer on arrival, you must include this incurred expense on your last SER to be reimbursed.

(3) Subgrant Adjustment Requests (SAR’s)

Subgrantees must use subgrant adjustment requests to alert their Auditor/Examiner or Grant Specialist about any substantive changes related to their grants. Included in your agency’s award packet was a subgrant adjustment request form that you must complete and return along with a detailed budget. Your assigned Auditor or Specialist will email you a new SAR form each time they process a previous SAR for you. Like SER forms, this file **cannot** be downloaded from the website and can only be obtained through your assigned Auditor or Specialist.

SARs should be submitted to alert CJCC about any of the following changes to your grant:

- ✓ A change in the Authorized Signature for the grant;
- ✓ A change in the contact information for the Agency Point of Contact
 - NOTE: This is **very important**. We have received emails from frustrated subgrantees or former employees alerting us that we are still sending them grant information when they are no longer employed with an agency. To

avoid this, please be sure to submit an SAR whenever your Agency Point of Contact changes. We **will not** change point of contact information based on an email alert or phone call.

- ✓ Changes in budget allocations;
 - All changes to budget allocations must be pertinent to the original project scope. If the budget reallocation request results in a substantial change in your program's scope, it may be disallowed. For example, if you have experienced turnover in personnel and would like to move money from personnel to equipment to purchase a new computer or software system, CJCC may question your request for additional computers, given that you have fewer personnel.
 - All budget allocation changes must be submitted **sixty (60) days prior** to the grant period end (i.e. by August 1 for most VOCA grants). Any SAR's requesting changes to budget allocations received after the 60th day **will not** be approved.
- ✓ **NOTE:** All budget reallocation SARs must be submitted prior to the last sixty (60) days of the grant period and all expenses included in an SAR must be **anticipated** expenses to be incurred within those last 60 days. CJCC **will not** reimburse subgrantees for unapproved expenses incurred prior to the submission this final budget reallocation SAR.
- ✓ Changes in program scope or activities.

NOTE: All SAR's (except for final budget reallocations) must be submitted for any change **30 days prior** to that change taking effect. If you know that a staff member is leaving the organization or that the grant point of contact will change, please alert CJCC 30 days prior to this change so that staff can ensure the new point of contact receives proper technical assistance to manage your VOCA grant.

(4) Compliance Monitoring Activities and Other Financial Requirements

As part of its grant monitoring functions, CJCC is required to perform compliance monitoring activities of its subgrantees on at least a biennial basis. There are two types of compliance monitoring activities that CJCC conducts. Site visits give CJCC the opportunity to see all our subgrantees' important work up close, meet the program staff and tour the facility after reviewing all grant-related documents. Desk reviews occur when CJCC staff review all grant-related documents at CJCC and conduct conference calls with the agency's personnel. Generally, CJCC determines if an agency is due for a site visit or a desk review based on either on a risk assessment of subgrantee financial and programmatic viability, subgrantee requests for technical assistance, or a request from CJCC's governing Council.

CJCC staff will alert the subgrantee about an upcoming site visit or desk review at least 2 weeks prior to the visit. The subgrantee's authorized official will receive an announcement letter and document preparation checklists that they must complete prior to the visit. The agency's Executive Director will also receive this communication.

Below is a list of record-keeping requirements that will make your site visit a success and keep your agency in compliance with the guidelines in the federal circulars cited above:

- ✓ Maintain all records related to a subgrant for 3 years after the grant is closed. The clock for record-keeping for a particular grant starts from the date of notification that the grant has been closed fiscally and programmatically;
- ✓ Keep all receipts related to any supplies or equipment purchases made with grant funds;
- ✓ Maintain an inventory list of all equipment and the grant funds used to pay for each;
- ✓ Ensure you have timesheets for all grant-funded personnel during the grant period;
 - Timesheets should capture the number of hours worked, the grant to which the hours are assigned, and the activities performed on the grant.
- ✓ Ensure you have policies and procedures that separate accounting duties within your organization;
- ✓ Ensure you have an Equal Employment Opportunity Plan, that you have filed this with the Office of Civil Rights (if applicable) or that you have filed a federal [Certification Form](#). Refer to Section “A” of this form to determine if your agency is exempt or go to the Office of Justice Program’s Office of Civil Rights [website](#).
- ✓ Keep copies of invoices for contractors listed on the grant and a copy of the contract between your agency and the contractor.
- ✓ Ensure your accounting system is able separate the expenses and revenue for each of your subgrants from other general expenses and revenue or those associated with other grants;
- ✓ Ensure you have non-discrimination policies for service provision and that these policies are made available to clients and employees (described below.)

CJCC staff will review all of these documents, your accounting system, your personnel policies and procedures and a random selection of receipts and other documentation during the site visit or desk review. Staff will also address any programmatic reporting or other issues with which your agency may need technical assistance. For more information and helpful resources, please see the [Compliance Monitoring](#) page at cjcc.georgia.gov.

Non-Discrimination in Service Provision

As recipients of federal funds, all subgrantees are subject to the following federal non-discrimination laws:

- ✓ Title VI of the Civil Rights Act of 1964 - 42 USC § 2000d;
- ✓ Section 504 of the Rehabilitation Act of 1973 - 29 USC §794;
- ✓ The Omnibus Crime Control and Safe Streets Act of 1968 - 42 U.S.C. § 3789d(c)(1);
- ✓ Title II of the Americans with Disabilities Act - 42 U.S.C. § 12132;
- ✓ Title IX of the Education Amendments of 1972 - 20 USC § 1681 (applicable to all subgrantees that conduct training);
- ✓ The Age Discrimination Act of 1975 - 42 USC § 6101; and,
- ✓ Equal Treatment for Faith-Based Organizations - 28 C.F.R. Part 38 (prohibits discrimination based on religious affiliation during service delivery).

Information about these laws can be found on the Department of Justice, Office of Civil Rights [website](#). Generally, to be compliant with these laws, subgrantees may not

discriminate on the basis of sex, national origin, immigration status, religion, race, color, disability status, or age when providing services. Clients who feel they have been discriminated against may file a complaint with CJCC or the Office of Civil Rights. If a finding of discrimination is made against your agency, you must file these findings with the Office of Civil Rights and send a copy to CJCC.

To ensure your agency is providing the best possible services to all persons in your community, you should have a nondiscrimination policy for service provision. Disseminate the policy widely amongst your employees and clients seeking your services. An easy way to ensure all victims you serve are made aware of this policy is to include the language below in any publications or brochure about your agency that you distribute:

“The _____ Program does not discriminate against individuals or groups on the basis of race, color, national origin, religion, sex, immigration status, or disability. If you believe you have been the target or discrimination, you have the right to file a civil rights complaint. Information on how to file a civil rights complain can be found on the Office of Justice Programs website: <http://www.ojp.usdoj.gov/about/ocr/complaint.htm>. Adverse findings must also be sent to the Criminal Justice Coordinating Council by calling 404.657-1956 or mailing the finding to 104 Marietta St NW, Suite 440, Atlanta, GA 30303.”

Finally, all subgrantees must be prepared to make reasonable accommodations for persons seeking services who are either limited English proficient (LEP) or disabled to be compliant with the above nondiscrimination laws. For information and resources for providing services to LEP or disabled individuals, visit LEP.gov or Georgia’s [Americans with Disabilities Act Coordinator’s Office](#). You may also contact CJCC for technical assistance with questions or concerns.

Technical Assistance Resources

CJCC Technical Assistance

CJCC staff is committed to providing all subgrantees the best subject matter and financial technical assistance possible. For technical assistance related to programmatic reports or concerns or fiscal reports please contact:

Financial Reports and Requirements:

Ayanna Campbell Williams, Grants Specialist
Ayanna.Campbell@cjcc.ga.gov
404.657.1976

Tonya Jenkins, Grants Specialist
Tonya.Jenkins@cjcc.georgia.gov
404.657.1998

Monique Stevenson, Auditor/Examiner

Monique.Stevenson@cjcc.ga.gov
404.657.2231

Liz Carignan, Auditor/Examiner
Liz.Carignan@cjcc.ga.gov
404-357-1976

Jonathan Peart, Lead Grants Specialist
Peart.Jonathan@cjcc.ga.gov
404.657.1973

Programmatic Reports and Applications:

Betty Barnard, Planning & Policy Development Specialist
Betty.Barnard@cjcc.ga.gov
404.654.5691

Danyelle Thomas, Operations Analyst (*for technical issues with the VSSR or OPM*)
Dionna.Thomas@cjcc.ga.gov
404.654.5695

Below are some websites subgrantees may find useful to the programmatic or fiscal management of their VOCA grant.*

Georgia-Specific Technical Assistance Providers

Child Advocacy Centers of Georgia ([CACGA](#))

Georgia Coalition Against Domestic Violence ([GCADV](#))

Georgia Commission on Family Violence ([GCFV](#))

Georgia Court Appointed Special Advocates ([GACASA](#))

Georgia Network to End Sexual Assault ([GNESA](#))

Prosecuting Attorney's Council of Georgia ([PAC](#))

National Technical Assistance Resources

(1) Fiscal Grant Management:

Office of Justice Programs, [2013 Financial Guide](#);
Government Auditing Standards, [2003 Revision](#)
Federal Accounting Standards Advisory Board, [Generally Accepted Accounting Principles](#)

*NOTE: The opinions or facts expressed in these websites do not represent those of CJCC or its staff.

(2) Some National Best Practices and Technical Assistance Websites

- Office for Victims of Crime, Training and Technical Assistance Center ([OVCTTAC](#)).
- National Center for Victims of Crime ([NCVC](#))
- [National Children's Alliance](#)
- National Coalition Against Domestic Violence ([NCADV](#))
- National Network to End Domestic Violence ([NNEDV](#))
- National Sexual Violence Resource Center ([NSRVC](#))
- [National Stalking Resource Center](#)
- Rape, Abuse, Incest, National Network ([RAINN](#))
- [Identity Theft Resource Center](#)

APPENDIX1: Sample Consultant Contract

CONSULTING AGREEMENT

This Consulting Agreement, effective [INSERT DATE] is between [PARTY X] and [PARTY Y].

1. PURPOSE OF AGREEMENT. This agreement shall cover consulting services to be performed by PARTY X for PARTY Y. PARTY X agrees to perform the following duties in fulfillment of this agreement:
 - a. INSERT PROJECT SCOPE.
2. CONSULTING FEES AND EXPENSE REIMBURSEMENTS. During the term of this Agreement, PARTY Y shall pay PARTY X a consulting fee of \$X per hour. In addition to the consulting fee, PARTY Y shall reimburse PARTY X for all reasonable out-of-pocket expenses incurred in performing the services for PARTY Y. PARTY X shall submit invoices for services performed and expense reports as expenses and fees are incurred, but at least twice a month. All expense reimbursements will be in compliance with the [INSERT] guidelines.
3. TERM. This agreement will take effect on and continue through [INSERT DATE]. This Agreement may be extended beyond the initial term only if agreed, in writing, by PARTY X and PARTY Y.
4. GENERAL. PARTY X shall perform the consulting services as an independent contractor and not as an employee, partner, joint venturer or principal of PARTY Y. This Agreement may be modified or amended only as agreed in writing by both parties. This Agreement contains the entire agreement between the parties and supersedes all prior or contemporaneous negotiations or agreements between the parties relating to the consulting services. This Agreement is governed by [INSERT STATE] State law.

By: _____
PARTY X

PARTY Y

Date: _____

Date: _____

APPENDIX 2: Sample Salary Authorization Form

Sample Job Offer Letter

COMPANY LETTERHEAD

Date
Applicant Name
Address
City, State, Zip
Phone
Email

Dear Mr. / Miss/ Mrs. /Ms. [NAME],

Congratulations! We are pleased to offer you a job with [COMPANY NAME]. The position offered is [JOB TITLE] at a salary of [SALARY]. The position of [JOB TITLE] is a full time position and reports to [name of supervisor]. The company hours are [COMPANY HOURS]. We would like you to start work on [DATE]. If you are unavailable on that date, please contact us immediately. On [START DATE] please report to [NAME OF SUPERVISOR] for orientation.

We look forward to having you on our team and are confident you will make a significant contribution to [COMPANY NAME].

Sincerely,

[NAME OF PERSON OFFERING THE JOB]
[POSITION]
[COMPANY]

APPENDIX 3: Sample Memorandum Of Understanding (MOU) Form

MEMORANDUM OF UNDERSTANDING

The XYZ, a state/local/nonprofit agency operating under the laws of the State of Georgia

AND

*Individually listed partner agencies
(hereinafter, “Partners” or named individually),*

WHEREAS, XYZ, and Partners all seek to insure that the safety and needs of domestic violence are met through the courts, a coordinated community effort;

WHEREAS, XYZ, and Partners all see a need to improve the functions of the civil and criminal court processes; and

WHEREAS, XYZ, and Partners are committed to meaningful collaboration for system improvement, they enter into this agreement.

This Memorandum of Understanding shall be effective as of _____ and shall be active through the _____. The parties shall re-examine the extent of this memorandum and the roles of project partners at end of this period. [OPTIONAL: If funding for the activities described herein is not secured, this Memorandum of Understanding shall be considered void.]

Partners

While all partners work and collaborate in some way through their work with each other, each Partner by the nature of their work only directly and regularly collaborates with certain others. These are noted.

***Partner 1** is [enter brief description of partner 1 and role as MOU partner].*

***Partner 2** is [enter brief description of partner 3 and role as MOU partner].*

***Partner 3** is [enter brief description of partner 3 and role as MOU partner].*

The local partners agree to work together and with XYZ to [describe nature of collaborative effort].

Each Partner agrees to provide the necessary time and staff resources to participate in this collaborative endeavor. In particular, these partners have specific duties:

- *Partner 1 agrees to [specific duties/responsibilities here].*
- *Partner 2 agrees to [specific duties/responsibilities here].*
- *Partner 3 agrees to [specific duties/responsibilities here]*

Each Partner will participate on the committee/partnership/collaborative or submit one designated, dedicated employee as such. All Partners will have representation so as to insure that all aspects of service are covered and no gaps exist.

By signing this Memorandum of Understanding, each Partner agrees to the commitment of fulfilling [insert collaborative's mission or purpose]. Each Partner agrees to contribute in-kind services and supplies through his or her agency or office to insure the success and viability of the collaboration. Each partner has participated in outlining this memorandum of understanding and approves of the terms outlined therein.

Partner 1 Signing Authority
Title
Address

Date

Partner 2 Signing Authority
Title
Address

Date

Partner 3 Signing Authority
Title
Address

Date

Partner 4 Signing Authority
Title
Address

Date

APPENDIX 4: 2013 VOCA Special Conditions

CRIMINAL JUSTICE COORDINATING COUNCIL

VICTIMS OF CRIME ACT ASSISTANCE GRANT PROGRAM

SPECIAL CONDITIONS

SUBGRANTEE: Agency Name

SUBGRANT NUMBER: C13-8-000

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

Initials _____

2. Subgrantees who provide emergency shelter will conduct appropriate screening so as not to discriminate against individuals based on physical or mental disability, including mental health concerns and substance abuse issues, or deny shelter solely upon the presence of these factors, and ensure that reasonable accommodations are documented and made available to those victims.

Initials _____

3. The subgrantee agrees to take reasonable steps to provide meaningful access to their programs and activities for persons with limited English proficiency (LEP). For more information on the civil rights responsibilities that recipients have in providing language services to LEP individuals, please see the website at <http://www.lep.gov>.

In addition, subgrantees that provide hotline services will provide documentation of a contract for 24 hour language interpretation services for callers who do not speak English. Subgrantees that provide hotline services will ensure that its TTY machine is operable at all times and that all staff, volunteers and interns who answer the hotline receive training and ongoing review of TTY answering procedures.

Initials _____

4. The subgrantee agrees to comply with the Equal Treatment Regulation (28 C.F.R. part 38) which prohibits recipients from using federal grant funding for inherently religious activities. While faith-based organizations can engage in non-funded inherently religious activities, the activities must be held separately from the grant-funded program, and customers or beneficiaries cannot be compelled to participate in them. The Equal Treatment Regulation makes clear that organizations receiving federal grant funding are not permitted to discriminate when providing services on the basis of a beneficiary's religion.

Faith-based organizations should also note that the Safe Streets Act, as amended; the Victims of Crime Act, as amended; and the Juvenile Justice and Delinquency Prevention Act, as amended, contain prohibitions against discrimination on the basis of religion in employment. Despite these nondiscrimination provisions, the Justice Department has concluded that the Religious Freedom Restoration Act (RFRA) is reasonably construed, on a case-by-case basis, to require that its funding agencies permit faith-based organizations applying for funding under the applicable program statutes both to receive DOJ funds and to continue considering religion when hiring staff, even if the statute that authorizes the funding program generally forbids considering of religion in

employment decisions by grantees.

Initials _____

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

Initials _____

6. In addition to these general prohibitions, an organization which is a recipient of financial assistance subject to the nondiscrimination provisions of the Omnibus Crime Control and Safe Streets Act (Safe Streets Act) of 1968, 42 U.S.C. § 3789d(c), or other Federal grant program requirements, must meet two additional requirements:(1) complying with Federal regulations pertaining to the development of an Equal Employment Opportunity Plan (EEOP), 28 C.F.R. § 42.301-.308, and (2) submitting to OCR Findings of Discrimination (see 28 C.F.R. §§ 42.205(5) or 31.202(5)).

Initials _____

7. In accordance with Federal regulations, Assurance No. 6 in the Standard Assurances, COPS Assurance No. 8.B, or certain Federal grant program requirements, your organization must comply with the following EEOP reporting requirements:

If your organization has received an award for \$500,000 or more and has 50 or more employees (counting both full- and part-time employees but excluding political appointees), then it has to prepare an EEOP and submit it to OCR for review within 60 days from the date of this letter. For assistance in developing an EEOP, please consult OCR's website at <http://www.ojp.usdoj.gov/ocr/eeop.htm>. You may also request technical assistance from an EEOP specialist at OCR by dialing (202) 616-3208.

If your organization received an award between \$25,000 and \$500,000 and has 50 or more employees, your organization still has to prepare an EEOP, but it does not have to submit the EEOP to OCR for review. Instead, your organization has to maintain the EEOP on file and make it available for review on request. In addition, your organization has to complete Section B of the Certification Form and return it to OCR. The Certification Form can be found at <http://www.ojp.usdoj.gov/ocr/eeop.htm>.

If your organization received an award for less than \$25,000; or if your organization has less than 50 employees, regardless of the amount of the award; or if your organization is a medical institution, educational institution, nonprofit organization or Indian tribe, then your organization is exempt from the EEOP requirement. However, your organization must complete Section A of the Certification Form and return it to OCR. The Certification Form can be found at <http://www.ojp.usdoj.gov/ocr/eeop.htm>.

The subgrantee acknowledges that failure to submit an acceptable EEOP (if the subgrantee is required to submit one pursuant to 28 C.F.R. Section 42.302), that is approved by the Office for Civil Rights, is a violation of its Certified Assurances and may result in suspension or termination of funding, until such time as the subgrantee is in compliance. The subgrantee must maintain proof of compliance with the above requirements and be able to provide such proof to the Criminal Justice Coordinating Council upon request.

Initials _____

8. Subgrantee agencies are required by Criminal Justice Coordinating Council to clearly post a non-discrimination policy in accordance with the subconditions. This policy shall be visible to and easily accessed by all staff, board members, and clients. The policy shall also contain information on how to lodge a claim of discrimination with the subgrantee agency.

In the event a Federal or State court or Federal or State administrative agency makes a finding of discrimination after a due process hearing on the ground of race, religion, national origin, sex or disability then your organization must submit a copy of the finding to Criminal Justice Coordinating Council and to OCR for review.

Initials _____

9. The subgrantee understands and agrees that award funds may not be used to discriminate against or denigrate the religious or moral beliefs of students who participate in programs for which financial assistance is provided from those funds, or of the parents or legal guardians of such students.

Initials _____

10. Pursuant to U.S. Attorney General Order No. 23532001, and O.C.G.A. §50 - 36 1(d), public or private nonprofit service providers that deliver inkind (noncash) services necessary to protect life or safety and do not charge for said services based on the recipients' income, may neither require clients seeking their organization's services to verify their immigration status nor deny services based on the clients' legal status. (Department of Justice (2001), Final Specification of Community Programs Necessary for Protection of Life or Safety Under Welfare Reform Legislation, (A.G. Order No. 23532001) 66 FR 3613.) Agencies providing said services shall establish a policy ensuring all victims have access to services regardless of immigrant status, and shall promulgate same with staff and clients seeking services.

Any law enforcement or prosecution subgrantee that provides inkind (noncash) services necessary to protect life or safety and does not charge for said services based on the recipients' income shall not deny these services to any crime victim who seeks their protection based on the victim's immigration or legal status, nor shall the agency require any victim who contacts them in good faith to verify their immigration status prior to delivering services. (Department of Justice (2001), Final Specification of Community Programs Necessary for Protection of Life or Safety Under Welfare Reform Legislation, (A.G. Order No. 23532001) 66 FR3613.;O.C.G.A §17-5-100(f)).

Initials _____

11. The subgrantee understands and agrees that it cannot use any federal funds, either directly or indirectly, in support of any contract or subaward to either the Association of Community Organizations for Reform Now (ACORN) or its subsidiaries, without the express prior written approval of OJP.

Initials _____

12. The recipient agrees to comply with applicable requirements regarding registration with the System for Award Management (SAM) (or with a successor government-wide system officially designated by OMB and OJP). The recipient also agrees to comply with applicable restrictions on subawards to first-tier subgrantees that do not acquire and provide a Data Universal Numbering System (DUNS) number. The details of recipient obligations are posted on the Office of Justice Programs web site at <http://www.ojp.gov/funding/sam.htm> (Award condition: Registration with the System for Award Management and Universal Identifier Requirements), and are incorporated by reference here. This special condition does not apply to an award to an individual who received

the award as a natural person (i.e., unrelated to any business or non-profit organization that he or she may own or operate in his or her name).

Initials _____

13. The subgrantee agrees to abide by all administrative and financial guidelines as stipulated in the current edition of the Office of Justice Program's Financial Guide for Grants available at <http://www.ojp.usdoj.gov/financialguide/>. All services paid by federal and/or matching funds must have a valid contract that has been preapproved by the Criminal Justice Coordinating Council to ensure compliance with federal and state guidelines and statutes.

Initials _____

14. The subgrantee agrees to adhere to the Program Guidelines for the Victims of Crime Act Victim Assistance Grant Program available at <http://www.ojp.usdoj.gov/ovc/voca/vaguide.htm>.

Initials _____

15. The subgrantee agrees to comply with the organizational audit requirements of the Single Audit Act as detailed in OMB Circular A133, Audits of States, Local Governments and Non-Profit Organizations, and further understands and agrees that funds may be withheld, or other requirements may be imposed, if outstanding audit issues (if any) from OMB Circular A133 audits (and any other audits of OJP grant funds) are not satisfactory and promptly addressed, as further described in the current edition of the OJP Financial Guide, Chapter 19. The CFDA number for this grant program is 16.575.

Initials _____

16. If any changes occur in the subgrantee's lobbying status or activities, a revised Disclosure of Lobbying Activities Form must be submitted to Criminal Justice Coordinating Council. The subgrantee further understands and agrees that it cannot use any federal funds, either directly or indirectly, in support of the enactment, repeal, modification, or adoption of any law, regulation or policy, at any level of government, without the express prior written approval of the Office of Justice Programs.

Initials _____

17. The subgrantee agrees to comply with all applicable laws, regulations, policies, and guidance governing the use of federal funds for expenses related to conferences, meeting, training, and events, including the provision of food and/or beverages at such events and costs of attendance at such events. Information on pertinent laws, regulations, policies, and guidance is available at www.ojp.gov/funding/confcost.htm.

Initials _____

18. The subgrantee agrees to comply with all the requirements of 28 CFR Part 22, the Department of Justice's Regulations on the Confidentiality of Identifiable Research and Statistical Information. The subgrantee agrees that any information identifiable to a private person that is collected as part of this grant will be used for research and statistical purposes only and acknowledges that 42 U.S. C. Section 3789 (g) provides that these data are immune from legal process. The subgrantee agrees to follow all the requirements for subject notification (28 CFR Section 22.27), information transfer agreements (28 CFR Sections 22.24 and 22.26), and final disposition of data (28 CFR Section 22.25).

Initials _____

19. The subgrantee agrees that consultant/contractor fees in excess of \$450.00 per eight hour day

(\$56.25 per hour) must have prior approval from the Office of Justice Programs and the Criminal Justice Coordinating Council.

Initials _____

20. The subgrantee understand and agrees that any training or training materials developed or delivered with funding provided under this award must adhere to the OJP Training Guiding Principles for Grantees and Subgrantees, available at <http://www.ojp.usdojtrainingguidingprinciples.htm>.

Initials _____

21. The recipient agrees that information on race, sex, national origin, age, and disability of recipients of assistance will be collected and maintained, where such information is voluntarily furnished by those receiving assistance.

Initials _____

22. The recipient agrees that if it currently has an open award of federal funds or if it receives an award of federal funds other than this OJP award, and those award funds have been, are being, or are to be used, in whole or in part, for one or more of the identical cost items for which funds are being provided under this OJP award, the recipient will promptly notify, in writing, the Criminal Justice Coordinating Council grant specialist or auditor for this subaward, and if so requested by Criminal Justice Coordinating Council will seek a budget-modification or change-of-project-scope Subgrant Adjustment Request (SAR) to eliminate any inappropriate duplication of funding.

Initials _____

23. Pursuant to Executive Order 13513, "Federal Leadership on Reducing Text Messaging While Driving," 74 Fed. Reg. 51225 (October 1, 2009), the Department encourages recipients and sub recipients to adopt and enforce policies banning employees from text messaging while driving any vehicle during the course of performing work funded by this grant, and to establish workplace safety policies and conduct education, awareness, and other outreach to decrease crashes caused by distracted drivers.

Initials _____

24. The subgrantee certifies that federal funds will not be used to supplant funds that would otherwise be made available for grant-funded initiatives. Federal funds must be used to supplement existing funds for program activities and not replace funds appropriated for the same purpose. Potential supplanting will be the subject of application review, as well as pre-award review, post-award monitoring, and audit. If there is a potential presence of supplanting, the subgrantee will be required to document that the reduction in nonfederal resources occurred for reasons other than the receipt or anticipated receipt of federal funds.

Initials _____

25. The recipient must promptly refer to the DOJ OIG any credible evidence that a principal, employee, agent, contractor, subgrantee, subcontractor, or other person has either 1) submitted a false claim for grant funds under the False Claims Act; or 2) committed a criminal or civil violation of laws pertaining to fraud, conflict of interest, bribery, gratuity, or similar misconduct involving grant funds. This condition also applies to any subgrantees. Potential fraud, waste, abuse, or misconduct should be reported to the OIG by mail:

Office of the Inspector General
U.S. Department of Justice
Investigations Division

950 Pennsylvania Avenue, N.W.
Room 4706
Washington, DC 20530

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Additional information is available from the DOJ OIG website at www.usdoj.gov/oig.

Initials _____

26. The subgrantee understands that all OJP awards are subject to the National Environmental Policy Act (NEPA, 42 U.S.C. section 4321 et seq.) and other related Federal laws (including the National Historic Preservation Act), if applicable. The recipient also agrees to comply with all Federal, State, and local environmental laws and regulations applicable to the development and implementation of the activities to be funded under this award.

The subgrantee agrees to comply with the NEPA and other related federal environmental impact analysis requirements if the subgrantee engages in one or more of the following activities and the activity needs to be undertaken in order to use grant funds, whether or not the activities specifically are funded with federal funds: new construction; minor renovation or remodeling of a property either a) listed on or eligible for listing on the National Register of Historic Places or b) located within a 100-year flood plain; a renovation, lease, or any other proposed use of a building or facility that either will a) result in a change in its basic prior use or b) significantly change its size; and, implementation of a new program involving the use of chemicals other than those a) purchased as an incidental component of a funded activity and b) traditionally used, for example, in office, household, recreational, or educational environments.

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27. The recipient understands and agrees that - (a) No award funds may be used to maintain or establish a computer network unless such network blocks the viewing, downloading, and exchanging of pornography, and (b) Nothing in subsection (a) limits the use of funds necessary for any Federal, State, tribal, or local law enforcement agency or any other entity carrying out criminal investigations, prosecution, or adjudication activities.

Initials _____

28. Subgrantee agencies agree to comply with the core services applicable to their agency type as outlined in the Request for Applications and the application submitted for 2013 Competitive Awards. Subgrantee agencies are responsible for ensuring that their agency meets the minimum requirements and maintains all documentation applicable to its requirements.

Initials _____

29. The subgrantee agrees to comply with the Criminal Justice Coordinating Council Subgrantee Programmatic and Fiscal Compliance Policy available at <http://1.usa.gov/15txaOs>. All subgrantees must have written policies and procedures which govern the fiscal management of grant funds.

Initials _____

30. All nonprofit organizations shall comply fully with the requirements set forth in the Official Code of Georgia Annotated, Chapter 50-20, and submit, prior to the drawdown of any funds, completed financial statements (including balance sheet, income statement and statement of cash flows)

and salary information for all personnel whether grant funded or not.

Initials _____

31. Subgrantees who provide emergency shelter agree that, if their agency cannot house a victim, they will identify available resources and assist the victim in developing and implementing a feasible plan to access other emergency shelter.

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32. The subgrantee must maintain its certification to receive Local Victim Assistance Add-On Funds (5% Funds). In addition, the subgrantee must submit an annual report to the Criminal Justice Coordinating Council regarding the receipt and expenditure of these funds by January 30 each year per O.C.G.A. § 15-21-132.

Initials _____

33. Subgrantee agencies agree to comply with the core services training and continuing education requirements applicable to their agency type as outlined in the Request for Applications and the application submitted for 2013 Competitive Awards. Subgrantee agencies are responsible for ensuring that their agency's staff meets the minimum training requirements and continuing education and maintains all applicable documentation.

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34. The subgrantee agrees that all fully or partially grant-funded staff and his/her supervisor must attend a victim's compensation training hosted through the Criminal Justice Coordinating Council during the grant year. Training hours may be used to satisfy part of the training requirements specified by the subgrantee agency's core service requirements.

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35. The subgrantee must submit Subgrant Adjustment Request #1 with the completed award package. The adjustment request must be accompanied by an accurate detailed project budget in the format requested by Criminal Justice Coordinating Council that itemizes all projected expenditures. The project budget and summary will not be established, or officially approved, until the subgrantee receives a written approval notice from the Criminal Justice Coordinating Council. All project costs and project activities must coincide with the approved budget, summary, and implementation plan unless subsequent revisions are approved by the Criminal Justice Coordinating Council.

The subgrantee must submit subsequent requests to revise the budget, project summary, and implementation plan prior to any substantial changes, but no later than 60 days prior to the end of the subgrant period.

Initials _____

36. All project costs not exclusively related to this approved project must be prorated, and only the costs of project-related activities will be reimbursable under the subgrant award.

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37. The subgrantee agrees to submit requests for reimbursement on either a monthly or quarterly basis, as selected by the subgrantee at the time of award. Subgrant Expenditure Reports are due 15 days after the end of the month (if reporting monthly) or 30 days after the end of the quarter (if reporting quarterly).

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38. Printing materials - The subgrantee agrees to submit all materials to be printed with grant funds to the Criminal Justice Coordinating Council for approval no later than 30 days prior to sending them to the printer. Criminal Justice Coordinating Council reserves the right to disallow reimbursement for all or part of any proposed publication.

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39. Under the Government Performance and Results Act (GPRA) and VAWA 2000, grantees are required to collect and maintain data that measure the effectiveness of their grant-funded activities. Accordingly, the grantee agrees to submit an annual electronic progress report on program activities and program effectiveness measures. Information that grantees must collect under GPRA and VAWA 2000 includes, but is not limited to: 1) number of victims receiving requested services; 2) number of persons seeking services who could not be served; 3) number and percentage of arrests relative to the number of police responses to domestic violence incidents; 4) number of sexual assault nurse examiners trained; and 5) number of victim advocates supported by grant funding.
- i. Statistical data describing project performance from programs providing direct victim services must be submitted to the Criminal Justice Coordinating Council using the Victim Services Statistical Report (VSSR) provided to the subgrantee. VSSRs describing program outputs (total services delivered, total clients served, etc.) are due quarterly on January 30, April 30, July 30, and October 30. The fourth quarter report, due to Criminal Justice Coordinating Council October 30, requires subgrantees to complete the narrative section included with that quarter's statistical report.
 - ii. Performance Reports describing program outcomes (OPM) that reflect changes in clients as a result of services delivered must be based on surveys administered to individual clients. Each program should include the appropriate performance measures for their respective type of program on their client surveys. Programs are required to follow the Criminal Justice Coordinating Council Data Collection Guidelines and report on the online reporting system. Subgrantees are encouraged, but not required, to use the Excel-based spreadsheets to enter and tally their individual client outcome data. Totals reported for outputs may not match totals reported for outcomes since outcomes are collected from clients only at the substantial completion of services. The performance reports are due semiannually on May 30th and November 30th.

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40. If any changes occur in the subgrantee's eligibility status regarding debarment, a revised Certification Regarding Debarment, Suspension, Ineligibility, and Voluntary Exclusion form must be submitted to the Criminal Justice Coordinating Council.

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41. All VOCA subgrantees must provide a 20% match contribution of cash or in-kind dollars.

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42. The subgrantee agrees to satisfy at least 25% of the required match (20%) through the in-kind donation of volunteer hours. The standard rate for the provision of direct services by a volunteer is \$12.00 per hour. Higher rates must be pre-approved by Criminal Justice Coordinating Council. Any deviation from this requirement must be submitted in writing to the Criminal Justice Coordinating Council utilizing the volunteer requirement waiver request form.

The subgrantee agrees to utilize project volunteers that provide direct services as defined under

the Victims of Crime Act. In order to comply with this requirement, the subgrantee shall furnish a written job description indicating what types of direct services the volunteer will provide. With each SER the subgrantee shall provide a listing of all project volunteers that provide direct services using the Monthly Volunteer Time Record available at <http://cjcc.georgia.gov/outcome-performance-tools-1> and a copy of the contract between each volunteer and the subgrantee identifying responsibilities for both parties, available at <http://1.usa.gov/1fDee11>. The subgrantee shall submit an explanation of Other volunteer services not listed on the Monthly Volunteer Time Record with each SER as applicable. Volunteer time spent on administrative activities not related to the grant program, such as board member meetings, are unallowable.

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43. The subgrantee certifies that 1) title to all equipment and/or supplies purchased with funds under this subgrants shall vest in the agency that purchased the property; 2) equipment and/or supplies will be maintained in accordance with established local or state procedures as long as the equipment and/or supplies are used for program-related purposes; and 3) once the project concludes and/or equipment is no longer utilized for its grant-funded purpose, Criminal Justice Coordinating Council will be informed of the available equipment and determine its future use to assure it is utilized in the furtherance of the goals and objectives of the grant program and the State of Georgia.

Initials _____

44. Pursuant to O.C.G.A. §36-60-6, as amended, all private employer subgrantees with greater than 500 employees shall register with the federal work authorization system, E-Verify, and provide Criminal Justice Coordinating Council with its eligibility verification system user number by January 1, 2014. Private employer subgrantees with greater than 100 but fewer than 500 employees shall also register with the federal work authorization system and submit to Criminal Justice Coordinating Council its eligibility verification system user number by July 1, 2014. Private employer subgrantees with more than ten employees but fewer than 100 employees shall register with the federal work authorization system and submit to Criminal Justice Coordinating Council its eligibility verification system user number by July 1, 2014.

Initials _____

45. The subgrantee agrees to abide by the provisions of the "Crime Victims' Bill of Rights" as stipulated under Georgia law (O.C.G.A. Chapter 17).

Initials _____

46. The subgrantee agrees to notify all victims of the Georgia Crime Victims Compensation Program, to advise victims of their eligibility for benefits, assist them with application forms and procedures, obtaining necessary documentation, and/or checking on their claim status, and following up with the Board of Appeals as applicable.

Initials _____

47. The subgrantee agrees to abide by Georgia law regarding the utilization of professional counselors, social workers, and marriage and family therapists. (O.C.G.A. § 43-10A-1, et. seq). In addition the subgrantee agrees to abide by Georgia law regarding the utilization of psychologists. (O.C.G.A. § 43-39-1, et. seq).

Initials _____

48. The subgrantee authorizes the Office for Victims of Crime, the Office of the Chief Financial Officer (OCFO), the Criminal Justice Coordinating Council and its representatives, access to and the right to examine all records books, paper, or documents related to the VOCA grant.

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49. Subgrantee agencies are subject to compliance monitoring activities by Criminal Justice Coordinating Council staff. Compliance monitoring includes activities include site visits or desk reviews of all documentation related to the subaward. Subgrantee agencies will be selected randomly for a site visit or desk review at least every two years. The subgrantee agency agrees to comply with all compliance monitoring activities for the current subaward.

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50. Repeatedly late submission of any reports will result in a recommendation to the Criminal Justice Coordinating Council for a reduction to your award. These reports include, but are not limited to, Subgrant Expenditure Reports, Progress Reports such as Victim Services Statistical Reports (VSSR), Outcome Performance Measures and Annual Local Victim Assistance Add-On Fund (5% Fund) Reports.

Initials _____

51. The subgrantee agrees to fully cooperate with any monitoring or evaluation activities, and any related training activities, initiated and/or conducted by the Criminal Justice Coordinating Council during and subsequent to the award period.

Initials _____

52. The subgrantee agrees to comply with any additional requirements that may be imposed during the grant performance period if the Criminal Justice Coordinating Council determines that the recipient is a high-risk subgrantee per Cf.28C.F.R. parts 66, 70.

Initials _____

Please be advised that failure to comply with any of the Special Conditions will result in material noncompliance with the Subgrant Agreement, thus subjecting the Subgrant Agreement to possible termination by the Criminal Justice Coordinating Council.

Authorized Official Signature

Date

Print Authorized Official Name

Title