

NATHAN DEAL
GOVERNOR



JACQUELINE BUNN
EXECUTIVE DIRECTOR

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

Victims of Crime Act (VOCA) Grant Program 2016 Continuation Request for Applications

CFDA 16.575

Eligibility

Continuation Funding Only

Applicants are limited to Victim Service agencies located in Georgia that received FY2015 VOCA awards and 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 Local Victim Assistance Program (LVAP) 5% funds. Agencies without certification may apply for funding; however, if funding is awarded the agency will have to complete certification requirements prior to receiving an award.

Deadline

Applications are due at 5:00 p.m. on Monday, August 8, 2016

Award Period

October 1, 2016 – September 30, 2017

Contact Information

For assistance with the requirements of this solicitation, contact a member of the Victim Assistance Unit at 404-657-1956.

In accordance with the Americans with Disabilities Act, the State will provide reasonable accommodation for persons with disabilities. If you need a reasonable accommodation, please contact CJCC at 404-567-1956 or shontel.wright@cjcc.ga.gov.

Release Date: July 8, 2016

Victims of Crime Act (VOCA) Grant Program 2016 Request for Applications

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-six members representing various components of the criminal justice system. CJCC is charged with fiscal and programmatic oversight of VOCA.

CJCC is soliciting applications for the VOCA Grant Program. Agencies must submit an application to be considered for funding. Agencies are encouraged to read this entire RFA thoroughly before preparing and submitting their grant application. This application is open to all agencies meeting eligibility guidelines for the VOCA program. Decisions about grant awards will be determined through a continuation 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 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 1997 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 can neither be used for the investigation of crimes nor 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 subgrantees meet the requirements of VOCA and the Program Guidelines. In addition to

organizing and overseeing the distribution of funds, CJCC monitors subgrantees' fiscal and program performance, and submits required progress reports to OVC.

Under the VOCA Program Guidelines, funding priority is given to programs serving victims of sexual assault, domestic violence, and child abuse. At least 30% 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.

A. Eligibility

Applicants are limited to agencies that received a FY2015 VOCA Award, provide services to crime victims, and are operated by a public agency, a nonprofit organization, or a combination of such agencies or organizations. **Please note that the Criminal Justice Coordinating Council has approved individual allocation amounts for this solicitation (please see the Appendix). Any award made pursuant to this solicitation is dependent upon the receipt and availability of federal grant awards and any requirements or conditions attached thereto.**

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.

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 for projects that deliver services to crime victims. These organizations include, but are not limited to, the following:

- **Criminal Justice Agencies** – Law enforcement agencies, prosecutors' offices, courts, corrections departments, and probation and paroling authorities are eligible to receive VOCA funds to help pay for direct victims' services.
- **Religiously-Affiliated Organizations** – Organizations receiving VOCA funds must ensure that direct 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. Faith-based and community organizations will be considered for awards as are other eligible applicants, and if they receive assistance, awards will be treated on an equal basis with all other grantees in the administration of such awards. No eligible applicant or grantee will be discriminated against on the basis of its religious character or affiliation, or religious name. Faith-based and community organizations are required to abide by the same regulations and requirements specifically associated with the program under which they are awarded a grant, as any other agency awarded funding.
- **Hospitals and Emergency Medical Facilities** - Organizations must offer crisis counseling, support groups, and /or other types of direct 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 directly serve crime victims.

Additional Specific Eligibility Requirements

VOCA-established eligibility criteria 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.
- **Provide match** – All VOCA subgrantees must provide at least a 20% cash or in-kind match from non-federal sources to the federal amount awarded, of which at least 25% must come from allowable volunteer services. Waivers may be available for the overall match or volunteer requirement. Please see pages 10-11 for additional information on match requirements. Please see pp. 6-7 for additional information on match requirements.
- **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. For a glossary of terms and services, please refer to the [2016 VSSR Guide](#) on CJCC's website.
- **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 since "coordination" itself is not a service provided directly to victims.
- **Help victims apply for compensation benefits** – Such assistance may include identifying and notifying crime victims of the availability of compensation, assisting them with the application forms and procedures, educating them on the process, obtaining necessary documentation, and/or checking on claim status to ensure assistance is provided.
- **Comply with federal rules regulating grants** – Applicants must comply with the applicable provisions of VOCA, the Program Guidelines, and the requirements of the [Office of Justice Programs \(OJP\) Financial Guide](#), effective edition, which includes maintaining appropriate programmatic and financial records that fully disclose the amount and disposition of VOCA funds received. Other requirements are also outlined in the special conditions to the subgrant award. 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.
- **Comply with CJCC grant requirements** – Agencies must adhere to financial and programmatic guidelines, comply with deadlines, and provide all information to CJCC and/or other state/federal agencies as requested in a timely fashion, including: Office of the Inspector General, Georgia Department of Audits and Accounts, and Department of Justice.
- **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.

- **Promote victim safety** – CJCC prohibits activities that compromise victim safety, such as requiring victims to meet with offenders.
- **No charges to victims for VOCA-funded services** – Applicants must provide services to crime victims, at no charge, through the VOCA-funded project.
- **Maintain confidentiality** – Eligible agencies must have policies and procedures in place that safeguard the confidentiality of all victim records, contact information, personally identifying information, and other information considered sensitive. These measures must be consistent with applicable Federal, state and local laws regarding privacy and confidentiality.
- **5% Local Victim Assistance Program 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 receiving an award.

B. Reporting Requirements

CJCC requires that subgrantees comply with and fully participate in the financial, programmatic, and evaluation reporting for this grant program. CJCC staff provide training and technical assistance to assist subgrantees in accurate data collection and reporting. Assistance may be requested by contacting your assigned grant specialist.

Data submitted via the Victim Services Statistical Report (VSSR) must be prorated to accurately reflect the use of VOCA funds. Subgrantees are expected to establish data collection and reporting systems to provide CJCC with accurate, prorated data by each quarterly deadline. Outcome performance measures (OPM) data is reported regardless of funding source and therefore does not require proration.

Failure to submit any required reports by the deadline specified will significantly delay any and all subgrant expenditure reimbursements (SERs) submitted within the grant period. Repeated failure to comply with deadlines will result in a staff recommendation to Council requesting a reduction in the overall grant award.

Quarterly Progress Reports: All VOCA subgrantees will be required to submit reports on their program outputs supported by VOCA funding on a quarterly basis. VOCA victim service programs must complete the 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 subgrantees must collect data according to the categories of the VSSR. Victimization and service definitions are provided in the [2016 VSSR Guide](#) that is posted on CJCC’s website. All statistical reports are due 30 days following the end of the quarter.

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

All statistical reports must be submitted electronically using CJCC’s online reporting tool. Subgrantees will receive the link for the reporting tool, along with a username and password to complete their report, on a quarterly basis.

All VOCA grant subgrantees must use the survey instruments on the CJCC’s website to submit reports on their program outcomes. The instruments are categorized by the type of victims an agency serves. VOCA subgrantees must follow the updated version of the [Outcome Performance Measurement Guide](#). The [surveys](#) 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. Because the outcome survey should be provided to all clients, regardless of whether their services were supported by VOCA funding, the due dates and reporting periods do not correspond to the VOCA grant year. Outcome performance reporting dates for ALL victim services subgrantees are as follows:

<i>OUTCOME PERFORMANCE MEASURES</i>	
<i>REPORTING PERIOD</i>	<i>DUE ON THE FOLLOWING DATES</i>
November 1 – April 30	May 30
May 1 – October 30	November 30

Monthly or Quarterly Subgrant Expenditure Requests: Upon accepting the award, each agency is required to submit Monthly or Quarterly SERs to CJCC. Monthly SERs are due on the 15th day of the month immediately following the month in which expenses were incurred; i.e., an SER for expenses incurred in January is due by February 15. Quarterly SERs are due on the following dates for the corresponding financial reporting periods:

<i>QUARTERLY SERs</i>	
<i>FINANCIAL REPORTING PERIOD</i>	<i>DUE ON THE FOLLOWING DATES</i>
October 1 – December 31	January 30
January 1 – March 31	April 30
April 1 – June 30	July 30
July 1 – September 30	October 30

C. Other 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 the budget section for the formula used to calculate match relative to the project’s total 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.

Subgrantees must maintain records that clearly show the source, the amount, and the period during which the match was allocated. The basis for determining the value of materials, equipment, and space must be documented. Volunteer services used as match must be documented and supported by the same methods used for VOCA funded employees.

All matching contributions must be:

- Verifiable from the subgrantee's records
- Not included as a contribution for any other Federal Funds
- Necessary and reasonable to accomplish the project's goals
- Allowable charges
- Not paid by the applicant from Federal or State funds received under another assistance agreement
- Included in the budget approved by CJCC
- In accordance with all other Federal and State requirements

Match Waivers

If an agency would like to request a match waiver, a letter must be submitted on agency letterhead to the Office for Victims Programs (OVP) at the Division of Criminal Justice after receiving notice of an award. The letter should outline the reasons why the agency will have trouble meeting the full match requirement and should indicate the amount of match the agency will be able to provide. CJCC staff will review the waiver request to determine eligibility and if it should be forwarded to the federal OVC. CJCC will compile all eligible match waiver requests and send them to OVC at the same time. In order to request a match waiver, include the request along with the award package when it is submitted.

Letters requesting a match waiver should include the following minimum elements:

- A brief description of the agency and the VOCA-funded project
- A brief explanation of why the full match amount is a hardship for the agency
- A brief description of how not receiving a match waiver may result in fewer victims being served
- If using volunteers for match, describe why the agency will not be able to retain the number of volunteers needed to meet the match requirement
- Indicate how much match the agency will be able to provide and the amount of the waiver being requested
- Any other important information deemed necessary by the requesting agency

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.

Religion

Grantee programs may not promote, discuss, or teach religion. Program activities and services are required to be accessible to any interested participant, regardless of religious affiliation.

Criminal Background Checks

All subgrantees must conduct a state or national criminal background check on all direct service and outreach personnel who have contact with victims and their children once every three years. A listing of acceptable sites will be provided to subgrantees upon award.

Internet Security Policy

CJCC requires all subgrantees to establish and enforce an Internet Security Policy when participants, volunteers, and/or staff have access (supervised or unsupervised) to protect the confidentiality, integrity, and availability of data while preventing malicious and other security threats. This includes any technology provided by CJCC funding and technology utilized by participants during a CJCC funded program component.

Comply with CJCC grant requirements

Agencies must adhere to financial and programmatic guidelines, comply with deadlines, and provide all information to CJCC as requested in a timely fashion.

Fiscal Accountability

Commingling of funds on either a program-by-program or project-by-project basis is prohibited.

The subgrantee’s accounting system must maintain a clear audit trail for each source of funding for each fiscal budget period and include the following:

- Separate accountability of receipts, expenditures, disbursements and balances. CJCC recommends creating an account in your accounting system for each grant using the grant number provided by CJCC.
- Itemized records supporting all grant receipts, expenditures and match contributions in sufficient detail to show exact nature of activity.
- Data and information for each expenditure and match contribution with proper reference to a supporting voucher or bill properly approved.
- Hourly timesheets describing work activity, signed by the employee and supervisor, to document hours personnel worked on grant related activities. Match hours must be documented in same manner.
- Maintenance of payroll authorizations and vouchers.
- Maintenance of records supporting charges for fringe benefits.
- Maintenance of inventory records for equipment purchased, rented, and contributed.
- Maintenance of billing records for consumable supplies (i.e., paper, printing) purchased.
- Provisions for payment by check.

- Maintenance of travel records (i.e., mileage logs, gas receipts).
- Lease Agreements, contracts services, and purchases of equipment that adhere to established procurement processes.

Office of Civil Rights

Pursuant to 28 C.F.R. Section 42.302, all subgrantees of federal funds must be in compliance with Equal Employment Opportunity Plan (EEOP) and Civil Rights requirements. All programs that receive VOCA funds or are subawarded VOCA funds via program agreements are required to conform to the grant program requirements. If there is a violation to this it may result in suspension or termination of funding until such time as the subgrantee is in compliance. Information on required bi-annual Civil Rights trainings can be found for [Office for Civil Rights - Training for Grantees](#) on the OJP website.

Nondiscrimination

Federal laws prohibit subgrantees 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. Findings of discrimination must be submitted to the Office for Civil Rights and to CJCC.

Limited English Proficiency (LEP) Individuals

In accordance with Department of Justice Guidance pertaining to Title VI of the Civil Rights Act of 1964, 42 U.S.C. § 2000d, subgrantees of federal assistance must take reasonable steps to provide meaningful access to their programs and activities for persons with limited English proficiency. Access <http://www.lep.gov> for more information. CJCC requires subgrantees to have written LEP plans that outline their policies and procedures for ensuring victims have access to necessary forms of communication, both written and verbal.

Equal Employment Opportunity Plans

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

Award Acceptance

To accept the grant award, each applicant must return all award documents and all required forms with original signatures within 45 calendar days of the award date. The applicant will be unable to request funds until all required documents are accurately completed and 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 CJCC. These guidelines can be found in the [Subgrantee Programmatic and Fiscal Compliance Policy](#) on CJCC's website. Any programmatic and/or 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. This includes maintaining a DUNS number, EIN, active registration with the System for Award Management (SAM), and other federal forms as requested by CJCC in the award packet.

D. Application Submission Instructions

Applications must be submitted online via the 2016 VOCA Continuation Request for Applications. Agencies with more than one 2015 VOCA award *must* submit an application for each grant number to receive continuation funding for each award.

Applicants will be able to save their entries and continue once the application is started by using the most recent unique link provided by the online application system. After each save, a new unique link to return to the most recent version of the application will be generated. Please keep the link received after the last save as well as opt-in to have that same link sent to email address provided by the applicant. **Please use the latest unique link generated** in order to return to the most recent version of the application. Caution: If a previous link that is not the most recent is used, a portion of or all entries may be lost. Please include attachments only when ready to submit the final online application as they will **not** save in draft.

Applicants may use this RFA as a worksheet for compiling the application. CJCC recommends that applicants compile all information requested in this RFA before beginning the online application, and allow 2-3 hours for completion. Applicants who experience technical difficulties or emergency circumstances should contact Kyra Matthews immediately at kyra.matthews@cjcc.ga.gov or 404-654-1778.

Applications must be submitted **by 5:00pm on Monday, August 8, 2016. There is no commitment on the part of CJCC to fund an application or to fund it at the amount requested.**

The application must be completed and submitted in accordance with RFP guidelines for submission or the proposal may be disqualified. Applications for funding will undergo reviews by CJCC staff, the Victim Assistance Grants Committee, and the Council. 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.

Basic Information

The first section includes basic information about the applicant agency and its main points of contact for the application. Please note that the actual physical address of the agency must be submitted in addition to the mailing address, and that the physical address will be kept confidential and securely stored in CJCC's database. If the applicant agency has an implementing agency as a fiscal sponsor, that agency's name and address must be provided as well.

Applicant Agency Name

Mailing Address

City

State

ZIP Code

+4 Zip Code

Last four digits following the basic five-digit zip code

Click [here](#) to lookup your Zip+4.

Phone

Fax

Is the Implementing Agency for this project the same as the Applicant Agency?

Yes No

The implementing agency is defined as the entity actually administering the program or project and/or providing the service(s).

Is the mailing address the same as the Implementing Agency's physical address?

Yes No

Next, please indicate whether or not your agency has registered with the federal System for Award Management (SAM) and if it is 5% LVAP Certified. You will also be prompted to enter your SAM expiration date. Your agency must be certified to receive 5% funds and have a current SAM registration before drawing down VOCA funds. To meet this deadline, please submit applications to renew SAM and 5% certification by July 31.

Is your agency registered in SAM

Yes No

System for Award Management

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

Yes No

Please enter your 2015 VOCA grant number. This seven-digit grant number must be in the format C15-8-999 and will begin with C13-8, C14-8, or C15-8. Failure to indicate your correct grant number may result in a miscategorization of an application and a delay in funds. Remember, if your agency has more than one VOCA award, you must apply for continuation funding separately using each grant number.

- Select your core service agency type. By checking the box(es) for your agency's core service type, you confirm that your agency adheres to the Core Services by [Agency Type](#):
 - Court Appointed Special Advocates (CASA)
 - Child Advocacy Center (CAC)

- Counseling Services
- Domestic Violence Program - Shelter
- Domestic Violence Program – Non-Shelter
- Legal Services
- Sexual Assault Center (SAC)
- Victim Witness Assistance Program (VWAP) – Law Enforcement
- Victim Witness Assistance Program (VWAP) – Prosecution
- Other (please describe)

Designation of Grant Officials

Applications must also complete the Designation of Grant Officials section. Please fill in the name, title, address and phone number for the project director, the financial officer and the authorized official for the grant. No two officials can be the same person.

A. Project Director

This official must be an employee of the applicant agency or from a contractor organization, at the applicant’s option, who will be directly responsible for operation of the project. This person will be the primary contact for the application and the post-award phase.

B. Financial Officer

This person must be the chief financial officer of the applicant agency such as the county auditor, city treasurer or comptroller.

C. Authorized Official

This person is the official who is authorized to apply for, accept, decline or cancel the grant for the applicant agency. This person must be the executive director of a state agency, chairperson of the county Board of Commissioners, mayor, or chairperson of the City Council. All official correspondence regarding the grant and the application (assurances, disclosures, certifications, award documentation, subgrant expenditure reports, subgrant adjustment reports) must be signed by the authorized official. Once an award has been made, the authorized official may designate someone to sign this documentation by submitting a letter on agency letterhead to the Council.

Project Director

Name

<input type="text"/>	<input type="text"/>
Prefix	First Name
<input type="text"/>	
Last Name	

Address

<input type="text"/>		
<input type="text"/>		
<input type="text"/>	<input type="text"/>	<input type="text"/>
City	State	ZIP Code

Email

Phone

Fax

Financial Officer

Name

<input type="text"/>	<input type="text"/>
Prefix	First Name
<input type="text"/>	
Last Name	

Address

<input type="text"/>		
<input type="text"/>		
<input type="text"/>	<input type="text"/>	<input type="text"/>
City	State	ZIP Code

Email*

Phone

Fax

Authorized Official

Name

<input type="text"/>	<input type="text"/>
Prefix	First Name
<input type="text"/>	
Last Name	

Address

<input type="text"/>		
<input type="text"/>		
<input type="text"/>	<input type="text"/>	<input type="text"/>
City	State	ZIP Code

Email

Phone

Fax

Primary Service Area and Congressional District

Indicate the project title and current award amount. It is helpful to use a concise and descriptive title that succinctly communicates your project's main objectives and/or target population. Good examples include:

Trauma-informed care for child abuse victims

Outreach and services to rural domestic violence victims

Advocacy for survivors of homicide

Project Title

Current Award Amount

Indicate which counties the agency serves regardless of funding source during the October 1, 2016-September 30, 2017 VOCA grant year. Also, indicate the Congressional District(s) served by the project. Agencies can look up Congressional Districts at <https://www.govtrack.us/congress/members/GA>. Please zoom into the map to view all districts, if necessary. Agencies that serve all counties may select “check all;” otherwise, please indicate each county served. There is also an “out of state” option.

Counties Served by the Project

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

Congressional District(s) to be served:

- 01 02 03 04 05 06 07 08 09 10 11 12 13 14
- Primary Service Area(s)

Please click [here](#) look up Congressional Districts.

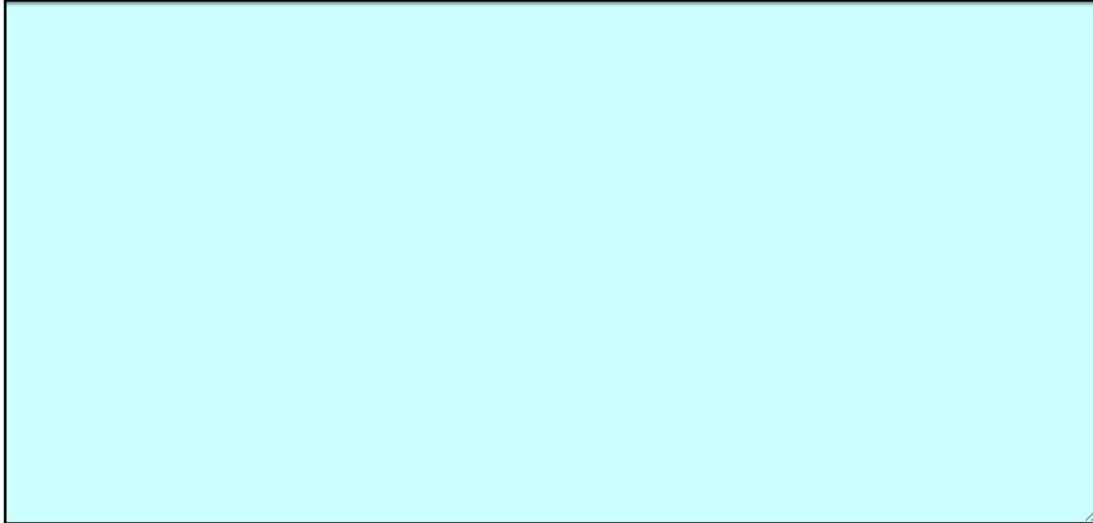
Application Data and Narratives

Agency Description

Please limit narrative responses to 1500 characters including spaces.

- In this section, provide a brief description of your agency. State how long the agency and/or project has been in operation. List any credentials or accolades that have been received that demonstrate expertise in addressing the victimizations or target population of your program.

Provide a brief description of your agency.



- List any Multi-Disciplinary Team(s) that your agency’s staff participate on or lead. Please share the name of the MDT as well as the type and the victimizations addressed, the underserved populations represented and if so, by whom, and briefly state the extent of staff involvement. Examples may include:

Smith County Task Force – Domestic violence task force – Staff participate in monthly meetings

Justice County Fatality Review Team - Child fatality review team – Executive Director is co-chair

List any Multi-Disciplinary Team(s) that your agency’s staff participate on or lead. Please share the name of the MDT as well as the type and the victimizations addressed, and briefly state the extent of staff involvement.



- Please indicate the languages in which your agency or organization’s staff members are proficient. “Proficiency” indicates that the staff member can appropriately serve a victim or otherwise converse with someone in their native language if they are LEP.

Please indicate the languages in which your agency or organization's staff members are proficient. "Proficiency" indicates that the staff member can appropriately serve a victim or otherwise converse with someone in their native language if they are LEP.

- Please enter the Full Time Equivalent of all paid and volunteer staff, including contractors, who are supported by VOCA funds.

For the proposed victim services program indicate:

The number of paid staff, contractors and consultants _____ (full-time equivalents)

The number of volunteer staff, including interns _____ (full-time equivalents)

Note: Only Volunteers providing direct services to crime victims should be counted.

For the proposed victim services program indicate the number of paid staff, contractors and consultants (full-time equivalents) supported by VOCA funds.

For the proposed victim services program indicate the number of volunteers, including interns (full-time equivalents) used as match.

- Select your agency type from the drop-down menu:

Criminal Justice – Government

- Law Enforcement VWAP
- Prosecution VWAP
- Other (Please explain) _____

Non-Criminal Justice – Government

- Social Services
- Mental Health
- Public Housing
- Hospital
- Other (Please explain) _____

Non-Profit Non-Governmental

- Hospital
- Rape Crisis
- Religious Organization
- Shelter
- Mental Health Agency
- Community-based Organization
- Other (Please explain) _____

- Please provide the total amount of funding allocated to victim services based on your agency's prior year and current fiscal year budget.

Prior Year (PY)

Federal PY \$
Excluding VOCA

VOCA Funds PY \$

State Funds PY \$

Local Funds PY \$
Example: County and/or City Funding

Other PY \$
Example: Private and/or Foundation Funding

Brief Explanation of "Other PY" Funds

Current Year (CY)

Federal CY \$
Excluding VOCA

VOCA Funds CY \$

State Funds CY \$

Local Funds CY \$

Other CY \$

Brief Explanation of "Other CY" Funds

Project Activities

- In this section, describe the VOCA-funded project activities, goals and/or services offered. For example, victim service providers should state an estimate of the number of victims that will be served during the grant year, the types of services offered, and the anticipated outcomes framed in terms of OPM data. You may base your estimates on the VOCA-funded activities completed last year as reported on the Annual Report and/or VSSR.

In this section, describe the VOCA-funded project activities, goals and/or services offered. For example, victim service providers should state an estimate of the number of victims that will be served during the grant year, the types of services offered, and the anticipated outcomes framed in terms of OPM data. You may base your estimates on the VOCA-funded activities completed last year as reported on the Annual Report and/or VSSR.*

1500/1500

- Please indicate which of the VOCA Purpose Areas your project serves, and briefly describe how it fulfills the purpose area(s).
 - Authorized Purpose Areas:
 - Start up a new victim services project
 - Continue a VOCA funded victim project funded in a previous year
 - Expand or enhance an existing project funded by VOCA in the previous year

Please note that if you select “Start up a new victim services project” or “Expand or enhance an existing project,” you will be required to enter information in the narrative question regarding a change in project scope. These changes require prior approval by CJCC’s Council at its next scheduled meeting before funds are awarded.

These VOCA Funds will primarily be used to (check one and provide the same as response as you did on your 2013 competitive application):

- Expand services into a new geographic area
- Offer new types of services
- Serve additional victim populations
- Continue existing services to crime victims
- Other (Please explain): _____

Authorized Purpose Areas:

- Start up a new victim services project
- Continue a VOCA funded victim project funded in a previous year
- Expand or enhance an existing project funded by VOCA in the previous year

These VOCA Funds will primarily be used to:

- Expand services into a new geographic area
- Offer new types of services
- Serve additional victim populations
- Continue existing services to crime victims
- Other:

- Please explain the target population for the VOCA-funded project. Include the geographic area targeted, the number of people to be targeted, and the relevant characteristics of those people.

Please explain the target population for the VOCA-funded project. Include the geographic area targeted, the number of people to be targeted, and the relevant characteristics of those people.

1500/1500

- Identify any and/or all of the VOCA Subgrant Award that will be used to meet the priority and underserved requirements.

Identify any and/or all of the VOCA Subgrant Award that will be used to meet the priority and underserved requirements.

- Adults Molested as Children
 Assault
 Child Abuse
 Domestic Violence
 DUI/DWI Crashes
 Elder Abuse
 Property Crime
 Robbery
 Sexual Assault
 Survivors of Homicide
 Other Violent Crime

- Select the victims to be served through this VOCA-funded project by checking the type of crime(s)

Identify the victims to be served through this VOCA-funded project by checking the type of crime(s):

- Adults Molested as Children
- Adult Sexual Assault
- Assault
- Child Physical Abuse
- Child Sexual Assault
- Domestic Violence
- DUI/DWI Crashes
- Elder Abuse
- Fraud
- Identity Theft
- Property Crime
- Robbery
- Survivors of Homicide
- Other Violent Crime
- Check All
- Other:

- Check the services provided by this VOCA-funded project (VOCA Subgrant plus Match).

Check the services provided by this VOCA-funded project (VOCA Subgrant plus Match):

- In-person Crisis Counseling
- Telephone Contact
- Follow-up
- Therapy
- Group Treatment
- Shelter/Safe House
- Information & Referral (In-Person)
- Criminal Justice Support/Advocacy
- Emergency Financial Assistance
- Emergency Legal Advocacy
- Assistance in Completing a Compensation Application
- Review of Compensation Eligibility Requirements
- Assistance Gathering Documents for and Submitting an Application
- Follow-up with the Victims Compensation Program
- Assistance in Applying for TANF/Social Services
- Non-Emergency Legal Advocacy
- Personal Advocacy
- Assistance Placing Animals in Distress
- Forensic Interviews
- Specialized Criminal Justice Support and Advocacy (Prosecution-based VWAP services)
- Check All
- Other:

- Describe the need for your VOCA-funded project.
- Please describe the data your agency collects for your project, and how data are collected.
- Describe how you define success for your project.
- Indicate whether or not your project will have changes in scope, activities or services from the previous grant year. Please refer to your 2015 application if you need to determine any change in scope.

Describe the need for your VOCA-funded project.



1500/1500

Please describe the data your agency collects for your project, and how the data is collected.



1500/1500

Describe how you define the success of your project.



1500/1500

Indicate whether or not your project will have changes in scope, activities or services from the previous grant year.



1500/1500

Please refer to your 2014 application if you need to determine any change in scope. If your agency does not have a change in scope please state N/A.

Budget

All applicants must attach a budget using the provided [Detailed Budget Worksheet](#). All line items within the budget are subject to review and approval. Decisions related to these budget line items are based on allowance of line item costs per VOCA program guidelines, justification of costs in relation to project activities, and reasonableness of costs based on current market rates.

These 2016 VOCA awards are only for continuation funding. The award amount received for the most recent grant year should remain the same, pending availability of federal funds and compliance with programmatic and fiscal requirements imposed in your special conditions. Your budget should reflect the federal award amount received in 2015. Please see the appendix for the list of 2015 awards by grant ID number, which details the agency's name, program type and federal award amount.

All projects must submit a minimum funding match of 20% through cash and/or in-kind contributions unless a waiver will be requested. 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* unless you submit a written request for higher rates to CJCC in your award packet.

The requirements and limitations that apply to the use of federal funds also apply to the use of matching funds. Matching funds must be used only for the VOCA-funded project during the grant period to support the identified goals, objectives, and activities. Thus, 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) Match Requirement x Volunteer Match Requirement Percentage = Volunteer Match Requirement
- 3) 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) $\$100,000 \times 20\% = \$20,000$ (Match Requirement)
- 2) $\$20,000 \times 25\% = \$5,000$ (Volunteer Match Requirement)
- 3) $\$100,000 - \$20,000 = \$80,000$ (Grant Request/Federal Amount)

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 subgrantee 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

Allowable costs include services and activities that are eligible for support with VOCA grant funds. Unallowable costs are ineligible for use for various services or activities.

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.

Certification and Completion

Before you submit, review your application from start to finish to ensure you submit complete and accurate information. To finalize the application, please enter the name of the person submitting the application to certify completion. **Remember to submit the application** when you are finished with this section. If more than one application is submitted for the same grant number, CJCC will only accept the most recent application.

ATTACHMENTS

The required attachments listed below must be correctly completed and uploaded with the application submission. Please carefully read and follow the instructions on all forms.

- Standard Assurances
- Certifications Regarding Lobbying, Debarment, Suspension and other Responsibility Matters
- Disclosure of Lobbying Activities
- Audit Requirements
- Civil Rights Contact
- If applicable:
 - Non-profit applicants must submit a copy of their 501(c)(3) certificate
 - Non-profit applicants must submit an organizational chart for the entire program and job descriptions for all employees included in the proposed budget
 - Fully executed Memoranda of Understanding and letters of support as they demonstrate collaboration and support among stakeholders
 - If grant funds are requested to pay for an IT network or computer system, proof that the system or network blocks pornography
 - Copies of contracts, personnel action forms, leases and other documentation to support line item costs claimed on the budget

SUBMIT APPLICATION

The last step before submitting your application is to fill out the name, title, phone number and email of the application point of contact. This person will receive a confirmation email once the application is submitted. They will also be the person we contact in the event we have questions about your application.

Please be sure to click submit so that we receive your online application. The application must be submitted by the deadline to be considered for the award amount approved by the Council.

Once submitted, please right click the screen to print and save a .pdf of the confirmation page. The application point of contact will receive a confirmation email as well.

Point of Contact For This Application

Name

First Name

Last Name

Title

Phone

Applicant Email

BY ENTERING MY NAME 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.

Name

First Name

Last Name

APPLICATION AND AWARD TIMELINE

CJCC strives for transparency in its VOCA application and award process. The working timeline for applications and awards is as follows:

Milestone	Target Date
Release RFAs and open application	July 8, 2016
Application closes	August 8, 2016
CJCC sends award packets to subgrantees	September, 2016
Award packet workshops	October, 2016
Award packets due to CJCC	October, 2016
Start of VOCA grant year	October 1, 2016

Funding Decisions and Appeals

All funding decisions related to the VOCA grant program from this solicitation are based on the availability of funding and recommendations of the CJCC staff review panel to the Victim Assistance Grants Committee. The Committee votes to accept or deny staff recommendations, which are subject to the Council's approval.

APPLICATION REVIEW PROCESS

All applications and attachments are reviewed by CJCC Victim Assistance Unit staff. Applications are primarily reviewed based on three basic criteria: submission of complete and accurate information; programmatic compliance with federal and state guidelines; and financial compliance in that all costs are allowable, reasonable and justified per the federal and state guidelines.

Applicants may contact members of the Victim Assistance Unit for technical assistance. CJCC does not coach applicants or provide feedback on the quality of the proposed application. CJCC does provide feedback on whether or not financial or programmatic activities are allowable, reasonable and/or justifiable.

APPENDIX – 2015 Allocations

Please note that the Criminal Justice Coordinating Council has approved individual allocation amounts for this solicitation. Any award made pursuant to this solicitation is dependent upon the receipt and availability of federal grant awards and any requirements/conditions attached thereto.