

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 2014 Request for Applications

CFDA 16.575

Eligibility

Continuation Funding Only

Applicants are limited to Victim Service agencies located in Georgia that received 2013 competitive 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 (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 drawing down funds.

Deadline

Applications are due at 11:59 p.m. on Saturday, May 31, 2014

Award Period

October 1, 2014-September 30, 2015

Contact Information

For assistance with the requirements of this solicitation, contact:

Shontel Wright at 404-657-1961 or Shontel.Wright@cjcc.ga.gov

Betty Barnard at 404-654-5691 or Betty.Barnard@cjcc.ga.gov

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 TTY: 404-463-7650.

Release Date: May 2, 2014

Victims of Crime Act (VOCA) Grant Program 2014 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-four members representing various components of the criminal justice system. CJCC is charged with fiscal and programmatic oversight of the Victims of Crime Grant Program.

The Criminal Justice Coordinating Council (CJCC) is soliciting applications for the VOCA Grant Program. Agencies must submit an application to be considered for funding from the VOCA Grant Programs. 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 in 1983 and formally established by Congress in 1988 through an amendment to the Victims of Crime Act of 1984 (VOCA). OVC provides federal funds to support victim assistance and compensation programs around the country. The Crime Victims' Fund is the source of funding for these programs. Millions of dollars are deposited into the Crime Victims' Fund annually from criminal fines, forfeited bail bonds, penalties, and special assessments collected by U.S. Attorneys' Offices, federal U.S. courts, and the Federal Bureau of Prisons. To date, Crime Victims' Fund dollars have always come from offenders convicted of federal crimes, not from taxpayers.

The amount of money deposited into the Fund has fluctuated from year to year. In FY 2000, Congress placed a cap on the Crime Victims' Fund limiting the total amount of dollars that can be awarded each year to insure a steady flow of funding through years with high and low collections. The actual amount of funding available for VOCA grant programs is determined each year during the appropriations process. According to the VOCA Program Guidelines, services are defined as those efforts that (1) respond to the emotional and physical needs of crime victims; (2) assist primary and secondary victims of crime to stabilize their lives after victimization; (3) help victims understand and participate in the criminal justice system; and (4) provide victims of crime with a measure of safety and security. For the purpose of the VOCA crime victim assistance grant program, a crime victim is a person who has suffered physical, sexual, financial, or emotional harm as a result of the commission of a crime. **Funding cannot be used for the investigation of crimes or collection of evidence to further the prosecution of crimes.**

States have sole discretion to determine which organizations will receive funds, and in what amounts, as

long as the recipients meet the requirements of VOCA and the Program Guidelines. In addition to organizing and overseeing the distribution of funds CJCC monitors subgrantees' fiscal and program performance, and submits required progress reports to the Office for Victims of Crime.

Under the VOCA Program Guidelines, funding priority is given to programs serving victims of sexual assault, domestic violence, and child abuse. At least 30 percent of each year's formula grant must be allocated to sexual assault, domestic violence, and child abuse services, 10% for each category. An additional 10% must also be allocated to victims of violent or property crime who are "previously underserved," which indicates that the particular victim population historically or currently has not had access to or been provided with specialized or adequate services. In Georgia, "previously underserved" victims include: elder abuse victims, identity theft and fraud victims, survivors of homicide victims, and male assault victims.

A. Eligibility

Awards are limited to 2013 Competitive Award recipient organizations that provide services to crime victims and are operated by a public agency, a nonprofit organization, or a combination of such agencies or organizations. **Please note that the Criminal Justice Coordinating Council has not 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.**

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

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

- **Criminal Justice Agencies** – Law enforcement agencies, prosecutors' offices, courts, corrections departments, and probation and paroling authorities are eligible to receive VOCA funds to help pay for victims' services.
- **Religiously-Affiliated Organizations** – Organizations receiving VOCA funds must ensure that services are offered to all crime victims without regard to religious affiliation and that the receipt of services is not contingent upon participation in a religious activity or event. 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 victim services.
- **Others** – State and local public agencies such as mental health service organizations, state and/or local public child and adult protective services, state grantees, legal service agencies and programs with a demonstrated history of advocacy on behalf of domestic violence victims, and public housing authorities that have components specifically trained to serve crime victims.

Additional Specific Eligibility Requirements

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

- **Public or non-profit organization** – To be eligible to receive VOCA funds, organizations must be operated by a public or private non-profit organization, or a combination of such organizations, and provide services to crime victims.
- **Provide match** – All VOCA recipients must provide at least 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. Please see p. 6 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 [2014 VSSR Guide](#).
- **Promote community efforts to aid crime victims** - Promote community-based coordinated public and private efforts to aid crime victims. Coordination may include, but is not limited to, serving on state, federal, local, or Native American task forces, commissions, working groups, coalitions, and/or multi-disciplinary teams. Coordination efforts also include developing written agreements that contribute to better and more comprehensive services to crime victims. *Coordination efforts qualify an organization to receive VOCA victim assistance funds but are not activities that can be supported with VOCA funds.*
- **Help victims apply for compensation benefits** - Such assistance may include identifying and notifying crime victims of the availability of compensation, assisting them with the application forms and procedures, obtaining necessary documentation, and/or checking on claim status.
- **Comply with federal rules regulating grants** - Applicants must comply with the applicable provisions of VOCA, the Program Guidelines, and the requirements of the OJP Financial Guide, effective edition (<http://www.ojp.usdoj.gov/FinGuide/>), which includes maintaining appropriate programmatic and financial records that fully disclose the amount and disposition of VOCA funds received. This includes financial documentation for disbursements, daily time and attendance records specifying time devoted to allowable VOCA victim services, client files, the portion of the project supplied by other sources of revenue, job descriptions, contracts for service, and other records which facilitate an effective audit.
- **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.
- **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% Certification and Eligibility** – Applicant agencies **should** be certified and eligible to receive 5% funds. Agencies without certification may apply for funding; however, if funding is awarded the agency will have to complete certification requirements prior to drawing down funds.

B. Reporting Requirements

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

Quarterly Progress Reports: All VOCA grant recipients 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 Victim Services Statistical Report (VSSR) which details the number of victims (new and existing) served by type of victimization, and number of services delivered by type of service. VOCA victim-service subgrant recipients must collect data according to the categories of the VSSR. Victimization and service definitions are provided in the [2014 VSSR Guide](#), which 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 OR BEFORE 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. Recipients will receive the link for the reporting tool, along with a username and password to complete their report, on a quarterly basis. Failure to submit these output reports in a timely manner will significantly delay any Subgrant Expenditure Reimbursements (SERs) submitted within the grant period. Continued delays will result in a staff recommendation to reduce noncompliant agencies’ award amounts.

Semi-Annual Outcome Reports: All VOCA grant recipients must use the survey instruments (revised October 2012) on the CJCC’s website to submit reports on their program outcomes. The instruments are categorized by the type of victim an agency serves. VOCA recipients must follow the updated version of the [Outcome 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 subgrant recipients are as follows:

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

Failure to submit these outcome reports in a timely manner will significantly delay any SERs submitted within the grant period. Continued delays will result in a staff recommendation to reduce noncompliant agencies' award amounts.

Monthly or Quarterly Subgrant Expenditure Requests: Upon accepting the award, each agency is required to indicate whether it agrees to submitting 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 OR BEFORE 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

Failure to submit these financial reports in a timely manner will significantly delay any SERs submitted within the grant period. Continued delays will result in a staff recommendation to reduce noncompliant agencies' award amounts.

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 subsequent pages for the formula used to calculate match relative to the project's budget.

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

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

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.

Fiscal Accountability

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

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

- a) 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.
- b) Itemized records supporting all grant receipts, expenditures and match contributions in sufficient detail to show exact nature of activity.

- c) Data and information for each expenditure and match contribution with proper reference to a supporting voucher or bill properly approved.
- d) 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.
- e) Maintenance of payroll authorizations and vouchers.
- f) Maintenance of records supporting charges for fringe benefits.
- g) Maintenance of inventory records for equipment purchased, rented, and contributed.
- h) Maintenance of billing records for consumable supplies (i.e., paper, printing) purchased.
- i) Provisions for payment by check.
- j) Maintenance of travel records (i.e., mileage logs, gas receipts).
- k) 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 recipients of federal funds must be in compliance with 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 recipient is in compliance. Information on required Civil Rights trainings can be found at <http://ojp.gov/about/ocr/assistance.htm>.

Nondiscrimination

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. 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, recipients of federal assistance must take reasonable steps to provide meaningful access to their programs and activities for persons with limited English proficiency. For more information access <http://www.lep.gov>.

Equal Employment Opportunity Plans

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

Grant Acceptance/Request for Funds

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 returned to the CJCC office.

Special Conditions

At the time of the subgrant award, CJCC will assign special conditions for each approved project. Each subgrantee should refer to their award packet for their special conditions. Applicants agree to comply with all the guidelines set forth by the Criminal Justice Coordinating Council. These guidelines can be

found in the [Subgrantee Programmatic and Fiscal Compliance Policy](#) on CJCC's website. Any programmatic and fiscal non-compliance may result in a reduction of the award.

Other

Applicants must comply with all forms, assurances, and certifications attached to this RFA. 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 Adobe forms at https://adobeformscentral.com/?f=q7jKHm4VTWdKJwK**KAogA. Agencies with more than one 2013 VOCA award *must* submit an application for each grant number to receive continuation funding for that award. Applicants will not be able to log out or log back in once the application is started. CJCC recommends that each applicant compile all information requested in this RFP before beginning the online application, and allowing 2-3 hours for completion.

Applicants who experience technical difficulties or emergency circumstances should contact Shontel Wright immediately at Shontel.Wright@cjcc.ga.gov or 404.657.1961 to request an extension or alternate method of applying.

Applications must be submitted **by 11:59pm on Saturday, May 31, 2014. There is no commitment on the part of CJCC to fund an application or to fund it at the amount requested.**

All line items within the budget are subject to review and approval. Decisions related to these budget line items are based on allowability, justification and reasonableness.

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. You will also be asked to enter your 2013 VOCA grant number. This seven-digit grant number must be in the format C13-8-999 and will begin with C11-8, C12-8, or C13-8. 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.

Project Narrative

A. Project Information

Please title your project and include the federal and match award amounts.

B. Service Area and Congressional District

Indicate the counties served during 2013 and the Congressional District(s) served by the project. Agencies can look up Congressional Districts at <https://www.govtrack.us/congress/members/GA>.

C. Project Description

In this section, explain the target population for the project. Include the geographic area targeted, the number of people to be targeted, and the relevant characteristics of those people. Also provide a brief description of your agency. Next, describe the VOCA-funded project activities, goals and services offered. Describe the need for your VOCA-funded activities. Indicate whether or not your project will have changes in scope, activities or services from the previous grant year if applicable.

In the next section, indicate how many full-time equivalent (FTE) positions you intend to fund with the VOCA award. Please prorate staff time to reflect time spent on VOCA-funded activities. Next, indicate information on any Multi-disciplinary Team efforts. Finally, please indicate the languages in which your VOCA-funded staff members are proficient.

D. Project Activities

Indicate the VOCA-funded project's adherence to authorized purpose areas, use of funds, number of paid and volunteer staff, and ways that the VOCA-funded program meets the priority and underserved allocation requirements. You will also enter the agency type, budget information, type of victimizations served and services provided, in addition to your agency's core services type.

1. 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

2. These VOCA Funds will primarily be used to (check one):

- 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): _____

3. For the proposed victim services program indicate:

- The number of paid staff _____ (full-time equivalents)
- The number of volunteer staff _____ (full-time equivalents)

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

4. Identify any and or all of the VOCA Subgrant Award that will be used to meet the priority and underserved requirements (please indicate both dollar amount and percentage of FEDERAL VOCA Funds utilized toward each category):

- Child Abuse \$ _____ / _____%
- Domestic Violence \$ _____ / _____%
- Sexual Assault \$ _____ / _____%
- Underserved:
- DUI/DWI Crashes \$ _____ / _____%
- Survivors of Homicide Victims \$ _____ / _____%
- Assault \$ _____ / _____%

- Adults Molested as Children \$ _____ / _____ %
- Elder Abuse \$ _____ / _____ %
- Robbery \$ _____ / _____ %
- Other Violent Crime \$ _____ / _____ %

5. Type of Implementing Agency (check the appropriate boxes):

- Criminal Justice – Government
- Law Enforcement VWAP
- Prosecution VWAP

- 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) _____

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

<i>Funding Source</i>	<i>Prior Year</i>	<i>Current Year</i>
• Federal (excluding VOCA)	\$ _____	\$ _____
• VOCA Funds	\$ _____	\$ _____
• State	\$ _____	\$ _____
• Local	\$ _____	\$ _____
• Other (Please explain) _____	\$ _____	\$ _____

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

- Child Physical Abuse
- Child Sexual Assault
- DUI/DWI Crashes
- Domestic Violence
- Adult Sexual Assault
- Elder Abuse
- Adults Molested as Children
- Survivors of Homicide Victims
- Robbery

- Assault
- Other Violent Crime (Please explain) _____
- Other (Please explain) _____

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

- Crisis Counseling
- Follow-up Contact
- Therapy
- Group Treatment
- Crisis Hotline Counseling
- Shelter/Safe House
- Information & Referral (In-Person)
- Criminal Justice Support/Advocacy
- Emergency Financial Assistance
- Emergency Legal Assistance
- Assistance in Filing Compensation Claims
- Personal Advocacy
- Telephone Contacts (Information & Referral)
- Other (Please explain) _____

9. Select your core service 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
- Victim Witness Assistance Program (VWAP) – Community-based

10. Please list the languages spoken by program staff funded by this VAWA-funded project (including matching funds)

Budget

Applicants must attach a budget using either the [Budget Detail Worksheet](#). Staff will review the budget and provide feedback on whether line items are allowable, reasonable and justifiable.

The 2014 VOCA awards are only for continuation funding. The award amount received in 2013 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 2013¹. Please see the appendix for the list of 2013 awards by grant ID number, which details the agency’s name, program type, and both federal and match amounts.

¹ **New programs** had a 2013 VOCA start date of January 1, 2014 and an end date of September 30, 2014. Your federal amount was prorated to reflect a 9-month grant year. Your 2014 application for continuation funding should

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

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

Formula for Match Calculation

- 1) Total Project Budget x Match Requirement Percentage = Match Requirement
- 2) Match Requirement Percentage 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 recipient as a direct result of the grant award. *As a general rule, the CJCC does not allow VOCA applicants to earn or use program income.*

Allowable and Unallowable Costs

A list of unallowable costs is provided in the appendix.

Supplantation

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

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 and initials 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.

reflect a 12-month grant year and therefore a 25% increase in the federal award amount. Please contact Shontel Wright with additional questions.

E. ATTACHMENTS

CJCC does not require attachments for the 2014 VOCA Application other than the budget. The required attachments listed below will be **included in each subgrantee's award packet** and must be completed in full in order to activate the grant. Please carefully read and follow the instructions on all forms.

- Designation of Grant Officials
- Standard Assurances
- Certifications Regarding Lobbying, Debarment, Suspension and other Responsibility Matters
- Disclosure of Lobbying Activities
- Audit Requirements
- Civil Rights Contact
- Special Conditions
- 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 support letters 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 grant

F. 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	May 1, 2014
Application closes	May 31, 2014
CJCC staff review	June 1-30, 2014
Target dates for Committee and Council meetings	July 1-15, 2014
CJCC sends award packets to subgrantees	August 1, 2014
Award packets due to CJCC	September 15, 2014
Start of VOCA grant year	October 1, 2014

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.

The CJCC informs applicants of funding decisions through grant awards or denial letters. Applicants should not make assumptions regarding funding decisions until they have received official written notification of award or denial that is signed by either CJCC's Executive Director. Applicants have the opportunity to **appeal the initial funding decision within fifteen business days of the date on which**

the denial notice was postmarked.

G. APPLICATION WEBINARS AND TECHNICAL ASSISTANCE

CJCC staff will conduct an application webinar on the following date and time:

	VOCA
DATE	Thursday, May 15, 2014
TIME	11am-1pm

To sign up for a webinar, please click here to register:

<https://www1.gotomeeting.com/register/647133345>. Registration confirmation will be sent to the email specified. Webinars will cover both the RFA and the online application, and will conclude with a Q&A. The webinars will be recorded and available at cjcc.georgia.gov.

Applicants may also 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.

APPENDICES

A. Allowable and Unallowable Costs

1. Allowable Costs For Direct Service Providers

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

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

2. Other Allowable Costs and Services

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

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

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

3. Unallowable Costs And Activities

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

- **Lobbying and Administrative Advocacy** - VOCA funds cannot support victim legislation or administrative reform, whether conducted directly or indirectly.
- **Perpetrator Rehabilitation and Counseling** - Applicants cannot knowingly use VOCA funds to offer rehabilitation services to offenders. Likewise, VOCA funds cannot support services to incarcerated individuals, even when the service pertains to the victim of the individual.
- **Victim-offender meetings** – Meetings that serve to replace criminal justice proceedings. Funds can cover costs associated with Restorative Justice for the victim **ONLY**. Any costs associated with the perpetrator's involvement in Restorative Justice efforts cannot be paid with VOCA funds. Funds cannot be used for Restorative Justice efforts or victim-offender mediation with the community as a whole.
- **Food or beverages** - No funds (federal and/or match) can be used to purchase food and/or beverages for any meeting, conference, training or other event and all such events must be approved by the Crime Commission before any contracts are signed or arrangements finalized. Therefore, food and beverage costs are now unallowable under any grant, cooperative agreement and/or contract. This restriction does not impact direct payment of per diem amounts to individuals attending a meeting or conference, as long as they fall within the guidelines.

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

B. Core Services by Agency Type

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

These standards are based on extant program models across the state and should be revised as the response to victimization evolves and improves. The core service definitions outline the basic level of

services agencies of various types should provide to be considered for CJCC Victim Services grant funds. The types of programs defined herein include: Court Appointed Special Advocates (CASA), Child Advocacy Centers (CAC's), Counseling Services, Domestic Violence Shelter & Non-Shelter Programs, Legal Service Programs, Sexual Assault Centers, and Victim Witness Assistance Programs.

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

Child Advocacy Center (CAC)

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

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

Court-Appointed Special Advocates (CASA)

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

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

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

Counseling Services

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

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

Specific requirements for programs providing peer support groups:

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

Such a protocol may include a referral list for culturally or language appropriate peer support group services.

- Notifying and assisting the victim about his/her eligibility for victim's compensation
- **Any provider who is only providing peer support groups may not advertise that they offer "therapy or counseling services" per O.C.G.A. § 43-10A.**

Domestic Violence Programs

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

1. Non-Shelter, Community-based agencies:

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

- Provide staff 24-hours per day 7 days per week, including holidays, to admit victims into the shelter
- Be able to ensure any victim contacting the shelter is placed in safe, emergency housing, including:
 - Housing the victim in your shelter;
 - Calling other organizations or shelters for the victim to be placed
 - Providing funds for a victim to stay in a hotel, if necessary
- Have shelter accommodations sufficient to house dependent children of the victims seeking their services
- Provide services to help victims with dependent children make arrangements with their child's school and other social services
- Maintain an updated shelter bed availability count in the DHS database
- Assist with making transportation arrangements for victims who cannot get to the shelter, court hearings etc.

Legal Services Providers

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

Legal Advocacy:

- Legal Advocacy services may not require the assistance of an attorney barred under the State of Georgia;
- Lay advocates must be trained to assist victims with filing temporary protection orders. Such advocates must be specifically trained and certified to provide such assistance. Acceptable training includes the VAWA-funded Georgia Legal Services Temporary Protective Order training, or other training as approved by CJCC;
- Legal Advocacy thus includes:
 - Assistance with filing the Georgia Crime Victim's Compensation Program
 - Assistance filing a temporary protective order
 - Accompanying the victim to a first appearance and subsequent hearings
 - Assisting the victim with contacting an offender's probation or parole officer – particularly with respect to TPO violations
 - Assisting the victim with advocating for no contact constraints or stay away bond conditions
 - Assisting the victim with obtaining a warrant for an offender's arrest
 - Referring the victim to legal counsel with respect to custody, or divorce or immigration matters
 - Educating the victim about his/her role in the criminal justice process
 - Assistance with and coordination with attorneys or Board of Immigration Appeals-certified advocate for filing T- or U-Visa paperwork, or a VAWA self-petition
 - Outreach to underserved communities to identify potential victims of crime and provide services
 - Ensure that all services are available for persons with limited English proficiency or provide referrals for culturally and linguistically services where appropriate

Legal Services:

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

Sexual Assault Programs

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

Training for staff and volunteers:

- Prior to being allowed unsupervised contact with clients, sexual assault center staff must complete 24 hours of training. Staff must maintain their advocacy skills with 10 hours of continuing education per year.
- Prior to being allowed unsupervised contact with clients, volunteers must complete 10 hours of training. Volunteers must maintain their service skills with 10 hours of continuing education per year.
- Advocate staff must have at least 40 hours of training specific to providing direct victim services either through the Office for Victims of Crime, Victim's Assistance Training Online, the National Organization for Victim's Assistance (NOVA) or other body that provides training specific to serving crime victims

Core services include:

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

- Ensure that all services are available for persons with limited English proficiency or provide referrals for culturally and linguistically services where appropriate

Victim Witness Assistance Programs - Law Enforcement & Prosecution

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

Law Enforcement VWAP:

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

Prosecutor's VWAP:

- Assist victims with recovering any property taken as evidence or recovered by the police
- Provide referral services to agencies that can provide counseling or other social services the victim might need
- Notify and assist the victim about his/her eligibility for victim's compensation
- Assist victims with obtaining restitution from the accused
- Assist victims with filing a victim impact statement
- Notify victims of any court hearings at which they must or might want to be present
- Educate the victim about his or her role in the criminal justice process
- Notify the victim about any proceeding at which the release of the accused will be considered and provide the victim with the opportunity to express his/her opinion regarding potential release
- If the accused is found guilty and sentenced to jail, connect the victim with the victim services division in the corrections department and assist the victim with registering for offender status notifications

- Advise the victim about his/her right to wait during judicial proceedings in an area separate from the accused
- Serve as the liaison between the victim and the prosecutor assigned to the case
- Provide support to the victim during trial process, in meetings with prosecutor, and at court hearings
- Have a written plan to be ready to provide services to victims who are Limited English Proficient
- Advocate staff must have at least 40 hours of training specific to providing direct victim services either through the Office for Victims of Crime, Victim's Assistance Training Online, the National Organization for Victim's Assistance (NOVA) or other body that provides training specific to serving crime victims

C. 2013 Allocations

Please note that the Criminal Justice Coordinating Council has not 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.

Agency	Grant ID	Program	Award	Match
Advocates for Bartow's Children, Inc.	C11-8-213	Child Abuse	57,192	14,298
Advocates for Bartow's Children, Inc.	C12-8-196	Child Abuse	25,398	6,350
Advo-Kids CASA, Inc.	C11-8-238	Child Abuse	37,500	9,375
Ahimsa House, Inc.	C12-8-199	Domestic Violence	20,000	5,000
Alcovy CASA, Inc.	C12-8-152	Child Abuse	54,563	13,641
Appalachian Children's Center, Inc.	C11-8-214	Child Abuse	64,800	16,200
Atlanta Legal Aid Society, Inc.	C13-8-001	Previously Underserved	75,000	18,750
Atlantic Area CASA	C12-8-153	Child Abuse	25,000	6,250
Baldwin County Board of Commissioners	C12-8-180	Previously Underserved	94,823	23,706
Battered Women's Shelter, Inc.	C13-8-003	Domestic Violence	120,224	30,056
Brooks County Board of Commissioners	C13-8-004	Comprehensive Victims	31,574	7,894
Camden Community Crisis Center, Inc.	C13-8-005	Domestic Violence	49,348	12,337
Camden County CASA Program	C12-8-154	Child Abuse	25,000	6,250

Agency	Grant ID	Program	Award	Match
Carroll County Emergency Shelter	C13-8-006	Domestic Violence	97,290	24,323
CASA for Children, Inc.	C12-8-155	Child Abuse	40,909	10,228
CASA Glynn, Inc.	C12-8-156	Child Abuse	25,243	6,311
CASA of Forsyth County, Inc.	C12-8-157	Child Abuse	40,909	10,228
CASA of Houston County	C12-8-158	Child Abuse	45,567	11,392
CASA of Paulding County, Inc.	C12-8-185	Child Abuse	14,911	3,728
CASA of Polk & Haralson, Inc.	C12-8-166	Child Abuse	45,584	11,396
CASA of Troup County, Inc.	C12-8-159	Child Abuse	53,192	13,298
CASA Program for the Ogeechee Judicial Circuit	C12-8-197	Child Abuse	37,500	9,375
Center for Pan Asian Community Services	C11-8-239	Previously Underserved	37,064	9,266
Central Georgia CASA, Inc.	C12-8-160	Child Abuse	44,932	11,233
Cherokee Child Advocacy Council	C11-8-215	Child Abuse	74,901	18,726
Cherokee Family Violence Center	C11-8-240	Previously Underserved	30,449	7,612
Cherokee Family Violence Center	C12-8-184	Previously Underserved	102,501	25,625
Cherokee Family Violence Center	C13-8-007	Domestic Violence	86,043	21,511
Child Advocacy Center of Coffee County, Inc.	C11-8-216	Child Abuse	38,299	9,575
Child Advocate Network, Inc.	C12-8-161	Child Abuse	102,179	25,545
Child Enrichment, Inc.	C12-8-162	Child Abuse	46,247	11,562
Children First, Inc.	C12-8-164	Child Abuse	66,160	16,540
Children's Advocacy Center of Lookout Mtn.	C11-8-217	Child Abuse	74,602	18,651
Children's Advocacy Center of Lowndes Co.	C11-8-231	Child Abuse	36,954	9,239
Children's Center for Hope and Healing,	C12-8-182	Comprehensive Victims	42,568	10,642
Children's Center for Hope and Healing,	C12-8-183	Comprehensive Victims	92,412	23,103
Children's Voice: CASA, Inc.	C12-8-163	Child Abuse	40,809	10,203
Christian League for Battered Women	C13-8-008	Domestic Violence	40,807	10,202
Circle of Love Center, Inc.	C13-8-009	Domestic Violence	25,000	6,250

Agency	Grant ID	Program	Award	Match
Citizens Against Violence, Inc.	C13-8-010	Domestic Violence	59,289	14,823
Clayton County Association Against FV	C13-8-011	Domestic Violence	84,808	21,202
Clayton County Board of Commissioners	C12-8-165	Child Abuse	33,472	8,368
Coastal Children's Advocacy Center	C11-8-218	Child Abuse	66,816	16,704
Colquitt County Serenity House Project	C13-8-012	Domestic Violence	72,882	18,221
Columbus Alliance for Battered Women	C13-8-013	Domestic Violence	79,195	19,799
Coweta CASA, Inc.	C12-8-198	Child Abuse	27,375	6,844
Crime Victims Advocacy Council	C13-8-014	Previously Underserved	25,000	6,250
Crisis Line and Safe House of Central Ge	C13-8-015	Domestic Violence	106,820	26,705
DeKalb Rape Crisis Center	C13-8-016	Sexual Assault	85,231	21,308
Douglas County Task Force on Family Viol	C13-8-017	Multiple Program Area Codes	25,000	6,250
Effingham County VWAP, Inc.	C13-8-018	Domestic Violence	25,000	6,250
Emanuel Co. Child Abuse Prevention Ctr.	C11-8-219	Child Abuse	125,842	31,461
Enotah CASA, Inc.	C12-8-167	Child Abuse	56,220	14,055
F.A.I.T.H. in Rabun County, Inc.	C12-8-186	Child Abuse	37,500	9,375
F.A.I.T.H. in Rabun County, Inc.	C13-8-019	Domestic Violence	58,655	14,664
Family Connection in Schools of Berrien	C12-8-190	Child Abuse	28,713	7,178
Family Counseling Center of Central Ga.	C12-8-179	Comprehensive Victims	50,510	12,628
Family Counseling Service of Athens	C12-8-181	Comprehensive Victims	65,377	16,345
Family Enrichment Group, Inc.	C11-8-241	Victim Services	37,500	9,375
Fayette County Council on Domestic Violence	C13-8-020	Domestic Violence	86,035	21,509
Flint Circuit Council-Family Violence	C13-8-021	Domestic Violence	164,699	41,175
Forsyth County	C13-8-022	Comprehensive Victims	40,702	10,176
Forsyth County Child Advocacy Center	C11-8-220	Child Abuse	64,621	16,156
Forsyth County Family Haven, Inc.	C12-8-187	Domestic Violence	66,414	16,604
Four Points, Inc.	C13-8-023	Child Abuse	56,045	14,011

Agency	Grant ID	Program	Award	Match
Fulton County CASA, Inc.	C12-8-168	Child Abuse	91,739	22,935
Gateway House, Inc.	C13-8-024	Domestic Violence	105,433	26,359
Georgia Center for Child Advocacy, Inc.	C11-8-221	Child Abuse	223,982	55,996
Georgia Legal Services Program, Inc.	C13-8-025	Previously Underserved	109,620	27,405
Georgia Mountain Women's Center, Inc.	C13-8-026	Domestic Violence	97,461	24,366
Glynn Community Crisis Center, Inc.	C13-8-027	Domestic Violence	90,677	22,670
Glynn County Board of Commissioners	C13-8-028	LE Victim Advocate	35,650	8,913
Gwinnett Sexual Assault Center, Inc.	C13-8-029	Sexual Assault	110,245	27,562
Halcyon Home for Battered Women, Inc.	C13-8-032	Domestic Violence	110,903	27,726
Hall-Dawson CASA Program, Inc.	C12-8-169	Child Abuse	58,657	14,665
Harmony House Child Advocacy Center, Inc.	C11-8-222	Child Abuse	37,720	9,430
Harmony House Domestic Violence Shelter,	C12-8-188	Domestic Violence	37,500	9,375
HODAC, Inc.	C13-8-030	Comprehensive Victims	35,141	8,786
HODAC, Inc.	C13-8-031	Comprehensive Victims	68,834	17,209
Hospitality House for Women, Inc.	C13-8-033	Domestic Violence	94,504	23,626
Jewish Family and Career Services, Inc.	C13-8-034	Victim Services	80,568	20,142
Lamar County Board of Commissioners	C13-8-035	Multiple Program Area Codes	27,269	6,818
Liberty House of Albany, Inc.	C11-8-242	Victim Services	20,863	5,216
Liberty House of Albany, Inc.	C13-8-036	Domestic Violence	93,796	23,449
Mary Lou Fraser Foundation for Families,	C12-8-189	Child Abuse	26,153	6,538
Mayo Clinic Health Systems In Waycross	C11-8-225	Child Abuse	143,855	35,964
Mayo Clinic Health Systems In Waycross	C11-8-243	Sexual Assault	26,457	6,614
McIntosh County Board of Commissioners	C13-8-037	Comprehensive Victims	26,349	6,588
Monroe County Board of Commissioners	C13-8-038	Comprehensive Victims	25,000	6,250
Mothers Against Drunk Driving	C11-8-249	Previously Underserved	37,500	9,375
Mountain Circuit CASA	C12-8-170	Child Abuse	33,457	8,364

Agency	Grant ID	Program	Award	Match
NOA's Ark, Inc.	C13-8-039	Domestic Violence	72,661	18,166
North GA Mountain Crisis Network	C12-8-191	Domestic Violence	25,914	6,479
North GA Mountain Crisis Network	C13-8-041	Sexual Assault	44,554	11,139
Northeast Georgia Council on Domestic Vi	C11-8-245	Victim Services	29,801	7,450
Northeast Georgia Council on Domestic Vi	C13-8-042	Domestic Violence	32,393	8,099
Northwest GA Child Advocacy Center, Inc.	C11-8-233	Child Abuse	60,329	15,083
Northwest Georgia Family Crisis Center,	C13-8-043	Comprehensive Victims	79,174	19,794
NW Georgia Family Crisis Center	C13-8-040	Domestic Violence	32,494	8,124
Ocmulgee CASA, Inc.	C12-8-171	Child Abuse	47,343	11,836
Open Arms, Inc.	C11-8-226	Child Abuse	75,666	18,917
Peace Place, Inc.	C13-8-044	Domestic Violence	83,131	20,783
Pickens County	C12-8-172	Child Abuse	56,454	14,114
Piedmont CASA, Inc.	C12-8-173	Child Abuse	28,896	7,224
Polk County Women's Shelter, Inc.	C13-8-045	Domestic Violence	31,669	7,918
Prevent Child Abuse Gordon County, Inc.	C12-8-192	Child Abuse	29,378	7,345
Project ReNeWal, Inc.	C13-8-046	Domestic Violence	84,468	21,117
Project Safe, Inc.	C13-8-047	Domestic Violence	52,307	13,077
Prosecuting Attorney's Council of GA	C13-8-048	Victim Services	3,673,813	918,453
Rainbow House Children's Center	C11-8-227	Child Abuse	63,138	15,785
Rainbow House, Inc.	C11-8-228	Child Abuse	62,533	15,634
Rape Crisis Center - Coastal Empire	C13-8-049	Sexual Assault	63,120	15,780
Rape Response, Inc.	C13-8-050	Sexual Assault	63,106	15,777
Rockdale County CASA , Inc.	C12-8-174	Child Abuse	38,210	9,553
S.H.A.R.E. House, Inc.	C13-8-051	Domestic Violence	103,709	25,928
Safe Harbor Children's Shelter, Inc.	C11-8-229	Child Abuse	119,263	29,816
Safe Haven Transitional, Inc.	C13-8-053	Domestic Violence	50,929	12,733

Agency	Grant ID	Program	Award	Match
SAFE Homes of Augusta, Inc.	C13-8-052	Domestic Violence	113,977	28,495
Safe Path Children's Advocacy Center, Inc.	C11-8-230	Child Abuse	148,098	37,025
Savannah Area Family Emergency Shelter	C13-8-054	Domestic Violence	84,507	21,127
Savannah/Chatham Co. CASA Program	C12-8-175	Child Abuse	25,000	6,250
Southwestern Judicial Circuit Family Violence	C13-8-055	Comprehensive Victims	51,800	12,950
SOWEGA CASA, Inc.	C12-8-176	Child Abuse	31,500	7,875
SOWEGA CASA, Inc.	C12-8-194	Child Abuse	37,500	9,375
Spalding County Board of Commissioners	C13-8-056	Comprehensive Victims	36,729	9,183
Statesboro Regional Sexual Assault Center	C13-8-057	Sexual Assault	51,282	12,821
Stepping Stone Child Advocacy Center	C13-8-058	Child Abuse	25,000	6,250
Support in Abusive Family Emergencies	C13-8-059	Domestic Violence	83,779	20,945
Tapestri, Inc.	C13-8-060	Domestic Violence	43,737	10,935
The Cottage, SAC & Children's CAC, Inc.	C11-8-232	Child Abuse	108,216	27,054
The Lily Pad SANE Center, Inc.	C11-8-224	Child Abuse	45,527	11,382
The Refuge Domestic Violence Shelter	C12-8-195	Domestic Violence	33,840	8,460
The Refuge Domestic Violence Shelter	C13-8-061	Domestic Violence	102,482	25,621
The Salvation Army, A Georgia Corp.	C13-8-062	Domestic Violence	33,650	8,413
The Sexual Assault Advocacy Center	C11-8-246	Sexual Assault	30,464	7,616
The Southern Crescent Sexual Assault Center	C12-8-193	Child Abuse	37,500	9,375
The Tree House, Inc.	C11-8-234	Child Abuse	72,295	18,074
The Tree House, Inc.	C11-8-247	Child Abuse	25,045	6,261
Tifton Judicial Circuit Shelter, Inc.	C11-8-235	Child Abuse	25,000	6,250
TLC Children's Services, Inc.	C12-8-178	Child Abuse	51,132	12,783
Tri-County Protective Agency, Inc.	C13-8-063	Domestic Violence	53,217	13,305
Twin Cedars Youth Services, Inc.	C11-8-236	Child Abuse	56,856	14,214
Twin Cedars Youth Services, Inc.	C11-8-237	Child Abuse	55,905	13,977

Agency	Grant ID	Program	Award	Match
Twin Cedars Youth Services, Inc.	C12-8-177	Child Abuse	38,750	9,688
Walton County	C13-8-064	Comprehensive Victims	45,363	11,341
Waycross Area Shelter for Abused Persons	C13-8-065	Domestic Violence	97,304	24,326
Wayne County Protective Agency, Inc.	C13-8-066	Domestic Violence	88,660	22,166
West Georgia Rape Crisis Center	C13-8-067	Sexual Assault	34,500	8,625
Women In Need of God's Shelter, Inc.	C13-8-068	Domestic Violence	55,329	13,833
Women Moving On, Inc.	C13-8-069	Domestic Violence	78,942	19,736
Youth Spark, Inc.	C11-8-248	Child Abuse	31,602	7,901
YWCA of Northwest Georgia	C13-8-070	Domestic Violence	114,413	28,604