

NATHAN DEAL
GOVERNOR



JACQUELINE BUNN
EXECUTIVE DIRECTOR

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

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

CFDA 16.575

Eligibility

Applicants are limited to victim service agencies within Georgia whose sole 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 must complete certification requirements prior to being awarded VOCA funds.

Deadline

Applications are due at 11:59 p.m. on Monday, July 25, 2016

Award Period

Initial award period October 1, 2016 – September 30, 2017. Awarded agencies will be eligible annually for continued funding at the amount awarded through September 30, 2019. Continued funding will be contingent upon availability of funds and continuous compliance with grant management requirements.

Total Award Amount

\$20,000,000

Contact Information

For assistance with the requirements of this solicitation, contact:

Shontel Wright at 404-657-1956 or Shontel.Wright@cjcc.ga.gov
Kyra Matthews at 404-654-1778 or Kyra.Matthews@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 404-657-1956 or Shontel.Wright@cjcc.ga.gov.

Release Date: June 10, 2016

Victims of Crime Act (VOCA) Grant Program FY 2016 Competitive 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. Interested agencies must submit an application to be considered for funding. Agencies are encouraged to read this entire Request for Applications (RFA) thoroughly before preparing and submitting a 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 competitive process.

Overview

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

The amount of money deposited into the Fund has fluctuated from year to year. In FY 2000, Congress placed a cap on the Crime Victims' Fund limiting the total amount of dollars that can be awarded each year to insure a steady flow of funding through years with high and low collections. However, in recent years annual deposits to the Fund have soared. For example, in FY 2012 annual deposits totaled \$2.795 billion. Additionally, over the last three years annual deposits to the Fund have averaged \$2.6 billion. Consequently, the Fund balance currently exceeds \$12 billion. The significant unmet needs of crime victims across the country and the substantial and growing balance in the Fund help to explain recent Congressional action contained in the Appropriations Act of 2015 and 2016. Specifically, a provision of this Act raises the Fund's cap from \$745 million to \$2.361 billion. 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 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 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, child abuse, and domestic violence. At least 30% of each year's formula grant must be allocated to sexual assault, child abuse, and domestic violence 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. OVC includes the following groups as underserved when their access to services is limited by factors like ethnicity, geographic isolation, language/communication barriers, cultural intolerance, disability, and lack of appropriate social support. Groups of victims who fall into this category include: victims in isolated communities, inner-city youth, female migrant workers, and victims of hate crimes.

A. Eligibility

Awards are limited to organizations that provide services to crime victims and are operated by a public agency, a nonprofit organization, or a combination of such agencies or organizations. **Please note 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, child abuse programs, domestic violence programs and shelters, centers for missing children, mental health services, and other community-based victim coalitions and support organizations. **Note:** Commonly funded [agency/program types and core services](#) defined by CJCC are not exhaustive of every type of agency in the state serving crime victims.

An eligible applicant must meet all of the following criteria:

1. Be a non-profit organization or a public government entity,
2. Serve as the fiscal agent for the grant and the point of contact to CJCC, and
3. Be responsible, liable, and oversee financial, program, and post-award reporting requirements.

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 directly 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 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 directly 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 directly 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.
- **Record of effective services** – Existing programs must demonstrate a record of providing effective services to crime victims. This includes having the support and approval of its services by the community, 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 Victim Service Statistical Report \(VSSR\) Subgrantee Guide](#) on CJCC's website.
- **Diverse Funding Sources for New Programs** – Those programs that have not yet demonstrated a record of providing services may be eligible to receive VOCA funding if they can demonstrate that 25-50% of their financial support comes from non-federal sources. Generally, organizations should have a variety of funding sources besides federal funding in order to ensure their financial stability.
- **Promote community efforts to aid crime victims** – Promote community-based coordinated public and private efforts to aid crime victims. Coordination may include, but is not limited to, serving on state, federal, local, or Native American task forces, commissions, working groups, coalitions, and/or multi-disciplinary teams. Coordination efforts also include developing written agreements that contribute to better and more comprehensive services to crime victims. *Coordination efforts qualify an organization to receive VOCA victim assistance funds but are not activities that can be supported with VOCA funds 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 direct services to crime victims at no charge if 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 being awarded VOCA funds.

Priority Areas

Through cooperative agreements, CJCC will make awards to enhance and transform services for victims of crime. These awards will also provide funding to reach and serve more crime victims and address gaps affecting victims of crime.

OVC requires states to dedicate 10% of VOCA funds to each of the following federally mandated priority areas: sexual assault, child abuse, domestic violence, and previously underserved communities. The remaining 60% will be used at the discretion of the state to support any of the aforementioned areas as well as other programs such as non-traditional, innovative approaches to victim service delivery targeted to provide direct services to primary and secondary victims of crime.

In Spring 2015, CJCC conducted *Community Conversations on the needs and gaps of Victim Services in Georgia*. The conversations provided an opportunity for various stakeholders across the state to share their input on what it would take to better serve victims of crime throughout the state. Conversation sessions were held in ten locations to solicit data reflective of as many program types and needs as possible. Although not every direct service provider was able to participate, this solicitation seeks innovative proposals that further the goal of those conversations. The forthcoming examples highlight recurring themes discovered during the conversations reflecting several of the most common needs identified throughout state.

CJCC invites applicants to address **one** priority area per application as identified below:

1. **Sexual Assault:** Includes rape, sexual assault, forcible sodomy, aggravated sexual contact, abusive sexual contact, and attempts to commit such offenses, as punishable under applicable Federal or State Law (please see [state standards on sexual assault](#))

Examples of Need:

- Expansion of sexual assault services into counties where no sexual assault center is directly located; Developing satellite or outreach services to serve counties where there are no CJCC-funded service providers currently delivering sexual assault services
 - Increase victims access to and usage of trauma-informed care and other mental health services
 - Staffing to increase/improve the services victims receive
 - Transportation assistance for victims of sexual abuse
2. **Child Abuse and Neglect:** At minimum, any recent act or failure to act on the part of a parent or caretaker which results in death, serious physical or emotional harm, sexual abuse, or exploitation; an act or failure to act which presents an imminent risk of serious harm

Examples of Need:

- Increase safe home options and/or housing options to transition aged-out victims
 - Increase victims access to and usage of trauma-informed care and other mental health services
 - Staffing to increase/improve the services victims receive
 - Technology to improve victim service efforts
 - Transportation assistance for victims of child abuse and neglect
3. **Domestic Violence:** Includes felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction (shelters only - please see [state standards on domestic violence](#))

Examples of Need:

- Increase safe home options and/or housing options to transition victims and their families
 - Increase victims access to and usage of trauma-informed care and other mental health services
 - Long-term and/or transitional housing options for victims, both individuals and families
 - Staffing to increase/improve the services victims receive
 - Transportation assistance for victims of domestic violence
4. **Previously Underserved:** An area or community lacking an adequate level or quality of service in an eligible program

Culturally-Specific Communities – Designed to be responsive to victims of crime within specific cultural communities

Examples of Need:

- Increase victims access to and usage of financial, housing, and mental health services
- Staffing to increase/improve the services victims receive
- Technology that will enhance an agency's ability to serve victims
- Transportation assistance for victims in underserved populations

Community-Based Projects - Designed to address the needs of crime victims intrinsic of specific communities in their own environment; examples include, but are not limited to: elder abuse, human trafficking, identity theft and fraud, survivors of homicide, hate crimes, and male assault

Examples of Need:

- Advocacy for victim services in law enforcement agencies
- Community education/outreach for primary and secondary victims
- Develop and/or implement innovative method(s) of service delivery to identify and eliminate barriers to safety and support services increasing victims' access to services; i.e. the use of video chat to connect with and/or serve victims
- Increase community-based, non-residential service delivery
- Increase victims access to and usage of mental health services
- Staffing to increase and/or improve services victims receive
- Technology to improve victim service efforts

Statewide - Supports projects designed to provide safety and services with an impact that encompasses crime victims across the entire state of Georgia

Examples of Need:

- Increase victims usage of, and access to, services statewide
- Staffing to increase/improve the consistency of services victims receive statewide
- Develop and/or implement innovative method(s) of service delivery to identify and eliminate barriers to safety and support services increasing victims' access to consistent services statewide

Agencies may submit multiple applications; however, each application may address only one priority area. Thus, a dual sexual assault and child advocacy center must submit one application specifically for the sexual assault program and a separate application specifically for the child advocacy program. Avoid duplicating the same information in different applications. Use data specific to the need(s) identified in each application – do not copy and paste information from one application to another. Applications will be scored solely based on the specific priority area identified as the target by the agency.

B. Grant Award Agreement

Grant Award Period: This initial grant award period covers October 1, 2016 through September 30, 2017. Awarded agencies will be eligible annually for continued funding at the amount awarded through September 30, 2019. Continued funding will be contingent upon availability of funds and continuous compliance with grant management requirements.

The funding source is the Victims of Crime Act Grant Program. If the funds appropriated are reduced or eliminated by OVC, CJCC may immediately terminate or reduce the grant award by written notice to the grantee. Termination or reduction will not apply to allowable costs already incurred by the grantee to the extent that funds are available for payment of such costs.

Modification of Funds: CJCC reserves the right to make changes to the application budget at the time of the grant award and will communicate any changes to the applicant. CJCC may negotiate all or part of any proposed budget after awarding the award agreement due to funding or program requirements provisions.

C. Reporting Requirements

CJCC requires that grantees comply with and fully participate in the financial, programmatic, and evaluation reporting for this grant program as well as the main components of evaluation and program reporting. *CJCC staff provides training and technical assistance to assist subgrantees in accurate data collection and reporting.* Assistance may be requested by contacting the auditor/examiner assigned once approved and awarded.

Data submitted through 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 measure (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 relative to the grant period. Repeated or continued delays will result in a staff recommendation requesting a reduction to the overall grant award for noncompliant agencies.

Quarterly Progress Reports: All VOCA grant 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 Victim Service Statistical Report Subgrantee Guide](#) as 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 or data management system (i.e. Apricot – for domestic violence and sexual assault centers). Subgrantees will receive the link for the reporting tool, along with a username and password to complete their report, on a

quarterly basis. The link to submit these reports will be activated at the beginning of the reporting period and shut down on the last day of the reporting period.

Semi-Annual Outcome Reports: 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

Post-Award Requirements

- Grant Management Workshop** - If an applicant is awarded a grant, the subgrantee will be required to attend a CJCC grant management workshop.
- Compliance Monitoring** - CJCC staff monitoring activities may also be conducted throughout the grant year; i.e. annual site visits and desk reviews. Visits and reviews will be scheduled with the grantee in advance. Site visits and desk reviews will be conducted to monitor the program for implementation and to view program documentation.
- Additional Training, Technical Assistance, and Events** - CJCC may offer a number of non-mandatory, post-award training and technical assistance opportunities and special events. Grantees will be informed of events via e-mail, and the events will be posted on the CJCC website. CJCC staff also will give *ongoing, individual technical assistance, and other support activities* to subgrantees as needed or requested throughout the year.

D. 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% (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 the 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 donated.
- 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, contracted services, and equipment purchases 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 (EEO) and Civil Rights requirements. All programs that receive VOCA funds or are sub-awarded 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 are submitted to the Office for Civil Rights and 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. For more information access <http://www.lep.gov>. 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., EEO. 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 the 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.

E. Application Submission Instructions

Applications must be submitted online via the [2016 VOCA Competitive Request for Applications](#). Agencies with multiple programs/projects must submit separate, unduplicated applications.

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. 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 11:59pm on Monday, July 25, 2016. There is no commitment on the part of CJCC to fund an application or to fund it at the amount requested.**

All areas of the budget are subject to review and approval. Decisions related to those budget areas are based on admissibility, justification, and reasonableness.

The application must be completed and submitted in accordance with RFA guidelines for submission or the application 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.

Applicant Agency

- Please include 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

Applicant Mailing Address

City

State

ZIP Code

Applicant Agency +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 physical address?

Yes No

- Please indicate whether or not the agency is registered with the federal System for Award Management (SAM) and if it is 5% LVAP Certified. Applicants will also be prompted to enter the SAM expiration date. Agencies must be certified to receive 5% funds and have a current SAM registration before being awarded VOCA funds. To meet this deadline, please submit applications, including renewals, for [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

Designation of Grant Officials

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

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.

Financial Officer

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

Authorized Official

This official 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"/> <small>Prefix</small> <input type="text"/> <small>First Name</small> <input type="text"/> <small>Last Name</small>	Address <input type="text"/> <input type="text"/> <input type="text"/> <small>City</small> <input type="text"/> <small>State</small> <input type="text"/> <small>ZIP Code</small> <input type="text"/>
Email <input type="text"/>	Phone <input type="text"/>
Fax <input type="text"/>	

Financial Officer

Name <input type="text"/> <small>Prefix</small> <input type="text"/> <small>First Name</small> <input type="text"/> <small>Last Name</small>	Address <input type="text"/> <input type="text"/> <input type="text"/> <small>City</small> <input type="text"/> <small>State</small> <input type="text"/> <small>ZIP Code</small> <input type="text"/>
Email <input type="text"/>	Phone <input type="text"/>
Fax <input type="text"/>	

Authorized Official

Name <input type="text"/> <small>Prefix</small> <input type="text"/> <small>First Name</small> <input type="text"/> <small>Last Name</small>	Address <input type="text"/> <input type="text"/> <input type="text"/> <small>City</small> <input type="text"/> <small>State</small> <input type="text"/> <small>ZIP Code</small> <input type="text"/>
Email <input type="text"/>	Phone <input type="text"/>
Fax <input type="text"/>	

Primary Service Area and Congressional District

Indicate the counties served by the agency regardless of funding source during the October 1, 2016-September 30, 2017 VOCA grant year as well as the Congressional District(s) served by the project. Agencies can look up Congressional Districts at <https://www.govtrack.us/congress/members/GA>. 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"/> Tattnall | |
| <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"/> Dooly | <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. Zoom into the map to view all districts.

Agency Description

- Please indicate what project area the agency is targeting in this application – refer back to pages 6-7 as needed
 - Sexual Assault
 - Child Abuse & Neglect
 - Domestic Violence
 - Previously Underserved
 - Culturally-Specific Communities
 - Community-Based Project
 - Statewide
 - Other Previously Underserved
 - Other
- Please indicate the total number of paid staff for all victimization programs/services. Indicate the number of paid staff requested under this application. Indicate the total number of volunteers for all victimization programs/services. Indicate the number of volunteers who will support the work under this application.
- Please select the appropriate type of agency
 - *Non-Profit/Non-Governmental*
 - *Government Agency*
 - *Campus Organization*

Which project area describes your agency?

Refer to pages 6-7 of the RFA.

Total number of paid staff for all victimization programs and/or services:

Total number paid staff requested through this application:

Total number of volunteers for all victimization programs and/or services:

Total number of volunteer hours supporting the work under this application:

What type of agency are you?

Agency Budget

- Please indicate the agency's fiscal year.
- Please provide the total budget for all victimization programs/services including other funding sources as well as annual funding amounts allocated to victim services for the fiscal year.
 - State: any funding coming from a state funded grant
 - Local: any funding obtained through the community and/or fundraising
 - Federal: any funding independently obtained through direct application and award

- Other: any funding that does not meet any of the aforementioned criteria (please specify)
- Please indicate the funding amount being requested through VOCA.
- Please provide the estimated value of in-kind match and cash match contribution expected. Enter zero if the agency will not need the cash match option. Indicate if the agency anticipates needing a full, partial, or no match waiver.

Fiscal Year: Start Date

Fiscal Year: End Date

Total budget for all victimization programs/services for this agency (regardless of funding source):

\$

Annual funding amounts allocated to all victimization programs and/or services for the current fiscal year:

State:

\$

Local:

\$

Federal:

\$

Other:

\$

How much are you applying for under this application?

\$

Estimated Value of In-Kind Match

\$

Estimated Cash Match Contribution

\$

Match Waiver Needed?

- Full
 Partial
 No

Project Activities

Project Purpose

Existing applicants must show how any additional funds will add new services or enhance and/or expand current services. Applicants must be able to assist crime victims within one or more of the following efforts:

- Respond to the emotional and/or physical needs of victims of crime
- Assist primary and secondary victims of crime to stabilize their lives after victimization
- Help victims of crime to understand and participate in the criminal justice system

- Provide victims of crime with an adequate measure of safety and security

Some examples of projects may be:

- Increase staffing to help meet current service demands
- Enhance/Expand current transportation services offered to clients
- Provide trauma-sensitive mental health services to victims of crime
- Increase staff compensation to offset the cost of inflation, reward the good performance of existing employees, and/or to encourage retention among existing staff to enhance the overall stability of the organization

Eligible applicants may apply for funding to add new services or expand and/or enhance current service delivery. Applicants may only include **one** priority area on each application. Agencies may submit multiple applications.

Applicants will also need to provide a project timeline estimating the time required to implement the goals and objectives stated in their proposals. If approved, agencies will be monitored and assessed based on the project timeline, goals, and objectives agreed upon by the agency and CJCC.

- Please indicate purpose of the project and how VOCA funds will primarily be used.

Project Purpose:

- Expand or enhance an existing project
- Start up a new victim services project
- Start up a new Native American victim services project

These VOCA Funds will primarily be used to:

- Expand services into a new geographic area
- Offer new types of services
- Serve additional victim populations
- Enhance existing services to crime victims
- Serve culturally-specific populations
- Provide community-based services
- Other:

- Please select all applicable activities and services the agency intends to provide under this VOCA application for the following:
 - Information & Referral
 - Personal Advocacy/Accompaniment
 - Emotional Support or Safety Services
 - Shelter/Housing Services
 - Criminal/Civil Justice System Assistance

INFORMATION & REFERRAL

- Information about the criminal justice process
- Information about victim rights, how to obtain notifications, etc.
- Referral to other victim service programs
- Referral to other services, supports, and resources (includes legal, medical, faith-based organizations, address confidentiality programs, etc.)
- Check All
- Other:

PERSONAL ADVOCACY/ACCOMPANIMENT

- Victim advocacy/accompaniment to emergency medical care
- Victim advocacy/accompaniment to medical forensic exam
- Law enforcement interview advocacy/accompaniment
- Individual advocacy (e.g., assistance in applying for public benefits, return of personal property or effects)
- Performance of medical forensic exam or interview, or medical evidence collection
- Immigration assistance (e.g., special visas, continued presence application, and other immigration relief)
- Intervention with employer, creditor, landlord, or academic institution
- Child and/or dependent care assistance (includes coordination of services)
- Transportation assistance (includes coordination of services)
- Interpreter services
- Check All
- Other:

EMOTIONAL SUPPORT OR SAFETY SERVICES

- Crisis intervention (in-person, includes safety planning, etc.)
- Hotline/crisis line counseling
- On-scene crisis response (e.g., community crisis response)
- Individual counseling
- Support groups (facilitated or peer)
- Other therapy (traditional, cultural, or alternative healing; art, writing, or play therapy; etc.)
- Emergency financial assistance (includes emergency loans and petty cash, payment for items such as food and/or clothing, changing windows and/or locks, taxis, prophylactic and nonprophylactic medications, durable/medical equipment, etc.)
- Check All
- Other:

SHELTER/HOUSING SERVICES

- Emergency shelter or safe house
- Transitional housing
- Relocation assistance (includes assistance with obtaining housing)
- Check All
- Other:

CRIMINAL/CIVIL JUSTICE SYSTEM ASSISTANCE

- Notification of criminal justice events (e.g., case status, arrest, court proceedings, case disposition, release, etc.)
- Victim impact statement assistance
- Assistance with restitution (includes assistance in requesting and when collection efforts are not successful)
- Civil legal assistance in obtaining protection or restraining order
- Civil legal assistance with family law issues (e.g., custody, visitation, or support)
- Other emergency justice related assistance
- Immigration assistance (e.g., special visas, continued presence application, and other immigration relief)
- Prosecution interview advocacy/accompaniment (includes accompaniment with prosecuting attorney and with victim/witness)
- Law enforcement interview advocacy/accompaniment
- Criminal advocacy/accompaniment
- Other legal advice and/or counsel
- Check All
- Other:

- Identify the types of victimizations to be served through this VOCA-funded project by checking all the applicable type of crime(s).

TYPES OF VICTIMIZATIONS

- Adult Physical Assault (includes Aggravated and Simple Assault)
- Adult Sexual Assault
- Adults Sexually Abused/Assaulted as Children
- Arson
- Bullying (Verbal, Cyber, or Physical)
- Burglary
- Child Physical Abuse or Neglect
- Child Pornography
- Child Sexual Abuse/Assault
- Domestic and/or Family Violence
- DUI/DWI Incidents
- Elder Abuse or Neglect
- Hate Crime: Racial/Religious/Gender/Sexual Orientation/Other(explanation required)
- Human Trafficking: Labor
- Human Trafficking: Sex
- Identity Theft/Fraud/Financial Crime
- Kidnapping (noncustodial)
- Kidnapping (custodial)
- Mass Violence (Domestic/International)
- Other Vehicular Victimization (e.g., Hit and Run)
- Robbery
- Stalking/Harassment
- Survivors of Homicide Victims
- Teen Dating Victimization
- Terrorism (Domestic/International)
- Check All
- Other:

Attachments

The required attachments listed below must be correctly completed and uploaded with the application submission. The online application system will only upload **one** attachment for each field. So if an applicant has multiple documents, it will be necessary to combine them or submit under separate attachment fields. **Please carefully read and follow the instructions on all forms.**

- Project Narrative
- Detailed Budget Worksheet
- Supporting Documentation for Budgeted Items, e.g. - copies of contracts, personnel action forms, leases, job descriptions, and other documentation to support line-item costs claimed on the budget
- Documentation of Non-Profit Status - Non-profit applicants only
- Organizational Chart (Structure)
- Other Documents, if applicable:
 - Fully executed Memoranda of Understanding(s) 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

*Please do **not** attach any attachments until you are prepared to submit a finalized online application.*

Project Narrative

Choose File No file chosen

Detailed Budget Worksheet

Choose File No file chosen

Supporting Documentation for Budgeted Items

Choose File No file chosen

e.g. job descriptions.

Documentation of Non-Profit Status

Choose File No file chosen

Non-Profits Only

Organizational Chart (Structure)

Choose File No file chosen

Other Documents

Choose File No file chosen

e.g. MOU, Letters of Support, Proof that IT System Blocks Pornography

Project Narrative (not to exceed 12-pages)

All applicants must attach a project narrative describing the proposed project. The narrative must be double-spaced in Times New Roman, 12-point font and attached as a Word or .pdf document.

The following elements are required in the project narrative. Please include section headers and provide the information in the order requested.

- **Project description:** Provide a description of the project including the agency's name, [agency type](#), and year founded. Include the geographic area targeted, number of people served in the past year, estimated number of individuals who will be served during the grant period, and relevant characteristics of the target population for the VOCA-funded project. List any Multi-Disciplinary Team(s) (MDT) and/or Community Response Team(s) (CRT) that the agency's staff participates on or leads for each county within the proposed service area. Please also share the type and victimizations addressed (i.e. Child Fatality Review Team or Domestic Violence Task Force), and briefly state how staff involvement impacts crime victims and/or the proposed service area. Please indicate the agency's language access plan to assist crime victims who are LEP individuals. List any credentials or accolades that have been received that demonstrate expertise in addressing the victimizations or target population of the program.
- **Needs statement:** Provide a statement of the specific problem(s)/gap(s) the project will address. Include data that supports this claim. Only use data that is verifiable and relevant to the target population. For example, do not use statewide data for a local problem statement and do not use national data for a statewide problem statement. Also, provide citations for all data sources. Include a statement explaining how the problem and data illustrates a need for the project. Indicate how the needs of the target population and the agency's scope, activities, and/or services have changed from the past year. If the agency currently has a victim service award with CJCC, please state how the proposed project will supplement or enhance current program(s). Explain how it will change.
- **Project goals:** State the goals of the proposed project. Explain how the project goals will meet the needs of the project's target population and/or impact the proposed service area. For example, victim service providers should state an estimate of the number of victims that will be served during the grant year and the anticipated outcomes. Outcomes are defined as changes in attitudes, knowledge, skills, behaviors, and conditions. Goals must be specific, measurable, action-oriented, reasonable, and time-sensitive having performance indicators. Please prepare to explain in the evaluation plan section.
- **Project activities and services:** Describe the VOCA-funded project's service delivery plan. In other words, explain how the agency will achieve project goals. Outline who will conduct the activities and/or provide services, what the activities and services are, a timeline for accomplishing the activities and/or a description of how a case plan will be developed with each

victim, where services will be delivered and how the victim will be safely transported to and from the service delivery site(s) if applicable, and why the activities and services are needed to achieve the stated goals. Please also explain how the plan for project activities and services will meet the target population's needs as described in the needs statement.

- **Resources needed:** In this section, please clearly explain the resources needed to conduct, enhance, and/or expand the project activities and services necessary to achieve project's goals. For example, if the proposed project will also be supported by a United Way grant, county funding, and Junior League volunteers, then explain how VOCA funds will supplement these resources and enable the project to be conducted.
- **Evaluation plan:** Please describe what data the agency collects or will collect for the proposed project, and *how* data is collected. Examples include intake forms and exit surveys staff or volunteers assist victims to complete. Also explain how success will be defined for the project. Indicators of success typically include outcomes that enhance victim safety and stability, increase knowledge of the criminal justice system, etc.

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.

All projects must submit a minimum funding match of 20% through cash and/or in-kind contributions unless a waiver will be requested (see pages 10-11). 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 a written request for higher rates is included with the award packet when submitted to CJCC.

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 x 20% = \$20,000 (Match Requirement)
- 2) \$20,000 x 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.

Documentation of Non-Profit Status

Eligible applicants must provide proof of non-profit status, such as 501(c)3 certification. The Internal Revenue Service (IRS) is the certifying agency for a non-profit to become tax-exempt. Information on eligibility, requirements, and applying for this certification is found on the [IRS](#) website.

Organizational Chart

An organizational chart is a diagram which displays the structure of an organization and shows the relationships and relative ranks of staff. Applicants should include names, titles, and salaries illustrative of the entire program.

Submit Application

Before submitting, review the application from start to finish to ensure you submit complete and accurate information.

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

Please be sure to click submit so that the online application is received. The application must be submitted by the deadline to be considered for an award. If more than one application is submitted for the same project, CJCC will only accept the most recent application.

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	June 10, 2016
Application closes	July 25, 2016
CJCC sends award packets to subgrantees	September 2016
Award packet webinars	September 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.

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 CJCC's Executive Director. Applicants have the opportunity to **appeal the initial funding decision within fifteen business days of the date on the denial notice**. Appeals should be submitted in the form of a cover letter on the applicant agency's letterhead and any supporting documentation. You may submit an appeal in writing to:

Criminal Justice Coordinating Council
ATTN: Shontel Wright
104 Marietta St. NW, Suite 440
Atlanta, GA 30303

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 such that all costs are admissible, justifiable, and reasonable per the federal and state guidelines.

Application Webinars and Technical Assistance

CJCC staff will conduct application trainings on the following dates and times:

Option 1 (In-Person)		Option 2 (Webinar)	
DATE	Tuesday, June 21, 2016	DATE	Thursday, June 23, 2016
TIME	1:30-3:00 pm	TIME	10:00-11:30 am

To sign up for training, register online at cjcc.georgia.gov. Registration confirmation will be sent to the email specified. Trainings will cover both the RFA and the online application, and will conclude with a Q&A.

Applicants may also contact members of the Victim Assistance Unit for technical assistance. **Note:** CJCC **neither** coaches applicants regarding content development **nor** provides 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.