



The Criminal Justice Coordinating Council (CJCC) is pleased to announce that it is seeking competitive applications for funding to manage the operations of a Domestic Minor Sex Trafficking (DMST) Receiving Center under the Victims of Crime Act (VOCA) Grant Program.

Victims of Crime Act (VOCA) Grant Program FY 2019 Domestic Minor Sex Trafficking Receiving Center Competitive Request for Applications

CFDA 16.575

General Eligibility

Applicants are limited to agencies within Georgia whose sole purpose is to serve crime victims, particularly of violent crimes, and are operated by a public agency, nonprofit organization, or combination of such agencies or organizations or other public and nonprofit organizations that have components which offer services to crime victims.

Applicant agencies should be certified and eligible to receive Local Victim Assistance Program (LVAP) 5% funds and be certified to provide trauma-informed services to trafficking victims. 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 5:00 p.m. on Wednesday, August 14, 2019.

Award Period

Initial award period October 1, 2019 – September 30, 2020. Awarded agencies will be eligible annually for continued funding at the amount awarded through September 30, 2022. All continuation funding will be contingent upon availability of funds and compliance with grant management requirements.

Total Award Amount

\$1,200,000.00

Up to \$1,000,000 for annual operations of Domestic Minor Sex Trafficking Receiving Center and up to \$200,000 for one-time costs.

Contact Information

For assistance with this solicitation, contact Amy Hutsell at Amy.Hutsell@cjcc.ga.gov or
Erica Mortonson at: Erica.Mortonson@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.

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Victims of Crime Act (VOCA) Grant Program FY 2019 Domestic Minor Sex Trafficking Receiving Center 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-seven members representing various components of the criminal justice system. CJCC is charged with fiscal and programmatic oversight of VOCA.

CJCC is soliciting applications for funding to manage the operations of a Domestic Minor Sex Trafficking Receiving Center under the Victims of Crime Act (VOCA) Grant Program. Interested agencies must submit a Letter of Intent and 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 that have a history of providing services to domestic minor sex trafficking victims and meet the eligibility guidelines for the VOCA program. Decisions about grant awards will be determined through a competitive process.

OVERVIEW: VOCA GRANT PROGRAM

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.

According to the 2016 VOCA Program Rules, direct services or services to victims of crime are defined as those efforts that (1) respond to the emotional, psychological, and physical needs of crime victims, (2) assist victims to stabilize their lives after victimization, (3)

assist victims to understand and participate in the criminal justice system, or (4) restore a measure of safety and security for the victim. For the purpose of the VOCA Crime Victim Assistance grant program, a crime victim or victim of crime is a person who has suffered physical, sexual, financial, or emotional harm as a result of the commission of a crime. Generally, funding cannot be used for the investigation of crimes or collection of evidence to further the prosecution of crimes.

LETTER OF INTENT

Applicants are required to submit a Letter of Intent via [Formstack](#) by July 27, 2019. This letter verifies that the applicant has registered with SAM. Submitting a Letter of Intent will not obligate a potential applicant to submit an application. Interested applicants who do not submit a Letter of Intent are not eligible to apply. See *Appendix A* for a sample Letter of Intent.

PURPOSE

The Criminal Justice Coordinating Council (CJCC) will partner with the Department of Juvenile Justice (DJJ) and Division of Family and Children Services (DFCS) to help facilitate the development and launch of an immediate triage Receiving Center for Domestic Minor Sex Trafficking (DMST) victims throughout the state of Georgia.

In recent years, the Department of Juvenile Justice (DJJ) conducted a series of juvenile justice reform initiatives that resulted in the closure of a residential treatment facility, which presented an opportunity for a new state-funded program to utilize the space. It was determined that DJJ would receive bond funding to make renovations to the building to serve as an immediate triage option for DMST victims in the form of a Receiving Center.

The DMST Receiving Center seeks to alleviate some of the burdens of human trafficking victims and their non-offending caregivers by eliminating both the need for duplicative storytelling and access to adequate transportation in order to receive the care they deserve. In accordance with the Governor's office priorities to combat the threat of human trafficking in State of Georgia, the Receiving Center uses a compassionate "wraparound" service delivery model to stabilize and begin the healing process for victims of human trafficking. These services include transportation to the facility for an assessment of victims' needs, immediate medical attention, and secure shelter.

The Receiving Center will be located in Northwest Georgia with a capacity of 20 beds. Due to safety and security concerns, the exact location is being kept confidential. Interested applicants can request more information from the CJCC's Human Trafficking Unit at 404-657-1956.

GUIDELINES

1. The Domestic Minor Sex Trafficking (DMST) Receiving Center is a facility where public and private agencies will provide services utilizing a multidisciplinary approach to victims from one location, so that there is a reduction in the number of times victims must tell their story, the number of places victims must go for help, and an increase in access to services and support for victims and their non-offending caregivers.
2. The purpose of the DMST Receiving Center is to facilitate and coordinate aforementioned multidisciplinary approach to services for victims.
3. The term “victims” refers to victims of human trafficking as defined below:

Definition of DMST: “The recruitment, harboring, transportation, provision, or obtaining of a person for the purpose of a commercial sex act where the person is a U.S. citizen or lawful permanent resident under the age of 18 years,” (Trafficking Victims Protection Act, 2000).

Definition of CSEC: Sexual activity involving a child in exchange for something of value or promise thereof, to the child or another person. In this situation, the child is being treated as a commercial sexual object. Per Georgia Law, CSEC is a form of violence and abuse against children. (O.C.G.A. 19-7-5(B)(11)).

4. The Selected Operator of the DMST Receiving Center is required to maintain Memoranda of Understanding (MOUs) with key agencies, outlining each agency’s support for the DMST Receiving Center and the extent to which each agency will participate (onsite and/or offsite) with the DMST Receiving Center. These MOU’s are to be reviewed and updated annually.

Key agencies shall include, at a minimum:

- Department of Juvenile Justice;
 - Division of Children and Family Services;
 - Organization(s) whose primary mission is to serve human trafficking victims;
 - Georgia Bureau of Investigation;
 - Children’s Healthcare of Atlanta.
5. Staff members at the DMST Receiving Center may comprise of, but are not limited to, the following:
 - Security personnel;
 - Community-based human trafficking shelter advocates;

- Social service agency staff;
 - Child welfare agency social workers;
 - Child Advocacy Center personnel;
 - Animal services providers;
 - Victim-witness program personnel;
 - Counseling professionals;
 - Medical personnel;
 - Forensic medical personnel;
 - Supervised volunteers from partner agencies;
 - Other professionals providing services.
6. Clients shall not be denied services on the grounds of criminal history.
 7. If a conflict is discovered, the client will be referred to another service provider to receive services.

MULTIDISCIPLINARY RESPONSE OF DMST RECEIVING CENTER

The DMST Receiving Center will serve as a vital coordinating entity in Georgia, facilitating collaboration among all agencies that address domestic minor sex trafficking, keeping human trafficking crime victims safe, and holding perpetrators accountable.

1. The DMST Receiving Center Operator and their partners (in addition to other appropriate agencies and individuals) shall participate in and assist Children’s Healthcare of Atlanta in maintaining an active and ongoing Statewide CSEC Multidisciplinary Team (MDT).
 - The Statewide CSEC MDT Team is a multi-disciplinary criminal justice intervention that works to ensure safety for victims and accountability for abusers. Each agency has a role in this collaboration, providing a consistent response from both public and private human trafficking service providers. The MDT tracks the system’s response to human trafficking cases, monitors compliance with policies and procedures, identifies gaps in victim safety and perpetrator accountability, and facilitates change to address developing trends.
 - The MDT team meets monthly (quarterly, at minimum) to plan and implement appropriate assessments and interventions, in order to achieve improved victim safety and perpetrator accountability.
2. The DMST Receiving Center Operator shall consult with public and private agencies (where available and applicable) in partnership with survivors of human trafficking (i.e. Georgia’s Survivor Advisory Council – convening Fall 2019) in the operations of the DMST Receiving Center.

3. The DMST Receiving Center Operator shall establish procedures for the ongoing input, feedback, and evaluation of the DMST Receiving Center by survivors of human trafficking, community-based crime victim service providers and advocates, and other partners.
4. The DMST Receiving Center Operator shall develop policies and procedures, in collaboration with partners and survivors of human trafficking, to ensure coordinated services are provided to clients and to enhance the safety of clients and professionals at the DMST Receiving Center.

CLIENT SERVICES & CONFIDENTIALITY

1. The DMST Receiving Center shall maintain a formal client feedback, complaint, and input process to address client concerns about services provided or the conduct of DMST Receiving Center professionals, agency partners, and volunteers providing services in the DMST Receiving Center. This input process may include (but is not limited to) client exit surveys and client focus groups.
2. The DMST Receiving Center Operator shall maintain an informed client consent policy and shall be in compliance with all state and federal laws protecting the confidentiality of the types of information and documents that may be in a victim's (physical or electronic) file, including, but not limited to, medical and legal records. At no time shall a victim be required to sign a client consent form to share information in order to access services.
3. The DMST Receiving Center Operator and partner agencies shall follow federal and state laws regarding mandatory reporting.
4. The DMST Receiving Center shall maintain a formal training program of not less than eight hours per year with mandatory training for DMST Receiving Center staff members, volunteers, and representative professionals of MOU partner agencies.

PARTNER AGENCY RESPONSIBILITIES/CONTRIBUTIONS

Criminal Justice Coordinating Council

The CJCC will provide the following:

- VOCA funding for annual operating costs
- VOCA funding for additional one-time costs
- Technical assistance
- Coordination assistance as necessary

Department of Juvenile Justice

The DJJ will provide the following:

- Costs associated with security system (cameras, etc.)
- 24/7 security personnel
- Costs associated with exterior maintenance to ensure the exterior is kept clean and free of any hazards to health and safety (lawn maintenance, etc.)
- Costs associated with general building maintenance, including pest control and garbage service
 - Receiving Center Operator will be responsible for general cleaning and garbage disposal
- Partial costs associated with utilities, including power and water
- Partial costs associated with internet service
- Smart boards for classrooms
- Furniture and Fixtures
- Transportation for DJJ youth
- Room, Board and Watchful Oversight (RBWO) pertaining to the care and placement of DJJ youth – RBWO is provided to ensure the safety, permanency and well-being of youth as outlined by the RBWO Minimum Standards can be found [here](#). In order to be eligible to receive the RBWO, the vendor must be licensed by Residential Childcare Licensing (RCCL) *AND* have an approved contract with DJJ. Information on RCCL can be found [here](#).

Department of Family and Children Services

The DFCS will providing the following:

- DFCS Point of Contact for Custodial/Consent Issues
- Advisement on DFCS services, such as food stamps and TANF
- Coordination of transportation for DFCS youth
- Case Management for DFCS youth
- Room, Board and Watchful Oversight (RBWO) pertaining to the care and placement of DFCS youth – RBWO is provided to ensure the safety, permanency and well-being of youth as outlined by the RBWO Minimum Standards [here](#). In order to be eligible to receive the RBWO, the vendor must be licensed by Residential Childcare Licensing (RCCL) *AND* have an approved contract with DFCS. Information on RCCL can be found [here](#).

GEORGIA BUREAU OF INVESTIGATION

The GBI will providing the following:

- Consultation for criminal investigations as necessary
- Advisement on investigative matters and prosecution as requested
- Copy of criminal investigation reports pertaining to DJJ and/or DFCS cases as requested
- Coordination assistance of investigative matters

ELIGIBILITY REQUIREMENTS

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. Service provision must be available to crime victims regardless of victims' participation in the criminal justice system and immigration status. 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.

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
3. Be responsible, liable, and oversee financial, program, and post-award reporting requirements
4. Be certified and eligible to receive Local Victim Assistance Program (LVAP) 5% funds and be certified to provide trauma-informed services to trafficking victims
5. Have a history of providing specialized, trauma-informed direct services to human trafficking victims
6. Be a licensed Child Caring Institution in Georgia; *See Appendix B*

VOCA 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 which must include the use of allowable volunteer services. This requirement applies to

neither federally recognized tribes or projects conducted on tribal land nor U.S. territories excluding Puerto Rico. Waivers may be available for a portion of the match requirement. Please see pages 13-14 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 direct services by the community, a history of providing direct services in a cost-effective manner, and a breadth or depth of financial support from other sources. For a glossary of terms and services, please refer to the [2017 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 at least 25% of their financial support comes from non-federal sources in the year of or the year preceding the award. Generally, organizations should have a variety of funding sources besides federal funding in order to ensure their financial stability.
- **Promotion of community efforts to aid crime victims** – Promote community-served coordinated public and private efforts to aid crime victims. Coordination may include, but is not limited to, serving on federal, state, local, or tribal work groups to oversee and recommend improvements to community responses to crime victims and developing written agreements and protocols for such responses. *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.*
- **Assistance to victims in applying for compensation** – Assist potential recipients of crime victim compensation benefits (including potential recipients who are victims of federal crime) in applying for such benefits including, but not limited to: referring such potential recipients to an organization that can so assist, identifying crime victims and advising them of the availability of such benefits, assisting such potential recipients with application forms and procedures, obtaining necessary documentation, monitoring claim status, and intervening on behalf of such potential recipients with the crime victims’ compensation program.
- **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 given by CJCC. 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 manner, including: Office of the Inspector General, Georgia Department of Audits and Accounts, and US Department of Justice.
- **Services to victims of federal crimes** – Applicants must provide services to victims of federal crimes using the same standards 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 served through the VOCA-funded project unless CJCC approves a waiver.
- **Maintain confidentiality** – Eligible agencies must have policies and procedures in place that reasonably protect the confidentiality and privacy of persons receiving services under this program. These measures must prohibit the release of personally identifying information or client information except in certain circumstances. Policies and procedures must allow for information sharing of certain non-personally identifying data and court, law enforcement, and prosecution-generated information in certain circumstances.
- **5% Local Victim Assistance Program (LVAP) 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.

Specific Eligibility Requirements

The Applicant Must Be Able to Show:

1. A history of direct service to victims of Domestic Minor Sex Trafficking (DMST)
2. Compliance with the Georgia DMST Standards of Care for Residential Facilities (*if applicable*)
3. A history of established partnerships with:
 - i. Georgia Division of Family and Children Services
 - ii. Georgia Department of Juvenile Justice
 - iii. State and Local Law Enforcement Agencies
 - iv. Mental Health Providers

- v. Victim Service Providers
- vi. Medical Providers
- 4. Active involvement on a Domestic Minor Sex Trafficking Multi-Disciplinary Team
- 5. Active involvement on the Georgia Statewide Human Trafficking Task Force
- 6. Proven history of the effectiveness of the DMST-specific services provided
- 7. Diversified funding streams to assist in the operation of your program
- 8. History of financial stability and grants management
- 9. Engagement in public/private partnerships

GRANT AWARD AGREEMENT

Grant Award Period: This initial grant award period covers October 1, 2019 – September 30, 2020. The awarded agency will be eligible for continuation funding annually in the amount originally awarded through September 30, 2022. All continuation funding is contingent on availability of funds and 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 issuing the award agreement due to funding or program requirements provisions.

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 the award is approved.

Data submitted through the Victim Services Statistical Report (VSSR) will 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 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 may significantly delay any and all Subgrant Expenditure Reimbursements (SERs) submitted relative to the grant period. Repeated or continued delays may 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 [2017 Victim Service Statistical Report Subgrantee Guide](#) as posted on CJCC’s website. Statistical reports are due 20 days following the end of the quarter. These reports are processed through CJCC’s Statistical Analysis Center (SAC). Agencies who are late with this report may experience a delay in processing reimbursement reports.

<i>VSSR QUARTERLY PROGRESS REPORTS</i>		
<i>QUARTER</i>	<i>REPORTING PERIOD</i>	<i>DUE DATE</i>
1	October 1 – December 31	January 20
2	January 1 – March 31	April 20
3	April 1 – June 30	July 20
4	July 1 – September 30	October 20

All statistical reports must be submitted electronically using a CJCC-approved online reporting tool or data management system. Subgrantees will receive the link for the reporting tool and a permanent username and password to complete their reports along with a permanent username and password to complete their reports. 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.

VOCA subgrantees are also required to complete narrative questions via the VSSR as part of the fourth quarter report. These questions are open-ended questions about agency issues, concerns, and success stories as well as service delivery obstacles and achievements.

Annual Outcome Performance Report: All VOCA grant subgrantees must use the survey instruments on 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 once per year. The outcome survey should be provided to all clients, regardless of whether their services were supported by VOCA funding. The sole outcome performance reporting date for ALL victim services subgrantees is as follows:

<i>OUTCOME PERFORMANCE MEASURES</i>	
<i>REPORTING PERIOD</i>	<i>DUE DATE</i>
October 1 – September 30	October 30

Monthly or Quarterly Subgrant Expenditure Requests: Upon acceptance of the award, each agency is required to submit SERs on a monthly or quarterly basis 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 DATE</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

Requests with an original signature must be submitted via mail to the assigned grant specialist for processing to begin and prevent delays. Delays may also occur if statistical reports are not submitted.

POST-AWARD REQUIREMENTS

1. **Grant Management Workshop** - If an applicant is awarded a grant, the subgrantee will be required to attend a CJCC grant management workshop.
2. **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.

3. **Additional Training, Technical Assistance, and Events** - CJCC may offer several nonmandatory, 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 will also give *ongoing, individual technical assistance, and other support activities* to subgrantees as needed or requested throughout the year.

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 funds 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, amount, and 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

OVC Match Waivers

If an agency would like to request a match waiver, a letter must be submitted on agency letterhead to CJCC. 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 Office for Victims of Crime (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** this grant application 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
- When appropriate, 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
- Any other important information deemed necessary by the requesting agency

Please see the Request for Match Waiver [directions and sample](#) on the CJCC website.

CJCC Volunteer Requirement

Although CJCC no longer requires agencies to submit a minimum level of volunteers as match, applicant organizations **must** use volunteers to be eligible for VOCA funds. In addition, CJCC encourages agencies to utilize volunteers to the greatest extent possible.

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.

Compliance 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 manner.

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](#) (EEOP) 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, religion, national origin, sex, or disability in funded programs or activities, not only in respect to employment practices but also in the delivery of services or benefits. Subgrantees must maintain statutorily required civil rights statistics on victims served by race, national origin, sex, age, and disability, within the timetable established by CJCC. Compliance with guidance as may be issued from time to time by the Office for Civil Rights and CJCC is required per 28 C.F.R. part 42.

Limited English Proficiency (LEP) Individuals

In accordance with US 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., EEOP. The plan must cover the grant period specified in the application. If technical assistance is needed while preparing an [Equal Employment Opportunity Plan](#), please contact the

Office for Civil Rights Compliance Specialist, Office of Justice Programs, Washington, D.C.,
(202) 307-0690.

Award Acceptance

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

Special Conditions

At the time of the subgrant award, CJCC will assign special conditions for each approved project. Each subgrantee should refer to their award packet for their special conditions. Applicants agree to comply with all the guidelines set forth by CJCC. These guidelines can be found in the Subgrantee Programmatic and Fiscal Compliance Policy on CJCC's website. Any programmatic and/or fiscal noncompliance may result in a reduction of the award.

Other

Applicants must comply with all forms, assurances, and certifications in relation 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.

APPLICATION INSTRUCTIONS

Submission Instructions

Applications must be submitted online via [Formstack](#).

Applicants who experience technical difficulties or emergency circumstances should contact Kristy Carter immediately at Kristy.Carter@cjcc.ga.gov or (404) 657-2061 to request an extension or alternate method of applying.

Applications must be submitted by 5:00 pm on Wednesday, August 14, 2019. 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 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, state partners, 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.

The following details are required for full completion of the application.

A. Applicant General Information

The first form includes basic information about the applicant agency and will auto-populate based on the agency profile. Applicant will need to add information if the Applicant Agency is not the same as the Implementing Agency.

Please indicate whether or not your agency is registered in the federal System for Award Management (SAM) and 5% LVAP certified. Your agency must be registered in SAM and certified to receive 5% funds before drawing down funds.

B. Designation of Grant Officials

Name, address, phone, fax, and email information must be provided for the following officials:

1. Project Director - The primary contact for the application and the post-award phase. 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.
2. Financial Officer - The chief financial officer of the applicant agency, such as the county auditor, city treasurer, or comptroller.
3. Authorized Official - The official authorized to apply for, accept, decline or cancel the grant for the applicant agency. This person must be the board chair/president of a non-profit agency, 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.
4. Executive Director, if not listed as the Project Director.

C. Primary Service Area

1. State the title of the project that the agency is applying for under the VOCA Grant Program.

2. Select from the list the county or counties the agency is certified to serve and the congressional districts to be served.
3. If the agency is currently a residential provider for victims of human trafficking, please state if the agency is a CJCC certified DMST Safe Home. Please state the number of beds the agency has available.

D. Agency Description

The following questions refer to the entire agency and not just the project the agency is applying for. Please note that all questions are limited by certain amount of characters, identified at the end of each question.

- Provide a brief overview of the agency applying for the project, including year founded and other services offered.
- List 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 victimization addressed (i.e. Child Fatality Review Team or Domestic Violence Task Force, Statewide CSEC MDT, MATCH Task Force, etc.) and how often the group meets.
- Please indicate the language in which your agency or organization's staff members are proficient. "Proficiency" indicates that the staff member can appropriately serve a victim or otherwise converse with someone in their native language if they have LEP.
- Describe collaboration with community partners

E. Project Narrative

The following questions are specific to the project the applicant agency is applying for and are limited to certain amount of characters, indicated at the end of each question.

Program Description

1. Provide relevant characteristics of the target population, including data on the number of people served in the past year.
2. Describe how the agency will provide culturally and linguistically appropriate services.

Needs Statement

1. Provide a statement illustrating the need(s) for this project.
2. This statement should include specific problems or gaps in services this project will address.
3. Use data to support these claims.

Project Goals

Identify how the following project goals will be met:

1. The DMST Receiving Center Operator and their partners (in addition to other appropriate agencies and individuals) shall participate in and assist Children’s Healthcare of Atlanta in maintaining an active and ongoing Statewide CSEC Multidisciplinary Team (MDT).
2. The DMST Receiving Center Operator shall consult with public and private agencies (where available and applicable) in partnership with survivors of human trafficking (i.e. Georgia’s Survivors Advisory Council – convening Fall 2019) in the operations process of the DMST Receiving Center.
3. The DMST Receiving Center Operator shall establish procedures for the ongoing input, feedback, and evaluation of the DMST Receiving Center by survivors of human trafficking, community-based crime victim service providers and advocates, and other partners.
4. The DMST Receiving Center Operator shall develop policies and procedures, in collaboration with partners and survivors of human trafficking, to ensure coordinated services are provided to clients and to enhance the safety of clients and professionals at the DMST Receiving Center.
5. At full capacity, the DMST Receiving Center is a 20-bed facility. CJCC understands that phases may be necessary for project implementation and quality service delivery. The DMST Receiving Center Operator shall develop a plan to increase capacity to serve 20 beds within six months of opening.
6. The DMST Receiving Center shall develop a sustainability plan to sustain DMST Receiving Center Operations.

Project Activities and Services

Identify how the following activities and/or trauma-informed services will be provided including, but not limited to:

- Safe and secure shelter – personnel ratios to DMST youth
- Assessment
- Transportation
- Meal services to adhere to DJJ’s and DFCS’ required standards while in custody of the state
- Provide clothing and items for personal hygiene
- Acute medical/physical examination and sexual assault examination and treatment to adhere to DJJ’s and DFCS’ required standards while in the custody of the state
- Forensic interviews on-site (determined by victim readiness)
- Substance abuse assessment and risk reduction plan, if needed
- Mental health treatment
- Trauma-informed counseling and evidence-based treatment programming
- Trauma-informed support groups/group therapy
- Family support, if appropriate
- Recreation and leisure activities
- Education services (web-based or on-site)
- Ensure youth attends court proceedings

- Treatment plan to include solidified long-term stay options for victims
- Participation in statewide MDT meetings

Evaluation Plan

1. Describe what data the agency collects or will collect for the proposed project.
2. State how the success of your agency will be measured and evaluated (outcomes). Please state any possible barriers to success and how your agency will mitigate these barriers.
3. Please describe your financial sustainability plan for this project. If applicable, include how other funding streams are used to supplement this project.
4. Please describe your ability to maintain adequate cash flow for this project for at least 90 days.

Budget Forms

All applicants must attach a budget using the provided [Budget Detail 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.

The budget narrative should be completed for clarity of expenses requested in the different budget categories. Applicants must provide details on each cost item in the budgets. For example, applicants may not just include a cost item for “Speaker Contracts,” the applicant must describe what the event is and its purpose, a brief bio of the speaker, and a justification of including this cost and value added to the grant. Grantees are responsible for obtaining and executing necessary agreements with partners or contractors providing services under this agreement. Documentation and copies of agreements can be requested by CJCC at any time during the contract period.

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) Total Project Budget – Match Requirement = Amount of Grant Request

Example 1:

For a project with a total project cost of \$100,000:

- 1) $\$100,000 \times 20\% = \$20,000$ (Match Requirement)
- 2) $\$100,000 - \$20,000 = \$80,000$ (Requested Federal Award Amount)

Example 2:

For a project with \$120,000 requested for a VOCA federal award:

- 1) $\$120,000 \times 125\% = \$150,000$ (Total Project Cost)
- 2) $\$150,000 \times 20\% = \$30,000$ (Match Requirement)

Indirect Costs

Indirect costs are not readily assignable to a particular award but are necessary both to the operation of the subgrantee and to the performance of the award. Common examples include building maintenance, telephone expenses, general supplies, and salaries and benefits of certain employees whose work benefits the entire organization.

Applicants are permitted to include indirect costs in their budget. If an agency currently has a negotiated federally approved indirect cost rate, then the same rate must be applied to all VOCA awards (2 C.F.R. 200.414(f)). An agency may [submit an indirect cost proposal](#) with its federal cognizant agency (such as DOJ) at any time but must apply the approved rate to all federal awards received regardless of funding agency. All other applicants may use the 10% de minimis rate.

Indirect cost rates may be included on the application budget as “Indirect Costs” but must later be specified to avoid double-charging if an award is granted. Please also note that the indirect cost rate applicable to portions of the grant in different fiscal years may vary and federal law, statutes, or regulations may cap or otherwise limit allowable indirect costs.

The de minimis rate is an option only for subgrantees that have **never** received an approved federally negotiated indirect cost rate.

Program Income

The US 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 restricted to the same uses as the grant award and must be expended during the grant period in which it is generated. “Program income” is gross income earned during the funding period by the

subgrantee as a direct result of the grant award. Fines and penalties as a result of law enforcement activity are not considered program income.

VOCA applicants must obtain prior approval from CJCC to earn or use program income for the VOCA funded program/project.

Required Attachments

- Abstract- provide a brief abstract/summary of the project scope. *No longer than 200 words.* These summaries will be reviewed by committee members. *(required)*
- Organizational Chart *(required)*
- Supporting documentation for budgeted items (job descriptions, etc) *(required)*
- Other Documents (MOUs, Letters of Support, etc.) *(not required)*

Identify the Point of Contact for this project and Alternative Contact (if applicable)

Certification and Completion

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

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. *See Appendix A.*

Supplantation

Supplanting occurs when a state, local, or tribal government reduces previously allocated or appropriated funds by an agency for an activity, specifically because federal funds are available (or expected to be available) to fund the same activity. Any reduction in non-federal resources allocated for the same time period and the same purpose as the federal grant award will be subject to careful review.

To avoid potential supplanting issues, the following general guidelines should be followed:

- Federal funds cannot be used to pay for existing employees unless the existing position is “back-filled” with a new hire.
- Federal funds cannot be used to pay for items or costs that the subgrantee is already obligated to pay with state, local, or tribal funds.

- State, local, or tribal funds previously appropriated, allocated, or budgeted for award purposes cannot be reduced or reallocated to other purposes because of receipt of federal funds.
- Maintain contemporaneous documentation demonstrating that any reductions in non-federal resources budgeted for award purposes is unrelated to the receipt or expected receipt of federal funds. Examples of supporting documentation may include (but are not limited to) budget sheets and/or directives, city council or departmental meeting minutes, agency memoranda, notices, or orders, and any other official documents addressing the reduction in non-federal resources.

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. Supplanting may be grounds for suspension or termination of current and future federal funding, recovery of misused federal funds, and/or other remedies available by law.

Application Process

Timeline

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

Milestone	Target Date
Release RFAs and open application	July 1, 2019
Application closes	August 14, 2019
CJCC sends award packets to subgrantee	October 1, 2019
Award packet workshops	TBD
Award packets due to CJCC	November 15, 2019
Start of VOCA grant year	October 1, 2019

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 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.

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 signed by CJCC's Executive Director. Applicants have an 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, along with any supporting documentation. You may submit an appeal in writing to:

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

Application Review Process

All applications and attachments are reviewed by CJCC Family Violence and Victim Assistance Division 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.

A registration confirmation will be sent to the email specified. Up to two people per applicant agency may register for and attend in-person trainings. All attendees must register separately. Trainings will cover both the RFA and online application followed by a Q&A.

Applicants may also contact members of the Sexual Assault, Child Abuse and Human Trafficking 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.

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.**
- Abstract

- Organizational Chart (Structure) – Include names, titles, and salaries for each position
- Supporting documents for budgeted items
- Other (job descriptions for any positions requested under this grant and any other documents CJCC may find helpful to understand the agency and/or its project)

The last step before submitting each application is to fill out the name, title, phone number, and email of up to two points of contact for this application. Only these persons may receive a confirmation email once the application is submitted. They will also be the persons contacted in the event of any questions about the application.

Certify the application entry by entering your name. 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.

Appendix A:

Letter of Intent Template

[Official Letterhead]

Jay Neal
Executive Director
Criminal Justice Coordinating Council
104 Marietta St. NW, Suite 440
Atlanta, GA 30303-2743

Dear Director Neal:

This letter serves as notification of our intent to apply on behalf of the [insert agency name] for funds available through the DMST Receiving Center Victims of Crime Act grant opportunity. The [insert agency name] is registered and current with the System for Award Management (SAM) under DUNS number [insert DUNS number]. [insert applicant name] registered/verified registration on [insert verification date]. The SAM registration for [insert applicant name] will expire on [insert expiration date].

I understand that in order to submit an application for the FY 2019 DMST Receiving Center Victims of Crime Act, [insert applicant name] must be registered with IntelliGrants. I certify that [insert organization name] began the registration process with Intelligrants on [insert registration date].

For questions regarding this Letter of Intent contact:

Name
Organization
Title
Address
Phone
Email

Sincerely,

Appendix B:

Licensed Child Caring Institution (CCI) Qualifications

Georgia Department of Human Services defines Child Caring Institutions (CCI) as “Any child-welfare facility which either primarily or incidentally provides full-time room, board and watchful oversight to six or more children through 18 years of age outside of their own homes.”

Exceptions are:

- (a) “Child welfare agencies and other facilities and institutions wherein children and youths are detained which are operated by any department or agency of state, county or municipal government.
- (b) Any bona fide boarding school whose primary purpose of admission is education, provided that such facility in order to claim exemption shall operate under a published academic educational curriculum which meets the requirements of the State Department of Education, shall have classroom facilities which are not used for residential living, shall not have been granted nor have assumed legal custody of children attending the facility, and shall not provide service planning and casework services as described in the licensing rules.
- (c) Facilities owned and operated by the state or federal government.
- (d) Temporary recreational facilities and programs which limit residency to no more than three months, such as summer camps.”

CCI Licensure requirements include:

1. A completed Application for License;
2. Notarized letters from all Board Members listed on application;
3. Signed Statement of Responsibility;
4. Certification, Articles of Incorporation and/or By-laws of the Corporation (if incorporated);
5. Policies and Procedures for periodic rotation of Board members;
6. Completed DFCS Civil Rights Certificate of Assurance;
7. Location information;

In addition to other qualifications as listed on DHS’ Residential Child Care Application Review Checklist, available for review [here](#).

A complete CCI Provider Policy Chart can also be found [here](#), with further rules [here](#).

Appendix C:

Allowable/Unallowable Costs and Activities

The allowable costs listed below are costs that are allowed under the VOCA Assistance Grant Program. After reviewing applications submitted in response to the RFA, the Council may decide that it is in the best interest of the state not to fund one or more of the allowable activities listed below. **§ 94.119 Allowable direct service costs.**

Direct services for which VOCA funds may be used include, but are not limited to, the following:

- (a) *Immediate emotional, psychological, and physical health and safety*—Services that respond to immediate needs (other than medical care, except as allowed under paragraph (a)(9) of this section) of crime victims, including, but not limited to:
- (1) Crisis intervention services,
 - (2) Accompanying victims to hospitals for medical examinations,
 - (3) Hotline counseling,
 - (4) Safety planning,
 - (5) Emergency food, shelter, clothing, and transportation,
 - (6) Short-term (up to 45 days) in-home care and supervision services for children and adults who remain in their own homes when the offender/caregiver is removed,
 - (7) Short-term (up to 45 days) nursing home, adult foster care, or group home placement for adults for whom no other safe, short-term residence is available,
 - (8) Window, door, or lock replacement or repair, and other repairs necessary to ensure a victim's safety,
 - (9) Costs of the following, on an emergency basis (i.e., when the State's compensation program, the victim's (or in the case of a minor child, the victim's parent's or guardian's) health insurance plan, Medicaid, or other health care funding source, is not reasonably expected to be available quickly enough to meet the emergency needs of a victim (typically within 48 hours of the crime): Nonprescription and prescription medicine, durable medical equipment (such as wheelchairs, crutches, hearing aids, eyeglasses), and other healthcare items are allowed, and
 - (10) Emergency legal assistance, such as for filing for restraining or protective orders, and obtaining emergency custody orders and visitation rights;
- (b) *Personal advocacy and emotional support*—Personal advocacy and emotional support, including, but not limited to:

- (1) Working with a victim to assess the impact of the crime,
- (2) Identification of victim's needs,
- (3) Case management,
- (4) Management of practical problems created by the victimization,
- (5) Identification of resources available to the victim,
- (6) Provision of information, referrals, advocacy, and follow-up contact for continued services, as needed, or
- (7) Traditional, cultural, and/or alternative therapy/healing (e.g., art therapy, yoga)
(Please note: Agencies will not be funded to solely provide services under this item as existing victim service providers may offer these services via contract or by other means);

(c) *Mental health counseling and care*—Mental health counseling and care, including, but not limited to, outpatient therapy/counseling (including, but not limited to, substance abuse treatment so long as the treatment is directly related to the victimization) provided by a person who meets professional standards to provide these services in the jurisdiction in which the care is administered;

(d) *Peer-support*— including, but not limited to, activities that provide opportunities for victims to meet other victims, share experiences, and provide self-help, information, and emotional support;

(e) *Facilitation of participation in criminal justice and other public proceedings arising from the crime*—The provision of services and payment of costs that help victims participate in the criminal justice system and in other public proceedings arising from the crime (e.g., juvenile justice hearings, civil commitment proceedings), including, but not limited to:

- (1) Advocacy on behalf of a victim,
- (2) Accompanying a victim to offices and court,
- (3) Transportation, meals, and lodging to allow a victim who is not a witness to participate in a proceeding,
- (4) Interpreting for a non-witness victim who is deaf or hard of hearing, or with limited English proficiency,
- (5) Providing child care and respite care to enable a victim who is a caregiver to attend activities related to the proceeding,

- (6) Notification to victims regarding key proceeding dates (e.g., trial dates, case disposition, incarceration, and parole hearings),
 - (7) Assistance with Victim Impact Statements,
 - (8) Assistance in recovering property that was retained as evidence or
 - (9) Assistance with restitution advocacy on behalf of crime victims;
- (f) *Legal assistance*—Legal assistance services (including, but not limited to, those provided on an emergency basis), where reasonable and where the need for such services arises as a direct result of the victimization. Such services include, but are not limited to:
- (1) Those (other than criminal defense) that help victims assert their rights as victims in a criminal proceeding directly related to the victimization, or otherwise protect their safety, privacy, or other interests as victims in such a proceeding or
 - (2) Those actions (other than tort actions) that, in the civil context, are reasonably necessary as a direct result of the victimization;
- (g) *Transportation*—Transportation of victims to receive services and to participate in criminal justice proceedings;
- (h) *Public awareness*—Public awareness and education presentations (including, but not limited to, the development of presentation materials, brochures, newspaper notices, and public service announcements) in schools, community centers, and other public forums that are designed to inform crime victims of specific rights and services and provide them with (or refer them to) services and assistance;
- (i) *Transitional housing*—Subject to any restrictions on amount, length of time, and eligible crimes, set by the SAA, transitional housing for victims (generally, those who have a particular need for such housing, and who cannot safely return to their previous housing, due to the circumstances of their victimization), including, but not limited to, travel, rental assistance, security deposits, utilities, and other costs incidental to the relocation to such housing, as well as voluntary support services such as childcare and counseling;
- (j) *Relocation*—Subject to any restrictions on amount, length of time, and eligible crimes, set by the SAA, relocation of victims (generally, where necessary for the safety and well-being of a victim), including, but not limited to, reasonable moving expenses, security deposits on housing, rental expenses, and utility startup costs.

§ 94.120 Allowable costs for activities supporting direct services.

Supporting activities for which VOCA funds may be used include, but are not limited to, the following:

- (a) *Coordination of activities*—Coordination activities that facilitate the provision of direct services, include, but are not limited to, statewide coordination of victim notification systems, crisis response teams, multidisciplinary teams, coalitions to support and assist victims, and other such programs, and salaries and expenses of such coordinators (*Please note: due to the eligibility requirements of the VOCA Assistance Grant Program, this item is not intended to allow the funding of statewide coalitions that do not provide direct services*);
- (b) *Supervision of direct service providers*—Payment of salaries and expenses of supervisory staff in a project, when the SAA determines that such staff are necessary and effectively facilitate the provision of direct services;
- (c) *Multisystem, interagency, multidisciplinary response to crime victim needs*—Activities that support a coordinated and comprehensive response to crime victims needs by direct service providers, including, but not limited to, payment of salaries and expenses of direct service staff serving on child and adult abuse multidisciplinary investigation and treatment teams, coordination with federal agencies to provide services to victims of federal crimes and/or participation on statewide or other task forces, work groups, and committees to develop protocols, interagency, and other working agreements;
- (d) *Contracts for professional services*—Contracting for specialized professional services (e.g., psychological/psychiatric consultation, legal services, interpreters), at a rate not to exceed a reasonable market rate, that are not available within the organization;
- (e) *Automated systems and technology*—Subject to the provisions of the DOJ Grants Financial Guide and governmentwide grant rules relating to acquisition, use and disposition of property purchased with federal funds, procuring automated systems and technology that support delivery of direct services to victims (e.g., automated information and referral systems, email systems that allow communications among victim service providers, automated case-tracking and management systems, smartphones, computer equipment, and victim notification systems), including, but not limited to, procurement of personnel, hardware, and other items, as determined by the SAA after considering—
 - (1) Whether such procurement will enhance direct services,
 - (2) How any acquisition will be integrated into and/or enhance the program's current system,
 - (3) The cost of installation,

- (4) The cost of training staff to use the automated systems and technology,
- (5) The ongoing operational costs, such as maintenance agreements or supplies, and
- (6) How additional costs relating to any acquisition will be supported (*Please note: In an effort to avoid duplication and coordinate large scale technology projects, please contact CJCC if you are considering applying for funds to address automated systems and technology*);

(f) *Volunteer trainings*—Activities in support of training volunteers on how to provide direct services when such services will be provided primarily by volunteers.

§ 94.121 Allowable administrative costs.

Administrative costs for which VOCA funds may be used by subgrantees include, but are not limited to, the following:

- (a) *Personnel costs*—Personnel costs that are directly related to providing direct services and supporting activities, such as staff and coordinator salaries expenses (including fringe benefits), and a prorated share of liability insurance;
- (b) *Skills training for staff*—Training exclusively for developing the skills of direct service providers, including paid staff and volunteers (both VOCA-funded and not), so that they are better able to offer quality direct services, including, but not limited to, manuals, books, videoconferencing, electronic training resources, and other materials and resources relating to such training;
- (c) *Training-related travel*—costs such as travel (in-State, regional, and national), meals, lodging, and registration fees for paid direct service staff (both VOCA-funded and not);
- (d) *Organizational Expenses*—Organizational expenses that are necessary and essential to providing direct services and other allowable victim services, including, but not limited to, the prorated costs of rent; utilities; local travel expenses for service providers; and required minor building adaptations necessary to meet the Department of Justice standards implementing the Americans with Disabilities Act and/or minor modifications that would improve the program's ability to provide services to victims (*Please note: construction costs are generally not allowed; please contact CJCC if you are considering applying for funds for any type of building adaptations or modifications*);
- (e) *Equipment and furniture*—Expenses of procuring furniture and equipment that facilitate the delivery of direct services (e.g., mobile communication devices, telephones, braille and TTY/TDD equipment, computers and printers, beepers, video cameras and recorders for documenting and reviewing interviews with children, two-way mirrors, colposcopes, digital cameras, and equipment and furniture for shelters, work spaces, victim waiting rooms, and children's play areas), except that the VOCA grant may be charged only the prorated share of an item that is not used exclusively for victim-related activities;

- (f) *Operating costs*—Operating costs include but are not limited to—
- (1) Supplies,
 - (2) Equipment use fees,
 - (3) Property insurance,
 - (4) Printing, photocopying, and postage,
 - (5) Courier service,
 - (6) Brochures that describe available services,
 - (7) Books and other victim-related materials,
 - (8) Computer backup files/tapes and storage,
 - (9) Security systems,
 - (10) Design and maintenance of Web sites and social media, or
 - (11) Essential communication services, such as web hosts and mobile device services.
- (g) *VOCA administrative time*—Costs of administrative time spent performing the following:
- (1) Completing VOCA-required time and attendance sheets and programmatic documentation, reports, and statistics,
 - (2) Collecting and maintaining crime victims' records,
 - (3) Conducting victim satisfaction surveys and needs assessments to improve victim services delivery in the project, and
 - (4) Funding the prorated share of audit costs.
- (h) *Leasing or purchasing vehicles*—Costs of leasing or purchasing vehicles, as determined by the SAA after considering, at a minimum, if the vehicle is essential to the provision of direct services;
- (i) *Maintenance, repair, or replacement of essential items*—Costs of maintenance, repair, and replacement of items that contribute to maintenance of a healthy or safe environment for crime victims (such as a furnace in a shelter; and routine maintenance, repair costs, and automobile insurance for leased vehicles), as determined by the SAA after considering, at a minimum, if other sources of funding are available;
- (j) *Project evaluation*—Costs of evaluations of specific projects (in order to determine effectiveness), within the limits set by SAAs (*Please note: contact CJCC for prior approval*).

§ 94.122 Expressly unallowable costs.

Notwithstanding any other provision of this subpart, no VOCA funds may be used to fund or support the following:

- (a) *Lobbying*—Lobbying or advocacy activities with respect to legislation or to administrative changes to regulations or administrative policy (*cf.* 18 U.S.C. 1913), whether conducted directly or indirectly;
- (b) *Research and studies*—Research and studies, except for project evaluation under § 94.121(j);
- (c) *Active investigation and prosecution of criminal activities*—The active investigation and prosecution of criminal activity, except for the provision of victim assistance services (e.g., emotional support, advocacy, and legal services) to crime victims, under § 94.119, during such investigation and prosecution;
- (d) *Fundraising*—Any activities related to fundraising, except for fee-based, or similar, program income authorized by the SAA under this subpart;
- (e) *Capital expenses*—Capital improvements, property losses and expenses, real estate purchases, mortgage payments, and construction (except as specifically allowed elsewhere in this subpart);
- (f) *Compensation for victims of crime*—Reimbursement of crime victims for expenses incurred as a result of a crime, except as otherwise allowed by other provisions of this subpart;
- (g) *Medical care*—Medical care, except as otherwise allowed by other provisions of this subpart;
- (h) *Salaries and expenses of management*—Salaries, benefits, fees, furniture, equipment, and other expenses of executive directors, board members, and other administrators (except as specifically allowed elsewhere in this subpart).

Applicants will be asked to provide information regarding their Agency Budget:

- Please indicate the agency's fiscal year.
- Please provide the **total** as requested for **all** victimization programs/services including other funding sources as well as annual funding amounts allocated to victim services for the fiscal year. The total agency budget will automatically calculate.
 - 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 federal award amount being requested through this VOCA application. The match requirement will automatically calculate. *Note: These values must reflect the agency budget.*
- Please provide the estimated value of in-kind match and cash match contribution expected. Indicate if the agency anticipates needing a match waiver, and upload the waiver request, if applicable. (**Note:** the full match value must be included on your budget regardless of the need for a waiver)