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GOVERNOR



JAY NEAL
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 2019 Competitive Request for Application

CFDA 16.575

Eligibility

Applicants are limited to Children's Advocacy Centers within the State of Georgia that received FY2019 VOCA awards, serve victims of crime, and are operated by a public agency, nonprofit organization, or 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 receiving an award.

Deadline

Applications are due at 5:00 p.m. Friday, November 15, 2019

Award Period

Initial award period is January 1, 2020 – September 30, 2020. Awarded agencies will be eligible for continued funding, at the amount awarded, annually through September 30, 2021.

Total Award Amount

Maximum of \$1,000,000 in total awards; up to \$50,000 per award.

Contact Information

For assistance with the requirements of this solicitation, contact a member of the Victim Assistance Division at 404.657.1956.

Child Abuse Unit - Cari Wainio
Cari.Wainio@cjcc.ga.gov

Program Director - Amy Hutsell
Amy.Hutsell@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 Kristy.Carter@cjcc.ga.gov.

Release Date: October 18, 2019

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Victims of Crime Act (VOCA) Grant Program 2019 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 the Victims of Crime Act (VOCA) Grant Programs.

CJCC is soliciting applications for the VOCA Grant Program. Agencies must submit an application to be considered for funding. Agencies are encouraged to read this entire RFA thoroughly before preparing and submitting their grant application. This application is open to all agencies meeting eligibility guidelines for the VOCA Grant 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, provide training for diverse professionals who work with victims, develop projects to enhance victims' rights and services, and undertake public education and awareness activities on behalf of crime victims. The Office for Victims of Crime (OVC) was created by the U.S. Department of Justice and formally established by Congress in 1988 through an amendment to the Victims of Crime Act of 1984 (VOCA). OVC provides federal funds to support victim assistance and compensation programs around the country. The Crime Victims' Fund is the source of funding for these programs. Millions of dollars are deposited into the Crime Victims' Fund annually from criminal fines, forfeited bail bonds, penalties, and special assessments collected by U.S. Attorneys' Offices, federal U.S. courts, and the Federal Bureau of Prisons. To date, Crime Victims' Fund dollars have always come from offenders convicted of federal crimes, not from taxpayers.

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 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.**

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 and Rules, 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.

I. Eligibility

Applicants are limited to Children's Advocacy Centers operated by a public agency, a nonprofit organization, or a combination of such agencies or organizations within the State of Georgia. Service provision must be available to child abuse victims and non-offending caregivers regardless of victims' participation in the criminal justice system, as determined by state mandatory reporting laws 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.**

Eligible organizations include victim services organizations whose mission is to provide services to child abuse victims and non-offending caregivers. These organizations are limited to Children's Advocacy Centers. An eligible applicant must meet all of the following criteria:

1. Be a non-profit organization as designated by the Internal Revenue Service or a public government entity;
2. Serve as the fiscal agent for the grant and the point of contact to CJCC;
3. Be responsible and liable and oversee financial, program, and post-award reporting requirements; and
4. Demonstrate a need for funding to meet compliance criteria listed within [State of Georgia Standards for Children's Advocacy Centers](#) and/or [State of Georgia Certification Standards for Sexual Assault Centers](#).

a. 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.
- **Mandated use of volunteers** – Programs must use volunteers in order to be eligible for VOCA funds. Volunteer waivers may be available based on justification provided.

- **Provide match** – All VOCA program recipients must contribute to the total cost of their VOCA-funded project by providing at least a 20% cash or in-kind match from non-federal sources to the federal amount awarded. 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** – An agency must demonstrate a record of providing effective services to victims of crime. 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 a breadth or depth of financial support from other sources. For a glossary of terms and services, please refer to the [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.
- **Promote community efforts to aid crime victims**– An agency must promote community-based coordinated public and private efforts to aid crime victims. Coordination may include, but is not limited to, serving on federal, state, local, tribal work groups, Native American task forces, commissions, working groups, coalitions, and/or multi-disciplinary teams to oversee and recommend improvements to community responses to crime victims and developing written agreements and protocols for such responses.
- **Help victims apply for compensation** – Agencies must 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 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 of 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 standards, comply with deadlines, and provide all information to CJCC and/or other state/federal agencies, including the Office of the Inspector General, Georgia Department of Audits and Accounts, and Department of Justice, as requested and in a timely manner.
- **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 served through the VOCA-funded project unless CJCC approves a waiver allowing the applicant to generate program income by charging for services.
- **Maintain confidentiality** – Eligible agencies must have policies and procedures in place that safeguard the confidentiality of all victim records, contact information, personal identifying information, and other sensitive information. These measures must be consistent with applicable federal, state, and local laws regarding privacy and confidentiality. 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 must [complete certification](#) requirements prior to drawing down funds.

b. Purpose & Priority Areas

CJCC will make VOCA grant awards to assist child advocacy centers to become compliant with State of Georgia Child Advocacy Center program standards and to expand and/or enhance 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 child abuse serving agencies to address areas of child abuse.

Priority Areas:

First Priority: Compliance with State of Georgia Standards for Children’s Advocacy Centers

Second Priority: Capacity Building to meet State of Georgia Standards for Children’s Advocacy Centers

Third Priority: Expansion of Services to Unserved/Underserved Populations

* CJCC will also review applications from agencies that are interested in expanding services for adult sexual assault victims, but the first priority will be to ensure CACs have resources to comply with the State of Georgia Child Advocacy Center Standards.

1. Compliance with State of Georgia Standards for Children’s Advocacy Centers

The purpose of the standards is to support the mission of Children’s Advocacy Centers which is to provide a safe, healthy, and supportive environment. Children’s Advocacy Centers focus on the well-being of child victims and their journey to healing and justice through the facilitation, coordination, investigation, treatment, and prosecution of child abuse cases.

Examples of need may include, but are not limited to:

- 24/7/365 accessibility to services in person or via a phone or call center per the State of Georgia Child Advocacy Center [Standards](#) (pages 14-29).
- Remove or reduce any barriers that may discourage accessibility to services.

2. Capacity Building to meet State of Georgia Standards for Children’s Advocacy Centers:

The process by which individuals and organizations obtain, improve, and retain the skills, knowledge, tools, equipment, and other resources needed to do their jobs competently or to a greater capacity (larger scale, larger audience, larger impact, etc.) and comply with state standards.

Examples of need may include, but are not limited to:

- **Staff Salaries** – Add additional positions as needed to meet state standards. Provide cost of living increase and/or decrease staff turnover through increases in salary and other benefits.
- **On-call pay** – Provide on call pay as needed to meet state standards.
- **Training** – 40 hours of in person or online child abuse training every year for direct service staff (8 hours every 2 years for non-direct service staff)
 - *Examples:*
 - Registration and travel costs for approved trainings
 - Contracting with training consultants for on-site training
- **One-Time Costs** – Any materials, supplies, or equipment needed to meet state standards.
- **Other** – Any appropriate services and/or projects needed to meet state standards.

3. Expansion of Services to serve Unserved/Underserved Populations:

Examples of need may include, but are not limited to:

- **Limited English Proficiency (LEP)**
 - Contract with translation services such as language line or in-person translator
 - Hire bilingual staff and counselors
- **Unserved/Underserved Geographic Locations**
 - Expanding services to areas with no designated or easily accessible child advocacy center.

- **Other** – Any appropriate services and/or projects to meet state standards.

Other Purpose Area: Expansion to Adult Sexual Assault Services

In counties where certified adult sexual assault services are not established within the county, the funding provided in this solicitation may be utilized to establish services for sexual assault victims ages 18+ pursuant to State of Georgia Standards for Sexual Assault Centers.

Examples of need may include, but are not limited to:

- **Staff Salaries** – Add additional positions as needed to meet state sexual assault [standards](#). Provide cost of living increase and/or decrease staff turnover through increases in salary and other benefits.
- **On-call pay** – Provide on call pay as needed to meet state standards.
- **Training** - 30 hours of in person sexual violence training (20 of these hours must be completed prior to client contact. The remaining 10 must be completed within 12 months of the initial training). 10 hours of annual training should be completed.
- **Other** – Any appropriate service and/or projects needed to meet state standards.

Children’s Advocacy Centers applying for funding to expand services to adult sexual assault victims are required to submit the following with their application:

- MOU with jurisdiction partners including law enforcement, district attorney’s office, and forensic medical provider;
- Timeline for expansion of services (no longer than 90 days);
- Letter of support for expansion of services signed by the Chair of the agency’s Board of Directors indicating the board has voted on and approved the expansion; and
- Explanation of need that outlines the current protocol or any existing MOUs (example: If access to services requires extensive travel outside of the county, please explain which services are currently being accessed and the travel time.)

Please see the appendix for a detailed list of allowable/unallowable activities. This should be used as a guide when planning for your application. Although this is a list of allowable activities, please note, that based on funding priorities, some activities may not be funded.

II. Grant Award Agreement

Grant Award Period: This grant award period covers January 1, 2020 through September 30, 2020.

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 requirement provisions.

III. Reporting Requirements

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

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.

Financial Reporting Requirements

1. *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 July is due by August 15th. Quarterly SERs are due on the following dates for the corresponding financial reporting periods

Quarterly Subgrant Expenditure Reports (SERS)

FINANCIAL REPORTING PERIOD	DUE DATES
January 1 – March 31	April 30
April 1 – June 30	July 30
July 1 – September 30	October 30

Failure to submit this financial report in a timely manner will significantly delay any SERs submitted within the grant period. Continued delays may result in a staff recommendation to reduce noncompliant agencies' award amounts. The subgrantees are required to maintain expenditure documentation such as signed timesheets, equipment purchases, travel logs, supply purchases, inventory records, and consultant contracts. This documentation may be requested at any time.

Program Reporting Requirements

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.

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 the 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 [2018 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 the Statistical Analysis Center (SAC). Agencies who are late with this report may experience a delay in processing reimbursement reports.

VSSR Quarterly Progress Reports

QUARTER	VSSR REPORTING PERIOD	DUE DATES
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 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 last 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:

OUTCOME PERFORMANCE MEASURES	
Reporting Period	Due Date
January 1 – September 30	October 20

Post-Award Requirements

1. **Compliance Monitoring** - CJCC staff may conduct visits or desk reviews during the grant period. Additional monitoring activities may also be conducted during the grant year. Site visits and desk reviews will be scheduled with the subgrantee in advance. Site visits and desk reviews will be conducted to monitor the program for implementation and to view program documentation.
2. **Additional Training, Technical Assistance, and Events** - CJCC may offer several 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 will also give ongoing, individual technical assistance, and other support activities to subgrantees as needed or requested throughout the year.

IV. Award Requirements

If an applicant agency is approved for a federal award, then the agency is expected to meet certain requirements. Various requirements can be met with proper documentation available upon request and many are time sensitive. All subgrantees are required to be in compliance and it is the responsibility of the agency to become acquainted with such 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, 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 be included as a contribution for any other Federal Funds,
- Be necessary and reasonable to accomplish the project's goals,
- Be allowable charges,
- Not be paid by the applicant from Federal or State funds received under another assistance agreement,
- Be included in the budget approved by CJCC, and
- Be in accordance with all other Federal and State requirements.

OVC Match Waivers

VOCA regulations does allow for hardship match waiver requests to be submitted to and approved by the state administering agency, the CJCC. An online match waiver request form will be available to VOCA subgrantees that are not able to meet their full match requirement. More information regarding the match waiver process can be found here. Please see the Request for Match Waiver [directions and sample](#) on the CJCC website.

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:** 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. Agencies must use Cogent Systems, Georgia Applicant Processing Services or Federal Bureau of Investigation Departmental Order to conduct a state or national background check on all direct service shelter and outreach staff every three years.

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.

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 the exact nature of the 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 the 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 be familiar with and comply with all relevant federal civil rights requirements, and to that end are required to participate in the designated training once per grant period. If there is a violation it may result in suspension or termination of funding until such time as the subgrantee is in compliance. Information on the required **annual** OJP Civil Rights trainings can be found at the link below.

[Office for Civil Rights – Training for Grantees](#)

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 may be issued from time to time by the Office for Civil Rights.

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 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

V. Application Submission Instructions

Applications must be submitted online via Form Stack. [Please click here to apply.](#)

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 the 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.

Applicants who experience **technical** difficulties with the online application tool can contact Jonathan Peart for support at Peart.Jonathan@cjcc.ga.gov . For any additional questions please contact Cari Wainio, Cari.Wainio@cjcc.ga.gov, or Amy Hutsell, Amy.Hutsell@cjcc.ga.gov. Staff may also be reached at 404-657-1956.

Applications must be submitted **by 5:00 pm on Friday, November 15, 2019. There is no commitment on the part of CJCC to fund an application or to fund it at the amount requested.**

The application must be completed and submitted in accordance with RFA guidelines for submission or the proposal may be disqualified. Applications for funding will undergo reviews by CJCC staff, the Victim Assistance Grants Committee, and the Council. At any point during these reviews, a decision not to fund a project, or any part thereof, may be made. These decisions are within the complete discretion of CJCC.

Basic Information

This section includes basic information about the applicant agency and its main points of contact for the application. Failure to enter accurate agency and contact information may result in a mis-categorization of an application and a delay in funds.

Please indicate whether or not your agency is 5% LVAP certified. Your agency must be certified to receive 5% funds before drawing down funds.

Please attach a brief abstract/summary of the project scope (max 200 words). These summaries will be reviewed by committee members.

Budget

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 submitted for clarity of expenses requested in the different budget categories. Applicants must provide details on each cost item in the budget. For example, applicants may not simply 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 this cost and value added to the grant. Subgrantees 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.

Program Match Requirement

All projects must submit a minimum funding match of 20% through cash and/or in-kind contributions. The sources of the match must be identified in the budget section of the application. *Please note that volunteer hours are valued by CJCC at \$15.00 per hour unless you submit a written request for higher rates to CJCC in your award packet.* The requirements and limitations that apply to the use of federal funds also apply to the use of matching funds. Matching funds must be used only for the 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 Funds.

Formula for Match Calculation

- 1) Total Project Budget x Match Requirement Percentage = Match Requirement
- 2) Match Requirement x Volunteer Match Requirement Percentage = Volunteer Match Requirement
- 3) Total Project Budget – Match Requirement = Amount of Grant Request

Example 1:

For a project with a total budget of \$100,000 and a 20% Match Requirement Percentage:

- 1) $\$100,000 \times 20\% = \$20,000$ (Match Requirement)
- 2) $\$20,000 \times 25\% = \$5,000$ (Volunteer Match Requirement)
- 3) $\$100,000 - \$20,000 = \$80,000$ (Grant Request/Federal Amount)

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 cost rate of modified total direct costs (MTDC). Applicants may use the [MTDC Calculator](#) to aid in calculating the 10% de minimis cost 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 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.

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.

Supplanting

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.

Certification and Completion

To finalize the application, please enter the requested information for the point of contact and enter the name of the person submitting the application to certify completion. **Remember to submit the application** when you are finished with this section.

Submit Application

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

Please be sure to click submit so that the online application is received. The application must be submitted 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. This person will also be contacted in the event we have questions about your application.

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 RFA and open application	October 18, 2019
Application closes	November 15, 2019
CJCC sends award packets to subgrantees	December 2019
Award packets due to CJCC	January 2020
Start of VOCA grant year	January 1, 2020

APPENDIX A

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 childcare 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, 24
- 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 27
- 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 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).