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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 2023 Competitive Request for Applications & Program Guidelines

CFDA 16.575

Eligibility

Applicants are limited to organizations within the State of Georgia that serve victims of crime, particularly victims of violent crimes, and are operated by a public agency, nonprofit organization, or a combination of such agencies or organizations. **Please review the eligibility requirements on pages 6-7 to ensure eligibility.**

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. on Monday, July 17, 2023

Award Period

October 1, 2023 – September 30, 2024

Contact Information

For assistance with the requirements of this solicitation, contact a member of the Victim Assistance Division at victimassistance@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: June 5, 2023

104 MARIETTA STREET, SUITE 440 ★ ATLANTA, GEORGIA 30303-2743
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Victims of Crime Act (VOCA) Grant Program 2023 Continuation 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.

Introduction & Overview

The primary objective of the Victims of Crime Act (VOCA) Victim Assistance Formula Grant Program is to provide direct assistance to victims of crime. That assistance is achieved through a variety of methods, including local government, private nonprofit organizations enhancing or expanding their direct services to victims of crime, encouraging states to improve assistance to crime victims and promoting the development of comprehensive services to all victims of crime.

This solicitation establishes the program and financial policy, as well as providing administrative guidance to effectively manage VOCA Victim Assistance Formula Grants. There are additional instructions for the VOCA application, grant management processes, and post-award requirements within the body of this document.

The Program & Financial Guidelines and Instructions are consistent with the U.S. Department of Justice (USDOJ) Office for Victims of Crime (OVC), and the Victims of Crime Act (VOCA) of 1984 ([34 U.S.C. § 20103](#)). Funds distributed by USDOJ are awarded, through a competitive process, by the Criminal Justice Coordinating Council (CJCC) to state agencies, units of local government, and private nonprofit organizations. Successful applications must comply with priorities established by USDOJ and CJCC.

The VOCA Formula Grant Program, created under the 1984 Victims of Crime Act, provides federal funding to support victim assistance and compensation programs, to provide training for diverse professionals who work with victims, to develop projects to enhance victims' rights and services, and to undertake public education and awareness activities on behalf of crime victims. The Office for Victims of Crime (OVC) was created by the U.S. Department of Justice and

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

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 requirements meet the 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.

Application Open Period Dates

The VOCA 2023-2024 subgrant application opportunity will open on Monday, June 5, 2023, and close on Monday, July 17, 2023, at 5:00 pm ET. CJCC will not accept late applications, and an Applicant's failure to submit its application by the deadline will result in disqualification of the application.

Application Informational Session

An informational session will be held via webinar on Thursday, June 8, 2023, from 2:00-3:30 pm ET. Attendance is not required. The session will be recorded and available on CJCC's website.

Applicants are encouraged to [submit questions here](#).

Microsoft Teams Link for Informational Session:

Join on your computer, mobile app or room device

[Click here to join the meeting](#)

Meeting ID: 268 305 410 074

Passcode: zxUEJk

[Download Teams](#) | [Join on the web](#)

Or call in (audio only)

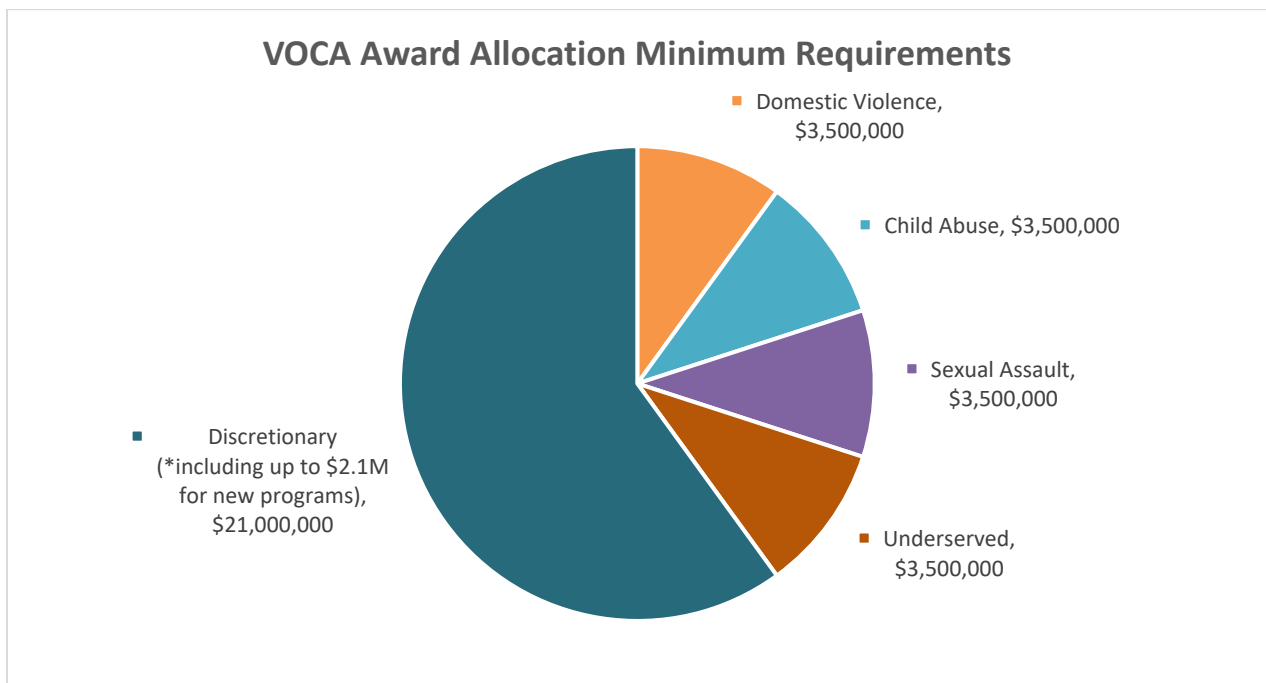
[+1 470-645-0776,,298866406#](#) United States, Atlanta

Phone Conference ID: 298 866 406#

Available Funds and VOCA Program Allocation Guideline Requirements

The amount of VOCA funding each state receives is controlled by deposits of non-tax revenue into the [Crime Victims Fund](#) established by the Victims of Crime Act of 1984. Deposits have been at historically low levels since 2018. Deposits from the CVF impact obligation caps and the amount of funding that states are awarded. As a result of the lower deposits and lower obligation caps, Georgia Victim Assistance Formula awards received by CJCC have declined by over 60%. CJCC anticipates making approximately \$35 million in VOCA subawards for the 2023-24 project period. Applicants should review priority areas for available funding and plan their VOCA Assistance applications accordingly. **Please note, all awards are subject to the availability of funds and to any modifications or additional requirements that may be imposed by USDOJ or CJCC.**

Under the VOCA Program Guidelines and Rules, priority is given to programs serving victims of sexual assault, child abuse, and domestic violence. Per requirements, at least 30% of each year's formula grant must be allocated to sexual assault, child abuse, and domestic violence services; 10% for each category. An additional 10% must also be allocated to victims who are "previously underserved," which indicates that the particular victim population historically or currently has not had access to or been provided with specialized or adequate services. OVC includes groups as underserved or unserved when their access to services is limited by factors such as language barriers, economic limitations, disabilities, or location.



***New organizations that have never received a VOCA award may apply. CJCC anticipates awarding up to a total of \$2.1M to new organization applicants at a cap of \$125,000 per new organization award.** Please note: Organizations must have a record of providing effective direct services to crime victims and a minimum of 25% of financial support from other sources. Furthermore, the direct services program or project being proposed must have a means of identifying crime victims within the organization's service population and a plan for providing VOCA-allowable services related to their victimization.

I. Eligibility

The Victims of Crime Act (VOCA) establishes eligibility criteria that must be met by organizations requesting VOCA funds. Eligible subrecipients include victim services organizations whose sole mission is to provide services to crime victims. There are special provisions for faith-based organizations, neighborhood programs, and crime victim compensation programs as indicated in the federal Final Rule for the Victims of Crime Act Victim Assistance Program (see [28 C.F.R. § 94](#)). VOCA funds shall be available to provide direct services and to support grant program administrative activities. An eligible applicant must meet all of the following criteria:

- Must provide services to victims of federal crimes on the same basis as to victims of crimes under State or local law.
- May provide direct services regardless of a victim's participation in the criminal justice process.
- May not make direct services supported by this program contingent upon a victim's participation in the criminal justice process.
- Must be a solvent non-profit organization as designated by the Internal Revenue Service or a public government entity, and provide services directly to crime victims
- Must serve as the fiscal agent for the grant and the point of contact to CJCC, and
- Must be responsible, liable, and oversee financial, program, and post-award reporting requirements.

These organizations include but are not limited to: sexual assault and rape treatment centers, domestic violence programs and shelters, child abuse programs, centers for missing children, mental health services, and other community-based victim coalitions and support organizations. Certified [domestic violence, sexual assault, and child advocacy](#) centers must also comply with their respective state standards.

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

- **Criminal Justice Agencies** – Law enforcement agencies, prosecutors' offices, courts, corrections departments, and probation and paroling authorities are eligible to receive VOCA funds to help pay for direct victims' services. ***CJCC will not be accepting individual applications from prosecutor offices. Please contact the Prosecuting***

*Attorneys' Council for more information regarding VOCA funding. *Only exception is for a prosecutor's office applying for Family Justice Center services or current prosecutor offices participating in the Georgia SAKI Task Force.*

- **Religiously-Affiliated Organizations** – Organizations receiving VOCA funds must ensure that direct services are offered to all crime victims without regard to religious affiliation and that the receipt of services is not contingent upon participation in a religious activity or event. Faith-based and community organizations will be considered for awards as are other eligible applicants, and if they receive assistance, awards will be treated on an equal basis with all other grantees in the administration of such awards. No eligible applicant or grantee will be discriminated against on the basis of its religious character or affiliation, or religious name. Faith-based and community organizations are required to abide by the same regulations and requirements specifically associated with the program under which they are awarded a grant, as any other agency awarded funding.
- **Hospitals and Emergency Medical Facilities** - Organizations must offer crisis counseling, support groups, and/or other types of direct victim services.
- **Others** – State and local public agencies such as mental health service organizations, state and/or local public child and adult protective services, state grantees, legal service agencies and programs with a demonstrated history of advocacy on behalf of domestic violence victims, Family Justice Centers and public housing authorities that have components specifically trained to directly serve crime victims.

Note: If the organization is interested in applying for funding to support a site coordinator for, and/or enhancement of a current Family Justice Center project, the applicant must be able to show: 1. A history of direct service to victims of interpersonal violence; 2. A history of established partnerships with: i. Local Victim Service Providers ii. Local Law Enforcement Agencies iii. Local Prosecution Offices; 3. Active involvement in the local Family Violence Task Force, Sexual Assault Response Team and other MDTS; 4. Proven history of the effectiveness of services provided; 5. Diversified funding streams to assist in the operation of your program; 6. History of financial stability and grants management; and 7. Engagement in public/private partnerships.

For additional information on the Family Justice Center model (Planning, Key Partners, Best-Practices, etc.), please see [Family Justice Center Initiative | Criminal Justice Coordinating Council \(georgia.gov\)](#).

a. Program 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:

- **Mandated Use of Volunteers** – Organizations must use volunteers in order to be eligible for VOCA funds. *Programs for which volunteer usage presents a hardship may include a hardship waiver request as an attachment to their application.* A “compelling reason” may be a statutory or contractual provision concerning liability or confidentiality of counselor/victim information, which bars using 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.
- **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. Waivers may be available for the match requirement. See pages 15 & 23 for more information on match.

Note: Per the VOCA Fix to Sustain the Crime Victims Fund Act of 2021, CJCC will initiate blanket match waivers for all victim service providers during the FY2023 VOCA grant period, October 1, 2023 – September 30, 2024. [PUBL027.PS \(congress.gov\)](#). Applicants should take match requirements for subsequent grant award periods into consideration when applying for funding.

- **Record of effective services and organizational capacity**– An organization 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. An organization must also demonstrate financial support from other funding sources. Generally, organizations should have a variety of funding sources besides federal funding in order to ensure their financial stability. See [28 C.F.R. 94.112\(b\)](#); [34 U.S.C. § 20103\(b\)\(1\)\(B\)](#). An organization should be able to demonstrate that at least 25% of financial support comes from non-Crime Victims Fund sources.
- **Promote community efforts to aid crime victims**– An organization 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.
- **Assistance to victims in applying for compensation** – Organizations supported by VOCA Assistance funds are required by federal law to provide assistance to victims in applying for crime victim compensation benefits (including potential recipients

who are victims of federal crime). Such assistance may include identifying and notifying crime victims of the availability of compensation; assisting victims with application forms and procedures; obtaining necessary documentation, and/or checking on claim status. Such assistance services shall be reported in the OVC Performance Measurement Tool. To be counted as reportable services, the program must provide substantive assistance to the client in applying for Compensation. Such assistance may be reported regardless of whether the client submits their completed application. For additional guidance surrounding crime victims compensation, or to obtain contact information for the Crime Victims Compensation, visit [CJCC CVCP \(ga.gov\)](http://CJCC CVCP (ga.gov)).

- **Comply with federal rules regulating grants** – Applicants must comply with the applicable provisions of VOCA, the Program Guidelines, and the requirements of the [Office of Justice Programs \(OJP\) Financial Guide](#), effective edition, which includes maintaining appropriate programmatic and financial records that fully disclose the amount and disposition of VOCA funds received. Other requirements are also outlined in the special conditions to the subgrant award. This includes financial documentation for disbursements, daily time and attendance records specifying time devoted to allowable VOCA victim services, client files, the portion of the project supplied by other sources of revenue, job descriptions, contracts for service, and other records which facilitate an effective audit.
- **Comply with CJCC grant requirements** – Agencies must adhere to financial and programmatic guidelines, comply with deadlines, and provide all information to CJCC and/or other state/federal agencies as requested in a timely manner, including: Office of the Inspector General, Georgia Department of Audits and Accounts, and Department of Justice.
- **Non-Discrimination** - Entities receiving financial assistance from the federal government must comply with the federal statutes and regulations that prohibit discrimination in federally assisted programs or activities. Subrecipients receiving Department of Justice funds such as Victim of Crime Act (VOCA) funds, are required to obtain Federal Civil Rights Non-Discrimination training. The Office for Civil Rights (OCR) ensures that recipients of financial assistance from Office of Justice Programs (OJP) and its components are not engaged in prohibited discrimination.
- **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.
- **Non-disclosure of confidential or private information.** SAAs and subrecipients of VOCA funds shall, to the extent permitted by law, reasonably protect the confidentiality

and privacy of persons receiving services under this program and shall not disclose, reveal or release any personally identifying information or individual information collected in connection with funded services requested, utilized, or denied, and any individual client information without the informed, written, reasonably time-limited consent of the person about whom information is sought, except that consent for release may not be given by the abuser of a minor, incapacitated person, or abuser of the other parent of the minor. If release of information is compelled by statutory or court mandate, SAAs or subrecipients of VOCA funds shall make reasonable attempts to provide notice to victims affected by the disclosure of the information and take reasonable steps necessary to protect the privacy and safety of the persons affected by the release of the information.

SAAs and subrecipients may share: non-personally identifying data in the aggregate regarding services to their clients and non-personally identifying demographic information in order to comply with reporting, evaluation, or data collection requirements; court-generated information and law enforcement-generated information contained in secure governmental registries for protection order enforcement purposes; and law enforcement and prosecution-generated information necessary for law enforcement and prosecution purposes.

In no circumstances may a crime victim be required to provide a consent to release personally identifying information as a condition of eligibility for funded services nor any personally identifying information be shared to comply with reporting, evaluation, or data-collection requirements of any program. Nothing in this section prohibits compliance with legally mandated reporting of abuse or neglect.

- **5% Local Victim Assistance Program (LVAP) Certification and Eligibility** – Applicant organizations should be certified and eligible to receive 5% funds. Organizations without certification may apply for funding; however, if funding is awarded the agency must [complete certification](#) requirements prior to drawing down funds.

Additional requirements are outlined below:

- **Federal Civil Rights Training.** Subrecipients must view the OJP Civil Rights Non-Discrimination Training, accessible online at <https://www.ojp.gov/program/civil-rights/online-training>. Subrecipients acknowledge viewing the OJP Civil Rights Non-Discrimination training with submission of signed VOCA Award Documents. OJP Civil Rights Non-Discrimination Training (six training videos) can be viewed on the OJP website at [Civil Rights | Online Training | Office of Justice Programs \(ojp.gov\)](#). Subrecipients must maintain statutorily required demographic data on victims served – by race, national origin, sex, age, and disability by project period – and permit reasonable access to its books, documents, papers, and records to determine whether the subrecipient is complying with applicable civil rights laws. This requirement is waived when providing a service, such as telephone counseling, where soliciting the information may be

inappropriate or offensive to the crime victim. Demographic data is required quarterly reporting in the OVC PMT (Performance Measurement Tool) system.

- **Determination of Suitability Required, in Advance, for Certain Individuals who may Interact with Participating Minors.** The subrecipient may not permit any individual (other than a client, another participating minor, or another individual reasonably likely to only have brief and unintentional or personally-accompanied contact) to interact with any participating minor (individual under 18 years of age receiving services as part of this project) during the course of activities under the award without first making a written determination of the suitability of that individual to interact with participating minors, based on current and appropriate information. Documentation of such written determinations shall be maintained at the program site and shall be reviewed by CJCC as part of compliance monitoring.
- **Ineligible Subrecipients.** Federal agencies including U. S. Attorney's and FBI Field Offices are not eligible to apply for funding under this program. In-patient facilities such as those designed to provide treatment to individuals with drug, alcohol and/or mental health-related conditions are also not eligible to apply for funding under this program.

b. Purpose & Priority Areas

Through cooperative agreements, CJCC will make awards to sustain, expand, 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 each of the following federally mandated priority areas: sexual assault, child abuse, domestic violence, and previously underserved communities. The remaining 60% will be used at the discretion of the state to support any of the aforementioned areas as well as other programs. Other programs could include, but not be limited to, non-traditional, innovative approaches to victim service delivery that aim to provide direct services to primary and secondary victims of crime. *New organizations that have never received VOCA funding may apply. CJCC anticipates awarding up to a total of \$2.1M to new organization applicants at a cap of \$125,000 per new organization award.*

Funding priorities under Georgia's VOCA Victim Assistance Program follow the guidance under 28 CFR 94.103(d) which requires states to take the following factors into consideration:

- The range of direct services throughout the state and within communities
- The unmet needs of crime victims
- The coordinated, cooperative response of organizations in coordinating direct services
- The availability of direct services throughout the criminal justice process

It is CJCC's responsibility to ensure that quality victim services for all victims of crime are provided equitably across the entire state. Applicants should take into consideration the existing victim services in their service area and carefully evaluate methods of collaboration and coordination when applying for funding.

FY2023 VOCA Priority Areas:

- Direct Service Personnel
- Direct Service Contractors
- Personnel to Support Administrative Requirements per the Grant Program
- Victim Assistance and Direct Services (ex. Crisis Intervention, Core Services, Emergency Shelter, Short-Term Rental Assistance, Transportation, Advocacy, Counseling/Therapeutic Services, Civil Legal Services, etc.)
- Evidence-Based/Innovative Program Designs that are Victim-Centered, Trauma-Informed, Effective, and Efficient (ie. Family Justice Centers, Collaborative Models, and policies, practices, and/or interventions that are supported by research etc.)

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 October 1, 2023 through September 30, 2024. Applicants are applying for twelve months of funding through this RFA. CJCC administers competitive funding over a three-year cycle when possible. Awarded organizations will be eligible for continuation funding through September 2026.

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

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

III. Reporting Requirements

CJCC requires that subrecipients 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 subrecipients 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 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)

<i>FINANCIAL REPORTING PERIOD</i>	<i>DUE DATES</i>
October 1 – December 31	January 30th
January 1 – March 31	April 30th
April 1 – June 30	July 30th
July 1 – September 30	October 30th

Failure to submit this financial report in a timely manner will significantly delay any SERs submitted within the grant period. Continued delays will result in a staff recommendation to reduce noncompliant agencies' award amounts. The subrecipients 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. Subrecipients must attend any scheduled grant management workshop (if required), mandatory meetings, or required trainings prior to the release of grant funds.

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 subrecipients 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 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 [2019 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

<i>Quarter</i>	<i>VSSR REPORTING PERIOD</i>	<i>DUE DATES</i>
1	October 1 – December 31	January 20th
2	January 1 – March 31	April 20th
3	April 1 – June 30	July 20th
4	July 1 – September 30	October 20th

All statistical reports must be submitted electronically using a CJCC-approved online reporting tool or data management system. Subrecipients will receive the link for the reporting tool along with a permanent username and password to complete their reports along with an assigned 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 subrecipients 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 subrecipients, **with the exception of CASA's**, must use the iMPRoVE survey tool (<https://www.improve-tool.org/>). Subrecipients will create their own accounts on the iMPRoVE website and use the links provided to survey victims upon substantial completion of services. CJCC will receive outcome data **directly from RTI**. Information about how to use the iMPRoVE surveys and how to understand the data can be found here: https://www.improve-tool.org/pdf/improve_user_guide.pdf.

RTI will remit iMPRoVE data to CJCC once per year. The outcome survey should be provided to all clients, regardless of whether their services were supported by VOCA funding. **Subrecipients will provide CJCC with a count of the number of victims substantially completing services and the number of victims surveyed** in the fourth quarter VSSR. The sole outcome performance reporting date for ALL victim services subrecipients is as follows:

<i>OUTCOME PERFORMANCE MEASURES</i>	
Reporting Period	Due Date
October 1 – September 30	October 30

CASA's should continue using the survey on CJCC's website. CASA's will report outcomes annually using CJCC's reporting tool and will receive a link for reporting those outcome measures on October 1st. The [surveys](#) are available on the CJCC website, along with Excel spreadsheets to compile and aggregate data from individual clients.

Post-Award Requirements

1. **Grant Management Workshop** – If an applicant is awarded a grant, the subrecipient will be required to attend a CJCC grant management workshop at a time to be announced.
2. **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 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 non-mandatory, post-award training and technical assistance opportunities and special events. Grantees will be informed of events via e-mail, and the events will be posted on the CJCC website. CJCC staff also will give ongoing, individual technical assistance, and other support activities to subrecipients as needed or requested throughout the year. **CJCC requests that an Executive Director/Project Director attend at least two quarterly grantee meetings per year where applicable.**

IV. Award Requirements

If an applicant organization is approved for a federal award, then the organization is expected to meet certain requirements. Various requirements can be met with proper documentation available upon request and many are time sensitive. All subrecipients are required to be in compliance with these requirements and it is the responsibility of the organization 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, workspace, 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.

Subrecipients 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 subrecipient'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

Please note: Per the VOCA Fix to Sustain the Crime Victims Fund Act of 2021, CJCC will initiate blanket match waivers for all victim service providers during the FY2023 VOCA grant period, October 1, 2023 – September 30, 2024.

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 subrecipients 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 [Field Print](#), Georgia Applicant Processing Services or Federal Bureau of Investigation Departmental Order to conduct a state or national background check on all direct service and outreach staff every three years.

Internet Security Policy

CJCC requires all subrecipients 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.

Financial Management

All subrecipients are required to establish and maintain accounting systems and financial records to accurately account for awarded funds. The financial records must account for all charges paid for with federal funding and demonstrate how the charges support the objectives of the award. These records shall include federal funds and all matching funds of state, local, and private organizations, when applicable. Subrecipients shall expend and account for grant funds in accordance with federal and state laws, and procedures for expending and accounting for their own funds.

Accounting System

Subrecipients must maintain an adequate accounting system as defined in the [*DOJ Grants Financial Guide, II. Preaward requirements, 2.3 Standards for Financial Management Systems, Accounting System*](#). This section is accessible online at <https://www.ojp.gov/funding/financialguidedo/ii-preaward-requirements#6d1xls>.

Subrecipients must have a financial management system in place to accurately record and report on the receipt, obligation, and expenditure of grant funds. The accounting system should be detailed enough to track the following information:

- Federal awards funded
- Matching funds from state, local, and private organizations, when applicable
- Program income
- Contracts expensed against the award, including justification for sole source contracts
- Expenditures

The accounting system shall be used to generate reports required by award and Federal regulations. An applicant's accounting system must support all of the following:

- Financial reporting that is accurate, current, complete, and compliant with all federal and state financial reporting requirements of an award.
- Accounting systems must be able to account for award funds separately. Commingling of funds is prohibited.
- Maintenance of documentation to support all receipts and expenditures and obligations of Federal funds.
- Collection and reporting of financial data for planning, controlling, measuring, and evaluating direct and indirect costs.

Subrecipient accounting systems should have the following capabilities:

Internal control. The system should allow for effective control and accountability for all grant and subgrant cash, real and personal property, and other assets. Subrecipients must adequately safeguard all such property and assure that it is used solely for authorized purposes. Adequate internal control also includes segregation of duties, or a control that prevents the same person from executing the multiple steps in a business transaction. For example, the person signing staff timesheets should not be the same person who submits the financial report requesting reimbursement of that personnel expense. Segregation of duties allows for a system of checks and balances that prevents an individual from having sole oversight of the expenditures and revenues of an entity. Please consult [2 C.F.R. § 200.303](#) for additional information.

Budget control. The system should compare actual expenditures or outlays with budgeted amounts for each subaward. It also must relate financial information to performance or productivity data, including the development of unit cost information whenever appropriate or specifically required in the award or subaward agreement.

Allowable cost. The system should support making sure that Federal cost principles, agency program regulations, and the terms of subgrant agreements are followed in determining the reasonableness, allowability, and allocability of costs.

Supporting documentation. The system shall require support for accounting records with source documentation such as:

- 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.

No Charge to Victims for Funded Services

Funded direct services must be provided at no charge, unless the SAA grants a waiver allowing the subrecipient to generate program income by charging for services. Program income, where allowed, shall be reported and is subject to federal grant rules and the requirements of the *DOJ Grants Financial Guide*, which, as of March 2022, require in most cases that any program income be restricted to the same uses as the subaward funds and expended during the period of performance in

which it is generated. Additional information about program income requirements is accessible online at <https://www.ojp.gov/funding/financialguidededoj/iii-postaward-requirements#2kqnom>.

Proration of Costs

Applicants that conduct both allowable and unallowable activities must reasonably prorate their costs to ensure that VOCA funds and match (both cash and in-kind) are used only for allowable direct services to victims. The proration method and rationale must be explained within the budget narrative.

Cost Allocation

If a cost benefits two or more projects or activities in proportions that can be determined without undue effort or cost, the cost must be allocated to the projects based on the proportional benefit. If a cost benefits two or more projects or activities in proportions that cannot be determined because of the interrelationship of the work involved, the costs may be allocated or transferred to benefitted projects on any reasonable documented basis, with certain exceptions. See 2 C.F.R. § 200.405 for additional information.

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 subrecipients to have written LEP and Language Access plan(s) 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 organization 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 subrecipient should refer to their award packet for their special conditions.

Applicants agree to comply with all the guidelines set forth by the CJCC. These guidelines can be found in the [Subgrantee Programmatic and Fiscal Compliance Policy](#) on CJCC's

website. Any programmatic and/or fiscal 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 SAM UEI number, EIN, active registration with the System for Award Management (SAM), and other federal forms as requested by CJCC in the award packet. For assistance obtaining a UEI, please visit <https://sam.gov/content/duns-uei>.

V. Application Submission Instructions

Applications must be submitted online via FormStack. [Please click here to apply](#). Organizations with more than one program *must* submit an application for each program. ***Prior to application submission, please note the reduction of available funds and the priority areas identified. Please review the request to ensure justification and that project requests are reasonable, allowable and allocable.***

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 opting-in to have that same link sent to email address provided by the applicant. Please use the latest unique link generated in order to return to the most recent version of the application. Caution: If a previous link that is not the most recent is used, a portion of or all entries may be lost.

Note:

- **Please draft the organization's responses in a word document to copy and paste into the FormStack application to ensure nothing is lost if there is a technical issue with FormStack.**
- **To avoid any issues with this submission, please do not attach any large files to the application. The online form will still require you to submit required documents, but in place of the large attachment(s) you will create a dummy document in "Microsoft Word" that states "Emailed "attachment name" to victimassistance@cjcc.ga.gov". Upload this document, and email any attachments to the victimassistance@cjcc.ga.gov email address and await a confirmation of receipt email.**

Technical Assistance and Application Questions

Applicants who experience technical difficulties with the online application tool can contact Jonathan Peart for support at peart.jonathan@cjcc.ga.gov. **Applicants may submit written questions about the RFA or Program Guidelines until July 11, 2023. Questions must be submitted via e-mail to victimassistance@cjcc.ga.gov.**

CJCC will post a Frequently Asked Question Document under the funding opportunity on the CJCC website.

Applications must be submitted by 5:00 pm on Monday, July 17, 2023. CJCC will not accept late applications, and an Applicant’s failure to submit its application by the deadline will result in disqualification of the application.

The application must be completed and submitted in accordance with RFA guidelines for submission or the proposal may be disqualified. The applications will be scored and funding will be determined through a competitive review process. Applications for funding may undergo reviews by CJCC staff, external peer reviewers/subject matter experts, the Survivors Advisory Council, the Victim Assistance Grants Committee, and the Council. Each application will be rated, utilizing a scoring review tool, if the application meets eligibility. Applications will undergo a financial and programmatic review. 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.

FY2023 VOCA Priorities:

- Direct Service Personnel
- Direct Service Contractors
- Personnel to Support Administrative Requirements per the Grant Program
- Victim Assistance and Direct Services (ex. Crisis Intervention, Core Services, Emergency Shelter, Short-Term Rental Assistance, Transportation, Advocacy, Counseling/Therapeutic Services, Civil Legal Services, etc.)
- Evidence-based/Innovative Program Designs that are Victim-Centered, Trauma-Informed, Effective, and Efficient (ex. Family Justice Centers, Collaborative Models, and policies, practices, and/or interventions that are supported by research)

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. As a reminder, any items the applicant includes in the budget request needs to be supported in the application narrative questions, and all requests should be justified, reasonable, allowable and allocable.

Organization Information

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

Please indicate whether or not the organization is 5% LVAP certified. The organization must be certified to receive 5% funds before drawing down funds.

Please briefly describe the organization’s mission, what types of services the organization offers, and the organization’s experience in providing direct victim services.

Application Narrative Questions (100 pts with Budget Forms)

Project Proposal (10pts). The description of the project the applicant proposes to fund with a VOCA award should include the following:

- Please provide an abstract of the project. The abstract should be no more than 800 characters. The abstract should be a brief summary of the proposed project.
- Please provide a description of the proposed primary service area and select the county(ies), and Congressional districts served by applicant organization.
- Please provide a description of the problem and the need for the project. The description should include appropriate facts, research, and primary proposed service area statistical data. – i.e. demographics (is the community inherently more vulnerable to violent crime), barriers and gaps within the community, crime rates, prosecution rates, number of victims served, number of victims turned away due to lack of available resources, etc.

Goals and Objectives (15pts).

- Briefly state the short/long-term effects the project should achieve and at least one objective for each goal that will identify measurable results that the proposed project will attempt to achieve. Goals and objectives should be SMART – Specific, Measurable, Achievable, Relevant, and Time-bound.
- Please attach a Project Timeline, Logic Model, or comparable resource showing how the project will be executed over the period of performance and how the organization plans to capture, measure, and report the project results.

Project Details (15pts).

- Please state the number of individuals the organization anticipates serving through the proposed project.
- If applicable, please describe the direct service personnel positions and/or direct service contractors requested to achieve project goals. What are the qualifications required for all staff/contractors associated with the project?
- Please identify underserved, marginalized and culturally specific populations in your community. Describe ways the organization is uniquely qualified to provide services to underserved, marginalized and culturally specific populations and/or how the organization will work towards reaching and developing meaningful services for these populations.
- Please describe essential project activities and the implementation of activities to address the problem and need.
- Is the organization proposing any new, innovative, and/or evidence-based models or practices that will be implemented in the proposed project? An innovative practice may feature new methods or program designs to improve service delivery and community coordination.
- If the organization is proposing any new, innovative, and/or evidence-based models or practices, please attach any citations to support the practices referenced in the responses.

Project Coordination (10pts). Providing assistance to victims of crime effectively requires coordination and cooperation at all levels. The development of Georgia's strategy for assisting victims of crime includes the participation of federal, state, and local criminal justice, prosecutorial, and victim service agencies.

The CJCC is charged with increasing coordination among these entities to achieve a comprehensive and effective approach to funding victim assistance programs with VOCA awards. Multi-jurisdictional programs, interagency projects, and collaborative efforts that result in increased coordination and cooperation among criminal justice agencies, prosecutor-based programs, and victim service agencies are a priority of this program. Priority will be given to applicants that demonstrate collaboration and coordination within their community.

- Please describe collaborative efforts to provide victim services with other agencies and individuals within the community. These descriptions should provide concrete examples of how working with community partners will enhance project success. Describe in detail how the submitted MOUs will contribute substantively to victim services and how the agencies coordination efforts make a substantial impact within communities, sectors, or organizations to support victim service delivery.
- Are there any barriers or gaps in your community to meaningful victim coordination?
- Please attach any referenced MOUs to support your description.

Organization Performance (15pts).

- Please provide a description of services provided in the last year. Description must include number of clients served, services provided, counties served, and the positive outcomes which were achieved through those services.
- Please describe the organization’s outreach and services to unserved/underserved populations in the past year, including community awareness events, etc.
- Please describe any employee, volunteer, and board recruitment efforts in the last year. Do recruitment efforts include outreach that reflects the organization’s community and individuals served?

Survivor and Community Voices (10pts).

- Please describe how the organization includes feedback from survivors and community partners in project programming to ensure the organization is victim-centered and responsive to survivor and community partner needs.
- Please attach any supporting documentation referenced in the response (i.e. surveys used to inform project design, focus group findings, etc.).

Program Evaluation (5pts).

- Please describe any evaluation tools used by the organization and current program outcomes to evaluate and improve/enhance programming.
- How will you utilize these tools to measure outcomes of the project?
- Please attach any supporting documentation referenced in the above responses (i.e. survey data used to inform strategic planning, focus groups, needs assessments, etc.)

Sustainability and Diversification of Funding (10pts).

- Please describe in detail the organization’s efforts to diversify funding and to seek outside resources from 2021 to present.
- Please attach a current, specific and detailed plan for sustainability and diversification of funding for the organization. Plans should include benchmarks, dates, and individuals responsible for efforts.

Attachments. The following upload fields are available for the Application Attachments. Please see below for description of each attachment.

Current Memorandums of Understanding (MOUs)	Required
LVAP Certification	If Applicable
Board Member Listing w/ Contact Information	If Applicable – Non-Profits
Verification of 501(c)3 Status	New Applicants
Conflict of Interest Disclosure	If Applicable
Project Timeline/Logic Model/Other Resource	Required
Citation Listing	If Applicable
Other (i.e. Examples Surveys, Supporting Docs, etc.)	If Applicable
Current Organization Strategic Plan	Required
Current Sustainability & Fund Diversification Plan	Required
Detailed Budget Worksheet	Required
Budget Narrative	Required
Funding Request Prioritization Form	Required
Job Descriptions for Requested Positions	Required
Organizational Chart	Required
Limited English Proficiency Plan	Required
Letters of Support	If Applicable
Federally Approved Indirect Cost Rate Letter	If Applicable

Attachment Descriptions:

Memorandums of Understanding: Memorandums of Understanding (MOU) are signed by two or more organizations and lay out the common intentions and responsibilities of the signatory organizations. Some MOUs can be legally binding contracts, but more often they represent a formal declaration to work together as a collaborative team and to provide the stated capacities for the agreed-upon timeframe.

LVAP Certification: Certification permits local victim assistance programs to request funding through their County Board of Commissioners from a fund derived from a five percent penalty added to fines in all criminal and criminal ordinance cases specifically to fund direct victim assistance programs. [LVAP \(5%\) Certification | Criminal Justice Coordinating Council \(georgia.gov\)](http://georgia.gov)

Board Member Listing with Contact Information: Please include a listing of current Board members, including board positions as applicable (for example: Board Chair, Treasurer, Secretary, etc.), and contact information (at a minimum include board member emails).

Verification of 501(c)3 Status: Please provide the IRS determination letter recognizing the agency/organization as tax-exempt under the sub-section for which it applied or other support documentation.

Conflict of Interest Disclosures: Subrecipients must disclose any personal or organizational conflicts of interest, in fact or appearance, as defined within the [DOJ Grants Financial Guide, III. Postaward Requirements, 3.20 Grant Fraud, Waste, and Abuse, Conflicts of Interest](#). Disclosures should be prepared on letterhead, addressed to CJCC and uploaded in the designated upload field on the Attachments page. Subrecipients are required to disclose conflicts of interest for each grant period regardless of existence or prior disclosure in a previously funded grant year.

Project Timeline, Logic Model or Other Resource: Please provide a **detailed** Project Timeline or Logic Model. A logic model is an illustration of how a program will work, using words and diagrams to describe the sequence of activities thought to bring about change and how these activities are linked to the results the program is expected to achieve. The logic model serves as a foundation for program planning, performance measurement, and evaluation.

Citation Listing: A list of books, scholarly articles, peer reviewed materials, websites, or other sources that were used to support the agency’s evidence-based project/program.

Current Organization Strategic Plan: A strategic plan outlines the organization overall goals and objectives needed to move the organization’s mission forward.

Current Sustainability & Fund Diversity Plan: Please attach a current, specific and detailed plan for sustainability and diversification of funding for the organization. Plans should include benchmarks, dates, and individuals responsible for efforts to ensure the agency will be able to maintain program/project objective past the end of the grant award period.

Detailed Budget Worksheet: It is required applicants utilize the CJCC-approved Budget Worksheet linked [HERE](#).

Budget Narrative: 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

Funding Request Prioritization Form: In this form, use the dropdowns to assign each line item a numerical ranking of priority (item ranked #1 being the most important) to be supported by VOCA funding. Each number can only be used once, and a ranking is required for each line item. Use the explanation section to provide justification for each cost's ranking, including how the item is essential to the project and service delivery and if there is other funding available to support that item. Click [HERE](#) to complete the Funding Request Prioritization Form.

Job Descriptions for Requested Positions: Please provide job descriptions for positions that are requested on the agency's project proposal. The job description should outline all duties, responsibilities, qualifications and/or expectation of the respective position.

Organizational Chart: An organizational chart is a diagram that visually conveys a company's internal structure by detailing the roles, responsibilities, and relationships between individuals within an entity.

Limited English Proficiency (LEP) Plans: An LEP Plan or Language Access plan is an organizational document that contains a comprehensive set of policies and procedures that ensure that limited English proficient individuals will have meaningful access to that agency's programs, services, and products.

Letters of Support: If applicable, please provide any Letters of Support that may enhance your project proposal and illustrate the agency's community collaboration and coordination efforts.

Federally-approved (federally-negotiated) Indirect Cost Rate Letter: According to 2 CFR 200, Subpart F, Appendix IV, Section A.1: "Indirect costs are those that have been incurred for common or joint objectives and cannot be readily identified with a particular final cost objective." If your agency has a federally negotiated indirect cost rate, please provide the supporting documentation.

Budget (10pts).

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. 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 funding prioritization form should be submitted. When completing the funding prioritization template, ensure that the costs and items requested reflect the organization's needs in. Across all costs, assign each line item a rank by its importance (item ranked #1 being the most important) to be supported by VOCA funding. Upload completed form to the listed Funding Prioritization

Form attachment field.

Program Match Requirement

All applicants must submit a minimum funding match of 20% for their project 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 the 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)

Please note: Per the VOCA Fix to Sustain the Crime Victims Fund Act of 2021, CJCC will initiate blanket match waivers for all victim service providers during the FY2023 VOCA grant period, October 1, 2023 – September 30, 2024.

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 Programs, 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.

Potential supplanting will be the subject of the application review, pre-award review, post-award monitoring, and possible audit. If there is potential supplanting, the applicant/subrecipient will be

required to supply documentation demonstrating that the reduction in non-Federal resources occurred for reasons other than the receipt or expected receipt of Federal funds. Additional guidance for subrecipients on the maintenance of documentation to sufficiently demonstrate non-supplanting can be accessed at See Section 2.3 of the *DOJ Grants Financial Guide*, available at <https://www.ojp.gov/funding/financialguidedoj/ii-preaward-requirements#z0opk7> additional information about supplanting, including guidance on maintaining documentation to sufficiently demonstrate non-supplanting.

Audit Requirements. A non-Federal entity that expends \$750,000 or more during the non-Federal entity's fiscal year in Federal awards must have a single audit conducted for that year in accordance with the provisions of [2 CFR 200.501 Audit Requirements](#).

Non-federal entities that expend less than \$750,000 a year in federal awards are exempt from federal audit requirements for that year. A financial audit may be required for any project expending more than \$100,000. Records must be available for review by appropriate officials including the federal agency, CJCC, Georgia Department of Audits and Accounts (DOAA).

Risk Assessment and Monitoring. [2 CFR 200.332\(b\)](#) states that “all pass-through entities must... evaluate each subrecipient’s risk of noncompliance with Federal statutes, regulations, and the terms and conditions of the subaward for the purposes of determining the appropriate subrecipient monitoring.”

The VOCA monitoring schedule will be developed based on the overall subrecipient risk. Click [here to complete risk assessment](#). See below for instructions on how to complete the risk assessment:

- [Non-Profit Risk Assessment Instructions](#)
- [Government Agency Risk Assessment Instructions](#)
- [University Risk Assessment Instructions](#)

Certification and Completion

To finalize the application, please enter 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	June 5, 2023
Application Informational Session	June 8, 2023
All RFA questions must be submitted	July 11, 2023
Application closes	July 17, 2023
Recommendations Presented to Council	September 21, 2023
CJCC sends award packets to subgrantees	September/October 2023
Award packets due to CJCC	December 2023
Start of VOCA grant year	October 1, 2023
<i>Note: Timeline is subject to change at the discretion of CJCC and the Council.</i>	

The State at its sole discretion may update this Grant Solicitation, in writing, at any time prior to contract award. However, prior to any such update, the State will consider whether it would negatively impact the ability of potential Applicants to meet the response deadline and revise the Application Timeline if deemed appropriate.

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 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 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 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).