



The Criminal Justice Coordinating Council (CJCC) is pleased to announce that it is seeking competitive applications for funding to manage the planning and operations of a Family Justice Center (FJC) under the Victims of Crime Act (VOCA) Grant Program.

**VICTIMS OF CRIME ACT (VOCA) GRANT PROGRAM FY 2020  
FAMILY JUSTICE CENTER COMPETITIVE REQUEST FOR APPLICATIONS  
CFDA 16.575**

**GENERAL ELIGIBILITY**

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

Applicant agencies should be certified and eligible to receive Local Victim Assistance Program (LVAP) 5% funds. Agencies without certification may apply for funding; however, if funding is awarded the agency must complete certification requirements prior to being awarded VOCA funds.

**DEADLINE**

Applications are due at 5:00 p.m. on Friday, August 14, 2020.

**AWARD PERIOD**

Initial award period October 1, 2020 – September 30, 2021. Awarded agencies will be eligible annually for continued funding at the amount awarded through September 30, 2024. All continuation funding will be contingent upon availability of funds and compliance with grant management requirements.

**TOTAL AWARD AMOUNT**

\$1,200,000.00

Up to \$100,000 annual award for planning and operations of Family Justice Center.

**CONTACT INFORMATION**

For assistance with this solicitation, contact Jenny Aszman at [jenny.aszman@cjcc.ga.gov](mailto:jenny.aszman@cjcc.ga.gov).

*In accordance with the Americans with Disabilities Act, the State will provide reasonable accommodation for persons with disabilities. If you need a reasonable accommodation, please contact CJCC at 404-657-1956.*

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# **VICTIMS OF CRIME ACT (VOCA) GRANT PROGRAM FY 2020**

## **FAMILY JUSTICE CENTER COMPETITIVE REQUEST FOR APPLICATIONS**

### **CRIMINAL JUSTICE COORDINATING COUNCIL**

The Criminal Justice Coordinating Council (CJCC) is designated by the Governor of Georgia as the State Administering Agency for criminal justice and victims' assistance programs. Created by the General Assembly (O.C.G.A. § 35-6A-2), the Council is comprised of twenty-seven members representing various components of the criminal justice system. CJCC is charged with fiscal and programmatic oversight of VOCA.

CJCC is soliciting applications for funding to manage the planning, development, and operations of a Family Justice Center (FJC) under the Victims of Crime Act (VOCA) Grant Program. The culmination of the funding will result in establishing a functioning Family Justice Center and each of its unique, innovative components with resources already in the community (ex. centralized intake process, advocacy, building, victim services etc.). Interested agencies must apply to be considered for funding. Agencies are encouraged to read this entire Request for Applications (RFA) thoroughly before preparing and submitting a grant application. This application is open to all agencies meet the eligibility guidelines for the VOCA program. Decisions about grant awards will be determined through a competitive process.

### **OVERVIEW**

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

According to the 2016 VOCA Program Rules, direct services or services to victims of crime are defined as those efforts that (1) respond to the emotional, psychological, and physical needs of crime victims, (2) assist victims to stabilize their lives after victimization, (3) assist victims to understand and participate in the criminal justice system, or (4) restore a measure of safety and security for the victim. For the purpose of the VOCA Crime Victim Assistance grant program, a crime victim or victim of crime is a person who has suffered physical, sexual, financial, or emotional harm as a result of the commission of a crime. Generally, funding cannot be used for the investigation of crimes or collection of evidence to further the prosecution of crimes.

## **A. ELIGIBILITY REQUIREMENTS**

Awards are limited to organizations that provide services to crime victims and are operated by a public agency, a nonprofit organization, or a combination of such agencies or organizations. Service provision must be available to crime victims regardless of victims' participation in the criminal justice system and immigration status. Please note any award made pursuant to this solicitation is dependent upon the receipt and availability of federal grant awards and any requirements or conditions attached thereto.

### **APPLICANT ELIGIBILITY REQUIREMENTS**

An eligible applicant must meet the following criteria:

1. Be a non-profit organization or a public government entity;
2. Serve as the fiscal agent for the grant and the point of contact to CJCC;
3. Be responsible, liable, and oversee financial, program, and post-award reporting requirements;
4. Be certified and eligible to receive Local Victim Assistance Program (LVAP) 5% funds; and
5. Have a history of providing specialized, trauma-informed direct services to victims.

### **VOCA ELIGIBILITY REQUIREMENTS**

VOCA established eligibility criteria must be met by all organizations that receive VOCA funds. These funds are to be awarded to applicants only for providing services directly to victims of crime through their staff.

Each applicant organization shall meet the following requirements:

- **PUBLIC OR NON-PROFIT ORGANIZATION** – To be eligible to receive VOCA funds, organizations must be operated by a public or private non-profit organization, or a combination of such organizations, and provide services directly to crime victims.
- **PROVIDE MATCH** – All VOCA subgrantees must provide at least a 20% cash or in-kind match from non-federal sources to the federal amount awarded which must include the use of allowable volunteer services. This requirement applies to neither federally recognized tribes or projects conducted on tribal land nor U.S. territories excluding Puerto Rico. Waivers may be available for a portion of the match requirement. Please see pages 13-14 for additional information on match requirements.
- **RECORD OF EFFECTIVE SERVICES** – Existing programs must demonstrate a record of providing effective services to crime victims. This includes having the support and approval of its direct services by the community, a history of providing direct services in a cost-effective manner, and a breadth or depth of financial support from other sources. For a glossary of terms and services, please refer to the [2019 Victim Service Statistical Report Subgrantee Guide](#) on CJCC's website.
- **DIVERSE FUNDING SOURCES FOR NEW PROGRAMS** – Those programs that have not yet demonstrated a record of providing services may be eligible to receive VOCA funding if they can demonstrate that at least 25% of their financial support comes from non-federal sources in the year of or the year preceding the award. Generally, organizations should have a variety of funding sources besides federal funding in order to ensure their financial stability.

- **PROMOTION OF COMMUNITY EFFORTS TO AID CRIME VICTIMS** – Promote community-served coordinated public and private efforts to aid crime victims. Coordination may include, but is not limited to, serving on federal, state, local, or tribal work groups to oversee and recommend improvements to community responses to crime victims and developing written agreements and protocols for such responses. *Coordination efforts qualify an organization to receive VOCA victim assistance funds but are not activities that can be supported with VOCA funds since “coordination” itself is not a service provided directly to victims.*
- **ASSISTANCE TO VICTIMS IN APPLYING FOR COMPENSATION** – Assist potential recipients of crime victim compensation benefits (including potential recipients who are victims of federal crime) in applying for such benefits including, but not limited to: referring such potential recipients to an organization that can so assist, identifying crime victims and advising them of the availability of such benefits, assisting such potential recipients with application forms and procedures, obtaining necessary documentation, monitoring claim status, and intervening on behalf of such potential recipients with the crime victims’ compensation program.
- **COMPLY WITH FEDERAL RULES REGULATING GRANTS** – Applicants must comply with the applicable provisions of VOCA, the Program Guidelines, and the requirements of the [Office of Justice Programs \(OJP\) Financial Guide](#), effective edition, which includes maintaining appropriate programmatic and financial records that fully disclose the amount and disposition of VOCA funds received. Other requirements are also outlined in the special conditions to the subgrant award given by CJCC. This includes financial documentation for disbursements, daily time and attendance records specifying time devoted to allowable VOCA victim services, client files, the portion of the project supplied by other sources of revenue, job descriptions, contracts for service, and other records which facilitate an effective audit.
- **COMPLY WITH CJCC GRANT REQUIREMENTS** – Agencies must adhere to financial and programmatic guidelines, comply with deadlines, and provide all information to CJCC and/or other state/federal agencies as requested in a timely manner, including: Office of the Inspector General, Georgia Department of Audits and Accounts, and US Department of Justice.
- **SERVICES TO VICTIMS OF FEDERAL CRIMES** – Applicants must provide services to victims of federal crimes using the same standards as victims of state and/or local crimes.
- **PROMOTE VICTIM SAFETY** – CJCC prohibits activities that compromise victim safety, such as requiring victims to meet with offenders.
- **NO CHARGES TO VICTIMS FOR VOCA-FUNDED SERVICES** – Applicants must provide direct services to crime victims at no charge if served through the VOCA-funded project unless CJCC approves a waiver.
- **MAINTAIN CONFIDENTIALITY** – Eligible agencies must have policies and procedures in place that reasonably protect the confidentiality and privacy of persons receiving services under this program. These measures must prohibit the release of personally identifying information or client information except in certain circumstances. Policies and procedures must allow for information sharing of certain non-personally identifying data and court, law enforcement, and prosecution-generated information in certain circumstances.
- **5% LOCAL VICTIM ASSISTANCE PROGRAM (LVAP) CERTIFICATION AND ELIGIBILITY** – Applicant agencies **should** be certified and eligible to receive 5% funds. Agencies **without** certification may

apply for funding; however, if funding is awarded the agency will have to [complete certification](#) requirements prior to being awarded VOCA funds.

### **SPECIFIC ELIGIBILITY REQUIREMENTS**

The applicant must be able to show:

1. A history of direct service to victims of 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.

### **B. PURPOSE & PRIORITY AREAS**

The Criminal Justice Coordinating Council (CJCC) will grant awards to assist communities in the establishment and/or enhancement of a local Family Justice Center (FJC). These awards will increase victims' safety and improve the likelihood of successful navigation of the criminal and civil justice processes by providing access to a multi-disciplinary public and private team of professionals who work together to provide coordinated services in a co-located space. Funding awarded will cover, at a minimum, personnel costs for a Family Justice Center Site Coordinator, supplies, and travel to attend the International Family Justice Center conference and to tour established FJCs. CJCC will provide technical assistance to funded communities to coordinate activities involved in creating and/or enhancing a Family Justice Center over a four-year funding cycle. Priority will be given to Tier 1 applicants.

**TIER 1: ESTABLISHING A FAMILY JUSTICE CENTER**

**TIER 2: ENHANCING FAMILY JUSTICE CENTER SERVICES**

### **FAMILY JUSTICE CENTER GUIDELINES**

1. A Family Justice Center (FJC) is a multi-agency, multi-disciplinary, co-located service center that provides coordinated services to victims of interpersonal violence. For this grant, the FJC must address victims of domestic violence, sexual assault, and child abuse at a minimum, but can also address human trafficking, stalking, and elder or dependent adult abuse.
2. The FJC shall provide one place where victims can receive a holistic array of services and reduce the number of times victims must tell their story, reduce the number of places victims must go for help, and increase access to services and support for victims and their children.
3. The FJC shall convene resources that already exist in the community. Both public and private partner agencies will assign staff on a full-time or part-time bases to provide services from one

location. Once established, the FJC shall have at least one advocate from a certified domestic violence program onsite at the FJC on a full-time basis.

4. The FJC shall have a centralized intake process where advocates will help victims navigate through the various services offered on and offsite.
5. The FJC shall not provide services to convicted or suspected batterers/criminals (such as through a Family Violence Intervention Program), as this would pose safety concerns for victims and staff.
6. The FJC shall maintain a Memoranda of Understanding (MOUs) with key agencies, outlining each agency's support for the FJC and the extent to which each agency will participate (onsite and/or offsite) with the FJC. These MOU's are to be reviewed and updated annually.

Key partner agencies for the FJC shall include, at a minimum:

- Certified Domestic Violence Program;
- Certified Sexual Assault Center;
- Certified Child Advocacy Center;
- Sheriff's Office;
- Police Department;
- District Attorney;
- Solicitor General;
- Victim Witness Program Personnel;
- Civil Legal Service Providers; and
- County/City Government.

Additional partner agencies may include:

- Community-Based Human Trafficking Advocates;
- Elder Abuse Advocates;
- Medical Personnel;
- Security Personnel;
- Social Service Agency Staff;
- Child Welfare Agency Social Workers;
- Animal Services Providers;
- Counseling Professionals;
- Medical Personnel;
- Forensic Medical Personnel;
- Supervised Volunteers from Partner Agencies; and
- Other professionals providing services.

7. The FJC shall serve as a vital coordinating entity in the community, facilitating collaboration among local agencies that address interpersonal violence. The FJC and their partners shall maintain an active and ongoing Coordinated Community Response (CCR) team that meets regularly to plan and implement appropriate assessments and interventions in order to achieve improved victim safety and abuser accountability.

8. The FJC shall consult with local community-based domestic violence, sexual assault, elder or dependent adult abuse, stalking, and human trafficking victim service providers (where available and applicable), in partnerships with local survivors of violence and abuse, in the planning and operations process of the FJC to ensure coordinated services are provided to clients and to enhance the safety of clients and professionals at the FJC.
9. The FJC shall establish procedures for the ongoing input, feedback, and evaluation of the FJC by survivors of violence and abuse and community-based crime victim services providers and advocates.
10. The FJC shall follow the best practice model identified by the FJC Alliance and will obtain technical assistance from CJCC for the planning, development, and establishment/enhancement of the FJC.

#### **FAMILY JUSTICE CENTER CLIENT SERVICES & CONFIDENTIALITY**

1. Clients at the FJC shall not be required to participate in the criminal justice system or cooperate with law enforcement in order to receive safety planning, counseling, medical care, or other services at the FJC.
2. The FJC shall maintain a formal client feedback, complaint, and input process to address client concerns about services provided or the conduct of FJC professionals, agency partners, and volunteers providing services in the FJC. This input process shall include (but is not limited to) client exit surveys and client focus groups.
3. The FJC shall maintain an informed client consent policy and shall be in compliance with all state and federal laws protecting the confidentiality of the types of information and documents that may be in a victim's (physical or electronic) file, including, but not limited to, medical and legal records. At no time shall a victim be required to sign a client consent form to share information in order to access services.
4. The FJC and partner agencies shall follow federal and state laws regarding mandatory reporting, such as child abuse, elder/dependent adult abuse, homicidal/suicidal statements, and any other applicable laws/policies. Each FJC shall obtain written acknowledgement that the victim has been informed of this policy.
5. A victim's consent to share information pursuant to the client consent policy shall not be construed as a waiver of confidentiality or any privilege held by the victim or FJC professionals.
6. FJC clients shall not be denied services on the grounds of criminal history.
7. If a conflict is discovered, the client shall be referred to another service provider to receive services.
8. If convicted or suspected domestic violence, sexual assault, child abuse, or stalking offenders are permitted in the FJC building (for the purpose of suspect interviews), it is highly recommended that offenders be brought to the FJC building by the FJC and partner agencies; and that offenders shall be escorted at all times by police and must enter and exit through a separate entrance not visible to the entrance used by victims. Appropriate safeguards must be in place to prevent access to the portion of the FJC where victims receive services.
9. Once established, each FJC shall maintain a formal training program of not less than eight hours per year with mandatory training for FJC staff members, volunteers, and representative professionals of MOU partner agencies.



## **FAMILY JUSTICE CENTER GRANT ACTIVITIES**

Activities under the grant must include at a minimum:

1. Hiring a full-time Family Justice Center Site Coordinator, who will be responsible for fulfilling the obligations of the activities of the grant, by December 1, 2020. CJCC's Statewide Family Justice Center Coordinator will participate in the hiring process and will work with the grantee's hiring team to review candidates and provide recommendations.
2. Securing and submitting MOUs with the required organizations/agencies to CJCC, outlining each agency's support of the FJC and the extent to which each agency will participate (onsite/offsite). MOUs between the following partners are required to be submitted to CJCC on April 1, 2021:
  - i. Certified Domestic Violence Program;
  - ii. Certified Sexual Assault Center;
  - iii. Certified Child Advocacy Center;
  - iv. Sheriff's Office;
  - v. Police Department;
  - vi. District Attorney;
  - vii. Solicitor General;
  - viii. Victim Witness Program Personnel;
  - ix. Civil Legal Service Providers;
  - x. County/City Government.
3. Establishing a timeline that includes action steps, person(s) responsible for the activity and projected dates for completion for the following:
  - a. Conducting a community assessment of the problems of domestic violence, sexual assault, and child abuse as well as the services available to address the problem (year 1);
  - b. Touring a minimum of 2 FJCs per year to gain information regarding the planning process and daily operations (years 1 and 2);
  - c. Coordinating and/or attending regular CCR team meetings (ongoing);
  - d. Conducting a minimum of 2 survivor focus groups per year and incorporating the information into the planning for the FJC (years 1 and 2);
  - e. Coordinating and conducting monthly FJC community planning team meetings with relevant partners and local agencies and establishing working groups (eg. Governance & Facility, Service Delivery & Operations, Community Engagement & Outreach, Funding & Sustainability, Data & Information Sharing) (ongoing);
  - f. Conducting strategic planning sessions and developing a strategic plan that includes sustainability (years 1 and 2);
  - g. Identifying a development resource (grant writer and/or other) (year 1 and 2);
  - h. Creating and implementing a funding plan (year 2);
  - i. Developing a governance structure (year 2);
  - j. Developing an evaluation plan (year 2);
  - k. Developing a data collection and information sharing protocol (year 2);
  - l. Developing and implementing a case management information system that will provide for data integration across systems and among participating agencies (years 2 and 3);
  - m. Determining the FJC staff structure and hiring FJC staff (year 2);
  - n. Completing an operations manual for FJC (year 2);

- o. Identifying the FJC site location and making renovations or changes as needed (years 1 and 2);
  - p. Establishing a functioning FJC and each of its unique, innovative components with resources already in the community (1<sup>st</sup> quarter of year 3); and
  - q. Sustaining, refining, and enhancing FJC services (years 3 and 4).
4. Reporting how much additional money has been acquired from other sources to aid in this project. Funds can be in-kind and cash.
  5. Obtaining technical assistance from CJCC, FJC Alliance, and other consultants.
  6. Participating in community meetings, webinars and/or facilitating community forums for the purpose of promoting and educating the community on the concept and benefits of the FJC.

**FAMILY JUSTICE CENTER FUNDING REQUIREMENTS**

1. Recipients will receive \$100,000 annually for up to 4 years.
2. Funding will cover the personnel costs of a full-time Family Justice Center Site Coordinator, travel for tours of FJCs, travel to attend the FJC Alliance conference, project supplies, and other needs as determined through the strategic planning process.
3. Recipients are required to budget at least \$5,000 for travel.
4. Funding is not intended to be used for the FJC site/facility. Recipients are strongly encouraged to partner with their local County/City government and foundations to pursue in-kind or cash contributions for the site/facility renovation and/or development.

**C. GRANT AWARD AGREEMENT**

**GRANT AWARD PERIOD:** This initial grant award period covers October 1, 2020 – September 30, 2021. The awarded agency will be eligible for continuation funding annually in the amount originally awarded through September 30, 2024. All continuation funding is contingent on availability of funds and compliance with grant management requirements.

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

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

**D. REPORTING REQUIREMENTS**

CJCC requires that grantees comply with and fully participate in the financial, programmatic, and evaluation reporting for this grant program as well as the main components of evaluation and program reporting. CJCC staff provides training and technical assistance to assist subgrantees in accurate data

collection and reporting. Assistance may be requested by contacting the Grants Specialist assigned once the award is approved.

Failure to submit any required reports by the deadline specified may significantly delay any and all Subgrant Expenditure Reimbursements (SERs) submitted relative to the grant period. Repeated or continued delays may result in a staff recommendation requesting a reduction to the overall grant award for noncompliant agencies. Subgrantees are expected to establish data collection and reporting systems to provide CJCC with accurate data by each quarterly deadline.

### **QUARTERLY PROGRESS REPORTS**

All FJC Initiative grantees will be required to submit the following information on a quarterly basis. Agencies will be monitored and assessed based on the project timeline, goals, and objectives agreed upon by the agency and CJCC.

1. Updated activities timeline;
2. Number of meetings held with the community planning team members and other community stakeholders involved in the establishment and sustainability of the FJC;
3. Number of local community forums attended;
4. Number of presentations attended/provided at community meetings and forums to promote and educate on the concept and benefits of establishing a FJC;
5. Number of contacts/meetings with the CJCC Statewide Family Justice Center Coordinator;
6. Number of survivor focus groups completed;
7. Number of on-site tour(s) attended at FJCs;
8. Number of training sessions attended on topics required to assist with planning, establishing, running and sustaining a FJC, hosted by CJCC, FJC Alliance, or other entity,
9. Number of local domestic violence incidents with law enforcement;
10. Number of local domestic violence arrests, including dual arrests;
11. Number of local domestic violence prosecutions;
12. Number of local domestic violence homicides.

### **QUARTERLY VICTIM SERVICES STATISTICAL REPORT (VSSR)**

All VOCA grant subgrantees will be required to submit reports on their program outputs supported by VOCA funding on a quarterly basis. VOCA victim service programs must complete the VSSR which details the number of victims (new and existing) served by type of victimization and number of services delivered by type of service. VOCA victim service subgrantees must collect data according to the categories of the VSSR. Victimization and service definitions are provided in the [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 CJCC's Statistical Analysis Center (SAC). Agencies who are late with this report may experience a delay in processing reimbursement reports. Data submitted through the VSSR will be prorated to accurately reflect the use of VOCA funds.

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

All statistical reports must be submitted electronically using a CJCC-approved online reporting tool or data management system. Subgrantees will receive the link for the reporting tool and a permanent username and password to complete their reports along with a permanent username and password to complete their reports. The link to submit these reports will be activated at the beginning of the reporting period and shut down on the last day of the reporting period.

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

**ANNUAL OUTCOME PERFORMANCE REPORT**

All VOCA grant subgrantees must use the survey instruments on CJCC’s website to submit reports on their program outcomes. The instruments are categorized by the type of victims an agency serves. VOCA subgrantees must follow the updated version of the [Outcome Performance Measurement Guide](#). The [surveys](#) are available on the CJCC website, along with Excel spreadsheets to compile and aggregate data from individual clients. OPM data is reported regardless of funding source and therefore does not require proration.

Outcome performance data is reported once per year. The outcome survey should be provided to all clients, regardless of whether their services were supported by VOCA funding. The sole outcome performance reporting date for ALL victim services subgrantees is as follows:

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

**MONTHLY OR QUARTERLY SUBGRANT EXPENDITURE REQUESTS**

Upon acceptance of the award, each agency is required to submit SERs on a monthly or quarterly basis to CJCC. Monthly SERs are due on the 15th day of the month immediately following the month in which expenses were incurred, i.e., an SER for expenses incurred in January is due by February 15. Quarterly SERs are due on the following dates for the corresponding financial reporting periods:

<b>QUARTERLY SERs</b>	
<b>FINANCIAL REPORTING PERIOD</b>	<b>DUE DATE</b>
<b>October 1 – December 31</b>	<b>January 30</b>
<b>January 1 – March 31</b>	<b>April 30</b>
<b>April 1 – June 30</b>	<b>July 30</b>
<b>July 1 – September 30</b>	<b>October 30</b>

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

## **E. AWARD REQUIREMENTS**

If an applicant agency is approved for a federal award, then the agency is expected to meet certain requirements. Various requirements can be met with proper documentation available upon request and many are time sensitive. All subgrantees are required to be in or diligently work toward compliance. It is the responsibility of the agency to become acquainted with such requirements.

### **PROGRAM MATCH REQUIREMENT**

The purpose of matching contributions is to increase the amount of resources available to the projects supported by grant funds. Matching contributions of 20% (cash or in-kind) of the total costs of each VOCA project (VOCA grant funds plus match) are required and must be derived from non-federal sources. *All funds designated as match are restricted to the same uses as the VOCA victim assistance funds and must be expended within the grant period.* Match funds must be provided on a project-by-project basis. Please see the budget section for the formula used to calculate match relative to the project's total budget.

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

Subgrantees must maintain records that clearly show the source, amount, and period during which the match was allocated. The basis for determining the value of materials, equipment, and space must be documented. Volunteer services used as match must be documented and supported by the same methods used for VOCA funded employees.

All matching contributions must be:

- Verifiable from the subgrantee's records
- Not included as a contribution for any other Federal funds
- Necessary and reasonable to accomplish the project's goals
- Allowable charges
- Not paid by the applicant from Federal or State funds received under another assistance agreement
- Included in the budget approved by CJCC
- In accordance with all other Federal and State requirements

#### **OVC MATCH WAIVER REQUEST POLICY**

28 C.F.R. § 94.118 requires Victims of Crime Act (VOCA) Grant Program subrecipients to "contribute (*i.e.*, match) not less than 20 percent (cash or in-kind) of the total cost of each project." Matching requirements are automatically waived for subrecipients "that are federally recognized American Indian or Alaska Native tribes, or projects that operate on tribal lands." Matching requirements are also automatically waived for subrecipients "that are territories or possessions of the United States (except for the Commonwealth of Puerto Rico), or projects that operate therein."

The Criminal Justice Coordinating Council (CJCC) will encourage subrecipients to meet match requirements. CJCC will monitor compliance with match appropriately throughout the subaward. VOCA regulations does allow for hardship match waiver requests to be submitted to and approved by the state administering agency, the CJCC. CJCC reviews these requests and makes final decisions regarding approval of full or partial hardship waiver requests.

#### **REQUEST PROCEDURE:**

- An online match waiver request form will be made available to VOCA subgrantees.
- Subgrantees will be notified of the deadline for match waiver request applications.
- Subgrantees will complete online application.
- Sub-grantees are asked to provide the following information, at a minimum, for each subaward where a match waiver is requested:
  - Subaward number
  - Agency Legal Name
  - VOCA funds awarded (Federal award)
  - Amount of cash match proposed (post-match waiver)
  - Amount of in-kind match proposed (post-match waiver)
  - Total match proposed (sum of cash match and in-kind match proposed)

- Amount of match the subrecipient provided during the prior grant year across all VOCA subgrants
- Amount of match the subrecipient providing for the continuation grant
- Amount of match requested to be waived
- Brief description of the agency.
- Brief description of the VOCA-funded project.
- Detailed explanation of why the total match requirement presents a hardship for the agency.
- Detailed explanation of why the full or partial match requirement cannot be met through non-federal funding sources.
- Detailed explanation of why the full or partial match requirement cannot be met through in-kind sources, such as volunteers.
- How is the grant currently being matched?
- What methods has the organization used to consider all possible options for meeting the match requirements?
- What steps does the organization plan to take in order to be able to meet the match requirement in the future?
- If a match waiver is approved, does the organization anticipate this as a one-time request or are there extenuating circumstances that will require a waiver request next year?
  - How would the denial of a match waiver impact the VOCA project?
- CJCC will generally not approve match waiver requests where the subrecipient does not provide at least the amount of match as provided during the during the previous grant year cycle. CJCC may make exceptions where good cause is shown.

**APPROVAL PROCEDURE:**

- All online application submissions will be reviewed by CJCC staff and recommendations will be forwarded to the CJCC Victim Assistance Division (VAD) Director for final approval.
- Match waivers, whether partial or full, must be well-justified by the applicant. The VAD will consider, at a minimum, the following when deciding whether to approve a match waiver request:
  - Practical and/or logistical obstacles to providing match (*e.g.*, public agencies that do not engage in private fundraising and may have limitations on soliciting contributing funds);
  - Local resource constraints (*e.g.*, rural community with limited funding availability or volunteer capacity);
  - Increases to VOCA funding where local funding availability has not increased to the same degree;
  - Past ability to provide match – CJCC and OVC generally expects subrecipients to provide at least the same dollar amount of match it provided during the grant year immediately preceding the year of the waiver unless a change in circumstances justifies a lower amount.

- All match waivers must be approved and signed by the CJCC Victim Assistance Division Director.
- CJCC will submit the approved match waivers to OVC via a Program Office Grant Adjustment Notice (GAN) in the Grants Management System (GMS), within 30 business days of approval. Determinations will be submitted in bulk and/or on a rolling basis; utilizing the VOCA Match Waiver Determination Form (Appendix A).
- E-mail notifications of approval or denial of match waiver request will be provided to the subrecipient within 30 business days following the deadline of the match waiver request application.
- CJCC will submit the approved match waivers to OVC via a Program Office GAN in the GMS, within 90 days after fiscal year end; utilizing the OVC template.

#### **APPEALS PROCEDURE:**

- Agencies seeking to appeal the match waiver request decision will be required to submit a letter to the agency's assigned Grant Specialist providing additional information and justification.
- Grant Specialist will send appeals to VAD Director for further review.
- A final decision will be sent to the agency within 30 business days of receipt of the appeal letter.

#### **EXCEPTIONS:**

- Prior OVC approval will be required for any match waiver requested by a subrecipient within 30 days before the subaward project end date, or after that date.
- The CJCC anticipates this would only occur in the event of an emergency.
- The CJCC agrees to apply the approved match waiver percentage in (or derived from) the original waiver request to a subrecipient's modified budget to determine the new match waiver dollar amount.
- The CJCC may issue full and/or partial match waivers without a request by the subrecipient in cases of emergency circumstances, such as a mass violence incident, natural disaster, or a pandemic.

#### **CJCC VOLUNTEER REQUIREMENT**

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

#### **RELIGION**

Grantee programs may not promote, discuss, or teach religion. Program activities and services are required to be accessible to any interested participant, regardless of religious affiliation.



### **CRIMINAL BACKGROUND CHECKS**

All subgrantees must conduct a national criminal background check on all direct service and outreach personnel who have contact with victims and their children once every three years. A listing of acceptable sites will be provided to subgrantees upon award.

### **INTERNET SECURITY POLICY**

CJCC requires all subgrantees to establish and enforce an Internet Security Policy when participants, volunteers, and/or staff have access (supervised or unsupervised) to protect the confidentiality, integrity, and availability of data while preventing malicious and other security threats. This includes any technology provided by CJCC funding and technology utilized by participants during a CJCC funded program component.

### **COMPLIANCE WITH CJCC GRANT REQUIREMENTS**

Agencies must adhere to financial and programmatic guidelines, comply with deadlines, and provide all information to CJCC as requested in a timely manner.

### **FISCAL ACCOUNTABILITY**

Commingling of funds on either a program-by-program or project-by-project basis is prohibited. The subgrantee's accounting system must maintain a clear audit trail for each source of funding for each fiscal budget period and include the following:

- Separate accountability of receipts, expenditures, disbursements and balances. CJCC recommends creating an account in the accounting system for each grant using the grant number provided by CJCC.
- Itemized records supporting all grant receipts, expenditures, and match contributions in sufficient detail to show exact nature of activity.
- Data and information for each expenditure and match contribution with proper reference to a supporting voucher or bill properly approved.
- Hourly timesheets describing work activity, signed by the employee and supervisor, to document hours personnel worked on grant related activities. Match hours must be documented in same manner.
- Maintenance of payroll authorizations and vouchers.
- Maintenance of records supporting charges for fringe benefits.
- Maintenance of inventory records for equipment purchased, rented, and donated.
- Maintenance of billing records for consumable supplies (i.e., paper, printing) purchased.
- Provisions for payment by check.
- Maintenance of travel records (i.e., mileage logs, gas receipts).
- Lease agreements, contracted services, and equipment purchases that adhere to established procurement processes.

## **OFFICE OF CIVIL RIGHTS**

Pursuant to 28 C.F.R. Section 42.302, all subgrantees of federal funds must be in compliance with [Equal Employment Opportunity Plan](#) (EEO) and Civil Rights requirements. All programs that receive VOCA funds or are sub-awarded VOCA funds via program agreements are required to conform to the grant program requirements. If there is a violation to this it may result in suspension or termination of funding until such time as the subgrantee is in compliance. Information on required bi-annual Civil Rights trainings can be found for [Office for Civil Rights - Training for Grantees](#) on the OJP website.

## **NONDISCRIMINATION**

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

## **LIMITED ENGLISH PROFICIENCY (LEP) INDIVIDUALS**

In accordance with US Department of Justice guidance pertaining to Title VI of the Civil Rights Act of 1964, 42 U.S.C. § 2000d, subgrantees of federal assistance must take reasonable steps to provide meaningful access to their programs and activities for persons with Limited English proficiency. For more information, access <http://www.lep.gov>. CJCC requires subgrantees to have written LEP plans that outline their policies and procedures for ensuring victims have access to necessary forms of communication, both written and verbal.

## **EQUAL EMPLOYMENT OPPORTUNITY PLANS**

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

## **AWARD ACCEPTANCE**

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

## **SPECIAL CONDITIONS**

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

## **OTHER**

Applicants must comply with all forms, assurances, and certifications in relation to this RFA. This includes maintaining a DUNS number, EIN, active registration with the System for Award Management (SAM), and other federal forms as requested by CJCC in the award packet.

## **POST-AWARD REQUIREMENTS**

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

## **F. APPLICATION INSTRUCTIONS**

1. Please refer to Appendix B, *Application Form Descriptions*, to prepare for the application process.
2. Applications must be submitted online via [FORMSTACK](#).
3. Applications must be submitted by **5:00 pm on Friday, August 14, 2020**.
4. The required attachments must be correctly completed and uploaded with the application submission. The online application system will only upload **one** attachment for each field. If an applicant has multiple documents, it will be necessary to combine them or submit under separate attachment fields.
5. You may save your application as you go and access it later. Once you select “save”, you will be given a link to access your saved work. Copy this link to a safe location! Uploaded documents will NOT save, so please add them only before you submit your application.
6. Before you submit, review your application from start to finish to ensure you submit complete and accurate information.
7. You will be asked to fill out the name, title, phone number, and email of up to two points of contact for this application. Only these persons may receive a confirmation email once the application is submitted. They will also be the persons contacted in the event of any questions about the application.
8. To finalize the application, please enter the name of the person submitting the application to certify completion.
9. Please be sure to click submit so that the online application is received. If more than one application is submitted for the same project, CJCC will only accept the most recent application.
10. 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.

Applicants who experience technical difficulties or emergency circumstances should contact Jenny Aszman immediately at [Jenny.Aszman@cjcc.ga.gov](mailto:Jenny.Aszman@cjcc.ga.gov) or (470) 542-6777 to request an extension or alternate method of applying.

## **G. ATTACHMENTS**

The following attachments are required with the application:

- Project Narrative
- Detailed Budget Worksheet
- Budget Narrative
- Organizational Chart
- Supporting Documentation for Budgeted Items
- Letters of Support from Required Partners

### **PROJECT NARRATIVE**

All applicants must attach a project narrative describing the proposed project in 12 pages or less. The narrative must be double-spaced in Times New Roman, 12-point font and attached as a Word or .pdf document. The following elements are required in the project narrative. Please include section headers and provide the information in the order requested.

- 1) **COMMUNITY DESCRIPTION:** Provide relevant data and characteristics about the community and target population to be served by the Family Justice Center, including geographic area, local demographics, special characteristics, accessibility, and trends in crime and service provisions.
- 2) **NEEDS STATEMENT:** What is the nature and magnitude of the problem(s) to be solved by the proposed funding? Describe in detail the most pressing problems in your service/impact area. Provide a statement illustrating the specific problem(s)/gap(s) the FJC will address. Only use data that is verifiable and relevant to the target population. Provide citations for all data sources. Include a statement explaining how the proposed activities and services will address the needs of the target population and/or proposed service area.
- 3) **PROJECT GOALS:** Describe the FJC you wish to implement and how you will engage community partners in this highly collaborative project. Identify how the following project goals will be met.
  - a. Secure support and MOUs from the required public and private agency partners.
  - b. Participate in a two-year planning process to open a fully functioning FJC in year three of the project.
  - c. Consult survivors of domestic violence and sexual assault in the planning process and operations of the FJC.
  - d. Develop policies and procedures with community partners to ensure coordinated services are provided to clients through a centralized intake process that maintains confidentiality and enhances the safety of clients and professionals at the FJC.

- e. Develop a sustainability plan to sustain the FJC operations.
  - f. Establish procedures for the ongoing input, feedback, and evaluation of the FJC by survivors, community-based crime victim service providers and advocates, and other partners.
  - g. Provide culturally and linguistically appropriate services.
- 4) **PROJECT ACTIVITIES AND TIMELINE:** Establish a timeline that includes action steps, person(s) responsible for the activity and projected dates for completion for the minimum requirements listed on pages 9 and 10 of this solicitation.
- 5) **COMMUNITY SUPPORT & READINESS:** Describe the community support for the FJC, including required partners and other community partners. Describe the history of collaboration between partners on local CCR initiatives and projects; include examples highlighting successes and challenges. List any co-located services and specialization of services that currently exist in your community.
- 6) **EVALUATION PLAN:** Establish an evaluation plan that includes the following:
- a. Describe what data the agency collects or will collect for the proposed FJC, including qualitative and quantitative data.
  - b. State how key milestones for the FJC planning and operations developments will be monitored, measured, and evaluated. Please state any possible barriers to success and how your agency will mitigate these barriers.
- 7) **SUSTAINABILITY PLAN:** Describe your financial sustainability plan for this project. If applicable, include how other funding streams will be used to supplement and contribute to this project. Explain how you will continue efforts towards planning and developing a Family Justice Center if you are not selected for funding. Please describe your ability to maintain adequate cash flow for this project for at least 90 days.

## **BUDGET FORMS**

### **BUDGET DETAIL WORKSHEET**

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.

### **BUDGET NARRATIVE**

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

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

**Formula for Match Calculation**

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

Example 1:

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

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

Example 2:

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

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

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

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

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

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

**PROGRAM INCOME** - The US Department of Justice, Office of Justice Program, and Office for Victims of Crime allow the use of program income only to supplement project costs or reduce project costs to be

refunded to the Federal government. Program income is restricted to the same uses as the grant award and must be expended during the grant period in which it is generated. "Program income" is gross income earned during the funding period by the subgrantee as a direct result of the grant award. Fines and penalties as a result of law enforcement activity are not considered program income.

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

**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 C.

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

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

- Federal funds cannot be used to pay for existing employees unless the existing position is "back-filled" with a new hire.
- Federal funds cannot be used to pay for items or costs that the subgrantee is already obligated to pay with state, local, or tribal funds.
- State, local, or tribal funds previously appropriated, allocated, or budgeted for award purposes cannot be reduced or reallocated to other purposes because of receipt of federal funds.
- Maintain contemporaneous documentation demonstrating that any reductions in non-federal resources budgeted for award purposes is unrelated to the receipt or expected receipt of federal funds. Examples of supporting documentation may include (but are not limited to) budget sheets and/or directives, city council or departmental meeting minutes, agency memoranda, notices, or orders, and any other official documents addressing the reduction in non-federal resources.

Funds must be used to supplement existing funds for program activities and cannot replace or supplant funds that have been appropriated for the same purpose. Supplanting may be grounds for suspension or termination of current and future federal funding, recovery of misused federal funds, and/or other remedies available by law.

### **ORGANIZATIONAL CHART**

Attach an organizational chart that include names, titles and salaries for your agency.

**SUPPORTING DOCUMENTATION**

Attach any supporting documents relevant to the grant application, including job descriptions. Please see Appendix D for a sample job description.

**LETTERS OF SUPPORT**

Attach letters of support from the following partners. Please upload one document with all letters of support included. Please see Appendix E for sample letters of support.

1. Certified Domestic Violence Program;
2. Certified Sexual Assault Center;
3. Certified Child Advocacy Center;
4. Sheriff’s Office;
5. Police Department;
6. District Attorney;
7. Solicitor General;
8. Victim Witness Program Personnel;
9. Civil Legal Service Providers; and
10. County/City Government.

**H. APPLICATION REVIEW PROCESS**

CJCC strives for transparency in its VOCA application and award process.

**SOLICITATION TIMELINE**

The working timeline for applications and awards is as follows:

<b>Milestone</b>	<b>Target Date</b>
Release RFAs and open application	May 20, 2020
Application closes	August 14, 2020
CJCC sends award packets to subgrantee	October 1, 2020
Award packet workshops	TBD
Award packets due to CJCC	November 15, 2020
<b>Start of VOCA grant year</b>	October 1, 2020

**FUNDING DECISIONS AND APPEALS**

All funding decisions related to the VOCA grant program from this solicitation are based on the availability of funding and recommendations of CJCC staff review panel to the Victim Assistance Grants Committee.



The Committee votes to accept or deny staff recommendations, which are subject to the Council's approval.

CJCC informs applicants of funding decisions through grant awards or denial letters. Applicants should not make assumptions regarding funding decisions until they have received official written notification of award or denial signed by CJCC's Executive Director. Applicants have an opportunity to **appeal the initial funding decision within fifteen business days of the date on the denial notice**. Appeals should be submitted in the form of a cover letter on the applicant agency's letterhead, along with any supporting documentation. You may submit an appeal in writing to:

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

### **APPLICATION REVIEW PROCESS**

The application must be completed and submitted in accordance with RFA guidelines for submission or the application may be disqualified. All applications and attachments are reviewed by CJCC staff, state partners, the Victim Assistance Grants Committee, and the Council. Applications are primarily reviewed based on three basic criteria: submission of complete and accurate information, programmatic compliance with federal and state guidelines, and financial compliance such that all costs are admissible, justifiable, and reasonable per the federal and state guidelines.

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. There is no commitment on the part of CJCC to fund an application or to fund it at the amount requested. All areas of the budget are subject to review and approval. Decisions related to budget areas are based on admissibility, justification, and reasonableness. Priority will be given to Tier 1 applications.

**Note:** CJCC **neither** coaches applicants regarding content development **nor** provides feedback on the quality of the proposed application. CJCC **does** provide feedback on whether or not financial or programmatic activities are allowable, reasonable, and/or justifiable.

**APPENDIX A: VOCA MATCH WAIVER DETERMINATION FORM**

Subgrant Name: \_\_\_\_\_

Subgrant Number: \_\_\_\_\_

Federal Grant Used to Fund Subgrant: \_\_\_\_\_

Date of Determination: \_\_\_\_\_

Description of project: \_\_\_\_\_

Decision:     Approve         Decline

Justification for Decision: \_\_\_\_\_

*Complete if Match Waiver is Approved:*

Scope of Waiver, if approved: \_\_\_\_\_

Match Amount: \_\_\_\_\_

Match Percentage: \_\_\_\_\_ *(Note, if the budget is modified from the original approved budget, the percentage of match will be based on the new, modified budget).*

\_\_\_\_\_  
Signature of Victims Assistance Division Direction

\_\_\_\_\_  
Date

## **APPENDIX B: APPLICATION FORM DESCRIPTIONS**

### **APPLICANT AGENCY INFORMATION**

Please include basic information about the applicant agency and its main points of contact for the application. Please note that the actual physical address of the agency must be submitted in addition to the mailing address, and that the physical address will be kept confidential and securely stored in CJCC's database. If the applicant agency has an implementing agency as a fiscal sponsor, that agency's name and address must be provided as well.

### **SAM AND 5% LVAP CERTIFICATION**

Please indicate whether or not the agency is registered with the federal System for Award Management (SAM) and if it is 5% LVAP Certified. Applicants will also be prompted to enter the SAM expiration date. Agencies must be certified to receive 5% funds and have a current SAM registration before being awarded VOCA funds. To meet this deadline, please submit applications, including renewals, for SAM and 5% certification by July 31st .

### **DESIGNATION OF GRANT OFFICIALS**

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

1. Project Director - The primary contact for the application and the post-award phase. This official must be an employee of the applicant agency or from a contractor organization, at the applicant's option, who will be directly responsible for operation of the project.
2. Financial Officer - The chief financial officer of the applicant agency, such as the county auditor, city treasurer, or comptroller.
3. Authorized Official - The official authorized to apply for, accept, decline or cancel the grant for the applicant agency. This person must be the board chair/president of a non-profit agency, executive director of a state agency, chairperson of the county Board of Commissioners, mayor, or chairperson of the City Council. All official correspondence regarding the grant and the application (assurances, disclosures, certifications, award documentation, subgrant expenditure reports, subgrant adjustment reports) must be signed by the authorized official. Once an award has been made, the authorized official may designate someone to sign this documentation by submitting a letter on agency letterhead to the Council.
4. Executive Director - If the Executive Director is not listed as the Project Director or the Authorized Official please provide his/her contact information.

### **PROJECT TITLE, PRIMARY SERVICE AREA AND CONGRESSIONAL DISTRICT**

Please provide a title for your project. Indicate the counties served by the agency regardless of funding source during the October 1, 2019- September 30, 2020 VOCA grant year as well as the Congressional District(s) to be served by the project. Agencies can look up Congressional Districts at <https://www.govtrack.us/congress/members/GA>. Agencies that serve all counties may select "check all." Otherwise, please indicate each county served. There is also an "out of state" option.

**AGENCY DESCRIPTION**

Please select the appropriate type of agency:

1. Nonprofit/Nongovernmental
2. Government Agency
3. Campus Organization

Provide a brief overview of the agency applying for the project, including year founded and other services offered.

**PREVIOUS VOCA FUNDING**

Please indicate whether the applicant agency received VOCA funds during the 2019-2020 grant year. If yes, please provide the current VOCA subgrant number and the agency’s core service type. Also indicate your core service area (CASA, CAC, Counseling Services, Domestic Violence Program Shelter or Non-Shelter, Legal Services, SAC, VWAP, University, Other).

**INDIRECT COST RATE**

Please indicate if your agency ever had an approved federally negotiated indirect cost rate.

**LIMITED ENGLISH PROFICIENCY**

Please indicate whether the agency has a current written language access plan to assist crime victims who are LEP individuals. Please list any

**PURPOSE AREAS**

Eligible applicants will select which tier they are applying for: establish a Family Justice Center (tier 1) or enhance services at an existing Family Justice Center (tier 2).

**TYPES OF VICTIMIZATIONS**

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

**AGENCY BUDGET**

Indicate the agency’s fiscal year and provide the total for all victimization programs/services including other funding sources as well as annual funding amounts allocated to victim services for the fiscal year. The total agency budget will automatically calculate.

- State: any funding coming from a state funded grant
- Local: any funding obtained through the community and/or fundraising
- Federal: any funding independently obtained through direct application and award
- Other: any funding that does not meet any of the aforementioned criteria (please specify)

Indicate the federal award amount being requested through this VOCA application. The match requirement will automatically calculate. Note: These values must reflect the agency budget. Provide the estimated value of in-kind match and cash match contribution expected. Indicate if the agency anticipates needing a match waiver, and upload the waiver request, if applicable. Note: the full match value must be included on your budget regardless of the need for a waiver.

**PROJECT ABSTRACT**

Please provide a brief abstract/summary of the project scope in 200 words or less. These summaries will be reviewed by committee and council members.

**COORDINATED COMMUNITY RESPONSE**

List all Coordinated Community Response (CCR) teams that the agency's staff participates on or leads for each county within the proposed service area, including Multi-Disciplinary Team(s) (MDT) and/or Community Response Team(s) (CRT), how often the group meets, and the victimization addressed (i.e. Child Fatality Review Team or Domestic Violence Task Force, Statewide SART, CSEC MDT, etc.).

## **APPENDIX C: ALLOWABLE/UNALLOWABLE COSTS AND ACTIVITIES**

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

### **§ 94.119 ALLOWABLE DIRECT SERVICE COSTS.**

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

- a) *Immediate emotional, psychological, and physical health and safety*—Services that respond to immediate needs (other than medical care, except as allowed under paragraph (a)(9) of this section) of crime victims, including, but not limited to:
  - a. Crisis intervention services,
  - b. Accompanying victims to hospitals for medical examinations,
  - c. Hotline counseling,
  - d. Safety planning,
  - e. Emergency food, shelter, clothing, and transportation,
  - f. 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,
  - g. 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,
  - h. Window, door, or lock replacement or repair, and other repairs necessary to ensure a victim's safety,
  - i. 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
  - j. 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:
  - a. Working with a victim to assess the impact of the crime,
  - b. Identification of victim's needs,
  - c. Case management,
  - d. Management of practical problems created by the victimization,
  - e. Identification of resources available to the victim,
  - f. Provision of information, referrals, advocacy, and follow-up contact for continued services, as needed, or

- g. 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:
  - a. Advocacy on behalf of a victim,
  - b. Accompanying a victim to offices and court,
  - c. Transportation, meals, and lodging to allow a victim who is not a witness to participate in a proceeding,
  - d. Interpreting for a non-witness victim who is deaf or hard of hearing, or with limited English proficiency,
  - e. Providing child care and respite care to enable a victim who is a caregiver to attend activities related to the proceeding,
  - f. Notification to victims regarding key proceeding dates (e.g., trial dates, case disposition, incarceration, and parole hearings),
  - g. Assistance with Victim Impact Statements,
  - h. Assistance in recovering property that was retained as evidence or
  - i. 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:
  - a. 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
  - b. 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—

- a. Whether such procurement will enhance direct services,
  - b. How any acquisition will be integrated into and/or enhance the program's current system,
  - c. The cost of installation,
  - d. The cost of training staff to use the automated systems and technology,
  - e. The ongoing operational costs, such as maintenance agreements or supplies, and
  - f. 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—
  - a. Supplies,

- b. Equipment use fees,
  - c. Property insurance,
  - d. Printing, photocopying, and postage,
  - e. Courier service,
  - f. Brochures that describe available services,
  - g. Books and other victim-related materials,
  - h. Computer backup files/tapes and storage,
  - i. Security systems,
  - j. Design and maintenance of Web sites and social media, or
  - k. Essential communication services, such as web hosts and mobile device services.
- g) *VOCA administrative time*—Costs of administrative time spent performing the following:
- a. Completing VOCA-required time and attendance sheets and programmatic documentation, reports, and statistics,
  - b. Collecting and maintaining crime victims' records,
  - c. Conducting victim satisfaction surveys and needs assessments to improve victim services delivery in the project, and
  - d. Funding the prorated share of audit costs.
- h) *Leasing or purchasing vehicles*—Costs of leasing or purchasing vehicles, as determined by the SAA after considering, at a minimum, if the vehicle is essential to the provision of direct services;
- i) *Maintenance, repair, or replacement of essential items*—Costs of maintenance, repair, and replacement of items that contribute to maintenance of a healthy or safe environment for crime victims (such as a furnace in a shelter; and routine maintenance, repair costs, and automobile insurance for leased vehicles), as determined by the SAA after considering, at a minimum, if other sources of funding are available;
- j) *Project evaluation*—Costs of evaluations of specific projects (in order to determine effectiveness), within the limits set by SAAs (*Please note: contact CJCC for prior approval*).

**§ 94.122 EXPRESSLY UNALLOWABLE COSTS.**

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

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

- f) *Compensation for victims of crime*—Reimbursement of crime victims for expenses incurred as a result of a crime, except as otherwise allowed by other provisions of this subpart;
- g) *Medical care*—Medical care, except as otherwise allowed by other provisions of this subpart;
- h) *Salaries and expenses of management*—Salaries, benefits, fees, furniture, equipment, and other expenses of executive directors, board members, and other administrators (except as specifically allowed elsewhere in this subpart).

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

- Please indicate the agency’s fiscal year.
- Please provide the **total** as requested for **all** victimization programs/services including other funding sources as well as annual funding amounts allocated to victim services for the fiscal year. The total agency budget will automatically calculate.
  - State: any funding coming from a state funded grant
  - Local: any funding obtained through the community and/or fundraising
  - Federal: any funding independently obtained through direct application and award
  - Other: any funding that does not meet any of the aforementioned criteria (please specify)
- Please indicate the federal award amount being requested through this VOCA application. The match requirement will automatically calculate. *Note: These values must reflect the agency budget.*

Please provide the estimated value of in-kind match and cash match contribution expected. Indicate if the agency anticipates needing a match waiver, and upload the waiver request, if applicable. (**Note:** the full match value must be included on your budget regardless of the need for a waiver)

## **APPENDIX D: SAMPLE JOB DESCRIPTION**

### **Family Justice Center Site Coordinator**

A Family Justice Center is a multi-agency, multi-disciplinary, co-located service center that provides services to victims of interpersonal violence, including domestic violence, sexual assault, child abuse, elder or dependent adult abuse, and human trafficking, all under one roof. Both public and private partner agencies assign staff on a full-time or part-time basis to provide services from one location. The core concept is to provide one place where victims can receive services, such as talking to an advocate, planning for safety, interviewing with a police officer, meeting with a prosecutor, receiving medical assistance, receiving information on shelter, and getting help with transportation. Centers focus on reducing the number of times victims tell their story, the number of places victims must go for help, and look to increase access to services and support for victims and their children.

This project is funded by Victims of Crime Act (VOCA) funds through the Criminal Justice Coordination Council (CJCC) and will follow the best practice model and guidelines identified by CJCC for the planning, development, and establishment of a Family Justice Center. The Family Justice Center Site Coordinator will serve as a neutral facilitator for all grant partners and will be responsible for fulfilling the obligations and activities of the grant which will result in the opening of a fully functioning Family Justice Center by year three of the project.

### **KEY DUTIES AND RESPONSIBILITIES**

- Managing, updating, and submitting to CJCC financial and programmatic reports, and project timeline;
- Securing and submitting MOUs from key partner agencies and submitting MOUs to CJCC;
- Obtaining technical assistance from the Statewide Family Justice Center Coordinator and CJCC designated technical assistance provider(s), to include attending meetings and trainings to assist with planning, establishing, running and sustaining a Family Justice Center;
- Participating in on-site tours of established Family Justice Centers;
- Holding meetings with community stakeholders involved in the establishment and sustainability of the project;
- Participating in community meetings, webinars and/or facilitating community forums for the purpose of promoting and educating the community on the concept and benefits of the Family Justice Center;
- Conducting community assessments of the problems of domestic violence, sexual assault and child abuse as well as the services available to address the problem;
- Establishing and coordinating a Community Planning Team that meets monthly, to include domestic violence shelter(s), sexual assault program(s), child advocacy center(s), county/city officials, law enforcement, prosecutors, victim-witness advocates, community based advocates, and legal services agencies;

- Developing new and strengthening existing collaborative partnerships;
- Conducting survivor focus groups and incorporating the information in the planning for the Family Justice Center;
- Developing a strategic plan that includes sustainability and funding development;
- Developing a data collection and information sharing protocol;
- Developing and implementing a case management information system that will provide for data integration across systems and among participating agencies;
- Developing a governance plan and identifying Family Justice Center staffing structure;
- Developing an evaluation plan;
- Developing an operations manual;
- Identifying potential site locations and overseeing renovations, as needed;
- Identifying additional community and development resources for financial support;
- Reporting to CJCC how much additional money (in-kind and cash) has been acquired from other sources to aid in this project; and
- Establishing and providing services from a Family Justice Center by year 3.

## **TECHNICAL COMPETENCIES**

**PROJECT LEADERSHIP:** Demonstrated record of successful experience in planning, leading, and managing developing projects, including coordinating with peers to achieve desired outcomes, and tracking and reporting on progress. Works efficiently within deadlines.

**RELATIONSHIP BUILDING:** Takes initiative and actively seeks to develop stronger relationships with current partners and forge new ones. Works effectively with diverse personalities and viewpoints.

**COMMUNICATION:** Skilled in creating powerful, compelling written and oral communications. Ability to convey complex ideas through simple materials. Experience and credibility when presenting materials to stakeholders and external audiences. Excellent facilitation and public relations skills.

**COLLABORATION:** Effective at working with others to reach common goals and objectives. Strongly skilled at forming coalitions and consensus among different groups of people. Strong group facilitation and negotiation skills. Diplomatic.

**INITIATIVE:** Ability to thrive in a fast-paced, complex, non-routine work environment.

**ORGANIZATION & PRIORITIZATION:** Ability to handle multiple projects taking place concurrently and prioritize with attention to detail. Strong multi-tasking skills.

**DATA ANALYSIS:** Prepares reports, and makes recommendations or determinations based on analysis.

**SUBJECT MATTER & COMMUNITY EXPERTISE:** Significant knowledge or work experience in domestic violence, sexual assault, child abuse, prosecutions or victim services and/or criminal justice system response. Familiarity with the local community and its culture. Understanding of roles of key project partners. Demonstrated record of commitment to public service.

## **APPENDIX E: SAMPLE LETTER OF SUPPORT**

On behalf of [supporting organization], I am writing in support of [applying organization's] proposal for funding to support the establishment of a Family Justice Center in [city/county/area served]. I/We strongly support this grant application and are committed to joining [applying organization's name] in the planning, implementation, and ongoing partnership to start and maintain a Family Justice Center in our community.

Our organization [describe the supporting organization's history of addressing domestic violence, sexual assault and/or child abuse, any ongoing community partnerships, and previous collaborative relationship with the applying organization]. Our organization is particularly supportive of the Family Justice Center initiative because [explain how this initiative will benefit the supporting organization and the clients/community they serve].

[Applying organization] will take responsibility to lead the Family Justice Center initiative by hiring a site coordinator who will coordinate the two-year planning process with the grant partners and oversee the deliverables and required grant activities. Through this letter, we acknowledge specific roles and responsibilities we will fulfill in this partnership. In the event this proposal is funded, we would expect our role in the Family Justice Center initiative to include:

- Forming and/or strengthening a genuine partnership to enhance services to victims of domestic violence, sexual assault, and child abuse in our community;
- Signing an MOU with all partner agencies by April 1, 2021 and updating the MOU on an annual basis;
- Attending monthly Family Justice Center planning meetings and participating in working groups, including strategic planning sessions;
- Participating in community meetings to promote and educate the community on the FJC model;
- Touring established Family Justice Centers and obtaining training on the FJC model;
- Participating in ongoing Coordinated Community Response (CCR) team initiatives;
- Once open, assigning staff on a part-time or full-time basis to be co-located at the Family Justice Center; and
- [List any additional commitments of staff and/or resources]

We look forward to working with you to bring the Family Justice Center model to fruition in [city/county/area served].

Sincerely,

[Name of responsible person in partnering organization]

[Title of responsible person in partnering organization]

[Name of partnering organization]  
[Address of partnering organization, if not in letterhead]

