

NATHAN DEAL
GOVERNOR



JAY NEAL
EXECUTIVE DIRECTOR

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

Victims of Crime Act (VOCA) Grant Program FY 2018 Supplemental Application

CFDA 16.575

Eligibility

Applicants are limited to **current VOCA subrecipients** within the State of Georgia that serve crime victims, particularly victims of violent crimes, and are operated by a public agency, nonprofit organization, or combination of such agencies or organizations.

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

Deadline

Applications are due at 5:00 p.m. on Wednesday, June 13, 2018

Award Period

July 1, 2018- September 30, 2018

Contact Information

For assistance with the requirements of this solicitation, contact us at (404) 657-1956:

Child Abuse & Previously Underserved Programs

Shontel Wright: Shontel.Wright@cjcc.ga.gov

Jonathan Peart: Peart.Jonathan@cjcc.ga.gov

Domestic Violence & Sexual Assault Programs

Kristy Carter: Kristy.Carter@cjcc.ga.gov

Natalie Williams: Natalie.Williams@cjcc.ga.gov

In accordance with the Americans with Disabilities Act, the State will provide reasonable accommodation for persons with disabilities. If you need a reasonable accommodation, please contact CJCC at 404-657-1956 or email Kristy.carter@cjcc.ga.gov.

Release Date: May 29, 2018

104 MARIETTA STREET, SUITE 440 ★ ATLANTA, GEORGIA 30303-2743
404.657.1956 ★ 877.231.6590 ★ 404.657.1957 FAX

cjcc.georgia.gov

TABLE OF CONTENTS

Overview	3
I. Eligibility	4
a. Additional Specific Eligibility Requirements.....	5
b. Priority Areas	7
II. Grant Award Agreement.....	8
III. Reporting Requirements	8
Financial Reporting Requirements.....	8
Program Reporting Requirements.....	9
Post-Award Requirements	9
IV. Award Requirements.....	9
V. Application Submission Instructions	13
Basic Information.....	14
Narratives.....	14
Budget.....	15
APPENDIX A.....	18

Victims of Crime Act (VOCA) FY'2018 Request for Applications

Criminal Justice Coordinating Council

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

CJCC is soliciting applications for the VOCA Grant Program. Agencies must submit an application to be considered for funding. Agencies are encouraged to read this entire RFA thoroughly before preparing and submitting their grant application. This application is open to all agencies meeting eligibility guidelines for the VOCA Grant Program; decisions about grant awards will be determined through a competitive process.

Overview

The VOCA Formula Grant Program, created under the 1984 Victims of Crime Act, provides federal funding to support victim assistance and compensation programs, 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.**

States have sole discretion to determine which organizations will receive funds, and in what amounts, as long as the subgrantees meet the VOCA requirements. In addition to organizing and overseeing the distribution of funds, CJCC monitors subgrantees' fiscal and program performance and submits required progress reports to OVC.

I. Eligibility

Applicants are limited to **current VOCA subrecipients** within the State of Georgia that serve crime victims, particularly victims of violent crimes, and are operated by a public agency, nonprofit organization, or 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.**

Eligible organizations include victim services organizations whose sole mission is to provide services to crime victims. These organizations include, but are not limited to: sexual assault and rape treatment centers, child abuse programs, domestic violence programs and shelters, centers for missing children, mental health services, and other community-based victim coalitions and support organizations. **Note:** Commonly funded [agency/program types and core services](#) defined by CJCC are not exhaustive of every type of agency in the state serving crime victims. Certified [domestic violence](#) and [sexual assault](#) centers must also comply with their respective state standards.

An eligible applicant must meet all of the following criteria:

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

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

- **Criminal Justice Agencies** – Law enforcement agencies, prosecutors' offices, courts, corrections departments, and probation and paroling authorities are eligible to receive VOCA funds to help pay for direct victims' services.
- **Religiously-Affiliated Organizations** – Organizations receiving VOCA funds must ensure that direct services are offered to all crime victims without regard to religious affiliation and that the receipt of services is not contingent upon participation in a religious activity or event. Faith-based and community organizations will be considered

for awards as are other eligible applicants, and if they receive assistance, awards will be treated on an equal basis with all other grantees in the administration of such awards. No eligible applicant or grantee will be discriminated against on the basis of its religious character or affiliation, or religious name. Faith-based and community organizations are required to abide by the same regulations and requirements specifically associated with the program under which they are awarded a grant, as any other agency awarded funding.

- **Hospitals and Emergency Medical Facilities** - Organizations must offer crisis counseling, support groups, and/or other types of direct victim services.
- **Others** – State and local public agencies such as mental health service organizations, state and/or local public child and adult protective services, state grantees, legal service agencies and programs with a demonstrated history of advocacy on behalf of domestic violence victims, and public housing authorities that have components specifically trained to directly serve crime victims.

a. Additional Specific Eligibility Requirements

VOCA established eligibility criteria must be met by all organizations that receive VOCA funds. These funds are to be awarded to applicants only for providing services directly to victims of crime through their staff. Each applicant organization shall meet the following requirements:

- **Public or non-profit organization** – To be eligible to receive VOCA funds, organizations must be operated by a public or private non-profit organization, or a combination of such organizations, and provide services directly to crime victims.
- **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 [Victim Service Statistical Report \(VSSR\) Subgrantee Guide](#) on CJCC's website.
- **Diverse Funding Sources for New Programs** – Those programs that have not yet demonstrated a record of providing services may be eligible to receive VOCA funding if they can demonstrate that at least 25% of their financial support comes from non-federal sources in the year of or the year preceding the award. Generally, organizations should have a variety of funding sources besides federal funding in order to ensure their financial stability.

- **Promotion of community efforts to aid crime victims** – Promote community-served coordinated public and private efforts to aid crime victims. Coordination may include, but is not limited to, serving on federal, state, local, or tribal work groups to oversee and recommend improvements to community responses to crime victims and developing written agreements and protocols for such responses. Coordination efforts qualify an organization to receive VOCA victim assistance funds but are not activities that can be supported with VOCA funds since “coordination” itself is not a service provided directly to victims.
- **Assistance to victims in applying for compensation** – Assist potential recipients of crime victim compensation benefits (including potential recipients who are victims of federal crime) in applying for such benefits including, but not limited to: referring such potential recipients to an organization that can so assist, identifying crime victims and advising them of the availability of such benefits, assisting such potential recipients with application forms and procedures, obtaining necessary documentation, monitoring claim status, and intervening on behalf of such potential recipients with the crime victims’ compensation program.
- **Comply with federal rules regulating grants** – Applicants must comply with the applicable provisions of VOCA, the Program Guidelines, and the requirements of the [Office of Justice Programs \(OJP\) Financial Guide](#), effective edition, which includes maintaining appropriate programmatic and financial records that fully disclose the amount and disposition of VOCA funds received. Other requirements are also outlined in the special conditions to the subgrant award. This includes financial documentation for disbursements, daily time and attendance records specifying time devoted to allowable VOCA victim services, client files, the portion of the project supplied by other sources of revenue, job descriptions, contracts for service, and other records which facilitate an effective audit.
- **Comply with CJCC grant requirements** – Agencies must adhere to financial and programmatic guidelines, comply with deadlines, and provide all information to CJCC and/or other state/federal agencies as requested in a timely manner, including: Office of the Inspector General, Georgia Department of Audits and Accounts, and Department of Justice.
- **Services to victims of federal crimes** – Applicants must provide services to victims of federal crimes on the same basis as victims of state and/or local crimes.
- **Promote victim safety** – CJCC prohibits activities that compromise victim safety, such as requiring victims to meet with offenders.
- **No charges to victims for VOCA-funded services** – Applicants must provide direct services to crime victims at no charge if served through the VOCA-funded project unless CJCC approves a waiver.
- **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.

b. Priority Areas

CJCC will make awards for **one-time costs** to expand and/or enhance services in the following priority areas:

- (1) for youth exposed to domestic violence, sexual abuse, child abuse and neglect,
- (2) to build agency capacity to serve victims of sexual assault,
- (3) to provide transportation essential to the provision of direct services to victims, and
- (4) for other priorities identified by your program.

These awards will provide funding for **one-time costs** such as the purchase of therapeutic playground equipment, therapeutic supplies, and forensic medical equipment that will aid youth and sexual assault victim serving organizations.

Examples:

- Therapeutic playgrounds including shade structures for children of all abilities to provide a stimulating, multisensory environment
- Tools to assist therapists to meet the cognitive, social, and individual needs of youth and children within their programs
- Standard exam room equipment and supplies necessary to conduct quality forensic medical exams including, but not limited to:
 - Comfort supplies for patients (exception: no food/drink)
 - Sexual assault evidence collection supplies
 - Swab dryers
 - A camera and related supplies
 - Testing and treatment supplies
 - An alternate light source
 - Anoscope
 - Colposcope
 - Microscope
 - Toluidine blue dye
 - Medical exam table
- Transportation – Vehicles for agencies that provide direct services, demonstrates need, and has the ability to safely operate the vehicle (including but not limited to insurance and insured/reliable drivers). Each agency must also prove its ability to maintain the vehicle as VOCA funds may not be available for maintenance or repairs.

II. Grant Award Agreement

Grant Award Period: This grant award period covers July 1, 2018 through September 30, 2018.

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

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

III. Reporting Requirements

CJCC requires that subgrantees comply with and fully participate in the financial and programmatic reporting requirements for this grant program.

Financial Reporting Requirements

1. *Monthly or Quarterly Subgrant Expenditure Requests:* Upon accepting the award, each agency is required to indicate whether it agrees to submitting Monthly or Quarterly SERs to CJCC. Monthly SERs are due on the 30th day of the month immediately following the month in which expenses were incurred; i.e., an SER for expenses incurred in July is due by August 30. Quarterly SERs are due on the following dates for the corresponding financial reporting periods:

Quarterly Subgrant Expenditure Reports (SERS)

<i>FINANCIAL REPORTING PERIOD</i>	<i>DUE DATES</i>
July 1 - September 30	October 30, 2018

Failure to submit this financial report in a timely manner will significantly delay any SERs submitted within the grant period. Continued delays will result in a staff recommendation to reduce noncompliant agencies' award amounts.

2. Grantees are required to maintain expenditure documentation such as signed timesheets, equipment purchases, travel logs, supply purchases, inventory records, and consultant contracts. This documentation may be requested at any time.

3. Grantees must attend any scheduled grant management workshop (if required), mandatory meetings, or required trainings prior to the release of grant funds.

Program Reporting Requirements

CJCC requires that grantees comply with and fully participate in the main components of evaluation and program reporting:

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

Post-Award Requirements

1. **Compliance Monitoring** - CJCC staff may conduct visits or desk reviews during the grant period. Additional monitoring activities may also be conducted during the grant year. Site visits and desk reviews will be scheduled with the grantee in advance. Site visits and desk reviews will be conducted to monitor the program for implementation and to view program documentation.
2. **Additional Training, Technical Assistance, and Events** - CJCC may offer a number of non-mandatory, post-award training and technical assistance opportunities and special events. Grantees will be informed of events via e-mail, and the events will be posted on the CJCC website. CJCC staff also will give ongoing, individual technical assistance and other support activities to sub-grantees as needed or requested throughout the year. CJCC requests that an Executive Director attend at least two quarterly grantee meetings per year.

IV. Award Requirements

If an applicant agency is approved for a federal award, then the agency is expected to meet certain requirements. Various requirements can be met with proper documentation available upon request and many are time-sensitive. All subgrantees are required to be in 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 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 13 consistent with the rate of compensation paid for similar work in the applicant's organization. If the required skills are not found in the applicant's organization, the rate of compensation must be consistent with the labor market. In either case, fringe benefits may be included in the valuation. The value placed on loaned or donated equipment may not exceed its fair market value. The value of donated space may not exceed the fair rental value of comparable space established by an independent appraisal of comparable space and facilities in privately owned buildings in the same locality.

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

All matching contributions must be:

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

OVC Match Waivers

If an agency would like to request a match waiver, a letter must be submitted on agency letterhead to the CJCC. The letter should outline the reasons why the agency will have

trouble meeting the full match requirement and should indicate the amount of match the agency will be able to provide. CJCC staff will review the waiver request to determine eligibility and if it should be forwarded to the federal OVC. CJCC will compile all eligible match waiver requests and send them to OVC at the same time. In order to request a match waiver, include the request **along with** this grant application when it is submitted.

Letters requesting a match waiver should include the following minimum elements:

- A brief description of the agency and the VOCA-funded project
- A brief explanation of why the full match amount is a hardship for the agency
- A brief description of how not receiving a match waiver may result in fewer victims being served
- When appropriate, describe why the agency will not be able to retain the number of volunteers needed to meet the match requirement
- Indicate how much match the agency will be able to provide
- Any other important information deemed necessary by the requesting agency

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

CJCC Volunteer Requirement

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

Religion

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

Criminal Background Checks

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

Internet Security Policy

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

Comply with CJCC Grant Requirements

Agencies must adhere to financial and programmatic guidelines, comply with deadlines, and provide all information to CJCC as requested in a timely 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. 15
- 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 Department of Justice Guidance pertaining to Title VI of the Civil Rights Act of 1964, 42 U.S.C. § 2000d, subgrantees of federal assistance must take reasonable steps to

provide meaningful access to their programs and activities for persons with limited English proficiency. For more information, access <http://www.lep.gov>. CJCC requires subgrantees to have written LEP plans that outline their policies and procedures for ensuring victims have access to necessary forms of communication, both written and verbal.

Equal Employment Opportunity Plans

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

Award Acceptance

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

Special Conditions

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

Other

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

V. Application Submission Instructions

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

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

Applications must be submitted **by 5:00 pm on Wednesday, June 13, 2018. There is no commitment on the part of CJCC to fund an application or to fund it at the amount requested.**

All line items within the budget are subject to review and approval. Decisions related to these budget line items are based on allowability, justification and reasonableness.

The application must be completed and submitted in accordance with RFA guidelines for

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

Basic Information

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

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

Please provide a brief abstract/summary of the project scope (max 400 characters). These summaries will be reviewed by committee members.

Narratives

Maximum 2 pages, double spaced, 12-point font, 1-inch margins

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

- **Project description:** Provide a brief description of the project including the agency's name, agency type, and year founded. Include the geographic area targeted, number of people served in the past year, estimated overall number of individuals who will be served during the grant period, and relevant characteristics of the target population(s) for the VOCA-funded project(s).
- **Needs statement:** Provide a statement of the specific problem(s)/gap(s) the award will address. Include data that supports this claim. Only use data that is verifiable and relevant to the target population. For example, do not use statewide data for a local problem statement and do not use national data for a statewide problem statement. Also, provide citations for all data sources. Include a statement explaining how the proposed activities and services will address the needs of the target population and/or proposed service area. If the agency currently has a victim service award with CJCC, please state how the proposed project will maintain, supplement, or expand/enhance current programming.
- **Project goals:** State the goals of the proposed project. State an estimate of the number of victims that will be served during the grant year for each goal and the anticipated resulting outcomes. Outcomes are defined as changes in attitudes, knowledge, skills, behaviors, and conditions. Goals must be specific, measurable, action-oriented, reasonable, and time-sensitive having performance indicators. Please prepare to explain in the evaluation plan section.

Budget

Staff will review the budgets Applicants must attach a budget using the [Budget Detail Worksheet](#). Staff will review the budget and provide feedback on whether line items are allowable, reasonable and justifiable. Please complete both the budget worksheet and the narrative section. Please note

The budget narrative should be submitted for clarity of expenses requested in the different budget categories. Applicants must provide details on each cost item in the budget. For example, applicants may not 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.

Program Match Requirement

All projects must submit a minimum funding match of 20% through cash and/or in-kind contributions. The sources of the match must be identified in the budget section of the application. Please note that volunteer hours are valued by the CJCC at \$12.00 per hour unless you submit a written request for higher rates to CJCC in your award packet. The requirements and limitations that apply to the use of federal funds also apply to the use of matching funds. Matching funds must be used only for the funded project during the grant period to support the identified goals, objectives, and activities. Thus, the matching funds cannot be used to support activities that are not concurrently supported by FVPSA 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 budget of \$100,000 and a 20% Match Requirement Percentage:

- 1) $\$100,000 \times 20\% = \$20,000$ (Match Requirement)
- 2) $\$100,000 - \$20,000 = \$80,000$ (Grant Request)

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 Department of Justice, Office of Justice Program, and Office for Victims of Crime allow the use of program income only to supplement project costs or reduce project costs to be refunded to the Federal government. Program income is restricted to the same uses as the grant award and must be expended during the grant period in which it is generated. “Program income” is gross income earned during the funding period by the subgrantee as a direct result of the grant award. Fines and penalties as a result of law enforcement activity are not considered program income.

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

Allowable and Unallowable Costs

Allowable costs include services and activities that are eligible for support with VOCA grant funds. Unallowable costs are ineligible for use for various services or activities. See Appendix A.

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

Certification and Completion

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

APPENDIX A

Allowable/Unallowable Costs and Activities

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

§ 94.119 Allowable direct service costs.

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

(a) *Immediate emotional, psychological, and physical health and safety*—Services that respond to immediate needs (other than medical care, except as allowed under paragraph (a)(9) of this section) of crime victims, including, but not limited to:

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

(b) *Personal advocacy and emotional support* – *Personal advocacy and emotional support, including, but not limited to:*

- 1) Working with a victim to assess the impact of the crime,

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

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

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

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

- 1) Advocacy on behalf of a victim,
- 2) Accompanying a victim to offices and court,
- 3) Transportation, meals, and lodging to allow a victim who is not a witness to participate in a proceeding,
- 4) Interpreting for a non-witness victim who is deaf or hard of hearing, or with limited English proficiency,
- 5) Providing child care and respite care to enable a victim who is a caregiver to attend activities related to the proceeding,
- 6) Notification to victims regarding key proceeding dates (e.g., trial dates, case disposition, incarceration, and parole hearings),
- 7) Assistance with Victim Impact Statements, 24
- 8) Assistance in recovering property that was retained as evidence or
- 9) Assistance with restitution advocacy on behalf of crime victims;

(f) *Legal assistance*—Legal assistance services (including, but not limited to, those provided on an emergency basis), where reasonable and where the need for such services arises as a direct result of the victimization. Such services include, but are not limited to:

- 1) Those (other than criminal defense) that help victims assert their rights as victims in a criminal proceeding directly related to the victimization, or otherwise protect their safety, privacy, or other interests as victims in such a proceeding or
- 2) Those actions (other than tort actions) that, in the civil context, are reasonably necessary as a direct result of the victimization;

(g) *Transportation*—Transportation of victims to receive services and to participate in criminal justice proceedings;

(h) *Public awareness*—Public awareness and education presentations (including, but not limited to, the development of presentation materials, brochures, newspaper notices, and public service announcements) in schools, community centers, and other public forums that are designed to inform crime victims of specific rights and services and provide them with (or refer them to) services and assistance;

(i) *Transitional housing*—Subject to any restrictions on amount, length of time, and eligible crimes, set by the SAA, transitional housing for victims (generally, those who have a particular need for such housing, and who cannot safely return to their previous housing, due to the circumstances of their victimization), including, but not limited to, travel, rental assistance, security deposits, utilities, and other costs incidental to the relocation to such housing, as well as voluntary support services such as childcare and counseling;

(j) *Relocation*—Subject to any restrictions on amount, length of time, and eligible crimes, set by the SAA, relocation of victims (generally, where necessary for the safety and well-being of a victim), including, but not limited to, reasonable moving expenses, security deposits on housing, rental expenses, and utility startup costs.

§ 94.120 Allowable costs for activities supporting direct services.

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

(a) *Coordination of activities*—Coordination activities that facilitate the provision of direct services, include, but are not limited to, Statewide coordination of victim notification systems, crisis response teams, multidisciplinary teams, coalitions to support and assist victims, and other such programs, and salaries and expenses of such coordinators (*Please note: due to the eligibility requirements of the VOCA Assistance Grant Program, this item is not intended to allow the funding of statewide coalitions that do not provide direct services*);

(b) *Supervision of direct service providers*—Payment of salaries and expenses of supervisory staff in a project, when the SAA determines that such staff are necessary and effectively facilitate the provision of direct services;

(c) *Multisystem, interagency, multidisciplinary response to crime victim needs*—Activities that support a coordinated and comprehensive response to crime victims needs by direct service

providers, including, but not limited to, payment of salaries and expenses of direct service staff serving on child and adult abuse multidisciplinary investigation and treatment teams, coordination with federal agencies to provide services to victims of federal crimes and/or participation on Statewide or other task forces, work groups, and committees to develop protocols, interagency, and other working agreements;

(d) *Contracts for professional services*—Contracting for specialized professional services (e.g., psychological/psychiatric consultation, legal services, interpreters), at a rate not to exceed a reasonable market rate, that are not available within the organization;

(e) *Automated systems and technology*—Subject to the provisions of the DOJ Grants Financial Guide and governmentwide grant rules relating to acquisition, use and disposition of property purchased with federal funds, procuring automated systems and technology that support delivery of direct services to victims (e.g., automated information and referral systems, email systems that allow communications among victim service providers, automated case-tracking and management systems, smartphones, computer equipment, and victim notification systems), including, but not limited to, procurement of personnel, hardware, and other items, as determined by the SAA after considering—

- 1) Whether such procurement will enhance direct services,
- 2) How any acquisition will be integrated into and/or enhance the program's current system,
- 3) The cost of installation,
- 4) The cost of training staff to use the automated systems and technology,
- 5) The ongoing operational costs, such as maintenance agreements or supplies, and
- 6) How additional costs relating to any acquisition will be supported (*Please note: In an effort to avoid duplication and coordinate large scale technology projects, please contact CJCC if you are considering applying for funds to address automated systems and technology*);

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

§ 94.121 Allowable administrative costs.

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

(a) *Personnel costs*—Personnel costs that are directly related to providing direct services and supporting activities, such as staff and coordinator salaries expenses (including fringe benefits), and a prorated share of liability insurance;

(b) *Skills training for staff*—Training exclusively for developing the skills of direct service providers, including paid staff and volunteers (both VOCA-funded and not), so that they are better able to offer quality direct services, including, but not limited to, manuals, books,

videoconferencing, electronic training resources, and other materials and resources relating to such training;

(c) *Training-related travel*—costs such as travel (in-State, regional, and national), meals, lodging, and registration fees for paid direct service staff (both VOCA-funded and not);

(d) *Organizational Expenses*—Organizational expenses that are necessary and essential to providing direct services and other allowable victim services, including, but not limited to, the prorated costs of rent; utilities; local travel expenses for service providers; and required minor building adaptations necessary to meet the Department of Justice standards implementing the Americans with Disabilities Act and/or minor modifications that would improve the program's ability to provide services to victims (*Please note: construction costs are generally not allowed; please contact CJCC if you are considering applying for funds for any type of building adaptations or modifications*);

(e) *Equipment and furniture*—Expenses of procuring furniture and equipment that facilitate the delivery of direct services (e.g., mobile communication devices, telephones, braille and TTY/TDD equipment, computers and printers, beepers, video cameras and recorders for documenting and reviewing interviews with children, two-way mirrors, colposcopes, digital cameras, and equipment and furniture for shelters, work spaces, victim waiting rooms, and children's play areas), except that the VOCA grant may be charged only the prorated share of an item that is not used exclusively for victim-related activities;

(f) *Operating costs*—Operating costs include but are not limited to—

- 1) Supplies,
- 2) Equipment use fees,
- 3) Property insurance,
- 4) Printing, photocopying, and postage,
- 5) Courier service,
- 6) Brochures that describe available services,
- 7) Books and other victim-related materials,
- 8) Computer backup files/tapes and storage,
- 9) Security systems,
- 10) Design and maintenance of Web sites and social media, or 27
- 11) Essential communication services, such as web hosts and mobile device services.

(g) *VOCA administrative time*—Costs of administrative time spent performing the following:

- 1) Completing VOCA-required time and attendance sheets and programmatic documentation, reports, and statistics,
- 2) Collecting and maintaining crime victims' records,
- 3) Conducting victim satisfaction surveys and needs assessments to improve victim services delivery in the project, and
- 4) Funding the prorated share of audit costs.

(h) *Leasing or purchasing vehicles*—Costs of leasing or purchasing vehicles, as determined by the SAA after considering, at a minimum, if the vehicle is essential to the provision of direct services;

(i) *Maintenance, repair, or replacement of essential items*—Costs of maintenance, repair, and replacement of items that contribute to maintenance of a healthy or safe environment for crime victims (such as a furnace in a shelter; and routine maintenance, repair costs, and automobile insurance for leased vehicles), as determined by the SAA after considering, at a minimum, if other sources of funding are available;

(j) *Project evaluation*—Costs of evaluations of specific projects (in order to determine effectiveness), within the limits set by SAAs (Please 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).