



State of Georgia

Victims of Crime Act (VOCA) Subgrantee Grant Administration Manual

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Introduction: How to Use this Manual

CJCC Staff created this manual to help subgrantees navigate some of the complexities associated with their Victims of Crime Act (VOCA) grant. This manual is **not comprehensive** and you may still encounter issues or questions related to managing your grant that are not covered in here. **This manual does not replace the requirements in your special conditions.** These conditions still govern your use of VOCA funds. This manual should help you implement and abide by those special conditions more effectively.

This manual is meant to guide the implementation of your VOCA subgrant. What follows is a detailed, though **not exhaustive**, description of the programmatic and financial guidelines you must follow to administer your grant funds successfully. The information contained in this manual is based on several sources including, but not limited to the [VOCA Victim's Assistance Grants Guidelines](#) and the [2011 OJP Financial Guide](#).

CJCC encourages subgrantees to download this manual to their computers and refer to it as often as they need to when they encounter questions or concerns related to their VOCA grant.

Please note, CJCC may also update this manual from time to time as legislation changes, new policies or guidance comes from the Office for Victims of Crime, new reimbursement or grant management policies are instituted here at CJCC or to address emerging issues subgrantees face. Staff will do their best to alert subgrantees about changes in this manual. **You will know which version is most current by looking in the footer of each page. This current version is denoted "2.12" because it was updated and finalized in February 2012.**

We have also tried to make this manual as user-friendly as possible. The Table of Contents (TOC) on Pages 2-3 is fully clickable, i.e. you can click on any of the main or sub-headings on the TOC to go to the page that discusses the issue with which you are concerned. All of the text that is hyperlinked in this manual is fully functional – to go to the webpage containing the information that is referred to in the text, simply click on the hyperlinked text.

If you feel staff has not covered a certain topic thoroughly enough, or you see a gap in the topics covered in this manual, please give your feedback to one of the staff listed on the cover page.

Thank you for all the work you do on behalf of women and children victims of violence.

Overview of CJCC and VOCA

The Criminal Justice Coordinating Council

The Criminal Justice Coordinating Council (CJCC) is the state planning and grants agency for criminal justice and victims' assistance programs that the Governor of Georgia has designated as the State Administering Agency. CJCC's enabling statute (O.C.G.A. § 35-6A-2) ensures its members represent all components of the criminal justice system. CJCC builds knowledge and partnerships among state, local, and non-governmental organizations to enhance the effectiveness of Georgia's criminal justice system and to develop and sustain results-driven programs, services and activities.

CJCC manages and subgrants federal formula funds allocated to the State of Georgia Victims of Crime Act, 42 U.S.C. § 10601, et seq. In addition to managing these formula grants, CJCC also applies for competitive funding in partnership with subgrantee and local agencies through the Office for Victims of Crime.

Victims of Crime Act (VOCA) Victims Assistance Grants

The VOCA Formula Grant Program, created under the 1984 Victims of Crime Act 42 U.S.C. § 10601, et seq., provides federal funding to support victim assistance and compensation programs to benefit victims, 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 Victims of Crime Act established the Crime Victims Fund, which is the funding source for state formula VOCA grants. 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.

VOCA is the largest federal victims' services funding stream in Georgia. This funding supports direct services to crime victims (i.e. persons who have suffered physical, sexual, financial, or emotional harm as a result of the commission of a crime). The federal Office for Victims of Crime (OVC) makes annual formula grants to states, which in turn are subgranted to local organizations, to ensure that crime victims' rights are upheld and that they play a meaningful role in the criminal justice process. VOCA funds help local agencies comply with the requirements in Georgia's Crime Victim's Bill of Rights (O.C.G.A. § 17-17-1) and provide services that help crime victims confront the trauma and hardship associated with victimization. VOCA funds may be used to serve victims of many different types of crime including but not limited to, child abuse, child sexual abuse, domestic violence, sexual assault, identity theft, robbery, and burglary.

According to the [VOCA Program Guidelines](#), services are defined as those efforts that:

- (1) respond to the emotional and physical needs of crime victims;
- (2) assist primary and secondary victims of crime to stabilize their lives after a victimization;
- (3) help victims understand and participate in the criminal justice system; and
- (4) provide victims of crime with a measure of safety and security.

For the purpose of the VOCA crime victim assistance grant program, a crime victim is a person who has suffered physical, sexual, financial, or emotional harm as a result of the commission of a crime. Funding cannot be used for the investigation of crimes or collection of evidence to further the prosecution of crimes. By statute, funding priorities are given to programs serving victims of sexual assault, domestic violence, and child abuse. At least 30 percent of each year's formula grant must be allocated to sexual assault, domestic violence, and child abuse services, 10% for each category. An additional 10 percent must also be allocated to victims of violent crime other than "priority" category victims who are "previously underserved."

Subgrantee Eligibility, Funding Cycles, and Priority Areas

Eligibility and Funding Cycles

The VOCA grant program is open to local government and nonprofit agencies or programs that provide direct services to victims of violent crime (and certain economic or property crimes, such as identity theft or larceny).

CJCC generally makes competitive grants under the VOCA grant program every four years. Continuation funding is awarded to organizations that receive funding during a competitive cycle for the following three years **depending on** the subgrantee's compliance with programmatic and financial reporting requirements. If a program changes scope, or loses staff, CJCC reserves the right to decrease a subgrantee's award upon grant continuation. As a general rule, CJCC does not increase grant awards from one year to the next during a continuation cycle.

VOCA Priority Areas

As stated above, VOCA is aimed at helping agencies provide core services to crime victims so they can heal from the emotional, psychological, and physical trauma associated with victimization. Additionally, VOCA funds are meant to help victims play a meaningful role in the criminal justice system.

Direct victim services should accomplish at least one, if not more, of the following objectives:

- (1) respond to the emotional and physical needs of crime victims;
- (2) assist primary and secondary victims of crime to stabilize their lives after a victimization;

- (3) help victims understand and participate in the criminal justice system; and
- (4) provide victims of crime with a measure of safety and security.

Programmatic Requirements and Technical Assistance

Statistical Reporting

CJCC requires VOCA subgrantees to complete the **Victim Services Statistical Report (VSSR)** on a **quarterly basis**. Reports should be completed via the web-based platform, available January 2, 2012, located on [CJCC's website](#) under Grants>>Forms & Publications>>Programmatic Reporting Forms. Subgrantees will need their **current** grant number and password to access the reporting site. To find your current grant number, please check your grant award packet or most recently submitted Subgrant Expenditure Report. You will not be able to enter the site using an old grant number. Your password will be emailed to your project director listed on your grant award no later than December 30, 2011 if it was not included in your award packet.

The VSSR has seven (7) sections. Subgrantees must complete six (6) of the seven (7) sections during three of the four quarters. In the fourth quarter report, subgrantees **must also** complete the seventh section of narrative questions. As a courtesy, CJCC has provided in [Appendix 2](#) step-by-step instructions for subgrantees that use the ALICE program to collect their statistics to pull their VSSR reports. This document was prepared by the Partnership Against Domestic Violence.

The web-based tool has built-in validation capabilities. Subgrantees should be sure that their demographic data aligns with the number of victims they report serving in each category. Additionally, subgrantees should also ensure that the number of services they report are equal to if not greater to the number of victims they report serving. Incorrect or inaccurate data will not be accepted in the web-based system and the subgrantee **will not be able to submit** their VSSR on this platform until all the data is correct. Below are common mistakes and reminders for successfully submitting your VSSR.

Dates for submitting VOCA **Quarterly** Reports are as follows (and are available on the Google Calendar on CJCC's website, please be sure to add these to your agency's calendar):

Quarter 1:	October 1-December 31	Due: January 30
Quarter 2:	January 1-March 31	Due: April 30
Quarter 3:	April 1-June 30	Due: July 30
Quarter 4:	July 1-September 30	Due: October 30

NOTE: As of the July 30, 2011 reporting period, CJCC will no longer send reminder emails to subgrantees about upcoming reports. The subgrantee is responsible for monitoring CJCC's website on or around the time this annual report is due to ensure they have the proper forms and instructions. Please **mark your calendars accordingly**. You may use the "Copy to My Calendar" option from CJCC's Google Calendar to add items directly to your agency calendar. To do this, simply click on the event you would like to add and select the

“Copy to My Calendar” link.

(1) Reminders for Completing Your VSSR Form

Below are common mistakes and reminders for successfully submitting your VSSR.

- Be sure that the number **new victims** served in each crime category is equal to the number of victims reported in each demographic section for that crime:
 - Example: If you report serving 12 new domestic violence victims in IIA; the numbers reported in the Age, Race, Gender, and Disability Categories for “Domestic Violence” victims in IIB should add up to 12.
 - If you are not sure about the demographic information for a victim, please include them under the “unknown” category for each demographic.
- Be sure that the number of services you report is **greater than or equal to** the number of new victims you report;
- Be sure the number of services you report for **existing victims** is **greater than or equal to** the total number of existing victims you report.

CJCC has created both a Quicksheet and a VSSR Terms Definitions & FAQ’s document to help address more complicated or persistent issues related to completing the VSSR or to what kind of data you should collect.

(2) Subgrantees Who Receive VOCA and VAWA and/or SASP Victim Services Funds

If your agency receives funding to provide direct victim services through VOCA and VAWA and/or SASP, you **must report your statistics for each program separately**. Please be sure that whichever data collection method you use (a Client Management Information Systems such as ALICE, paper tallies, Excel worksheets, Time and Activity Reports) is able to track the clients you serve with either your VOCA or VAWA/SASP grant **separately**.

Examples:

- a. Suzy Advocate is funded through your agency’s VOCA grant at 80% of her time and through your VAWA grant for 20% of her time. Suzy served 40 victims this quarter. You should report the following:

40 victims * 0.8 (proportion of time Suzy is on VOCA Grant) = 32 victims served with VOCA Funds

40*0.2 (proportion of time Suzy is on VAWA Grant) = 8 victims served with VAWA funds.

- b. Suzy Advocate is funded through your agency’s VOCA grant at 50% and Norene Counselor is funded through your VAWA grant at 75%. Suzy Advocate served 50 victims and Norene Counselor treated 30 victims. You should report the following.

50×0.5 (proportion of Suzy's time paid for with VOCA funds) = 25 victims served with VOCA funds

30×0.75 (proportion of Norene's time paid for with VAWA funds) = 22.5 (round to 23) victims served with VAWA funds.

The restriction on the kinds of victims that should be reported on your VAWA and/or SASP VSSR applies here as well.

- c. **If you cannot track statistics by the advocate serving the victim...** An alternative method to reporting statistics based on the advocate to whom the case is assigned, may be to report your agency's statistics based on the **proportion of your total budget that each grant represents**. In other words, if you cannot separate the services you provide either by the advocate who provides them or by the grant under which they are funded, you can take all of the statistics per quarter in your agency and multiple them by the proportion of your total agency budget that a grant represents.

Example:

Your agency's budget breakdown is the following:

VOCA Grant – 35%
SASP Grant – 5%
UnitedWay – 15%
Private Donations – 10%
Community Foundation Grants – 10%
Major Events – 15%
5% Funding – 10%

In the first quarter of your VOCA Grant (October 1-December 31) your agency served 25 child sexual abuse victims and 10 sexual assault victims. You would report:

$0.35 \times 25 = 9$ child sexual abuse victims
 $0.35 \times 10 = 4$ adult sexual assault victims

NOTE: Whatever your cutoff, you must report services and demographic data for those victims as well.

For more information about reporting your victim services statistics, please contact the Planning and Policy Development Specialist for victim services grants.

Outcome Performance Measures

Subgrantees funded to provide **direct victim services** with VOCA funds must also collect outcome performance measure data from their clients. CJCC has provided survey

instruments for subgrantees to distribute to clients who have **substantially completed services**. These surveys are available at CJCC’s website under Grants>>Forms & Publications>>Outcome Performance Reporting Tools. Here you will find the survey tools and Excel spreadsheets to help you tally your data.

Outcome performance measures are reported through the Performance Vista’s web tool. Links for this tool are located the VOCA grant specific pages on CJCC’s website. To navigate to these web pages go to Grant Programs>>VOCA>>Reporting. This tool **will be open only during the appropriate reporting periods** (April 1-30, and October 1-30). There will be no extensions to accommodate late report submissions unless a waiver is requested. Below are reporting due dates (these are also available on CJCC’s Google Calendar):

Semi-Annual:	October 1 – March 31	Due: April 30
Annual:	April 1 – September 30	Due: October 30

For more information or technical assistance about collecting or reporting your outcome measure statistics, you may listen to the various webinars posted on [CJCC’s YouTube Page](#).

Tardy Programmatic Reports or Continuation Applications

Delays in programmatic reports can cause CJCC to be late in its reporting requirements to our federal partners. Therefore, CJCC takes timeliness in programmatic reports **very seriously**. Please refer to [CJCC’s subgrantee compliance policy](#) for the progressive sanctions imposed for chronic tardiness in programmatic or fiscal reports. A copy of the policy was included in your award packet as well.

If you are late with your programmatic or expenditure reports, you must submit a [Waiver Request](#) within **10 days** after the reporting deadline has expired. Your request will be considered and CJCC may grant the waiver **at its discretion**. The waiver will allow your agency to avoid penalties.

The subgrantee is responsible for abiding by **all special conditions**, reporting requirements, and deadlines. Tardy continuation applications will also result in an automatic recommendation to CJCC’s governing council to reduce funding by 10%.

Training: External Training Events or Conferences

If you wish to send your staff to training events or conferences sponsored by other organizations you must submit an agenda detailing the contents of the training **30 days prior** to paying for the registration. Training should be germane to your project scope and should be primarily focused **on identifying, responding to, and helping** crime victims recover from the trauma of victimization.

What does CJCC mean by germane? For example, if you are funded to serve child abuse victims, you might attend training about therapeutic interventions for child sexual abuse victims. According to your VOCA special conditions, grant-funded staff must maintain 8

hours of continuing education related to victim services. You may accomplish some of these hours through the Office for Victims of Crime's Training and Technical Assistance Center ([OVCTTAC](#)). **Training that focuses on crime or victimization prevention strategies is not allowable.**

Printed Materials

As stated in your special conditions, you must request approval **30 days** prior to sending any publication to print or paying for any publication from an outside provider with VOCA funds. The most commonly encountered issue with respect to paying for publications is that the proposed material is overly focused on prevention. If the publication is overly focused on prevention strategies it is unallowable. If you would like CJCC to pay for a publication that contains a substantial amount of prevention information, we may be able only to pay for the portion of the publication that does not include the prevention message. Remember, **publications should focus on alerting victims about the nature of crime, the mechanics of the criminal justice system and the services available to help them.**

If CJCC approves part of a publication for printing or distribution, you must include the following disclaimer language somewhere on the publication (even if the publication was purchased from another provider):

"Certain portions of this project are supported by VOCA Sub-Award No. _____ administered by the Criminal Justice Coordinating Council and awarded by the Office for Victims of Crime. The opinions, findings, conclusions, and recommendations expressed on page(s) _____ of this publication does/do not necessarily reflect the views of the Department of Justice, Office of Justice Programs, Office for Victims of Crime. Page(s) ____ of this project is/are beyond the scope of the Victims of Crime Act Program, under which the above award was made, and thus was not funded with award no. _____."

Also remember that any materials your agency prints that are fully paid for with VOCA funds must contain the following acknowledgement language:

"This project is supported by VOCA Sub-Award No. _____ administered by the Criminal Justice Coordinating Council and awarded by the Office for Victims of Crime. The opinions, findings, conclusions, and recommendations expressed in this publication/program/exhibition are those of the author(s) and do not necessarily reflect the views of the Department of Justice, Office of Justice Programs, Office for Victims of Crime or the Criminal Justice Coordinating Council."

(1) Printed Materials that Contain Religious Language

CJCC proudly funds various faith-based organizations to serve crime victims in Georgia. However, pursuant to the U.S. Department of Justice's regulations, Equal Treatment for Faith-Based Organizations (Equal Treatment Regulations), 28 C.F.R. pt. 38, faith-based organizations cannot discriminate in service provision based on religion, nor can they use federal funds for inherently religious activities.

Publications that contain religious language related to an agency's mission, vision, or goals should include the following disclaimer:

"While [Organization Name] is a [Religious Affiliation]-based organization, it does not use federal financial assistance for explicitly religious activities. [Organization Name] provides services to crime victims regardless of the victim's religious affiliation and does not require victims to participate in religious activities as a condition of receiving services."

Financial Requirements and Technical Assistance

Below is a brief overview of the fiscal requirements for VOCA subgrantees. CJCC has prepared a more extensive financial management guide for all subgrantees. To download a copy of this go to [CJCC's Website](#) and navigate to: Grant Programs>>Forms & Publications>>Educational Tools & Training Resources. This financial guide contains more detailed information regarding audit requirements, allowable expenses, budget calculations, site visits and so on.

Match Requirement

All VOCA subgrantees must match at least 20% of their total award with **non-federal** funds. First time subgrantees must also demonstrate that at least 25% of their agency's funding is derived from non-federal sources. VOCA funding is meant to sustain a core level of victim services. CJCC wants to ensure that agencies have various resources to provide services so that all victims across Georgia have access to basic and enhanced services.

VOCA guidelines require agencies to use volunteer labor to provide services. As of June 1, 2006, the Council values volunteer hours at \$12.00/hour. Volunteer hours may be used toward your agencies match on the VOCA subgrant.

To qualify matching funds must meet the following criteria:

- ✓ They must have the same potential use as the federal funds for which the grant is awarded – i.e. the activities for which funds are used must be **allowable** under the [VOCA program guidelines](#).
- ✓ They must be expended during the grant period – e.g. a private foundation grant that has been awarded to you but starts after the federal grant period ends does not qualify.
- ✓ You must maintain a record of all the matching funds you use including: the source of the funds, when they were expended, and the amount.

If you are using volunteer labor as a match, you must provide a volunteer contract and a log of the number of hours each volunteer spent on the VAWA-funded project.

Budget Categories – Allowable and Unallowable Costs

Subgrantees are encouraged to refer to "[OMB Circular A-87, Cost Principles for State, Local,](#)

[and Indian Tribal Governments](#)” or “[OMB Circular A-122, Cost Principles for Non-Profit Organizations](#)” (as applicable to your organization) for a detailed discussion of allowable and unallowable costs on federal grants. Subgrantees should note that they **cannot** request reimbursement for items not listed in their budgets during the course of the grant. If a subgrantee wants to add, change, or remove an item from any of the budget categories approved with their award package, they **must submit** a Subgrant Adjustment Request (“SAR”). Please see the section titled “Subgrant Adjustment Requests” for a discussion of the procedure for submitting these. What follows below is a brief description of allowable and unallowable costs:

(1) Personnel

Personnel costs are eligible if they comply with the statements in the following checklist:

- ✓ Salaries for grant-funded positions must comply with the applicant agency’s employee salary classification schedule. Your agency should have submitted a “Salary Authorization Form” with your application to validate salary expenditures.
- ✓ Applicants must submit all grant-funded salaries for the Council’s approval. The Council will also determine the reasonableness of requested salaries and reserves the right to limit the grant-financed portion of any salary.
- ✓ Subgrantees may use grant funds for overtime pay, provided that the payment of overtime is allowable under the applicant agency’s policy. “Overtime pay” is remuneration for hours worked on a sub grant program in excess of full-time. “Full-time” is at least thirty-five (35) hours per week for sworn law enforcement officers and forty (40) hours per week for non-sworn personnel.
- ✓ The Council will not approve grant budget adjustment requests for reallocation of excess personnel funds created by a vacancy unless the subgrantee requests the reallocation **prior to sixty (60) days** before the grant expiration date. For VOCA subgrantees, final budget reallocations must be submitted by **August 1** for approval.
- ✓ Subgrantees may use grant funds to pay personnel leaving employment for accrued annual leave and/or accrued compensatory time if the Council approves, and if such use is in accordance with the subgrantee’s personnel policy. The proportion of grant funds paid for accrued annual leave and accrued compensatory time may not exceed the proportion of funds used to pay the employee’s salary.
- ✓ Funds may not be used to pay for on-call hours.

(2) Fringe Benefits

Fringe benefits should be based on actual known costs or an established formula. Fringe benefits are for the personnel listed in the “Personnel” budget category and **only for the percentage of time devoted to the project**. Fringe benefits on overtime hours are limited to FICA, Worker’s Compensation, and State Unemployment Compensation. Costs included

(4) *Equipment*

Equipment is any tangible, non-expendable personal property with a useful life of more than one (1) year and acquisition costs equal to or greater than \$5,000 per unit. Included in the definition of equipment are any other items a subgrantee chooses to capitalize in its own accounting records. Subgrantees may not apportion costs for equipment into smaller components to avoid the true acquisition costs.

A list of equipment purchases must be submitted to the Council and subgrantees may request additional equipment through grant adjustments. The Council will authorize equipment if the subgrantee demonstrates that it is necessary, essential to the successful operation of the grant projects and reasonable in cost.

Equipment purchased with grant funds is subject to the [Department of Administrative services' state surplus property procedures](#).

CJCC staff is available to assist sub-grantees with these procedures.

(5) *Supplies*

Expenditures in this category are eligible if they comply with the statements in the following checklist:

- ✓ Supplies and direct operating expenses are costs directly related to the daily operation of the sub grant program that are not included in any other budget category and have an acquisition cost of less than \$5,000 per unit. Examples of allowable costs include office supplies, shared costs of office equipment, paper, printing, postage, classroom instructional supplies and educational resource materials.
- ✓ Funds **may not** be used to promote a program through paid advertisements or promotion gifts without the Council's prior written approval.
 - An **exception** – CJCC has allowed in the past for programs to use funds to pay for billboards to advertise a hotline or program services. Such a billboard must display the disclaimer language referenced above under "Printed Materials." CJCC reserves the right to allow or disallow requests on a case-by-case basis.
- ✓ The Council will not approve use of funds to purchase admission to any amusement park, recreational activity or sporting event.
- ✓ Funds may not be used to pay for gift cards for victims to purchase food or other items. For example, an agency may not request reimbursement from their VOCA grant to pay for a WalMart gift card for a victim to purchase emergency household items following a crime. All such purchases must be accompanied by an itemized receipt for a reimbursement to be allowable.

- ✓ The State of Georgia’s Non-Employee Group Meals Policy and the [OJP Financial Guide Three-Prong Test](#) governs subgrantees’ use of grant funds for food, meals, beverages and related costs. This policy is included in the State Accounting Office’s [Statewide Accounting Policy and Procedure Manual](#).

(6) *Printing*

Expenditures in this category are eligible if they comply with the statements in the following checklist:

- ✓ Business cards are allowable only for VOCA funded personnel.
- ✓ Program letterhead is an allowable expense.
- ✓ Costs for printing program-related materials are allowable. **Please see the [“Printed Materials”](#) section for the policy on obtaining approval for paying for such materials.**
- ✓ Brochures printed with grant funds must acknowledge the funding source. **Please see the [“Printed Materials”](#) section for the required language.**

(7) *Other*

Expenditures in this category are eligible if they comply with the statements in the following checklist:

- ✓ Individual consultant fees may not exceed \$450/day or \$56.25/hour, but may include actual time for preparation, evaluation and travel in addition to the time for the presentation or service. Consultant transportation, hotel, and incidental costs are not included in this maximum amount and may be specified separately under the contract.
 - According to the 2009 OJP financial guide, a **consultant** is “an individual who provides professional advice or services.” CJCC **does not fund** the use of consultants for general organizational administration or strategic planning efforts. All “professional advice or services” **must be directly related** to the provision of victim services according as defined in [VOCA Program Guidelines](#).
 - Subgrantees requesting consultant expenses on their grant must be able to justify the rate they are requesting either using the provider’s billing history for a similar service, or using local market rates. For example, a subgrantee requesting a contract licensed therapist expense may use the therapists’ hourly billing rate with similar clients and submit invoices verifying this rate to justify the amount requested on the grant.
- ✓ Consultants who are state or local government employees, or are personnel at another CJCC-funded nonprofit or nongovernmental agency must show that the time they are spending on the grant is separate from the time CJCC is funding for work at their respective agency.
- ✓ See [Appendix 1](#) for a sample consultant contract.

- ✓ For-profit corporation or nonprofit consulting services must be determined through competitive bidding.
- ✓ Agencies may not request accounting, auditing, or bookkeeping services furnished through an independently-employed individual, unless the agency expends more than \$500,000 in federal funds during its fiscal year. If allowable, these services may not exceed \$56.25/hour or \$450/day. Reimbursement for these services will be pro-rated across all federal funding services.
- ✓ Costs for office rent and utilities are allowable if they are justified and if the agency provides a statement of comparable rates in the area. These costs will be pro-rated for grant-funded staff. Liability costs (such as malpractice insurance) are similarly allowable under these conditions. Subgrantees seeking to recover rent costs must furnish a copy of their lease agreement.

Expenditure Reimbursement Requests & Budget Adjustments

(1) Subgrant Expenditure Reports (SERs)

A subgrantee may submit a request for reimbursement on either a quarterly or monthly basis. Below are the due dates for either quarterly or monthly subgrant expenditure reports. CJCC staff does their best to approve and submit all SERs for payment within 14 days of receipt. This turn-around time strongly depends on whether the subgrantee has provided all the necessary documentation with their SER and is current with their programmatic reports. **Late programmatic reports or incomplete documentation will delay SER processing.**

Quarterly	30 days after Quarter end date	Ex.: January 1-March 31 Due: April 30
Monthly	15 days after Month end date	Ex.: January 1-January 31 Due: February 15

(2) Helpful Hints for Successful Approval of SER's

- ✓ For your SER to be approved, you **must have all your programmatic reports** (i.e. VSSR) submitted on time. For example, if you request reimbursement on a quarterly basis, and you are requesting payment for grant activities from April 1-June 30, your first Quarter VSSR (due April 30) must be received before you are reimbursed. **Delinquent or incorrect reports will result in delayed reimbursements.**
- ✓ Ensure your SER is on the correct form. You can access this form on [CJCC's website](#) by navigating to Grants>>Forms & Publications>>Expenditure Reporting Forms. Be sure to use the "VOCA Reporting SER Form."
- ✓ Ensure your authorized grant official has signed these forms. For local government

agencies such as District Attorney Offices, this should be your **Board Commission Chair**; for nonprofit organizations, this should be your **Board Chair**. **NOTE:** The authorized grant official can delegate signing authority once he/she signs and submits all award package documents. To delegate this authority, the authorized signor should submit a **signed** letter to CJCC stating the following:

“I [authorized signor], [Chairman of the Board of Commissions/Board Chair of XYZ Nonprofit] authorize [Name], [Title within organization] to sign any future forms and documents pertaining to subgrant #CXX-8-ABC.”

- ✓ Be sure to include any supporting documentation with your SER. These include:
 - Travel Logs – applicable if you are requesting reimbursement for in- or out-of-state travel. Travel logs should include miles traveled if using your personal or company vehicle. Use the “Travel Expense Statement” under Grants>>Forms & Publications>>Expenditure Reporting Forms to submit this information.
 - Volunteer Timesheets – If you are using volunteer hours as match, you must submit these with your VSSR. You must also have a Volunteer Contract on file with CJCC for each volunteer whose time you are claiming as match. Sample contracts can be downloaded on [CJCC's Website](#) from the Grants>>Forms & Publications>>Applications and Awards Documents.
 - Payroll Register – if you are requesting personnel time reimbursements please submit the register with your SER to verify the salary.
 - Invoices – if you are requesting payment for contractor services or equipment costs, please include an invoice verifying the expenses and showing the work performed in the case of contractor services.

- ✓ Ensure all expenses listed on your SER were incurred during the current grant period. **Expenses incurred either before or after the grant period started will be disallowed** per the OJP Financial Guidelines (Part III - Chapter 2: Period of Availability of Funds, Obligation of Funds).
 - Subgrantees have between 15-30 days *after the end of a grant period* (depending on whether they report quarterly or monthly) to submit an SER with final expenses. *All expenses incurred during the last quarter or month of the grant period should be listed on this SER, regardless of whether the agency has completely paid for them.* For example, if your agency purchases a computer as specified in your budget in the last month of the grant award but intends to pay for the computer on arrival, you must include this incurred expense on your last SER to be reimbursed.

(3) Subgrant Adjustment Requests (SAR's)

Subgrantees must use subgrant adjustment requests to alert their Auditor/Examiner or Grant Specialist about any substantive changes related to their grants. Included in your agency's award packet was a subgrant adjustment request form that you must complete

and return along with a detailed budget.

SAR's should be submitted to alert CJCC about any of the following changes to your grant:

- ✓ A change in the Authorized Signature for the grant;
- ✓ A change in the contact information for the Agency Point of Contact
 - NOTE: This is **very important**. We have received emails from frustrated subgrantees or former employees alerting us that we are still sending them grant information when they are no longer employed with an agency. To avoid this, please be sure to submit an SAR whenever your Agency Point of Contact changes. We **will not** change point of contact information based on an email alert or phone call.
- ✓ Changes in budget allocations;
 - All changes to budget allocations must be pertinent to the original project scope. If the budget reallocation request results in a substantial change in your program's scope, it may be disallowed. For example, if you have experienced turnover in personnel and would like to move money from personnel to equipment to purchase a new computer or software system, CJCC may question your request for additional computers, given that you have fewer personnel.
 - All budget allocation changes must be submitted **sixty (60) days prior** to the grant period end (i.e. by August 1 for most VOCA grants). Any SAR's requesting changes to budget allocations received after the 60th day **will not** be approved.
- ✓ **NOTE:** All budget reallocation SARs must be submitted prior to the last sixty (60) days of the grant period and all expenses included in an SAR must be **anticipated** expenses to be incurred within those last 60 days. CJCC **will not** reimburse subgrantees for unapproved expenses incurred prior to the submission this final budget reallocation SAR.
- ✓ Changes in program scope or activities.

NOTE: All SAR's (except for final budget reallocations) must be submitted for any change **30 days** prior to that change taking effect. If you know that a staff member is leaving the organization or that the grant point of contact will change, please alert CJCC 30 days prior to this change so that staff can ensure the new point of contact receives proper technical assistance to manage your VOCA grant.

(4) Site Visits and Other Financial Requirements

As part of its grant monitoring functions, CJCC's is required to perform site visits of its subgrantees on at least a biennial basis. Site visits give CJCC the opportunity to see up close all our subgrantees' good work. Generally, CJCC determines for whom to conduct site visits based on either on a risk assessment of subgrantee financial and programmatic viability, subgrantee requests for technical assistance, or a request from CJCC's governing Council.

CJCC site visit staff will alert the subgrantee about an upcoming site visit at least 2-weeks prior to the visit. The subgrantee will receive a Pre-Site Visit Questionnaire that they must

complete and return to CJCC at least **1-week** prior to the visit.

Below is a list of record-keeping requirements that will make your site visit a success and keep your agency in compliance with the guidelines in the federal circulars cited above:

- ✓ Maintain all records related to a subgrant for 3 years after the grant is closed. The clock for record-keeping for a particular grant starts from the date of notification that the grant has been closed fiscally and programmatically;
- ✓ Keep all receipts related to any supplies or equipment purchases made with grant funds;
- ✓ Maintain an inventory list of all equipment and the grant funds used to pay for each;
- ✓ Ensure you have timesheets for all grant-funded personnel during the grant period;
 - Timesheets should capture the number of hours worked, the grant to which the hours are assigned, and the activities performed on the grant.
- ✓ Ensure you have policies and procedures that separate accounting duties within your organization;
- ✓ Ensure you have an Equal Employment Opportunity Plan, that you have filed this with the Office of Civil Rights (if applicable) or that you have filed a federal [Certification Form](#). Refer to Section "A" of this form to determine if your agency is exempt or go to the Office of Justice Program's Office of Civil Rights [website](#).
- ✓ Keep copies of invoices for contractors listed on the grant and a copy of the contract between your agency and the contractor.
- ✓ Ensure your accounting system is able to separate the expenses and revenue for each of your subgrants from other general expenses and revenue or those associated with other grants;
- ✓ Ensure you have non-discrimination policies for service provision and that these policies are made available to clients and employees (described below.)

CJCC staff will review all of these documents, your accounting system, your personnel policies and procedures and a random selection of receipts and other documentation during the site visit. Staff will also address any programmatic reporting or other issues with which your agency may need technical assistance.

Non-Discrimination in Service Provision

As recipients of federal funds, all subgrantees are subject to the following federal non-discrimination laws:

- ✓ Title VI of the Civil Rights Act of 1964 - 42 USC § 2000d;
- ✓ Section 504 of the Rehabilitation Act of 1973 - 29 USC §794;
- ✓ The Omnibus Crime Control and Safe Streets Act of 1968 - 42 U.S.C. § 3789d(c)(1);
- ✓ Title II of the Americans with Disabilities Act - 42 U.S.C. § 12132;
- ✓ Title IX of the Education Amendments of 1972 - 20 USC § 1681 (applicable to all subgrantees that conduct training);
- ✓ The Age Discrimination Act of 1975 - 42 USC § 6101; and,
- ✓ Equal Treatment for Faith-Based Organizations - 28 C.F.R. Part 38 (prohibits discrimination based on religious affiliation during service delivery).

Information about these laws can be found on the Department of Justice, Office of Civil Rights [website](#). Generally, to be compliant with these laws, subgrantees may not discriminate on the basis of sex, national origin, immigration status, religion, race, color, disability status, or age when providing services. Clients who feel they have been discriminated against may file a complaint with CJCC or the Office of Civil Rights. If a finding of discrimination is made against your agency, you must file these findings with the Office of Civil Rights.

To ensure your agency is providing the best possible services to all persons in your community, you should have a nondiscrimination policy for service provision. Disseminate the policy widely amongst your employees and clients seeking your services. An easy way to ensure all victims you serve are made aware of this policy is to include the language below in any publications or brochure about your agency that you distribute:

“The _____ Program does not discriminate against individuals or groups on the basis of race, color, national origin, religion, sex, immigration status, or disability. If you believe you have been the target of discrimination, you have the right to file a civil rights complaint. Information on how to file a civil rights complaint can be found on the Office of Justice Programs website: <http://www.ojp.usdoj.gov/about/ocr/complaint.htm>.”

Finally, all subgrantees must be prepared to make reasonable accommodations for persons seeking services who are either limited English proficient (LEP) or disabled to be compliant with the above nondiscrimination laws. For information and resources for providing services to LEP or disabled individuals, visit [LEP.gov](#) or Georgia’s [Americans with Disabilities Act Coordinator’s Office](#). You may also contact CJCC for technical assistance with questions or concerns.

Technical Assistance Resources

CJCC Technical Assistance

CJCC staff is committed to providing all subgrantees the best subject matter and financial technical assistance possible. For technical assistance related to programmatic reports or concerns or fiscal reports please contact:

Financial Reports and Requirements:

Michael Shackelford, Grants Specialist
Michael.Shackelford@cjcc.ga.gov
404.657.1971

Ayanna Campbell Williams, Auditor/Examiner
Ayanna.Campbell@cjcc.ga.gov
404.657.1976

Jonathan Peart, Auditor/Examiner

Jonathan.Peart@cjcc.ga.gov

404.657.1973

Programmatic Reports and Applications:

Stefanie Lopez-Howard, Planning & Policy Development Specialist

Stefanie.Lopez-Howard@cjcc.ga.gov

404.657.1960

Wesley Acosta, Operations Assistant

Wesley.Acosta@cjcc.ga.gov

404.657.2073

Lateefah Raheem, Program Director, Planning & Evaluation

Lateefah.Raheem@cjcc.ga.gov

404.657.1965

Below are some websites subgrantees may find useful to the programmatic or fiscal management of their VOCA grant.*

Georgia-Specific Technical Assistance Providers

Child Advocacy Centers of Georgia ([CACGA](#))

Georgia Coalition Against Domestic Violence ([GCADV](#))

Georgia Commission on Family Violence ([GCFV](#))

Georgia Court Appointed Special Advocates ([GACASA](#))

Georgia Network to End Sexual Assault ([GNESA](#))

Prosecuting Attorney's Council of Georgia ([PAC](#))

National Technical Assistance Resources

(1) Fiscal Grant Management:

Office of Justice Programs, [2009 Financial Guide](#);

Government Auditing Standards, [2003 Revision](#)

Federal Accounting Standards Advisory Board, [Generally Accepted Accounting Principles](#)

(2) Some National Best Practices and Technical Assistance Websites

- Office for Victims of Crime, Training and Technical Assistance Center ([OVCTTAC](#)).

* **NOTE:** The opinions or facts expressed in these websites do not represent those of CJCC or its staff.

- National Center for Victims of Crime ([NCVC](#))
- [National Children’s Alliance](#)
- National Coalition Against Domestic Violence ([NCADV](#))
- National Network to End Domestic Violence ([NNEDV](#))
- National Sexual Violence Resource Center ([NSRVC](#))
- [National Stalking Resource Center](#)
- Rape, Abuse, Incest, National Network ([RAINN](#))
- [Identity Theft Resource Center](#)

APPENDIX 1: Sample Consultant Contract

CONSULTING AGREEMENT

This Consulting Agreement, effective [INSERT DATE] is between [PARTY X] and [PARTY Y].

1. PURPOSE OF AGREEMENT. This agreement shall cover consulting services to be performed by PARTY X for PARTY Y. PARTY X agrees to perform the following duties in fulfillment of this agreement:
 - a. INSERT PROJECT SCOPE.
2. CONSULTING FEES AND EXPENSE REIMBURSEMENTS. During the term of this Agreement, PARTY Y shall pay PARTY X a consulting fee of \$X per hour. In addition to the consulting fee, PARTY Y shall reimburse PARTY X for all reasonable out-of-pocket expenses incurred in performing the services for PARTY Y. PARTY X shall submit invoices for services performed and expense reports as expenses and fees are incurred, but at least twice a month. All expense reimbursements will be in compliance with the [INSERT] guidelines.
3. TERM. This agreement will take effect on and continue through [INSERT DATE]. This Agreement may be extended beyond the initial term only if agreed, in writing, by PARTY X and PARTY Y.
4. GENERAL. PARTY X shall perform the consulting services as an independent contractor and not as an employee, partner, joint venturer or principal of PARTY Y. This Agreement may be modified or amended only as agreed in writing by both parties. This Agreement contains the entire agreement between the parties and supersedes all prior or contemporaneous negotiations or agreements between the parties relating to the consulting services. This Agreement is governed by [INSERT STATE] State law.

By: _____
PARTY X

PARTY Y

Date: _____

Date: _____

APPENDIX 2: Pulling ALICE Reports for Quarterly VSSR

Introduction:

CJCC Staff would like to thank Carolyn Booth, Grant Manager, at the Partnership Against Domestic Violence (PADV) for putting this guide together. While your agency's ALICE program may be configured a bit differently and you may not provide every single service that PADV does, CJCC staff hopes the information in this appendix helps streamline your report collection and VSSR submission. **Also Note: This pulls data in a format that works for the previous Excel version of the VSSR. You may need to modify this for the changes made via the web-based form.**

If you have any questions about the contents of this Appendix, please contact Carolyn Booth at Carolyn@padv.org.

Instructions:

Alice Report 1 – Determining Legal Advocacy NEW Clients (Adult Shelter, Adult Outreach, Child Outreach) for **VSSR Section IIA – Victims by Category of Victimization (New Victims) AND VSSR Section IIB – Victim Demographics New Victims Only** tabs of the Victims Service Statistical Reporting Form VER.3.10.xls

- **Report Type:** *Combined Intakes & Calls*
- **Select Report from Left Box:** *Demographic Activity Statistics and Query*
- **Start Month/Year, End Month/Year:** *Put in the first month of the quarter and year, last month of the quarter and year*
- **Service Category:** *Legal Advocacy*
- **Place a check:** *Select all service names in a service category*
- **Click CREATE**
- **Custom Age Range:** *CJCC (choose this option from the box that displays)*
- **Click DONE**
- **Which field will be used as the unique identifier?** *Select ID#*
- **Choose 'New clients – those with NO other activities between'** *and put a start date (a year earlier if you want) and the end date should be the day before the quarter you are reporting on.*
- **Click DONE**

PADV runs Alice Report 1 for Agency Gwinnett and Fulton then combines the results for entry into the VSSR Section IIA – Victims by Category of Victimization (New Victims) and VSSR Section IIB – Victim Demographics – New Victims spreadsheets.

PADV places each county or counties served in Column A of VSSR Section IIA.

PADV places number of clients served for each county under the Domestic Violence column of the VSSR Section IIA report.

*For VSSR Section IIB, utilizing the Alice report, place all the AGE, RACE/ETHNICITY, and DISABILITY information under the section marked **Domestic Violence** of this sheet.*

Alice Report 2 – Determining Legal Advocacy Existing Clients (Adult Shelter, Adult Outreach, Child Outreach) for **VSSR Section IIC – Victims by Category of Victimization (Existing Victims)** tab of the Victims Service Statistical Reporting Form VER.3.10.xls

- **Report Type:** *Combined Intakes & Calls*
- **Select Report from Left Box:** *Demographic Activity Statistics and Query*
- **Start Month/Year, End Month/Year:** *Put in the first month of the quarter and year, last month of the quarter and year*
- **Service Category:** *Legal Advocacy*
- **Place a check:** *Select all service names in a service category*
- **Click CREATE**
- **Custom Age Range:** *CJCC (choose this option from the box that displays)*
- **Click DONE**
- **Which field will be used as the unique identifier?** *Select ID#*
- **Choose 'Existing clients – those with other activities between'** and put the start date as the first day of the quarter reporting on and the end date should be the last day of the quarter you are reporting on.
- **Click DONE**

PADV runs Alice Report 2 for Agency Gwinnett and Fulton then combines the results for entry into the VSSR Section IIC – Victims by Category of Victimization (Existing Victims).

PADV places each county or counties served in Column A of VSSR Section IIC. PADV places number of clients served for each county under the Domestic Violence column of the VSSR Section IIC report.

Alice Report 3 – Determining Services Received by Legal Advocacy Clients for New Clients for **VSSR Section III – Victims by Type of Service Received (New Victims)**

- **Report Type:** *Activity*
- **Select Report from Left Box:** *Units of Services*
- **Start Month/Year, End Month/Year:** *Put in the first month of the quarter and year, last month of the quarter and year*
- **Service Category:** *Legal Advocacy*
- **Client type:** *OUTREACH clients (then this entire process must be done for ADULT SHELTER clients)*
- **Place a check:** *Select all service names in a service category*
- **Click CREATE**
- **Click the box to create a Query Report**
- **Click DONE**
- **In the first row of the Query, select County as the data item, 'is' in the operator columns, and put in the first county showing on the new clients report (example: Dekalb)**
- **Click SELECT**
- **On the next box, CHECK 'Show unduplicated count by ID#'**

- **Choose 'New clients – those with NO other activities between'** and put a start date (a year earlier if you want) and the end date should be the day before the first day of the quarter you are reporting on.
- Click **DONE**

Send this report to the printer. This report will need to be run for each county that contains new clients utilizing Legal Advocacy during the reporting period (and then run again after OUTREACH clients to print all ADULT SHELTER clients). In PADV's case, sometimes this is run up to 20 times or more as the clients served are from all over the state of Georgia. CJCC has an information sheet that shows where different legal activities match to their columns. At PADV, here is the way our terms match to CJCC report requirements:

<u>CJCC Column Heading</u>	<u>PADV field to match</u>
In-Person Crisis Counseling	This can be copied from Section IIA figures showing for domestic violence new clients served – as all PADV clients are considered in-person, in-crisis counseling
Telephone Hotline Crisis Counseling	PADV leaves this column blank and doesn't report
Follow-Up	This is the exact same data that is now showing under the In-Person Crisis Counseling – simply cut and paste
Therapy	PADV leaves this column blank
Group Treatment	PADV leaves this column blank
Safe Shelter	PADV leaves this column blank
In-Person Information/Referral	PADV leaves this column blank
Telephone Contact/Information & Referral	PADV leaves this column blank
Outreach/LE Contacts	PADV leaves this column blank
Emergency Financial Assistance	PADV leaves this column blank
Emergency Legal Advocacy	Looking at each individual county report printed to show client legal advocacy activities, place the clients showing 'TPO'
Other Emergency Assistance	Looking at each individual county report printed to show client legal activities, place the number of clients showing 'safety planning'
Criminal Justice Support/Advocacy	Looking at each individual county report printed to show the client legal activities, place the number of clients showing 'Legal Advocacy'
Personal Advocacy	PADV leaves this column blank
Assistance in Filing Victims' Compensation	Looking at each individual county report printed to show the client legal activities, place the number of clients showing 'Victims Comp'
Assistance w/Applying	PADV leaves this column blank

<u>CJCC Column Heading</u>	<u>PADV field to match</u>
TANF, Medicaid, et.	
Non-Emergency Legal Advocacy	PADV leaves this column blank
Other	PADV leaves this column blank

To complete VSSR Section IV – Total Units of Service Delivered to All Clients

Alice Report 3 –VSSR Section IV – Total Units of Service Delivered to All Clients

- **Report Type:** Activity
- **Select Report from Left Box:** Units of Services
- **Start Month/Year, End Month/Year:** Put in the first month of the quarter and year, last month of the quarter and year
- **Service Category:** Legal Advocacy
- **Client type:** OUTREACH clients (then this entire process must be done for ADULT SHELTER clients)
- **Place a check:** Select all service names in a service category
- Click **CREATE**
- Click the box to create a **Query Report**
- Click **DONE**
- In the first row of the Query, select **County** as the data item, 'is' in the operator columns, and put in the first county showing on the new clients report (example: Dekalb)
- Click **SELECT**
- On the next box, CHECK '**Show unduplicated count by ID#**'
- **Choose 'All Clients'**
- Click **DONE**

Send this report to the printer. This report will need to be run for each county that contains new clients utilizing Legal Advocacy during the reporting period (and then run again after OUTREACH clients to print all ADULT SHELTER clients). In PADV's case, sometimes this is run up to 20 times or more as the clients served are from all over the state of Georgia. CJCC has an information sheet that shows where different legal activities match to their columns. At PADV, here is the way our terms match to CJCC report requirements:

<u>CJCC Column Heading</u>	<u>PADV field to match</u>
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Telephone Hotline Crisis Counseling	PADV leaves this column blank and doesn't report
Follow-Up	This is the exact same data that is now showing under the In-Person Crisis Counseling – simply cut and paste
Therapy	PADV leaves this column blank
Group Treatment	PADV leaves this column blank
Safe Shelter	PADV leaves this column blank

<u>CJCC Column Heading</u>	<u>PADV field to match</u>
In-Person Information/Referral	PADV leaves this column blank
Telephone Contact/Information & Referral	PADV leaves this column blank
Outreach/LE Contacts	PADV leaves this column blank
Emergency Financial Assistance	PADV leaves this column blank
Emergency Legal Advocacy	Looking at each individual county report printed to show client legal advocacy activities, place the clients showing 'TPO'
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Personal Advocacy	PADV leaves this column blank
Assistance in Filing Victims' Compensation	Looking at each individual county report printed to show the client legal activities, place the number of clients showing 'Victims Comp'
Assistance w/Applying TANF, Medicaid, et.	PADV leaves this column blank
Non-Emergency Legal Advocacy	PADV leaves this column blank
Other	PADV leaves this column blank

APPENDIX 3: Sample Salary Authorization Form

Sample Job Offer Letter

COMPANY LETTERHEAD

Date
Applicant Name
Address
City, State, Zip
Phone
Email

Dear Mr. / Miss/ Mrs. /Ms. [NAME],

Congratulations! We are pleased to offer you a job with [COMPANY NAME]. The position offered is [JOB TITLE] at a salary of [SALARY]. The position of [JOB TITLE] is a full time position and reports to [name of supervisor]. The company hours are [COMPANY HOURS]. We would like you to start work on [DATE]. If you are unavailable on that date, please contact us immediately. On [START DATE] please report to [NAME OF SUPERVISOR] for orientation.

We look forward to having you on our team and are confident you will make a significant contribution to [COMPANY NAME].

Sincerely,

[NAME OF PERSON OFFERING THE JOB]
[POSITION]
[COMPANY]