

NATHAN DEAL
GOVERNOR



JAY NEAL
EXECUTIVE DIRECTOR

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

Victims of Crime Act (VOCA) Grant Program FY 2017 Competitive Request for Applications

CFDA 16.575

Eligibility

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

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

Deadline

Applications are due at 5:00 p.m. on Monday, July 17, 2017

Award Period

Initial award period October 1, 2017 – September 30, 2018. Awarded agencies will be eligible annually for continued funding at the amount awarded through September 30, 2020. All continuation funding will be contingent upon availability of funds and compliance with grant management requirements.

Total Award Amount

Up to \$18,000,000

Contact Information

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

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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.

Release Date: June 2, 2017

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Victims of Crime Act (VOCA) Grant Program

FY 2017 Competitive Request for Applications

Criminal Justice Coordinating Council

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

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

Overview

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

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

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

Under the VOCA Program Guidelines and Rules, funding priority is given to programs serving victims of sexual assault, child abuse, and domestic violence. At least 30% of each year's formula grant must be allocated to sexual assault, child abuse, and domestic violence services, 10% for each category. An additional 10% must also be allocated to victims of violent or property crime who are "previously underserved," which indicates that the particular victim population historically or currently has not had access to or been provided with specialized or adequate services. OVC includes groups as underserved or unserved when their access to services is limited by factors like language barriers, economic limitations, disabilities, or location. Groups of victims who fall into this category may be identified by the type of crime they experience, characteristics of the victim, or both. Victims may differ between jurisdictions, examples include: DUI/DWI victims, survivors of homicide victims, American Indian/Alaska Native victims in certain jurisdictions with insufficient victim service resources, victims of physical assault, adults molested as children, victims of elder abuse, victims of hate and bias crime, victims of kidnapping, child victims and adult survivors of child pornography, child victims of sex trafficking, victims of violent crime in high crime areas, LGBTQ victims, victims of federal crimes, victims of robbery, and victims of gang violence.

A. Eligibility

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

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.

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 [2017 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.

Priority Areas

Through cooperative agreements, CJCC will make awards to continue, expand, or enhance services for victims of crime. These awards will also provide funding to reach and serve more crime victims and address gaps affecting victims of crime.

OVC requires states to dedicate 10% of VOCA funds to each of the following federally mandated priority areas: sexual assault, child abuse, domestic violence, and previously underserved communities. The remaining 60% will be used at the discretion of the state to support any of the aforementioned areas as well as other programs such as non-traditional, innovative approaches to victim service delivery targeted to provide direct services to primary and secondary victims of crime.

Priority Area Allocations:

- 1) Sexual Assault – 10% (up to \$1.8 Million)
- 2) Child Abuse – 10% (up to \$1.8 Million)
- 3) Domestic Violence – 10% (up to \$1.8 Million)
- 4) Previously Underserved – 10% (up to \$1.8 Million)
- 5) Transportation – \$1.7 Million - one passenger van for each domestic violence agency that provides residential 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.
- 6) VWAP Advocates - \$3.1 Million
- 7) Discretionary – up to \$6 Million

In Spring 2015, CJCC conducted *Community Conversations on the needs and gaps of Victim Services in Georgia*. The conversations provided an opportunity for various stakeholders across the state to share their input on what it would take to better serve victims of crime throughout the state. Conversation sessions were held in ten locations to solicit data reflective of as many program types and needs as possible. Although not every direct service provider was able to participate, this solicitation seeks innovative proposals that further the goal of those conversations. The forthcoming examples highlight recurring themes discovered during the conversations reflecting several of the most common needs identified throughout state.

CJCC invites applicants to address **one** priority area per application as identified below:

1. ***Sexual Assault:*** Includes rape, sexual assault, forcible sodomy, aggravated sexual contact, abusive sexual contact, and attempts to commit such offenses, as punishable under applicable Federal or State Law (please see [state standards on sexual assault](#))

Examples of Need:

- Expansion of sexual assault services into counties where no sexual assault center is directly located; Developing satellite or outreach services to serve counties where there are no CJCC-funded service providers currently delivering sexual assault services
- Hire additional sexual assault advocates and/or a SART coordinator to increase/improve the services victims receive – *Recommendation: Additional staff position within a dual center provides service specific to the sexual assault program*

- Increase victims access to and usage of trauma-informed care and other mental health services including out-patient therapy/counseling (including, but not limited to, substance abuse treatment so long as the treatment is directly related to the victimization)
- Onsite forensic medical examinations or starting a mobile program
- Transportation assistance for victims of sexual abuse

2. ***Child Abuse and Neglect:*** At minimum, any recent act or failure to act on the part of a parent or caretaker which results in death, serious physical or emotional harm, sexual abuse, or exploitation; an act or failure to act which presents an imminent risk of serious harm

Examples of Need:

- Train employees as assessors to work with Georgia Cares and participate on the statewide multidisciplinary team
- Increase safe home options and/or housing options to transition aged-out victims
- Increase victims access to and usage of trauma-informed care and other mental health services
- Staffing to increase/improve the services victims receive
- Technology to improve victim service efforts
- Transportation assistance for victims of child abuse and neglect
- Collaboration with other service providers to assist with screening of primary and secondary child victims to aid in addressing childhood trauma and polyvictimization
- Collaborate to offer guidance to practitioners regarding client-level data sharing, consents, and protocols

3. ***Domestic Violence:*** Includes felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction (shelters only - please see [state standards on domestic violence](#))

Examples of Need:

- Increase safe home options and/or housing options to transition victims and their families to serve counties where there are no CJCC-funded service providers currently providing shelter services
- Increase victims access to and usage of trauma-informed care and other mental health services including out-patient therapy/counseling (including, but not limited to, substance abuse treatment so long as the treatment is directly related to the victimization)
- Long-term and/or transitional housing options for victims, both individuals and families.
 - *Please note that domestic violence agencies currently receiving Department of Community Affairs funds, may each receive up to \$12,500 each for the 7/1/17 to 9/30/17 (only if the agency did not apply for FY18 Emergency Shelter Grants administered by the Department of Community Affairs and submits current DCA contract with this application as proof of FYI7 funding.)*

- Hire additional domestic violence advocates increase/improve the services victims receive – *Recommendation: Additional staff position within a dual center provides service specific to the domestic violence program*
- Transportation assistance for victims of domestic violence
- Developing, expanding, or strengthening programs that address stalking
- Increase direct services to children exposed to domestic violence through collaborative efforts

4. ***Previously Underserved:*** An area or community lacking an adequate level or quality of service in an eligible program

Culturally-Specific Communities – Designed to be responsive to victims of crime within specific cultural communities

Examples of Need:

- Increase victims access to and usage of financial, housing, and mental health services
- Staffing to increase/improve the services victims receive
- Technology that will enhance an agency's ability to serve victims reluctant to report or identify themselves for fear of deportation or other retribution
- Transportation assistance for victims in underserved populations
- Increase usage of multi-lingual professionals and resources
- Advocacy specific to victims not connected to a prosecutorial process

Community-Based Projects - Designed to address the needs of crime victims intrinsic of specific communities in their own environment; examples include, but are not limited to: elder abuse, human trafficking, identity theft and fraud, survivors of homicide, hate crimes, and male assault

Examples of Need:

- Advocacy for victim services in law enforcement agencies
- Community education/outreach for primary and secondary victims
- Develop and/or implement innovative method(s) of service delivery to identify and eliminate barriers to safety and support services increasing victims' access to services – i.e. the use of video chat to connect with and/or serve victims
- Increase collaborative efforts to serve victims who are older adults and adults with disabilities
- Increase community-based, non-residential service delivery
- Provide trauma-informed mental health services
- Staffing to increase and/or improve services victims receive
- Technology to improve victim service efforts
- Establish a platform offering guidance to practitioners regarding client-level data sharing, consents, and protocols

Agencies may submit multiple applications; however, each application may address only one priority area. Thus, a dual sexual assault and child advocacy center must submit one application specifically for the sexual assault program and a separate application specifically for the child advocacy program. Avoid

duplicating the same information in different applications. Use data specific to the need(s) identified in each application – do not copy and paste information from one application to another. Applications will be scored solely based on the specific priority area identified as the target by the agency.

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

B. Grant Award Agreement

Grant Award Period: This initial grant award period covers October 1, 2017 through September 30, 2018. Awarded agencies will be eligible annually for continued funding at the amount awarded through September 30, 2020. All continuation funding will be contingent upon availability of funds and compliance with grant management requirements.

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

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

C. Reporting Requirements

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

Data submitted through the Victim Services Statistical Report (VSSR) will be prorated to accurately reflect the use of VOCA funds. Subgrantees are expected to establish data collection and reporting systems to provide CJCC with accurate data by each quarterly deadline. Outcome performance measure (OPM) data is reported regardless of funding source and therefore does not require proration.

Failure to submit any required reports by the deadline specified may significantly delay any and all subgrant expenditure reimbursements (SERs) submitted relative to the grant period. Repeated or continued delays may result in a staff recommendation requesting a reduction to the overall grant award for noncompliant agencies.

Quarterly Progress Reports: All VOCA grant subgrantees will be required to submit reports on their program outputs supported by VOCA funding on a quarterly basis. VOCA victim service programs must complete the VSSR which details the number of victims (new and existing) served by type of

victimization and number of services delivered by type of service. VOCA victim service subgrantees must collect data according to the categories of the VSSR. Victimization and service definitions are provided in the [2017 Victim Service Statistical Report Subgrantee Guide](#) as posted on CJCC's website. Statistical reports are due 20 days following the end of the quarter. These reports are processed through the Statistical Analysis Center (SAC). Agencies who are late with this report may experience a delay in processing reimbursement reports.

VSSR QUARTERLY PROGRESS REPORTS		
QUARTER	REPORTING PERIOD	DUE DATE
1	October 1 – December 31	January 20
2	January 1 – March 31	April 20
3	April 1 – June 30	July 20
4	July 1 – September 30	October 20

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

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

Annual Outcome Performance Report: All VOCA grant subgrantees must use the survey instruments on the CJCC's website to submit reports on their program outcomes. The instruments are categorized by the type of victims an agency serves. VOCA subgrantees must follow the updated version of the [Outcome Performance Measurement Guide](#). The [surveys](#) are available on the CJCC website, along with Excel spreadsheets to compile and aggregate data from individual clients.

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

OUTCOME PERFORMANCE MEASURES	
REPORTING PERIOD	DUE DATE
October 1 – September 30	October 30

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

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

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

Post-Award Requirements

1. **Grant Management Workshop** - If an applicant is awarded a grant, the subgrantee will be required to attend a CJCC grant management workshop.
2. **Compliance Monitoring** - CJCC staff monitoring activities may also be conducted throughout the grant year; i.e. annual site visits and desk reviews. Visits and reviews will be scheduled with the grantee in advance. Site visits and desk reviews will be conducted to monitor the program for implementation and to view program documentation.
3. **Additional Training, Technical Assistance, and Events** - CJCC may offer several 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 subgrantees as needed or requested throughout the year.

D. 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

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.

- 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](#) (EEOP) 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 non-compliance may result in a reduction of the award.

Other

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

E. Application Submission

Submission Instructions

Applications must be submitted online via the [2017 VOCA Competitive Request for Applications](#). Agencies with multiple programs/projects must submit separate, unduplicated applications.

Applicants will be able to save their entries and continue once the application is started by using the most recent unique link provided by the online application system. After each save, a new unique link to return to the most recent version of the application will be generated. Please keep the link received after the last save as well as opt-in to have that same link sent to the email address provided by the applicant.

Please use the latest unique link generated to return to the most recent version of the application.

Caution: If a previous link that is not the most recent is used, a portion of or all entries may be lost.

Please include attachments only when ready to submit the final online application as they will **not** save in draft.

Applicants may use this RFA as a worksheet for compiling the application. CJCC recommends that applicants compile all information requested in this RFA before beginning the online application. Applicants who experience technical difficulties or emergency circumstances should immediately contact Natalie Williams for Domestic Violence and Sexual Assault programs at Natalie.Williams@cjcc.ga.gov or Kyra Matthews for Child Abuse and Previously Underserved programs at Kyra.Matthews@cjcc.ga.gov. Staff may also be reached at 404-657-1956.

Applications must be submitted **no later than 5:00 pm on Monday, July 17, 2017. There is no commitment on the part of CJCC to fund an application or to fund it at the amount requested.**

All areas of the budget are subject to review and approval. Decisions related to those budget areas are based on admissibility, justification, and reasonableness.

The application must be completed and submitted in accordance with RFA guidelines for submission or the application 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.

Please see appendix for sample application.

F. Attachments

Project Narrative (*not to exceed 10-pages*)

All applicants must attach a project narrative describing the proposed project. The narrative must be double-spaced in Times New Roman, 12-point font and attached as a Word or .pdf document.

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

- **Project description:** Provide a 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 project 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.
- **Project activities and services:** Describe how the agency will achieve the stated project goals. Outline what the activities and services are, who will conduct the activities and/or provide services, where services will be delivered, how victims will safely access services, and a timeline for accomplishing the activities and/or a description of how case plans will be developed.
- **Resources needed:** In this section, please clearly explain the resources needed to conduct, enhance, and/or expand the project activities and services necessary to achieve project's goals. For example, if the proposed project will also be supported by a United Way grant, county funding, and Junior League volunteers, then explain how VOCA funds will supplement these resources and enable the project to be conducted. State what other funds will be used to cover the costs of this project.
- **Evaluation plan:** Please describe what data the agency collects or will collect for the proposed project and how data is collected. Examples include intake forms and exit surveys staff or volunteers assist victims to complete. Also explain how the agency will know if it met its project goals. Indicators of success typically include outcomes that restore or enhance victim safety and stability, increase knowledge of the criminal justice system, etc.

Budget

All applicants must attach a budget using the provided [Detailed Budget Worksheet](#). All line items within the budget are subject to review and approval. Decisions related to these budget line items

are based on allowance of line item costs per VOCA program guidelines, justification of costs in relation to project activities, and reasonableness of costs based on current market rates.

All projects must submit a minimum funding match of 20% through cash and/or in-kind contributions unless a waiver will be requested (see pages 13-14). The sources of the match must be identified in the budget section of the application. The VOCA guidelines require the use of volunteers to meet a portion of the required match. Please note that *volunteer hours are valued by the CJCC at \$12.00 per hour* unless a written request for higher rates is included with the award packet when submitted to CJCC.

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

Formula for Match Calculation

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

Example 1:

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

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

Example 2:

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

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

Indirect Costs

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

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

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

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

Program Income

The 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.

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.

Budget Narrative

This narrative should thoroughly and clearly describe every category of expense listed on the Budget Detail Worksheet. Proposed budgets are expected to be complete, reasonable and allowable, cost-

effective, and necessary for project activities (justifiable). The narrative should be mathematically sound and correspond with the information and figures provided in the Budget Detail Worksheet. The narrative should explain how all costs were estimated and calculated and how they are relevant to the program. Please attach as a separate page.

Organizational Chart

An organizational chart is a diagram which displays the structure of an organization and shows the relationships and relative ranks of staff. Applicants should include names, titles, and salaries illustrative of the entire program under which the proposed project aligns.

Submit Application

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

Please be sure to click submit so that the online application is received. The application must be submitted by the deadline to be considered for an award. If more than one application is submitted for the same project, CJCC will only accept the most recent application.

Once submitted, please right click the screen to print and save a .pdf of the confirmation page. The application point of contact will receive a confirmation email as well.

G. Application Process

Timeline

CJCC strives for transparency in its VOCA application and award process. The working timeline for applications and awards is as follows:

Milestone	Target Date
Release RFAs and open application	June 2, 2017
Application closes	July 17, 2017
CJCC sends award packets to subgrantees	September 2017
Award packet workshops	September/October 2017
Award packets due to CJCC	October/November 2017
Start of VOCA grant year	October 1, 2017

Funding Decisions and Appeals

All funding decisions related to the VOCA grant program from this solicitation are based on the availability of funding and recommendations of the CJCC staff review panel to the Victim Assistance Grants Committee. The Committee votes to accept or deny staff recommendations, which are subject to the Council's approval.

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

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

Application Review Process

All applications and attachments are reviewed by CJCC Victim Assistance Unit staff. Applications are primarily reviewed based on three basic criteria: submission of complete and accurate information, programmatic compliance with federal and state guidelines, and financial compliance such that all costs are admissible, justifiable, and reasonable per the federal and state guidelines.

Application Webinars and Technical Assistance

CJCC staff will conduct in-person application trainings on the following dates and times:

	Option 1 (In-Person) New Applicants Only Tuesday, June 13, 2017 10:00 am – 12:00 pm	Option 2 (In-Person) Current Subgrantees Only Wednesday, June 14, 2017 1:30 pm – 3:00 pm
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CJCC staff will conduct application trainings via webinar on the following dates and times:

	Option 3 (Webinar) All Applicants Thursday, June 15, 2017 10:00 am – 11:30 am	Option 4 (Webinar) All Applicants Thursday, June 22, 2017 1:30 pm – 3:00 pm
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To sign up for one of these workshops, register online by clicking the appropriate link for [Option 1](#), [Option 2](#), [Option 3](#), or [Option 4](#). A registration confirmation will be sent to the email specified. Up to two people per applicant agency may register for and attend in-person trainings. All attendees must register separately. Trainings will cover both the RFA and online application followed by a Q&A.

Applicants may also contact members of the Victim Assistance Unit for technical assistance. **Note:** CJCC **neither** coaches applicants regarding content development **nor** provides feedback on the quality of the proposed application. CJCC **does** provide feedback on whether or not financial or programmatic activities are allowable, reasonable, and/or justifiable.

APPENDIX A:

Allowable/Unallowable Costs and Activities

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

§ 94.119 Allowable direct service costs.

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

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

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

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

- (1) Working with a victim to assess the impact of the crime,
 - (2) Identification of victim's needs,
 - (3) Case management,
 - (4) Management of practical problems created by the victimization,
 - (5) Identification of resources available to the victim,
 - (6) Provision of information, referrals, advocacy, and follow-up contact for continued services, as needed, or
 - (7) Traditional, cultural, and/or alternative therapy/healing (e.g., art therapy, yoga)
(Please note: Agencies will not be funded to solely provide services under this item as existing victim service providers may offer these services via contract or by other means);
- (c) *Mental health counseling and care*—Mental health counseling and care, including, but not limited to, outpatient therapy/counseling (including, but not limited to, substance abuse treatment so long as the treatment is directly related to the victimization) provided by a person who meets professional standards to provide these services in the jurisdiction in which the care is administered;
- (d) *Peer-support*— including, but not limited to, activities that provide opportunities for victims to meet other victims, share experiences, and provide self-help, information, and emotional support;
- (e) *Facilitation of participation in criminal justice and other public proceedings arising from the crime*—The provision of services and payment of costs that help victims participate in the criminal justice system and in other public proceedings arising from the crime (e.g., juvenile justice hearings, civil commitment proceedings), including, but not limited to:
- (1) Advocacy on behalf of a victim,
 - (2) Accompanying a victim to offices and court,
 - (3) Transportation, meals, and lodging to allow a victim who is not a witness to participate in a proceeding,
 - (4) Interpreting for a non-witness victim who is deaf or hard of hearing, or with limited English proficiency,
 - (5) Providing child care and respite care to enable a victim who is a caregiver to attend activities related to the proceeding,
 - (6) Notification to victims regarding key proceeding dates (e.g., trial dates, case disposition, incarceration, and parole hearings),
 - (7) Assistance with Victim Impact Statements,

- (8) Assistance in recovering property that was retained as evidence or
 - (9) Assistance with restitution advocacy on behalf of crime victims;
- (f) *Legal assistance*—Legal assistance services (including, but not limited to, those provided on an emergency basis), where reasonable and where the need for such services arises as a direct result of the victimization. Such services include, but are not limited to:
- (1) Those (other than criminal defense) that help victims assert their rights as victims in a criminal proceeding directly related to the victimization, or otherwise protect their safety, privacy, or other interests as victims in such a proceeding or
 - (2) Those actions (other than tort actions) that, in the civil context, are reasonably necessary as a direct result of the victimization;
- (g) *Transportation*—Transportation of victims to receive services and to participate in criminal justice proceedings;
- (h) *Public awareness*—Public awareness and education presentations (including, but not limited to, the development of presentation materials, brochures, newspaper notices, and public service announcements) in schools, community centers, and other public forums that are designed to inform crime victims of specific rights and services and provide them with (or refer them to) services and assistance;
- (i) *Transitional housing*—Subject to any restrictions on amount, length of time, and eligible crimes, set by the SAA, transitional housing for victims (generally, those who have a particular need for such housing, and who cannot safely return to their previous housing, due to the circumstances of their victimization), including, but not limited to, travel, rental assistance, security deposits, utilities, and other costs incidental to the relocation to such housing, as well as voluntary support services such as childcare and counseling;
- (j) *Relocation*—Subject to any restrictions on amount, length of time, and eligible crimes, set by the SAA, relocation of victims (generally, where necessary for the safety and well-being of a victim), including, but not limited to, reasonable moving expenses, security deposits on housing, rental expenses, and utility startup costs.

§ 94.120 Allowable costs for activities supporting direct services.

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

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

- (b) *Supervision of direct service providers*—Payment of salaries and expenses of supervisory staff in a project, when the SAA determines that such staff are necessary and effectively facilitate the provision of direct services;
- (c) *Multisystem, interagency, multidisciplinary response to crime victim needs*—Activities that support a coordinated and comprehensive response to crime victims needs by direct service providers, including, but not limited to, payment of salaries and expenses of direct service staff serving on child and adult abuse multidisciplinary investigation and treatment teams, coordination with federal agencies to provide services to victims of federal crimes and/or participation on Statewide or other task forces, work groups, and committees to develop protocols, interagency, and other working agreements;
- (d) *Contracts for professional services*—Contracting for specialized professional services (e.g., psychological/psychiatric consultation, legal services, interpreters), at a rate not to exceed a reasonable market rate, that are not available within the organization;
- (e) *Automated systems and technology*—Subject to the provisions of the DOJ Grants Financial Guide and governmentwide grant rules relating to acquisition, use and disposition of property purchased with federal funds, procuring automated systems and technology that support delivery of direct services to victims (e.g., automated information and referral systems, email systems that allow communications among victim service providers, automated case-tracking and management systems, smartphones, computer equipment, and victim notification systems), including, but not limited to, procurement of personnel, hardware, and other items, as determined by the SAA after considering—
- (1) Whether such procurement will enhance direct services,
 - (2) How any acquisition will be integrated into and/or enhance the program's current system,
 - (3) The cost of installation,
 - (4) The cost of training staff to use the automated systems and technology,
 - (5) The ongoing operational costs, such as maintenance agreements or supplies, and
 - (6) How additional costs relating to any acquisition will be supported (*Please note: In an effort to avoid duplication and coordinate large scale technology projects, please contact CJCC if you are considering applying for funds to address automated systems and technology*);
- (f) *Volunteer trainings*—Activities in support of training volunteers on how to provide direct services when such services will be provided primarily by volunteers.

§ 94.121 Allowable administrative costs.

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

- (a) *Personnel costs*—Personnel costs that are directly related to providing direct services and supporting activities, such as staff and coordinator salaries expenses (including fringe benefits), and a prorated share of liability insurance;
- (b) *Skills training for staff*—Training exclusively for developing the skills of direct service providers, including paid staff and volunteers (both VOCA-funded and not), so that they are better able to offer quality direct services, including, but not limited to, manuals, books, videoconferencing, electronic training resources, and other materials and resources relating to such training;
- (c) *Training-related travel*—costs such as travel (in-State, regional, and national), meals, lodging, and registration fees for paid direct service staff (both VOCA-funded and not);
- (d) *Organizational Expenses*—Organizational expenses that are necessary and essential to providing direct services and other allowable victim services, including, but not limited to, the prorated costs of rent; utilities; local travel expenses for service providers; and required minor building adaptations necessary to meet the Department of Justice standards implementing the Americans with Disabilities Act and/or minor modifications that would improve the program's ability to provide services to victims (*Please note: construction costs are generally not allowed; please contact CJCC if you are considering applying for funds for any type of building adaptations or modifications*);
- (e) *Equipment and furniture*—Expenses of procuring furniture and equipment that facilitate the delivery of direct services (e.g., mobile communication devices, telephones, braille and TTY/TDD equipment, computers and printers, beepers, video cameras and recorders for documenting and reviewing interviews with children, two-way mirrors, colposcopes, digital cameras, and equipment and furniture for shelters, work spaces, victim waiting rooms, and children's play areas), except that the VOCA grant may be charged only the prorated share of an item that is not used exclusively for victim-related activities;
- (f) *Operating costs*—Operating costs include but are not limited to—
 - (1) Supplies,
 - (2) Equipment use fees,
 - (3) Property insurance,
 - (4) Printing, photocopying, and postage,
 - (5) Courier service,
 - (6) Brochures that describe available services,
 - (7) Books and other victim-related materials,
 - (8) Computer backup files/tapes and storage,
 - (9) Security systems,
 - (10) Design and maintenance of Web sites and social media, or

- (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).

Appendix B

Sample Application with Descriptions

Applicant Agency

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

Applicant Agency Name*

Mailing Address*

▼

City

State

ZIP Code

+4 Zip Code*

Last four digits following the basic five-digit zip code

Click [here](#) to lookup your Zip+4.

Phone*

Fax

Is the Implementing Agency for this project the same as the Applicant Agency?*

Yes No

The implementing agency is defined as the entity actually administering the program or project and/or providing the service(s).

Is the mailing address the same as the Implementing Agency's physical address?*

Yes No

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

Is your agency registered in SAM*

Yes No

System for Award Management

Is your agency certified to receive**Local Victim Assistance Program****(5%) funds?***

Yes No

Your agency must be registered in System for Award Management (SAM) Database before it will be allowed to draw down VOCA funding. To register your please visit www.sam.gov before the deadline of July 31, 2017.

Your agency must be certified to receive 5% funds before it will be allowed to draw down VOCA funding. To meet this requirement please click [here](#) to learn more and/or certify your agency to receive 5% funding.

Designation of Grant Officials

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

Project Director

This official must be an employee of the applicant agency or from a contractor organization, at the applicant's option, who will be directly responsible for operation of the project. This person will be the primary contact for the application and the post-award phase.

Financial Officer

This official must be the chief financial officer of the applicant agency such as the county auditor, city treasurer, or comptroller.

Authorized Official

This official is authorized to apply for, accept, decline or cancel the grant for the applicant agency. This person must be the executive director of a state agency, chairperson of the county Board of Commissioners, mayor, or chairperson of the City Council. All official correspondence regarding the grant and the application (assurances, disclosures, certifications, award documentation, subgrant expenditure reports, subgrant adjustment reports) must be signed by the authorized official. Once an award has been made, the authorized official may designate someone to sign this documentation by submitting a letter on agency letterhead to the Council.

Executive Director

If the Executive Director is not listed as the Project Director or the Authorized Official please provide his/her contact information.

Project Director

Name * <input type="text"/> Prefix <input type="text"/> First Name <input type="text"/> Last Name	Title/Position * <input type="text"/>
Address * <input type="text"/> <input type="text"/> <input type="text"/> City <input type="button"/> State <input type="text"/> ZIP Code	Email * <input type="text"/>
Phone * <input type="text"/>	Fax * <input type="text"/>

Financial Officer

Name * <input type="text"/> Prefix <input type="text"/> First Name <input type="text"/> Last Name	Title/Position * <input type="text"/>
Address * <input type="text"/> <input type="text"/> <input type="text"/> City <input type="button"/> State <input type="text"/> ZIP Code	Email * <input type="text"/>
Phone * <input type="text"/>	Fax * <input type="text"/>

Authorized Official

Name * <input type="text"/> Prefix <input type="text"/> First Name <input type="text"/> Last Name	Title/Position * <input type="text"/>
Address * <input type="text"/> <input type="text"/> <input type="text"/> City <input type="button"/> State <input type="text"/> ZIP Code	Email * <input type="text"/>
Phone * <input type="text"/>	Fax * <input type="text"/>

Is one of the designated grant officials the Executive Director of the applicant agency? *

- Yes
 No

Name * <input type="text"/> Prefix <input type="text"/> First Name <input type="text"/> Last Name	Email * <input type="text"/>
Phone * <input type="text"/>	

Primary Service Area and Congressional District

Indicate the counties served by the agency regardless of funding source during the October 1, 2017-September 30, 2018 VOCA grant year as well as the Congressional District(s) served by the project. Agencies can look up Congressional Districts at <https://www.govtrack.us/congress/members/GA>.

Agencies that serve all counties may select “check all.” Otherwise, please indicate each county served. There is also an “out of state” option.

Project Title

Counties Served by the Project

- | | | | | | |
|--|------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|---------------------------------------|
| <input type="checkbox"/> Appling | <input type="checkbox"/> Clarke | <input type="checkbox"/> Franklin | <input type="checkbox"/> Liberty | <input type="checkbox"/> Richmond | <input type="checkbox"/> Wheeler |
| <input type="checkbox"/> Atkinson | <input type="checkbox"/> Clay | <input type="checkbox"/> Fulton | <input type="checkbox"/> Lincoln | <input type="checkbox"/> Rockdale | <input type="checkbox"/> White |
| <input type="checkbox"/> Bacon | <input type="checkbox"/> Clayton | <input type="checkbox"/> Gilmer | <input type="checkbox"/> Long | <input type="checkbox"/> Schley | <input type="checkbox"/> Whitfield |
| <input type="checkbox"/> Baker | <input type="checkbox"/> Clinch | <input type="checkbox"/> Glascock | <input type="checkbox"/> Lowndes | <input type="checkbox"/> Screven | <input type="checkbox"/> Wilcox |
| <input type="checkbox"/> Baldwin | <input type="checkbox"/> Cobb | <input type="checkbox"/> Glynn | <input type="checkbox"/> Lumpkin | <input type="checkbox"/> Seminole | <input type="checkbox"/> Wilkes |
| <input type="checkbox"/> Banks | <input type="checkbox"/> Coffee | <input type="checkbox"/> Gordon | <input type="checkbox"/> Macon | <input type="checkbox"/> Spalding | <input type="checkbox"/> Wilkinson |
| <input type="checkbox"/> Barrow | <input type="checkbox"/> Colquitt | <input type="checkbox"/> Grady | <input type="checkbox"/> Madison | <input type="checkbox"/> Stephens | <input type="checkbox"/> Worth |
| <input type="checkbox"/> Bartow | <input type="checkbox"/> Columbia | <input type="checkbox"/> Greene | <input type="checkbox"/> Marion | <input type="checkbox"/> Stewart | <input type="checkbox"/> Out of State |
| <input type="checkbox"/> Ben Hill | <input type="checkbox"/> Cook | <input type="checkbox"/> Gwinnett | <input type="checkbox"/> McDaniel | <input type="checkbox"/> Sumter | <input type="checkbox"/> Check All |
| <input type="checkbox"/> Berrien | <input type="checkbox"/> Coweta | <input type="checkbox"/> Habersham | <input type="checkbox"/> McIntosh | <input type="checkbox"/> Talbot | |
| <input type="checkbox"/> Bibb | <input type="checkbox"/> Crawford | <input type="checkbox"/> Hall | <input type="checkbox"/> Meriwether | <input type="checkbox"/> Taliaferro | |
| <input type="checkbox"/> Bleckley | <input type="checkbox"/> Crisp | <input type="checkbox"/> Hancock | <input type="checkbox"/> Miller | <input type="checkbox"/> Tattnall | |
| <input type="checkbox"/> Brantley | <input type="checkbox"/> Dade | <input type="checkbox"/> Haralson | <input type="checkbox"/> Mitchell | <input type="checkbox"/> Taylor | |
| <input type="checkbox"/> Brooks | <input type="checkbox"/> Dawson | <input type="checkbox"/> Harris | <input type="checkbox"/> Monroe | <input type="checkbox"/> Telfair | |
| <input type="checkbox"/> Bryan | <input type="checkbox"/> Decatur | <input type="checkbox"/> Hart | <input type="checkbox"/> Montgomery | <input type="checkbox"/> Terrell | |
| <input type="checkbox"/> Bulloch | <input type="checkbox"/> DeKalb | <input type="checkbox"/> Heard | <input type="checkbox"/> Morgan | <input type="checkbox"/> Thomas | |
| <input type="checkbox"/> Burke | <input type="checkbox"/> Dodge | <input type="checkbox"/> Henry | <input type="checkbox"/> Murray | <input type="checkbox"/> Tift | |
| <input type="checkbox"/> Butts | <input type="checkbox"/> Dooly | <input type="checkbox"/> Houston | <input type="checkbox"/> Muscogee | <input type="checkbox"/> Toombs | |
| <input type="checkbox"/> Calhoun | <input type="checkbox"/> Dougherty | <input type="checkbox"/> Irwin | <input type="checkbox"/> Newton | <input type="checkbox"/> Towns | |
| <input type="checkbox"/> Camden | <input type="checkbox"/> Douglas | <input type="checkbox"/> Jackson | <input type="checkbox"/> Oconee | <input type="checkbox"/> Treutlen | |
| <input type="checkbox"/> Candler | <input type="checkbox"/> Early | <input type="checkbox"/> Jasper | <input type="checkbox"/> Oglethorpe | <input type="checkbox"/> Troup | |
| <input type="checkbox"/> Carroll | <input type="checkbox"/> Echols | <input type="checkbox"/> Jeff Davis | <input type="checkbox"/> Paulding | <input type="checkbox"/> Turner | |
| <input type="checkbox"/> Catoosa | <input type="checkbox"/> Effingham | <input type="checkbox"/> Jefferson | <input type="checkbox"/> Peach | <input type="checkbox"/> Twiggs | |
| <input type="checkbox"/> Charlton | <input type="checkbox"/> Elbert | <input type="checkbox"/> Jenkins | <input type="checkbox"/> Pickens | <input type="checkbox"/> Union | |
| <input type="checkbox"/> Chatham | <input type="checkbox"/> Emanuel | <input type="checkbox"/> Johnson | <input type="checkbox"/> Pierce | <input type="checkbox"/> Upson | |
| <input type="checkbox"/> Chattahoochee | <input type="checkbox"/> Evans | <input type="checkbox"/> Jones | <input type="checkbox"/> Pike | <input type="checkbox"/> Walker | |
| <input type="checkbox"/> Chattooga | <input type="checkbox"/> Fannin | <input type="checkbox"/> Lamar | <input type="checkbox"/> Polk | <input type="checkbox"/> Walton | |
| <input type="checkbox"/> Cherokee | <input type="checkbox"/> Fayette | <input type="checkbox"/> Lanier | <input type="checkbox"/> Pulaski | <input type="checkbox"/> Ware | |
| | <input type="checkbox"/> Floyd | <input type="checkbox"/> Laurens | <input type="checkbox"/> Putnam | <input type="checkbox"/> Warren | |
| | <input type="checkbox"/> Forsyth | <input type="checkbox"/> Lee | <input type="checkbox"/> Quitman | <input type="checkbox"/> Washington | |
| | | | <input type="checkbox"/> Rabun | <input type="checkbox"/> Wayne | |
| | | | <input type="checkbox"/> Randolph | <input type="checkbox"/> Webster | |

Congressional District(s) to be served:

- 01 02 03 04 05 06 07 08 09 10 11 12 13 14

Primary Service Area(s)

Please click [here](#) look up Congressional Districts. Zoom into the map to view all districts.

Agency Description

- Please select the appropriate type of agency.

Please select your agency type*

- Non-Profit/Non-Governmental
- Government Agency
- Campus Organization

- Please indicate whether the applicant agency received VOCA funds during the 2016-2017 grant year.

Please indicate whether the applicant agency received VOCA funds during the 2016-2017 grant year. *

- Yes
- No

- If yes, please provide the current VOCA subgrant number and the agency's core service type

Current VOCA Subgrant Number*

example: C12-8-999

Select your core service:*

- Court Appointed Special Advocates (CASA)
- Child Advocacy Center (CAC)
- Counseling Services
- Domestic Violence Program - Shelter
- Domestic Violence Program – Non-Shelter
- Legal Services
- Sexual Assault Center (SAC)
- Victim Witness Assistance Program (VWAP) – Law Enforcement
- Victim Witness Assistance Program (VWAP) – Prosecution
- University
- Other:

By checking the box(es) for your agency's core service type, you confirm that your agency adheres to the core service by agency type listed in Appendix B of the RFA.

- Please indicate if your agency ever had an approved federally-negotiated indirect cost rate.
- Please indicate whether or not the agency has a current written language access plan to assist crime victims who are LEP individuals.
- Please list any multi-disciplinary team(s) (MDT) and/or Community Response Team(s) (CRT) that the agency's staff participates on or leads for each county within the proposed service area. Please also share the type and victimizations addressed (i.e. Child Fatality Review Team or Domestic Violence Task Force), which staff participates, and how often the team(s) meets.
- Please indicate the languages in which your agency or organization's staff members are proficient. "Proficiency" indicates that the staff member can appropriately serve a victim or otherwise converse with someone in their native language if they are LEP.

Has your agency ever had an approved federally-negotiated indirect cost rate?*

Yes No

Please indicate whether or not the agency has a current written language access plan to assist crime victims who are LEP individuals.*

Yes No

Please list any multi-disciplinary team(s) (MDT) and/or Community Response Team(s) (CRT) that the agency's staff participates on or leads for each county within the proposed service area. Please also share the type and victimizations addressed (i.e. Child Fatality Review Team or Domestic Violence Task Force) and how often the group meets.*



Please indicate the languages in which your agency or organization's staff members are proficient. "Proficiency" indicates that the staff member can appropriately serve a victim or otherwise converse with someone in their native language if they are LEP.*



Project Activities

Project Purpose

Existing applicants must show how any additional funds will maintain existing services, add new services, or enhance/expand current services. Applicants must be able to assist crime victims within one or more of the following efforts:

- Respond to the emotional, psychological, or physical needs of crime victims,
- Assist victims to stabilize their lives after victimization,
- Assist victims to understand and participate in the criminal justice system, or
- Restore a measure of safety and security for the victim.

Some examples of projects may be:

- Increase staffing to help meet current service demands
- Enhance/Expand current transportation services offered to clients
- Provide trauma-sensitive mental health services to victims of crime

- Increase staff compensation to offset the cost of inflation, reward the good performance of existing employees, and/or to encourage retention among existing staff to enhance the overall stability of the organization

Eligible applicants may apply for funding to maintain existing services, add new services, or enhance/expand current service delivery. Applicants may only include one priority area on each application. Agencies may submit multiple applications.

Applicants will also need to provide a project timeline estimating the time required to implement the goals and objectives stated in their proposals. If approved, agencies will be monitored and assessed based on the project timeline, goals, and objectives agreed upon by the agency and CJCC.

- Please indicate which priority area you are applying for, the purpose of the project, and how VOCA funds will primarily be used.

Which priority area are you applying under? *

- Child Abuse & Neglect
- Domestic Violence
- Previously Underserved
- Sexual Assault

Authorized Purpose Areas: *

- Start up a new victim services project
- Continue a VOCA funded victim project funded in a previous year
- Expand or enhance an existing project funded by VOCA in the previous year

These VOCA Funds will primarily be used to: *

- Expand services into a new geographic area
- Offer new types of services
- Serve additional victim populations
- Enhance existing services to crime victims
- Serve culturally-specific populations
- Provide community-based services
- Continue existing services to crime victims
- Other:

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

Identify the victimization types to be served through this VOCA-funded project: *

- Adult Physical Assault
- Adult Sexual Assault
- Adults Sexually Abused/Assaulted as Children
- Arson
- Bullying (Verbal, Cyber, or Physical)
- Burglary
- Child Physical Abuse or Neglect
- Child Pornography
- Child Sexual Abuse/Assault
- Domestic and/or Family Violence
- DUI/DWI Incidents
- Elder Abuse or Neglect
- Hate Crime: Racial/Religious/Gender/Sexual Orientation/Other
- Human Trafficking: Labor
- Human Trafficking: Sex
- Identity Theft/Fraud/Financial Crime
- Kidnapping (noncustodial)
- Kidnapping (custodial)
- Mass Violence (Domestic/International)
- Other Vehicular Victimization (e.g. Hit and Run)
- Robbery/Property Crime
- Survivors of Homicide
- Teen Dating Victimization
- Terrorism (Domestic/International)
- Other Violent Crime
- Check All
- Other:

- Select the services to be provided through this VOCA_funded project:

Select the services to be provided through this VOCA-funded project: *

- In-person Crisis Counseling
- Telephone Contact
- Follow-up
- Therapy
- Group Treatment
- Shelter/Safe House
- Information & Referral (In-Person)
- Criminal Justice Support/Advocacy
- Emergency Financial Assistance
- Emergency Legal Advocacy
- Assistance in Completing a Compensation Application
- Review of Compensation Eligibility Requirements
- Assistance Gathering Documents for and Submitting an Application
- Follow-up with the Victims Compensation Program
- Assistance in Applying for TANF/Social Services
- Non-Emergency Legal Advocacy
- Personal Advocacy
- Assistance Placing Animals in Distress
- Forensic Interviews
- Specialized Criminal Justice Support and Advocacy (Prosecution-based VWAP services)
- Check All
- Other:

Agency Budget

- Please indicate the agency's fiscal year.
- Please provide the **total** as requested for **all** victimization programs/services including other funding sources as well as annual funding amounts allocated to victim services for the fiscal year. The total agency budget will automatically calculate.
 - State: any funding coming from a state funded grant
 - Local: any funding obtained through the community and/or fundraising
 - Federal: any funding independently obtained through direct application and award
 - Other: any funding that does not meet any of the aforementioned criteria (please specify)
- Please indicate the federal award amount being requested through this VOCA application. The match requirement will automatically calculate. *Note: These values must reflect the agency budget.*
- Please provide the estimated value of in-kind match and cash match contribution expected. Indicate if the agency anticipates needing a match waiver, and upload the waiver request, if applicable. (**Note:** the full match value must be included on your budget regardless of the need for a waiver)

Fiscal Year: Start Date*

Fiscal Year: End Date*

State*

 \$

Local*

 \$

Federal*

 \$

Other*

 \$

Total Agency Budget

 \$ 0

Please indicate the federal award amount being requested through this VOCA application. *

 \$

Match Requirement (cash and/or in-kind) *

 \$

Automatically calculated based on the 20% VOCA match requirement.

Match waiver needed? *

- Yes
 No

Please upload match waiver request. *

No file chosen

See match waiver instructions at <https://cjcc.georgia.gov/sites/cjcc.georgia.gov/fi...>

Attachments

- The required attachments listed below must be correctly completed and uploaded with the application submission. The online application system will only upload **one** attachment for each field. So if an applicant has multiple documents, it will be necessary to combine them or submit under separate attachment fields. **Please carefully read and follow the instructions on all forms.**
 - Project Narrative
 - Detailed Budget Worksheet
 - Budget Narrative
 - Organizational Chart (Structure) – Include names, titles, and salaries for each position
 - Supporting Documents for Budgeted Items
 - Other (job descriptions for any positions requested under this grant and any other documents CJCC may find helpful to understand the agency and/or its project)

Caution: Please do **not** attach any attachments unless prepared to submit a finalized online application.

Attachments

Project Narrative *

No file chosen

Budget Narrative *

No file chosen

Supporting Documentation for Budgeted Items *

No file chosen

e.g. job descriptions, etc.

Detailed Budget Worksheet *

No file chosen

Organizational Chart (Structure) *

No file chosen

Applicants should include names, titles, and salaries

Other Documents *

No file chosen

e.g. MOU, Letters of Support, etc.

The last step before submitting each application is to fill out the name, title, phone number, and email of up to two points of contact for this application. Only these persons may receive a confirmation email once the application is submitted. They will also be the persons contacted in the event of any questions about the application.

Point of Contact(s) for this Application

Name *

Prefix

First Name

Last Name

Title/Position *

Phone *

Applicant Email *

Do you want to add an alternative point of contact? *

Yes No

Name *

Prefix

First Name

Last Name

Title/Position *

Email *

Phone *

Certify the application entry by entering your name. Please be sure to click submit so that the online application is received. The application must be submitted by the deadline to be considered for an award. If more than one application is submitted for the same project, CJCC will only accept the most recent application.

BY ENTERING MY NAME BELOW, I CERTIFY THAT TO THE BEST OF MY KNOWLEDGE AND BELIEF, ALL STATEMENTS AND DATA IN THIS APPLICATION ARE TRUE AND CORRECT, THE DOCUMENT HAS BEEN DULY AUTHORIZED BY THE AUTHORIZED OFFICIAL OF THE GOVERNING BODY OF THE APPLICANT AND THE APPLICANT WILL COMPLY WITH THE ATTACHED ASSURANCES.

Name*

First Name

Last Name

Once submitted, please right click the screen to print and save a .pdf of the confirmation page. The application point of contact will receive a confirmation email as well.