

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 OVC FY 2018 Discretionary Training and Technical Assistance Program for VOCA Victim Assistance Grantees.

## **Discretionary Training and Technical Assistance Program for VOCA Victim Assistance Grantees 2018 Competitive Request for Applications**

CFDA 16.582

### **Eligibility**

Applicants are limited to agencies within the State of Georgia that are operated by a public agency, nonprofit organization, or combination of such agencies or organizations.

### **Deadline**

Applications are due at 5:00 p.m. on Friday, November 16, 2018

### **Award Period**

Initial award period is January 1, 2019 – September 30, 2019. Awarded agencies will be eligible annually for continued funding at the amount awarded through September 30, 2021.

### **Total Award Amount**

CJCC will make up to five awards with an estimated total amount awarded up to \$350,000 annually. Continuation funding available through September 30, 2021

### **Contact Information**

For assistance with the requirements of this solicitation, contact Nikitris Deloach at [Nikitris.deloach@cjcc.ga.gov](mailto:Nikitris.deloach@cjcc.ga.gov) or by phone at 404.657.1956.

*In accordance with the Americans with Disabilities Act, the State will provide reasonable accommodation for persons with disabilities. If you need a reasonable accommodation, please contact CJCC at 404-657-1956 or [Kristy.Carter@cjcc.ga.gov](mailto:Kristy.Carter@cjcc.ga.gov).*

**Release Date: October 19, 2018**

## TABLE OF CONTENTS

Overview.....	3
I. Eligibility .....	4
a. Additional Specific Eligibility Requirements .....	5
b. Purpose Areas .....	6
II. Grant Award Agreement.....	7
III. Reporting Requirements .....	7
Financial Reporting Requirements .....	7
Program Reporting Requirements.....	8
Post-Award Requirements .....	8
IV. Award Requirements .....	9
V. Application Submission Instructions .....	11
Basic Information.....	12
Narrative .....	12
Budget.....	14
Application and Award Timeline.....	16
APPENDIX A.....	18

# **Discretionary Training and Technical Assistance Program for VOCA Victim Assistance Grantees Program 2018 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 the Victims of Crime Act (VOCA) Grant Programs.

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

## **Overview**

The purpose of this solicitation is to provide training and technical assistance to VOCA Victim Assistance service providers and others who work with victims of crime. By supporting victim service providers, OVC expects to improve outcomes for victims of crime. This project is authorized by 34 U.S.C. § 20103(c)(1)(A).

The goal of this program is to provide training and technical assistance to VOCA victim assistance service providers and others who work with crime victims. Since federal fiscal year (FY) 2015, the number of victim service providers receiving funds through the Victim Assistance Formula Grant Program has almost doubled. Additionally, in a series of focus groups with VOCA Victim Assistance Program administrators, OVC was advised that additional training funds were needed to ensure victim service professionals receive continuous training about victimization and the rights and services for victims of crime. Activities funded through this program may include, but are not limited to, the establishment or enhancement of state victim assistance academies (SVAA), statewide training initiatives, crime victim-related conferences, basic training for new programs, or scholarships to attend conferences and/or training for service providers and others who work with victims of crime.

## **Evidence-Based Programs or Practices**

The Office of Justice Programs (OJP) strongly emphasizes the use of data and evidence in policy making and program development in criminal justice, juvenile justice, and crime victim services. OJP is committed to:

- improving the quantity and quality of evidence OJP generates;

- integrating evidence into program, practice, and policy decisions within OJP and the field;
- improving the translation of evidence into practice

OJP considers programs and practices to be evidence-based when their effectiveness has been demonstrated by causal evidence, generally obtained through one or more outcome evaluations. Causal evidence documents a relationship between an activity or intervention (including technology) and its intended outcome, including measuring the direction and size of a change, and the extent to which a change may be attributed to the activity or intervention. Causal evidence depends on the use of scientific methods to rule out, to the extent possible, alternative explanations for the documented change. The strength of causal evidence, based on the factors described above, will influence the degree to which OJP considers a program or practice to be evidence-based.

The OJP CrimeSolutions.gov website at <https://www.crimesolutions.gov> is one resource that applicants may use to find information about evidence-based programs in criminal justice, juvenile justice, and crime victim services.

### **Information Regarding Potential Evaluation of Programs and Activities**

The Department of Justice has prioritized the use of evidence-based programming and deems it critical to continue to build and expand the evidence informing criminal and juvenile justice programs to reach the highest level of rigor possible. Therefore, applicants should note that the Office of Justice Programs may conduct or support an evaluation of the programs and activities funded under this solicitation. Recipients and sub-recipients will be expected to cooperate with program-related assessments or evaluation efforts, including through the collection and provision of information or data requested by OJP (or its designee) for the assessment or evaluation of any activities and/or outcomes of those activities funded under this solicitation. The information or data requested may be in addition to any other financial or performance data already required under this program.

## **I. Eligibility**

Applicants are limited to organizations that are operated by a public agency, a nonprofit organization, or a combination of such agencies or organizations within the State of Georgia. **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.**

An eligible applicant must meet all of the following criteria:

1. Be a non-profit organization as designated by the Internal Revenue Service 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.

Eligible organizations include, but are not limited to, the following:

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

#### **a. Additional Specific Eligibility Requirements**

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

- **Public or non-profit organization** – To be eligible to receive VOCA funds, organizations must be operated by a public or private non-profit organization, or a combination of such organizations, and provide services directly to crime victims.
- **Record of effective trainings** – An agency must demonstrate a record of providing effective and evaluated training to victim service providers. This includes having the support and approval of its services by the community, a history of providing trainings in a cost-effective manner, and a breadth or depth of financial support from other sources.
- **Promote collaborative and innovative initiatives** – An agency must promote community-based coordinated public and private efforts to enhance crime victim response. Coordination may include, but is not limited to, serving on federal, state, local, tribal work groups, Native American task forces, commissions, working groups, coalitions, and/or multi-disciplinary teams to oversee and recommend improvements to community responses to crime victims and developing written agreements and protocols for such responses.

- **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.
- **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.
- **No charges to participants for VOCA-funded trainings** – Applicants must provide training to victim-serving organizations and other who work with victims at no charge if served through the VOCA-funded project unless CJCC approves a waiver allowing the applicant to generate program income by charging for services.

## **b. Purpose Areas**

Through cooperative agreements, CJCC will make awards to agencies that will provide training and technical assistance to VOCA Victim Assistance service providers and others who work with victims of crime.

### **Purpose Area Allocations:**

#### 1. Trauma-Informed Training

*Examples:*

- Advocacy training to meet state standards and best practices
- Neurobiology of trauma training
- Forensic interview training
- Trauma-informed response

#### 2. Capacity Building Training

*Examples:*

- Agency capacity (programmatic and administrative)
- Program evaluation technical assistance
- Best practices
- Train-the-trainer models

#### 3. Advanced Training

*Examples:*

- SANE training for court testimony

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

## **II. Grant Award Agreement**

**Grant Award Period:** This grant award period covers January 1, 2019 through September 30, 2019.

The funding source is the Discretionary Training and Technical Assistance Program for VOCA Victim Assistance Grantees. If the funds appropriated are reduced or eliminated by OVC, CJCC may immediately terminate or reduce the grant award by written notice to the grantee. Termination or reduction will not apply to allowable costs already incurred by the grantee to the extent that funds are available for payment of such costs.

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

## **III. Reporting Requirements**

CJCC requires that subgrantees comply with and fully participate in the financial, programmatic, and evaluation reporting requirements for this grant program. CJCC staff provides training and technical assistance to assist subgrantees in accurate data collection and reporting. Assistance may be requested by contacting the training coordinator assigned once approved and awarded.

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

### **Financial Reporting Requirements**

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

## Quarterly Subgrant Expenditure Reports (SERS)

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

Failure to submit this financial report in a timely manner will significantly delay any SERS submitted within the grant period. Continued delays will result in a staff recommendation to reduce noncompliant agencies' award amounts. The subgrantees are required to maintain expenditure documentation such as signed timesheets, equipment purchases, travel logs, supply purchases, inventory records, and consultant contracts. This documentation may be requested at any time. Subgrantees must attend any scheduled grant management workshop (if required), mandatory meetings, or required trainings prior to the release of grant funds.

### **Program Reporting Requirements**

Subgrantees are expected to establish data collection and reporting systems to provide CJCC with accurate data by each quarterly deadline.

Subgrantees will be required to submit all trainings and curricula for approval prior to implementation. Subgrantees will also be required to provide all participants with a CJCC-generated evaluation tool.

Additional reporting requirements will be determined after grant award is made.

### **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 at a time to be announced.
2. **Compliance Monitoring** - CJCC staff may conduct visits or desk reviews during the grant period. Additional monitoring activities may also be conducted during the grant year. Site visits and desk reviews will be scheduled with the grantee in advance. Site visits and desk reviews will be conducted to monitor the program for implementation and to view program documentation.
3. **Additional Training, Technical Assistance, and Events** - CJCC may offer several non-mandatory, post-award training and technical assistance opportunities and special events. Grantees will be informed of events via e-mail, and the events will be posted on the CJCC website. CJCC staff also will give ongoing, individual technical assistance, and other support

activities to subgrantees as needed or requested throughout the year. **CJCC requests that an Executive Director attend at least two quarterly grantee meetings per year where applicable.**

## **IV. Award Requirements**

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

### **Program Match Requirement**

This solicitation does not require a match.

### **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.

### **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 applicable 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 and expenditures, in sufficient detail to show exact nature of activity.
- Data and information for each expenditure 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.

- 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 subawarded VOCA funds via program agreements are required to be familiar with and comply with all relevant federal civil rights requirements, and to that end are required to participate in the designated training once per grant period. If there is a violation it may result in suspension or termination of funding until such time as the subgrantee is in compliance. Information on the required **annual** OJP Civil Rights trainings can be found at the link below.

[Office for Civil Rights – Training for Grantees](#)

### **Nondiscrimination**

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

### **Limited English Proficiency (LEP) Individuals**

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

### **Equal Employment Opportunity Plans**

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

### **Award Acceptance**

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

### **Special Conditions**

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

### **Other**

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

## **V. Application Submission Instructions**

Applications must be submitted online via FormStack. [Please click here to apply](#). Each applicant can choose more than one purpose area.

Applicants will be able to save their entries and continue once the application is started by using the most recent unique link provided by the online application system. After each save, a new unique link to return to the most recent version of the application will be generated. Please keep the link received after the last save as well as opting-in to have that same link sent to email address provided by the applicant. **Please use the latest unique link generated** in order to return to the most recent version of the application. Caution: If a previous link that is not the most recent is used, a portion of or all entries may be lost.

Applicants who experience **technical** difficulties with the online application tool can contact Jonathan Peart for support at [peart.jonathan@cjcc.ga.gov](mailto:peart.jonathan@cjcc.ga.gov). For any additional questions please contact Nikitris Deloach, [Nikitris.Deloach@cjcc.ga.gov](mailto:Nikitris.Deloach@cjcc.ga.gov). Staff may also be reached at 404-657-1956.

Applications must be submitted **by 5:00 pm on Friday, November 16, 2018. There is no commitment on the part of CJCC to fund an application or to fund it at the amount requested.**

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

## Agency Assessment

Upon submission of the application each applicant will be directed to complete a risk assessment. [Please click the link to complete the assessment](#). This assessment ensures compliance with CJCC's Grants Management policy and the Federal Office of Management and Budget (OMB) Uniform Guidance (200.331(b)) which requires that we conduct a financial review and evaluate each sub-grantee's risk of non-compliance (statute/regulations/terms of award) for purposes of monitoring. The information provided will be used to assess your compliance with financial and programmatic requirements in accordance with state and/or federal regulations. This questionnaire will require the following documents to be uploaded:

### Organizational Structure

- List of Board of Directors (Non-Profits)
- Board Minutes (Non-Profits)

### Fiscal

- Chart of Accounts
- Financial Statements (previous quarter):
  - Balance Sheet
  - Income Statement (Profit & Loss)
  - Statement of Cash Flow
- Sample Time-sheet
- A-133 Audit Report

## Basic Information

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

## Abstract

Please attach a brief abstract/summary of the project scope (max 200 words). These summaries will be reviewed by committee members.

## Narrative

*15-page Maximum; 1-inch Margins; 12 pt. Font; Double-spaced*

- **Agency/Project Description**
  - Provide a description of the project including the agency's name, agency type, and year founded.
  - Describe the geographic area targeted by this VOCA-funded training project.
  - Describe the demographics of the target population. Be sure to include the number of individuals served in the past year and relevant characteristics of the target population(s).

- Explain how this project will fulfill the designated purpose area and associated priority areas.
- **Needs statement**
  - Provide a statement illustrating the need(s) for this project. This statement should include specific problems or gaps in training this project will address. Use data to support these claims.
    - Only use data that is verifiable and relevant to the target population. For example, do not use statewide data for a local problem and do not use national data for a statewide problem.
- **Project Goals**
  - State the goals of the proposed project, the estimated number of participants that will be served, and the anticipated outcomes/deliverables of the project.
    - 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.
  - Explain how the goals will meet the need(s) of the target population as described in the “Needs Statement” section.
    - Please indicate the projected impact this project will have on the community this agency serves
- **Project Activities and Services**
  - State the project activities and services. Include who will conduct the activities and/or provide the services, where the services will be delivered, and how victims will safely access the services.
  - Explain why the activities and services are needed to achieve the stated goals.
  - List any agency partnerships that will be utilized to achieve the goals of the project and explain how this collaboration will meet the needs of victims served under this project.
  - Provide a statement on how the proposed project will maintain, supplement, expand, and/or enhance current program activities.
  - Explain the resources needed to conduct, enhance, and/or expand the project activities and services.
  - List evidence-based curricula, if any, that will be utilized.
  - Include a timeline of project activities.
- **Evaluation Plan**
  - Describe how the agency collects data and what data the agency is expecting to collect from the proposed project.
  - State how the success of your project will be measured and evaluated. Please state any possible barriers to success and how your agency will mitigate these barriers.
  - Include, if any, a draft of survey questions.

- Include a logic model as a separate attachment. Applicants must include a logic model that graphically illustrates how the project’s goals, objectives, and activities are interrelated to address the stated problem. The logic model must be included as a separate attachment and must include information related to anticipated outputs, performance measures, and short- and long-term outcomes that are anticipated for victims served and the community. Sample logic models are available at [www.ojjdp.gov/grantees/pm/logic\\_models.html](http://www.ojjdp.gov/grantees/pm/logic_models.html).
- **Sustainability Plan**
  - How will the project be sustained in the event of the reduction or elimination of VOCA grant funding?
  - This is a reimbursement-based grant program. In the event of a delayed reimbursement, how will your agency maintain adequate cash flow for the project?
  - If the agency were to receive less than what is requested, what adjustments would the agency need to make to implement the project proposed in this application?

### **Budget**

All applicants must attach a budget using the provided [Budget Detail Worksheet](#). All line items within the budget are subject to review and approval. Decisions related to these budget line items are based on allowance of line item costs per VOCA program guidelines, justification of costs in relation to project activities, and reasonableness of costs based on current market rates

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

### **Indirect Costs**

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

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

cost rate of modified total direct costs (MTDC). Applicants may use the MTDC Calculator within the detailed budget worksheet to aid in calculating the 10% de minimis cost rate.

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

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

### **Program Income**

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

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

### **Allowable and Unallowable Costs**

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

### **Supplanting**

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

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

- Federal funds cannot be used to pay for existing employees unless the existing position is “back-filled” with a new hire.
- Federal funds cannot be used to pay for items or costs that the subgrantee is already obligated to pay with state, local, or tribal funds.
- State, local, or tribal funds previously appropriated, allocated, or budgeted for award purposes cannot be reduced or reallocated to other purposes because of receipt of federal funds.
- Maintain contemporaneous documentation demonstrating that any reductions in non-federal resources budgeted for award purposes is unrelated to the receipt or expected

receipt of federal funds. Examples of supporting documentation may include (but are not limited to) budget sheets and/or directives, city council or departmental meeting minutes, agency memoranda, notices, or orders, and any other official documents addressing the reduction in non-federal resources.

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

### **Certification and Completion**

To finalize the application, please enter requested information for the point of contact and enter the name of the person submitting the application to certify completion. **Remember to submit the application** when you are finished with this section.

### **Submit Application**

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

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

Once submitted, please right click the screen to print and save a .pdf of the confirmation page. The application point of contact will receive a confirmation email as well. This person will also be contacted in the event we have questions about your application.

### **Application and Award Timeline**

#### *Application Checklist*

- |   |  |
|---|--|
| <input type="checkbox"/> Abstract                           | <input type="checkbox"/> Logic Model             |
| <input type="checkbox"/> Project Narrative                  | <input type="checkbox"/> Sample Curriculum       |
| <input type="checkbox"/> Detailed Budget Worksheet          | <input type="checkbox"/> Staff and Board Listing |
| <input type="checkbox"/> Budget Narrative                   |  |
| <input type="checkbox"/> Sample Participant Evaluation Form |  |

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

<b>Milestone</b>	<b>Target Date</b>
Release RFA and open application	October 19, 2018
Application closes	November 16, 2018
CJCC sends award packets to subgrantees	December 2018
Award workshops	January 2019
Award packets due to CJCC	January 2019
Start of VOCA grant year	January 1, 2019

## APPENDIX A

### Allowable/Unallowable Costs and Activities

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

#### § 94.119 Allowable Direct Service Costs

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

#### **§ 94.120 Allowable costs for activities supporting direct services.**

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

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

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

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

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

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

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

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

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

#### **§ 94.121 Allowable administrative costs.**

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

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

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

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

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

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

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

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

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

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

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

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

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

(j) *Project evaluation*—Costs of evaluations of specific projects (in order to determine effectiveness), within the limits set by SAAs (Please note: contact CJCC for prior approval).

#### **§ 94.122 Expressly unallowable costs.**

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

(a) *Lobbying*—Lobbying or advocacy activities with respect to legislation or to administrative changes to regulations or administrative policy (cf. 18 U.S.C. 1913), whether conducted directly or indirectly;

(b) *Research and studies*—Research and studies, except for project evaluation under § 94.121(j);

(c) *Active investigation and prosecution of criminal activities*—The active investigation and prosecution of criminal activity, except for the provision of victim assistance services (e.g., emotional support, advocacy, and legal services) to crime victims, under § 94.119, during such investigation and prosecution;

(d) *Fundraising*—Any activities related to fundraising, except for fee-based, or similar, program income authorized by the SAA under this subpart;

(e) *Capital expenses*—Capital improvements, property losses and expenses, real estate purchases, mortgage payments, and construction (except as specifically allowed elsewhere in this subpart);

(f) *Compensation for victims of crime*—Reimbursement of crime victims for expenses incurred as a result of a crime, except as otherwise allowed by other provisions of this subpart;

(g) *Medical care*—Medical care, except as otherwise allowed by other provisions of this subpart;

(h) *Salaries and expenses of management*—Salaries, benefits, fees, furniture, equipment, and other expenses of executive directors, board members, and other administrators (except as specifically allowed elsewhere in this subpart).