

# Nebraska Crime Commission



## APPLICATION INSTRUCTIONS

### 2017 VICTIM ASSISTANCE

#### Victims of Crime Act (VOCA) & State Victim Assistance Funds

**ALL Program Applications are due in the Nebraska  
Crime Commission Office by 5:00 p.m. CST on  
Tuesday, April 25, 2016**

Application and Instructions are available for download from  
the Nebraska Crime Commission website at

<https://ncc.nebraska.gov/>

**Statewide Plan Link:**

[https://ncc.nebraska.gov/sites/ncc.nebraska.gov/files/doc/2015-2020\\_Victims\\_Survivors\\_Plan.pdf](https://ncc.nebraska.gov/sites/ncc.nebraska.gov/files/doc/2015-2020_Victims_Survivors_Plan.pdf)

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*In accordance with the Americans with Disabilities Act, the State would like to provide reasonable accommodation with respect to a grant application to persons with disabilities. If you need a reasonable accommodation, please contact the Nebraska Crime Commission, 402.471.2194, TDD 800.833.7352.*

Release Date: 3/17/17

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**Introduction:**

This application kit is intended for applicants who wish to apply for continuation and/or competitive funds under the Federal Victims of Crime Act (VOCA) formula grant program and the State Victim Assistance (VA) to provide direct services to victims of crime.

**IMPORTANT NOTE:** For the purpose of this VOCA award, the grant program is in a 3 year funding cycle which began on October 1, 2015. The current 3 year cycle spans fiscal years (FY) 2015- 2017, thus FY 2017 (October 1, 2017 – June 30, 2019) is year 3 of the funding cycle. All programs must submit applications on a yearly basis. Agencies that were not funded through VOCA in FY 2016 will complete the New Program application sections. Agencies that were funded through VOCA in FY 2016 will complete the Continuation Program application sections. All programs will submit budgets for year 3 that spans a 21 month project period.

**Funds Available (estimates):**

The State of Nebraska has \$7,122,933 remaining in FY 2016 VOCA grant program funds. It is estimated that Nebraska will receive \$13,278,442 in VOCA funding for FY 2017 in addition to, \$52,559 in State funding. To sustain and expand successful victim services programs and to manage the current fluctuations in these federal funds, the Nebraska Crime Commission will award no more than \$17,700,000 in FY 2017 for this solicitation that covers a 21 month project period to align future funding years with the State Fiscal Year which runs July 1-June 30. After the current 3 year grant cycle ending June 30, 2019, future project periods may return to either a 1 year competitive OR a 2 year competitive funding cycle.

Applicants are advised to continue to strategically plan for future program development and sustainability of programs independent of federal VOCA funding to ensure long-term success of their victim services programs. Projects requesting one-time expenses (such as equipment and technology needs) will need to integrate those into the first quarter of the 21-month budget to ensure that the project can fully benefit from these types of purchases.

**Project Period:** October 1, 2017-June 30, 2019

**NEW Projects: (Programs which were not funded with VOCA FY 2016 funds)**

- NEW Projects for FY 2017 will be reviewed as competitive applications.
- Start date for the initial year can be no earlier than 10/1/17 with an end date of 6/30/19.
- Projects with unspent funds at the end of the fiscal year (6/30/19) may be required to de-obligate those dollars.
- New applicants will have a Pre-Award On-site visit the week of May 1-5, 2017 to be scheduled by the VOCA Administrator. The Project Director listed on the grant must be present.

**CONTINUATION projects: (Programs funded by VOCA in FY 2016 and are requesting continuation of funding)**

- The federal grant to Nebraska, and the rules which govern its distribution, are received on an annual basis. Therefore, **no** project is guaranteed continuation funding. Programs requesting continuation funds are expected to clearly state how such funding is vital to the ongoing success of the program. Continuation funding will be contingent on the following:
  - Federal VOCA funds available.
  - Successful grant management (fiscally and programmatically).
  - Achievement of measurable outcomes.

- Completion of a Continuation Application.
- Final approval is required from the Crime Commission.
- Projects with 2<sup>nd</sup> year funds unspent as of June 30, 2019 will be required to de-obligate those dollars.
- Successful applicants will receive an award for the project period (FY 2018) of the project (maximum 21 months).
- Start date for the 3<sup>rd</sup> year can be no earlier than October 1, 2017 with an end date of June 30, 2019, unless otherwise granted explicit consent by the Nebraska Crime Commission.

#### **Grant Commencement and Duration:**

All funded projects are required to be implemented within 30 days from the start date listed on the Grant Award or another date as specified by the grant administrator. Failure to implement a project within the time frame, or time frame agreed upon by the grant administrator, may result in the loss of grant funds. Please note that all grant correspondence will be sent to the Project Director listed on the Application Information Page.

**2017 Funding Process and Tentative Timeline:** (listed times are CST) (Subject to change, updates will be posted on NCC Website)

March 17	Solicitation Announced
March 24	<b>MANDATORY</b> Live Webinar on Application and Instructions, 10 a.m. -12:00
March 29	Technical Assistance Conference Call, 1:30 p.m.
April 25	All Applications Due in the Crime Commission office by 5 p.m.
May 1	Technical/Administrative Review begins
May 31 & June 1	Staff Review conducted
June 30	Crime Commission Grant Review Committee (public meeting)
June 30	Letters mailed to applicants advising of Committee recommendations
July 21	Crime Commission (public meeting) makes final funding determinations
July 27	Applicant is mailed written notification of approval/denial
August 26	Award Contingencies due to the Crime Commission
Sept-October	Grant Award documents mailed and due to NCC within 30 days

**\*No Award can be sent until OVC awards the funds to NCC (Usually Sept or Oct)**

### **STATE - VICTIM ASSISTANCE (SA)**

**Purpose:** To provide direct services to all victims of crime.

#### **Eligibility:**

- Applicant must be a public or private nonprofit agency that serve **victims of all types of crime** and does not duplicate services provided by another victim service agency within the same geographic area.
- Provide, at a minimum, the services stated in NE Statute 81-1847 for victims of all crimes.
- Utilize volunteers in providing services to victims of all crimes.
- Provide evidence of community support with letters of support from criminal justice agencies and human service agencies within the community.
- State the goals of the agency including those purposes set forth by NE Statute 81-1846.
- Provide an explanation of the organizational structure of the agency depicting how the proposed center will be administered.

- Coordinate efforts and cooperates with other crime victim assistance agencies and all criminal justice agencies.
- Establish a system to maintain confidentiality for all crime victim information.
- Maintain information relating only to the crimes for which services are being provided.

In determining awards for victim and witness centers, the Nebraska Crime Commission shall take into consideration the following:

- NE Statutes 81-1843 to 81-1848;
- Agency funding from other sources;
- Past performance of the center applying for funds;
- Eligibility requirements as set forth by the Nebraska Crime Commission;
- Availability of funds;
- Populations served; and
- Agency impact on the community.

## **FEDERAL - VICTIMS OF CRIME ACT (VOCA)**

VOCA grant funds are to provide **direct services** to individual crime victims at no cost to the victim. *VOCA guidelines define a crime victim as a person who has suffered physical, sexual, financial, or emotional harm as a result of the commission of a crime.* The primary purpose of VOCA grants funds are to support the provision of services to victims. Services, as outlined by VOCA Program Guidelines, are those efforts that:

- Respond to the emotional and physical needs of crime victims.
- Assist primary and secondary victims of crime to stabilize their lives after victimization.
- Assist victims to understand and participate in the criminal justice system.
- Provide victims of crime with a measure of safety and security.

### **Priority Areas:**

VOCA requires states to allocate at least 10% of its total award to each crime victim category of sexual assault, domestic violence, and child abuse. An additional 10% of the funds must be allocated to victims of violent crime who were previously underserved. The Nebraska Crime Commission has identified underserved as victims of federal crimes, human trafficking, robbery, assault, burglary, arson, homicide, elder abuse, stalking, kidnapping and intoxicated drivers. Populations identified as underserved are minorities (people of color), individuals who are ages 65 and over, and those living in rural areas. Applicants may as a whole, or in-part, address one or more of these stated priority areas. If a proposal addresses only a specific type of crime victim, the number of potential victims which could be served by the applicant will be a consideration in funding decisions. In the development of an application the applicant should also take into consideration areas of recommendation outlined in the Nebraska Strategic Plan for Victims and Survivors of Crime 2015 – 2020.

[https://ncc.nebraska.gov/sites/ncc.nebraska.gov/files/doc/2015-2020\\_Victims\\_Survivors\\_Plan.pdf](https://ncc.nebraska.gov/sites/ncc.nebraska.gov/files/doc/2015-2020_Victims_Survivors_Plan.pdf)

In regards to sexual assault victims, sexual assault forensic exams are an allowable VOCA costs to the extent that other funding sources are unavailable or insufficient. LB843 statutorily obligates a centralized statewide system to address sexual assault forensic exams; federal VOCA funds managed by the Nebraska Crime Commission for this purpose and VINE would be limited to no more than 10% of the state's federal grant amount.

**Best Practices** - Serious consideration will be given to applicants demonstrating the use of practices that have proven effective for achieving safety and stability for victims of crime. These types of projects will be designed to bring about healing and justice for victims of crime.

To further these efforts, the FY 2017 VOCA Grant Program has adopted the overall outcome of **Increased Victim Safety**. Nebraska utilizes surveys as a best practice for program evaluation and determination of consumer (victims, employees, stakeholders, etc.) satisfaction. Subgrantee agencies should utilize the evaluations to continuously make any needed adjustments to meet the overall outcome of increasing victim safety. Copies of the survey tools utilized and a written policy regarding administering surveys will be required to be submitted by all agencies who are awarded VOCA funding. Continuation Programs are required to submit these materials with their application. New Programs will be required to submit a copy of the survey and written policy within 60 days of the grant award being signed.

In support of the development of projects that are based on effective practices and outcomes, the following links are provided as possible resources:

- <http://ovc.ncjrs.gov/vision21/> (Office of Justice Programs-Vision 21: Transforming Victim Services)
- <https://www.ovcttac.gov/> (Office for Victims of Crime Training and Technical Assistance Center)
- <http://www.responsetovictims.org/> (International Association of Chiefs of Police (IACP) project, *Enhancing Law Enforcement's Response to Victims*. Includes 21<sup>st</sup> century strategy; implementation guide; resource toolkit; and training supplemental)
- <http://ovc.ncjrs.gov/ovcproviderforum/index.asp> (OVC Message Board to Help Exchange Lessons and Practices (HELP) in Victim Services)
- <http://www.evawintl.org/Best-Practices> (End Violence Against Women International-Best Practices)
- <http://www.wowonline.org/economic-security-for-survivors/>
- <http://www.justice.gov/ovw> (Office on Violence against Women)
- [http://www.nsvrc.org/sites/default/files/nsvrc\\_publications\\_article\\_sadi\\_building-comprehensive-sexual-assault-programs.pdf](http://www.nsvrc.org/sites/default/files/nsvrc_publications_article_sadi_building-comprehensive-sexual-assault-programs.pdf)
- <https://ncc.nebraska.gov/grant-training> (Evidence Based Training, Outcomes & Performance Measures, Developing Outcomes for VOCA & STOP)

### **Eligibility:**

Applicant must:

- Operate as a public or nonprofit organization, or a combination thereof, and provide direct services to crime victims. Eligible organizations include victim services organizations whose sole purpose is to provide direct services to crime victims. These organizations include, but are not limited to, domestic violence/sexual assault programs, child advocacy centers, centers for missing children, mental health services, and other community-based victim coalitions and support organizations including those who serve survivors of homicide victims.
- Public and nonprofit organizations that have components which offer services to crime victims are eligible if the funds are used to expand or enhance the delivery of crime victim services. These entities include but are not limited to criminal justice agencies, faith-based organizations, state Crime Victim Reparations agency, hospitals and emergency medical facilities and others (see below for details).
- Established programs must demonstrate a record of providing effective services to crime victims, by demonstrating support and approval of its direct services by the community and a proven history of providing direct services in a cost-effective manner AND have financial support from sources other than VOCA.

- New programs must have Substantial financial support from sources other than VOCA by demonstrating that a minimum of 25% of their financial support comes from other funding sources.
- Meet the match requirement of 20% cash or in-kind from non-federal sources of the total project costs or have been granted a waiver of match (refer to Match Section on pg. 17). For Native American tribes/organizations located on the reservations the match requirement is exempt.
- Maintain appropriate programmatic and financial records.
- Utilize volunteers.
- Provide services to victims of federal crimes on the same basis as victims of state and local crimes.
- Promote coordinated public and private efforts to aid crime victims within the community served.
- Assist victims in seeking available crime victim compensation benefits.
- Provide services to crime victims, at no cost, through the VOCA-funded project.
- Maintain confidentiality.
- Comply with Federal Civil Rights Laws to include the prohibition of discrimination

**Child Advocacy Centers:** Any Child Advocacy Center that is a recipient of VOCA funds must be fully established and operational, meet all the standards for full membership as set forth by the National Children's Alliance and participate as an active member in the Nebraska State Chapter of Child Advocacy Centers.

**Criminal Justice Agencies:** Agencies such as law enforcement, prosecutors' offices, courts, corrections departments and probation and paroling authorities are eligible to receive funds to provide for victims' services. Prosecutor based victim services may include victim witness programs, victim notification and impact statements. Corrections based victims services may include victim notification, restitution advocacy and victim impact panels. Police-based victim services may include victim/witness units or victim advocates and victim registration and notification.

**Faith-Based and Community Organizations:** Consistent with Executive Order 13279, December 12, 2002 and 28 CFR Part 38, it is the policy of the Nebraska Crime Commission that faith-based and community organizations that statutorily qualify as eligible applicants under VOCA are invited and encouraged to apply for assistance awards to fund eligible grant activities. 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:** These types of 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/local public child and adult protective services, legal services 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 serve crime victims.

**INELIGIBLE Recipients of VOCA funding:**

- Federal agencies including the U.S. Attorneys' Office and FBI field offices
- In-patient Treatment Facilities such as those designed to provide substance abuse and/or mental-health treatment



**Grant Requirements:**

- **Direct Services** – Services to victims must be activities that directly benefit individual crime victims and help them with recovering and seeking justice. *VOCA funds are **not** for the purpose of providing services to businesses **unless** an individual or individuals within the business are victims of a crime.*
- **Coordination** – Promoting, within the community, coordinated public and private efforts to aid crime victims is required. It is expected that funded projects collaborate with other victim serving agencies, as well as with law enforcement and other criminal justice entities. Coordination activities include but are not limited to participation on state, federal, local and tribal task forces, commissions, working groups and coalitions in addition to other efforts that contribute to better and more comprehensive services to crime victims. This requirement of coordination is intended to also help agencies and communities ensure that the limited resources dedicated to crime victims are not unnecessarily duplicated across providers of services. To avoid any such duplication, grant funding decisions under VOCA funds may take into consideration the applicant's identified geographic area(s) to be served, the type of services provided and the types of crime victims to be served.
- **Performance Measurement Tool**- VOCA requires all funded agencies (subrecipients) to submit statistical data on a quarterly basis using the on-line Performance Measurement Tool (PMT) system. Each subrecipient must designate a point of contact within their agency to enter the required data. The individual assigned as a point of contact will be assigned a unique log in and password to access the system. Agencies will be required to create internal data collection processes to collect the specific data points for reporting on the PMT system. In addition to the quarterly statistical data, funded agencies must report on specific qualitative data in narrative form at the end of every Federal fiscal year. Information regarding the process to access the PMT system will be provided upon receipt of a Nebraska Crime Commission grant award.
- **Proof of Non-profit Status** - Non-profit organizations must submit a copy of their non-profit certification with their application for VOCA funding. This can include: 1) a copy of 501(c)(3) designation letter; 2) a letter from the state taxing body or attorney general stating that the applicant is a non-profit organization operating within the state; or 3) a copy of the state certificate of incorporation that substantiates the applicant's non-profit status.

In addition, all non-profits applicants who are funded will be required to make their financial statements available online (either on the organization's website or another publically available website). Those organizations that have federal 501(c)(3) tax status will be considered in compliance with this requirement, to the extent that the organization files IRS Form 990 or equivalent, as several sources already provide searchable online databases of such financial statements.

- **Surveys**- Surveys administered to victims or other consumers (employees, training participant, stakeholders, etc.) must be utilized in the evaluation of whether the subgrantee agency is mindful and continuously making adjustments if necessary to meet the overall outcome of increasing victim safety. Copies of the survey tools utilized and a written policy regarding administering surveys will be required to be submitted by all agencies who are awarded VOCA funding. Agencies should develop a system of distributing and collecting consumer satisfaction feedback if they have not done so already. Continuation programs must submit a copy of the survey and policy with the application. New Programs will be required to do so within 60 days of the signed grant award.



- **Victim/Witness Programs** - The purpose of a Victim/Witness Program is to advocate for victims and provide timely assistance to individual victims of crime. Advocacy should begin within 72 hours or the next business day after the incident for all serious crimes (homicide, sexual assault, assaults) and most crimes against the elderly. These types of programs must have processes in place to receive law enforcement incident reports for victims of serious crimes and crimes against the elderly so that advocacy services begin within 72 hours or sooner. Written policies and procedures are required that must outline these processes and when and how victim contact and follow-up contact will be made.
- **Volunteers** – VOCA funded projects must utilize volunteers unless the Crime Commission has determined there is compelling reason to waive this requirement. A waiver to request excusal from the use of volunteers must accompany the grant application. All applicants must include volunteer job descriptions as an attachment to the applications. Agencies may have multiple job descriptions dependent upon the services the volunteer provides. Volunteers may be used as a source of in-kind match (refer to match section).
- **Office of Civil Rights** – Pursuant to 28 CFR Section 42.302 all recipients of federal funds must be in compliance with EEO and Civil Rights requirements. All programs that receive VOCA funds or are subawarded 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 recipient is in compliance.
- **Nondiscrimination (Civil Rights)** – Federal laws prohibit recipients of financial assistance from discriminating on the basis of race, color, national origin, religion, sex, or disability in funded programs or activities, not only in respect to employment practices but also in the delivery of services or benefits. Federal law also prohibits funded programs or activities from discriminating on the basis of age in the delivery of services or benefits. All subgrantees must prepare a written policy regarding how the agency will actively notify staff and program participants of nondiscrimination policies.
- **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, recipients of federal assistance must take reasonable steps to provide meaningful access to their programs and activities for persons with Limited English proficiency. All subgrantees must develop a written LEP plan. For more information access: <http://www.lep.gov>.
- **Equal Employment Opportunity Assurance of Compliance** – Compliance is required with the following federal laws which prohibit discrimination on the basis of race, color, national origin, religion, sex, age or disability. These are Title VI of the Civil Rights Act of 1964; Omnibus Crime Control and Safe Streets Act of 1968; Section 504 of the Rehabilitation Act of 1973; Title II of the Americans with Disabilities Act of 1990; Age Discrimination Act of 1975; and the Title IX of the Education Amendments of 1972. All subgrantees must prepare an Equal Opportunity Employment Plan of Certification form and a written policy regarding how the agency will actively notify staff of nondiscrimination policies. An EEO Reporting Tool is available at: <https://ocr-eeop.ncjrs.gov>
- **DUNS Number** – All applicants are required to include a DUNS (Data Universal Numbering System) number in their application. This unique nine-digit sequence number is recognized as the universal standard for identifying and keeping track of entities receiving federal funds. It is used for tracking purposes and to validate the address and point of contact information for federal assistance applicants, recipients, and subrecipients. Obtaining a DUNS number is a free, simple, one-time activity. To obtain a DUNS number or to see if the applicant agency already has a DUNS number, call 1-866-705-5711 or go to: <http://fedgov.dnb.com/webform>.

- **System for Award Management (SAM) Registration** – All applicants must be registered on the SAM (formerly Central Contractor Registration/CCR) database. This is the repository for standard information about federal financial assistance applicants, recipients, and subrecipients. If you had an active CCR, you have an active record in SAM. Applicants must update or renew their SAM registration. Information to register or update your entity records can be accessed at <http://www.sam.gov/>.
- **Certified Assurances and Certifications Regarding Lobbying; Suspension and Other Responsibility Matter; and Drug Free Workplace** - As recipients of federal funds, the Crime Commission must sign and pass on certain Certified Assurances and requirements to subgrantees. Certified Assurances and Certifications Regarding Lobbying; Suspension and Other Responsibility Matter; and Drug Free Workplace must be signed and returned with the grant application.
- **Supplemental Funding** –Agencies must provide information on the entire budget and sources of funding for the victim services program.
- **Supplanting** - To deliberately reduce state or local funds because of the existence of federal funds. A state or local government agency cannot use federal funds to supplant (replace) other existing funds. Any request to support a state or local government agency with federal funds must address how the request is NOT supplanting of funds. Supplanting must also be addressed when a non-profit submits a project that includes any type of contract or subaward with a state or local government entity. In that case, the portion of the request to support the state or local government agency must address supplanting by clearly outlining the following:
  - a) how the costs were previously funded;
  - b) why the funds are no longer available; and
  - c) when the funds ended and/or any temporary funding agreements or arrangements.

Nebraska defines a local government or political subdivision as any unit of government within the state including villages, cities of all classes, counties, school districts, learning communities, public power districts, and entities created pursuant to the Interlocal Cooperation Act or Joint Public Agency Act.

- **Confidentiality** – VOCA funded projects must maintain confidentiality as required by state and federal law and may not disclose, reveal or release personally identifiable information or statistical information collected in connection with VOCA-funded services requested, utilized, or denied. Regardless whether such information is encoded, encrypted, hashed or otherwise protected. At no time shall a victim's name, address, phone number or other identifying information be divulged to another individual or agency unless the victim has given prior voluntary written consent for such release of information. All agencies must develop a written confidentiality policy and applicable written releases of information that are time limited and include provisions to whom and the type of information that can be shared with outside parties. Victims of crime cannot be required to provide a consent to release personally identifying information in order to receive VOCA funded services. Under no circumstances may any personally identifying information be shared to comply with reporting, evaluation or data-collection requirements of any program.
- **Special Conditions** - Awarded applicants must sign Special Conditions that include but are not limited to requirements under federal and state laws in addition to requirements for accounting, data collection and reporting. Victim assistance programs must maintain nondiscrimination information on victims (race, national origin, sex, age and handicap). This information will be inputted on the Performance Measurement Tool by the subgrantee on a quarterly basis.

- **Fiscal Requirements - Commingling of funds on either a program-by-program or project-by-project basis is prohibited.** The subrecipient's accounting system must maintain a clear audit trail for each source of funding for each fiscal budget period and include the following:
  - a) Separate accountability of receipts, obligations, expenditures of all grant funds, disbursements, and balances.
  - b) Itemized records supporting all grant receipts, expenditures and match contributions in sufficient detail to show exact nature of activity.
  - c) Data and information for each expenditure and match contribution with proper reference to a supporting voucher or bill properly approved.
  - d) 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.
  - e) Maintenance of payroll authorizations and vouchers.
  - f) Maintenance of records supporting charges for fringe benefits.
  - g) Maintenance of inventory records for equipment purchased, rented, and contributed.
  - h) Maintenance of billing records for consumable supplies (i.e., paper, printing) purchased.
  - i) Provisions for payment by check.
  - j) Maintenance of travel records (i.e., mileage logs, gas receipts).
  - k) Lease Agreements, contracts services, and purchases of equipment that adhere to established procurement processes.
    - State agencies are governed by procedures of the Department of Administrative Services (DAS), these are located at <http://das.nebraska.gov/materiel/purchasing.html>
    - Counties must follow the process outlined in Nebraska statute located at <http://www.nebraskalegislature.gov/laws/statutes.php?statute=23-3108&print=true>
    - All other agencies (i.e., nonprofit, city) must adhere to the written process of the agency or if none exists, it reverts back to the Crime Commission's process (i.e. the DAS Procurement Process)
- **Equipment** (including replacements) purchased in whole or in part with VOCA funds must be maintained, at a minimum, meeting the following requirements: (To fully benefit project purchases should be made at the beginning of the project period.)
  - a) Maintain property records which include all of the following:
    - b) Description of the property
    - c) Serial number or other identification number
    - d) Source of the property Identification of the title holder
    - e) Acquisition date
    - f) Cost of the property
    - g) Percentage of Federal participation in the cost of the property
    - h) Location of the property
    - i) Use and condition of the property
    - j) Disposition data, including the date of disposal and sale price
  - k) A physical inventory of the property and reconcile the results with the property records at least once every 2 years.
  - l) Loss, damage, or theft:
    - A control system must be in place with adequate safeguards to prevent these occurrences.
    - Promptly and properly investigate any loss damage, or theft.
    - Establish and use adequate maintenance procedures to keep the property in good condition.

- If authorized or required to sell the property, a proper sales procedure must be established to ensure the highest possible return.
- m) Original or replacement equipment acquired under the funded project that is no longer needed for the original project must be disposed. This is also true when equipment acquired under the funded project will be used for other activities. The following must be adhered to in equipment disposition:
  - If the item to be disposed of has a current per-unit fair market value of less than \$5,000, it may be retained, sold, or otherwise disposed of with no further obligation to the Crime Commission.
  - If the item has a current per-unit fair market value of \$5,000 or more, it may be retained and sold, but the Crime Commission will have a right to a specific dollar amount.
- **Payments** – All payments from the Crime Commission will be on a reimbursement basis. Required documentation must be submitted by the 30<sup>th</sup> of the month following the quarter to be reimbursed. If the agency is submitting monthly reimbursements, they are due by the 15<sup>th</sup> of the following month. Reimbursement will not be made until all documentation has been approved.
- **Positions** – Any position 100% funded through grant funds and/or match must be 100% dedicated to the grant program allowable activities. Bi-Annual Certifications that certify all activities performed in the previous six months was spent on allowable activities must be completed and submitted with reimbursement documentation.
- **Applicant Disclosure of Pending Applications** – Applicants are to disclose whether they have any pending application for federally and/or state funded grants that include requests for funding to support the same project being proposed under this solicitation and will cover the identical cost items outlined in the budget in the application under this solicitation. The Crime Commission seeks this information to help avoid any inappropriate duplication of funding. Applicants that have pending applications as described above are to provide the following information about pending applications submitted within the last 12 months:
  - federal or state funding agency;
  - solicitation name/project name; and
  - point of contact information at the application funding agency.

If the applicant does not have any pending applications indicate “None” on the form.

#### **Allowable Uses of Funds:**

1. **Services which immediately respond to the health and safety** including but not limited to, crisis intervention services; accompaniment to hospitals for medical exams; crisis line support; emergency food, clothing, transportation and temporary shelter for victims (including emergency, short-term nursing home shelter for elder abuse victims for whom no other safe, short-term residence is available); and other emergency services intended to restore the victim’s sense of security. This includes services which offer immediate measures of safety to crime victims such as replacing or repairing locks.

Repairs and/or replacement of items that contribute to maintaining a healthy and/or safe environment for crime victims are allowable in an existing shelter or a facility currently funded with VOCA dollars. The subgrantee must own the shelter or facility or lease the shelter or facility from a government entity. The lease cannot be with a private landlord and the lease with the government entity must continue for a minimum of five years following completion of the repair; maximum of \$15,000.00.

2. **Legal services** that are directly related to the victimization to include, emergency legal assistance such as filing for restraining orders and emergency custody/visitation orders. This includes legal services that are non-emergency such as proceedings for protective/restraining orders or campus administrative protection/stay-away orders; family, custody, housing and dependency matters, particularly for intimate partner violence, child abuse, sexual assault, elder abuse and human trafficking. Immigration assistance for victims of human trafficking, sexual assault, and domestic violence. Intervention with creditors, law enforcement and other entities on behalf of victims of identity theft and financial fraud. VOCA funds may also be used to allow victims to file a motion to vacate and/or expunge certain convictions based on their status of being victims.

3. **Service and activities that assist victims of crime in understanding and recovering from the trauma** such as short-term therapy (up to 12 months) and groups provided by trained, licensed professionals. Therapy refers to treatment for individuals, couples and family members to provide emotional support and trauma informed care for crises arising from the occurrence of crime. Services include evaluation of mental health needs, as well as the actual delivery of counselling services. Substance abuse treatment so long as it is directly related to the victimization. Peer Support, including, but not limited to activities that provide opportunities for victims to meet with other victims, share experiences, and provide self-help, information and emotional support.

4. **Services directed to the needs of victims who participate in the criminal justice system.** These include advocacy on behalf of crime victims; accompaniment to criminal justice offices and court; transportation to court; child care or respite care to enable victims to attend court; notification of victims regarding court dates; case disposition information; parole procedures; and assistance with victim impact statements.

5. **Services that assist victims with managing practical problems created by the victimization** such as acting on behalf of the victim with creditors and employers; providing parenting and/or life skills classes that help to stabilize a victim's life; assisting victims with applying for compensation benefits; assisting the victim to recover property that is retained as evidence and helping to apply for public assistance.

6. **Costs necessary and essential to providing direct services** such as pro-rated rent, telephone, transportation costs for victims to receive services and enable victims to participate in the criminal justice system, and local travel expenses for service providers while providing services to victims. Costs to cover needs necessary to provide services to crime victims with specific or special needs such as interpreters for non-English speaking victims or for equipment such as TTY/TTD machines for the deaf or minor building alterations/improvement that make victims services more accessible to persons with disabilities.

6. **Costs directly related to providing direct services through staff:**

- Costs of advertising to recruit VOCA funded personnel.
- Staff salaries and fringe benefits. Fringe benefits are allowed but limited by the Crime Commission to basic benefits of insurance offered by the agency (health, life, professional liability, etc.), FICA, unemployment, workers compensation insurance, costs of leave (holidays, sick leave, vacation) and pension/retirement.
- Training costs for VOCA paid staff and volunteers so that they are better equipped to provide quality services to crime victims. Costs can include funds necessary to attend the NE Victims Assistance Academy; travel, meals, lodging and registration fees; resource materials needed to train direct service personnel; and the costs of a trainer for in-service staff development.

7. **Restorative Justice efforts including opportunities for crime victims to meet with perpetrators, if such meetings are requested or voluntarily agreed to by the victim** and have possible beneficial or therapeutic value for a crime victim. For Restorative Justice efforts the following must be considered: a) safety and

security of the victim; b) benefit or therapeutic value to the victim; c) procedures for ensuring participation of the victim and offender are voluntary and all participants understand the nature of the meeting; d) provision of appropriate support and accompaniment for the victim; e) appropriate debriefing opportunities for the victim after the meeting or panel; f) credentials of the facilitators; and g) opportunity for a crime victim to withdraw from the process at any time.

8. **Medical Costs** for non-prescription and prescription medication, prophylactic or other treatment to prevent HIV/AIDS infection or other infectious diseases, durable medical equipment (such as wheelchairs, crutches, eyeglasses) and other healthcare items are allowable. **These costs are allowable provided the following is true:** the victim does not have access to health insurance, Medicaid, Crime Victim Reparations, or other healthcare funding source to meet the emergency needs of the victim (typically within 48 hours of the crime.)
9. **Relocation** is allowable with the following parameters established by the Crime Commission: a) eligible crimes: domestic violence, sexual assault, human trafficking, elder abuse (this list may not be all inclusive as other situations may arrive that relocation is necessary for the immediate safety of the victim, contact VOCA Administrator for approval of these situations) b) relocation within the state of Nebraska is limited to three (3) months of rent and utilities c) relocation outside the state of Nebraska is limited to one time costs (i.e. deposit and/or first month rent, utility deposits) d) other allowable expenses include: reasonable moving expenses, storage unit; rental expenses; and security deposits

#### **Other Allowable Costs and Services:**

The services, activities and costs listed here are often necessary and essential to providing direct services however; alone they are generally not considered direct crime victim services. Given the nature of these items they should not be the primary focus of a VOCA project request and any request, the applicant will need to provide evidence that no other resources are available to support such activities.

1. Supervision of direct service providers when such supervision is necessary and essential to providing direct services to crime victims.
2. Contracted specialized services however, the majority of VOCA funds for contracted services cannot contain administrative, overhead, and other indirect costs included in the hourly or daily rate.
3. Items that provide or enhance direct services to crime victims and repair or replacement of essential items that contribute to maintaining a healthy and/or safe environment for crime victims. Examples of allowable costs may include security equipment, equipment needed for interviewing children, furniture and equipment for shelters, work spaces, victim waiting rooms and children's play areas. Funds cannot support the entire cost of items that are not used exclusively for victim-related activities.
4. Pro-rated operating costs such as supplies, postage, equipment use fees (when supported by usage logs), printing brochures which describe available services, and audits for agencies required to conduct an A-133.
5. Technology (including internet access) that increases a project's ability to reach and serve crime victims.
6. Funds may be used to support presentations that are made in schools, community centers, or other public forums, and are designed to identify crime victims and provide or refer them to needed services. VOCA funds cannot be used to simply raise the public's consciousness or for education regarding victim issues. However, funds can be used to promote public awareness for matters of describing services available, how to access program assistance and to identify and refer crime victims to needed services.
7. Purchase or lease of a vehicle if it can be demonstrated that such expenditure is essential to delivery services to crime victims. In the event that a vehicle is purchased with VOCA funds, related items, such as routine maintenance and repair costs, and automobile insurance are allowable.
8. Costs to attend national training (i.e., National Organization for Victim Assistance, National Victim Assistance Academy) will be considered on an individual basis. Requests must justify a need not



available within the state and only one training per person will be considered, individual must provide direct services.

9. Reasonable salary increases for existing staff currently paid by VOCA funds and for costs associated with increasing part-time workers to full-time or for additional staffing, if statistical data indicates a need.
10. Coordination of activities that facilitate the provision of direct services, include but are not limited to, State-wide coordination of victim notification systems, crisis response teams, multi-disciplinary teams, coalitions to support and assist victims, and other such programs, and salaries and expenses of such coordinators.
11. **Indirect Costs:** Agencies that request indirect cost funding must be able to report their indirect cost rate as it applies to the agency. Indirect costs are those costs that are general or centralized expenses necessary for the overall administration of an organization. They are costs of an organization that are not readily assignable to a particular project costs, but are necessary to the operation of the organization and the performance of the project. The cost of operating and maintaining facilities, depreciation, rent, supplies, telephone expenses, and administrative salaries are examples of the types of costs that are usually treated as indirect costs. For organizations that have an established federally approved indirect cost rate for Federal awards, indirect costs means those costs that are included in the organization's established indirect cost rate. Such costs are generally identified with the organization's overall operations and are further described in the Office of Management and Budget Circulars 2 CFR 200.

For the purposes of this grant program, projects are permitted an allocation for administrative costs under one of the following options:

- Federally Approved Indirect Cost Rates: Agencies who have an established federally approved indirect cost rate agreement in place may include the allocation for indirect costs. These agencies must provide a copy of their current federally approved indirect cost rate agreement with the budget request for funding.

OR ...

- De Minimis Rate: Agencies who have NEVER had a federally approved indirect cost rate agreement can elect to charge a de minimis rate of 10% of the modified total direct costs (MTDC) which may be used indefinitely. Costs must be consistently charged as either indirect or direct (not both). Agencies must provide: a) list of the requested administrative costs items and the corresponding cost of each item; b) a copy of the agency's written allocation policy for the costs; and c) a written certification that the agency has never had a federally approved indirect cost rate agreement. An example for calculating a 10% de minimis rate is provided on page 26.

OR ...

- Pro-rating: Projects can pro-rate various administrative and general expenses up to 10% (which is consistent with the de minimis rules). These types of allocations must identify the specific costs involved and indicate the percentage allocated of the total costs. All costs must be considered necessary, allowable, reasonable and allocable. Additional project allocations can be made; however, they must be for the provision of direct services. For example, the position of Executive Director could be allocated up to 10% for the administrative tasks conducted that are necessary to the project's success. These costs still must be justified. An additional percentage of this position's time could be allocated to the project if the position conducts direct services activities. In this case, a job description would be required outlining the percentages of time that the position spends in various administrative duties versus direct services tasks.

### **Not Allowed:**

- Victim-offender meetings that serve to replace criminal justice proceedings. Funds **can** cover costs associated with Restorative Justice for the victim **ONLY**. Any costs associated with the perpetrator's involvement in Restorative Justice efforts **cannot** be paid with VOCA funds. Funds **cannot** be used for Restorative Justice efforts or victim-offender mediation with the community as a whole.



- Any activity or expense that is the responsibility of the prosecutor or the law enforcement agency and including any activities directed at prosecuting an offender and/or improving the criminal justice system's effectiveness and efficiency; gathering evidence; witness management and notification (VOCA funds may **only** be used to notify witnesses who are also a victim of the crime); expert testimony at trials; victim witness protection costs and subsequent lodging and meal expenses.
- No funds (federal and/or match) can be used to purchase food and/or beverages for any meeting, conference, training or other event and all such events must be approved by the Crime Commission before any contracts are signed or arrangements finalized. Therefore, food and beverage costs are now unallowable under any grant, cooperative agreement and/or contract. This restriction does not impact direct payment of per diem amounts to individuals attending a meeting or conference, as long as they fall within the guidelines.
- Unallowable activities with federal dollars include but are not limited to lobbying, administrative advocacy, fundraising, and research projects.
- Construction and physical modification to buildings excluding minor repairs for accessibility purposes. For repairs and/or replacement of items see allowable uses of VOCA funds.
- Federal funds cannot be used to match other federal funds.
- VOCA funds cannot be used for community education, crime prevention activities and education presentations. It is allowable to use funds for public awareness to promote programs and services that are provided to crime victims.
- Reimbursement to crime victims for expenses incurred as a result of a crime such as insurance deductibles, replacement of stolen property, funeral expenses, lost wages and medical bills is not allowable unless indicated otherwise.
- VOCA funds cannot pay for nursing home care (emergency short-term (45 days) nursing home shelter as previously described is allowable), home health-care costs, inpatient treatment costs, hospital care and other types of emergency care, and non-emergency medical and/or dental treatment.
- Capital expenditures and land acquisition is not permitted.
- Administrative staff expenses such as salaries, fees, training costs and reimbursable expenses associated with administrators, board members, executive directors, consultants, coordinators, and other individuals unless these expenses are incurred while providing direct services to crime victims.
- Costs associated with the development of protocols, interagency agreements, and other working agreements are not allowable.
- Activities exclusively related to crime prevention or the costs of sending individual crime victims to conferences.
- Legislative and administrative duties of staff and individual membership dues.
- Costs of needs assessments, surveys, evaluation or studies. Funds cannot be used to pay for efforts conducted by individuals, organizations, task forces, or special commissions to study and/or research particular crime victim issues.
- Perpetrator rehabilitation and counseling or any other activities involving or relating to perpetrators are not allowable.
- VOCA funds for the sole purpose of funding items such as equipment or for making repairs will not be considered unless they are requested as a part of a programmatic request.
- Transitional housing is not allowable for the purposes of this solicitation.

Please see Federal Register notice for further information regarding allowable and unallowable costs: <https://www.gpo.gov/fdsys/pkg/FR-2016-07-08/pdf/2016-16085.pdf>

**Match Requirements:**

Match (cash or in-kind) must directly relate to the project goals and objectives. All match funds must be financially documented in the same manner as grant funds and expended within the project period. Designated match is restricted to only allowable activities and costs under VOCA funding.

**Waiver of Match:** The following match requirements for applicants are required unless the project has been granted a Waiver of Match. Only the federal Office of Victim of Crime may waive the match requirement and only for subgrantees that can provide documentation of **extraordinary need as outlined in section IV.B.4.b.(3) of the VOCA Victim Assistance Final Program Guidelines** for such a waiver. To request a Waiver of Match the applicant must submit a letter with the grant application. This letter should be addressed to the Crime Commission, on the applicant's agency letterhead and clearly indicate or describe the hardship and/or type of circumstances that will hinder the applicant's ability to provide the required level of match. Continuation projects are expected to provide the level of match provided for FY 2016. A match waiver request should address why the waiver is necessary; explain the need for increased funding; and outline the issues related to the project's lack of resources (volunteers, other funding, in-kind donations). This letter will be forwarded by the Crime Commission for review to the federal Office of Victims of Crime for approval.

**Match Calculation:** A 20% match of the total project budget is required by VOCA. Subgrantees need to develop a budget for the total project that meets the needs of the direct services program and include only VOCA allowable activities. Match does not need to be provided for each line item. For example, if the program has a high utilization of volunteers all of the Match could be met through the use of volunteer hours. Match amounts available to the agency over 20% of the total project cost are not to be reported on the application budget. However, this type of information may be useful in the applicant's sustainability section of the proposal to show financial support of 25% from non VOCA funds.

**Match Calculation Example:**

*The amount of required match (20%) can be calculated by dividing the requested amount by 4.*

**Step 1:** \$75,000 in federal VOCA funds requested for the project

**Step 2:**  $\$75,000 \div 4 = \$18,750$  (required match amount)

**Step 3:**  $\$75,000 + \$18,750 = \$93,750$  (total project)

**Indian Tribes or Native American Organizations:** The match requirement is exempt for any new or existing VOCA funded project that is an Indian tribe or a Native American organization on a reservation.

**In-kind Match:** Consists of donations to project activities other than cash and may include donations of expendable equipment, office supplies, workshop or classroom materials, discounted prices, work space, or the monetary value of time contributed by professional and technical personnel and other skilled and unskilled labor if the services they provide are an integral and necessary part of the funded project. The value or depreciation value of furniture or equipment is not an eligible match.

**Value of Volunteers:** The monetary value placed on volunteer services provided as in-kind match shall be consistent with the rate of compensation paid for similar work in the applicant's organization and/or at an equitable fair market value. If the duties performed by volunteers are not similar to paid positions of the organization, then the agency may use a comparable fair market rate or a rate of compensation not to exceed \$15.00/hour. For the purpose of match, volunteers who are on-call for a 24-hour period may be shown as having worked a 16-hour shift and volunteers who are on-call for 16 hours may be shown as having worked 8 hours. However, all actual time spent in providing direct services to victims can be counted. Records must be maintained that indicate how the rate of compensation was determined and to document all service delivery and hours.

**Letters of Support and Memorandums of Understanding: Letters of Commitment are no longer needed.**  
**Continuation programs are not required to submit MOU's or letters of support for this grant cycle.**

1. Letters received separately from the grant application will not be considered or returned. Applicant will not be notified letters have been received. It is the applicants' responsibility to assure all letters are attached to the application.
2. All letters must remove or black out identifying information of any crime victims.
3. To demonstrate coordination and cooperation, applicants are required to include at a minimum of 3, maximum of 5 letters of support from law enforcements, criminal justice agencies, other victim service organizations and community stakeholders. Letters should be signed by an agency lead such as the Chief of Police, Sheriff, County Attorney or Executive Director. It is acceptable for agencies that serve multiple counties to have a Letter of Support that is signed by all county agency leads. Letters of support from employees or commissioners of the Crime Commission will not be accepted.
4. Memorandums of Understanding developed with coordinating partners should be submitted to demonstrate support of the vital functions of the agency, if applicable.

**Application Submission: Continuation and New Applicants** must submit by 5:00 p.m. (CST) on Tuesday, April 25, 2017; the following (Please note, Applicants not submitting as instructed below may be considered invalid submissions):

1. A PDF copy of the complete (signed with all attachments excluding those noted below) application (label as Application) emailed as an attachment to: [Marcella.johnson@nebraska.gov](mailto:Marcella.johnson@nebraska.gov). The **subject line** in the email for submissions must include the grant year, title of grant (VOCA), and agency name. (e.g., 2017 VOCA (agency name))

Please attach the following documents to the same email but as separate labeled PDFs (Agency Name-document name):

- ✓ All job descriptions can be submitted in one PDF document
  - ✓ Non-Profit status
  - ✓ Match Waiver Request
  - ✓ Continuation Applicant ONLY: Copy of Survey and written Policies and Procedures for Surveys
  - ✓ New Applicant ONLY: Letters of Support and/or MOU's
  - ✓ Certification of viewing Webinar (if applicable)
2. One (1) complete original application mailed or delivered to the Crime Commission by the deadline. Original must be single sided; stapled in the upper left hand corner and 2-hole punched at the top. Write or stamp "Original" on the application.
  3. One (1) hard copy of complete application mailed or delivered to the Crime Commission by the deadline. Copy can be doubled sided, but must be stapled in the upper left hand corner (2-hole punched not required). Write or stamp "Copy" on the application.

**Mailing Address:**

Nebraska Crime Commission  
PO Box 94946  
Lincoln NE 68509

**Personal Delivery/Overnight:**

Nebraska Crime Commission  
301 Centennial Mall South, 5th Floor  
Lincoln, NE 68509

4. Faxed copies will NOT be accepted.

**Application Format:**

*Please note that Crime Commission applications change from year to year.*

- ✓ Must be typewritten.
- ✓ Re-created applications must adhere (word-for-word and design) to the Crime Commission's official application format and layout. Do not remove sections of budget worksheets, assure each budget sheet is on ONE page.
- ✓ Federal Identification Number must be included on the application. Applicant must be the entity that will receive and disburse grant funds. The Federal ID Number must be that of the applicant.
- ✓ No cover letters.
- ✓ Do not put applications in folders.
- ✓ Use 12 point font, number pages in lower right hand corner and adhere to page limits.
- ✓ Sources of data and/or statistics must be cited immediately following the information or under the graph/chart provided.
- ✓ Only submit completed budget pages that apply to the project.
- ✓ Budget figures must be in whole numbers, no cents. PLEASE check all calculations.
- ✓ Additional information in the form of Appendixes will not be accepted.
- ✓ Include ALL Required Forms (Budget Summary page, Certified Assurances, Drug Free Workplace form, Debarment form, Lobbying form) with appropriate signatures of the authorized official (i.e., county board chair, mayor, city administrator, chair or vice-chair of a non-profit agency)

**Training and Technical Assistance:**

1. A **Live Webinar Meeting** will be held on **Friday, March 24 from 10 a.m. to noon (CST)** to discuss the application and instructions and to answer any questions. **Viewing of the Webinar is MANDATORY for ALL applicants.** The session will be recorded and posted for viewing by those unable to participate. Applicants not able to participate during the Live Webinar will be required to view the webinar online and submit Certification along with application indicating that the webinar was viewed in its entirety. The webinar and certification will be posted at <https://ncc.nebraska.gov/grant-training> on Tuesday March 28, 2017. Applicants that do not participate in the Live Webinar or submit Certification verifying it was viewed online will NOT be eligible for consideration of VOCA funding. Instructions for the webinar will be emailed to current VOCA recipients on Tuesday March 21, 2017; new applicants please email [kellie.rabenhorst@nebraska.gov](mailto:kellie.rabenhorst@nebraska.gov) by 3pm Thursday March 23<sup>rd</sup> for instructions to view the live webinar.

2. **Technical Assistance Conference Call** will be held on **Wednesday, March 29 from 1:30 to 2:30 p.m. (CST)**

These TA calls are being provided to answer any follow-up questions or to discuss possible project plans. To access the conference calls complete these steps:

- Dial the Conference Access Number: (888) 820-1398
- Enter Attendee Code: 3367588 #
- Attendee Quick Commands: \*6 Mute/Un-Mute Own Line

3. **Grant Management Training (GMT)** is required for new projects, continuation projects who have not attended GMT since 2015 and those with new project personnel (Project Director, Coordinator, and Fiscal Officer). Others are welcome to attend. The date of this training will be announced in successful applicants' award letter.

## **Application Forms & Instructions**

Applicants should ensure that the proper application is being utilized, either for a Continuation project or New project. Applicants must submit a fully executed application to the Crime Commission, including all required supporting documentation. Do not include other documents in addition to those specified in these instructions. Do not submit the checklist below. Incomplete applications will not be considered for funding.

### **Application Forms & Instructions Chart: NEW programs**

<b>Date Completed</b>	<b>SECTION NAME &amp; ORDER</b>	<b>PAGE LIMITS</b>
	<b>Grant Applicant Information</b>	Pages as provided
	<b>Budget Summary</b>	1 page as provided
	<b>Budget Sheets and Narratives</b>	Pages as needed.
	<b>Community Description</b>	3 pages
	<b>Problem Statement</b>	5 pages
	<b>Solution</b>	4 pages
	<b>Agency Budget &amp; Funding Sources</b>	Chart as provided
	<b>Sustainability</b>	3 pages
	<b>Activities/Timetables</b>	2 pages
	<b>Goals, Objectives &amp; Performance Measures</b>	Pages as needed (format provided)
	<b>Signed &amp; Dated Certified Assurances</b>	Form provided
	<b>Signed &amp; Dated Lobbying, Debarment, Drug-Free Workplace Form</b>	Form provided
	<b>Applicant Disclosure of Pending Applications</b>	Form provided
	<b>ATTACHMENTS</b>	
	<b>Volunteer &amp; Employee Job Descriptions</b>	Required for all agencies (separate PDF)
	<b>Letters of Support</b>	Submit 5 letters of support (separate PDF)
	<b>Memorandums of Understanding</b>	If applicable (separate PDF)
	<b>Indirect Cost Rate Verification, if applicable</b>	Copy of federally approved indirect cost rate agreement (separate PDF)
	<b>Non-profit Status Verification, if applicable</b>	Copy of 501(c)(3) designation letter or other verification (separate PDF)
	<b>Match or Volunteer Waiver Request – if applicable</b>	Attach applicant's letter on agency letterhead (separate PDF)

**Application Forms & Instructions Chart: CONTINUATION programs**

Date Completed	SECTION NAME & ORDER	PAGE LIMITS
	<b>Grant Applicant Information</b>	Pages as provided
	<b>Budget Summary</b>	1 page as provided
	<b>Budget Sheets and Narratives</b>	Pages as needed.
	<b>Agency Budget &amp; Funding Sources</b>	Chart as provided
	<b>Activities/Timetables</b>	2 pages
	<b>Continuation Narratives</b>	3 pages
	<b>Goals, Objectives &amp; Performance Measures</b>	Pages as needed (format provided)
	<b>Signed &amp; Dated Certified Assurances</b>	Form provided
	<b>Signed &amp; Dated Lobbying, Debarment, Drug-Free Workplace Form</b>	Form provided
	<b>Applicant Disclosure of Pending Applications</b>	Form provided
	<b>ATTACHMENTS</b>	
	<b>Volunteer &amp; Employee Job Descriptions</b>	Required for all employee and volunteer positions(separate PDF)
	<b>Surveys</b>	Copy of Survey and established Policies and Procedures (separate PDF)
	<b>Indirect Cost Rate Verification, if applicable</b>	Copy of federally approved indirect cost rate agreement (separate PDF)
	<b>Non-profit Verification, if applicable</b>	Copy of 501(c)(3) designation letter or other verification (separate PDF)
	<b>Match/Volunteer Waiver Request – if applicable</b>	Attach applicant's letter on agency letterhead (separate PDF)

**Applicant Information**

Provide all requested information. The applicant must be the agency that will receive and disburse the grant funds. The Federal Identification Number and the DUNS number must be that of the applicant. Project must provide separate individuals for each project position (Director, Coordinator, Fiscal Officer, and the Authorized Official).

Project Summary is a concise statement, of 150 words or less, highlighting the major aspects of the proposed project.

**Budget Summary**

All costs must be necessary, reasonable, allowable, allocable and substantiated.

Provide budget figures rounding to the nearest dollar. Do not include cents. Please ensure figures calculate correctly. The Budget Summary page must be signed by the Authorized Official. Please explain why, if a non-profit Vice Chair is signing as the Authorized Official.



Applicant must provide a match according to the following guidelines or submit with the grant application a Waiver of Match request.

**Match:**

A 20% cash or in-kind match of the **total cost of the project** is required. *New programs that have not yet demonstrated a record of providing services must show that at least 25% of their financial support comes from non-federal sources.* Indian tribes or Native American organizations on reservations are exempt from match. Federal funds cannot be used for match.

**Waiver of Match Request:** Request must be attached to the grant application in the form of a letter written on applicant's agency letterhead and addressed to the Crime Commission. The request must clearly indicate the hardship and extraordinary need and/or type of circumstances that would warrant the need for such a waiver. Continuation projects are expected to provide the level of match provided for FY 2016. A match waiver request should address why the waiver is necessary; explain the need for increased funding; and outline the issues related to the project's lack of resources (volunteers, other funding, in-kind donations). This letter will be forwarded by the Crime Commission to the federal Office of Victims of Crime for final approval.

**Proposed Project Period:** Identify the project's proposed project period. Budget period cannot begin prior to October 1, 2017 or extend beyond June 30, 2019.

**Budget Worksheets**

**Each line item listed on a budget worksheet must have a corresponding budget narrative that is thorough and includes all required information. Items with an incomplete budget narrative will not be awarded.**

**Category A - Personnel**

Personnel are the wages and fringe benefits for regular full-time or part-time salaried employees. All volunteer in-kind matches **MUST** be listed under the personnel category. Funding requests for positions that are not on the regular payroll or are not volunteers must be classified either as contracts and/or consultants.

Salaries cannot exceed those normally paid for comparable positions in the community and/or the unit of government.

**1. Wages/ Salaries**

- Indicate title/position and full-time or part-time for each employee involved in the project including new positions to be filled.
- Indicate if position is New (N) or Existing (E).
  - New positions are additional personnel to the agency requested through the current funding application.
  - If request is for an existing position, the narrative must explain how the position was funded prior to this request to ensure the funding request complies with non-supplanting requirements. For a position that is existing, provide both current annual salary and requested annual salary amounts for the next fiscal year.
- For each position listed, indicate the TOTAL hours of the personnel's work week and the percent of the time to be allocated/devoted to the project. VOCA funding can only support the percentage of personnel time that is allocated/devoted to the VOCA project.
- Narrative must be included to describe how calculation of costs for each personnel position were determined (e.g. 500 hours x \$18 an hour = \$9,000) for both the requested funds and matching funds.
- In narrative section, outline the job duties/responsibilities for each position and indicate their relevant to the project. Include percentage of time spent on job duties in order to support the allocation of the position to VOCA. Attach to application job descriptions for all positions outlining duties, percentage of time devoted to duties and position qualifications.

- Volunteers used as in-kind must be listed under personnel. **Monetary value of volunteer services can be calculated at a rate consistent with the rate of compensation paid for similar work in the applicant's organization.** If the required skills are not found in the organization, the rate of compensation cannot exceed an hourly wage of \$15.00/hour. Use hourly rate multiplied by the number of hours of service to be contributed for amount to enter on Budget Sheet. Volunteer job descriptions must be attached to the application.
- If existing personnel will be involved in the project but no funds are requested for their position or be used as match, do not list them on the budget worksheet, but the narrative must include this information. Clearly identify in the narrative that the position is not requested for funding or being used as match.

## 2. **Fringe Benefits**

- All fringe benefits are to be based on the **employer's share only**. **Fringe benefits can only be requested for the personnel positions that are also requesting funding at the percent allocated to VOCA.**
- Only basic fringe benefits of insurance offered by the agency (health, life, professional liability, etc.), FICA, unemployment insurance, workers compensation, costs of leave (holidays, sick leave, vacations) and pension/retirement can be included. The employee's share is to be withheld from their wages.
- Funds to support cafeteria plans are not allowed by the Crime Commission.
- Vacation and leave time are included in normal working hours (FTE 2,080 hours/year) and are not considered added benefits.
- In the appropriate columns, for each position, enter the total costs of benefits requested and those provided as match.
- Narratives should include all components of the fringe benefits, how the requested costs were calculated, and how the benefits were prorated by funding source, if applicable. (e.g., Health Insurance @ \$6,000 per year/single coverage; FICA @ .0765 of total salary, etc. multiplied by the percentage of the benefits for the personnel position that is prorated to VOCA) (see example below)

3. **Total Personnel Budget** – Add the totals for each subtotal to show total personnel costs. Enter the totals for the requested and match share on the Budget Summary page for Personnel.

### **EXAMPLE PERSONNEL NARRATIVE:**

#### **Program Director**

The Program Director (will be filled with the staff member formerly known as the Volunteer & Outreach Coordinator) is an existing full-time position, which is currently funded in part by VOCA Grant #15-VA-000 (award ends September 30, 2016). A portion of the VOC's duties will create a new part-time position.

1. The Program Director will devote (on average) 1,456 hours annually (28 hours per week x 52 weeks = 1,456 hours) to this project, this is 80% of the time. The Program Director will receive \$18.29/hour. The Program Director's total yearly salary (without fringe benefits) would be \$33,288.00 (rounded). The Program Director would receive **\$26,630.00/year** (\$18.29/hr. x 1,456hrs/yr = \$26,630.00 rounded) from this project.
2. The Program Director is a new non-exempt full-time position that will be funded through VOCA, FVPSA/HHS and RPE. This position will be filled from within the organization.
3. Duties that will be performed by the Program Director are as follows:
  - a. The Program Director will devote 182 hours per year to Program Management 10% (3.5 hours per week x 52 weeks = 182). These services include but are not limited to:
    - i. Ensure that program activities operate within the policies and procedures of the organization
    - ii. Ensure that program activities comply with all relevant legislation and professional standards
    - iii. In consultation with the Executive Director, recruit, interview and select qualified advocates.
    - iv. Ensure all advocates receive appropriate training.
    - v. Supervise program staff by providing direction, input and feedback.
    - vi. Coordinate the delivery of services among different activities to increase client services.
    - vii. Focus on Client Needs and assist advocates in their response to the needs of clients to meet or exceed expectations within the program.
    - viii. Work cooperatively and effectively with the advocates to resolve problems and make decisions

- that enhance the programs delivery of client services.
- ix. In consultation with the Executive Director, ensure that the programs activities and services operate within the approved budget.
  - x. Assist the Volunteer Advocate Coordinator as needed.
- b. The Program Director will devote 1,040 hours per year to Direct Client Services 57% (20 hours per week x 52 weeks = 1,040)
- i. Case management for victims of domestic violence, sexual assault, trafficking, and stalking, particularly when involving children and when called upon by law enforcement or prosecution.
  - ii. Crisis counseling, referrals to other agencies, transportation, shelter, food, clothing and follow up contact.
  - iii. The Program Director will do safety planning with clients.
  - iv. The Program Director will provide information, paperwork, etc.. when clients need to file protection orders. The Program Director will provide assistance with victim impact statements, legal referrals, court accompaniment, obtaining citizenship documentation, VINE registration, work with the Nebraska Coalition and local entities on U-Visa or T-Visa's, as well as assistance filing Victim Compensation Claims.
  - v. The Program Director will provide information, paperwork, etc...when it is necessary to file protection orders on behalf of minor children.
  - vi. The Program Director will collaborate with law enforcement, County Attorneys, legal representatives and mediators in all 6 Counties that SCIP serves, by acting as the liaison between those agencies and SCIP clients (when requested by the client).
  - vii. The Program Director assists with coverage on the 24-hour crisis line.
- c. The Program Director will devote 234 hours per year to awareness activities. 13% (4.5 hours/week x 52 weeks = 234 hours).
- i. The Program Director will utilize SCIP brochures, SCIP flyers, radio presentations, social networking sites and periodical publications to continually provide each of our 6 counties with information regarding the services available to victims of domestic violence, dating violence, sexual assault, trafficking and stalking.
  - ii. The Program Director will work with agencies, and other programs within the 6 counties SCIP services to ensure that victims who meet our criteria are referred to SCIP for needed services and assistance.
- d. The Program Director will gather agency statistical data per VOCA reporting requirements and participate in training opportunities offered by the Nebraska Coalition to End Sexual and Domestic Violence, the Nebraska Office of the Attorney General and other accredited agencies.
- e. The Program Director will devote 1,456 hours annually to this project.

#### **Program Director Fringe:**

1. Fringe benefits are determined by prorating the amount of fringe benefits by the amount of time the Program Director will work on this project or by multiplying withholding rates by the PD's requested salary amount. Requested fringe benefits are the portion that Agency is required to pay. Fringe benefits are calculated as follows:

- a. FICA:  $\$26,630 \times .0765 = \$2,037.20$
- b. Unemployment Insurance (1<sup>st</sup> \$9,000 of employees wage):  $\$9,000 \times .054 = \$486.00 \times 80\% = \$388.80$
- c. Vision & Dental Insurance:  $\$500/\text{year} \times 80\%$  (percentage of time PD will spend working on this project) = \$400.00
- d. Professional Liability Insurance:  $\$1,882/\text{year}$  divided by 5.5 employees =  $\$342.18 \times 80\%$  (the % of time PD will spend working on this project) = \$273.74
- e. Workman's Comp Insurance:  $\$2,492.00/\text{year}$  divided by 5.5 employees =  $\$453.09 \times 80\%$  (the % of time the PD will spend working on this project) = \$362.47

Fringe benefits are rounded to **\$3,462.00**.

## Category B – Consultants and Contracts

This category is for all contracts to purchase services and any subawards to partner agencies to conduct activities and assist in the overall achievement of project outcomes.

**Contracts** - Including contracts with consultants, must adhere to established procurement processes. Budget requests that include contracts must utilize fair selection processes that are void of conflicts of interests, set reasonable pay rates and offer specific verifiable work products or services. Contracts are based on set fees and deliverables or products. They are utilized when a lead agency (subrecipient) lacks in-house expertise necessary to conduct services and/or training.

**Subawards** – These are sometimes referred to as sub-subrecipients. Subawards involve the passing down of federal funds to often support positions such as an Advocate at another agency. Subawards are issued by the applicant's lead agency. This is the entity who is the direct recipient (subrecipient) of the VOCA federal funds from the Crime Commission. Subawards receive reimbursement payments from the lead agency, based on actual costs. It is the responsibility of the subrecipient agency to monitor all subawards for compliance with federal requirements.

If more than one consultant, contract or subaward will be used for a project, complete a budget sheet for each one.

**A. Consultant/Contractor:** Identity who is providing the service and check the box for the type of consultant or contractor to be used for the stated purpose.

1. **Purpose:** List the purpose for a consultant or contractor (i.e., legal assistance, provide therapy).
2. **Fees:** A breakdown of fees is required that indicates the type of fee, rate and # of hours. All contractual services are held to standardized, open and fair procurement processes. Applicant must outline in the narrative:
  - Why the consultant is necessary;
  - Who the consultant is and how are they associated with the organization;
  - What was the selection process; and
  - What will the consultant provide or do;

Established rates must be reasonable and consistent with those paid for similar services in the marketplace and in align with the work proposed. Fees for individual consultant services are subject to maximum compensation of \$650 per day or \$81.25 per hour.

**3. Travel Expenses For The Consultant:**

For each line item (i.e., mileage, air fare) list the costs and amounts requested and provided as match. Enter each line item's total costs in the Total column.

<b>Mileage</b>	<b>\$\$.535</b> cents/mile for use of personal vehicles only
<b>Air Fare</b>	Must be coach or least expensive class
<b>*Meals</b> no incidentals	In-state: <b>\$46</b> - breakfast \$11; lunch \$12; dinner \$23 Omaha: <b>\$59</b> - breakfast \$15; lunch \$16; dinner \$28 Rates do include taxes or tips
<b>*Lodging</b>	In-state <b>\$91</b> per night (Omaha \$107 per night)
<b>Other</b>	List other expenses such as ground travel, parking, registration, etc.

\*Out-of-state meal and lodging rates can be found at [www.gsa.gov](http://www.gsa.gov) (click on per diem rates). Rates listed above are effective Oct. 2016 – Sept. 2017.

**B. Subaward:** Name the agency or organization.

1. Purpose: Agency's role in this project.
2. Type of Agency: Check one. If government agency identify the type of government agency.
3. Budget Categories: Summary of the agency's (subaward) requested budget.

**Consultant/Contractor/Subaward Total:** Calculate the total costs from the subtotals. Enter the totals on the Budget Summary page.

**Consultant/Contract (including Subawards) Narrative:** Include narrative on the following for each position:

- Supplanting – Any request to support a position employed by a state or local (City, County) government agency will need to address in the budget narrative how the request is NOT supplanting of funds.
- Expected deliverables; the services and/or product the consultant or contractor will provide.
- How the services, product, or positions relate and will impact the project.
- For consultant and contracts provide a description of the selection process to verify that the procurement procedure was fair, equitable and free from conflicts of interest and/or personal gain by any entity or representative within the organization.
- Breakdown of how the consultant fees were calculated (e.g., 500 hour x \$75 per hours =\$37,500).
- Description of the specific duties for **each** position funded including primary responsibilities.
- Narratives on subawards must explain costs and breakdown expenses.

### Category C – Travel Expenses

If travel expenses are needed for more than one purpose or type of travel, complete a budget sheet for each purpose and/or type of travel.

1. **Expenses:** List expenses by purpose (i.e., training, conference, daily travel for job) and complete the applicable expenses associated with the purpose (i.e., mileage, air fare, meals, lodging, other).
  - a) Mark the travel as local, in-state or out-of-state and the departure and destination points.
  - b) Indicate the title of the person who will be doing the traveling.
  - c) Calculate the costs by completing the areas relevant to travel for each purpose.
  - d) Refer to the Travel Chart provide above in Category B for current allowable costs and rates as determined by GSA.
2. **Travel Total:** Calculate the costs of the travel for each purpose. Calculate the totals across each row and under each column. Enter the total requested and match share amounts on the Budget Summary page.
3. **Travel Expenses Narrative:** For each travel purpose complete a budget narrative explaining the purpose, the position traveling and how this travel relates and is necessary to the project. The narrative must include the allocation and calculation of each line item.

### Category D – Supplies and Operating Expenses

1. **Supplies:** Includes office supplies, forms, operating supplies, books, subscriptions, repair or maintenance supplies, and other items utilized to directly serve victims of crime. Supply costs encompass materials which are expendable or consumed during the course of the project. Lists supply items by type (e.g., postage, office supplies, training materials), quantity, unit costs and total costs. Note that daily costs, such as office supplies, do not have to be itemized separately in the budget but must be described in the narrative to verify reasonableness of the costs. (i.e., office supplies can be budgeted together in one category and do not need to be broken into

individual budget line items such as pens, paper, folders, etc.) Higher cost items should be listed separately and identified (e.g. items such as computers, copiers, etc.) and a procurement process should be developed to justify the selection of the budget item upon purchase. At the bottom of section 1, enter the costs for project supplies with a breakdown by the amount requested, match, and total costs in the appropriate columns.

An agency's capitalization policy will determine whether equipment items are listed in this category or under Category E - Equipment. If an agency has no written policy then they will be required to follow the state's policy which currently carries a higher level of restrictions than the federal policy. Should an agency base a written policy on the federal policy then equipment in this category will have a useful life of more than one year with a fair market value of under \$5,000 per item.

2. **Operating Expenses:** Includes rental arrangements, utilities and purchase of non-consultant type services which are allowable under VOCA and are utilized to directly serve victims of crime. **The cost of an audit is allowable if the agency is required to complete an A-133 and then, the costs must be a pro-rated according to the total federal funds received by the agency.** At the bottom of section 2, enter the costs for project supplies with a breakdown by the amount requested, match, and total costs in the appropriate columns.
3. **Supplies/Operating Total:** Enter the costs for both section 1 (supplies) and section 2 (operating expenses). Provide a breakdown of the costs by the amount requested, match and total costs in the appropriate columns. Enter those totals on the Budget Summary page.
4. **Supplies/Operating Expenses Narrative:**  
For all supplies and operating expenses requested, attach a budget narrative to address the following:
  - a) Describe all operating expenses. Explain why the requested expenses are necessary to support the project and will be utilized to directly serve victims of crime
  - b) Explain the cost breakdown and how match funds were determined (i.e., whether based on actual prior year's costs and justification of any increases for the next fiscal year) to include the allocation and calculation of each line item;
  - c) For existing supplies/operating expenses, describe how this funding request complies with non-supplanting requirements.

## Category E - Equipment

Purchases of equipment must adhere to established procurement processes and equipment purchased must be managed in accordance with Federal Property and Equipment guidelines. **For capitalized expenses, recipients must follow the policy developed by the agency. If the recipient agency does not have a written capitalization policy, it will be required to follow the state's capitalization policy. It is strongly recommended that agencies adopt a policy in-line with the federal policy which allows equipment items costing under \$5,000.00 to be included in supplies.** Equipment procurement and management standards are outlined on page 11 in the Grant Requirements section of this document. Refer to grant program guidelines for allowable items. Items requiring bids will not be funded absent a showing that bids were obtained as required by law, rules or regulations.

Enter the total costs for the appropriate items. Provide breakdown of the costs by the amount requested, the amount matched and the total costs. Enter the total costs for Equipment. Also enter these totals on the Budget Summary page.

### **Equipment Narrative:**

For all equipment expenses requested, attach a budget narrative to address the following:



- a) Describe all equipment expenses. Explain why the requested expenses are necessary to support the project and will be utilized to directly serve victims of crime
- b) Explain the cost breakdown and how match funds were determined (i.e., whether based on actual prior year's costs and justification of any increases for the next fiscal year)
- c) For existing equipment expenses, describe how this funding request complies with non-supplanting requirements.

## Category F - Other Costs

**NOTE:** The use of the other category should be minimal. Prior to using this section, applicants must contact the grant administrator to ensure requested expenses will not fit in another category. Refer to grant program guidelines for allowable costs. Costs associated with Relocation will be listed in this category.

For any applicable "other" budget items, list each item and the total estimated costs with the breakdown by the amounts requested and matched and total costs. Enter the total costs for "Other". Enter these totals on the Budget Summary page.

### Other Costs Narrative:

For all other expenses requested, attach a budget narrative to address the following:

- a) Describe all other costs expenses. Explain why the requested expenses are necessary to support the project and will be utilized to directly serve victims of crime
- b) Explain the cost breakdown and how match funds were determined to include the allocation and calculation for each line item
- c) For existing "other" costs, describe how this funding request complies with non-supplanting requirements.

## Category G- Indirect Costs

Agencies may choose to request funding for indirect costs. This rate is determined by either establishment of a federally approved indirect cost rate agreement or a "de minimis" rate of 10% if the agency has never had a federally negotiated indirect cost rate. If the agency has a federally approved indirect cost rate, applicants must provide a copy of the current federal agreement with their application for VOCA funding.

### Indirect Costs Narrative

For all indirect costs requested, complete the budget chart and narratives to address the following:

- a) Explain how the indirect cost rate was determined (Federally approved or 10% "de minimis").
- b) If using a Federal approved indirect cost rate, indicate if which rate is being used; provisional, fixed or final.
- c) If using a de minimis rate a detailed list of the expenses that are included in the modified indirect cost rate and the amounts must be provided in addition to an assurance that these expenses are not included elsewhere in the budget.



**Example for calculating 10% De Minimis Rate for Indirect Costs:**

**Direct Costs:** The amount listed here must match the Budget Summary. Please note that the Budget Summary amounts must match the corresponding budget sheets and budget narratives.

Budget Category	Amount Requested	Comments
Personnel	\$244,000	200,000 Advocate Salaries, \$44,000 Advocate Fringe Benefits
Consultants/Contracts (including subawards)	\$100,000	3 Partner Agency's: #1 receives \$30,000; #2 receives \$28,000 and #3 receives \$42,000
Travel	\$10,000	Training and Outreach
Supplies/Operating	\$4,000	Office Supplies
Equipment		
Other		
<b>Total Direct Costs</b>	<b>\$358,000</b>	

**Modified Total Direct Costs (MTDC):** Calculations

<b>Total Direct Costs</b>	\$358,000	
Subtract the amounts over \$25,000 for each consultant (these are the 3 Partner Agencies under Consultants/Contracts)	$\$358,000 - \$25,000 = \$333,000$	#1: $\$30,000 - 25,000 = 5,000$ #2: $\$28,000 - 25,000 = 3,000$ #3: $\$42,000 - 25,000 = 17,000$ Total = \$25,000
10% of \$333,000	<b>\$33,300</b>	<b>Modified Indirect Cost Rate</b>
<b>Requested Direct Amount</b>	<b>\$358,000</b>	
<b>Requested Indirect Amount</b>	<b>\$33,300</b>	
<b>Total Federal Request</b>	<b>\$391,300</b>	

**Project Description (NEW APPLICANTS)****Community Description**

Provide a description of the community which includes aspects that impact victims of crime. Examples include availability of hospitals, police departments and shelters and other victim services.

The community description must match the applicant's response on the applicant information page which identifies the area served by the project. The identified community must also fit with the census information provided and, if feasible, the statistics provided in the Problem Statement section.

**Problem Statement**

1. Identity the problem that requires a solution. Describe the social and economic factors contributing to the problem and explain the effects or impact of the problem on the community. (Note: the problem cannot be stated solely as an applicant's lack of funding.)
2. Complete the statistical documentation of the chart. The table should be completed however, if statistics are not available or they are not relevant to the project indicate "NA" for not applicable. Data should

represent unduplicated counts. If the agency is unable to determine whether data may include duplicated counts of victims, please note and provide explanation. The statistics provided should reflect 12-month time frames for the fiscal year (October-September).

3. Provide insight and explanations for any significant fluctuations and discrepancies in data from year to year. Provide any other additional program data that is otherwise not reflected in the application to document the need for the funding request.

### **Solution**

- The solution to the problem must describe the project's daily operations. Explain, step-by-step, how the proposed project will work, including who will be involved and an explanation of their role. Explain how the agency will provide outreach to victims and ensure efforts are being made to reach underserved populations. Detail the programs successes and barriers faced by the agency.
  - **Victim/Witness Units** must outline processes for receiving and accessing incident reports including how reports are prioritized, how serious crime victims are served within the 72 hours, and when and how contact is made in relation to the time and type of incident.
- Personnel/Volunteer Resources- VOCA funds require the utilization of volunteers in providing services to crime victims. The solution must clearly outline the types of volunteers utilized, an explanation of the duties and responsibilities performed by volunteers, and the training provided to volunteers. Agencies may have multiple job descriptions dependent upon the varying services provided by the volunteers. Job descriptions for all volunteers who provide services to support the project must be submitted with the application.
- Community Coordination- Detail how the agency will coordinate with criminal justice, other victim service programs and other community service agencies

### **Sustainability, Goals, and Performance Measures (ALL APPLICANTS)**

#### **Agency Budget and Funding Sources**

- Applicants who are State, County or City entities should complete information based on only the victim services program (i.e., victim witness units only need to report on their program not entire city/county budget) All other applicants are to complete chart based on the total agency that is supporting the proposed project. Add lines as needed.
- Explain any expected funding changes for the next fiscal year (e.g., loss of funding from another federal grant, community foundation, etc.) Use this section to fully explain any funding requests that were previously funded through another source.

#### **Sustainability**

- Outline the infrastructure that supports the long-term sustainability of the project. Include size and scope of agency, total numbers of employees, mission statement, list of board members and areas of expertise, agency history, etc. Is the agency accredited, licensed, or associated with a foundation? (NEW applicants)
- Provide specific activities that have been conducted over the last 12 months which reflect the agency's level of commitment to this project's sustainability. Did you seek out other funding sources? Was planning conducted with your Board of Directors? What are the agency plans for the next 12 months? (ALL applicants)

- What is the contingency plans should funding be reduced or eliminated? What piece of the project is most important?(NEW applicants)

### Activities/Timetables (All applicants)

There are two Activities/Timetable charts to complete: Major Activities and Reoccurring Activities.

- Chart labeled Major Activities is for the applicant to provide an overview of the proposed plan over the course of the project period. Activities listed should provide a sense of what will develop or occur over the span of the entire project. Major Activities tend to be larger and/or more infrequent tasks that the project plans to achieved. For example locating a new satellite office space and or hiring a SANE nurse.
- Reoccurring Activities chart focuses on items that occur often and/or routine. These types of activities are often discussed in the application's Solution section. Please note that all activities identified in these charts must focus on only the VOCA funded project and they must be allowable under the VOCA grant program (i.e., community coordination efforts, direct services to crime victims, project operations). **"Assist with filing compensation claims"** must be listed as a reoccurring activity as it is a federal requirement for VOCA projects.

### Continuation Information (Continuation applicants)

- Detail accomplishments the program has had during the last grant period. Address how the VOCA dollars have benefited victims in the service area.
- Include results from approved Outcomes, Objectives and Performance Measures in FY 2016 grant year.
- Provide detailed information on how the agency is conducting surveys and using the results to guide services provided to victims. Include other evidence based research used for program development.
- Discuss any problems, barriers or challenged the VOCA funded project experienced in the last grant year. This could include staff turnover, community issues that increased the need for services, etc.

### Outcomes, Objectives & Performance Measures (All applicants)

Projects must indicate how the services provided are impacting and making a difference in the lives of individuals who are victims of crime. To that end, the overall outcome for the FY 2017 VOCA Grant Program is **Increased Victim Safety**. This overall goal should direct the development of the project's desired results.

The application includes an Outcomes, Objectives & Performance Measures Form that can be reproduced as needed. For each outcome listed there must be clearly stated objectives and performance measures to demonstrate the project's progress towards achieving the stated outcome.

#### **Outcomes:**

- The broad goals that the project is seeking to achieve.
- A means to measure and enhance decision-making.
- Considered the project priorities.
- Goals that the project has the most direct influence in achieving.

#### **Objectives:**

To develop measurable objectives first review the project activities to determine what types of data will need to be tracked about services and those served to show the project's effectiveness. Focus on three to five priority measures which will indicate the project effectiveness in addressing the overall outcome of increasing victim safety.

Criteria for developing measures:

1. Does the measure reflect an important organizational-wide performance dimension?
2. Are the data on this measure likely to lead to improvement?
3. Does the measure reflect stakeholder needs?
4. Can the measure be communicated to and understood by a wide audience?
5. Does it reflect how the project will assist in reaching stated goal(s)?
6. Can units accountable for providing the data be identified?
7. Will the measure be sustainable over a period of years?

An objective must indicate **what will be done**, utilizing the grant funds, **what will be the measure** (percent) and within **what time frame**.

Measurable objectives **increase, decrease** or **maintain** something and are not activity statements such as *to provide (event), to train* or *to establish*.

**Performance Measures:**

- The data collected during the project to measure each objective to determine if the program is successful.
- Have a direct relationship to the baseline data refer to in the stated problem.

**Baseline Statistics:**

- The statistics from the most current year used to document the problem outlined in the Problem Statement.
- Using this method to determine whether the statistics provided in the Problem Statement are relevant in documenting the stated problem or problems.
- There may be numerous statistics to gather however, determine which ones are the **most** important.

**Examples of possible outcomes for VOCA projects:**

These few examples are not intended to be the only outcome options available to projects. Some of the examples provided could easily be utilized across various types of services provided to victims.

**Telephone crisis lines**

1. Victims who utilize the crisis line will find it to be helpful to them.
2. Victims will have access to information about community resources they might need in the future.
3. Victims will have access to supportive services 24 hours a day, 7 days a week.

**In-person crisis intervention**

1. Survivors will have safety plans in place by the end of the interaction with an advocate.
2. Survivors will have access to accurate information about the medical and legal systems, in order to make informed decisions and choices.

**Individual or group sessions**

1. Victims will help the service helpful to their healing process.
2. Victims will have increased understanding about the responses to trauma.
3. Victims will have access to information about community resources they might need in the future.

**Legal advocacy**

1. Victims will have increase knowledge of their legal rights.
2. Victims going through the court process will understand their role in the court procedure.
3. Victims will feel supported during criminal justice proceedings.

**Volunteer training**

1. Volunteers will gain increased knowledge regarding crisis interventions.
2. Volunteers will gain increased knowledge regarding the dynamics of trauma.

**Required Forms**

1. **Certified Assurances** (2 pages)
2. **Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matter; and Drug-Free Workplace Requirements** (1 page)
  - Both forms must be signed by the Authorized Official and dated.
3. **Applicant Disclosure of Pending Applications** (1 page)
  - Identify any pending applications for federally and or state funded grants submitted within the last 12 months that include requests for funding to support the same project being proposed under this solicitation and will cover the identical cost items outlined in the budget in the application under this solicitation.
  - Provide the following information about pending applications submitted:
    - a) Federal or state funding agency;
    - b) Solicitation name/project name; and
    - c) Point of contact information at the application funding agency.

**Attachments**

NOTE: Letters that come into the Crime Commission separately will not be considered and will not be returned.

- Volunteer Job Descriptions (Required for all agencies)
  - Employee Job Descriptions (for any positions for which funds are requested, must include job qualifications and % of time spent on job duties).
  - Letters of Support (Minimum of 3, Maximum of 5 letters of support)
  - Memorandums of Understanding (if applicable)
  - Indirect Cost Rate agreement (If applicable)
  - Non-Profit status verification (If applicable)
  - Match Waiver Request (If applicable)
  - Copy of Survey and established Policies and Procedures (Continuation Programs only)
  - Certification of viewing the Webinar (if applicable)
- 
- ✓ All job descriptions can be submitted in one PDF document labeled, Agency Name - Job Descriptions.
  - ✓ Non-Profit status must be submitted as a separated PDF document labeled, Agency Name - Non-Profit Status.
  - ✓ Match Waiver Request must be submitted as a separate PDF document labeled, Agency Name - Match Waiver Request.
  - ✓ Copy of Survey along with the Policies and Procedures must be submitted as a separate PDF document labeled, Agency Name-Survey