

**FISCAL YEAR 2018
VICTIMS OF CRIME ACT (VOCA)
Survivor Driven Housing for Victims of Crime**

APPLICATION INFORMATION

I. GRANT APPLICATION INFORMATION

This application kit contains the necessary forms and detailed information required to make an application for a Fiscal Year 2018 Survivor Driven Housing for Victims of Crime grant program. Please review the following instructions prior to completing the application. The applicant should contact Christine Watters, Victim Assistance Coordinator at (801) 238-2369 for clarification of any programmatic and current eligibility requirements for this grant program or Hildegard Koenig, Program Specialist at (801) 297-2636 or Amy Dorsey at (801) 297-2630, for any financial requirements or computer program issues.

II. GENERAL INFORMATION

A. AUTHORITY

The "Victims of Crime Act of 1984" (P.L. 98473, Title II, Chapter XIV) as amended by the "Children's Justice and Assistance Act of 1986" Pub L. 99-401, the "Anti-Drug Abuse Act of 1988", Pub L. 100-690, Title VII, Subtitle D, and "The Violent Crime Control and Law Enforcement Act of 1994 (P.L. 103-322, Title XXIII, Subtitle B.) The final rule updated August 8, 2016 codified and updated the existing VOCA Victim Assistance Program Guidelines to reflect changes in OVC policy, needs of the crime victim services field, and VOCA itself. (Federal Register/Vol 81, No 131; 28 CFR Part 94) The Utah Office for Victims of Crime is the agency administering the grant program. The Utah Office for Victims of Crime is part of the Commission on Criminal and Juvenile Justice.

B. STATEMENT OF PURPOSE

The purpose of this special project is to create or enhance housing programs that focus on helping crime victims increase access to safe emergency housing and retain safe, long-term housing options while they receive tailored supportive services.

Program Description:

The Survivor Driven Housing for Victims of Crime Special Project is a pilot program that will enable ten (10) agencies to submit VOCA Grant Applications and receive up to \$200, 000 per award to create crime victim-housing programs throughout the State. The ten agencies awarded funding will include victim advocate programs in law enforcement and prosecuting offices, private nonprofits agencies who offer services to crime victims, and domestic violence shelters. To be eligible for these funds agencies must create a crime victim housing program using the Housing First Model and include its' core components. Such components include crisis/emergency housing such as hotel vouchers and longer-term rental assistance or a combination of both.

- Tailored supportive services maybe be offered, however, survivors are not required to accept these services in order to participate in the housing project.
- Strong applications will display a willingness and ability to collaborate with and among other service providers to leverage other sources.
- The Survivor Driven Housing for Victims of Crime Special Project is one-year pilot program. UOVC will gather extensive information from these pilot programs and evaluate the data collected. This process

will culminate in a long term VOCA funded housing and relocation program for crime victims.

Housing First Model

The Housing First Model is an approach that focuses on connecting crime victims to safe short term and long term housing as quickly as possible without preconditions and barriers to entry, such as sobriety, treatment, or service participation requirements. This model ensures supportive services are provided as crime victims rebuild their lives.

Core components:

- a) ***Survivor Driven***-advocates focus on addressing the needs identified by survivors rather than on predetermined needs established by agencies. This may include survivors staying in their current residence or connecting them to emergency, short term or long-term housing. Survivors lead the process of how to rebuild their lives, with support from awarded programs and other resources.
- b) ***Trauma informed:***
 - Establishing emotional safety
 - Restoring choice and control
 - Facilitating survivors' connections to community supports and service providers
 - Supporting coping
 - Acknowledging life experiences, i.e.: cultural, historical, gender issues; and
 - Building strengths
- c) ***Mobile Advocacy***-Advocates are mobile, meeting survivors where it is safe and convenient for the survivor. Advocacy continues as long as survivors need support.

Please note: Multiple agency locations do not satisfy the mobile advocacy program requirement. Agencies need to follow the State of Utah travel policy/VOCA guidelines; and are encouraged to create safety plans for their employees.

- d) ***Low Barrier***-minimum number of expectations are placed on survivors. The aim is to have as few barriers as possible to allow more survivors access to services. Please note that survivors cannot be required to participate in supportive services in order to have access to housing. Sub grantees may not impose restrictive conditions in order for survivors to receive services.

Note: HUD program requirements cannot be imposed on survivors who receive assistance through this program

- e) ***Flexible financial assistance***-Agencies are encouraged to include items that may help survivors with housing challenges, including:
 - Rental assistance
 - Childcare
 - Utility bills
 - Transportation
 - Moving expenses
- f) ***Community engagement***- Advocates work in the community to build lasting connections with the goal of engaging community members in supporting survivors' safety, independence and housing stability.
 - Advocates proactively cultivate coordinated response and resources with community members, such as landlords, car mechanics, small businesses, law enforcement and employers

- Advocates are encouraged to spend work time connecting with people and organizations in the community and help them find ways to support survivors
- Because advocates are out in the community providing mobile advocacy, it is easier for them to connect with community members
- Advocates attend community events in order to represent survivors' interests in community conversations
- People in the community become aware of resources and options available for survivors in addition to emergency shelter
- Build a strong relationship with housing authorities and landlords who have different housing options for survivors
- Advocates have access to a spectrum of housing options that meet a survivor's unique needs

III. ELIGIBILITY REQUIREMENTS FOR SUBGRANTEES

1. An applicant agency must be a public or a non-profit organization or a combination thereof, which provides direct services to crime victims;
2. Demonstrate a record of providing effective direct services to victims of crime, demonstrate community support of services, have a history of providing direct services in a cost-effective manner, and have financial support from non-federal sources;
3. Meet program match requirements. Match requirements are a minimum of 20 %, cash or in-kind, of the total VOCA project (VOCA grant plus match). The match for a Native American tribe/organization, located on a reservation, is 5%, cash or in-kind, of the total VOCA project (VOCA grant plus match);
4. Demonstrate that 25-50 percent of their financial support comes from non-federal sources if they are a new program that has not demonstrated a record of providing victim services;
5. Utilize volunteers
6. Follow the VOCA non-discrimination provisions
7. Promote within the community served, coordinated public and private efforts to aid crime victims;
8. Assist victims in seeking available crime victim compensation benefits;
9. Provide services to victims of Federal crimes on the same basis as State crime victims;
10. Provide services, at no charge, through the VOCA funded project. Any deviation from this provision requires prior approval by the state grantee;
11. Maintain confidentiality of client-counselor information, as required by state and federal law;
12. Comply with the applicable provisions of VOCA, the Program Guidelines, and the

requirements of the M7100.1D which includes maintaining appropriate programmatic and financial records that fully disclose the amount and disposition of VOCA funds received;

13. Maintain statutorily required civil rights statistics on victims served by race or national origin, sex, age, and disability; and permit reasonable access to its books, documents, papers, and records to determine whether the recipient is complying with applicable civil rights laws;
14. Ensure Confidentiality of Research Information under 1407(d) of VOCA codified at 42 U.S.C. 10604;
15. Submit statistical and programmatic information on the use and impact of VOCA funds as requested by UOVC.

IV. ALLOWABLE SERVICES, ACTIVITIES, AND COSTS for Survivor Driven Housing for Victims of Crime Special Project

Allowable costs

- Travel for staff
- Training
- Rental Assistance
- Utilities for survivors
- Moving Expenses for survivors
- Childcare (must be with a licensed daycare provider)
- Hotel/Motel Vouchers
- Salary/benefits for direct service staff of the project

Unallowable Costs

- Security Deposits
- Personnel: Prevention and Education, Outreach, and clinical
- Food (may use emergency funds)
- Clothing (may use emergency funds)
- Transportation (may use emergency funds)

A. **IMMEDIATE HEALTH AND SAFETY:** Those services which immediately respond to the urgent emotional and/or physical needs (excluding medical care) of crime victims such as

- Crisis intervention services
- Accompaniment to hospitals for medical examinations
- Hotline counseling
- Safety planning
- Emergency food, clothing, transportation, childcare, rent, shelter, and limited medical costs (may request up to \$4,000 for housing program)
 - Medical Costs: Costs of the following, on an emergency basis (i.e. when

Crime Victims Reparations, the victim's health insurance plan, Medicaid, or other health care funding source is not reasonably expected to be available quickly enough to meet the emergency needs of a victim (typically within 48 hours of the crime)). Non-prescription and prescription medication, prophylactic or other treatment to prevent HIV/AIDS infection or other infectious disease, durable medical equipment (such as wheelchairs, crutches, hearing aids, eyeglasses) and other healthcare items are allowed

- Window, door, and lock repair
- Emergency legal assistance such as filing restraining orders and obtaining emergency custody/visitation rights when such actions are directly connected to family violence cases and pertain to the health and safety of the victim

B. PERSONAL ADVOCACY AND EMOTIONAL SUPPORT: Personal advocacy and emotional support services include:

- Working with the victim to assess the impact of the crime
- Identify needs
- Case management
- Manage practical problems created by the victimization
- Identify resources
- Provide information, referrals, advocacy, and follow-up contact for continued services as needed
- Traditional, cultural, and/or alternative therapy/healing
- Trained, support animals used by agencies to assist victims in crisis

C. MENTAL HEALTH COUNSELING: Mental health counseling and care includes out-patient therapy/counseling provided by a person who meets professional standards to provide these services. Agencies providing mental health counseling should show that their services are trauma-informed.

D. PEER SUPPORT: Peer support includes activities that provide opportunities for victims to meet other victims, share experiences, and provide self-help, information, and emotional support.

E. FACILITATION OF PARTICIPATION IN CRIMINAL JUSTICE PROCEEDINGS: Such facilitation generally involves the provision of services and payment of costs that help victims participate in the costs that help victims participate in the criminal justice system, and includes-

- Advocacy on behalf of crime victims
- Accompaniment to criminal justice offices and court
- Transportation, meals, and lodging to allow victims who are not witnesses to participate in the criminal justice system
- Interpreters for victims who are hearing-impaired, or with limited English proficiency, when they are not witnesses

- Child care and respite care to enable a victim who is a caregiver to attend criminal justice activities related to the case
- Notification to victims regarding trial dates, case deposition, incarceration, and parole hearings
- Assistance with victim impact statements
- Assistance in recovering property that was retained as evidence and projects devoted to restitution advocacy on behalf of crime victims

F. LEGAL ASSISTANCE: Costs for legal assistance services where the needs for such services arises as a direct result of victimization.

- Legal services (including but not limited to, those provided by pro bono legal clinics) that help victims assert their rights as victims to protect their safety, privacy, or other interests, in a criminal proceeding directly related to the victimization
- Civil legal services for victims where the need for such services arises as a direct result of the victimization
- Legal assistance with the following matters:
 - protective orders, stalking injunctions, and restraining orders;
 - immigration assistance for victims of human trafficking and domestic abuse victims;
 - intervention with creditors, law enforcement (e.g. to obtain police reports), and other entities on behalf of victims of identity theft and financial fraud;
 - intervention with administrative agencies, schools/colleges, tribal entities, and other circumstances where legal advice or intervention would assist in addressing the consequences of a person's victimization
- Legal assistance with: family, custody, contract, housing, and dependency matters for victims of intimate partner violence, child abuse, sexual assault, and elder abuse. In order for these services to be eligible under VOCA, the following criteria must be met
 - A protective order has been granted on behalf of the victim, OR
 - A police report has been filed citing the petitioner as the victim, OR
 - The petitioner is referred to legal services by a victim assistance program, primary care provider, or a trauma-informed, trained legal advocate who can attest that he/she is a victim of one of the aforementioned crimes, OR
 - A Lethality Assessment has been completed with the petitioner that indicates that they are a victim of one of the aforementioned crimes, OR
- In general, legal services for divorce proceedings, alteration of child support payments, criminal defense, and tort lawsuits are not an appropriate use of VOCA funding

G. FORENSIC MEDICAL EVIDENCE COLLECTION EXAMINATIONS: Forensic medical evidence collection examinations for adult and child victims are allowable to the extent that other funding sources are insufficient. These costs may be covered if the examination meets standards established by UOVC, and appropriate crisis counseling and/or

other types of victim services are offered to the victim in conjunction with the examination.

H. FORENSIC INTERVIEWS: VOCA funding may be used for forensic interviews of children and adults only when-

- Results of the interview will be used not only for law enforcement and prosecution purposes, but also for identification of needs such as social services, personal advocacy, case management, substance abuse treatment, and mental health services;
- Interviews are conducted in the context of a multidisciplinary investigation and diagnostic team, or in a specialized setting such as a child advocacy center;
- i. The interviewer is trained to conduct forensic interviews appropriate to the developmental age and abilities of children, or the developmental, cognitive, and physical or communication disabilities presented by adults; and
- ii. VOCA victim's assistance funds are not used to supplant other State and local public funding available for forensic interviews, including criminal justice funding.
- iii. Any application that requests funding for forensic interviews must include a letter from the County Attorney and Chief or the Sheriff of EVERY law enforcement agency the applying facility is intended to serve. The letter must state that:
 1. The agency is in full partnership with the CJC in the utilization of the forensic interviewer
 2. The agency agrees to substitute the use of the CJC interviewer for the use of their own
 3. The agency will not require subsequent child interviews with their own interviewer
 4. The agency applies for the VOCA grant in partnership with the facility and accepts that the award, if granted, is a start-up award and will not be extended or renewed
 5. The agency will fund the required portion of match for the cost of the interviewer for the first year
 6. The agency commits to increasing their portion of the funding in the second, third, and ongoing years so that, if granted, at the end of the two year VOCA award, all participating agencies will share in the 100% funding of the interviewer without VOCA support beyond the two year start up period
 7. The agency commits to sustaining its partnership support of the facility's interviewer

B. TRANSPORTATION: Transportation is allowable to victims to receive services and to participate in criminal justice proceedings

C. SERVICE AWARENESS: Service awareness that are designed to inform crime victims of specific rights and services and provide or refer them to needed services and assistance. Costs related to these activities include the development of materials, brochures, newspaper notices, social media, websites, and public service announcements.

D. SERVICES TO INCARCERATED INDIVIDUALS: Services that respond to the needs of an incarcerated crime victim, whether arising from a victimization occurring before or during incarceration, are allowable where the need for such services does not directly arise

from the crime for which that individual was incarcerated. Such services may include psychological or medical forensic services. The need for victim assistance services does not directly arise from the crime for which a person is incarcerated merely because that person, while incarcerated, is victimized, even where the person is targeted and victimized for having committed that crime.

V. ADMINISTRATIVE COSTS:

The services, activities, and costs listed below are not generally considered direct crime victim services, but are often a necessary and essential activity to ensure that quality direct services are provided. Before these costs can be supported with VOCA funds, the Office for Victims of Crime and the Subgrantee must agree that direct services to crime victims cannot be offered without support for these expenses, that the Subgrantee has no other source of support for them, and that only limited amounts of VOCA funds will be used for these purposes. The following list provides examples of such items.

- A. PERSONNEL COSTS:** Costs that are directly related to providing direct services such as staff salaries and fringe benefits, malpractice insurance for professional direct service providers who are performing services which are subject to civil actions, and advertising costs associated with hiring VOCA funded personnel.
- B. SKILLS TRAINING FOR STAFF:** VOCA funds designated for training are to be used exclusively for developing the skills of direct service providers including paid staff and volunteers so that they are better able to offer quality services to crime victims. An example of skills development is training focused on how to respond to a victim in crisis. These VOCA funds may be used for training both VOCA-funded and non-VOCA-funded service providers who work within a VOCA recipient organization. VOCA funds may be used to pay for manuals, books, videoconferencing, and other materials and training methods.
- C. TRAINING RELATED TRAVEL:** VOCA funds can support costs such as travel, meals, lodging, and registration fees to attend training. UOVC encourages subgrantees to receive necessary training in order to complete core job functions and to first look for available training within the state. Furthermore, VOCA funds can support up to one, out-of-state training per VOCA-funded staff member per year. Trainings should be focused on direct victim services provision. If a specific training is not identified in the budget section of the grant application, then sub-grantee should notify UOVC staff before attending in order to ensure that the training meets grant guidelines.
- D. OFFICE COSTS:** Office costs that are necessary and essential to providing direct services and other allowable victim services. This includes pro-rated rent, telephone service, required minor building adaptations (non-capital expenditures or capital improvements), and local travel expenses for service providers.
- E. EQUIPMENT AND FURNITURE:** VOCA funds may be used to purchase furniture and equipment that facilitates the delivery of direct services to crime victims as demonstrated by the sub-grantee. VOCA funds cannot support the entire cost of an item that is not used exclusively for victim-related activities. However, VOCA funds can support a pro-rated share of such an item. In addition, subgrantees cannot use VOCA funds to purchase equipment for another organization or individual to perform a victim-related service. Examples of allowable costs may include cellular phones, laptops, tablets, printers, scanners, video-tape cameras and players for interviewing children, two-way mirrors, and equipment and furniture for shelters, work spaces, victim waiting rooms, and children's play areas. The costs of furniture or equipment that make victims services more accessible to persons with disabilities, such as a TTY for the hearing impaired, are allowable. VOCA Subgrantees

should use any and all types of advanced technology in the provision of direct services to crime victims for efficiency and time saving. VOCA funded personnel should also be equipped with up-to-date computers, data tracking systems, and web cameras. Costs of equipment should not exceed a reasonable fair market value.

F. OPERATING COSTS: Examples of allowable operating costs include but are not limited to-

- i. Supplies;
- ii. Equipment use fees (when supported by usage logs);
- iii. Prorated cost of property insurance;
- iv. Printing, photocopying, postage, brochures which describe available services;
- v. Books, and other victim-related materials;
- vi. Computer backup files/tapes and storage;
- vii. Security systems

G. ADMINISTRATIVE TIME: Administrative time spent performing the following activities-

- i. Completing VOCA-required time and attendance sheets and programmatic documentation, reports, and statistics;
- ii. Collecting and maintaining crime victims' records;
- iii. Conducting victim satisfaction surveys and needs assessments to improve victim services delivery;
- iv. Pro-rated share of audit costs

H. INDIRECT COSTS: VOCA funds may be used to support indirect costs which are defined as “those cost incurred for a common or joint purpose which can benefit more than one project and cannot be readily assigned to a specific project.” Agencies that request indirect costs must do so at either their federally negotiated rate or at the De Minimus Rate at 10%. The following costs have been designated as indirect costs and may not be requested on a grant application as direct costs or match when the applicant is also requesting indirect costs: utilities, rent, insurance (building, liability), office phone, internet, administrative staff (including directors and financial staff), and audit costs. If an agency chooses to request the aforementioned costs either as a match or a direct grant expense, they must do so at a pro-rated rate and cannot request indirect costs as well.

I. LEASING VEHICLES: Leasing vehicles, **provided that UOVC grants prior approval**, is an allowable cost. The sub-grantee shall demonstrate to the satisfaction of UOVC that the vehicle is essential to delivering services to crime victims and will need to include a copy of the blue-book value in the grant application. (May only be used as a match)

J. MAINTENANCE, REPAIR, OR REPLACEMENT OF ESSENTIAL ITEMS: VOCA funds may be used for maintenance, and repair or replacement of items that contribute to maintaining a healthy or safe environment for crime victims, such as a furnace or shelter. Routine maintenance, repair costs, and automobile insurance are allowable for leased vehicles. UOVC will review each sub-recipient request to ensure that other sources of funding are not available and that the cost of maintenance, repair or replacement is

reasonable.

- K. PROJECT EVALUATION:** Sub-recipients may use VOCA funds to support evaluations of specific victim service projects.

VI. OTHER COSTS FOR ACTIVITIES SUPPORTING DIRECT SERVICES:

Before these costs can be supported with VOCA funds, the Office for Victims of Crime and the Subgrantee must agree that direct services to crime victims cannot be offered without support for these expenses, that the Subgrantee has no other source of support for them, and that only limited amounts of VOCA funds will be used for these purposes. The following list provides examples of such items.

- A. COORDINATION OF ACTIVITIES:** Activities that facilitate the provision of direct services are allowable, including but not limited to, statewide coordination for victim notification systems, crisis response teams, multidisciplinary teams, and other such programs. VOCA funds may be used to support the salaries and benefits of such coordinators.
- B. SUPERVISION OF DIRECT SERVICE PROVIDERS:** Supervision of direct service providers only to the extent that such supervision is necessary and essential to providing direct services to crime victims. For example, VOCA funds may be used to support a coordinator of volunteers for a cost effective way of serving more crime victims.
- C. MULTISYSTEM, INTERAGENCY, MULTIDISCIPLINARY RESPONSE TO CRIME VICTIMS:** VOCA funds may be used for activities that support a coordinated and comprehensive response to crime victims by direct services providers. Examples include direct service staff serving on child and adult abuse multidisciplinary investigation and treatment teams; coordinating with Federal agencies to provide services to victims of Federal crimes; and/or participation on statewide or other task forces, work groups, and committees to develop protocols, interagency, and other working agreements.
- D. CONTRACTS FOR PROFESSIONAL SERVICES:** Sub-grantees may use VOCA funds to contract for specialized professional services that are not available within the organization. Examples of such services include, but are not limited to, psychological or psychiatric consultation; legal consultation for victim advocates who assist victims in using appropriate legal avenues to alleviate danger and in exercising their rights as victims; and interpreters for victims who are hearing impaired or with limited English proficiency. Sub-grantees should generally not use VOCA funds for contracted services that charge for administrative overhead or other indirect costs on an hourly or daily rate. Criminal justice programs that contract services for mental health professionals are not recommended under VOCA funding.
- E. AUTOMATED SYSTEMS AND TECHNOLOGY:** VOCA funds may be used for automated systems and technology that support delivery of direct services to victims. Examples are automated information and referrals systems, email systems that allow communications among victim services providers, automated case-tracking and management systems, and victim notification systems. Costs may include personnel hardware, and other expenses as determined by UOVC.
- F. VOLUNTEER TRAININGS:** VOCA direct service funds may be used to provide instruction to volunteers on how to be an advocate. VOCA funds may also be used to instruct volunteers on how to provide direct services when such services will be provided predominantly by volunteers.

VII. NON-ALLOWABLE COSTS AND ACTIVITIES

The following services, activities, and costs, although not exhaustive, **CANNOT** be supported with VOCA victim assistance grant funds except if they have been authorized in a previous section:

- A. LOBBYING AND ADMINISTRATIVE ADVOCACY:** Lobbying or administrative advocacy activities on legislation or administrative changes to regulation or administrative policy
- B. PERPETRATOR REHABILITATION AND COUNSELING:** Funds may not be used for perpetrator rehabilitation and counseling except where directly arising from the victimization of an incarcerated individual whose need for victim assistance services does not directly arise from the crime for which that individual was incarcerated.
- C. RESEARCH AND STUDIES:** Research and studies on crime victim issues are an unallowable use of VOCA funds, as these funds should be primarily used for direct services. Note: Evaluation of specific victim service projects to determine the effectiveness of such a program is an allowable use of VOCA funds.
- D. CRIMINAL JUSTICE SYSTEM IMPROVEMENT:** Activities directed at prosecuting an offender or improving the criminal justice system's effectiveness or efficiency.
- E. FUNDRAISING ACTIVITIES:** Any activities or other costs related to fundraising (with the exception of fee-based, or similar, program income as permitted by UOVC).
- F. CAPITAL EXPENSES:** Capital improvements; liability insurance on buildings; body guards; property losses and expenses; real estate purchases; mortgage payments; and construction
- G. COMPENSATION FOR VICTIMS OF CRIME:** Reimbursement to crime victims for expenses incurred as a result of the crime
- H. MOST MEDICAL COSTS**
- I. SALARIES AND EXPENSE OF MANAGEMENT:** Salaries, benefits, fees, furniture, equipment, and other expenses of executive directors, board members, and other administrators (unless used as indirect costs)
- J. THE COSTS OF SENDING INDIVIDUAL CRIME VICTIMS TO CONFERENCES.**
- K. FUNDING OTHER ORGANIZATIONS:** The purchase of equipment for another organization or individual to perform a victim related service.
- L. PURCHASING VEHICLES:** Purchasing of vehicles (as distinct from the leasing of vehicles)
- M. ACTIVITIES EXCLUSIVELY RELATED TO CRIME PREVENTION.**

VIII. DEFINITIONS

- A.** *Crime victim or victim of crime* means a person who has suffered physical, sexual, financial, or emotional harm as a result of the commission of a crime
- B.** Victim may also include:
 - In cases of **sexual assault**, the victim's spouse or the victim's parents if the victim is under 18; In cases of **child abuse**, the victim's parents and siblings;
 - In cases of **spouse abuse**, the victim's children;
 - In cases of **homicide**, the victim's spouse, and children living with the victim, or the victim's parents and siblings.

C. "Sexual assault," "child abuse," and "spouse abuse" as used in (B) above are not limited to the crimes with those statutory names but rather are used in a descriptive sense of any type of similar crime.

D. *Direct services* are efforts that-

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

IX. FINANCIAL REQUIREMENTS

A program that has a record of providing effective services is required to provide 20 percent of the total program costs with non-federal funds. This match may include in-kind contributions. The 20 percent match requirement for existing programs may be computed by multiplying the amount of the federal award by .25. For example, a local existing victim assistance program receiving a VOCA award in the amount of \$30,000 would be required to provide in-kind match in the amount equal to \$7,500 ($\$30,000 \times .25 = \$7,500$). The match for Native American Indian Tribes is 5 percent. To calculate this match, multiply the amount of federal funds requested by .0526. Match waivers will not be considered unless all possible resources are used or matched and an agency cannot apply for funds because match funds are not available.

X. ASSURANCES

Prior to entering into a grant agreement, each applicant agency must agree to the Certified Assurances and Grant Conditions specified in the application.

XI. PROGRAM ADMINISTRATION/PERFORMANCE REPORTS

After a successful applicant agency has been awarded a grant and has entered into a contract with the Office for Victims of Crime, funds will be disbursed on a cost for service reimbursement basis. The following reports are required in order to continue to receive VOCA funding:

- A. SUBGRANT AWARD REPORTS:** Subgrantees should submit a Subgrant Award Report (SAR) that can be accessed on the Office for Victims of Crime Performance Measurement Tool (OVC PMT) online system within ninety days of the sub-award date. (September 30)
- B. PERFORMANCE REPORT:** Subgrantees should submit a performance report that can be accessed on the Office for Victims of Crime Performance Measurement Tool (OVC PMT) online system no later than 30 days after the end of each quarter. Deadlines are October 30, January 30, April 30, and July 30.
- C. FINANCIAL STATUS REPORTS:** Financial status reports that document the sub-grantees authorized grant expenditures and request for reimbursement should be submitted to the State of Utah Grant Management System no later than 30 days after the end of each quarter. Deadlines are October 30, January 30, April 30, and July 30.
- D. QUARTERLY PROGRESS/SUCCESS REPORTS:** Quarterly Progress/SUCCESS Reports that document the goals, objectives, and activities that have been achieved on the grant should be submitted to the State of Utah Grant Management System no later than 30 days after the end of each quarter. Deadlines are October 30, January 30, April 30, and July 30.

APPLICATION CHECKLIST

This grant application packet contains the necessary forms and detailed information required to make application for FY 2018 VOCA funding.

1. Applications must be submitted by 5:00 p.m., **April 30, 2018**, via the Enterprise Grant Management System.
2. The original application and copies must include the following completed forms:
 - a. **VOCA Standard-For agencies new to VOCA:**
 - i. Coversheet
 - ii. Required VOCA Information
 - iii. Budget/Match Section
 - iv. Program Expenditure Comparison Summary for agencies new to VOCA
 - v. Equipment Summary
 - vi. Additional Resources
 - vii. Statement of Problem, Need, and Target Population
 - viii. Program Plan and Evaluation
 - ix. Statistic Reporting
 - x. Comprehensive Crime Victim Services
 - xi. Record of Providing Effective Services
 - xii. Project Administration
 - xiii. Certified Assurances and Grant Conditions
 - xiv. Attachments:
 1. 3 letters of support
 2. Organizational chart
 3. Roster of Governing Board
 4. Verification of 501©3 status (for non-profits only)
 5. VOCA-funded employees job description
 6. Volunteer job description
 7. Agency Current Fiscal Year Operating Budget

GENERAL INSTRUCTIONS FOR APPLICATION

COVER SHEET

1. Subgrantee Agency Information-auto fill-in
2. Point of Contact's Primary and Secondary Information: please fill in correct and updated contact information. One least one POC should be the program manager and the other should be the finance manager.

3. Congressional District/Counties Served: please fill in your Congressional District as well as the county/counties that your program serves
4. Project Information:
 - a. List your agency's federal tax identification number, number of paid staff (FTE), and number of volunteer staff (FTE).
 - b. List the purpose of award: Initiate a New Program
 - c. Identify your VOCA Funding Category: Underserved Populations, Legal Services, Domestic Violence Programs, Sexual Assault Programs, Criminal Justice System Victim Advocate Programs, or Child Abuse/Treatment
 - d. Indicate the number of volunteers, volunteer hours, and volunteer job description
5. Implementing Agency Type:
 - a. Criminal justice governmental (law enforcement, prosecutor-based, etc.)
 - b. A non-criminal justice government agency (social services, hospital, etc.)
 - c. A private non-profit agency
 - d. Administered by an Indian tribe or tribal organization
 - e. Other (must specify)
6. Implementing Agency Type: If your agency is a criminal justice agency, indicate which type; if your agency is a non-criminal justice/governmental, indicate what type; if your agency is a private, non-profit, indicate which type
7. Scope of Project:
 - a. Provide the source(s) of cash match for the victim assistance project.
 - b. Provide the source(s) of in-kind match for the victim assistance project.
8. Match Summary (*This section will automatically calculate following completion of the Budget Detail Worksheet*).
 - A. Budget Summary-(*This section will automatically calculate following completion of the Budget Detail Worksheet*).
 - B. Official Authorized to Sign: Type the full name and position of official authorized to approve contracts and grants for the local or state government (*must be either mayor or county commissioner*), or private non-profit organization (*must be board chair*), then sign and date.
 - C. Program Director or Manager: Type the full name and position of the program director authorized to approve contracts and grants for the local or state government, or private non-profit organization, then sign and date.
 - D. Upload all necessary attachments as listed

***On the *Overview Tab*, make sure to provide a project description of the program that you are proposing in the Project Abstract and also fill out the information on indirect costs.

REQUIRED VOCA INFORMATION

9. Indicate the anticipated number of victims that will be served by type of victimization (number of victims served by VOCA-funded projects during the proposed grant period. Include VOCA grant funds

plus match.) **NOTE: EACH AGENCY WILL BE REQUIRED TO MAINTAIN THE NUMBER OF VICTIMS SERVED THROUGHOUT THE CONTRACT YEAR.** After entering the anticipated Number of Victims Served per each category, the Percent of Services and VOCA funds per Type of Victimization will automatically calculate and sum.

A. Adults Sexually Abused/Assaulted as Children: Adult survivors of sexual abuse and/or assault suffered while they were children.

B. Adult Physical Assault:

Aggravated Assault: An unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the use of a weapon or by means likely to produce death or great bodily harm.

Simple Assault: Assaults and attempted assaults where no weapon was used or no serious or aggravated injury resulted to the victim. Intimidation, coercion, and hazing are included.

C. Adult Sexual Assault: Includes a wide range of victimizations; crimes that include attacks or attempted attacks generally involving unwanted sexual contact between victim and offender. Sexual assaults may or may not involve force and include such things as grabbing, fondling, and verbal threats. Also included is rape, which is defined as penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration of a sex organ by another person, without the consent of the victim; may also include penetration of the mouth by a sex organ by another person.

D. Arson: Any willful or malicious burning or attempting to burn, with or without intent to defraud, a dwelling house, public building, motor vehicle or aircraft, personal property of another, and so on.

E. Bullying (cyber, physical, or verbal): Repeated, negative acts committed by one or more children against another. These negative acts may be physical or verbal in nature – for example, hitting or kicking, teasing or taunting – or they may involve indirect actions such as manipulating friendships or purposely excluding other children from activities. Implicit in this definition is an imbalance in real or perceived power between the bully and victim. Examples of cyber bullying include mean text messages or emails, rumors sent by email or posted on social networking sites, and embarrassing pictures, videos, websites, or fake profiles.

F. Burglary: The unlawful entry of a structure to commit a felony or theft. The FBI's Uniform Crime Reporting (UCR) program includes three sub classifications: forcible entry, unlawful entry where no force is used, and attempted forcible entry. The UCR definition of "structure" includes apartment, barn, house trailer or houseboat when used as a permanent dwelling, office, railroad car (but not automobile), stable, and vessel (i.e., ship).

G. Child Physical Abuse and Neglect: This may include physical abuse that is non-accidental physical injury (ranging from minor bruises to severe fractures or death) as a result of punching, beating, kicking, biting, shaking, throwing, stabbing, choking, hitting (with a hand, stick, strap, or other object), burning, or otherwise harming a child, that is inflicted by a parent, caregiver, or other person. Such injury is considered abuse regardless of whether the caregiver intended to hurt the child. Physical discipline, such as spanking or paddling, is not considered abuse as long as it is reasonable and causes no bodily injury to the child.

H. Child Sexual Abuse and Assault: This may include activities such as fondling a child's genitals, penetration, incest, rape, sodomy, indecent exposure, and exploitation through prostitution by a parent, caregiver, or other person. Includes teen sexual assault.

I. Child Pornography: Any visual depiction, including any photograph, film, video, picture, drawing, or computer or computer-generated image or picture, which is produced by electronic, mechanical, or other means, of sexually explicit conduct, where: (1) its production involved the use of a minor engaging

in sexually explicit conduct; (2) such visual depiction is, or appears to be, of a minor engaging in sexually explicit conduct; (3) such visual depiction has been created, adapted, or modified to appear that an identifiable minor is engaging in sexually explicit conduct; or (4) it is advertised, distributed, promoted, or presented in such a manner as to convey the impression that it is a visual depiction of a minor engaging in sexually explicit conduct.

J. Domestic and/or Family Violence: A crime in which there is a past or present familial, household, or other intimate relationship between the victim and the offender, including spouses, ex-spouses, boyfriends and girlfriends, ex-boyfriends and ex-girlfriends, and any family members or persons residing in the same household as the victim. Involves a pattern of abusive behavior in any relationship that is used by one partner to gain or maintain power and control over another intimate partner. Domestic violence can be physical, sexual, emotional, economic, or psychological actions or threats of actions that influence another person. This includes any behaviors that intimidate, manipulate, humiliate, isolate, frighten, terrorize, coerce, threaten, blame, hurt, injure, or wound someone.

K. DUI/DWI Incidents: Driving or operating a motor vehicle or common carrier while mentally or physically impaired as the result of consuming an alcoholic beverage or using a drug or narcotic.

L. Elder Abuse/Neglect: Also known as elder mistreatment generally refers to any knowing, intentional, or negligent act by a family member, caregiver, or other person in a trust relationship that causes harm or creates a serious risk of harm to an older person. Elder abuse may include abuse that is physical, emotional/psychological (including threats), or sexual; neglect (including abandonment); and financial exploitation. This is a general definition; state definitions of elder abuse vary. Some definitions may also include fraud, scams, or financial crimes targeted at older people.

M. Hate Crime (Racial/Religious/Gender/Sexual Orientation/Other): A criminal offense against a person or property motivated in whole or in part by an offender's bias against a race, religion, disability, ethnic origin, or sexual orientation.

N. Human Trafficking (Sex/Labor): Inducing a person by force, fraud, or coercion to participate in commercial sex acts, or the person induced to perform such act(s) has not attained 18 years of age. It also covers obtaining a person through recruitment, harboring, transportation, or provision, and subjecting such a person by force, fraud, or coercion into involuntary servitude, peonage, debt bondage, or slavery (not to include commercial sex acts).

O. Identity Theft/Fraud/Financial Crimes: Identity theft occurs when someone wrongfully obtains another's personal information without their knowledge to commit theft or fraud. Fraud and financial crimes include illegal acts characterized by deceit, concealment, or violation of trust and that are not dependent upon the application or threat of physical force or violence. Individuals and organizations commit these acts to obtain money, property, or services; to avoid the payment or loss of money or services; or to secure personal or business advantage.

P. Kidnapping (non-custodial): Occurs when someone unlawfully seizes, confines, inveigles, decoys, abducts, or carries away and holds for ransom or reward, by any person, except in the case of a minor by the parent thereof.

Q. Kidnapping (custodial): Occurs when one parent or guardian deprives another of his or her legal right to custody or visitation of a minor by unlawfully taking the child. The definition and penalties of custodial kidnapping vary by state. In some states, kidnapping occurs only if a child is taken outside of the state and/or if an existing custody order is intentionally violated. In all cases, international custodial kidnapping is a federal offense.

R. Mass Violence (Domestic/International): An intentional violent criminal act, for which a formal investigation has been opened by the FBI or other law enforcement agency, that results in physical, emotional, or psychological injury to a sufficiently large number of people to significantly increase the burden of victim assistance and compensation for the responding jurisdiction as determined by the OVC

Director.

S. Other Vehicular Victimization: May include hit-and-run crimes, carjacking, and other vehicular assault.

T. Robbery: Taking or attempting to take anything of value from the care, custody, or control of a person or persons by force or threat of force or violence and/or by putting the victim in fear.

U. Stalking/Harassment: Individuals are classified as victims of stalking or harassment if they experienced at least one of the behaviors listed below on at least two separate occasions. In addition, the individuals must have feared for their safety or that of a family member as a result of the course of conduct, or have experienced additional threatening behaviors that would cause a reasonable person to feel fear. Stalking behaviors include making unwanted phone calls; sending unsolicited or unwanted letters or e-mails; following or spying on the victim; showing up at places without a legitimate reason; waiting at places for the victim; leaving unwanted items, presents, or flowers; and posting information or spreading rumors about the victim on the Internet/social media, in a public place, or by word of mouth.

V. Survivors of Homicide Victims: Survivors of victims of murder and voluntary manslaughter, which are the willful (intent is present) killing of one human being by another.

W. Teen Dating Victimization: Teen dating violence is defined as the physical, sexual, psychological, or emotional violence within a teen dating relationship, including stalking. It can occur in person or electronically and might occur between a current or former dating partner.

X. Terrorism (Domestic): The term terrorism means an activity that...(1) involves a violent act or an act dangerous to human life that is a violation of the criminal laws of the United States or of any State, or that would be a criminal violation if committed within the jurisdiction of the United States or any State; and (2) appears to be intended...(a) to intimidate or coerce a civilian population, (b) to influence the policy of a government by intimidation or coercion or (c) to affect the conduct of a government by assassination or kidnapping (18 U.S.C. 3077).

Y. Terrorism (International): The antiterrorism and Emergency Reserve Fund Guidelines for Terrorism and Mass Violence Crimes refers to the term terrorism, when occurring outside of the United States, as international terrorism to mean an activity that...(1) involves a violent act or an act dangerous to human life that is a violation of the criminal laws of the United States of any State or that would be a criminal violation if committed within the jurisdiction of the United States or of any State; (2) appears to be intended...(a) to intimidate or coerce a civilian population; (b) to influence the policy of a government by intimidation or coercion; or (c) to affect the conduct of a government by assassination or kidnapping; and (3) occur primarily outside the territorial jurisdiction of the United States, or transcend national boundaries in terms of the means by which they are accomplished, the persons they appear intended to intimidate or coerce, or the locale in which their perpetrators operate or seek asylum (18 U.S.C. 2331).

Z. Violation of a Court Order: This is defined by state or jurisdiction.

Other: Please specify other crime victims that are not listed above.

10. For each category, indicate the anticipated number of victims who will receive those services (VOCA grant plus Match). For each sub-category, enter the number of occurrences that particular service will be provided. *The percent of services will automatically calculate and sum following completion of the Number of Occurrences column.*
11. Enter the number of individuals you anticipate will be assisted with a compensation application. This is a requirement of VOCA. Only include those who will be assisted with a compensation application, even if they do not submit the application. Simply providing an individual with an application does NOT

qualify as assistance.

PROGRAM BUDGET

***For this program there is a cap of \$200,000 per program per agency, this cap is inclusive of any indirect costs the agency plans on applying for. For example: if an agency wants to apply for the full \$200,000, the program budget should include expenditures that equal no more than \$180,000 (for direct services) and \$20,000 for indirect costs.**

BUDGET/MATCH SECTION

- 12.** See instructions provided in the Enterprise Grant Management System for the original Budget and Match Sections of the grant application form. EACH AGENCY WILL BE REQUIRED TO MAINTAIN ACCURATE DOCUMENTATION OF ALL (VOCA and MATCH) PROGRAM EXPENDITURES RELATED TO THE CONTRACT.
- 13. PROGRAM EXPENDITURE COMPARISON SUMMARY:** Please see instructions on these forms.
- 14. EQUIPMENT SUMMARY:** List any equipment purchased on VOCA funds in the past three years, then sign and date.
- 15. ADDITIONAL RESOURCES:** This section of the application should describe the sources and amounts of non-VOCA funding or resources that will be available from other non-Federal sources. Applicants are encouraged to leverage other resources- Federal, State, Local, or Private- in support of this project.
- 16. AGENCY BUDGET:** Agencies interested in receiving VOCA funds are required to submit a current budget. The applying agency may choose to include the agency's budget in the space provided below or attach a copy of the budget.

*Program note on other category: The "other" budget category will be used to document financial services that will be given to survivors. Please use the Item and Description column to itemize survivor services. Under the Quantity column, put 1. Under the Unit Price, put total amount your agency is dedicating to this item for the duration of the grant. Through this program, each agency is allowed up to \$4000 of emergency funds with the stipulation that this \$4000 will be used only for the housing program.

For Example: the dollar amounts that are in each box are just examples.

Other			
Item and Description	Quantity (put 1)	Unit Price	Other Cost
Rental Assistance for Survivors	1	\$35,000	\$35,000
Utilities for Survivors	1	\$10,000	\$10,000
Moving Expenses for Survivors	1	\$16,000	\$16,000
Child care	1	\$15,000	\$15,000
Hotel/Motel	1	\$10,000	\$10,000
Emergency Funds	1	\$4,000	\$4,000

Type of Emergency Assistance	Notes	Receipts/Documentation Needed
Rental Assistance	No back rent, offender not on lease	Copy of 1 st and last page of lease and copy of cashed check
Utilities assistance (start up and/or current bill)	If victim is on the bill	Copy of most recent bill and check or CC bill
Moving Expenses		Copy of bill and check or CC bill
Child Care	To receive services related to victimization and/or obtain/retain employment	Must be licensed daycare center, copy of bill and check or CC bill
Hotel/Motel		Copy of receipt and check or CC bill
Emergency Funds		Itemized receipt

NARRATIVE SECTION

17. STATEMENT OF PROBLEM, NEED AND TARGET POPULATION

The intended result of this section is to provide the VOCA Screening and Allocation Committee with a comprehensive understanding of the problem and subsequent need being addressed in the grant application. This narrative should be specific to the housing challenges in the area. This section also includes a description of the group of individuals being victimized who will be provided housing services if the applicant agency receives a VOCA grant.

In Part 1: Describe the geographic area in which the services are being provided. A description should include housing costs of the area, housing availability and other factors that influence the housing climate of the area. Other areas that would be helpful: How many square miles are in the service area (size of cities and county)? What is the population and density? What are the major industries (coal mining, agriculture, tourism, national parks)? What is the poverty level? What is the ethnicity breakdown? What are the age breakdowns (high number of children, significant senior citizen population)? Are there universities located within the area?

In Part 2: Explain and document the nature and extent of the problems that create a need for the proposed housing program. Convincing reasons should be given, using logical argument and documented evidence to establish the need. Lack of services and limitations of existing programs should be included.

In Part 3: Include a description of the need for housing. How lack of housing impacts victims. State the need in a general way and then go on to discuss each specific aspect of the need.

In Part 4: Describe who your program would serve - victims of workplace violence, specific crime categories, populations such as elderly, children, minorities, etc. For example, a law enforcement advocacy program may serve only victims of domestic violence (adults and their minor children) who have reported their crime to a specific law enforcement agency. A non-profit agency may serve non-reporting and reporting victims of rape and sexual assault in a specific county.

18. PROGRAM PLAN EVALUATION

Complete the goal/objectives/activities/methods/monitor/evaluation/time-line pages of the grant

application. The broad goal of the proposed program is achieved by stating the expected achievements or benefits of the program. Specify the VOCA funded position(s) related to this goal. For example, if your goal is to reduce trauma experienced by domestic violence victims as they participate in the criminal justice system, the domestic violence advocate should be included in the box beneath that goal. The objectives require more specific statements of what will be accomplished. Objectives include words that explicitly indicate action and a measurable result such as reduce, increase, and decrease, make more accessible and improve. Include the number of victims to be served in the small box identified as “Indicate the quantitative amount this Objective will serve.” For example, if an advocate program is providing services to 250 sexual assault victims, the number 250 should be entered into the box. If a program is training 25 volunteers, enter 25 in the quantitative box and when writing the objective, explain what the quantitative box refers to (i.e. number of victims served, number of training sessions, and number of volunteers).

In the section labeled, ACTIVITIES/METHODS, describe the activities and methods that will be used to solve the problem and achieve the objectives. Describe in detail each of the specific activities or tasks that comprise the total proposed program and how they will be carried out. The activities/methods are the means or the way in which something will be done. They show exactly how the prescribed objectives will be implemented.

In the section labeled as MONITOR/EVALUATE the OBJECTIVE; indicate what feedback mechanisms will be used to determine the accomplishments of the program and how the effectiveness of program will be assessed. The use of both qualitative and quantitative measures is important. In the section labeled TIMELINE, enter the date or quarter that the activities/methods will be achieved. For example, if the program is conducting quarterly forty hour volunteer training workshops during the program year, enter Sept/ 2017, Dec/ 2017, Mar/2018, June/2018, etc. At the end of each Goal, discuss the implementing strategy for the Goal in the space provided.

GOALS AND OBJECTIVES

Whenever possible, your goals and objectives should be structured in a similar fashion to the samples provided below. **Goals** should be broad statements describing what you intend to accomplish with grant funds. Goals should be limited to a maximum of 3, with no more than 3 objectives for each goal. **Objectives** must be specific and measurable, and should answer the questions “What? Who? By when? How many? For whom? How?” Objectives should be related to the personnel position(s) and corresponding Position #'s and/or the Professional Services/ Consultants position(s) requested in your budget.

Goals and Objectives Examples

Housing for Crime Victims Special Project---Sample Goals and Objectives

Goal 1: Our program will assist crime victims in meeting their long-term housing needs during the grant period

- **Objective 1:** Our Housing Coordinator will meet with 20 landlords to obtain housing options for victims.
- **Objective 2:** 75 out of 100 crime victims assisted by the housing program reported feeling more safe and stable as a result.
- **Objective 3:** 75 out of 100 crime victims assisted by the housing program will have retained their housing by the end of the grant period

19. STATISTIC REPORTING

Required statistics include: type of crime the project serves, services provided, statistics to answer questions listed on the required VOCA information (Page 2 of the Contract Cover Sheet) such as

race, sex, age, etc. This section should describe what will be measured and the types of data that will be collected. If statistics are not currently collected, indicate how your agency plans on collecting required statistics. **EACH AGENCY WILL BE REQUIRED TO MAINTAIN PROJECT STATISTICS THROUGHOUT THE CONTRACT YEAR.**

20. COMPREHENSIVE CRIME VICTIM SERVICES

Within the county or the grant service area, does the program duplicate other VOCA-funded services? Answer yes or no. If the answer to the question is yes, please use the available space provided to explain why the applying program duplicates services. Describe in the COMPLEMENT space provided how the program refers crime victims to other necessary services and to which services they would most likely be referred. In many Utah communities, several valuable services exist to assist crime victims. Describe how you use and refer crime victims to those services. For example, if the program is a law enforcement advocacy program, explain the process of referral to the county prosecutor's advocate staff. If the program is a non-profit rape recovery program, provide the program's protocol for referring rape victims to law enforcement. In the COORDINATION information space, describe how the program works with other allied programs harmoniously to aid crime victims. **Attach a minimum of three current letters of support from allied agencies.** Check the box provided indicating that you have done so. If you are a previously funded VOCA victim assistance program, include support letters from newly identified referral sources.

21. RECORD OF PROVIDING EFFECTIVE SERVICES

In the space provided discuss how long your program has been in existence, how it has expanded, and the types of victim services offered. In the space provided indicate your agency's significant accomplishments. If your program is new, please include information on the length of the agency's existence, type of victim services offered, significant victim services accomplishments, and other agency accomplishments.

22. PROJECT ADMINISTRATION

This section should provide a detailed description of how the program and employees are systematically structured to direct the program goals and use of funds. Attach an organizational chart with names and titles outlining staff, advisory, and decision-making bodies and check the appropriate box. The organizational chart should include positions for which funding is being requested. In the space provided include position titles for each VOCA-funded staff position. Attach job descriptions for each VOCA funded position, matched positions, and volunteers. Describe the programmatic and fiscal capabilities of the project director and staff including information covering their ability to accomplish the proposed program goals, objectives, etc. In the space provided, specify the staff person(s) that are assigned to provide the fiscal controls and explain how your agency will keep an accounting of funds. If the agency is a non-profit, please include a roster of the governing board.

CERTIFIED ASSURANCES & GRANT CONDITIONS

- 23.** Carefully review all of the certified assurances and grant conditions and make sure that the official authorized signs all necessary forms.
- a. VOCA Victim Assistance Program Certified Assurances (2 pages)
 - b. VOCA Special Conditions (5 pages)

- c. Indirect Costs-if applicable (5 pages)
- d. Lobbying (3 pages)
- e. Certified Assurances (2 pages)
- f. Grant Conditions (6 pages)
- g. Audit Requirements (2 pages)
- h. Rape Crisis Counselor Mandate-if applicable (2 pages)
- i. Certification Regarding Debarment, Suspension, Ineligibility, etc. (1 page)
- j. Instructions for Certification (1 page)
- k. Certification Regarding Compliance with Victim Rights (1 page)
- l. Certifications Regarding Lobbying, Debarment, Suspension, etc. (1 page)
- m. Reporting Requirements for Nongovernmental Nonprofit Organizations-if applicable (6 pages)
- n. Reporting Requirements for Nongovernmental Nonprofit Organizations that Receive Federal Pass-Through, State, or Local Money-if applicable (6 pages)

Other Attachments:

1) BUDGET JUSTIFICATION

You must complete the PERSONNEL funds justification box in the budget justification worksheet. In this section, you must fully explain and justify the need for each personnel funds request, *indicating whether this is a new or existing position.*

Example:

• **Position #1:** Housing Coordinator coordinates and oversees the implementation of the Survivor Driven Housing for Crime Victims. The Housing Coordinator will have coordination duties with some direct service and mobile advocacy. The Coordinator will also train and assist other advocates to provide mobile advocacy to crime victims. The person in this position works a total of 40 hours per week for the agency so this request is for 95% of his/her 40-hour position. This is a new position.

Sole source contracts must be justified and are subject to prior approval by the UOVC. Sole source is procurement through the solicitation of a proposal from only one source or after solicitation of a number of vendors when competition is determined inadequate. Whenever possible, Supplies and Operating purchases and Equipment purchases should be separated from the costs of installation; installation costs should be included in the Professional Services/Consultants category.

Generally, a consultant is an independent contractor or an outside professional who offers his/her contracted services to the public at large, who controls his/her own work, does not require training, pays his/her own taxes, and has his/her own liability and worker's compensation insurance.

In this section, you must fully explain and justify both the need for these services and the rate of pay if not provided above. List the consultant or type of service, the proposed hourly fee, and the amount of time to be spent on such services. Rates for professional services should not exceed \$81.25 per hour (this rate is set by Federal regulations) or \$650 per eight-hour day. (If a higher rate is requested, a justification must be provided in the budget narrative. Approval by the UOVC of rates in excess of these amounts is required prior to

implementation of the contract.) Explain why agency employees cannot provide the proposed consultant and/or independent contractor services.

Equipment

Equipment” is defined as a durable, single item costing \$5,000 or more with a useful life of over one year. Funds may only be used for equipment deemed essential in the proposed project/services as allowable. If requested and approved, additional forms will be required prior to purchase.

Travel Justification:

Explain the costs being requested from this grant application and explain the relationship of each line item to the project (e.g., if training or conference expenses are requested, explain the topic of the conference and its relationship to the project and the staff/volunteers who will attend). ***Be sure to show the basis for computation if not already provided above.***

Example:

- Travel expenses have been calculated per our agency’s written travel policy. Attendance at the XYZ Training allows the Victim Advocates to learn about best practices in working with domestic violence victims. Without the support of grant funds they would not be able to attend. This training is for 2 nights, 3 days in Breckenridge, CO at \$120 per night per person. $2 \times 120 \times 2 \text{ nights} = \480 .
- Mileage reflects the two advocates traveling in one vehicle: 100 miles roundtrip @ \$.535 per mile = \$53.50.
- Per diem for two advocates for 3 days @ \$36 per day = $3 \times 36 \times 2 = \$216$.
-

Supplies & Operating Justification:

In this section, you must fully explain and justify the need for your Supplies & Operating funds request. Demonstrate how the costs were determined and ***justify*** the need for each specific line item. ***Be sure to show the basis for computation if not already provided above.***

Example:

The request is for a cell phone service for the bi-lingual victim advocate. The request above demonstrates how the costs were determined. 50% of the Victim Advocate’s time will be providing services to victims; therefore, the request is for 50% of the phone costs.

Other

You must complete the OTHER funds justification. In this section, you must fully explain what the other funds are and they must be broken down into individual line items.

Example:

2) Description of Project(s) for Which Funds Are Being Requested:

This is your opportunity to explain in a clear and succinct way the project(s), staff and the specific you are planning on providing with these funds. The project’s goals and objectives and the budget request should support the activities that are described in this section. Describe only that part of your program for which you are requesting funding. In many cases, the project is not the entire victim assistance program for your agency. That being said, only projects that specifically address and serve crime victims are eligible for funding through this project. All services supported through this project must be linked to the recipients’ victimization and well justified.

The purpose of the Survivor Driven Housing for Victims of Crime will be to create or expand upon a crime-victim housing program that will first focus on helping victims increase access to, and retain safe, long-term housing and then provided tailored supportive services. Examples of supportive services include transportation assistance and temporary rental assistance. Proposed projects must incorporate flexible, survivor-driven mobile advocacy for victims and their children and financial assistance that addresses victims unique and evolving

safety needs, and allows them to choose how to best rebuild their lives.

The project description must include components of survivor-driven mobile advocacy, financial assistance, supportive services, and community engagement. Project design and activities should aim to meet the following criteria:

- Understanding of applicant community demographics and the unique needs of crime victims that are served.
- Commitment to implementing the Project Service Components
- Willingness to be creative and to “think outside the box” in both service delivery and adjustments to agency culture shifts as appropriate.
- Commitment to fostering of existing and new community relationships that facilitate access to and maintenance of housing for survivors.

3) No turn away policy

victim services programs, that will guarantee shelter for victims (women, men, people who identify as transgender and children) who are in imminent danger. If shelter is at capacity, agencies are encouraged to use grant funds to offer temporary emergency shelter (hotel, motel, etc.)

Applications are reviewed based upon the following criteria

Description of Project:

- Is there a well thought out program plan
- Does the goals and objectives support the activities described in the Project Description
- Does the budget support the activities described in the Project Description
- Does the agency have a plan that incorporates the core components
- Does the agency have a No Turn Away Policy

Budget

- Is budget/match reasonable and efficient
- Are volunteers used/hourly rate reasonable
- Are the costs allowable under VOCA guidelines
- Are there explanations for each budget category
- Budget items are allowable, well justified, and proportionate to the activities.
- The budget is prepared and calculates correctly.
- The applicant demonstrates the ability to provide match.

Statement of Problem and Need

- Is there an overall description of problem
- Is the geographical area described
- Is the nature and scope of problem in their service area (not agency problem)
- Statement of problem supported by stats and info.
- Targeted population identified

Program Plan

- Are goals understandable/do they address the needs identified
- Are goals and objectives measurable/realistic and attainable

- Has the agency provided a project specific impact narrative

Statistical Reporting

- Names of individual collecting stats listed
- Agency ability to collect report data
- Data collected and compiled appropriately
- Duplication concerns/justifications
- How does program complement other services
- 3 support letters from identified programs

Services/Project Administration

- Program history, growth, typed of victim services offered
- significant accomplishments
- How well do they describe the project director's and the staff's ability to implement the VOCA programs/fiscal controls
- Is there an organizational chart with names and title/does organizational chart specify grant funded positions
- Are there position titles and job descriptions for each VOCA funded position?
- Are there volunteer job descriptions?
- If agency is non profit is there a roster of governing board included, 501(c (3) included
- Are all certified assurances completed and signed by the authorized official

Authorization Process

- All grants will be reviewed by the screening and allocation committee
- The committee will create an award recommendation summary
- The committee's recommendation will be reviewed by the board who will then give final approval/denial of the grant
- Grant analysts will then communicate any grant corrections that will need to be made
- Contract will be finalized
- Subrantee receives contract.