CRIME VICTIM SERVICES COMMISSION
VICTIMS OF CRIME ACT (VOCA)
CRIME VICTIM ASSISTANCE GRANT PROGRAM
VOCA GRANT APPLICATION WORKSHOP FY 2016-2017

VOCA CRIME VICTIM ASSISTANCE GRANT PROGRAM
AGENDA

• WELCOME AND STAFF INTRODUCTION
• WHAT IS VOCA?
• HOW DO YOU APPLY?
• GETTING YOUR BUDGET IN ORDER
• HOW TO NAVIGATE EGRAMS and PORTAL
• GUIDANCE ON COMPETITIVE PROCESS
CRIME VICTIM SERVICES COMMISSION

• STATE ADMINISTRATIVE AGENCY
• ADMINISTERS VOCA COMPENSATION AND ASSISTANCE GRANTS
• ADMINISTERS STATE VICTIM RIGHTS FUNDS
• CRIME VICTIM COMPENSATION PROGRAM
• SAFE RESPONSE
WHAT IS VOCA?
VICTIMS OF CRIME ACT
CRIME VICTIM ASSISTANCE GRANT

• VICTIMS OF CRIME ACT OF 1984
• CRIME VICTIM FUND – FEDERAL FINES
• GRANTS TO STATES FOR CRIME VICTIM COMPENSATION AND ASSISTANCE GRANTS
PURPOSE
PROMOTES AND SUPPORTS QUALITY SERVICES TO VICTIMS OF CRIME THROUGHOUT MICHIGAN
WHAT AREN’T DIRECT SERVICES

• PROSECUTION

• PREVENTION

• AWARENESS ACTIVITIES
HOW DO YOU APPLY?
APPLICATION OVERVIEW

• GENERAL REQUIREMENTS
• MAKING YOUR CASE FOR VOCA FUNDS
• WHAT TYPES OF SERVICES WILL VOCA FUND?
• VOCA’S ELIGIBLE CORE SERVICES
• WHAT TYPES OF CRIME SURVIVORS ARE ELIGIBLE?
• IMPORTANCE OF RELATIONSHIP BUILDING WITH CVSC
GENERAL REQUIREMENTS

• PUBLIC OR NON PROFIT ORGANIZATION
• HAVE A RECORD OF PROVIDING EFFECTIVE DIRECT SERVICES TO CRIME VICTIMS
• CONTRIBUTE MINIMUM MATCH 20% OR 5%
• USE VOLUNTEERS
• OFFER SERVICES TO VICTIMS FREE OF CHARGE
• ASSIST VICTIMS WITH APPLYING FOR CRIME VICTIM COMPENSATION
• OFFER SERVICES TO VICTIMS OF FEDERAL CRIME
APPLICANT REQUIREMENTS

• EMPLOYER IDENTIFICATION AND DUNS NUMBERS REQUIRED
• NOT DELINQUENT ON ANY FEDERAL DEBT
• SERVICES MAY NOT BE SUBCONTRACTED
• MAINTAIN CIVIL RIGHTS STATISTICS
• DOCUMENT COORDINATION/COLLABORATION
• NOT SUPPLANT FUNDS
MAKING YOUR CASE FOR VOCA FUNDS

SHOW THAT SERVICES YOU PROVIDE WILL FULFILL ONE OR MORE UNMET NEEDS IN YOUR COMMUNITY
YOU MUST:

• DETERMINE YOUR ELIGIBILITY
• PROPOSE PROJECT PLAN
• PROPOSE STAFFING PLAN
• PROPOSE FINANCIAL PLAN
• EVALUATE PROGRAM SERVICES
• PROVIDE CONFIDENTIAL SERVICES
• CERTIFY COMPLIANCE WITH ASSURANCES
• COMPLY WITH LAWS AND REGULATIONS
• ACT WITH INTEGRITY APPLICATION/REPORTING
WHAT TYPES OF SERVICES WILL VOCA FUND?

• RESPOND TO EMOTIONAL AND PHYSICAL NEEDS OF CRIME VICTIMS
• ASSIST VICTIMS OF CRIME TO STABILIZE THEIR LIVES AFTER VICTIMIZATION
• ASSIST VICTIMS TO UNDERSTAND AND PARTICIPATE IN THE CRIMINAL JUSTICE SYSTEM
• RESTORE A MEASURE OF SAFETY AND SECURITY
# VICTIMS OF CRIME ACT

## ALLOWABLE
- CRISIS INTERVENTION
- ACCOMPANIMENT
- COUNSELING
- PERSONNEL COSTS RELATED TO DIRECT SERVICES
- ASSISTANCE WITH
  - COMPENSATION
  - CRIMINAL JUSTICE PROCESS
  - PRACTICAL PROBLEMS

## UNALLOWABLE
- LOBBYING
- FUNDRAISING
- OFFENDER REHAB
- PREVENTION
- PROSECUTION ACTIVITIES
- NEEDS ASSESSMENT, SURVEYS, EVALUATION
# VICTIMS OF CRIME

<table>
<thead>
<tr>
<th>ALLOWABLE</th>
<th>UNALLOWABLE</th>
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<tr>
<td>• FORENSIC INTERVIEWS FOR CHILDREN AND OTHERS WITH DISABILITIES</td>
<td>• FUNDRAISING</td>
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<td>• FORENSIC MEDICAL EXAMINATION EXPENSES FOR VICTIMS OF SEXUAL ASSAULT</td>
<td>• CRIME PREVENTION</td>
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<td>• EXPERT WITNESS TESTIMONY</td>
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<td>• BOOKEEPING AND AUDIT (ONLY SINGLE AUDIT)</td>
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<td>• SERVICES TO INCARCERATED</td>
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<td>• PERPETRATOR REHABILITATION AND COUNSELING</td>
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CLASSIFICATION OF COSTS
Four Basic Types of Costs

**Allowable Costs** – costs that are necessary, reasonable, allocable, not prohibited under State/local laws or regulations. Costs must conform to any limitations set forth in Federal laws, and comply with the terms and conditions of the VOCA grant award.

**Unallowable Costs** – costs not allowed under Federal programs include, but are not limited to lobbying, land acquisition, fund raising, entertainment, contingencies, and alcoholic beverages.

**Costs not authorized** – costs are not authorized when there is no consent from CVSC to incur costs, not included in the approved budget, or occurs before or after the grant award period.

**Costs deemed excessive or unreasonable** – when its nature and amount exceeds that which would be incurred by a prudent person when the decision was made.

**Indirect Cost rate** – Non-federal entities that have never received a negotiated indirect cost rate (ICR) may elect to charge the de minimis rate of 10% of modified total direct costs (MTDC). The de minimis rate must be used consistently for all federal awards.
WHAT COSTS CAN BE INCLUDED IN YOUR BUDGET?

Cost Principles for Educational Institutions, State, Local and Indian Tribal Governments and Non-Profit Organizations
REQUIRES THAT A COST BE:

- ALLOWABLE
- NECESSARY FOR THE PERFORMANCE OF THE PROJECT
- REASONABLE
- ALLOCABLE TO THE PROJECT AND CONSISTENTLY TREATED
- NON-PROFITABLE
- CLAIMED AGAINST ONLY ONE AWARD, and
- PERMISSABLE UNDER STATE & FEDERAL LAWS AND REGULATIONS
CLASSIFICATION OF COSTS

• DIRECT COSTS, generally include:
  – COSTS IDENTIFIED SPECIFICALLY WITH AN ACTIVITY
  – SALARIES AND WAGES (INCLUDING HOLIDAYS, SICK LEAVE, ETC) FOR DIRECT LABOR EMPLOYEES
  – OTHER EMPLOYEE FRINGE BENEFITS ALLOCABLE TO DIRECT LABOR EMPLOYEES
CLASSIFICATION OF COSTS

• A DIRECT COSTS, generally include:
  – CONSULTANT SERVICES CONTRACTED TO ACCOMPLISH SPECIFIC PROJECT OBJECTIVES
  – TRAVEL OF DIRECT LABOR EMPLOYEES
  – MATERIALS/SUPPLIES PURCHASED DIRECTLY FOR USE ON A SPECIFIC PROJECT
CLASSIFICATION OF COSTS

• Indirect costs generally are costs not readily identifiable with a particular grant or contract such as:
  – Building maintenance
  – Telephone expense
  – Supplies
  – Depreciation
  – Rental Expense
Pre-Agreement Cost Approval

Please be aware that costs incurred prior to the start date of the award may not be charged to the project.
BUDGET REQUIREMENTS

• Applicants must submit reasonable budgets based on the resources needed to implement your project in your specific geographic location. The budget should display a clear link between the specific project activities and the proposed budget items. Specifically, the budget should not contain any items that are not detailed in the project narrative. The budget summary narrative must support all costs included in the budget and explain how the costs of goods and services are determined and how they will fulfill the overall objective of the project.

• The budget must adhere to the VOCA Policies and Procedures and the DOJ Grants Financial Guide.

• No costs prior to the beginning or after the project period.
BUDGET MUST INCLUDE:

1. Include a budget narrative that supports and justifies all proposed costs and provides a clear link between the specific project activities and proposed budget items;
2. Include a budget that reflects all costs related to implementing the proposed project and provides calculations for all costs;
3. Provide an explanation of proposed expenses that is detailed, complete, reasonable and within estimated limits;
4. Exclude any unrelated or out-of-scope costs for the proposed project;
5. Reflect 12 months of project activity;
6. Reflect that all staff are fairly compensated for their participation in any project related activities.
ACCOMMODATIONS AND LANGUAGE ACCESS

Recipients of VOCA Grant funds must comply with applicable federal civil rights laws, which among other things, prohibit discrimination on the basis of disability and national origin. This includes taking reasonable steps to ensure that persons with limited English proficiency (LEP) have meaningful access to recipients’ programs and activities.
www.lep.gov

More information about these obligations is available at www.lep.gov.

Applicants are encouraged to allocate grant funds to support activities that help ensure individuals with disabilities, Deaf individuals, and persons with limited English proficiency have meaningful and full access to their programs. For example, grant funds can be used to support American Sign Language (ASL) interpreter services, language interpretation and translation services or the purchase of adaptive equipment.
Cultural Competency

Applicants must be culturally competent when providing services to victims. Victim service providers must have the ability to blend cultural knowledge and sensitivity with victim restoration skills for a more effective and culturally appropriate recovery process.
Program Assessments

Applicants **may not** use any VOCA grant funds to conduct research. However, funds in the budget may be allocated for the purpose of assessing the effectiveness of funded activities. For example, funds may be used to conduct pre- and post-testing of volunteers or for victim satisfaction surveys. In conducting such testing or surveys, grantees may not collect, analyze or disseminate any information that would disclose the identity of an individual.
Cultural competency occurs when:

• a) cultural knowledge, awareness and sensitivity are integrated into action and policy;
• b) the service is relevant to the needs of the community and provided by trained staff, board members, and management; and
• c) an advocate or organization recognizes each client is different with different needs, feelings, ideas and barriers.

• VOCA Grant funds may be allocated for staff training to enhance the skills of direct service providers.
WORKPLAN

PERFORMANCE OUTCOME REPORTING FOR EACH ACTIVITY PERFORMED BY GRANT STAFF
PROPOSAL REVIEW

• EACH APPLICATION WILL BE REVIEWED UTILIZING THE SCORING SHEET.

• ELIGIBILITY REVIEW

• APPLICANT AGENCY CAPACITY

• CLEAR STATEMENT OF, AND CONTRIBUTING FACTORS TO, THE PROBLEMS/ISSUE(S) TO BE ADDRESSED.

• POPULATION TO BE SERVED
PROPOSAL REVIEW (CONTINUED)

• ACTIVITIES
• COLLABORATION
• INTENDED OUTCOMES SPECIFIED
• BUDGET
• EVALUATION PLAN
• RECONSIDERATION/APPEAL IF DENIED
QUESTIONS
VOCA Application Process
March 2016
Egrams Addresses

- Egrams
- VOCA Application
- Egrams Portal

You have to use Internet Explorer when using the Egrams System.
Creating an Agency Profile

Go to the Egrams Portal: http://egrams-mi.com/portal/

Click on Register your Agency
Creating an Agency Profile

- Fill out the General Information tab.
- Under Agency Xref click Set relation with Grantor Agencies.
Creating an Agency Profile (Agency Xref)

- Using the “Look Up” menu (shown above in red) select Michigan Department of Health and Human Services. Select Grantee Agency as your Agency Class. Click OK to save.
- Once the entire General Information Tab has been completed click the ok button to submit the Agency Profile.
Creating a User Profile

Go to the Egrams Portal: http://egrams-mi.com/portal/
Click on Create User Profile
Creating a User Profile

- Fill out the profile and click ok to submit.
- Select Grantee for Role Code.
- When searching for your Agency name put a % in front and behind your agency’s name when you search. This will shorten the list. For instance %flower inc%
Request Access to the Application

- Go to the Egrams: [https://egrams-mi.com/dch](https://egrams-mi.com/dch)
- Click on Project Director Request
Request Access to the Application

- Fill out the Project Director Request.
- The Grant Category is Legal and Policy Affairs
- You will be notified by email when your request has been accepted. You will not be able to fill out the application until your Project Director Request has been accepted by CVSC.
Assigning Users to your Grant

- The Project Director will go to the Egrams: https://egrams-mi.com/dch
- Log in and select Grantee, Project Director, and Assign Area Users for the search boxes and click GO.
- Select the grant program that you would like to make changes to.
- Agency should be prepopulated.
- Click the Find button then the Assign button.
- User Listing: All registered Users of the system for your agency will appear in this list.
- If the User is not shown, verify with the user that he/she has created profile.
- If the User has created a profile and you’re still unable to view them in the list contact the MI E-Grants MDCH System Administrator.
- User Status: Check box next to the name of the user to activate user to selected program.
- Role: System has pre-populated information.
Assigning Users to your Grant

 Perm Code: Your agency will need an Authorized Official, Finance Officer, and Project Director. These have to be three separate people.

 Authorized Official – individual authorized to sign binding agreements on behalf of the agency. This permission can accept/revise allocations, submit a grant application, electronically execute an agreement/amendment and submit nonfinancial progress reports, if funding is awarded.

 Finance Officer – individual that oversees financial operations and submits financial reports for the agency. This permission can accept/revise allocations, enter information into the application, review an agreement/amendment and submit financial reports, if funding is awarded.

 Project Director – individual that oversees the day-to-day program operations for the agency or a project/program for the agency. This permission can review allocations, enter information into the application, review an agreement/amendment and submit nonfinancial reports, if funding is awarded. This permission also assigns permissions to other users in the agency.

 Reports Administrator – individual that completes grant monitoring activities for the agency. This permission can enter information into a progress report after funding is awarded.

 Grant Writer – individual that writes grant applications for the agency. This permission can enter information into the grant application.

 Reviewer – individual that reads application to assure accuracy and completeness. This permission has read access only and can review the application and agreement/amendment language.

 Perm Status: Check this box to give them access to the system.

 Click OK to save changes.
Getting to the Application

- Go to the Egrams: [https://egrams-mi.com/dch](https://egrams-mi.com/dch)
- Click on EGrAMS Login.
- Log in and select Grantee, Grant Application and Enter Grant Application for the search boxes and click GO.
- Once at the Grant Application Entry Screen select a Grant Program, it should be VOCA Crime Victim Assistance- 20XX (with the year you are applying for). Click the ‘Go’ button. Your application will be displayed.
Navigating the Application

- Demographics
- Program
- Contacts

- Objectives
- Activities
- Activity Contact
- Activity Evaluation criteria
- Measurements

- Additional navigation tool
- Useful for tracking application progress and in identifying/correcting errors

- Certification & Assurance agreement
- Identify areas in which services will be delivered
- If applicable, narrative text maybe required
- If applicable, attachment documents maybe required

- If applicable, various attachments, support letters, etc.

- Financial details for the supported expense categories
- Line Item details, if applicable
- Narratives
- Match details
Navigating the Application

- Saves changes on a page two ways: Click on 'Save' to save the information on the current page.
- Click on 'Save' to save the information and move to the next page of the application.
- If you try to navigate to the next page without saving your changes, the system will display a warning.

Navigation arrow buttons
- Allows you to navigate to the next or previous page.
- At the end of a section, it navigates to the next/previous section.

- Click on 'Show Tree' to get a section tree structure breakdown.
- Click on 'Copy' to copy information from a previous application.
- Click on 'PDF' to view a PDF of the current section.
- Click on 'Done' to validate the complete application for errors and business rules in your application.
- The 'Errors' button is enabled if errors are found after validation.
- If errors are found, click on 'Errors' to view error details.

- Click on 'Validate' to validate the respective section for errors and business rules in your application.
Egrams prepopulates this information from the your Agency Profile in the Portal. Check to make sure that the information is correct. If the information is incorrect, change it here and update the Portal.

The Reference number is your agency’s DUNS number. You can apply for a DUNS number at [www.dnb.com](http://www.dnb.com)

The agency’s fiscal year us not necessarily the project dates.
<table>
<thead>
<tr>
<th>1. Fiscal Agent Information - Page 2</th>
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<tr>
<td><strong>Applicant Eligibility</strong></td>
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<tr>
<td>Please complete the following questions by selecting the appropriate radio button based on the applicant agency’s response.</td>
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</table>

The Applicant will:

1. Demonstrate record of providing effective services for at least one year, or if not, demonstrate that 25-50% of agency’s financial support is from non-federal sources.  
   - Yes  
   - No

2. Provide match contributions of cash or in-kind, A) either 20% for public, nonprofit or campus organizations, or B) 5% for Native American tribal organizations.  
   - Yes  
   - No

3. Utilize volunteers.  
   - Yes  
   - No

   - Yes  
   - No

5. Promote community efforts to aid crime victims.  
   - Yes  
   - No

6. Comply with federal and state rules regulating grants.  
   - Yes  
   - No

7. Maintain statutorily required data on victims served.  
   - Yes  
   - No

8. Provide services to federal crime victims.  
   - Yes  
   - No

9. Provide services to crime victims at no-charge.  
   - Yes  
   - No

10. Maintain client confidentiality as required by state and federal law.  
    - Yes  
    - No

11. Not discriminate against victims because they disagree with the way the state is prosecuting a criminal case.  
    - Yes  
    - No
Nonprofits should include their Michigan Solicitation Registration Number which can be found on your Michigan Solicitation Registration Document.

All agencies are required to have a CCR registration. This means that you have a DUNS number registered with SAM. Your agencies SAM account will need to be reactivated every year. [www.sam.gov](http://www.sam.gov)

The State MESC (Michigan Employment Security Commission) number is the account in which unemployment funds are placed. Most agencies have this account, but not all.
The Sales Tax number is only required of agencies that collect sales tax. We need it whether you need it for our program or not.

Please complete and attach the Financial Capability Questionnaire. Do not include a copy of your Audit here, your agencies most recent audit should be uploaded to the Portal. The upload file should be in PDF format with a file name no longer than 13 characters including spaces, and should not include special characters such as _%/@.

This form can be found at http://ojp.gov/funding/Apply/Resources/FinancialCapability.pdf
State of Michigan Employee Involvement

If former state of Michigan employees are involved in this project in any of the following capacities, the agency should disclose this in the space provided:

- a. In the performance of any resulting state agreement;
- b. Oversight or management of any resulting state agreement; or
- c. Consulting, conferring, or advising on the RFP response (such as in a role of consultant or lobbyist). If not, the agency may respond with an “NA.”

Include the name(s) of former employee(s), department and division worked for, active dates of employment, and describe the role they will have with this RFP or any resulting grant agreement.
Please indicate if the grantee agency is implementing the program. If ‘No’ is selected, enter the implementing agency’s name. Click on the mailbox to enter the implementing agency’s contact information.

The project start and end date are typically the state fiscal year of October 1st through September 30th.
Select the appropriate radio button to indicate the purpose of the grant.

Select the appropriate box(es) to indicate which type(s) of victims will be served by the VOCA project.
Assistance in Filing Compensation Claims is a requirement of the grant.

Shelter service is an allowable VOCA funded activity this year.

<table>
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<tr>
<th>Service Activities - VOCA Funded Services</th>
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<tbody>
<tr>
<td>2. Program Information - Page 3</td>
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<tr>
<td>Information and Referral</td>
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<tr>
<td>☐ Information about the criminal justice process</td>
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<tr>
<td>☐ Information about victim rights, how to obtain notifications, etc.</td>
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<tr>
<td>☐ Referral to other victim service programs</td>
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<tr>
<td>☐ Referral to other services, supports, and resources (includes legal, medical, faith-based organizations, address confidentiality programs, etc.)</td>
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<tr>
<td>Personal Advocacy/Accompaniment</td>
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<tr>
<td>☐ Victim advocacy/accompaniment to emergency medical care</td>
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<td>☐ Interpreter services</td>
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<td>☐ Victim advocacy/accompaniment to medical forensic exam</td>
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<td>☐ Law enforcement interview advocacy/accompaniment</td>
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<td>☐ Individual advocacy (e.g., assistance in applying for public benefits, return of personal property or effects)</td>
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<td>☐ Performance of medical forensic exam or interview, or medical evidence collection</td>
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<td>☐ Immigration assistance (e.g., special visas, continued presence application, and other immigration relief)</td>
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<td>☐ Intervention with employer, creditor, landlord, or academic institution</td>
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<td>☐ Child or dependent care assistance (provided by agency)</td>
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<td>☐ Transportation assistance (provided by agency)</td>
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# Facesheet - Service Impact and Victim Population

## Emotional Support or Safety Services
- [ ] Crisis intervention (in-person, includes safety planning, etc.)
- [ ] Mother/crisis line counseling
- [ ] On-scene crisis response (e.g., community crisis response)
- [ ] Individual counseling
- [ ] Support groups (facilitated or peer)
- [ ] Other Therapy (traditional, cultural, or alternative healing; art, writing, or play therapy, etc.)
- [ ] Emergency financial assistance

## Shelter/Housing Services
- [ ] Emergency shelter or safe house
- [ ] Transitional housing
- [ ] Relocation assistance

## Criminal Civil Justice System Assistance
- [ ] Notification of criminal justice events (e.g., case status, arrest, court proceedings, case disposition, release, etc.)
- [ ] Criminal advocacy/accompaniment
- [ ] Other legal advice and/or counsel
- [ ] Victim impact statement assistance
- [ ] Assistance with restitution (includes assistance in requesting and when collection efforts are not successful)
- [ ] Civil legal attorney assistance in obtaining protection or restraining order
- [ ] Civil legal attorney assistance with family law issues (e.g., custody, visitation, or support)
- [ ] Other emergency justice-related assistance
- [ ] Immigration attorney assistance (e.g., special visas, continued presence application, and other immigration relief)
- [ ] Prosecution interview advocacy/accompaniment (includes accompaniment with prosecuting attorney and with victim/witness)
- [ ] Law enforcement interview advocacy/accompaniment (includes accompaniment with prosecuting attorney and with victim/witness)
List source of funds for all victims’ service programs within your agency, not just the VOCA funded project.

Only list funding for victim assistance services.

Each funding source needs to be listed for the application year and current year if the funding source was used during that time period. If your agency received funding from a source for only one year, list $0 for the year you didn’t receive funding from that source.
Federal funds include funds from Department of Justice (VOCA, COPS, Byrne, STOP Grants, Violence Against Women Act Grants), Health and Human Services (Rape Prevention, Family Violence and VOCA Children's Justice Act), Americorps, FEMA, Housing and Urban Development, and McKinney Act grants. Money from any of these federal programs may not be used as source of match for VOCA grants. This is not discretionary. It is a required condition of federal funding to the State of Michigan.

State funds include any type of funding received from state government sources.

Local funds include any type of funding received from local governmental sources (county, municipal, and township).

Other funds include any type of funding received from United Way, foundation grants, donations, fundraising, etc.
Enter the dollar amount for each of the VOCA project funds that are to be allocated to the different types of victimizations.

The types of victims should be consistent with the types of victims listed on the Service Impact and Victim Population question (g) on the Service Impact and Victim Population page.

The total should be the Federal agreement amount.

Enter $0 for all of the types of victimization that will not be funded by VOCA.

There is a worksheet to help you fill this out under show documents in the top right corner of the screen called VOCA Prorated Project Funding Worksheet.
- Identify an Authorized Official, Civil Rights Person, Financial Officer, and Project Director.
- The Civil Rights person is the only role that can be the same as another role.
- Your agency cannot have more than one person listed for any of these roles.
- Your agency cannot use any VOCA funded employees as the Authorized Official or the Financial Officer.
- The Egrams Login needs to be filled in using the ‘Lookup’ button. If the person is not listed in the ‘Lookup’ menu they will need to set up an Egrams User Profile and have the Project Director assign them to the grant.
- Do not use the same email address for multiple users. Each user needs to have a unique email address.
Certifications

Read and if true, confirm the statements shown.

- Either the EEOP Plan or EEOP Certification Form needs to be uploaded into the EGrams Portal.
- [https://egrams-mi.com/portal](https://egrams-mi.com/portal)
Upload the Self-Assessment Review and Four Factor Assessment to the Egrams Portal.

If your agency has a written policy/plan on providing language access services to LEP person than it needs to be uploaded to the EGrams Portal as well.
Provide an overview of your agency’s proposed VOCA project for victims of crime. This section should specifically address how your agency’s proposed VOCA project will help you to reach the Objectives identified in your Work Plan. Please limit your response to 5000 characters.
### Narrative-Counties

*Indicate the County(ies) in which the project will operate and that you propose to provide services by clicking on the appropriate SQUARE BOX(s).*

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<th>Counties</th>
<th>Show Instruction</th>
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Indicate the U.S. Congressional, State Senate and House District(s) in which the project will operate and that you propose to provide services by clicking on the appropriate box(es).

Maps for US Congressional, State Senate, and State House Districts can be found under Show Documents.
Please provide your agency's mission statement regarding provision of service to crime victims.

Please limit your responses to 5000 characters.
For the most recently ended and identified calendar or fiscal year, please provide the total number and types of victims served by your agency.

Please limit your responses to 5000 characters.

Example:

For the fiscal year 2014 the agency provided services to 200 sexual assault victims and 300 child sexual assault victims.
Narrative-Agency Capacity

- Please demonstrate the agency's grant management capacity, which reflects the agency's ability to execute the project.
- What is your organization capacity?
- What is your organization's overall budget?
- What are your organization's major accomplishments?
- Please demonstrate the organization's ability to execute the project.
- Please limit your responses to 5000 characters.
Describe your agency’s program service relationships with other agencies and how those relationships promote coordinated services.

- Identify those activities and services provided by your agency on-site, in conjunction with, or at the request of the organization listed.
- Identify those agencies with which you have formal agreements regarding the provision or improvement of services to crime victims. Documented interagency agreements are preferred.

Please limit your responses to 5000 characters.
Narrative-Community Collaboration

- Describe your agency’s leadership or participation in victims organizations, task forces and coordinating groups that promote interagency training, coordination, and quality victim services.

- Please limit your responses to 5000 characters.
To ensure compliance with VOCA grant requirements to assist victims with Crime Victims Compensation, describe what your agency’s practices are or will be in identifying and assisting injured victims of crime in applying for Crime Victims Compensation. Assisting victims in Filing Compensation Claims is a requirement of the grant.

Identify if this assistance is provided by one or more staff, whether information about Crime Victims Compensation is included in public presentations or written materials about services provided at your agency and if assistance with compensation is included in client intake process.

Please limit your responses to 5000 characters.
Briefly describe what your agency’s practices are in maintaining trained and qualified staff at your agency.

What types of training or continuing education requirements does your agency have for direct service staff?

Are continuing education credits or credentials required for any of your staff members? For example, are staff required to be credentialed by NOVA’s National Advocate Credentialing Program (Credentialed Advocate - Provisional, Basic, Intermediate, Advanced) or have Social Work CEUs?

How are these requirements being funded? For example, agency paid using agency funds or grant funds or staff paid out-of-pocket?

Has it been difficult for your agency?

Provide assurance that the agency will provide, with grant or match funds (or local funds at no cost to the grant), at least 24 hours of skills building staff training during the grant project for each grant funded and match staff position.

Please limit your response to 5000 characters.
Narrative-Volunteers

- Describe what your agency's practices are or will be in maintaining a community volunteer commitment including recruitment, training, supervision and recognition activities.

- Describe your agency's volunteer effort by indicating: how many volunteers; how many total volunteer hours; how often volunteers are recruited and who recruits; what type of screening and interviews; what type of training (i.e., quarterly trainings or monthly in-service); what type of commitment is required of volunteers (number of months or hours); how volunteers are supervised and who supervises them; and what volunteer recognition activities occur and how often.

- Please limit your responses to 5000 characters.
Narrative-Public Awareness

- Describe how your agency provides or will provide information to the public and other service providers about the crime victim services activities of your agency and this project.
- At a minimum, information about the VOCA grant project should be included in public presentations, brochures and annual reports, and acknowledge the CVSC and VOCA Crime Victims Fund.
- Please limit your responses to 5000 characters.
Describe the problem(s) in your community which your project(s) addresses/will address. Provide local statistical and/or other data supporting the need for services. Recent local data with dates and sources cited is strongly preferred.

Example: According to statistical data from Smith and Jones Counties Children’s Services, from 2010 through 2015, nearly 10,000 reports of child abuse/neglect were made in our target service area, which extends over a two-county area. ("Smith and Jones Counties Children's Services Annual Reports, 2009-2015"; 2,094 in 2011, 2,111 in 2012, 2,652 in 2013, 1,876 in 2014, and 1,699 in 2015.) These reports resulted in nearly 6,000 findings of abuse or neglect, over 1,000 foster placements, and over 700 convictions for criminal sexual assault. ("Children’s Services"). According to the U.S. Census Bureau, the poverty rate in Smith County is 18.1%, while the poverty rate in Jones County is 14.2%. ("U.S. Census Bureau, County Quick Facts").
Narrative-Victim Needs

- State the needs of the victims affected by the problem(s) you listed in the previous question.

- Example: Sexually abused children have a number of serious needs that must be met for their recovery and their ability to grow into healthy, functional adults. In the immediate aftermath of disclosure of abuse, a child and the non-offending parent(s) need crisis intervention, counseling and support services. They also need criminal justice support and advocacy and counseling as cases proceed to criminal court. In the longer-term, abused children frequently need to develop coping skills to help them recover emotionally. Many also require non-offending parents to acquire improved child-rearing and skills to further protect children from abuse.

- Please limit your responses to 5000 characters.
Excluding the services your agency provides, briefly describe other efforts in your community that address or have addressed the problem(s) and/or needs indicated in the Problems and Client Needs screen.
Describe the requested staff positions, including:

- A general overview of staff role and responsibility, whether or not they are full or part time and if you are asking for continued funding or is new VOCA support requested.

- Rank in order the three most critical project activities to be performed. These project activities should correlate to the project activities presented in the Work plan section of this application.

- Example: Victim Service Agency proposes to continue funding two full-time Crime Victim Advocates. We also propose that VOCA funds support the hiring of one full-time M.S.W. Counselor. These staff would provide services to homicide survivors. Victim advocates would perform the following: ACTIVITY #1: Coordinate volunteer crisis intervention and court advocate teams to respond to the immediate needs of homicide survivors at hospitals, police departments, prosecutors' offices and during trial; and ACTIVITY #2: Advocacy support services responding to both personal and legal advocacy needs of survivors. The M.S.W. Counselor would perform the following: ACTIVITY #3: Counseling, crisis intervention and support groups.
# Narrative-Staff and Volunteers

<table>
<thead>
<tr>
<th>2. Staff and Volunteers</th>
<th>Show Instruction</th>
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</thead>
<tbody>
<tr>
<td>1. <em>Total number of paid full-time equivalent (FTE) staff for the agency’s victimization program and/or services (including non-VOCA funded employees).</em></td>
<td></td>
</tr>
<tr>
<td>2. <em>Total number of FTE staff funded through this VOCA award (plus match) for victimization programs and/or services. (This number should match the Budget section of this application.)</em></td>
<td></td>
</tr>
<tr>
<td>3. Provide the number of volunteers and total volunteer hours needed to implement the VOCA project. Total Volunteer Hours should be in excess of the hours designated towards the Match in the Budget section.</td>
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<tr>
<td><em>Number of Volunteers</em></td>
<td></td>
</tr>
<tr>
<td><em>Number of Total Volunteer Hours</em></td>
<td></td>
</tr>
<tr>
<td>4. <em>Is the agency requesting a volunteer waiver?</em></td>
<td>Yes</td>
</tr>
</tbody>
</table>

- If your agency is requesting a volunteer waiver it should be uploaded on this page.
Workplan

You can navigate to the 3 objectives using this tree.

Please provide only the three most critical project activities and rank in order of importance. These project activities should correlate to the project activities presented in the Project Resources screen of the Narratives section.

These project activities, expected outcomes, outcome measures and long-term objectives should reflect your thoughts regarding the evaluation of your project. Example Activities, how to Measure Outcomes, and Long-Term Objectives have been provided on the CVSC website ([http://michigan.gov/mdch/0,4612,7-132-54783_54853_69769---,00.html](http://michigan.gov/mdch/0,4612,7-132-54783_54853_69769---,00.html)) titled: Examples Project Activities and Outcomes. Expected Outcome section requires that you describe what change you expect to occur as a result of the project activity. Outcomes must be measurable and tied to the project activity. Outcomes are changes in knowledge, attitudes, skills, behaviors, expectations, emotional status, or life circumstances that the project activity is designed to bring about in crime victims and their families. A list of acceptable outcomes approved by CVSC for VOCA Grantees by activity is provided on the CVSC website ([http://michigan.gov/mdch/0,4612,7-132-54783_54853_69769---,00.html](http://michigan.gov/mdch/0,4612,7-132-54783_54853_69769---,00.html)) titled: Examples Project Activities and Outcomes.
Workplan

- Please label the items in your work plan as follows: Objective 1), Activity 1), Expected Outcome 1-1), 1-2), 1-3), Measurement 1-1), 1-2), 1-3), then for the second objective, Objective 2) Activity 2) Expected Outcome 2-1), 2-2), 2-3) etc. See screen shot above.

- Objective: Enter an Objective in the text box provided.
- Activity: Enter an activity associated to that Objective in the text box provided.
- Responsible Staff: Enter the position title for staff responsible for this activity. Do not enter staff names.
- Timeline Indicator: Select Date Range or Date using the ‘dropdown’. Then enter the actual date information:
  - Date Range: Enter the timeframe associated with completing the activity in the From/To Date fields, using the ‘Calendar Lookup’.
  - Date: Enter the expected completion Date in the From field, using the ‘Calendar Lookup’.
- Outcome Applicability: Reporting of outcomes is required, please check the outcome applicability box and proceed to Expected Outcomes and Measurement fields.
- Expected Outcomes: Enter 3 expected outcomes for this activity.
- Measurements: Enter the measurement that will be used to indicate that the outcome has been achieved.
Budget

- General Budget Instructions
  - Amount = Federal Agreement Amount
  - Cash= Cash Match
  - In Kind= Volunteer Match
  - Identify Source of Match in the note section of the line used as Match.
  - VOCA funds may be used to purchase furniture and equipment that provides or enhances direct services to crime victims. VOCA funds cannot support the entire cost of an item that is not used exclusively for victim-related activities, but can support a prorated share of such an item.
  - Uploaded files should be in PDF format with a file name no longer than 13 characters including spaces, and should not include special characters such as _%/@.
Please select the position title from the look up menu that best matches the position title at your agency. If your agency’s position title is not an exact match for the title selected, please list your actual position title in the Notes area.

The Employee name goes into the box below the Position Title.

Upload the position description and resume as one file for each position at the end of their line. The resume must be updated to include the current position.

Upload the organizational chart and Board of Directors list (nonprofit organizations only) as one file in the Attachment space provided above the instruction box.
Budget-Salary and Wages

- The Position Description must include:
  - The title of the position.
  - The duties and responsibilities of the position.
  - The minimum qualifications.
  - The supervisory relationship including who supervises the position and if the position supervises others.
  - The skills and knowledge required for the position.
  - The personal qualities required for the position.
  - The amount of travel and or other special conditions or requirements.
  - The hours per day or week the employee will be expected to work.
  - The exempt or non-exempt status for the position.
  - The salary range for the position.
Budget-Salary and Wages

- The Organizational chart must contain the following:
  - The organizational chart should include all agency staff and volunteers by position.
  - List each member of the agency staff by name and position title.
  - Include volunteers on the organizational chart using tiers for volunteer positions (volunteers need not be listed individually).
  - Non-profit organizations should include the Board of Directors as a tier on the organizational chart, and must provide a list board officers and board members in a separate document, uploaded in the space provided. Please see the sample Board of Directors listing for a template.
  - In each position box, designate the percentage salary/wage derived from each funding source and whether the position is full time or part-time. All funding sources must be reflected on the organizational chart and hours must match what is reflected on the Personnel Budget Detail Worksheet.
  - If a new position is being proposed, or position is vacant, please identify as “new hire” or “vacant”.
  - When a staff person is hired, you have 30-days to notify the CVSC of the hire through email. Staff changes will also need to be documented in an amendment to the contract. Revised organizational charts must be uploaded with each project staffing change.
  - All of the agency’s agreement officials, including Authorizing Official, Civil Rights Contact Person, Project Director and Financial Officer must be on the organizational chart.
  - Please date the organizational chart.
The system prepopulates the total salary from the Salary and Wages section into the fringe section as units. The units should be changed to the actual amount your agency will be using. Please indicate the amount of each fringe benefit that your agency intends to cover with federal funds in the Amount column and the amount your agency intends to cover with match funds in the Cash column. Benefit totals will calculate automatically.

If the applicant uses a fringe benefits calculation rate, they must provide for this application, a detailed breakdown of the items included and the calculation rates for each item. If awarded, grantees are required to report actual fringe benefit expenditures.

Fringe Benefits calculation rates are only allowed when: The rate is applied consistently among all activities at agency, the rate is adjusted annually, and the funded staff are eligible for benefits.

Unemployment is only taken from the first $9,500 of each employee’s salary unless your agency pays unemployment as a reimbursing employer.
- Volunteer positions should each be listed separately.
- The rate of pay for volunteers is $22.96/hour.
- Please select the position title from the look up menu that best matches the position title at your agency. If your agency’s position title is not an exact match for the title selected, please list your actual position title in the Notes area.
- Volunteers should be listed in the In-Kind column.
- Upload the Position Description for each position as indicated. The upload file should be in PDF format with a file name no longer than 13 characters including spaces, and should not include special characters such as _%/@.
The Volunteer Position Description must include:

- The title of the position including the word Volunteer or Intern.
- The duties and responsibilities of the position
- The minimum qualifications.
- The supervisory relationship including who supervises the position and if the position supervises others.
- The skills and knowledge required for the position.
- The personal qualities required for the position.
- The amount of travel and or other special conditions or requirements.
- The hours per day or week the employee will be expected to work.
FICA for the volunteer hours can be used as Match.
- The system prepopulates 7.65 as the percentage for FICA, this should not be changed.
- Volunteer Fringe should be listed in the In-Kind column.
- Describe the use of project funds for travel in the Narrative.

- For any and all individual line items in excess of $500, please provide a brief description and justification for costs related to Travel in the Notes at the end of that line.

- On-site supporting documentation, such as a travel log, of travel expenses charged to this agreement must be maintained.

- This budget category includes costs for mileage, meals, lodging, and registration fees for approved seminars or conferences and other travel costs incurred by employees for the conduct of the project. Travel costs must be for the purposes of providing direct services to victims, transporting victims, or staff development conferences for project personnel (VOCA funded or match only).
Budget-Travel

- Provide description of travel, number of miles, mileage rate per mile, daily per person lodging and meal costs and number of days obligated to the travel. The applicant should base travel items on rates set by applicant agency but may not exceed state rates. Effective state travel rates are available at [http://www.michigan.gov/dmb/0,1607,7-150-9141_13132---,00.html](http://www.michigan.gov/dmb/0,1607,7-150-9141_13132---,00.html). These include mileage rate; daily rates for lodging plus tax; and daily rates for meals: breakfast, lunch, and dinner.

- Travel costs associated with attendance at VOCA-sponsored trainings and meetings, including the VOCA Outcome Evaluation Training may be included in this category. Travel costs associated with attendance at in-state skills building training conferences offered by the Crime Victims Services Commission, Michigan Victim Assistance Academy, the Prosecuting Attorneys Association of Michigan and the Michigan Coalition Against Domestic and Sexual Violence are allowable skills development training opportunities. Travel costs for one VOCA funded full-time person per agency to attend the National Children’s Advocacy Center National Symposium of Child Sexual Abuse may be included for accredited Child Advocacy Centers. Tribal programs may include travel costs for quarterly meetings of the Michigan Tribal Victim Assistance Committee.

- Funds may NOT be used to attend out-of-state trainings beyond those described here without pre-approval by the CVSC.
Describe the use of project funds for supplies and materials in the Narrative.

This budget category includes consumable and short-term items and equipment items. This includes: office supplies; printing and postage; equipment use fees (when supported by usage logs) for printing, photocopying, and postage; victim related books, workbooks, and resource materials; clothing made available in the emergency room to sexual assault victims; and printing brochures describing program services. Provide item explanation, quantity and unit price for each item. For things like consumables list each item in the notes for that line. Please be specific and do not use words like etc. and misc.

Equipment could be included in either Supplies and Materials or Equipment depending on cost. Equipment items costing less than $5,000 should be included in Supplies and Materials, and items costing more than $5,000 should be included in Equipment.
Examples of equipment items used in carrying out the objectives of the program include: TV; DVD player; digital camera, recording equipment and two-way mirrors for interviewing children; furniture for shelters; and equipment including desks, chairs and locking file cabinets for staff work spaces, furniture for victim waiting rooms, and children’s play areas; computers, printers, scanners, paper shredders, and necessary software; and items necessary to make reasonable accommodations to victims and/or staff with disabilities. Also allowed are items to enhance services to handicapped victims, such as Braille resources or equipment or Telecommunications Devices for the Deaf (TTY/TTD).

Leased equipment would go in the Other Expenses Category.
Contractors that go in this section include affiliates, cooperating institutions or delegate contractors when compliance with federal grant requirements is delegated (passed through) to the sub recipient contractor.

Examples: counselor, psychiatrist, lawyer providing emergency legal advocacy services. Single audit contractors and interpreters would be listed in the Other Expenses category.

Select service description from look up menu, quantity, rate, and unit of measure. The maximum rate for consultant/contractual services may not exceed Office of Justice Programs Financial Guide limits. An eight-hour day may include preparation and travel time in addition to the time required for actual performance. These limits are not discretionary. If awarded, a signed agreement for consultant/contractual services must be to the FSR in which the expenditure is reported.

In the information box enter the Contractor Company, the Service Provided, Salutation, First Name, Middle Initial, Last Name, Address, City, State and Zip Code for each Contractor assigned to this project.
This budget category includes stationary and movable equipment valued at $5,000 or more to be used in carrying out the objectives of the project. The cost of a single unit of equipment includes the necessary accessories and installation costs. Provide item, quantity, purchase price or monthly lease amount.

- VOCA funds may be used to purchase furniture and equipment that provides or enhances direct services to crime victims.

- Grantees are required to maintain property equipment records and annually report the following using agreement attachment B3: a description of the property and a serial number or other identifying number; identification of title holder; the acquisition date; the cost and the percentage of VOCA funds supporting the purchase; the location, use, and condition of the property; and any disposition data, including the date of disposal and sale price.
This budget category includes other allowable costs incurred for the benefit of this program. The following are line item categories of expenses:

- **Space Rental.** This category includes the costs for rent of building space necessary for the operation of the program. Pro-rated costs of space rent (not occupancy charges) is limited to $10 per square foot and a maximum of 15 square feet per funded full-time employee or the fair market value of comparable space in the same locality. Documentation for this charge must be maintained on-site and provided upon request to document current reported expenditures.

- **Communication Costs.** This category includes the cost of telephone and data lines when related directly to the operation of the program. Items include beepers; beeper airtime; cell phones; cell phone provider fees; Internet service provider monthly fee; and telephone equipment, installation and monthly operating expenses.
Budget-Other Expenses

- Emergency Financial Assistance. The emergency financial assistance category is limited to $300 per victim/Case. Written agency policy regarding distribution of emergency financial assistance funds is required. Emergency financial assistance is defined as emergency short-term child care or respite care for dependent adults, transportation, security measures (replacement of locks and repair of doors and windows to prevent immediate re-victimization), assistance in participating in criminal justice proceedings (i.e., transportation, childcare or respite care for dependent adults, and food).

- Memberships. This category includes the purchase of up to three organizational memberships in national or state criminal justice and victims’ organizations. Individual memberships are not allowable.

- Contractors. Including professional fees and personnel hired on a private contracting basis related to the planning and operations of the program, or for some special aspect of the project. Travel and other costs of these consultants are to be included in this category.

  Examples: single audit contractor, translator, or interpreter for hearing impaired.

  The maximum rate for consultant/contractual services may not exceed Office of Justice Programs Financial Guide limits. An eight-hour day may include preparation and travel time in addition to the time required for actual performance. These limits are not discretionary. If awarded, a signed agreement for consultant/contractual services must be uploaded to the FSR in which the expenditure is reported.

  In the notes enter the Contractor Company, the Service Provided, Salutation, First Name, Middle Initial, Last Name, Address, City, State and Zip Code for each Contractor assigned to this project.

  For agencies including Single Audit expenses (either in Federal request or as Match): The agency must provide calculation method used to determine the prorated share of Single Audit expenses. Calculation should indicate total Federal grant amounts, total Single Audit costs, and prorated VOCA amount. Information must be provided in the notes for this line. Use this equation to find the amount that VOCA will pay for a single audit:

\[
\text{Total Federal Amount including VOCA} = \text{Amount VOCA will pay} \\
(\text{VOCA Amount}) \times (\text{Total Single Audit Cost})
\]

- Leased Equipment.
Local community support for this crime victim service project is required. Please upload 3 current Letters of Local Support. The upload file should be in PDF format with a file name no longer than 13 characters including spaces, and should not include special characters such as _%/@.

- Support letters should specifically reference the VOCA grant project, the crime victims' needs, and proposed solutions addressed in this proposal.
- Letters should illustrate the unique relationship between your agency and your supporter.
- Two of the three support letters must be from criminal justice officials (law enforcement, police, prosecutors or court officials), and one may be from another community service agency.
- Tribal programs may include support letters from tribal, federal, state or local officials as appropriate.
- Contact information for each application supporter authoring, must be included in the letter.
- These letters should be on letterhead and include a signature.
- No other documents should be uploaded the Miscellaneous section unless otherwise instructed.
Indirect costs are costs of an organization that are not readily assignable to a particular project, but are necessary to the operation of the organization and the performance of the project. Examples of costs usually treated as indirect include those incurred for the facility operation and maintenance, depreciation, and administrative salaries.

See the DOJ Grants Financial Guide for more information. A copy of the Financial Guide can be found on the CVSC website. [http://michigan.gov/mdch/0,4612,7-132-54783_54853_69769---,00.html](http://michigan.gov/mdch/0,4612,7-132-54783_54853_69769---,00.html)

If your agency is using a De Minimis Rate you will need to attach the De Minimis Rate Calculation worksheet that can be found in the Show Documents.

If your agency has an indirect cost agreement with the Federal government then this will need to be attached to the indirect line.
This page displays totals by budget category(ies) entered into the budget.
Budget - Source of Funds

Source of Funds refers to the various funding sources that are used to support the program. Funds used to support the program should be recorded in this section according to the following categories:

- **Total Expenditures** – The information is pre-populated from the Budget Summary of the total expenditures entered in the detail budget.
- **Fees and Collections** – This is not allowed for the VOCA grant.
- **State Agreement** – Enter the federal funding allocated for support of this VOCA project.
- **Local** – Enter the amount of sub-grantee funds utilized for support of this VOCA project.
- **Federal** – This section should not be used.
- **Foundation Grant** – Cash Match.
- **United Way Grant** – Cash Match.
- **Contributions** – Cash Match.
- **Volunteer** – In-kind match should only be included in this section.
- **Others** – Cash Match.
- **Total Source of Funds** – The system automatically calculates the total amount.
Submitting the Application

- Only the person listed as the Authorized Official can submit the application. If there has been a change in Authorized Official since the last application or amendment, we will need a signed delegation letter from either the last Authorized Official on record or the Board of Directors giving the new Authorized Official the authority to sign the contract.

- To submit the application in Egrams, the Authorized Official will go to Grantee->Grant Application->Grant Application Preview. Once at the Grant Application Preview screen select a Grant program then click the ‘Go’ button. Select the program to be submitted and click the ‘Submit’ button. The system will ask for a confirmation before submitting.
Portal Documents

- As part of the VOCA Crime Victim Assistance Grant application, the Applicant shall upload and submit required agency documents on their Agency Profile through MI EGrAMS agency portal at URL: http://egrams-mi.com/portal/.

- The upload file should be in PDF format with a file name no longer than 13 characters including spaces, and should not include special characters such as _, %, @. The maximum size of an upload may be up to 8MB.

- These documents should be updated by the applicant so that they are valid for the current fiscal year.

- These forms need to be uploaded before the application deadline.
  - 501 (c) 3 IRS documentation of non-profit status (non-profit applicant)
  - Articles of Incorporation and Amendments to the Articles of Incorporation (non-profit applicant)
  - Michigan Solicitation Registration
  - Certificate of Exemption for Hiring Practices on the Basis of Religion (religious organizations)
  - Single Audit or Financial Statement Audit (most current) The required audit must be submitted to the Department within nine months of the end of the Grantee’s fiscal year by e-mail to the Department at MDHHS-AuditReports@michigan.gov.
  - 990 (most current)
  - Federal Civil Rights Compliance Checklist
  - EEOP Certification form upload (if required)
As part of the VOCA Crime Victim Assistance Grant application, the Applicant shall upload and submit required agency documents on their Agency Profile through MI EGrAMS agency portal at URL: http://egrams-mi.com/portal/.

- The upload file should be in PDF format with a file name no longer than 13 characters including spaces, and should not include special characters such as _%/@. The maximum size of an upload may be up to 8MB.
- These documents should be updated by the applicant so that they are valid for the current fiscal year.
- These forms will need to be uploaded during the application modification stage if your agency is accepted.

- EEOP Plan (if required)
- Non Discrimination Notice – beneficiary
- Non Discrimination Notice – employee
- Non Discrimination Policies
- Grievance Procedures
- Title IX notice (if operate an education program or activity)
- Title IX grievance procedures (if operate an education program or activity)
- Discrimination Findings (if there are any)
- Limited English Self-Assessment Review
- Limited English Four Factor Analysis
- Limited English Policy/Plan
- Fiscal Review Questionnaire.(Required when Egrams asks for it)
- Civil Rights Training Acknowledgement Form
Uploading Documents to the Portal

After logging into the portal go to Grantee->Agency->Grantee Agency. This should bring you to a screen with 4 tabs, you will be on the general information tab. Your agency Federal ID and Agency name should be listed, if not use the look up button to find your agency. If your information is listed click Change in the top left corner then click Find in the bottom right hand corner. You will be brought back to the General Information Tab. Go to the Attachment tab. You can upload your documents here.

To upload a document, use the lookup icon on the first empty line to select the type of document that you would like to upload. Click on the browse button at the end of the line, find your document, and click open. Click Ok in the bottom right hand corner to save the upload.
Due to the competitive nature of this years application, the VOCA staff will not be able to answer programmatic questions over the phone. Programmatic questions should be emailed by Friday, March 25th, at 5pm to MDHHS-CVSC-VOCA-GRANTS@michigan.gov. The questions and answers will be posted by the date listed in the RFP on the MI E-Grants system.

For technical assistance when completing registration or entering applications please contact:

<table>
<thead>
<tr>
<th>Name</th>
<th>Email</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Laura Geist</td>
<td><a href="mailto:geistL1@Michigan.gov">geistL1@Michigan.gov</a></td>
<td>517-241-3932</td>
</tr>
<tr>
<td>Leslie O’Reilly</td>
<td><a href="mailto:oreillyL@Michigan.gov">oreillyL@Michigan.gov</a></td>
<td>517-241-5249</td>
</tr>
<tr>
<td>Alex Cruz-Kemper</td>
<td><a href="mailto:cruzkemperA@michigan.gov">cruzkemperA@michigan.gov</a></td>
<td>517-241-5255</td>
</tr>
<tr>
<td>Loryn Smith</td>
<td><a href="mailto:smithL75@Michigan.gov">smithL75@Michigan.gov</a></td>
<td>517-241-5241</td>
</tr>
</tbody>
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Getting Started (Current Grantees can skip to Request Access to the Application)

Creating an Agency User Profile

Go to the EGrams Portal website: https://egrams-mi.com/portal/user/home.aspx

- Click on Register your Agency

- Fill out the General Information tab.

- Under Agency Xref click Set relation with Grantor Agencies.

- Using the “Look Up” menu (shown above in in Red) select Michigan Department of Health and Human Services. Select Grantee Agency as your Agency Class. Click OK to save.

- Once the entire General Information Tab has been completed click the ok button to submit the Agency Profile.
Creating an User Profile

Go to the EGrams Portal website: [https://egrams-mi.com/portal/user/home.aspx](https://egrams-mi.com/portal/user/home.aspx)

Click on Create User Profile. Each user will need to set up their own profiles. Profiles cannot be shared between users. Once the profile has been submitted your agencies Project Director will need to activate each user (this is explained in the next section).

Fill out the profile and click ok to submit.

- Select Grantee for Role Code.
- When searching for your Agency name put a % in front and behind your agency’s name when you search. This will shorten the list. For instance %flower inc%
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Request Access to the Application

Go to the EGrams website: https://egrams-mi.com/dch/User/home.aspx

Click Project Director Request

Fill out the Project Director Request. You will be notified by email when your request has been accepted. You will not be able to fill out the application until your Project Director Request has been accepted.
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Assigning Users through the Project Director

Go to the EGrams website: https://egrams-mi.com/dch/User/home.aspx

- Log in and select Grantee, Project Director, and Assign Area Users for the search boxes and click GO.
- Select the grant program that you would like to make changes to.
- Agency should be prepopulated.
- Click the Find button then the Assign button.
- User Listing: All registered Users of the system for your agency will appear in this list.
  - If the User is not shown, verify with the user that he/she has created profile.
  - If the User has created a profile and you’re still unable to view them in the list contact the MI E-Grants MDCH System Administrator
- User Status: Check box next to the name of the user to activate user to selected program.
- Role: System has pre-populated information.
- Perm Code: Your agency will need an Authorized Official, Finance Officer, and Project Director. These have to be three separate people.
  - **Authorized Official** – individual authorized to sign binding agreements on behalf of the agency. This permission can accept/revise allocations, submit a grant application, electronically execute an agreement/amendment and submit nonfinancial progress reports, if funding is awarded.
  - **Finance Officer** – individual that oversees financial operations and submits financial reports for the agency. This permission can accept/revise allocations, enter information into the application, review an agreement/amendment and submit financial reports, if funding is awarded.
  - **Project Director** – individual that oversees the day-to-day program operations for the agency or a project/program for the agency. This permission can review allocations, enter information into the application, review an agreement/amendment and submit nonfinancial reports, if funding is awarded. This permission also assigns permissions to other users in the agency.
  - **Reports Administrator** – individual that completes grant monitoring activities for the agency. This permission can enter information into a progress report after funding is awarded.
  - **Grant Writer** – individual that writes grant applications for the agency. This permission can enter information into the grant application.
  - **Reviewer** – individual that reads application to assure accuracy and completeness. This permission has read access only and can review the application and agreement/amendment language.
- Perm Status: Check this box to give them access to the system.
- Click OK to save changes.
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Getting to the Application
The application is listed on EGrAMS at https://egrams-mi.com/dch
Go to Grantee->Grant Application->Enter Grant Application, click ‘Go’. Once at the Grant Application Entry Screen select a Grant Program, it should be VOCA Crime Victim Assistance-20XX (with the year you are applying for). Click the ‘Go’ button. Your application will be displayed.

A blank version of the application can be found on EGrAMS at https://egrams-mi.com/dch

Navigating the Application
There are seven section tabs that you can click to move around the application. You can also click on ‘Show Tree’ to move around within a section tab. ‘Show Tree’ will display a menu, click on the page you want to go to and click ‘OK’.

![Diagram showing navigation buttons and instructions](image)
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Facesheet
Demographic Information (Fiscal Agent Information - Page 1)
- Egrams prepopulates this information from the Portal. Check to make sure that the information is correct. If the information is incorrect, change it here and update the Portal. 
- The Reference number is your agency’s DUNS number. You can apply for a DUNS number at www.dnb.com 
- The agency’s fiscal year us not necessarily the project dates.

Organizational Detail (Fiscal Agent Information - Page 2)
- Nonprofits should include their Michigan Solicitation Registration Number which can be found on your Michigan Solicitation Registration Document. 
- All agencies are required to have a CCR registration. This means that you have a DUNS number registered with SAM. Your agencies SAM account will need to be reactivated every year. www.sam.gov 
- The State MESC (Michigan Employment Security Commission) number is the account in which unemployment funds are placed. Most agencies have this account, but not all. 
- The Sales Tax number is only required of agencies that collect sales tax whether they need it for our program or not. 
- Please complete and attach the Financial Capability Questionnaire. Do not include a copy of your Audit here your agencies most recent audit should be uploaded to the Portal. The upload file should be in PDF format with a file name no longer than 13 characters including spaces, and should not include special characters such as _%/@. This form can be found at http://ojp.gov/funding/Apply/Resources/FinancialCapability.pdf

Program /Service Information (Program Information - Page 1)
- Please indicate if the grantee agency is implementing the program. If ‘No’ is selected, enter the implementing agency's name. Click on the mailbox to enter the implementing agency's contact information. 
- The project start and end date are typically the state fiscal year of October 1st through September 30th.

Service Impact and Victim Population (Program Information - Page 2)
- Select the appropriate radio button to indicate the purpose of the grant. 
- Select the appropriate box(es) to indicate which type(s) of victims will be served by the VOCA project. 
- Identify the VOCA FUNDED SERVICES to be provided by project staff. This question is for VOCA funded services only. VOCA does not fund Shelter services. Assistance in Filing Compensation Claims is a requirement of the grant. 
- Identify other services offered but NOT VOCA FUNDED provided to victims by your agency. This question is for all non VOCA funded services offered at your agency.

Source of Funding (Program Information - Page 3)
- List source of funds for all victims’ service program with your agency, not just the VOCA funded project. 
- Only list funding for victim assistance services. 
- Each funding source needs to be listed for the application year and current year if the funding source was used during that time period. If your agency received funding from a source for only one year, list $0 for the year you didn’t receive funding from that source.
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- Federal funds include funds from Department of Justice (VOCA, COPS, Byrne, STOP Grants, Violence Against Women Act Grants), Health and Human Services (Rape Prevention, Family Violence and VOCA Children’s Justice Act), Americorps, FEMA, Housing and Urban Development, and McKinney Act grants. Monies from any of these federal programs may not be used as source of match for VOCA grants. This is not discretionary. It is a required condition of federal funding to the State of Michigan.
- State funds include any type of funding received from state government sources.
- Local funds include any type of funding received from local governmental sources (county, municipal, and township).
- Other funds include any type of funding received from United Way, foundation grants, donations, fundraising, etc.

Prorate VOCA Project Funds (Program Information - Page 4)

- Enter the dollar amount for each of the VOCA project funds that are to be allocated to the different types of victimizations.
- The types of victims should be consistent with the types of victims listed on the Service Impact and Victim Population question (g) on the Service Impact and Victim Population page.
- The total should be the Federal agreement amount.
- Enter $0 for all of the types of victimization that will not be funded by VOCA.
- There is a worksheet to help you fill this out under show documents in the top right corner of the screen called VOCA Prorated Project Funding Worksheet.

Certifications/Contacts Information

- Identify an Authorized Official, Civil Rights Person, Financial Officer, and Project Director.
- The Civil Rights person is the only role that can be the same as another role.
- Your agency cannot have more than one person listed for any of these role.
- The Egrams Login needs to be filled in using the ‘Lookup’ button. If the person is not listed in the ‘Lookup” menu they will need to set up an Egrams User Profile and have the Project Director assign them to the grant.
- Do not use the same email address for multiple users. Each user needs to have a unique email address.

Certifications

Special Certifications
- Read and confirm the statements shown.

Equal Employment Opportunity Plan (EEOP)
- Either the EEOP Plan or EEOP Certification Form needs to be uploaded into the EGrams Portal.
  https://egrams-mi.com/portal

Limited English Proficiency (LEP)
- Upload the Self-Assessment Review and Four Factor Assessment to the Egrams Portal.
- If your agency has a written policy/plan on providing language access services to LEP person than it needs to be uploaded to the EGrams Portal as well.
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Narrative

Abstract

- Provide an overview of your agency’s proposed VOCA project for victims of crime.
- This section should specifically address how your agency’s proposed VOCA project will help you to reach the Objectives identified in your Work Plan.
- Please limit your response to 5000 characters.

Counties

- Indicate the County(ies) in which the VOCA project will operate and that you propose to provide services.

Congressional, State Senate and State House Districts

- Indicate the U.S. Congressional, State Senate and House District(s) in which the project will operate and that you propose to provide services by clicking on the appropriate box(es).

Mission Statement

Please provide your agency's mission statement regarding provision of service to crime victims. Please limit your responses to 5000 characters.

Victims Served

- For the most recently ended and identified calendar or fiscal year, please provide the total number and types of victims served by your agency. Please limit your responses to 5000 characters.
- Example:
  For the fiscal year 2014 the agency provided services to 200 sexual assault victims and 300 child sexual assault victims.

Agency History

- Explain why it was formed, when it was formed (date created), how it was formed (grass roots or legislative mandate), and how it has changed since formation.
- Provide the number of agency work sites in service area, and the agency's governing and organizational staffing structure.
- For public agencies, indicate when the public official was elected or appointed.
- For non-profit organizations, indicate how and when the executive director was appointed (e.g., by the board of directors, after a search, by a personnel committee recommendation, etc.).
- Provide the name and title of the person responsible for hiring and supervision of agency staff.
- Provide the name and title of the person responsible for direct supervision of VOCA project staff.
- Please limit your responses to 5000 characters.
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Interagency Coordination
- Describe your agency’s program service relationships with other agencies and how those relationships promote coordinated services.
  - Identify those activities and services provided by your agency on-site, in conjunction with, or at the request of the organization listed.
  - Identify those agencies with which you have formal agreements regarding the provision or improvement of services to crime victims. Documented interagency agreements are preferred.

Community Collaboration
- Describe your agency’s leadership or participation in victims organizations, task forces and coordinating groups that promote interagency training, coordination, and quality victim services.

Crime Victims Compensation
- To ensure compliance with VOCA grant requirements to assist victims with Crime Victims Compensation, describe what your agency's practices are or will be in identifying and assisting injured victims of crime in applying for Crime Victims Compensation. Assisting victims in Filing Compensation Claims is a requirement of the grant.
- Identify if this assistance is provided by one or more staff, whether information about Crime Victims Compensation is included in public presentations or written materials about services provided at your agency and if assistance with compensation is included in client intake process.
- Please limit your responses to 5000 characters.

Maintaining Qualified Staff
- Briefly describe what your agency's practices are in maintaining trained and qualified staff at your agency.
- What types of training or continuing education requirements do you have for direct service staff at your agency?
- Are continuing education credits or credentials required for any of your staff members? For example, are staff required to be credentialed by NOVA’s National Advocate Credentialing Program (Credentialed Advocate - Provisional, Basic, Intermediate, Advanced) or have Social Work CEUs?
- How are these requirements being funded? For example, agency paid using agency funds or grant funds or staff paid out-of-pocket?
- Has it been difficult for your agency?
- Provide assurance that the agency will provide, with grant or match funds (or local funds at no cost to the grant), at least 24 hours of skills building staff training during the grant project for each grant funded and match staff position.
- Please limit your response to 5000 characters.
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Volunteers

- Describe what your agency's practices are or will be in maintaining a community volunteer commitment including recruitment, training, supervision and recognition activities.
- Describe your agency's volunteer effort by indicating: how many volunteers; how many total volunteer hours; how often volunteers are recruited and who recruits; what type of screening and interviews; what type of training (i.e., quarterly trainings or monthly in-service); what type of commitment is required of volunteers (number of months or hours); how volunteers are supervised and who supervises them; and what volunteer recognition activities occur and how often.
- Please limit your responses to 5000 characters.

Public Awareness

- Describe how your agency provides or will provide information to the public and other service providers about the crime victim services activities of your agency and this project.
- At a minimum, information about the VOCA grant project should be included in public presentations, brochures and annual reports, and acknowledge the CVSC and VOCA Crime Victims Fund.
- Please limit your responses to 5000 characters.

Problems

- Describe the problem(s) in your community which your project(s) addresses/will address. Provide local statistical and/or other data supporting the need for services.
- Recent local data with dates and sources cited is strongly preferred.
- Example:
  According to statistical data from Smith and Jones Counties Children’s Services, from 2010 through 2015, nearly 10,000 reports of child abuse/neglect were made in our target service area, which extends over a two-county area. ("Smith and Jones Counties Children’s Services Annual Reports, 2009-2015"); 2,094 in 2011, 2,111 in 2012, 2,652 in 2013, 1,876 in 2014, and 1,699 in 2015.) These reports resulted in nearly 6,000 findings of abuse or neglect, over 1,000 foster placements, and over 700 convictions for criminal sexual assault. ("Children’s Services".) According to the U.S. Census Bureau, the poverty rate in Smith County is 18.1%, while the poverty rate in Jones County is 14.2%. ("U.S. Census Bureau, County Quick Facts).

Victim Needs

- State the needs of the victims affected by the problem(s) you listed in the previous question.
- Example:
  Sexually abused children have a number of serious needs that must be met for their recovery and their ability to grow into healthy, functional adults. In the immediate aftermath of disclosure of abuse, a child and the non-offending parent(s) need crisis intervention, counseling and support services. They also need criminal justice support and advocacy and counseling as cases proceed to criminal court. In the longer-term, abused children frequently need to develop coping skills to help them recover emotionally. Many also require non-offending parents to acquire improved child-rearing and skills to further protect children from abuse.
- Please limit your responses to 5000 characters.
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Other Local Services

- Excluding the services your agency provides, briefly describe other efforts in your community that address or have addressed the problem(s) and/or needs indicated in the Problems and Client Needs screen.

Staff Description

- Describe the requested staff positions, including:
  1) A general overview of staff role and responsibility.
  2) Are staff full or part time?
  3) Are you asking for continued funding or is new VOCA support is requested for each position?
  4) Rank in order the three most critical project activities to be performed. These project activities should correlate to the project activities presented in the Work plan section of this application.

- Example:
  Victim Service Agency proposes to continue funding two full-time Crime Victim Advocates. We also propose that VOCA funds support the hiring of one full-time M.S.W. Counselor. These staff would provide services to homicide survivors. Victim advocates would perform the following: ACTIVITY #1: Coordinate volunteer crisis intervention and court advocate teams to respond to the immediate needs of homicide survivors at hospitals, police departments, prosecutors' offices and during trial; and ACTIVITY #2: Advocacy support services responding to both personal and legal advocacy needs of survivors. The M.S.W. Counselor would perform the following: ACTIVITY #3: Counseling, crisis intervention and support groups.

Staff and Volunteers

- If your agency is requesting a volunteer waiver it should be uploaded on this page.
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Work plan

- You can navigate to the 3 objectives using this tree.
- Please provide only the three most critical project activities and rank in order of importance. These project activities should correlate to the project activities presented in the Project Resources screen of the Narratives section.
- These project activities, expected outcomes, outcome measures and long-term objectives should reflect your thoughts regarding the evaluation of your project. Example Activities, how to Measure Outcomes, and Long-Term Objectives have been provided on the CVSC website (http://michigan.gov/mdch/0,4612,7-132-54783_54853_69769---,00.html) titled: Examples Project Activities and Outcomes. Expected Outcome section requires that you describe what change you expect to occur as a result of the project activity. Outcomes must be measurable and tied to the project activity. Outcomes are changes in knowledge, attitudes, skills, behaviors, expectations, emotional status, or life circumstances that the project activity is designed to bring about in crime victims and their families. A list of acceptable outcomes approved by CVSC for VOCA Grantees by activity is provided on the CVSC website (http://michigan.gov/mdch/0,4612,7-132-54783_54853_69769---,00.html) titled: Examples Project Activities and Outcomes.
- Please label the items in your work plan as follows: Objective 1), Activity 1), Expected Outcome 1-1), 1-2), 1-3), Measurement 1-1), 1-2), 1-3), then for the second objective, Objective 2) Activity 2) Expected Outcome 2-1), 2-2), 2-3) etc. See screen shot above.
- Objective: Enter an Objective in the text box provided.
- Activity: Enter an activity associated to that Objective in the text box provided.
- Responsible Staff: Enter the position title for staff responsible for this activity. Do not enter staff names.
- Timeline Indicator: Select Date Range or Date using the ‘dropdown’. Then enter the actual date information:
- Date Range: Enter the timeframe associated with completing the activity in the From/To...
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Date fields, using the ‘Calendar Lookup’.

- Date: Enter the expected completion Date in the From field, using the ‘Calendar Lookup.’
- Outcome Applicability: Reporting of outcomes is required, please check the outcome applicability box and proceed to Expected Outcomes and Measurement fields.
- Expected Outcomes: Enter 3 expected outcomes for this activity.
- Measurements: Enter the measurement that will be used to indicate that the outcome has been achieved.

Budget
General Budget Instructions

- Amount = Federal Agreement Amount
- Cash = Cash Match
- In Kind = Volunteer Match
- Identify Source of Match in the note section of the line used as Match.
- VOCA funds may be used to purchase furniture and equipment that provides or enhances direct services to crime victims. VOCA funds cannot support the entire cost of an item that is not used exclusively for victim-related activities, but can support a prorated share of such an item.

Salary & Wages

- Please select the position title from the look up menu that best matches the position title at your agency. If your agency’s position title is not an exact match for the title selected, please list your actual position title in the Notes area.
- The Employee name goes into the box below the Position Title.
- Upload the position description and resume as one file for each position at the end of their line. The upload file should be in PDF format with a file name no longer than 13 characters including spaces, and should not include special characters such as _%/@.
- The Position Description must include:
  - The title of the position.
  - The duties and responsibilities of the position.
  - The minimum qualifications.
  - The supervisory relationship including who supervises the position and if the position supervises others.
  - The skills and knowledge required for the position.
  - The personal qualities required for the position.
  - The amount of travel and or other special conditions or requirements.
  - The hours per day or week the employee will be expected to work.
  - The exempt or non-exempt status for the position.
  - The salary range for the position.
- The resume must be updated to include the current position.
- Upload the organizational chart and Board of Directors list (nonprofit organizations only) as one file in the Attachment space provided above the instruction box. The upload file should be in PDF format with a file name no longer than 13 characters including spaces, and should not include special characters such as _%/@.
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- The chart must contain the following:
  - The organizational chart should include all agency staff and volunteers by position.
  - List each member of the agency staff by name and position title.
  - Include volunteers on the organizational chart using tiers for volunteer positions (volunteers need not be listed individually).
  - Non-profit organizations should include the Board of Directors as a tier on the organizational chart, and must provide a list board officers and board members in a separate document, uploaded in the space provided. Please see the sample Board of Directors listing for a template.
  - In each position box, designate the percentage salary/wage derived from each funding source and whether the position is full time or part-time. All funding sources must be reflected on the organizational chart and hours must match what is reflected on the Personnel Budget Detail Worksheet.
  - If a new position is being proposed, or position is vacant, please identify as “new hire” or “vacant”.
  - When a staff person is hired, you have 30-days to notify the CVSC of the hire through email. Staff changes will also need to be documented in an amendment to the contract. Revised organizational charts must be uploaded with each project staffing change.
  - All of the agency’s agreement officials, including Authorizing Official, Civil Rights Contact Person, Project Director and Financial Officer must be on the organizational chart.
  - Please date the organizational chart.

Fringe Benefits

- The system prepopulates the total salary from the Salary and Wages section into the fringe section as units. The units should be changed to the actual amount your agency will be using. Please indicate the amount of each fringe benefit that your agency intends to cover with federal funds in the Amount column and the amount your agency intends to cover with match funds in the Cash column. Benefit totals will calculate automatically.
- If the applicant uses a fringe benefits calculation rate, they must provide for this application, a detailed breakdown of the items included and the calculation rates for each item. If awarded, grantees are required to report actual fringe benefit expenditures.
- Fringe Benefits calculation rates are only allowed when:
  - The rate is applied consistently among all activities at agency
  - The rate is adjusted annually
  - The funded staff are eligible for benefits.
- Unemployment is only taken from the first $9500 of each employee’s salary unless your agency pays unemployment as a reimbursing employer.

Volunteer

- Volunteer positions should each be listed separately.
- Please select the position title from the look up menu that best matches the position title at your agency. If your agency’s position title is not an exact match for the title selected, please list your actual position title in the Notes area.
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- Upload the Position Description for each position as indicated. The upload file should be in PDF format with a file name no longer than 13 characters including spaces, and should not include special characters such as _%/@.
- The Volunteer Position Description must include:
  - The title of the position including the word Volunteer or Intern.
  - The duties and responsibilities of the position
  - The minimum qualifications.
  - The supervisory relationship including who supervises the position and if the position supervises others.
  - The skills and knowledge required for the position.
  - The personal qualities required for the position.
  - The amount of travel and or other special conditions or requirements.
  - The hours per day or week the employee will be expected to work.
- Volunteers should be listed in the In-Kind column.

Volunteer Fringe Benefits

- FICA for the volunteer hours can be used as Match.
- Volunteer Fringe should be listed in the In-Kind column.

Travel

- Describe the use of project funds for travel in the Narrative.
- For any and all individual line items in excess of $500, please provide a brief description and justification for costs related to Travel in the Notes at the end of that line.
- On-site supporting documentation, such as a travel log, of travel expenses charged to this agreement must be maintained.
- This budget category includes costs for mileage, meals, lodging, and registration fees for approved seminars or conferences and other travel costs incurred by employees for the conduct of the project. Travel costs must be for the purposes of providing direct services to victims, transporting victims, or staff development conferences for project personnel (VOCA funded or match only).
- Provide description of travel, number of miles, mileage rate per mile, daily per person lodging and meal costs and number of days obligated to the travel. The applicant should base travel items on rates set by applicant agency but may not exceed state rates. Effective state travel rates are available at http://www.michigan.gov/dmb/0,1607,7-150-9141_13132---,00.html These include mileage rate; daily rates for lodging plus tax; and daily rates for meals: breakfast, lunch, and dinner.
- Travel costs associated with attendance at VOCA-sponsored trainings and meetings, including the VOCA Outcome Evaluation Training may be included in this category. Travel costs associated with attendance at in-state skills building training conferences offered by the Crime Victims Services Commission, Michigan Victim Assistance Academy, the Prosecuting Attorneys Association of Michigan and the Michigan Coalition Against Domestic and Sexual Violence are allowable skills development training opportunities. Travel costs for one VOCA funded full-time person per agency to attend the National Children’s Advocacy Center National Symposium of Child Sexual Abuse may be included for accredited Child Advocacy Centers. Tribal programs may include travel costs for quarterly meetings of the Michigan Tribal Victim Assistance Committee.
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- Funds may NOT be used to attend out-of-state trainings beyond those described here without pre-approval by the CVSC.

Supplies and Materials
- Describe the use of project funds for supplies and materials in the Narrative.
- This budget category includes consumable and short-term items and equipment items. This includes: office supplies; printing and postage; equipment use fees (when supported by usage logs) for printing, photocopying, and postage; victim related books, workbooks, and resource materials; clothing made available in the emergency room to sexual assault victims; and printing brochures describing program services. Provide item explanation, quantity and unit price for each item. For things like consumables list each item in the notes for that line. Please be specific and do not use words like etc. and misc.
- Equipment could be included in either Supplies and Materials or Equipment depending on cost. Equipment items costing less than $5,000 should be included in Supplies and Materials, and items costing more than $5,000 should be included in Equipment.
- Examples of equipment items used in carrying out the objectives of the program include: TV; DVD player; digital camera, recording equipment and two-way mirrors for interviewing children; furniture for shelters; and equipment including desks, chairs and locking file cabinets for staff work spaces, furniture for victim waiting rooms, and children's play areas; computers, printers, scanners, paper shredders, and necessary software; and items necessary to make reasonable accommodations to victims and/or staff with disabilities. Also allowed are items to enhance services to handicapped victims, such as Braille resources or equipment or Telecommunications Devices for the Deaf (TTY/TTD).
- Leased equipment would go in the Other Expenses Category.

Contractual
- Contractors that go in this section include affiliates, cooperating institutions or delegate contractors when compliance with federal grant requirements is delegated (passed through) to the sub recipient contractor.
- Examples: counselor, psychiatrist, lawyer providing emergency legal advocacy services. Single audit contractors and interpreters would be listed in the Other Expenses category.
- Select service description from look up menu, quantity, rate, and unit of measure. The maximum rate for consultant/contractual services may not exceed Office of Justice Programs Financial Guide limits. An eight-hour day may include preparation and travel time in addition to the time required for actual performance. These limits are not discretionary. If awarded, a signed agreement for consultant/contractual services must be to the FSR in which the expenditure is reported.
- In the information box enter the Contractor Company, the Service Provided, Salutation, First Name, Middle Initial, Last Name, Address, City, State and Zip Code for each Contractor assigned to this project.

Equipment
- This budget category includes stationary and movable equipment valued at $5,000 or more to be used in carrying out the objectives of the project. The cost of a single unit of
equipment includes the necessary accessories and installation costs. Provide item, quantity, purchase price or monthly lease amount.

- VOCA funds may be used to purchase furniture and equipment that provides or enhances direct services to crime victims.
- Contractors are required to maintain property equipment records and annually report the following using agreement attachment B3: a description of the property and a serial number or other identifying number; identification of title holder; the acquisition date; the cost and the percentage of VOCA funds supporting the purchase; the location, use, and condition of the property; and any disposition data, including the date of disposal and sale price.

Other Expenses

- This budget category includes other allowable costs incurred for the benefit of this program. The following are line item categories of expenses:
- Space Rental. This category includes the costs for rent of building space necessary for the operation of the program. Pro-rated costs of space rent (not occupancy charges) is limited to $10 per square foot and a maximum of 15 square feet per funded full-time employee or the fair market value of comparable space in the same locality. Documentation for this charge must be maintained on-site and provided upon request to document current reported expenditures.
- Communication Costs. This category includes the cost of telephone and data lines when related directly to the operation of the program. Items include beepers; beeper airtime; cell phones; cell phone provider fees; Internet service provider monthly fee; and telephone equipment, installation and monthly operating expenses.
- Emergency Financial Assistance. The emergency financial assistance category is limited to $200 per victim/per Case. Written agency policy regarding distribution of emergency financial assistance funds is required. Emergency financial assistance is defined as emergency short-term child care or respite care for dependent adults, transportation, security measures (replacement of locks and repair of doors and windows to prevent immediate re-victimization), assistance in participating in criminal justice proceedings (i.e., transportation, childcare or respite care for dependent adults, and food).
- Memberships. This category includes the purchase of up to three organizational memberships in national or state criminal justice and victims' organizations. Individual memberships are not allowable.
- Contractors. Including professional fees and personnel hired on a private contracting basis related to the planning and operations of the program, or for some special aspect of the project. Travel and other costs of these consultants are to be included in this category.
  - Examples: single audit contractor, translator, or interpreter for hearing impaired.
  - The maximum rate for consultant/contractual services may not exceed Office of Justice Programs Financial Guide limits. An eight-hour day may include preparation and travel time in addition to the time required for actual performance. These limits are not discretionary. If awarded, a signed agreement for consultant/contractual services must be uploaded to the FSR in
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which the expenditure is reported.

- In the notes enter the Contractor Company, the Service Provided, Salutation, First Name, Middle Initial, Last Name, Address, City, State and Zip Code for each Contractor assigned to this project.
- For agencies including Single Audit expenses (either in Federal request or as Match): The agency must provide calculation method used to determine the pro-rated share of Single Audit expenses. Calculation should indicate total Federal grant amounts, total Single Audit costs, and prorated VOCA amount. Information must be provided in the notes for this line. Use this equation to find the amount that VOCA will pay for a single audit:

\[
\text{Total Federal Amount including VOCA} = \text{Amount VOCA will pay} \\
(\text{VOCA Amount}) \times (\text{Total Single Audit Cost})
\]

- Leased Equipment.

Indirect Expenses
- Indirect costs are costs of an organization that are not readily assignable to a particular project, but are necessary to the operation of the organization and the performance of the project. Examples of costs usually treated as indirect include those incurred for the facility operation and maintenance, depreciation, and administrative salaries.

- If your agency is using a De Minimis Rate you will need to attach the De Minimis Rate Calculation worksheet that can be found in the Show Documents.
- If your agency has an indirect cost agreement with the Federal government then this will need to be attached to the indirect line.

Budget Summary
- This page displays totals by budget category(ies) entered into the budget.

Source of Funds
- Source of Funds refers to the various funding sources that are used to support the program. Funds used to support the program should be recorded in this section according to the following categories:
  - Total Expenditures – The information is pre-populated from the Budget Summary of the total expenditures entered in the detail budget.
  - Fees and Collections – This is not allowed for the VOCA grant.
  - State Agreement – Enter the federal funding allocated for support of this VOCA project.
  - Local – Enter the amount of sub-grantee funds utilized for support of this VOCA project.
  - Federal – This section should not be used.
  - Foundation Grant- Cash Match.
  - United Way Grant- Cash Match.
  - Contributions- Cash Match.
  - Volunteer- In-kind match should only be included in this section.
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- Others- Cash Match.
- Total Source of Funds – The system automatically calculates the total amount.

Miscellaneous

- Local community support for this crime victim service project is required. Please upload 3 current Letters of Local Support. The upload file should be in PDF format with a file name no longer than 13 characters including spaces, and should not include special characters such as _%/@.
  - Support letters should specifically reference the VOCA grant project, the crime victims' needs, and proposed solutions addressed in this proposal.
  - Letters should illustrate the unique relationship between your agency and your supporter.
  - Two of the three support letters must be from criminal justice officials (law enforcement, police, prosecutors or court officials), and one may be from another community service agency.
  - Tribal programs may include support letters from tribal, federal, state or local officials as appropriate.
  - Contact information for each application supporter authoring, must be included in the letter.
  - These letters should be on letterhead and include a signature.

- No other documents should be uploaded the Miscellaneous section unless otherwise instructed.

Submitting the Application

Only the person listed as the Authorized Official can submit the application. If there has been a change in Authorized Official since the last application or amendment, we will need a signed delegation letter from either the last Authorized Official on record or the Board of Directors giving the new Authorized Official the authority to sign the contract.

To submit the application in EGrams, the Authorized Official will go to Grantee->Grant Application->Grant Application Preview. Once at the Grant Application Preview screen select a Grant program then click the ‘Go’ button. Select the program to be submitted and click the ‘Submit’ button. The system will ask for a confirmation before submitting.
Required Documents
Please check every upload to make sure that it will open.

Application
- Required documents listed below are to be uploaded to the VOCA Crime Victim Assistance Grant application URL: http://egrams-mi.com/dch/
  These documents should be uploaded on the screen requesting it in the application.
- The upload file should be in PDF format with a file name no longer than 13 characters including spaces, and should not include special characters such as _%/@. The maximum size of an upload may be up to 8MB.

Facesheet Tab
- Pg. 2 Organizational Detail-DOJ Financial Capacity Questionnaire

Budget Tab
- Salary and Wages
  - Organizational Chart – Combine with Board of Directors list to make 1 document as there is only 1 upload for these items.
  - Board of Directors (non-profit organizations) – Combine with Organizational Chart to make 1 document as there is only 1 upload for these items.
  - Position Description(s) and resume(s) for individuals included in the budget – These should be scanned in to make 1 document as there is only 1 upload per staff line.

Volunteer
- Position Description(s) for volunteer position included in the budget

Indirect Costs
- De Minimis Rate Calculation worksheet (for organizations using a De Minimis rate)
- Indirect Cost Agreement if the agency has one and asking for Indirect costs.

Miscellaneous Tab
- 3 Letters of Support

Portal
- As part of the VOCA Crime Victim Assistance Grant application, the Applicant shall upload and submit required agency documents on their Agency Profile through MI EGrAMS agency portal at URL: http://egrams-mi.com/portal/.
- The upload file should be in PDF format with a file name no longer than 13 characters including spaces, and should not include special characters such as _%/@. The maximum size of an upload may be up to 8MB.
- These documents should be updated by the applicant so that they are valid for the current fiscal year.
  - Fiscal Review Questionnaire.
  - 501 (c) 3 IRS documentation of non-profit status (non-profit applicant)
  - Articles of Incorporation and Amendments to the Articles of Incorporation (non-profit applicant)
  - Michigan Solicitation License
  - Certificate of Exemption for Hiring Practices on the Basis of Religion (religious organizations)
  - Single Audit or Financial Statement Audit (most current)
  The required audit must be submitted to the Department within nine months of
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the end of the Grantee’s fiscal year by e-mail to the Department at
MDHHS-AuditReports@michigan.gov.

- 990 (most current)
- Federal Civil Rights Compliance Checklist
- EEOP Plan (if required)
- EEOP Certification form upload (if required)
- Non Discrimination Notice - beneficiary
- Non Discrimination Notice - employee
- Non Discrimination Policies
- Grievance Procedures
- Title IX notice (if operate an education program or activity)
- Title IX grievance procedures (if operate an education program or activity)
- Discrimination Findings (if there are any)
- Limited English Self-Assessment Review
- Limited English Four Factor Analysis
- Limited English Policy/Plan

Saving a Microsoft Word document as a PDF document

- **Word 2010** - Open the word document that you would like to convert to PDF. Click the File tab, then Save As. In the "File Types" field, choose PDF or XPS Document. In the pop-up dialog box, enter a file name and location. Click Publish.
- **Word 2010** - Open the word document that you would like to convert to PDF. Click the File tab, then Save As. In the File Name box, enter a name for the file, if you haven't already. In the Save as type list, click PDF (*.pdf). Click Save.
- **Word 2007** - Open the word document that you would like to convert to PDF. Click the Microsoft Office Button, point to the arrow next to Save As, and then click PDF or XPS. In the File Name list, type or select a name for the document. In the Save as type list, click PDF. Click Publish. Don't have the PDF option? Download and install Acrobat from Adobe Systems.
Uploading Documents to the Portal
After logging into the portal go to Grantee->Agency->Grantee Agency. This should bring you to a screen with 4 tabs, you will be on the general information tab. Your agency Federal ID and Agency name should be listed, if not use the look up button to find your agency. If your information is listed click Change in the top left corner then click Find in the bottom right hand corner. You will be brought back to the General Information Tab. Go to the Attachment tab. You can upload your documents here.

To upload a document, use the lookup icon on the first empty line to select the type of document that you would like to upload. Click on the browse button at the end of the line, find your document, and click open. Click Ok in the bottom right hand corner to save the upload.

Signing the Agreement
The application will have to be approved by multiple offices within the department before it can be signed. When it has been approved by the department an email will be sent to the Project Director to let your agency know that the contract is ready to be signed.

To sign the agreement the Authorized Official will go to Grantee->Project Director->Application Status. Once at the Application screen the Authorized Official will select a program and click the ‘Find’ button. The system will display the grant program status selected. Click the ‘Sign Contract” button to accept and execute the agreement.