

VOCA GRANT PROGRAM ADMINISTRATIVE GUIDE

The Michigan Department of Health and Human Services Crime Victim Services Commission periodically announces availability of funding under the

Victims of Crime Act (VOCA) Grant Program CFDA #16.575

Eligibility

VOCA specifies that an organization must provide services to crime victims and be operated by a public agency or nonprofit organization, Native American Tribe, or faith based organization.

Purpose

The primary purpose of the VOCA victim assistance grant program is to expand and enhance direct services to victims of crime.

Opportunity Type:

Competitive or Allocated

Application Deadlines

EGrAMS Application Deadline is posted.
Applications must be submitted by the due date at 3:00 P.M. EST

Registration Requirements

- Data Universal Number System (DUNS) number
- System for Award Management (SAM) and
 - EGrAMS

Application Webcasts

Dates of webcasts or informational meetings are included in funding announcement

Award Project Period

Award period October 1 – September 30 (state fiscal year)

Contact

Leslie O'Reilly, VOCA Program Specialist
(517) 241-5249 or oreillyL@michigan.gov

Matching Requirement

20% of total project or 0% Native American Tribes

Grant Funds Available

Funding amount available included in the funding announcement

VOCA Grant Program Administrative Manual Release Date: May 1, 2017

The Michigan Department of Health and Human Services (MDHHS) will not discriminate against any individual or group because of race, religion, age, national origin, color, height, weight, marital status, sex, sexual orientation, gender identity or expression, political beliefs or disability. *In accordance with the Americans with Disabilities Act, the State will provide reasonable accommodation for persons with disabilities. If you need a reasonable accommodation, please contact MDHHS-CVSC-VOCA-GRANTS@michigan.gov.*

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**FY 2018
Victims of Crime Act (VOCA)
Grant Program
Request for Proposals (RFP) Competitive or Allocated
CFDA #16.575
VOCA UNDERSERVED - 2018**

This Request for Proposal (RFP) provides interested applicants with sufficient information to prepare and submit an application for consideration by the Michigan Department of Health and Human Services (MDHHS) Crime Victim Services Commission (CVSC).

Crime Victim Services Commission (CVSC)

Crime Victim Services Commission (CVSC), an agency of the MDHHS, is the designated State Administering Agency for the Victims of Crime Act (VOCA) victim assistance program. The CVSC is the state agency charged with overseeing a wide range of funding and services for victims of crime. Its goal is to promote services and supports that protect and enhance the health, safety, dignity, and rights of victims of crime across the state of Michigan. States have sole discretion to determine which organizations will receive funds, and in what amounts, as long as the applicants meet the requirements of VOCA and comply with the VOCA Rules 28 C.F.R. § 94 Subpart B. In addition to organizing and overseeing the distribution of funds, CVSC monitors sub-grantees' fiscal and program performance and submits required federal progress reports.

Funding Availability

CVSC periodically solicits applications for the Victims of Crime Act (VOCA) Grant Program. The funding announcement for each RFP announces how much money will be available under the "Victims of Crime Act of 1984" (VOCA) grant funds for the fiscal year period of October 1– September 30 to support to eligible local organizations providing direct services to crime victims in the State of Michigan. The annual minimum award amount is set at \$50,000, no maximum annual funding level has been established. This notice does not obligate CVSC to award any specific number of grants or to award the entire amount of funding available. Applicants selected for funding will be allocated funds by CVSC for a three-year grant term with the possibility of two additional years depending upon available funds. An annual Statement of Work and budget submission will be required. For the purpose of the VOCA crime victim assistance grant program, a crime victim is a person who has suffered physical, sexual, financial, or emotional harm as a result of the commission of a crime. **Funding cannot be used for the investigation of crimes or collection of evidence to further the prosecution of crimes.**

Competitive RFPs are open to all interested and eligible agencies. Applicants must submit an application to be considered for funding and comply with all pre-application requirements including DUNS, SAM and EGrams. Applicants should determine their eligibility and read the entire RFP thoroughly before submitting a grant application. Decisions about awards are determined by a review committee and MDHHS management.

DEFINITIONS AND REFERENCES

DEFINITIONS.

VOCA means the Victims of Crime Act of 1984, Public Law 98-473 (Oct. 12, 1984), as amended.

VOCA Rules at 28 CFR Subpart B § 94.102 include the definitions used in this subpart:

Crime victim or *victim of crime* means a person who has suffered physical, sexual, financial, or emotional harm as a result of the commission of a crime.

Direct services or *services to victims of crime* means those services described in [42 U.S.C. 10603\(d\)\(2\)](#), and efforts that –

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

OVC means the Office for Victims of Crime, within the United States Department of Justice's Office of Justice Programs.

Project means the **direct services project** funded by a grant under this program, unless context indicates otherwise.

Spousal abuse includes domestic and intimate partner violence.

CVSC is the State Administering Agency or *CVSC* is the governmental unit to administer grant funds under this program.

Sub-recipient means an entity that is eligible to receive grant funds under this program from a State under this subpart.

Victim of child abuse means a victim of crime, where such crime involved an act or omission considered to be child abuse under the law of the relevant CVSC jurisdiction. In addition, for purposes of this program, victims of child abuse may include, but are not limited to, child victims of: Physical, sexual, or emotional abuse; child pornography-related offenses; neglect; commercial sexual exploitation; bullying; and/or exposure to violence.

Victim of federal crime means a victim of an offense in violation of a federal criminal statute or regulation, including, but not limited to, offenses that occur in an area where the federal government has jurisdiction, whether in the United States or abroad, such as Indian reservations, national parks, federal buildings, and military installations.

VOCA funds or *VOCA funding* means grant funds (or grant funding) under this program.

REFERENCES.

Statute

The Victims of Crime Act statute is available at: [42 U.S.C. 10603\(d\)\(2\)](#)

Rules

The Rules which govern the VOCA Grant program is available at:
[81 FR 44515 - Victims of Crime Act Victim Assistance Program](#)

Title 2: Grants and Agreements PART 200

UNIFORM ADMINISTRATIVE REQUIREMENTS, COST PRINCIPLES, AND AUDIT
REQUIREMENTS FOR FEDERAL AWARDS

<https://www.ecfr.gov/cgi-bin/text-idx?node=2:1.1.2.2.1>

Federal Grants Financial Guide

The federal Grants Financial Guide can also be a useful reference. It can be downloaded from the DOJ website at: <https://ojp.gov/financialguide/DOJ/index.htm>

Crime Victim Services Commission

The Crime Victim Services Website includes references to the Victims of Crime Act (VOCA) grant program including the application package. The website URL: www.michigan.gov/crimevictims

EGrAMS website

The EGrAMS website: <https://egramsmi.com/dch>

Prosperity Regions

http://www.michigan.gov/documents/dmb/Prosperity_Map1_430346_7.pdf

VOCA GRANT OVERVIEW

VOCA Grant Overview

The Crime Victims Fund established by the VOCA, is a major funding source for victim services throughout Michigan. VOCA was passed by Congress and signed into law by President Reagan on October 12, 1984. This Act serves as the central source of federal support providing direct services to victims of all types of crimes. VOCA funds are allocated annually to each state by the U.S. Department of Justice, Office for Victims of Crime (OVC). CVSC sub-grants funds to eligible victim service organizations throughout the state.

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

Congress has taken an unprecedented step forward in meeting the critical needs of our nation's crime victims by increasing the VOCA Cap for FY 2015 and FY 2016 as part of the 2015 and 2016 appropriations bills, Congress more than tripled the annual amount of non-taxpayer money released from the Crime Victims fund by raising the annual cap. With this unexpected increase to Michigan's VOCA allocation CVSC has the opportunity to make significant improvements in victim assistance services as well as the responsibility to do so in an accountable and transparent manner.

Funding priority is given to programs serving victims of sexual assault, child abuse, and domestic violence and previously underserved victims victim population that historically or currently has not had access to or been provided with specialized or adequate services. According to the VOCA Rules 28 CFR part 94 Subpart B, services are defined as those efforts that (1) respond to the emotional and physical needs of crime victims, (2) assist primary and secondary victims of crime to stabilize their lives after victimization, (3) help victims understand and participate in the criminal justice system, and (4) provide victims of crime with a measure of safety and security.

Please note any award made pursuant to a solicitation under this grant program is dependent upon the receipt and availability of federal grant awards and any requirements or conditions attached thereto.

APPLICATION, APPLICATION REVIEW AND AWARD TIMELINE

Application, Application Review and Award Timeline

CVSC strives for transparency in its VOCA application and award process. A working timeline for an RFP will typically include the following information:

TARGET DATE	VOCA solicitation name - 2018
	VOCA Competitive Grant Application Released
	VOCA Grant application informational webcast
	VOCA Grant application informational webcast
	Due date to submit written questions regarding the VOCA Competitive Grant Application.
	Date Written Questions and Answers will be posted.
	Due date for the application to be initiated. Agency EGrAMS Registration, Agency Profile and Project Director Request MUST submitted.
	Due date for the Application. Due no later than 3:00 p.m.
	Application reviews conducted by review committee and recommendation to award, award with modification or reject the application.
	MDHHS approval of final award recommendations
	Official requests for VOCA Application Modifications and Clarifications are due.
	Agreement grant documents available in EGrAMS
10/1/20__-9/30/20__	FY Project Period

PURPOSE AREAS

PURPOSE AREAS

In 2015 and 2016, CVSC conducted a series of roundtable discussions throughout communities in Michigan *on the needs and gaps of victim services in Michigan*. The conversations provided an opportunity for various stakeholders across the state to share their input on what it would take to better serve victims of crime in Michigan. Conversation sessions were held in various locations to solicit data reflective of as many program types and needs as possible. Although not every direct service provider was able to participate, solicitations will seek innovative proposals that further the goal of those conversations. The examples highlight recurring themes discovered during the conversations reflecting several of the most common needs identified throughout state.

CVSC will make awards to enhance and transform services for victims of crime. In an effort to expand services to victims and reduce gaps in victim services across the state, CVSC will seek proposals to serve the purpose areas identified in the identified posted RFP. Applicants must provide services to a specific population and use best practice models. Applicants should create, build or strengthen collaborative partnerships between and among non-profit, non-governmental, tribal, and governmental victim service providers. The collaboration should focus on increasing capacity, communication and efficiency while improving outcomes, and include a commitment to mutual goals; shared responsibilities in developing and implementing the project; mutual accountability for success; and sharing of resources. Services offered under this RFP should, as defined in the Model Standards, be **victim centered**, **trauma informed**, **culturally competent**.

ABOUT EGrAMS

Egrams <https://egramsmi.com/dch>

About EGrAMS.

EGrAMS is an Electronic Grants Administration and Management System and is used by the State of Michigan throughout the grant process. CVSC uses EGrAMS to process all grant application requests. EGrAMS security is based upon a series of permissions designed to limit user access to only those screens and functions they need to complete their grant work. The Project Director is a key permission for the applicant agency. The Project Director has access to the various application and progress reporting screens. The Project Director serves as the gatekeeper for the agency, assigning permissions to other users. To obtain the Project Director permission, the user must make a Project Director request. Before submitting a **Project Director Request**, the user's **agency must be registered** with EGrAMS and the user must have completed the **Create User Profile** step and be an **active user** in the EGrAMS system.

To gain access to the VOCA grant application and complete entry and submission under this RFP, a step-by-step instruction manual is available for your use. Visit the EGrAMS website at <https://egramsmi.com/dch>, and click the link "About EGrAMS" on the left-side panel to access the Crime Victims Competitive Agreement Instructions.

New to EGrAMS

Go to the EGrAMS Portal: <https://egramsmi.com/portal/>

Create an Agency Profile to register your Agency

Create User Profile for Project Director

Go to EGrAMS: <https://egramsmi.com/dch/>

Submit Project Director Request to Access to the VOCA Grant Application

CVSC must approve Project Director Request

Current Grantees

Go to EGrAMS: <https://egramsmi.com/dch/>

Submit Project Director Request to Access to the VOCA Grant Application

CVSC must approve Project Director Request

Grant Application

<http://egramsmi.com/dch/> Click on the VOCA tab.

For **technical assistance** with registering your agency, creating user profiles, entering or submitting an application, contact Carolyn Brown at the EGrAMS Helpdesk at 517-373-9816 or brownc54@michigan.gov. Helpdesk staff will not answer programmatic questions regarding this solicitation.

For notification about future solicitations released by MDHHS sign up on EGrAMS system at <https://egramsmi.com/portal/user/home.aspx>.

TECHNICAL ASSISTANCE SCHEDULE

Application Webcast technical assistance schedule to be announced.

The purpose of an application webcast is to assist eligible applicants in developing high quality applications by answering questions regarding the application process and the RFP. Anyone is welcome to join the webcast. **Advance registration is required**, as capacity is limited. To sign up for a webcast, register online at <https://MI.TRAIN.org>. First time users must create an account in MI-TRAIN.org to be able to register.

The same information will be covered at each webcast. It is recommended that you participate in one of the scheduled webcasts. It is also highly recommended that you review the application package prior to the webcasts. This VOCA application will be submitted through the EGrAMS system. During the webcasts CVSC will review some basic navigation, how to complete and submit applications and include information about navigating the EGrAMS system. If you have not been trained on how to navigate the EGrAMS system you are strongly encouraged to attend. Additionally, if you have some experience in EGrAMS but would like a refresher, are welcome to attend as well. Breeze instructions and information about webcasts are found in EGrAMS in this RFP's Show Documents link and on the CVSC website at URL: www.michigan.gov/crimevictims.

Date	Time	ADOBE CONNECT
		<ul style="list-style-type: none"> ➤ Registration information and course description can be found online at: https://MI.TRAIN.org ➤ Access and log into the MI-TRAIN website. (First-time users must create an account). ➤ Contact MI-TRAIN helpdesk for assistance MI-TRAIN@michigan.gov ➤ Search for the course in the upper right hand corner using course ID: TBD ➤ Enter code TBD to register. <p>Breeze Web Access (to view documents): http://breeze.mdch.train.org/cvsc/</p> <p style="text-align: center;">Audio: Toll free number: 877-873-8017 Participant access code: 9545873 Contact <u>TBD</u></p> <p>For assistance with accessing Breeze website.</p>

CONTACT INFORMATION

Contact Information

When a solicitation is competitive; CVSC staff cannot have individual conversations with prospective applicants. Any questions concerning the content of an RFP on EGrAMS must be directed in writing to Leslie O'Reilly, VOCA Program Specialist, at oreillyL@michigan.gov on or before date listed.

Any applicant requiring an official clarification of a provision of this application may make a request for clarification in writing via email to MDHHS-CVSC-VOCA-GRANTS@michigan.gov. CVSC staff will respond to each properly submitted request for clarification. Official requests submitted after the date, may or may not be responded to at the sole discretion of CVSC.

MDHHS will compile all relevant questions and answers and post these as well as any other clarifications or revisions to the initial RFP and post the answers on EGrAMS website (<http://egramsmi.com/dch>). The application is posted the Commission's website at URL: (<http://www.michigan.gov/crimevictims>).

APPLICATION SUBMISSION

Application Submission. Only one application will be accepted from each an applicant.

The application and any related materials and attachments must be submitted online via the EGrAMS website at <https://egramsmi.com/dch> by the posted due date. There is no commitment on the part of CVSC to fund an application or to fund it at the amount requested. All areas of the budget are subject to review and approval. Decisions related to those budget areas are based on allowability, justification, and reasonableness. Before submitting, review the application from start to finish to ensure you submit complete and accurate information. The application must be completed and submitted in accordance with the RFP or the application may be disqualified. Applications for funding will undergo reviews by CVSC staff, the Grant Review Committee, and MDHHS Management. At any point during these reviews, a decision not to fund a project or any part thereof may be made. These decisions are within the complete discretion of CVSC.

For **technical assistance** with registering your agency, creating user profiles, entering or submitting an application, contact Carolyn Brown at the EGrAMS Helpdesk at 517-373-9816 or brownc54@michigan.gov. Helpdesk staff will not answer programmatic questions regarding this solicitation.

APPLICANT ELIGIBILITY

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

Public or non-profit organization. To be eligible to receive VOCA funds, organizations must be operated by a public or private non-profit organization, or a combination of such organizations, and provide services directly to crime victims.

Provide match. All VOCA sub-grantees must provide at least a 20% cash or in-kind match from non-federal sources to the federal amount awarded. Waivers may be available for the overall match or volunteer requirement. Please see MATCH sections for additional information on match requirements.

Record of effective services. Existing programs must demonstrate a record of providing effective services to crime victims. This includes having the support and approval of its services by the community, a history of providing direct services in a cost effective manner, and financial support from other sources.

Diverse funding sources for new programs. Those programs that have not yet demonstrated a record of providing crime victim services may be eligible to receive VOCA funding if they can demonstrate that 25-50% of their financial support comes from non-federal sources. Generally, organizations should have a variety of funding sources besides federal funding in order to ensure their financial stability.

Promote community efforts to aid crime victims. Promote community-based coordinated public and private efforts to aid crime victims. Coordination may include, but is not limited to, serving on state, federal, local, or Native American task forces, commissions, working groups, coalitions, and/or multi-disciplinary teams. Coordination efforts also include developing written agreements that contribute to better and more comprehensive services to crime victims.

Help victims apply for compensation benefits. Such assistance may include identifying and notifying crime victims of the availability of compensation, assisting them with the application forms and procedures, educating them on the process, obtaining necessary documentation, and/or checking on claim status to ensure assistance is provided.

Comply with federal rules regulating grants. If awarded Applicants must comply with the applicable provisions of VOCA, the VOCA Rules, and the requirements of the [Office of Justice Programs \(OJP\) Grants Financial Guide](#), effective edition, which includes maintaining appropriate programmatic and financial records that fully disclose the amount and disposition of VOCA funds received. Other requirements are also outlined in the special conditions to the sub-grant award. This includes financial documentation for disbursements, daily time and attendance records specifying time devoted to allowable VOCA victim services, client files, the portion of the project supplied by other sources of revenue, job descriptions, contracts for service, an equipment inventory, and other records which facilitate an effective audit.

Services to victims of federal crimes. If awarded applicants must offer services to victims of federal crimes on the same basis as victims of state crimes. A victim of a federal crime is defined as a victim of an offense that violates a federal criminal statute or regulation. Federal crimes also include crimes that occur in an area where the federal government has jurisdiction, such as some Native American reservations, national parks, some federal buildings and military installations. Examples of other federal crimes are terrorism, bank robbery, some drug-related crimes, interstate or international kidnapping, mail or wire fraud, violation of a qualifying protection order under federal law and trafficking persons.

No charges to victims for VOCA-funded services. Applicants must provide direct services to crime victims at no charge through the VOCA-funded project.

Volunteers. Applicant organizations must use volunteers unless the CVSC determines there is a compelling reason to waive this requirement. A compelling reason may be a statutory or contractual provision concerning liability or confidentiality of counselor/victim information, which bars using volunteers for certain positions, or the inability to recruit and maintain volunteers after a sustained and aggressive effort. Applicants seeking a waiver from this requirement because they are unable to recruit or maintain volunteers will have to *document and demonstrate* the efforts they undertook to find volunteers. Applicants are encouraged to use volunteers for match.

Comply with CVSC grant requirements. Agencies must adhere to financial and programmatic guidelines, comply with deadlines, and provide all information to CVSC and/or other state/federal agencies as requested in a timely fashion, including: Office of the Inspector General, MDHHS Auditors and Department of Justice.

Assurances and certifications. Applicants must meet the terms of the Certified Assurances and other federal rules regulating grants, including non-supplanting and the certifications regarding lobbying, debarment, suspension and other responsibility matters, and drug-free workplace requirements.

Comply with state criteria. Applicants must abide by any additional eligibility or service criteria as established by the CVSC including submitting statistical and programmatic information on the use and impact of VOCA funds, and other requests by the CVSC.

Promote victim safety. CVSC prohibits activities that compromise victim safety, such as requiring victims to meet with offenders. The following activities have been found to jeopardize victim safety, deter or prevent physical or emotional healing for victims, or allow offenders to escape responsibility for their actions:

Procedures or policies that exclude victims from receiving safe shelter, advocacy services, counseling, and other assistance based on their actual or perceived sex, age, immigration status, race, religion, sexual orientation, gender identity, mental health condition, physical health condition, criminal record, work in the sex industry, or the age and/or gender of their children;

- a. Procedures or policies that compromise the confidentiality of information and privacy of persons receiving VOCA funded services;
- b. Procedures or policies that impose requirements on victims in order to receive services (e.g. seek an order of protection, receive counseling, participate in couples counseling or mediation, report to law enforcement, seek civil or criminal remedies, etc.);
- c. Procedures or policies that fail to include conducting safety planning with victims;
- d. Project design and budget that fail to account for the access needs of participants with disabilities and participants who have limited English proficiency or who are Deaf or hard of hearing; and
- e. Automatic pre-trial diversion programs;
- f. Mediation or counseling for couples as a systemic response to domestic violence;

Compliance with the Federal Funding Accountability and Transparency Act (FFATA) of 2006. Signed into law on September 26, 2006, the Federal Funding Accountability Act provides the public with a single, searchable database of federal awards and sub-awards. DHHS is responsible for reporting data into the FFATA database for each VOCA sub-recipient award that equals or exceeds \$25,000. The FFATA reporting procedure also requires for each sub-recipient agency to maintain current registration in the federal System for Award Management (SAM) and obtain a Data Universal Numbering System (DUNS) number. Applicants are responsible for reporting their SAM registration and DUNS number to DHHS upon request to ensure timely and accurate award reporting.

Confidentiality of Research Information. Maintain confidentiality of client-counselor information, as required by state and federal law. Except as otherwise provided by federal law, no recipient of monies under VOCA shall use or reveal any research or statistical information furnished under this program by any person and identifiable to any specific private person for any purpose other than the purpose for which such information was obtained in accordance with VOCA. Such information, and any copy of such information, shall be immune from legal process and shall not, without the consent of the person furnishing such information, be admitted as evidence or used for any purpose in any action, suit, or other judicial, legislative, or administrative proceeding. See Section 1407(d) of VOCA codified at 42 U.S.C. 10604.

Maintaining confidentiality of personal information. Eligible agencies must have policies and procedures in place that safeguard the confidentiality of all victim records, contact information, personally identifying information, and other information considered sensitive. These measures must be consistent with applicable federal, state and local laws regarding privacy and confidentiality and in compliance with VOCA Rules 28 CFR Part § 94.115. In order to ensure the safety of adult, youth, and child victims of crime, a sub-grantee shall protect the confidentiality and privacy of persons receiving services. Sub-grantee shall not disclose any personally identifying information or individual information collected in connection with services requested, utilized, or denied through Sub-grantee's programs. Additionally, sub-grantee shall not reveal individual client information without the informed, written, reasonably time-limited consent of the person (or in the case of an un-emancipated minor, the minor and the parent or guardian or in the case of persons with disabilities, the guardian) about whom information is sought, whether for this program or any other Federal, State, Tribal, or territorial grant program, except that consent for release may not be given by the abuser of the minor, person with disabilities, or the abuser of the other parent of the minor.

Maintain civil rights information. Maintain statutorily required civil rights statistics on victims served by race, national origin, sex, age, and disability, within the timetable established by CVSC; and permit reasonable access to its books, documents, papers, and records to determine whether the applicant is complying with applicable civil rights laws. This requirement is waived when providing a service, such as telephone counseling, where soliciting the information may be inappropriate or offensive to the crime victim.

Accommodations and language access. Applicants are encouraged to support activities that ensure individuals with disabilities and 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 interpretations and translation services, or the purchase of adaptive equipment. Applicant proposing to use grant funds to create websites, videos, and other materials must ensure that they are accessible to person with disabilities.

Disclosure requirements. Applicants awarded VOCA funding must promptly notify CVSC of any formal allegation or finding of fraud, waste, abuse, or similar misconduct involving VOCA funds. Additionally, CVSC will promptly refer any credible evidence of such misconduct to the Department of Justice Office of the Inspector General. Finally, CVSC will apprise OVC in timely fashion of the status of any ongoing investigations. Refer to 28 CFR §94.105.

Faith-based or religious organizations. Faith-based or religious organizations are allowed under 28 CFR 38.2 to retain their independence and carry out their mission, including the definition, development, practice, and expression of their religious beliefs, provided that they do not use direct Federal financial assistance provided under the VOCA grant, to support or engage in any explicitly religious activities, including activities that involve overt religious content such as worship, religious instruction, or proselytization. Refer to 28 CFR §94.112(a)(1).

Conflict of interest provisions. Applicants must comply with Conflict of Interest provisions of 1968 PA 317, as amended, MCL 15.321 et seq, 1973 PA 196, as amended, MCL 15.341 et seq, and Title 2 CFR, Section 200.318 (c) (1) and (2) apply to this application and award as required under 2 CFR §200.112. The applicant must establish conflict of interest policies for Federal awards. The applicant must disclose in writing any potential conflict of interest to the CVSC in accordance with applicable Federal awarding agency policy. This disclosure must be in writing and attached to this application in the Miscellaneous attachments.

Documentation of non-profit status. Eligible applicants must provide proof of non-profit status, such as 501(c) 3 certification. The Internal Revenue Service (IRS) is the certifying agency for a non-profit to become tax-exempt. Information on eligibility, requirements, and applying for this certification is found on the [IRS](#) website. CVSC will also accept Solicitation Registration information or the certificate of incorporation or similar state document establishing nonprofit status; and any of the above if it applies to a state or national parent organization, with a statement by the state or national parent organization that the applicant is a local nonprofit affiliate.

An applicant agency must be an eligible victim services organization. Awards are limited to organizations that provide services to crime victims and are operated by a public agency or a nonprofit organization. Applicants whose sole mission is to provide direct services to crime victims will be given funding preference. These organizations include, but are not limited to, sexual assault and rape treatment centers, domestic violence programs, children's advocacy centers, and other community-based victim organizations including those who serve survivors of homicide victims, drunk driving, elder abuse, Native American Tribal victims or other underserved victims. Hospitals which perform forensic medical examinations on sexual assault victims must provide other services (crisis intervention, counseling, and advocacy) to be eligible for funding.

A public agency whose sole or principal purpose is the investigation, prosecution or adjudication of cases, or general criminal justice services, or which provides health and other services to the public at large, must demonstrate that the proposed project will provide a substantial increase in cost-effective services to crime victims in its community. VOCA funding for services **must exceed** the mandated duties of public agencies under Michigan's Constitution and the Crime Victim Rights Act. The rights afforded Michigan's crime victims are found in Crime Victim Rights Benchbook at:

<http://courts.mi.gov/education/mji/Publications/Documents/Crime-Victim-RightsManual.pdf>

In addition to victim service organizations whose sole purpose is to serve crime victims, many other public and non-profit organizations have components which offer services directly to crime victims. These organizations are eligible to receive VOCA funds if the funds are used to expand or enhance the delivery of crime victims' services. These organizations include, but are not limited to, the following:

Criminal justice agencies. Local law enforcement agencies, prosecutors' offices and courts are eligible to receive VOCA funds to help pay for direct victims' services.

Religiously-affiliated organizations. Organizations receiving VOCA funds must ensure that direct services are offered to all crime victims without regard to religious affiliation and that the receipt of services is not contingent upon participation in a religious activity or event. Faith-based and community organizations will be considered for awards as are other eligible applicants, and if they receive assistance, awards will be treated on an equal basis with all other sub-grantees in the administration of such awards. No eligible applicant or sub-grantee will be discriminated against on the basis of its religious character or affiliation, or religious name. Faith-based and community organizations are required to abide by the same regulations and requirements specifically associated with the program under which they are awarded a grant, as any other agency awarded funding.

Hospitals and emergency medical facilities. Organizations **must offer** crisis counseling, support groups, and /or other types of direct victim services. Grant funds may not be used to support medical services except as allowed under the VOCA Rules 28 CFR Part §94.119(g).

Others. Local public agencies and programs with a demonstrated history of advocacy on behalf of victims, and public housing authorities that have components specifically trained to directly serve crime victims.

INELIGIBLE APPLICANTS

Some public and nonprofit organizations that offer services to crime victims are not eligible to receive VOCA victim assistance funding. These organizations include, but are not limited to, the following:

Federal agencies. This includes U.S. Attorney Offices, FBI Field Offices and VA hospitals. Receipt of VOCA funds would constitute an augmentation of the federal budget with money intended for state agencies. However, private nonprofit organizations that operate on federal land may be eligible sub-recipients of VOCA victim assistance grant funds.

In-patient treatment facilities. For example, those designed to provide treatment to individuals with drug, alcohol, and/or mental health related issues.

State of Michigan employees. State of Michigan employees cannot represent or act as an agent for any private interests in any transaction in which the state has a direct and substantial interest and which could reasonably be expected to result in a conflict between the employee's private interest and official state responsibilities. State of Michigan employees cannot submit applications, and any application received from a current State of Michigan employee will be disqualified and not reviewed.

A private non-profit organization whose sole purpose is to provide **advocacy to the legislature** for victims of crime or general community awareness of victims issues, will not be eligible for a VOCA victim assistance grant.

Applicants must **not be an Iran linked** business as defined in MCL 129.312.

ALLOWABLE AND UNALLOWABLE COSTS

ALLOWABLE AND UNALLOWABLE COSTS

Sub-Recipient Allowable/Unallowable Costs are outlined in the VOCA rules in §94.119-94.122

Allowable direct service costs as referenced in § 94.119.

Costs associated with staff performing allowable direct services can be included in the VOCA grant.

Direct services for which [VOCA](#) funds may be used include, but are not limited to, the following:

- (a) ***Immediate emotional, psychological, and physical health and safety.*** Services that respond to immediate needs (other than medical care, except as allowed under [paragraph \(a\)\(9\)](#) of this section) of crime victims, including, but not limited to:
- (1) Crisis intervention services;
 - (2) Accompanying victims to hospitals for medical examinations;
 - (3) Hotline counseling;
 - (4) Safety planning;
 - (5) Emergency food, shelter, clothing, and transportation;
 - (6) Short-term (up to 45 days) in-home care and supervision services for children and adults who remain in their own homes when the offender/caregiver is removed;
 - (7) Short-term (up to 45 days) nursing-home, adult foster care, or group-home placement for adults for whom no other safe, short-term residence is available;
 - (8) Window, door, or lock replacement or repair, and other repairs necessary to ensure a victim's safety;
 - (9) Costs of the following, on an emergency basis (*i.e.*, when Michigan's compensation program, the victim's (or in the case of a minor child, the victim's parent's or guardian's) health insurance plan, Medicaid, or other health care funding source, is not reasonably expected to be available quickly enough to meet the emergency needs of a victim (typically within 48 hours of the crime): Non-prescription and prescription medicine, prophylactic or other treatment to prevent HIV/AIDS infection or other infectious disease, durable medical equipment (such as wheel-chairs, crutches, hearing aids, eyeglasses), and other healthcare items are allowed; and
 - (10) Emergency legal assistance, such as for filing for restraining or protective orders, and obtaining emergency custody orders and visitation rights.

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

- (8) Assistance in recovering [property](#) that was retained as evidence; and
 - (9) Assistance with restitution advocacy on behalf of crime victims.
- (f) **Legal assistance.** Legal assistance services (including, but not limited to, those provided on an emergency basis), where reasonable and where the need for such services arises as a direct result of the victimization. Such services include, but are not limited to:
- (1) Those (other than criminal defense) that help victims assert their rights as victims in a criminal proceeding directly related to the victimization, or otherwise protect their safety, privacy, or other interests as victims in such a proceeding;
 - (2) Motions to vacate or expunge a conviction, or similar actions, where the jurisdiction permits such a legal action based on a person's being a crime victim; and
 - (3) Those actions (other than tort actions) that, in the civil context, are reasonably necessary as a direct result of the victimization.
- (g) **Forensic medical evidence collection examinations.** Forensic medical evidence collection examinations for victims to the extent that other funding sources such as state appropriations are insufficient. Forensic medical evidence collection examiners are encouraged to follow relevant guidelines or protocols issued by the State or local jurisdiction. [Sub-recipients](#) are encouraged to provide appropriate crisis counseling and/or other types of victim services that are offered to the victim in conjunction with the examination. [Sub-recipients](#) are also encouraged to use specially trained examiners such as Sexual Assault Nurse Examiners.
- (h) **Forensic interviews.** Forensic interviews, with the following parameters:
- (1) Results of the interview will be used not only for law enforcement and prosecution purposes, but also for identification of needs such as social services, personal advocacy, case management, substance abuse treatment, and mental health services;
 - (2) Interviews are conducted in the context of a multi-disciplinary investigation and diagnostic team, or in a specialized setting such as a child advocacy center; and
 - (3) The interviewer is trained to conduct forensic interviews appropriate to the developmental age and abilities of children, or the developmental, cognitive, and physical or communication disabilities presented by adults.
- (i) **Transportation.** Transportation of victims to receive services and to participate in criminal justice proceedings.
- (j) **Public awareness.** Public awareness and education presentations (including, but not limited to, the development of presentation materials, brochures, newspaper notices, and public service announcements) in schools, community centers, and other public forums that are designed to inform crime victims of specific rights and services and provide them with (or refer them to) services and assistance.

(k) Transitional housing. CVSC may place limits on who is eligible to seek funding under this program for this service. Transitional housing in non-emergency housing with a length of stay of between six months and two years. Transitional housing services provided under the VOCA grant must be offered in conjunction with other allowable victim services. Transitional housing affords more privacy and independence than emergency shelter. Generally, those who have a particular need for such housing, and who cannot safely return to their previous housing, due to the circumstances of their victimization such as victims of human trafficking, victims with disabilities abused by caretakers, victims of domestic violence and their dependents, survivors of homicide or violent crimes. This is a longer-term housing option for survivors while helping them obtain and maintain permanent housing. Transitional housing is free or low-cost subsidized housing directly available or in collaboration with victim service programs (most often a domestic violence program). Costs including, but not limited to, case management staff, travel, rental assistance security deposits, and utilities. The organization must have an established intake and decision-making process to identify eligible residents. Residents must be fully informed of their rights and responsibilities while residing in transitional housing. Organizations approved to provide these services to crime victims will be asked to submit agency policies that identify the criteria that must be met for a victim to be eligible.

A VOCA grant application must identify the type of model they will be following (scattered site, clustered site, or communal living) and the rent structure (subsidized, rent and sublet, or own). Transitional housing services may be provided through any of the following models:

- a. Organization owned and leased or managed by property management company;
- b. Leased by the organization;
- c. Leased by program participants;
- d. On-site of the emergency shelter;
- e. Off-site, one location; and
- f. Off-site, scattered locations.

(l) Relocation. Where necessary for the safety and well-being of a victim, including, but not limited to, costs associated with the relocation of victims include travel to the new location, reasonable moving expenses, security deposits on housing, rental expenses, and utility startup. VOCA funds may be used to support staff time in locating resources to assist victims with these expenses. Documentation that all available community resources were sought to cover these costs first before using VOCA funds. If grant funds are used for this cost the total amount per victim is limited to \$2,000 maximum. Organizations approved to provide relocation services to crime victims will be asked to submit agency policies that identify the criteria that must be met for a victim to be eligible.

(m) **Emergency Short Term Shelter. CVSC may place limits on who is eligible to seek funding under this program for this service.**

1. A shelter must provide access, admittance and residence in temporary shelter for individuals who are experiencing violence and their children 24 hours a day, every day of the year.
2. Shelter services may be provided through any of the following types of housing:
 - a. A physical shelter facility operated by a domestic violence program that primarily serves victims including victims of domestic violence;
 - b. A safe home provided by a screened, trained private individual or family offering their private residence as time-limited safe shelter without financial compensation; and/or
 - c. Other accommodations, such as time-limited motel/hotel placement and/or other direct placement programs providing safe housing, arranged and provided through a staff member of a domestic violence program.
3. A domestic violence program that provides safe shelter at locations separate from the primary shelter facility, including motel/hotel placement and/or other direct placement programs providing safe housing, must ensure that those accommodations are safe and that participants have access to a telephone and bathroom facilities, and that all doors to the accommodations have locks.

Motel/hotel. Alternatives to shelter may include motel/hotel placement as a source of safe shelter in circumstances that include, but are not limited to:

- a. The primary shelter facility is at capacity, and no space is available for those seeking emergency safe shelter;
- b. The distance between the individual or family seeking safe shelter and the shelter facility prohibits immediate access to the facility;
- c. The individual or family seeking safe shelter has special needs best served by shelter provision through a motel/hotel placement, including but not limited to disability access needs or other circumstances;
- d. A former shelter resident no longer needs primary shelter but would benefit from program-managed subsidized or transitional housing services that are offered through a temporary motel/hotel placement.

- (n) **Safe home providers.** A victim service program offering shelter through private safe homes. This provision must also include other supportive services for victims placed in safe homes. Grant funded staff may be used to recruit, train, and serve as a case manager for the victims placed in safe homes. The sub-grantee must document:
- a. In-depth screening and monitoring of a safe home provider host family or individual, which includes an on-site review of the suitability of the private residence used as a safe home site for temporary safe shelter;
 - b. Background check with MDHHS;
 - c. Criminal background check on the host family or individual, and routine checks on the host family or individual and residence to ensure ongoing suitability;
 - d. Training of host family or individual; proof of liability insurance;
 - e. Availability of 24-hour accessibility to advocacy services through the victim service program that uses safe homes as shelter provision.

Allowable costs for activities supporting [direct services](#) as referenced in § 94.120.

Supporting activities for which [VOCA](#) funds may be used include, but are not limited to, the following:

- (a) **Coordination of activities.** Coordination activities that facilitate the provision of [direct services](#), include, but are not limited to [state](#)-wide coordination of victim notification systems, crisis response teams, multi-disciplinary teams, coalitions to support and assist victims, and other such programs, and salaries and expenses of such coordinators;
- (b) **Supervision of direct service providers.** Payment of salaries and expenses of supervisory staff in a [project](#), when the CVSC determines that such staff are necessary and effectively facilitate the provision of [direct services](#);
- (c) **Multi-system, interagency, multi-disciplinary response to crime victim needs.** Activities that support a coordinated and comprehensive response to crime victims needs by direct service providers, including, but not limited to, payment of salaries and expenses of direct service staff serving on child and adult abuse multi-disciplinary investigation and treatment teams, coordination with federal agencies to provide [services to victims](#) of federal crimes and/or participation on Statewide or other task forces, work groups, and committees to develop protocols, interagency, and other working agreements;
- (d) **Contracts for professional services.** Contracting for specialized professional services (e.g., psychological/psychiatric consultation, legal services, interpreters), at a rate not to exceed a reasonable market rate, that are not available within the organization; pro-rate shard of the cost of a Single Audit for agencies with federal expenditures of \$750,000. The rate may not be more than the OJP consultant rate of \$650 a day or \$81.25 an hour.

- (e) **Automated systems and technology.** Subject to the provisions of the DOJ Grants Financial Guide and government-wide grant rules relating to acquisition, use and disposition of [property](#) purchased with federal funds, procuring automated systems and technology that support delivery of direct [services to victims](#) (e.g., automated information and referral systems, email systems that allow communications among victim service providers, automated case-tracking and management systems, smartphones, computer equipment, and victim notification systems), including, but not limited to, procurement of personnel, hardware, and other items, as determined by the CVSC after considering:
- (1) Whether such procurement will enhance [direct services](#);
 - (2) How any acquisition will be integrated into and/or enhance the program's current system;
 - (3) The cost of installation;
 - (4) The cost of training staff to use the automated systems and technology;
 - (5) The ongoing operational costs, such as maintenance agreements, supplies; and
 - (6) How additional costs relating to any acquisition will be supported.
- (f) **Volunteer trainings.** Activities in support of training volunteers on how to provide [direct services](#) when such services will be provided primarily by volunteers; and
- (g) **Restorative justice.** Activities in support of opportunities for crime victims to meet with perpetrators, including, but not limited to, tribal community-led meetings and peace-keeping activities, if such meetings are [requested](#) or voluntarily agreed to by the victim (who may, at any point, withdraw) and have reasonably anticipated beneficial or therapeutic value to crime victims. If CVSCs plans to fund this type of service CVSC will closely [review](#) the criteria for conducting these meetings, and will discuss proposals with [OVC](#) prior to awarding [VOCA](#) funds for this type of activity. At a minimum, the following should be considered:
- (1) The safety and security of the victim;
 - (2) The cost versus the benefit or therapeutic value to the victim;
 - (3) The procedures for ensuring that participation of the victim and offenders are voluntary and that the nature of the meeting is clear;
 - (4) The provision of appropriate support and accompaniment for the victim;
 - (5) Appropriate debriefing opportunities for the victim after the meeting; and
 - (6) The credentials of the facilitators.

Allowable [sub-recipient](#) administrative costs as referenced in § 94.121.

Administrative costs for which [VOCA](#) funds may be used by [sub-recipients](#) include, but are not limited to, the following:

- (a) **Personnel costs.** Personnel costs that are directly related to providing [direct services](#) and supporting activities, such as staff and coordinator salaries expenses (including fringe benefits), and a prorated share of liability insurance; no overtime is allowed to be charged to the grant.
- (b) **Skills training for staff.** Training exclusively for developing the skills of direct service providers, including paid staff and volunteers (both [VOCA](#)-funded and not), so that they are better able to offer quality [direct services](#), including, but not limited to, manuals, books, videoconferencing, electronic training resources, and other materials and resources relating to such training.
- (c) **Training-related travel.** Training-related costs such as travel (in-state, regional, and national), meals, lodging, and registration fees for paid direct-service staff (both [VOCA](#)-funded and not);
- (d) **Organizational expenses.** Organizational expenses that are necessary and essential to providing [direct services](#) and other allowable victim services, including, but not limited to, the prorated costs of rent; utilities; local travel expenses for service providers; and required minor building adaptations necessary to meet the [Department](#) of Justice standards implementing the Americans with Disabilities Act and/or modifications that would improve the program's ability to provide [services to victims](#);
- (e) **Equipment and furniture.** Expenses of procuring furniture and equipment that facilitate the delivery of [direct services](#) (e.g., mobile communication devices, telephones, braille and TTY/TDD equipment, computers and printers, beepers, video cameras and recorders for documenting and [reviewing](#) interviews with children, two-way mirrors, colposcopes, digital cameras, and equipment and furniture for shelters, work spaces, victim waiting rooms, and children's play areas), except that the [VOCA grant](#) may be charged only the prorated share of an item that is not used exclusively for victim-related activities. See Equipment.§200.313.

- (f) **Operating costs.** Operating costs include but are not limited to:
- (1) Supplies;
 - (2) Equipment use fees;
 - (3) [Property](#) insurance;
 - (4) Printing, photocopying, and postage;
 - (5) Courier service;
 - (6) Brochures that describe available services;
 - (7) Books and other victim-related materials;
 - (8) Computer backup files/tapes and storage;
 - (9) Security systems;
 - (10) Design and maintenance of web sites and social media. No fundraising costs may be associated with website or social media accounts supported by this grant; and
 - (11) Essential communication services, such as web hosts and mobile device services.
- (g) **VOCA administrative time.** Costs of administrative time spent performing the following:
- (1) Completing [VOCA](#)-required time and attendance sheets and programmatic documentation, reports, and statistics;
 - (2) Collecting and maintaining crime victims' records;
 - (3) Conducting victim satisfaction surveys and needs assessments to improve victim services delivery in the [project](#); and
 - (4) Funding the prorated share of Single audit costs for agencies with expenditures in excess of \$750,000 annually.
- (h) **Leasing or purchasing vehicles.** Costs of leasing or purchasing vehicles, as determined by the CVSC after considering, at a minimum, if the vehicle is essential to the provision of [direct services](#). [Applicant must comply with federal procurement rules.](#)
- (i) **Maintenance, repair, or replacement of essential items.** Costs of maintenance, repair, and replacement of items that contribute to maintenance of a healthy or safe environment for crime victims (such as a furnace in a shelter; and routine maintenance, repair costs, and automobile insurance for leased vehicles), as determined by the CVSC after considering, at a minimum, if other sources of funding are available; and
- (j) **Project evaluation.** Costs of evaluations of specific [projects](#) in order to determine their effectiveness. The costs associated with completing the outcome evaluation for the VOCA grant may be included in the project.

Expressly unallowable [sub-recipient](#) costs as referenced in § 94.122.

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

- (a) **Lobbying.** Lobbying or advocacy activities with respect to legislation or to administrative changes to regulations or administrative policy (*cf.* [18 U.S.C. 1913](#)), whether conducted directly or indirectly. VOCA funds cannot support victim legislation or administrative reform, whether conducted directly or indirectly.
- (b) **Research and studies.** Research and studies, except for [project](#) evaluation under [§ 94.121\(j\)](#);
- (c) **Active investigation and prosecution of criminal activities.** The active investigation and prosecution of criminal activity, except for the provision of victim assistance services (e.g., emotional support, advocacy, and legal services) to crime victims, under [§ 94.119](#), during such investigation and prosecution; VOCA funds cannot be used to pay for activities that are directed at prosecuting an offender and/or improving the criminal justice system's effectiveness and efficiency, such as witness notification and management activities and expert testimony at a trial. In addition, victim witness protection costs and subsequent lodging and meal expenses are considered part of the criminal justice agency's responsibility and cannot be supported with VOCA funds.
- (d) **Fundraising** - Any activities related to fundraising, except for fee-based, or similar, program income authorized by the CVSC under this subpart.
- (e) **Capital expenses** - Capital improvements; [property](#) losses and expenses; real estate purchases; mortgage payments; and construction (except as specifically allowed elsewhere in this subpart).
- (f) **Compensation for victims of crime** - Reimbursement of crime victims for expenses incurred as a result of a crime, except as otherwise allowed by other provisions of this subpart.
- (g) **Medical care** – Medical care, except as otherwise allowed by other provision of this subpart, nursing home care (emergency short-term nursing home shelter is allowable), home health-care costs, in-patient treatment costs, hospital care, and other types of emergency and non-emergency medical and/or dental treatment. VOCA victim assistance grant funds cannot support medical costs resulting from victimization, except for forensic medical examinations for sexual assault victims.
- (h) **Salaries and expenses of management** - Salaries, benefits, fees, furniture, equipment, and other expenses of executive directors, board members, and other administrators (except as specifically allowed elsewhere in this subpart).
- (i) **Perpetrator rehabilitation and counseling:** Sub-grantees cannot knowingly use VOCA funds to offer rehabilitative services to offenders. Likewise, CVSC has determined that VOCA funds cannot support services to incarcerated individuals, even when the service pertains to the victimization of that individual.

- (j) ***Crime prevention activities.*** Crime prevention presentations and community education and prevention presentations must not be made by VOCA funded grant staff.
- (k) ***Legal assistance and representation.*** VOCA funds may not be used to support criminal defense legal representation or legal representation for tort claims.
- (l) **Indirect organizational costs:** The costs of liability insurance on buildings; property; and security guards and body guards.
- (m) **Food and beverage costs and refreshments.** No grant funds can be used for food or beverages.
- (n) **Costs of sending individual crime victims to conferences.**
- (o) **Training for individuals not providing direct services.**

GRANT MATCH

Program Match Requirement

The purpose of matching contributions is to increase the amount of resources available to the projects supported by grant funds as required by 28 CFR §94.118. Matching contributions (cash or in-kind) of 20% of the total costs of each VOCA project (VOCA grant funds plus match) are required and must be derived from non-federal sources. All funds designated as match are restricted to the same uses as the VOCA victim assistance funds and must be expended within the grant period. Match must be provided on a project-by-project basis. Please see the budget section for the formula used to calculate match relative to the project's total budget. Native American Tribes are exempt from the match requirement and are not required to provide match.

For the purpose of this program, in-kind match may include donations of expendable equipment, office supplies, work space, or the monetary value of time contributed by professionals and technical personnel and other skilled and unskilled labor, if the services they provide are an allowable, integral and necessary part of a funded project. The value placed on donated services must be consistent with the rate of compensation paid for similar work in the applicant's organization. If the required skills are not found in the applicant's organization, the rate of compensation must be consistent with the labor market. In either case, fringe benefits may be included in the valuation. The value placed on loaned or donated equipment may not exceed its fair market value. The value of donated space may not exceed the fair rental value of comparable space established by an independent appraisal of comparable space and facilities in privately owned buildings in the same locality.

Sub-grantees must maintain records that clearly show the source, the amount, and the period during which the match was allocated. The basis for determining the value of materials, equipment, and space must be documented. Volunteer services used as match must be documented and supported by the same methods used for VOCA funded employees.

All matching contributions must be:

- Verifiable from the sub-grantees's records;
- Not included as a contribution for any other federal funds;
- Necessary and reasonable to accomplish the project's goals;
- Allowable costs;
- Not paid by the applicant from federal or state funds received under another federal assistance agreement;
- Included in the budget approved by CVSC; and
- In accordance with all other federal and state requirements.

Volunteer Salary Rate

Applicants can value the rate of volunteers using the standard statewide volunteer rate for the grant match by using the 2015 standard statewide volunteer hourly rate of \$23.56. This rate is updated periodically by The Independent Sector. [This statewide volunteer rate is updated annually. If using this statewide rate it must be consistent with the total salary and fringe package for comparable position within the organization.](#) The rate is found at URL: <http://independentsector.org/resource/the-value-of-volunteer-time/>

Match Waivers

If an agency would like to request a match waiver, a letter must be submitted on agency letterhead to the CVSC Contract Manager after receiving notice of an award. The letter should outline the reasons why the agency will have trouble meeting the full match requirement and should indicate the amount of match the agency will be able to provide. CVSC staff will review the waiver request to determine eligibility and if it should be forwarded to the federal OVC. CVSC will compile all eligible match waiver requests and send them to OVC at the same time. In order to request a match waiver, the request must be submitted to the CVSC Contract Manager within 5 business days of accepting the award.

Letters requesting a match waiver should include the following minimum elements:

- A brief description of the agency and the VOCA-funded project;
- A brief explanation of why the full match amount is a hardship for the agency. A brief description of how not receiving a match waiver may result in fewer victims being served;
- If using volunteers for match, describe why the agency will not be able to retain the number of volunteers needed to meet the match requirement;
- Indicate how much match the agency will be able to provide and the amount of the waiver being requested; and
- Any other important information deemed necessary by the requesting agency.

ADMINISTRATIVE, NATIONAL POLICY, AND OTHER LEGAL REQUIREMENTS

ADMINISTRATIVE, NATIONAL POLICY, AND OTHER LEGAL REQUIREMENTS

OVC Model Standards for Serving Victims and Survivors of Crime

Office for Victims of Crime (OVC) supported the update of a document published in 2003 by the University of South Carolina and the National Victim Assistance Standards Consortium. *Model Standards* is intended to serve as a best practice tool for improving crime victim/survivor services by building individual and organizational capacity. Consider your organization's culture, values, goals, mandated responsibilities, and service needs when determining how to adopt the standards. Gradually incorporate the standards into your organization's policies and practices in well-planned stages, based on the interests, priorities, and needs of individual programs. Individuals or programs that struggle to meet the standards may benefit from technical assistance, peer mentoring, funding, or other support. Your proposal may include funding support to assist your organization in meeting these standards. Model Standards are found at URL:

<https://www.ovc.gov/model-standards/message.html>

Model Standards focuses on three areas:

[Program Standards for Serving Victims & Survivors of Crime](#)—Written with the needs of program leaders and managers in mind, these standards provide recommendations for guidelines, policies, and procedures that victim-serving organizations should have in place, and identify ways of documenting and administering services. Programs can adopt the standards to help shape how they deliver services to victims and to ensure the accessibility and quality of services throughout the community.

[Competency Standards for Serving Victims & Survivors of Crime](#)—Written with the needs of individual service providers and their supervisors in mind, these standards describe general attitudes, knowledge, and skills that demonstrate professional competency in the crime victims field. Providers can achieve these competencies through a variety of means, such as personal experience, on-the-job performance, training, and formal education. Educators and trainers can develop curricula, training materials, and other professional development opportunities to help service providers meet these basic standards and service providers can assess their own progress toward these competencies. Administrative staff also can use these standards to identify their staff's professional development needs and provide in-service training.

[Ethical Standards for Serving Victims & Survivors of Crime](#)—Intended for a wide audience, these standards present the ethical expectations of providers based on core values for the field. Providers should use them as guidelines to help address a range of issues they may encounter in daily service provision.

These standards address governance, fiscal management, staffing, training, supervision, and evaluation. For individuals, these standards also address self-awareness and self-care issues. For consistency and ease of reference across the three sets of standards, each set—Program Standards, Competency Standards, and Ethical Standards—is organized into five sections. These include—

- **Scope of service.** These standards address the purposes of service in relation to the broader community, understanding of persons served and service systems, range of competence, representation of services, and compliance with existing laws, regulations, and policies.
- **Coordinating within the community.** These standards address outreach to underserved populations, service accessibility, nondiscrimination, prevention, community education, coordination with other professionals, and advocacy.
- **Direct services.** These standards address interactions and relationships between providers and persons served, as well as the types of services, information, and referrals provided.
- **Privacy, confidentiality, data security, and assistive technology.** These standards address issues pertaining to documentation, confidentiality of data, security of paper and electronic media, and use of auxiliary aids such as computer screen readers, voice synthesizers, or software to assist in accessing computers.
- **Administration and evaluation.** These standards address governance, fiscal management, staffing, training, supervision, and evaluation. For individuals, these standards also address self-awareness and self-care issues.

Religion

Sub-grantee programs may not promote, discuss, or teach religion. Program activities and services are required to be accessible to any interested participant, regardless of religious affiliation.

Criminal background checks

All sub-grantees must conduct a state or national criminal background check on all direct service and outreach personnel who have contact with victims and their children once every three years.

Comply with CVSC grant requirements.

Agencies must adhere to financial and programmatic guidelines, comply with deadlines, and provide all information to CVSC as requested in a timely fashion.

Special conditions

At the time of the sub-grant award, CVSC will assign special conditions for each approved project. Each sub-grantees should refer to their Agreement for their special conditions. Applicants agree to comply with all the Certified Assurances set forth by the CVSC. Any programmatic and/or fiscal non-compliance may impact continuation funding.

Volunteers

Applicant organizations **must** use volunteers **unless** CVSC determines there is a compelling reason to waive this requirement. A “compelling reason” may be a statutory or contractual provision concerning liability or confidentiality of counselor/victim information, which bars using volunteers for certain positions, or the inability to recruit and maintain volunteers after a sustained and aggressive effort. Applicants seeking a waiver from this requirement because they are unable to recruit or maintain volunteers will have to *document and demonstrate* the efforts they undertook to find volunteers.

Applicants can value the rate of volunteers using the standard statewide volunteer rate for the grant match by using the 2015 standard statewide volunteer hourly rate of \$23.56. This rate is updated annually by The Independent Sector. The rate can be found at URL: <http://independentsector.org/resource/the-value-of-volunteer-time/>. If using this statewide rate it must be consistent with the total salary and fringe package for comparable position within the organization.

Sub-recipient rates for third-party volunteer services must be consistent with those rates ordinarily paid for similar work in the sub-recipient’s organization. If the sub-recipient’s does not have employees performing similar work, the rates will be consistent with those ordinarily paid by other employers for similar work in the same labor market. In either case, a reasonable amount for fringe benefits may be included in the valuation. Use this rate if the duties are comparable to those of paid staff and if the total salary and fringe package at your organization (or similar work in the same labor market). Volunteer services furnished by third-party professional and technical personnel, consultants, and other skilled and unskilled labor may be counted as cost sharing or matching if the service is an integral and necessary part of an approved project or program.

Internet Security Policy

CVSC requires all sub-grantees to establish and enforce an Internet Security Policy when participants, volunteers, and/or staff have access to internet (supervised or unsupervised) to protect the confidentiality, integrity, and availability of data while preventing malicious and other security threats. This includes any technology provided by CVSC funding and technology utilized by participants during a CVSC funded program component. No award funds may be used to maintain or establish a computer network unless such network blocks the viewing, downloading, and exchanging of pornography, and (b) Nothing in subsection (a) limits the use of funds necessary for any federal, state, tribal, prosecution, or adjudication activities.

Applicant disclosure of pending applications Each applicant is to disclose whether it has (or is proposed as a sub-recipient under) any pending applications for federally funded grants or cooperative agreements that (1) include requests for funding to support the same project being proposed in the application being submitted to CVSC, and (2) would cover any identical cost items outlined in the budget submitted to CVSC as part of an application. This information should be attached as a Miscellaneous attachment.

CVSC seeks this information to help avoid any inappropriate duplication of funding. Leveraging multiple funding sources in a complementary manner to implement comprehensive programs or projects is encouraged and is not seen as inappropriate duplication. Each applicant that has one or more pending applications as described above is to provide the following information about pending applications submitted within the last 12 months: federal or state funding agency; solicitation name/project name; amount requested; point of contact information at the applicable federal or state funder.

Civil rights

Pursuant to 28 C.F.R. Section 42.302, all sub-grantees of federal funds must be in compliance with Equal Employment Opportunity Plan (EEO) and civil rights requirements. All programs that are sub-awarded VOCA funds are required to conform to the grant program requirements. If there is a violation to grant requirements it may result in suspension or termination of funding, until such time as the sub-grantee is in compliance. Required forms and information must be uploaded to the agency's profile on the EGrAMS portal after award notification and prior to the project period start date.

Information on required annual civil rights trainings can be found at CVSC website at www.michigan.gov/crimevictims click on the VOCA and Federal Civil Rights.

Nondiscrimination

Federal laws prohibit sub-grantees of financial assistance from discriminating on the basis of race, color, national origin, religion, sex, or disability in funded programs or activities, not only in respect to employment practices but also in the delivery of services or benefits. Federal law also prohibits funded programs or activities from discriminating on the basis of age in the delivery of services or benefits. Findings of discrimination are to be submitted to the Office for Civil Rights and CVSC.

Limited English Proficiency (LEP) individuals

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

Equal Employment Opportunity Plans

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

Equal opportunity to participate in services and programs

All programs are expected to develop cultural competency and form formal and informal partnerships with relevant community-based organizations, including services for victims with limited english P proficiency and marginalized populations. Cultural competency is the ability of an individual or organization to interact effectively with people of different cultures. This includes drawing on knowledge of culturally based values, traditions, customs, language, and behavior to plan, implement, and evaluate service activities. Some organizations use the terms “cultural accountability” or “cultural responsiveness.”

Costs associated with language assistance (if applicable)

Applicants applying for VOCA funds are proposing a program or activity that would deliver services or benefits to individuals. The costs of taking reasonable steps to provide meaningful access to those services or benefits for individuals with limited english proficiency may be allowable. Reasonable steps to provide meaningful access to services or benefits may include interpretation or translation services, where appropriate.

Costs associated with auxiliary aids and services (if applicable)

Auxiliary aids and services should be made available, where necessary, to individuals with disabilities to provide them an equal opportunity to participate in services and programs. The costs of taking reasonable steps to provide meaningful access to those services or benefits for individuals with disabilities may be allowable. These include: (1) Qualified interpreters onsite or through video remote interpreting (VRI) services; note takers; real-time computer-aided transcription services; written materials; exchange of written notes; telephone handset amplifiers; assistive listening devices; assistive listening systems; telephones compatible with hearing aids; closed caption decoders; open and closed captioning, including real-time captioning; voice, text, and video-based telecommunications products and systems, including text telephones (TTYs), videophones, and captioned telephones, or equally effective telecommunications devices; videotext displays; accessible electronic and information technology; or other effective methods of making aurally delivered information available to individuals who are deaf or hard of hearing; (2) Qualified readers; taped texts; audio recordings; materials and displays in braille; screen reader software; magnification software; optical readers; secondary auditory programs (SAP); large print materials; accessible electronic and information technology; or other effective methods of making visually delivered materials available to individuals who are blind or have low vision; (3) Acquisition or modification of equipment or devices; and (4) Other similar services and actions. (Source: Nondiscrimination on the Basis of Disability in State and Local Government Services, 28 CFR Section 35.104 (2010)) (see also assistive technology).

Lobbying, promoting, or advocating the legalization/regulation of prostitution

The Federal Government is opposed to prostitution and related activities, which are inherently harmful and dehumanizing and contribute to the phenomenon of trafficking in persons. Sub-grantees cannot use grant funds to lobby for, promote, or advocate for the legalization or regulation of prostitution as a legitimate form of work.

Acquire a unique entity identifier (currently, a **DUNS** number)

A DUNS number is a unique nine-digit identification number provided by the commercial company Dun and Bradstreet. This unique entity identifier is used for tracking purposes, and to validate address and point of contact information for applicants, recipients, and sub-recipients. Obtaining a DUNS number is a free, one-time activity. Call Dun and Bradstreet at 866–705–5711 to obtain a DUNS number or apply online at www.dnb.com. A DUNS number is usually received within 1–2 business days. There is never a charge to obtain a DUNS number. It is recommended that you obtain a DUNS number as one of the first things in the application process.

Acquire registration with the System for Award Management (SAM)

SAM is the repository database for certain standard information about federal financial assistance applicants, recipients, and sub-recipients. An applicant must be registered in SAM. Each applicant must **update or renew its SAM registration at least annually** to maintain an active status. SAM registration and renewal can take as long as 10 business days to complete. CVSC recommends that the applicant register or renew registration with SAM as early as possible. Information about SAM registration procedures can be accessed at www.sam.gov. There is never a charge to register on SAM. It is recommended that you register with SAM (or renew) as one of the first things in the application process.

Evidence-based programs or practices

OJP strongly emphasizes the use of data and evidence in policymaking and program development in criminal justice, juvenile justice, and crime victim services. OJP is committed to: improving the quantity and quality of evidence OJP generates; integrating evidence into program, practice, and policy decisions within OJP and the field; and improving the translation of evidence into practice. OJP considers programs and practices to be evidence-based when their effectiveness has been demonstrated by causal evidence, generally obtained through one or more outcome evaluations. Causal evidence documents a relationship between an activity or intervention (including technology) and its intended outcome, including measuring the direction and size of a change, and the extent to which a change may be attributed to the activity or intervention. Causal evidence depends on the use of scientific methods to rule out, to the extent possible, alternative explanations for the documented change. The strength of causal evidence, based on the factors described above, will influence the degree to which OJP considers a program or practice to be evidence-based.

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

Fiscal accountability

Commingling of funds on either a program-by-program or project-by-project basis is prohibited. The sub-grantees's accounting system must maintain a clear audit trail for each source of funding for each fiscal budget period and include the following:

- Separate accountability of receipts, expenditures, disbursements and balances. CVSC recommends creating an account in the accounting system for each grant using the grant number provided by CVSC.
- Itemized records supporting all grant receipts, expenditures, and match contributions in sufficient detail to show exact nature of activity.
- Data and information for each expenditure and match contribution with proper reference to a supporting voucher or bill properly approved.
- Hourly timesheets describing work activity, signed by the employee and supervisor and dated, to document hours personnel worked on grant related activities. Match hours must be documented in same manner.
- Maintenance of payroll authorizations and vouchers.
- Maintenance of records supporting charges for fringe benefits.
- Maintenance of inventory records for equipment purchased, rented, and donated.
- Maintenance of billing records for consumable supplies (i.e., paper, printing) purchased.
- Provisions for payment by check.
- Maintenance of travel records (i.e., mileage logs, parking, hotels, meals receipts).
- Lease agreements, contracted services, and equipment purchases that adhere to established procurement processes.

Supplantation

Funds must be used to supplement existing funds for program activities and cannot replace or supplant funds that have been appropriated for the same purpose. This provision will be subject to audit.

Limitation on use of award funds for employee compensation

With respect to any award of more than \$250,000 made under this solicitation, a recipient may not use federal funds to pay total cash compensation (salary plus cash bonuses) to any employee of the recipient at a rate that exceeds \$205,700 (110% of the maximum annual salary payable to a member of the federal government's Senior Executive Service (SES) at an agency with a certified SES Performance Appraisal System for that year). A sub-recipient may compensate an employee at a greater rate, provided the amount in excess of this compensation limitation is paid with non-federal funds. (Non-federal funds used for any such additional compensation will not be considered matching funds.) If only a portion of an employee's time is charged to this grant the maximum allowable compensation is equal to the percentage of time worked times the maximum salary limitation. CVSC will not waive this limit.

Indirect cost rates

Applicants should review DOJ Grants Financial Guide 3.11 INDIRECT COSTS and consult their CPA/Finance Director regarding the establishment of costs in compliance with federal requirements. These costs are subject to review and audit by the MDHHS audit staff.

In order to charge indirect costs to a grant, the applicant must have an annually negotiated indirect cost rate agreement (NICRA). The three types of NICRAs include:

Federally Negotiated Rate. Applicant organizations that receive direct federal funding may have an indirect cost rate that was negotiated with the Federal Cognizant Agency. A federally negotiated rate is accepted for this grant. The applicant must provide a copy of the federal NICRA as an attachment to the Indirect Cost Rate budget line item.

State Negotiated Rate. Applicant organizations may have a negotiated indirect cost rate with a State department. A State negotiated indirect cost rate is accepted for this grant. The applicant must provide a copy of the state NICRA as an attachment to the Indirect Cost Rate budget line item. The MDHHS will not negotiate rates with sub-grantees.

De Minimis Rate. An organization that has never received a Federally Negotiated Rate may elect a de minimis rate of 10% of modified total direct cost (MTDC). Once established, the de minimis rate may be used indefinitely.

The requirements for the development and submission of indirect cost proposals and cost allocation plans are set out in Appendices III – VII of 2 C.F.R. § 200. Applicants should follow the guidelines applicable to its type of organization:

- 2 C.F.R. § 200, Appendix III for Institutions of Higher Education;
- 2 C.F.R. § 200, Appendix IV for Non-Profit Organizations;
- 2 C.F.R. § 200, Appendix V for State/Local Government Central Service Cost Allocation Plans;
- 2 C.F.R. § 200, Appendix VI for Public Assistance Cost Allocation Plans;
- 2 C.F.R. § 200, Appendix VII for State/Local/Tribal Indirect Cost Proposals.

TRAINING

TRAINING

Grant funds may be used to support training of grant funded and non-grant funded agency employees. Budget requests can include training costs.

The Commission was awarded a federal discretionary training grant by OVC to assess the training needs and pilot test a revised Michigan Victim Assistance Academy (MVAA), a foundation level training for professionals working with crime victims. The Crime Victim Services Commission staff is working with an Advisory Committee to survey the field, revise the curriculum and develop important training offerings. In the summer of 2017 the Crime Victim Services Commission will re-introduce the Michigan Victim Assistance Academy as a series of regional offerings including the MVAA basic trainings and regional multi-disciplinary trainings. The Commission will release more information about the MVAA in the summer of 2017.

The MVAA trainings are being designed to be low-cost or free trainings. Training objectives include:

1. Increase knowledge about specific crime types, trauma, therapeutic modalities, intersectionality and strategies related to increasing access to support and assistance;
2. Improve or enhance specific skills (advocacy, therapy, support group, outreach) to carry out a primary job function directly related to the provision or supervision of direct service;
3. Help advocates understand how to assist individuals in accessing and navigating crime related systems and services;
4. Increase knowledge and skills related to working with individuals including those from marginalized and underserved communities.

We encourage sub-grantees to ensure that staff and volunteers receive training. Applicants awarded funding under the VOCA Grant are required to document completion of trainings for all staff funded under the grant on a quarterly basis. It is recommended that your agency use OVC's free on-line courses including the Victim Advocate Training On-line ([VAT Online](#)). It is a foundational Web-based victim assistance training program through which victim service providers and allied professionals can acquire the essential skills and knowledge they need to more effectively assist victims of crime and will be used as part of the MVAA. You can find this training at URL:

<https://www.ovcttac.gov/views/TrainingMaterials/dspLinkToUsVATOnline.cfm>

WHAT AN APPLICATION SHOULD INCLUDE

WHAT AN APPLICATION SHOULD INCLUDE

This section describes what an application should include. An applicant should anticipate that if it fails to submit an application that contains all of the specified elements, it may negatively affect the review of its application; and, should a decision be made to make an award, it may result in the inclusion of award conditions that preclude the recipient from accessing or using award funds until the recipient satisfies the conditions and CVSC makes the funds available.

BUDGET

Cost categories for the VOCA grant:

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.

Budget.

This is where all the grant expenses are listed and detailed costs for the budget categories and identified by source of funds (federal, cash, or volunteer in-kind). **The allowable costs, requirements and limitations that apply to the use of federal funds also apply to the use of matching funds.** Matching funds must be used only for the VOCA-funded project during the grant period to support the identified goals, objectives, and activities.

Round to the nearest dollar. Whole dollars should be used. Round as appropriate.

Accuracy. Applicant is responsible for ensuring the formulas being used are correct.

Consistency. Figures listed in the budget should not contradict those noted in the budget narrative.

Budget Narrative. The budget narrative is used to explain the need for a particular program expense. Information must be provided for each cost detailed in the budget, no matter how large or small.

Detail. The budget narrative should contain enough details so that the reader can understand the grant program without having to refer to the narratives.

Consistency. Figures listed in the budget should not contradict those noted in the budget narrative.

Reasonable and Justifiable. All items in the budget must be reasonable and justifiable and relate to the project. Buyers and sellers of a product must act independently and have no relationship to each other under this grant. The concept of an arm's length transaction is to ensure that both parties in the deal are acting in their own self-interest and are not subject to any pressure or duress from the other party.

How to calculate match.

The minimum match for projects must equal 20 percent of the total project cost. Total project cost is the amount of the federal VOCA funds plus the match funds. Native American tribes are exempt from the match requirement. This match is calculated by dividing the amount of the federal VOCA funds awarded by .80 and subtracting the amount of the federal VOCA funds from the figure obtained. For example, a \$30,000 VOCA award divided by .80 equals \$37,500, less \$30,000 award, equals \$7,500 match. Many applicants find this to be confusing and mistakenly calculate match simply by multiplying the amount of the federal VOCA funds by 20 percent. An easier way to compute the 20 percent match of the total project cost is to take 25 percent of the VOCA funds, i.e., 25 percent of \$30,000 equals \$7,500 or divide VOCA funds by 4, i.e. \$30,000 divided by 4 equals \$7,500.

Examples of math calculations:

Federal Amount	\$30,000	80%
Match Amount	<u>\$ 7,500</u>	<u>20%</u>
Total Amount	\$37,500	100%

Federal Amount divided by .80 = Total Project Amount
Total Project Amount minus Federal Amount = Match Amount

\$30,000 divided by .80 = \$37,500
\$37,500 - \$30,000 = \$7,500 Match

Federal Amount times .25 = Match Amount
Federal Amount plus Match Amount = Total Project Amount

\$30,000 x .25 = \$7,500
\$30,000 + \$7,500 = \$37,500

Federal Amount divided by 4 = Match Amount
Federal Amount plus Match Amount = Total Project Amount

\$30,000 divided by 4 = \$7,500
\$30,000 + \$7,500 = \$37,500

Salary and Wages.

Listing of all the agency's personnel dedicated to the grant program.

Job Title: The job title of each of the agency's personnel dedicated to the grant program. The title of each position(s) must be listed in the budget and in the budget narrative. The title for the position(s) must be consistent in the budget and budget narrative. Each position should include an attached job description. If the position is less than a full time position please note that in the NOTES section. Do not include proper names in the budget.

This category includes compensation paid to all permanent and part-time employees on the payroll of the applicant agency and assigned directly to the program. This category does not include contractual services, professional fees or personnel hired on a private contract basis. Consulting services, professional fees or personnel hired on a private contracting basis should be included in Other Expenses. Contracts with sub-recipient organizations such as cooperating service delivery institutions or delegate agencies should be included in Contractual Expenses (Subcontracts/Sub-recipients).

Maximum allowable salary: Enter the maximum that the grant (combing grant and match funds) can pay, based on the percentage of time spent on the program. This is determined by formula. Enter information to clarify the position description or the calculation of the positions salary and wages or fringe benefits, (i.e., if the employee is limited term and/or does not receive fringe benefits). Applicant should identify the number of hours a week the agency uses for Full Time Equivalent (FTE) i.e. 37.5 hours or 40 hours is considered full time.

Formula examples:

Annual salary x percentage of time on the program.

Example: \$50,000 (annual salary) x .5 (50% time on the program) = \$25,000 (maximum salary amount that can be charged to the grant).

Less than 12 month on the grant: \$50,000 divided by 12 x 11 (number of months on the project) x .5 (50% of time on the grant) = \$22,917.

Example: Salary rate per Hour X number of Hours on the project: \$25.00 x 2080 hours = \$52,000

Salary rate per Month X number of Months on the project. \$2,083.33 X 12 months = \$24,999.96 (round up to \$25,000).

Salary rate per Week x number of Weeks on the project. \$480.77 x 52 = \$25,000 (round down from \$25,000.04).

Fringe benefits breakout: If personnel are listed in the budget are receiving fringe benefits then a breakout of all fringe applicable, including percentage calculations must be included.

Detailed narrative: The budget narrative should provide enough detail that an average person can understand what is being supported by the grant and why it is necessary for the project

Positions Required: Enter the number of positions required for the program corresponding to the specific position title or description. This entry could be expressed as a decimal (e.g., Full-time equivalent – FTE); by entering the number of hours and salary rate; or number of months times monthly salary; and include percentage of time on the program. If other than a full-time position is budgeted, it is necessary to have a basis in terms of a time study or time and effort reports to support time charged to the program.

Volunteer salary rate – Applicants may use the statewide volunteer rate of \$23.56 per hour x number of hours devoted to the VOCA project as long as this rate is consistent with the salary and fringes with comparable positions in the organization.

Volunteer fringe rate – Enter FICA rate of 7.65% x volunteer salary rate.

Travel

Travel rates. Costs for grant related travel and any travel to training or conferences including registration, mileage, meals and lodging may be budgeted. Travel expenses are allowable costs for employees who are in travel status on official business related to the award. If the grantee has a documented policy related to travel reimbursement for employees and if the grantee follows that documented policy, the Department will reimburse the grantee for travel costs at the grantee's documented reimbursement rate for employees. Grantee's rate may not exceed the federal travel limits. Otherwise, the State of Michigan travel reimbursement rate applies. State of Michigan travel rates may be found at the following website: http://www.michigan.gov/dtmb/0,5552,7-150-9141_13132-.00.html

Travel costs associated for a consultant or a speaker not directly employed by the sub-grantee organization must be listed under the Other Expenses Budget category on the Budget Detail and adhere to the same limits. Mileage reimbursement is only provided with use of personal vehicles. Out of State travel and training must be approved prior to the travel by the VOCA Program Specialist (either requested in the grant application or through separate request). If requesting such costs in the application the conference details and costs associated with a specific request for out of state travel must be included.

Reasonable and justifiable. All travel must be reasonable and justifiable.

Separate and distinct. Each travel-related item must have its own budget line item and detailed narrative on its need and usage.

Justification for estimated cost: Applicant should indicate basis for cost estimates.

Per diem. Reimbursement for meal expenses when traveling is allowable with program-related overnight stay less any conference provided meals. Conference and meals provided must be deducted from the per diem.

Out of State Prior approval required. All out of state travel must be pre-approved by the CVSC VOCA Program Specialist.

Conference travel. Only employees on the grant agreement are allowed to use grant funds to travel to conferences. A justification for conference attendance must be included.

Airfare: Only the most reasonable airfare should be purchased, and all available discounts must be

applied. First class airfare **may not** be charged to the grant.

Supplies

Items that will be consumed during the grant period.

Reasonable and justifiable. All purchase must be reasonable and justifiable.

Separate and distinct. Each item must be listed on a separate budget line item and must be detailed in the narrative and justify the need and usage.

Detailed narrative. The narrative should provide enough detail that an average person can understand what is being purchased and the reason for the purchase. The sub-grantee also must explain how the cost was determined.

Proration. All commodities must be prorated if they cannot be directly attributed to the program and are based on the cost of the whole agency. Formula(s) used must be shown.

Contractual

Consultant rates: Consultant rates may not exceed the maximum of \$650 per day or, if paid by the hour, \$81.25 per hour for a maximum 8-hour workday. Consultants or other providers who are donating the cost of their services as match toward the project are also subject to the \$650 per day or \$81.25 per hour limitation. Rates that exceed the maximum rate must be strongly justified by the applicant at the time of the application and provisional approval given contingent upon consultation with and the approval of OJP rate and approved in writing by CVSC after the award is made and OJP. A signed contractual agreement is required.

Contractual employees: List the salary of the contractual employee and attach a job description describing the duties of this position under the grant program. Explain fringe benefits in the budget narrative. Contractual employees are pursuant to a written agreement. If a competitive process was not used to select the contractor, a Sole Source justification is required.

Review of contracts: CVSC must review and approve all contracts that exceed \$100,000 in federal and match funds. The CVSC may require pre-approval from the sub-grantee for any contract.

Reasonable and justifiable. All expenses must be reasonable and justifiable.

Separate and distinct. Each item must have its own budget line item and detailed narrative on its need and usage.

Equipment

Equipment means tangible personal property (including information systems) having a useful life of more than one year and a per-unit acquisition cost of \$5,000 or more.

Reasonable and justified. All purchases must reasonable and justified.

Cost to be prorated: Prorate equipment cost if the equipment is not solely being used for a grant program.

Tracking and disposal of equipment: The sub-grantee has a duty to maintain an equipment inventory of equipment purchased with grant funds and inform the CVSC when disposing of purchased equipment with a value of more than \$5,000. This duty exceeds the life of the grant.

Competitive Selection Process: When selecting a vendor the selection process must be competitive.

- Prior to purchasing equipment costing less than \$100,000, the sub-grantee must get bids from at least three vendors.
- If the equipment being purchased is more than \$100,000 the sub-grantee must coordinate a Request for Proposal or Invitation to Bid in compliance with federal procurement requirements.
- Narrative should indicate which competitive method will be used to choose a vendor.
- An inventory of equipment purchased under this grant must be tracked and an equipment inventory must be maintained.

Sole Source: In certain instances, a competitive selection process might not be possible. In that case, sub-grantees may choose a vendor without engaging in the competitive bid process. The CVSC must pre-approve all Sole Source purchases of more than \$25,000.

Detailed narrative: The budget narrative should provide enough detail that an average person can understand what is being purchased and the reason for the purchase.

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. Charging space rental requires an additional step to account for space occupied by staff. Pro-rated costs of space rent is limited to space used by the project staff and fair market value of comparable space in the same locality. Fair market value documentation for this charge must be maintained on-site and provided upon request to document current reported expenditures. Determine space occupied by program staff; compute the cost by multiplying for each individual total office square foot times cost per square foot and percentage of time on the grant. Costs allowed include rent, depreciation, utilities, heat, electricity, water, and other costs not included in the rental rate. Refer to DOJ Grants Financial Guide 3.9 Allowable Costs for the Project Site and 2 CFR Part 200.462 and 200.446. Generally, costs of renting facilities are not allowable where one party to the rental agreement is able to control or substantially influence the actions of the other (e.g. organizations under common control through common officers. directors or members).

The cost of space in privately or publicly owned buildings used for the benefit of the project is allowable subject to the conditions stated below:

- The total cost of space does not exceed the rental cost of comparable space and facilities in a privately owned building in the same locality. Documentation of local rates is required.
- The cost of space procured for project usage is not charged to the program for periods of non-occupancy without authorization of the grant making component.
- The rental cost for space in a privately owned building is allowable. Rental costs may not be charged to the grant if the recipient owns the building or has a financial interest in the property. However, the cost of ownership is an allowable expense.

Cost of ownership expenses for a publicly owned building are allowable where “rental rate” systems, or equivalent systems that adequately reflect actual costs, are employed.

- Ownership expenses must be determined on the basis of actual cost (including depreciation based on the useful life of the building, operation and maintenance, and other allowable costs). Where these costs are included in rental charges, they may not be charged elsewhere.
- Rental costs may not be charged for building purchases or construction originally financed by the Federal Government.
- Costs for rental of any property (to include commercial or residential real estate) owned by individuals or entities affiliated with the recipient or sub-recipient for purposes such as the home office workspace, are unallowable. The cost of related utilities is also unallowable.

The cost of utilities, insurance, security, janitorial services, elevator service, upkeep of grounds, normal repairs and maintenance, and the like are allowable to the extent they are not otherwise included in rental or other charges for space.

Costs incurred for rearrangement and alteration of facilities required specifically for the award program, or that materially increase the value or useful life of the facility, are allowable when specifically approved by the awarding agency. See 2 C.F.R. § 200.462.

Depreciation or use allowance on idle or excess facilities is NOT ALLOWABLE, except when specifically authorized by the Federal awarding agency. See 2 C.F.R. § 200.446.

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 \$350 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. Rates may not exceed the approved OJP federal rate. Examples of contractors include single audit contractor, translator, or interpreter for hearing impaired. Travel and other costs of these consultants are to be included in this category.

The maximum rate for consultant/contractual services may not exceed OJP 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 EGrAMS when 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 calculation method used to determine the pro-rated share of Single Audit expense should be included in the notes for this budget line item. The calculation should include total single audit costs, percentage of VOCA funding to total budget and prorated single audit cost.

APPLICATION OVERVIEW

APPLICATION OVERVIEW

The general data collected in this application is described below. The grant application instructions describe in detail each section of the application and provides detailed instructions of the information required.

FACESHEET

Applicant Agency and Organizational Detail

Please include basic information about the applicant agency and its main points of fiscal contact for the application. Prior to a grant agreement being issued from this application, all programs must have a current SAM registration.

FISCAL AGENT INFORMATION

Fiscal Agency Name

Federal Identification Number – Enter the Employer Identification Number (EIN), also known as a Federal Tax Identification Number.

Reference Number – Enter DUNS number.

Fiscal Year – Enter Fiscal Year Start date

Agency Type – Check the type of agency.

Applicant Eligibility – Answer questions to determine applicant eligibility for the VOCA Grant Program.

ORGANIZATION DETAIL

Michigan Solicitation Registration Number – Non-profit solicitation registration number.

CCR Registration – SAM registration confirmed

MESC Registration – Unemployment number

Sales Tax License Number (if applicable)

Facility is 50 years or older. Check yes or no.

Agency Financial Information - Attach completed Financial Capability Questionnaire

Accounting Method – Indicate accounting method.

Agency certification that it is not an Iran linked business.

State of Michigan employee involvement. Enter names and information as applicable.

PROGRAM INFORMATION

Enter information on implementing agency information.

Enter Project Start and End date

Enter Funds Requested and Total Project Cost

SERVICE IMPACT AND VICTIM POPULATION

Enter the purpose of the grant.

Enter victims served by this project.

Enter VOCA Funded Services – Information and Referral, Personal Advocacy/Accompaniment, Emotional Support and Safety Services, Shelter and Housing Services, Criminal Justice System Assistance

Enter Non VOCA Funded Services – Information and Referral, Personal Advocacy/Accompaniment, Emotional Support and Safety Services, Shelter and Housing Services, Criminal Justice System Assistance

Enter Source of Funding – Enter the individuals amounts of other victim service funding that the applicant agency receives and identify the source of funding as federal, state, local or other funding.

- State: any funding coming from a state general fund funded grant
- Local: any funding obtained through the community and/or fundraising
- Federal: any funding independently obtained through direct application and award
- Other: any funding that does not meet any of the aforementioned criteria (please specify)

Enter Prorate Funding – Enter the dollar amount by type of victim of VOCA funds (amount should not include match) allocated to each category of priority and underserved victims of crime.

Enter **Contact Information** for designated grant officials - project director, financial officer, authorized official, and civil rights official for the grant. No two grant officials can be the same person.

Authorized Official – Individual authorized to apply for, accept, amend, decline or cancel the grant for the applicant agency.

Project Director – An employee of the applicant agency who will be directly responsible for operation of the project and primary contact for CVSC during the post-award phase.

Financial Officer – Individual who is responsible for the financial operations of this project.

Civil Rights Official – Individual responsible ensuring compliance with the non-discrimination requirements for the applicant agency.

Enter Assurances and Certification – Enter Certification information about authorization to submit an application and sign an award.

Enter Federal Civil Rights Compliance – Enter information requested and provide requested uploads to document Civil Rights compliance.

NARRATIVE

Enter Abstract - Enter overview of the proposed grant project.

Enter Jurisdiction Information – Enter Counties where services will be delivered under this grant.

Enter the Congressional Districts, State House, and State Senate Districts where this project will operate.

Enter Prosperity Region(s) – Enter Prosperity Region(s) where services will be delivered under this grant.

NARRATIVE SUMMARY

Enter Mission Statement – Enter agency’s mission statement.

Enter Victims Served – Enter total numbers and types of victims served last year.

Enter Agency Capacity – Enter agency capacity to execute and manage this grant.

Enter Funding Information – If applicant is a current VOCA sub-grantee, grant funds may not be used to supplement existing program activities. Funds must be used to create a new and unique project addressing one of the six Purpose Areas listed in this RFP.

Enter Interagency Coordination – Describe relationships with other agencies which promote coordinated victim services.

Enter Community Collaboration – Describe collaborative efforts which promote quality victim services.

OTHER ADMINISTRATIVE ITEMS

Enter Crime Victim Compensation – Enter information documenting staff assistance to victims with Crime Victim Compensation application process.

Enter Maintaining Qualified Staff – Describe agency staff training efforts.

Enter Volunteers – Describe volunteer engagement plan.

Enter Public Awareness – Describe activities to inform the public about this project and available services.

PROBLEMS AND VICTIM NEEDS

Enter Problems – Enter data which supports the need for services.

Enter Victim Needs – Enter victim needs addressed by this project.

Enter Other Local Services – Enter other community efforts to address the problem and needs identified in this grant.

PROJECT RESOURCES

Enter Staff Description – Describe staff needed to implement the project.

Enter Staff and Volunteers – Enter number of staff and volunteer effort.

Enter Work Plan – Enter project timeline, objectives and activities for this project. Examples provided of outcomes and activities approved by CVSC for this program. If approved, agencies will be monitored and assessed based on the project timeline, objectives, and activities agreed upon by the agency and CVSC.

BUDGET

All line items within the budget are subject to review and approval. Decisions related to these budget line items are based on allowance of line item costs per VOCA Rules, justification of costs in relation to project activities, and reasonableness of costs based on current market rates. All projects, except for grants awarded to Native American Tribes, must provide a 20% match through cash and/or in-kind contributions. The sources of the match must be identified in the budget section of the application. The VOCA Rules require the use of volunteers in the project. Matching funds must be used only for the VOCA-funded project during the grant period to support the identified goals, objectives, and activities. **The allowable costs, requirements and limitations that apply to the use of federal funds also apply to the use of matching funds.**

ORGANIZATIONAL CHART

An organizational chart is a diagram which displays the structure of an organization and shows the relationships and relative ranks of staff. Applicants should include names, titles, and percentage of salaries by funding source and illustrative of the entire program. For non-profit organizations the organizational chart must include the Board of Directors. This chart is a Budget attachment.

MISCELLANEOUS ATTACHMENTS

Letters of support – Attach 3 letters of support.

Memorandum of Understanding – Trauma Recovery Center

Disclosure of pending applications as applicable.

Conflict of Interest certification as applicable.

DOCUMENTS ATTACHED TO THE EGrAMS PORTAL.

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 Registration
- Certificate of Exemption for Hiring Practices on the Basis of Religion (religious organizations)
- Single Audit or Financial Statement Audit (most current)
- 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

GRANT APPLICATION EVALUATION

Grant Application Evaluation

Applications will be evaluated by a rating committee. Only applications receiving a minimum of 50 points are eligible to receive funding through the VOCA Grant Program. An application will be evaluated on the basis of the evaluation criteria identified in the RFP.

- A committee of reviewers will review, evaluate and score the applications against the RFP requirements.
- Consideration will be given to funding priorities and geographical distribution.
- The applications are ranked by score.
- MDHHS reserves the right to establish the criteria by which it will evaluate each applicant's response, and by which it will determine the most responsive, capable, and qualified applicants. In addition to cost, other principal factors may be considered in evaluating applications relative to:
 - Reliability
 - Applicant's past performance
 - Applicant's ability to respond to all requirements outlined in the RFP
 - Applicant's ability to maintain a presence in providing services
 - Financial stability
 - Continuity and stability in provision of service
 - Knowledge transfer activities

If MDHHS determines in its sole discretion that contracting with or awarding a grant to an applicant presents an unacceptable financial risk to MDHHS, MDHHS reserves the right to not award an agreement to that applicant.

GRANT APPLICATION RATING

EVALUATION CRITERIA

The total maximum number of points that an application can receive equals 100 points. Only those applications receiving a score of 75 points or more will be considered for award. The maximum number of points for each of the categories is as follows: Each of the above categories contain questions assigned a point value. The Applicant's response to each question is evaluated on the following criteria:

Absent: The response does not address the specific question or a response was not provided.

Unsatisfactory: The response does not completely address the question. The information presented does not provide a good understanding of the Applicant's intent, does not give the detailed information requested by the RFP, and/or does not adequately support the proposal or the intent of the Program.

Satisfactory: The response address the question and provides a good understanding of the Applicant's intent. The response adequately supports the proposal and the intent of the program.

Above Average: The response is above average and provides a clear and detailed understanding of the Applicant's intent. The response presents a persuasive argument that supports the proposal and the intent of the Program.

Excellent: The response is outstanding, with clear, detailed, and relevant information. The response presents a compelling argument that supports the proposal and the intent of the Program.

<i>CATEGORY</i>	<i>TOTAL POINTS POSSIBLE</i>
Narrative	4
Synopsis	4
Mission Statement	4
Victims Served	8
Agency Capacity	8
Interagency Coordination	8
Community Collaboration	5
Crime Victims Compensation	8
Maintaining Qualified Staff	8
Volunteers	4
Public Awareness	4
Problems	4
Victim Needs	4
Other Local Services	4
Staff Description	8
Work Plan	12
Budget	8
Total	100

<p>Synopsis (Maximum 4 points) Is the project as described consistent with the overall goals of the program/funding? How viable is the proposed VOCA project for victims of crime?</p>
<p>Mission Statement (Maximum 4 points) How relevant is the applicant's mission statement regarding provision of service to crime victims?</p>
<p>Victims Served (Maximum 4 points) How well did the applicant describe the number and types of victims served for the most recently ended and identified calendar or fiscal year?</p>
<p>Agency Capacity (Maximum 8 points) Does the agency appear to have sufficient capacity to execute the project?</p>
<p>Interagency Coordination (Maximum 8 points) How substantial is the applicant's coordinated services for victims of crime?</p>
<p>Community Collaboration (Maximum 8 points) How substantial is the applicant's leadership or participation in victim organizations, task forces, and coordinating groups that promote interagency training, coordination, and quality victim services?</p>
<p>Crime Victims Compensation (Maximum 4 points) Did the applicant describe their practices in identifying and assisting injured victims of crime in applying for crime victims' compensation? How well did the applicant describe disseminating crime victim compensation information in public presentations/written materials and services offered at the agency?</p>
<p>Maintaining Qualified Staff (Maximum 8 points) How comprehensive are the applicant's practices for maintaining trained and qualified staff? How well did the applicant describe the types of training or continued education requirements for direct service staff? Did they include how training and continuing education will be funded?</p>
<p>Volunteers (Maximum 8 points) How comprehensive are the applicant's volunteer program practices in maintaining a community volunteer commitment including recruitment, training, supervision and recognition activities?</p>
<p>Public Awareness (Maximum 4 points)</p>
<p>Problems (Maximum 4 points) Did the applicant describe the problems in the community which their project will address? Did they provide statistical data supporting the need for services?</p>
<p>Victim Needs (Maximum 4 points) How well did the applicant state the needs of the victims affected by the problems mentioned in the previous question?</p>
<p>Other Local Services (Maximum 4 points) How substantial is the applicant's community efforts to address the problem(s) and/or needs indicated in the Problems and Victim Needs sections?</p>
<p>Staff (Maximum 8 points) How justifiable are the requested staff in implementing the VOCA project? Did they include 1) a general overview of staff role and responsibility; 2) whether staff are full or part time; 3) whether continued funding is requested or if new VOCA support is requested for each position.</p>

Work Plan (Maximum points 12)

How relevant are each activity listed in the work plan in helping victims of crime?
How substantial are the changes in knowledge, attitudes, skills, behavior, expectations, emotional status, and life circumstances?
Are the objectives consistent with the program goal(s)?
Do the activities clearly describe what actions or steps will be taken to accomplish each objective?
Are the responsible staff listed consistent with the project contacts and/or budgeted staff?
Does at least one activity extend across the full project period?

Budget (Maximum 8 points)

Are the funds allocated in the budget categories consistent with the scope of service delivery?
Do the line items support the application plan, objectives, and activities of the program?
Are the line items requested allowable and reasonably adequate to provide consistent service during the project period?
Are the funds allocated in the budget categories consistent with the scope of service delivery?
Do the line items support the application plan, objectives, and activities of the program?

AWARD NOTIFICATION PROCEDURES

AWARD NOTIFICATION PROCEDURE

The Commission will notify applicants recommended for funding and applicants denied funding via the EGrAMS system. Applications selected for funding will either be approved as submitted or approved with revisions required.

For any applications approved as submitted, the applicant will be notified that the Agreement document is available for signature in the EGrAMS system.

For any applications approved with revisions required, the applicant will be notified that the application is ready for revisions in the EGrAMS system. After successful completion of required revisions and subsequent review, the applicant will be notified that the Agreement document is available for signature in the EGrAMS system.

For any application denied funding the applicant has the right to appeal. The process is outlined below.

The Authorizing Official for the applicant must electronically sign the agreement in GrAMS.

PROTEST OF DENIAL

Award decisions are discretionary and are not subject to protest or appeal.

GRANT AWARD AGREEMENT

Agreement

A copy of the boilerplate agreement language for this program is available on MI E-Grants at URL: <https://egram-mi.com/dch>. All rights and responsibilities noted in the boilerplate agreement language will become the rights and responsibilities of the indicated parties in the event that the application is approved for funding. Applicants should review this agreement in advance of submitting an application. The funding source is the Victims of Crime Act Grant Program **CFDA# 16-575**.

Grant award period

Grants are awarded for the fiscal year period of October 1 through September 30. Awarded agencies may be eligible for continued funding at the amount awarded through a three year period under a competitive solicitation. Continued funding will be contingent upon availability of funds and continuous compliance with grant management requirements. Notice will be provided of the amount of the allocated grant and a timeline for submission of requested information.

If the funds appropriated are reduced or eliminated by Congress for formula grants administered by OVC, CVSC may immediately terminate or reduce the grant award by written notice to the sub-grantee. Termination or reduction will not apply to allowable costs already incurred by the sub-grantee to the extent that funds are available for payment of such costs.

Modification of funds

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

POST AWARD REQUIREMENT

POST AWARD REQUIREMENT

Grant Liaison Assigned

CVSC will assign a grant liaison annually to work directly with you as you administer your grant. You can rely on them to provide assistance with EGrAMS and other grant administrative tasks. Please use the VOCA general email box when communicating about the VOCA grant. The email address is: MDHHS-CVSC-VOCA-GRANTS@michigan.gov.

Grant Management Workshop

If an applicant is awarded a grant, sub-grantees will be required to attend a CVSC grant management workshop.

Prior written approval (prior approval).

If an applicant is awarded a grant, sub-grantees will be required to seek prior written approval from CVSC for the following:

- To modify an established budget category by \$10,000 or 15%, whichever is greater;
- To add, new budget categories, subcontracts, equipment items or positions to the budget detail;
- Moving Money between Categories
- To modify the project scope, project work plan, and activities;
- Consultant Rates
- To issue procurement contracts not authorized in the budget detail.
- Out of state training and training related travel.
- Training and training related travel for direct service staff not grant funded.
- Training and training related travel for multi-disciplinary response team staff no grant funded.

Compliance Monitoring

CVSC staff monitoring activities may will also be conducted throughout the grant year; i.e. audit and programmatic on-site visits and financial and programmatic desk reviews. Visits and reviews will be scheduled with the sub-grantee in advance. Site visits and desk reviews will be conducted to monitor the program for implementation and to view program documentation.

Additional Training, Technical Assistance, and Events

CVSC may offer a number of non-mandatory, post-award training and technical assistance opportunities and special events. Sub-grantees will be informed of events via e-mail. CVSC staff also will give *ongoing, individual technical assistance, and other support activities* to sub-grantees as needed throughout the year.

Other Requirements

Reporting Requirements

Financial and Programmatic Reporting.

CVSC requires that sub-grantees comply with and fully participate in the financial, programmatic, and evaluation reporting for this grant program as well as the main components of evaluation and program reporting. *CVSC staff provides training and technical assistance to assist sub-grantees in accurate data collection and reporting.* Assistance may be requested by contacting the CVSC staff assigned once approved and awarded. All financial and programmatic reports must be submitted electronically in <http://egram-mi.com/dch> Performance Measurement data on victims served and services provided must be submitted electronically to OVC on a quarterly basis via the Performance Measurement Tool (PMT) platform, found at <https://www.OVCPMT.gov>.

Financial.

Failure to submit any required reports by the deadline specified will delay any and all sub-grant financial status reports (FSR) available in the system. The system will only allow one FSR to be available at a time. Repeated or continued delays may impact future funding for noncompliant agencies.

Monthly Financial Status Reports (FSR). Upon accepting the award, each agency is required to submit Monthly FSRs to CVSC. Monthly FSRs are due on the 30th day of the month immediately following the month in which expenses were incurred; i.e., an FSR is due by November 30 for expenses incurred in October.

Month	Due Date
October	November 30
November	December 30
December	January 30
January	March 2
February	March 30
March	April 30
April	May 30
May	June 30
June	July 30
July	August 30
August	September 30
September	October 30

Final Expenditure and Program Report due November 15.

Programmatic.

Quarterly Progress Reports:

All VOCA grant sub-grantees will be required to submit narrative reports on their programmatic activities supported by VOCA funding on a quarterly basis. VOCA victim service programs must also complete the OVCPMT which details the number of victims (new and existing) served by type of victimization and number of services delivered by type of service. VOCA victim service sub-sub-grantees must collect data according to the categories of the OVCPMT. Victimization and service definitions are provided in Attachment 1. All statistical reports are due 30 days following the end of the quarter.

VOCA QUARTERLY PROGRAM REPORTS	
REPORTING PERIOD	DUE DATES
October 1 – December 31	January 30
January 1 – March 31	April 30
April 1 – June 30	July 30
July 1 – September 30	October 30

OVC Performance Management Tools.

Data submitted through the OVC PMT must accurately reflect the use of VOCA funds. Sub-grantees are expected to establish data collection and reporting systems to provide CVSC with accurate, prorated data by each quarterly deadline. Outcome performance measure (OPM) data is reported regardless of funding source and therefore does not require proration. Data must submit performance report data to OVC on a quarterly basis via the Performance Measurement Tool (PMT) platform, found at <https://www.OVCPMT.gov>.

OVC QUARTERLY PROGRAM REPORTS	
October 1 – December 31	January 30
January 1 – March 31	April 30
April 1 – June 30	July 30
July 1 – September 30	October 30

GLOSSARY OF TERMS

GLOSSARY OF TERMS

The Model Standard include a Glossary of Terms used in the Standards. The terms listed in this Glossary will be used in the administration of VOCA Grants in Michigan.

Advocacy, advocate—Active support for a cause, person, or policy; to advocate is to speak or act on another’s behalf, to intercede; an advocate is one who engages in advocacy. Advocacy may be individual (for a person served) or social (directed at changing social systems, institutions, and broader functioning of society). The latter type of advocacy may also be called *institutional advocacy* or *systems advocacy*.

Assessment—A process to evaluate or measure; the process of using interviews and case information to establish the victim’s needs. In victim services, “assessment” does not refer to clinical assessment (e.g., diagnosing clinical disorders) unless the victim assistance provider is a licensed mental health provider.

Auxiliary aids and services—These are aids and services that should be made available, where necessary, to individuals with disabilities to provide them an equal opportunity to participate in services and programs. These include: (1) Qualified interpreters onsite or through video remote interpreting (VRI) services; note-takers; real-time computer-aided transcription services; written materials; exchange of written notes; telephone handset amplifiers; assistive listening devices; assistive listening systems; telephones compatible with hearing aids; closed caption decoders; open and closed captioning, including real-time captioning; voice, text, and video-based telecommunications products and systems, including text telephones (TTYs), videophones, and captioned telephones, or equally effective telecommunications devices; videotext displays; accessible electronic and information technology; or other effective methods of making aurally delivered information available to individuals who are deaf or hard of hearing; (2) Qualified readers; taped texts; audio recordings; materials and display(s) in Braille; screen reader software; magnification software; optical readers; secondary auditory programs (SAP); large print materials; accessible electronic and information technology; or other effective methods of making visually delivered materials available to individuals who are blind or have low vision; (3) Acquisition or modification of equipment or devices; and (4) Other similar services and actions. (Source: Nondiscrimination on the Basis of Disability in State and Local Government Services, 28 CFR Section 35.104 (2010)) (also see assistive technology).

Background checks—Process of looking up the criminal and financial history of a potential staff member or volunteer as part of the hiring or volunteer screening process. Types of background checks include: Criminal History checks via local, state, or national databases; Sex Offender Registry checks by searching online state lists of sex offender registries or contacting state or local law enforcement; Child Protective Services/Adult Protective Services records checks by submitting candidates' names to these state entities to determine allegations of abuse; and Credit History checks to determine candidates' credit backgrounds.

Burnout—A type of psychological stress that can present with both physical and psychological symptoms such as exhaustion, depression, frustration, and anxiety; a run-down feeling experienced by victim assistance providers due to their ongoing efforts to meet work-related demands.

Case management—Process of prioritizing, managing, supporting, and providing the services set forth in a victim/survivor service plan; this often includes assisting crime victims in coordinating tasks and following up with many different systems (e.g., criminal justice, civil legal systems, social services) to meet victim/survivor goals.

Client—An individual who presents for and accepts victim services, either through his or her own initiation of service (e.g., visiting or calling the program) or through the victim assistance provider's initiation of service (e.g., contacting the individual by phone, letter, or in person). A person served may be a client whether or not service is provided for a fee.

Clinician—A person qualified in the clinical practice of medicine, psychiatry, social work, marriage and family therapy, or psychology.

Collaboration—Partnership between agencies and individuals committed to working together and contributing resources to obtain a common goal.

Compassion fatigue—Traumatic stress experienced from investing in and committing to one's work with victims/survivors or other traumatized individuals. Compassion fatigue is especially common when victim service providers do not practice self-care and wellness activities.

Competence, competency—Knowledge, skills, and attitudes required to perform tasks and responsibilities necessary to victim services. Competency herein is an educational term, not a legal term; demonstrating educational achievement of a competency thereby does not guarantee legal competency to provide services.

Confidentiality—The act of protecting (i.e., not disclosing, revealing, or sharing without consent) private information relating to a person served, established through federal and state statutes and regulations, ethical principles, and program policies. Confidentiality is rarely absolute, and limitations should be fully disclosed to persons served.

Continuing education—Professional training obtained from an institute of higher education or other provider approved by a professional board; completion is typically marked by a certificate specifying number of "continuing education units."

Counseling—Process involving a supportive relationship between a victim/survivor who is asking for help and a clinician trained to provide that help (see *Clinician*). Victim assistance providers are counselors only if they are degreed, licensed, or certified clinicians.

Crime Victim Compensation—Government programs in every state, the District of Columbia, the U.S. Virgin Islands, and Puerto Rico that make funds available to help crime victims recover from financial losses resulting from their victimization. These programs reimburse victims for crime-related out-of-pocket expenses, including medical and dental care, counseling, funeral and burial expenses, and lost wages and income. Information about the Michigan Crime Victim Services Commission at URL: www.michigan.gov/crimevictims.

Crisis intervention—Methods of communication and action designed to protect, stabilize, and mobilize individuals who are experiencing an event or a situation that they perceive is intolerable and which exceeds the person’s current coping mechanisms

Cross-disciplinary—Spanning across several disciplines or specializations (e.g., joint law enforcement/victim assistance response to reports of domestic violence).

Cross-training—Brief training in the core concepts of a discipline or specialization other than one’s primary specialization (e.g., a rape-crisis provider trained in concepts from prosecution or advocacy). Cross-training is intended to broaden one’s base in victim service knowledge and help one adapt to multi-disciplinary response teams.

Cultural competence—The ability of an individual or organization to interact effectively with people of different cultures. This includes drawing on knowledge of culturally based values, traditions, customs, language, and behavior to plan, implement, and evaluate service activities. Some organizations use the terms “cultural accountability” or “cultural responsiveness.”

Diversity—Recognition of the vast array of different groups, including those of different races, ethnicities, genders, and cultures, that may have varying behaviors, attitudes, values, beliefs, rituals, traditions, languages, or histories.

Documentation—Written evidence of events; to record information about victims of crime and provision of services.

Empathize—To imagine oneself in the subjective state of another; to attempt to feel what another person feels.

Empower, empowerment—To give authority or power; to help people by sharing information or resources so that they may help themselves.

Ethnicity—Classification based on culture and country or region of origin, regardless of race.

Evaluation—The systematic assessment of the processes and outcomes of a program with the intent of furthering its development and improvement; a collaborative process in which evaluators work closely with program staff to craft and implement an evaluation design that is responsive to the needs of the program. Evaluation of program staff performance should also occur regularly, with clear expectations and objective feedback on performance provided to staff.

Evidence-based programs and practices—A program, practice, or intervention whose effectiveness has been demonstrated by causal evidence (generally obtained through one or more impact evaluations). Causal evidence documents a relationship between an activity or intervention (including technology) and its intended outcome, including measuring the direction and size of a

change, and the extent to which a change may be attributed to the activity or intervention. Causal evidence depends on the use of scientific methods to rule out, to the extent possible, alternative explanations for the documented change. For more information about evidence-based programs and practices and ratings of many justice system interventions, visit www.crimesolutions.gov or www.nrepp.samhsa.gov.

Guardian ad litem—An individual appointed by a court to protect the interests of a minor or incompetent adult in a particular matter, most commonly in juvenile, family court, probate, and domestic relations matters.

Gender identity—A person’s concept of themselves as being male and masculine or female and feminine; refers to social and psychological components of masculinity and femininity, regardless of biological sex. A person may vary in degree of identifying and expressing masculinity, femininity, both, or neither.

Harassment—A course of conduct that annoys, threatens, intimidates, alarms, or puts a person in fear for their own safety.

Identifiable information—Data included in written records that directly or indirectly make a specific individual recognizable or known; includes names, Social Security numbers, addresses, birth dates, etc.; also known as “PII” (personally identifiable information).

Indirect victim or secondary victim—A person who is impacted by a crime but who is not the direct victim of the crime; this is often a friend, family member, or significant other of a direct victim, or a member of the victim’s workplace or community.

Informed consent—Voluntary agreement to participate in an activity and/or allow an activity or procedure to be performed based on the availability of all pertinent information and the ability to understand the consequences of the agreement decision.

In-service training—Training concurrent with service provision; may include periodic retraining or refresher training, specialized training, career development, promotional training, or advanced training for program employees.

Language Access Plan—An organizational document that contains a comprehensive set of policies and procedures that ensure that limited English proficient individuals will have meaningful access to that agency’s programs, services, and products.

Limited English proficiency (LEP)—Individuals who do not speak English as their primary language and who have a limited ability to read, speak, write, or understand English. Individuals with LEP may be competent in certain types of communication (e.g., speaking, understanding), but have LEP in other areas (e.g., reading, writing). Similarly, LEP designations are context-specific; an individual may possess sufficient English language skills to function in one setting, but these skills may be insufficient in other settings.

Logic model—An illustration of how a program will work, using words and diagrams to describe the sequence of activities thought to bring about change and how these activities are linked to the results the program is expected to achieve. The logic model serves as a foundation for program planning, performance measurement, and evaluation.

Mandated reporting—State and federal laws requiring individuals to report certain injuries or cases of abuse or neglect to an appropriate agency, such as child protective services, adult protective services, a law enforcement agency, or a dedicated toll-free hotline. Individuals who are mandated to report vary by jurisdiction, as do the particular kinds of injuries or neglect that must be reported and about whom reports must be made. The most common mandatory reporting laws address child abuse, sexual assault, domestic violence, elder abuse, gunshot wounds, and abuse of vulnerable adults (e.g., persons 18 years of age or older who are unable to report abuse and protect themselves from further harm).

Mediation—Intervention between conflicting parties to promote reconciliation, settlement, or compromise.

Mentor, mentoring—Advisor or senior colleague who supports the education of another through instruction, demonstration, and support; advising or training someone, particularly a younger or less experienced colleague.

Multidisciplinary—A planned and coordinated program of care involving two or more specializations (e.g., law enforcement and a nonprofit service organization) for the purpose of improving services as a result of their joint contributions.

Needs assessment—A systematic effort to gather information from various sources that will help identify the needs of victims in the community and the resources that are available to them.

Outreach—Efforts toward identifying a population with unmet needs and providing information or resources to persons who might otherwise not receive service.

Policy—A written guideline that is a broad statement of program principles; a framework for developing procedures, rules, and regulations.

Polyvictimization—The experience of multiple victimizations of different kinds, such as sexual abuse, physical abuse, bullying, witnessing family violence, and exposure to community violence. Also known as complex trauma, polyvictimization has been linked to a wide range of physical, psychological, and emotional problems. For more information, visit the [**National Child Traumatic Stress Network**](#).

Pre-service training—Training required of an individual prior to that individual being permitted to deliver services.

Prevention—Theory for and practice of reducing victimization and its harmful effects through interventions based on a set of risk and protective factors. Primary prevention objectives are to protect individuals prior to victimization (i.e., stop the violence before it occurs.)

Privacy—Freedom from unauthorized intrusion; a victim's right to control who has access to his or her own story and personal information.

Privacy audit—An internal or external review of an organization's privacy procedures, policies, and controls; the review team will identify privacy risks and will develop an action plan to mitigate such risks in an effective manner.

Privilege—Protected communications between certain professionals and victims as defined by statutes. Even if it is relevant to a case, a privileged communication cannot be used as evidence in court. The established privileged communications are those between wife and husband, clergy and communicant, psychotherapist and patient, physician and patient, and attorney and client. In some states, communications with domestic violence and sexual assault counselors are included.

Program—Agency or division within an agency that performs a distinct and specified function. In victim services, many nonprofit victim service programs are independent agencies, while government-based victim service programs often exist within larger agencies (e.g., law enforcement, corrections).

Professional development—Wide range of activities designed to improve a variety of abilities, skills, and capabilities that may apply across victim service programs, including continuing education, formal and informal training, and leadership coaching.

Protocol—A written document that provides standard procedures and role delineation for a particular process. Protocols are reviewed and updated periodically to reflect changes in policies and practices.

Referral—An act, action, or instance of referring a victim to another program in the community for the purpose of matching a victim's unmet needs with organizations that can provide services to meet those needs (e.g., giving a patient a *referral* to a specialist).

Resilience—An adaptation that results in positive outcomes in spite of serious threats or adverse circumstances. Resilience is not unusual or special; it is the normal process of human development and adaptation that occurs in both children and adults.

Restitution—The amount of money that a judge orders an offender to pay to the victim as part of the offender's sentence.

Restorative justice—An approach to achieving justice through voluntary and cooperative processes that include those who have a stake in a specific offense. These approaches create opportunities for empowerment of crime victims to identify their own needs and requirements for justice, and those who have harmed have an opportunity to take action to repair the harm caused by criminal behavior.

Re-traumatization—Intense physical and psychological reactions that occur when a victim's emotional wounds are re-opened or when they anxiously anticipate the re-opening of these wounds. This distress may occur when persons are exposed to additional traumatic events or when they find themselves in situations that trigger painful memories of past traumatic events. Re-traumatization may also occur when victims re-tell their stories. Victim-centered and trauma-informed approaches are implemented in an attempt to avoid re-traumatizing victims while delivering services.

Safety plan—A personalized, practical plan that can help individuals anticipate dangerous situations and develop ways to keep themselves safe when they are in danger.

SANE-SART—A Sexual Assault Nurse Examiner (SANE) is a nurse who has been specially trained to ensure that examinations of, and evidence collected from, sexual assault victims are forensically sound and sensitive to victims' needs. A Sexual Assault Response Team (SART) is a multidisciplinary team (comprising, e.g., law enforcement, prosecutors, victim advocates, DNA analysts, and SANEs) that **collaborates** to provide coordinated, interagency responses that prioritize

victims' needs, hold offenders accountable, and promote public safety. For more information, review OVC's [SART Toolkit](#) and the [International Association of Forensic Nurses website](#).

Secondary Traumatic Stress—The physical and emotional stress of working with traumatized individuals; a psychological phenomenon in which the caregiver experiences many of the common feelings and symptoms associated with victimization.

Self-care—The intentional practice of stress reduction and resilience-strengthening techniques by staff who work in highly stressful situations or who are at risk for experiencing vicarious trauma.

Self-determination—The act of making up one's own mind about what to think or do without outside influence or compulsion.

Sexual orientation—Describes the focus of a person's romantic or sexual attractions, behaviors, and identity. Individuals may vary in their attractions to and sexual experiences with other people, as well as in the degree to which they identify as heterosexual, lesbian, gay, bisexual, queer, asexual, or something else. Sexual orientation may change over time.

Significant others—Romantic or sexual partners, family members, or others on whom an individual depends for meeting part of his or her mental, physical, financial, social, emotional, and spiritual needs.

Specialized, specialization—A defined area of expertise in working with victims/survivors of crime. Specialization can vary by program affiliation (e.g., prosecution-based, domestic violence program), crime type (e.g., homicide, sexual assault), or victim/survivor characteristics (e.g., older victims, ethnic minority victims).

Spiritual—Relating to spiritual belief systems; those that acknowledge and appreciate the influence in one's life of a higher power or state of being.

Staff—A person who performs administrative or direct service tasks for a victim service program; includes both paid and volunteer workers.

Supervision—Oversight, often including direct management, of staff.

Survivor—A person who has survived an ordeal or trauma; includes both direct and indirect victims of crime. The term *survivor* emphasizes the strength and courage needed to survive a traumatic event.

Survivor-informed—A program, policy, intervention, or product that is designed, implemented, and evaluated with intentional leadership and input from victims/survivors to ensure that the program or product accurately represents the needs, interests, and perceptions of the target victim population.

Training—Courses or instruction, whether in-person or online, designed to teach or strengthen knowledge or skills valuable to the victim services field (See also). "In-service training" and "Pre-service training"

Transgender—A person who identifies with or expresses a gender identity that differs from the biological sex they were assigned at birth.

Trauma—Serious injury to the body, as from physical violence or an accident; also, emotional or mental distress caused by an event, series of events, or set of circumstances that is experienced by an individual as physically and emotionally harmful or threatening. The event may cause the individual to feel emotionally, cognitively, and physically overwhelmed and unable to cope. The adverse effects of a traumatic event may occur immediately or over time. Communities may collectively react to trauma in ways that are very similar to the ways in which individuals respond, and may experience the adverse effects of an event for generations. Many people who experience trauma readily overcome it, particularly with support; however, others may experience significant disruption in their lives and/or a long-term impact on their physical, social, emotional, and spiritual well-being.

Trauma-informed—Approaches delivered with an understanding of the vulnerabilities and experiences of trauma survivors, including the prevalence and physical, social, and emotional impact of trauma. A trauma-informed approach recognizes signs of trauma in staff, clients, and others and responds by integrating knowledge about trauma into policies, procedures, practices, and settings. Trauma-informed approaches place priority on restoring the survivor’s feelings of safety, choice, and control. Programs, services, agencies, and communities can be trauma-informed.

TTY—Teletypewriter or telecommunications device for individuals who are Deaf or hard of hearing.

Vicarious trauma—Negative psychological, behavioral, and physical consequences suffered by a service provider through exposure to another person’s pain and suffering; the net effect on the service provider of working with victims/survivors of traumatic life events. Vicarious trauma has also been called compassion fatigue, empathic strain, and secondary trauma.

Victim—A person who experiences mental, physical, financial, social, emotional, or spiritual harm as the direct result of a specified crime committed on his or her person or property; family members, significant others, community members, and others impacted indirectly by the crime are regarded as “secondary” victims. The term *survivor* is also used to describe a direct victim who has survived a violent crime or a significant other who has survived a deceased crime victim. Victim assistance providers should consult state, tribal, and federal laws for statutory definitions.

Victim-centered approach—Placing the crime victim’s priorities, needs, and interests at the center of the work with the victim; providing nonjudgmental assistance, with an emphasis on client self-determination, where appropriate, and assisting victims in making informed choices; ensuring that restoring victims’ feelings of safety and security are a priority and safeguarding against policies and practices that may inadvertently re-traumatize victims; ensuring that victims’ rights, voices, and perspectives are incorporated when developing and implementing system- and community-based efforts that impact crime victims.

Volunteer—Unpaid staff, which may include practitioners, administrators, policymakers, researchers, survivors, and students, who dedicate their time and efforts toward victim service organizations. Volunteers providing allowable direct services to crime victims may be used as match for the VOCA grant.

Vulnerable adult—A person who may be unable to adequately protect him or herself from mistreatment and may be afforded specific protections under local, state, or federal law, including older adults and persons with disabilities.