

Victims of Crime Act (VOCA) Policies & Procedures Manual

Effective February 1, 2016



**Michigan Crime Victim Services Commission (CVSC)
Michigan Department of Health and Human Services**

The mission of the CVSC 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.

Introduction

The Michigan Crime Victim Services Commission (CVSC), an agency of the Michigan Department of Health and Human Services, administers pass-through funds from the U.S. Department of Justice Office for Victims of Crime under the **Victims of Crime Act (VOCA)** Crime Victim Assistance grant program. The Commission, created in **1976**, is charged with overseeing a wide range of funding and services for victims of crime. The Commission is empowered to investigate and determine claims for crime victim compensation, to monitor, evaluate and coordinate state and local victim assistance programs, to determine and administer revenues and assessments required in support of services under the Crime Victim Rights Act, and to administer federal grant funding under the Victims of Crime Act of 1984 (VOCA). Its mission 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.

Authority and Scope

This VOCA Policies and Procedures manual was recently developed in February 2016, and this edition supersedes all prior editions of the Michigan VOCA Guidelines. The policies and procedures set forth the requirements of the VOCA Victim Assistance Grant Program in compliance with laws, rules and regulations of the federal and state government; it does not override any other applicable requirements of the state or federal government. CVSC and the sub-recipients under the Victim of Crime Act are required to comply with applicable laws, rules and regulations whether or not they are explicitly stated in these policies and procedures. Where necessary, CVSC may place special conditions upon a sub-recipient which are not specified in the policies and procedures. **CVSC reserves the right, at any time, to terminate grants with subrecipients that are not in compliance with the requirements set forth in the VOCA Policies and Procedures Manual.**

The governing rules for the Michigan VOCA Victim Assistance Grant Program are found in: *Victims of Crime Act of 1984* (P.L. 98-473), as amended by the *Children's Justice and Assistance Act of 1986* (P.L. 99-401), the *Anti-Drug Abuse Act of 1988*, Title VII, Subtitle D (P.L. 100-690), the *Federal Courts Administration Act of 1993* (P.L. 102-572), and the *Violent Crime Control and Law Enforcement Act of 1994* (P.L. 103-322), codified in United States Code (USC) 10601, et seq.; *Antiterrorism and Effective Death Penalty Act of 1996* (P.L. 104-132); *Omnibus Appropriations Act of 1997* (P.L. 104-208), U.S. Department of Justice, *Final Program Guidelines for the Victims of Crime Act, Victims Assistance Grant Programs*, Federal Register, April 22, 1997; U.S. D.O.J, Office of Justice Programs, DOJ Grants *Financial Guide*; Michigan Laws and any applicable state regulations; and the terms and conditions of the grant.

Certifications and Terms and Conditions

The application and grant agreement spell out certifications and terms and conditions that must be fully understood and executed in order to enter into a contract with the state and receive federal funds. Upon entering into the grant, the sub-recipient awarded funds is agreeing to provide services as outlined in the program narrative and the goals and objectives outlined on the program timetables, utilizing the staff approved within the funding request (once approved becomes the program budget) to provide direct services to crime victims. Any program or budget changes must be put forth in writing to CVSC to be in compliance with the sub-recipient's grant. Awards will not be made without the electronically signed certifications that are included in the application for funding.

Termination and Default

CVSC reserves the right to terminate a grant due to non-compliance. Termination and default procedures are expressly stated in the grant.

Waivers

CVSC may waive any provision within its authority contained in the policies and procedures. Waivers cannot be given for provisions that are beyond the scope of CVSC's authority. Any subrecipient that desires a waiver of any of the provisions of these Policies and Procedures must initiate the process in writing. A written request for a waiver does not excuse a sub-recipient from following the provisions of these Policies and Procedures. CVSC may choose to grant a request, grant a request in part, or not grant a request for a waiver.

VOCA ALLOWABLE SERVICES

Regardless of the type of service provided, VOCA sub-recipients must provide free services to victims of federal and state crimes. Requests for funding to pay salary and fringe costs for direct services will be given priority over requests for funding which include administrative expenses.

VOCA funds and matching contributions must be used to provide allowable services to crime victims. The funding request must reflect the program narrative and grant documents i.e. scope of services, work plan, etc. Staff titles should be consistent across all documents. All proposed costs must appear on the approved funding request prior to reimbursement. The following is a non-exhaustive list of services, activities and costs that are considered eligible for support with VOCA victim assistance grant funds.

Allowable Direct Costs and /Administrative Costs Allowable

Costs - Direct:

The following are descriptions of allowable program costs. For detailed examples, please see Appendix 1.

- **Services that respond to the immediate emotional and physical needs of crime victims**
VOCA funds may support services that respond to the immediate emotional and physical needs (excluding medical care) of crime victims, which offer an immediate measure of safety to crime victims.
- **Services that assist victims in navigating the dynamics of victimization**
VOCA funds may support services and activities that assist victims of crime in understanding the dynamics of victimization and in stabilizing their lives after a victimization.
- **Services that help the victim navigate the criminal justice system**
VOCA funds may support services that are directed to the needs of the victim within the criminal justice system as they access their rights, but not primarily to the needs of criminal prosecution.
- **Services which assist crime victims in managing problems**
VOCA funds may support services, which assist crime victims in managing problems created by the victimization. It is not sufficient for a sub-recipient to only provide information and referral services.
- **Costs directly related to providing direct intervention services**
VOCA funds may support costs that are directly related to providing direct services.
- **Costs that are necessary and essential to providing direct services**
VOCA funds may support costs that are necessary and essential to providing direct services.

- **Professional fees, under special circumstances**

Professional fees are allowable only under special circumstances. The payment of attorney fees is justified only in emergency situations.

- **Legal assistance for victims**

Emergency legal assistance, including but not limited to, filing personal protection orders and obtaining emergency custody/visitation rights when such actions are directly connected to family violence cases and the purpose is to ensure the health and safety of the victim. Legal clinics may be supported as long as the clinic has a victim focus and services offered relate to the victimization (and do not include civil restitution efforts or divorces).

Allowable Costs - Administrative:

Expenses under this section are not direct crime victim services, but, in some circumstances, they may be tied to providing quality direct services.

Training

Skills training for staff:

VOCA funds designated for training are to be used exclusively for developing the skills of direct service providers (paid and volunteer) so that they are better able to offer quality services to crime victims. CVSC strongly encourages sub-recipients to utilize this allowable costs and expects that VOCA funded staff are properly trained. While VOCA funds can be used for training direct service providers within the organization who are not supported with VOCA funds, priority should be given to the individuals supported with VOCA funds.

It is expected that at a minimum, VOCA funded staff will be in attendance for one CVSC regional meeting/forum per year. Reimbursement for related travel costs are detailed below.

Training materials:

VOCA funds can be used to purchase training materials.

Training related travel:

VOCA funds can support costs associated with attendance at training activities held on a statewide basis or within a similar geographic area. When needed training is unavailable within the immediate geographical area, sub-recipients can use VOCA funds to support training outside the geographical area. Out of state travel must be approved by CVSC prior to attendance.

- **Equipment and advanced technologies**

VOCA funds can support a pro-rated share of equipment that is not used exclusively for victim-related activities.

- **Contracts for professional services**

The use of a small portion of the VOCA grant to contract for specialized services is allowable. A copy of any contracts that are utilized to retain the services of consultants identified in the funding request proposal must be provided to CVSC. If the consultant is not hired at the time of award, a contract, or documentation of hire and fees, must be provided to CVSC before services are rendered.

- **Operating costs:**

Operating costs are allowable to the extent that the cost is reasonable and necessary to provide VOCA direct services for this project.

- **Supervision of direct service providers**

Supervision of direct service providers (paid and volunteer) is an allowable expense only to the extent that such supervision is necessary and essential to providing direct services to crime victims. Supervision is considered an administrative cost. Total administrative costs must be reasonable.

- **Outreach**

VOCA funds may be used to support activities that are designed to create awareness of the services that are available to crime victims. Programs must use the funding obligation statement when publicizing programs funded or partially funded by VOCA: *“This project was (partially) supported by the Michigan Crime Victim Services Commission through a Victims of Crime Act of 1984 (VOCA) grant from the Office for Victims of Crime, Office of Justice Programs, U.S. Department of Justice.”*

- **Multi-disciplinary Team/Roundtable Activity**

VOCA-funded staff can participate in, and represent the needs of crime victims in multidisciplinary team and/or roundtable activities, which facilitate coordinated, comprehensive services to crime victims. This activity should make up no more than 5% of grant staff time.

- **Professional dues and memberships in an organization's name**

Unallowable Costs

The following list of services, activities and costs **cannot** be supported with VOCA grant funds, or matching contributions (either cash or in-kind):

- **Lobbying**

Lobbying, political activity of any kind, and administrative advocacy for victim legislation or administrative reform, whether conducted directly or indirectly, is unallowable.

- **Perpetrator rehabilitation and counseling**

Sub-recipients shall not knowingly use VOCA funds to provide perpetrator rehabilitation and/or counseling nor can VOCA funds be used to offer services to incarcerated individuals, even when the service pertains to the victimization of that individual.

- **Sub-recipient studies and research efforts**

VOCA funds may not be used to pay for efforts conducted by individuals, organizations, task forces, or special commissions to study and/or research particular crime victim issues. However, VOCA funded staff may, and are encouraged to, distribute client satisfaction surveys to program participants in efforts to track, improve or enhance funded services.

- **Activities that seek to improve the criminal justice system**

VOCA funds cannot be used to pay for activities that are directed at investigating or prosecuting an offender and/or improving the criminal justice system's effectiveness and efficiency, such as expert testimony at a trial. 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.

- **Activities exclusively related to crime prevention**

- **Fundraising activities**

Employees cannot engage in fundraising activities or participate in fundraisers on VOCA time.

- **Other organizational costs**
Organizational costs such as liability insurance on buildings and vehicles, capital improvements and/or repairs; security guards and body guards; property losses and expenses; real estate purchases; mortgage payments; construction costs; interest; and debts, fines, and penalties.
- **Out-of-pocket crime victim expenses**
Out-of-pocket crime victim expenses incurred as a result of a crime or to supplement crime victim compensation awards to victims of crime for such costs as replacement of stolen property, insurance deductibles, funeral expenses, lost wages, medical bills, etc.
- **Most medical costs**
VOCA funds cannot support medical costs resulting from victimization. VOCA funds cannot pay for nursing home care, home health-care costs, in-patient treatment costs, hospital care, other types of emergency and non-emergency medical and/or dental treatment, and non-emergency prescriptions. Payments for physician fees are prohibited.
- **Relocation expenses**
Permanent relocation expenses, such as related travel expenses, security deposits on housing, ongoing rent, mortgage payments; **victim/witness expenses** such as travel to testify in court, subsequent lodging and meal expenses, victim protection costs, and other costs which are considered part of the criminal justice agency's budget.
- **Non-direct service staff expenses**
Salaries, fees and reimbursable expenses associated with administrators, board members, executive directors, consultants, coordinators and other individuals whose functions are removed from direct services.
- **Professional dues and memberships in an individual's name**
- **Establishment of protocols, interagency agreements, coordination teams, etc.**
While the existence of protocols and agreements is considered a requirement for an organization to receive VOCA funding, CVSC does not allow VOCA funds to be used to create these activities.
- **The costs of sending individual crime victims to conferences**
- **Equipment purchases for another organization or individual to perform victim-related services.**
- **Establishment of training manuals and/or extensive training materials**

- **Payment of temporary personnel in vacant positions**
Programs are prohibited from paying temporary personnel in vacant positions unless prior approval has been given by CVSC staff.
- **Food and/or beverages for any meeting, conference, training, or other event**
- **Training expenses and travel-related expenses of management and administrative training for executive directors, board members, and other individuals who do not provide direct services**
- **Legal representation of victims in non-emergency proceedings including but not limited to: divorce proceedings, child custody disputes, visitation rights, etc.**

Program and Reporting Requirements

The CVSC reserves the right to revise scheduled dates for VOCA reviews, financial status reports, and statistics.

Programmatic Compliance

VOCA sub-recipients must comply with the following program requirements:

Maintain statutorily required civil rights statistics on victims served by race or national origin, sex, age, and disability, within the grant period; and permit reasonable access to accounting records, documents, papers, and other records to determine whether there has been compliance with applicable civil rights laws.

Subgrant Award Report which may require updating at the end of the grant period.

Satisfactory and timely completion of quarterly statistical and narrative reports. Statistics are to be reported on services provided only by VOCA paid staff and any staff (paid or unpaid staff or volunteers) used as match. Services provided by other staff should not be included. VOCA Grant Statistics (Performance Measures) are to be reported directly to the Office for Victims of Crime at the Department of Justice. Grantees also must report programmatic narratives to CVSC. A new report may be issued each fiscal year, and only the most current document will be accepted.

Sub-recipients are responsible for submitting a current, completed statistical report for the project period after the close of each quarter. Quarterly Program Reports and statistical report are due to the CVSC and to OVC as follows:

Reporting Period	Due Date
October 1 through December 31	January 31
January 1 through March 31	April 30
April 1 through June 30	July 31
July 1 through September 30	October 31

Sub-recipients must follow reporting timeframes established by CVSC if different from that listed above. Sub-recipients should seek guidance from CVSC staff if they do not understand the forms or the instructions, or are unsure as to how a case should be reported.

Utilize unpaid/volunteer victim service staff. Sub-recipients are required to utilize volunteers within the contracted agency. The purpose of this is to promote and secure community involvement and recognition of victim services, to strengthen services by building capacity; and to provide professional growth and training opportunities to volunteers and interns with an interest in contributing to the work, and developing knowledge and skills in counseling, advocacy, and/or program administration. Efforts for recruitment should be tracked and documented. This documentation may include advertisements or contacts made to local colleges/universities. While allowable, volunteers/unpaid staff are not required to provide direct service in order to meet this requirement. Volunteer/unpaid staff duties may include administrative tasks as they relate to the VOCA program.

No requests for waivers will be accepted unless there is a statutory or contractual provision concerning liability or confidentiality of counselor/victim information, which bars using volunteers for certain positions. In such cases, evidence of such a provision must be provided. In the event that a waiver is requested, documentation must be included with the waiver request that efforts were made to secure a volunteer without success. Waivers are not allowable in the first year of the grant cycle.

Maintain client-counselor confidentiality. Sub-recipients must abide by their confidentiality policy, and cannot use or reveal any client information without the written consent of the client. CVSC reserves the right to review any documentation to confirm that counseling sessions did occur, for the purposes of program monitoring. This confidentiality provision does not override or repeal existing state law governing the disclosure of information under mandatory reporting statutes, (i.e., suspected child abuse or court order).

Assistance with victim compensation. Sub-recipients are expected to assist crime victims in seeking and applying for crime victim compensation benefits. Sub-recipients must: 1) Maintain a supply of crime victim compensation brochures and applications, 2) Establish policies and procedures to identify clients who may be eligible for crime victim compensation benefits; 3) Ensure staff are familiar with the crime victim compensation program, provide assistance to clients in filling out applications, and assisting with checking on claim status.

Provide services to victims of federal crimes. While coverage is not required for all federal crimes, such as nonviolent or white-collar offenses, sub-recipients may not exclude someone from services because the crime happened to occur in a federal jurisdiction such as a national park, Indian reservation, or a military base.

Provide services to undocumented crime victims.

Attend a VOCA Policies and Procedures Training. Programmatic and fiscal representatives of each VOCA sub-recipient program must attend a VOCA Policies and Procedures Training provided by CVSC during the first year of the grant award. Failure to meet this requirement may result in additional reporting requirements. Additional training will be available in non-competitive bid years for new staff and those who wish to have additional training.

Compliance with CVSC in monitoring the project. Monitoring activities include, but are not limited to, site visits by CVSC staff and/or staff from the federal Office for Justice Programs and the DOJ's Office of Inspector General, review of implementation and development of project activities work plan, quarterly program reports, and submission of financial records and statistical performance reports, as required by CVSC or the federal Office for Victims of Crime.

CVSC will conduct site visits or desk audits with sub-recipients throughout the course of the Agreement to ensure compliance with policies and procedures. Sub-recipients are required to address all site visit or desk audit report findings by the deadline as set forth by CVSC.

CVSC will track and monitor timely and accurate submissions of reports and financial status reports, and efforts will be made to correct and implement improvements to any areas of concern identified at a site visit or during a desk audit or at any other point during the grant cycle. Patterns of late and/or inaccurate reporting, as well as the appearance of minimal or no effort to improve compliance with the Policies and Procedures will be taken into consideration when making future funding recommendations, and in egregious cases may affect continued funding for the current grant year.

Debarment, Suspension, Ineligibility and Voluntary Exclusion. VOCA funds are not available to federally and/or state debarred, suspended, and ineligible or voluntarily excluded sub-recipients should status change while a grant is in effect.

Retain all financial records, supporting documents, statistical reports and other documents related to performance and compliance must be maintained for three (3) years after receipt of the grant close out letter or until the resolution of any litigation, claim, negotiation, audit, or other inquiry regarding this grant award.

Avoid Conflicts of Interest. Sub-recipients must comply with federal and state rules which prohibit the use of public funds for personal gain. Sub-recipients must avoid any actions which might result in, or create the appearance of, using public funds or publicly funded positions for private gain, for giving preferential treatment to any person, or adversely affecting the confidence of the public in the integrity of the government or the sub-recipient program. Sub-recipients may not refer clients seeking or receiving VOCA funded services to the private practice of any employee, official, or person affiliated with the grantee.

Notify CVSC of Programmatic Changes.

Sub-recipients are required to submit an Agreement Amendment Request form to CVSC when there is a change in the staffing of their program (resignation, hire, medical leave, etc). Any change must be reported to CVSC within **30 days** of the time the sub-recipient/program director is notified of the change. Any submission beyond **30 days** from the change date may impact the possibility of reimbursement and will be subject to CVSC approval. Agreement Amendment Request forms must include a narrative explanation as to why this change is being requested. If the Agreement Amendment Request form is for a new hire, a resume, and revised organizational chart must be provided.

CVSC must be notified immediately if the Executive Director, Program, or Fiscal Contact change to ensure contact information is updated and system access is updated.

Any and all changes which affect service delivery must be clearly marked and requested in writing to CVSC and approved prior to the change. This includes hiring temporary personnel for VOCA funded vacancies. Without prior approval, reimbursements for changes submitted may be denied. See Fiscal Policies & Procedures for information on the budget amendment process.

Applicants agree to in be compliance with the Americans with Disabilities Act (ADA) of 1990, U.S.C. 12101, et seq., and Title 28 of the Code of Federal Regulations, part 35. Sub-recipients shall operate so that each service is accessible to and usable by individuals with disabilities. Sub-recipients may comply with the requirements of this section through such means as redesign of equipment,

reassignment of services to accessible buildings, assignment of aides to beneficiaries, home visits, delivery of services at alternative accessible sites, alteration of existing facilities and construction of new facilities, or any other methods that result in making its services, programs, or activities readily accessible to and usable by individuals with disabilities. Sub-recipients must ensure that communication with individuals with disabilities is as effective as communication with others without disabilities. This includes the use of telecommunications systems for communications by telephone. Sub-recipients must also ensure that individuals with impaired vision or hearing can obtain information as to the existence and location of accessible services, activities, and facilities, as well as provide appropriate signage. This includes all written materials (e.g., brochures, applications, consents, videos, websites, etc.) www.ada.gov

Fiscal Policies & Procedures

Purpose of Fiscal Policies & Procedures

Fiscal Policies & Procedures serves as a primary reference manual to assist sub-recipients in fulfilling their fiduciary responsibility to safeguard grant funds and ensure funds are used for the purposes for which they were awarded. The guide should serve as a day-to-day management tool for all sub-recipients receiving a VOCA grant from CVSC.

The Fiscal Policies & Procedures are subject change as new laws are passed or updates are made to Federal and State guidelines. For the purpose of grant making, CVSC abides by VOCA Grant Agreement for federal grant awards.

Responsibility of CVSC

CVSC, as the funder, must perform the following major responsibilities for the federal awards it makes:

- Advise sub-recipients of requirements imposed on them by federal laws, regulations, and the provisions of grants and grant agreements, as well as any supplemental requirements imposed by CVSC.
- Monitor the activities of the sub-recipient as necessary to ensure that federal awards are used for the authorized purpose in compliance with federal and state laws, regulations, and the provisions of grants or grant agreements and those performance goals are achieved.
- The purpose of sub-recipient monitoring is to provide reasonable assurance that federal program funds are being spent in accordance with the laws, regulations, and the provisions of the grant and that the required performance goals are being achieved. Additionally, sub-recipient monitoring procedures are developed, implemented, and performed to ensure

that the sub-recipient obtains the required audits, and that audit findings identified in the sub-recipient audit reports are timely and effectively resolved and corrected.

- CVSC uses the following mechanisms to monitor sub-recipient activities throughout year:
- Reviews monthly financial and quarterly program reports submitted by subrecipient
- Tracks timely submittals of financial status reports; Performs on-site site visits to examine fiscal and programmatic records, internal control plans, and to observe operations.
- CVSC seeks to conduct an on-site site visit of all sub-recipient periodically.

Funding obligation

The CVSC's obligation to pay under this grant program is contingent upon receipt of VOCA funds from the U.S. Department of Justice. The CVSC may terminate any agreement with a VOCA sub-recipient if funds become unavailable at any time, as stated in the grant, or for noncompliance with any other terms stated in the grant or grant Agreement or Certified Assurances.

Responsibility of Sub-recipients

Financial Capability Questionnaire

All nonprofit, nongovernmental organizations that apply for VOCA grant funding must complete a Financial Capability Questionnaire. The form can be found at URL:

<http://ojp.gov/funding/Apply/Resources/FinancialCapability.pdf>

In addition to complying with the policies and procedures laid out within this document, sub-recipients of Federal funds must comply with:

Title 2 CFR Part 200, which sets standards for all organizations expending federal funds.

DOJ Grants Financial Guide, which sets standards for federal grants from the Department of Justice.

All sub-recipients must maintain adequate accounting and control procedures to ensure that funds are not used to reimburse expenses funded by or charged to other funding sources including other state and federal sources. Any duplication of funding sources to support a service already funded will be considered supplantation and is not allowed. All allocation methods used to determine reimbursement or matching contribution expenditures must be in compliance with accounting procedures specified in 2 CFR Part 200.

All sub-recipients must comply with Generally Accepted Accounting Procedures (GAAP) and applicable state and federal laws, rules and regulations. If sub-recipient staff or sub-recipient auditor has questions regarding applicable accounting procedures, please contact CVSC.

Accounting Records and Financial Management System

Sub-recipients must have a financial management system in place that is able to record and report on the receipt, obligation, and expenditure of grant funds. In addition appropriate programmatic and financial records that fully disclose the amount and disposition of funds received must be maintained. This includes financial documentation for disbursements, timesheets specifying time devoted to allowable victim services, client files; records documenting the portion of the project funded by other sources, and other records which would facilitate an effective audit.

All accounting records must be made available upon request to CVSC staff, MDHHS Audit staff, federal Office for Justice Program staff, DOJ's Office of Inspector General or their agents.

Independent Audits

Audits are due to CVSC no later than nine months after the end of the sub-recipient's fiscal year. All subrecipients that are subject to a single audit will be required to submit a copy of their single audit.

Audit costs, if allowable, must be prorated and charged to the grant based on the ratio of all Federal grants being audited.

If a Single Audit is not required to be performed then the sub-recipient may not charge cost of a Financial Statement Audit to this grant. If the VOCA recipient did not expend \$750,000 (\$500,000 for fiscal year ending 2015 to 2004) or more in federal funds in its fiscal year, but contracted with a certified public accountant to perform an audit, these costs may not be charged to the grant.

Funding source attribution statements

All materials publicizing or resulting from grant activities produced by a sub-recipient (e.g. publications, flyers, pamphlets, advertisements, press releases and notifications) must contain an acknowledgment of grantor assistance indicating that the funded services are provided for free. An acknowledgment of support shall be made through use of the following:

“The publication/program exhibition are those of the author(s) and do not necessarily reflect the view of the U.S. Department of Justice or the Michigan Department of Health and Human Services.”
Acknowledgement of funding support should be in the following format:

This project (agreement project title) was supported by Crime Victim Assistance Grant Award CVA# _____ awarded to the (applicant agency name) by the Crime Victim Services Commission, Michigan Department of Health and Human Services. The grant award of \$ _____ (80% of the project or 95% for tribal projects, comes from Federal Crime Victims Fund, established by the Victims of Crime Act of 1984. The (applicant agency) provides the required match by [the use of volunteers (# of volunteer hours valued at \$) or _____ (identify the source of cash match)].

Supplantation

Federal funds must be used to supplement and not to supplant funds that have been appropriated for the same purpose. Therefore, awarded funds cannot be used to supplant - or replace - existing state and local funds already allocated for the same purpose.

Grant funds should not be used to purchase items or services that would otherwise be purchased with the sub-recipient's own funds for this project. Expenditure of funds for the acquisition of new equipment or services, when equipment and/or personnel required for the successful execution of projects are already available, or budgeted for within the sub-recipient organization, will be considered supplanting and will be disallowed.

Example of Supplantation:

A sub-recipient has been awarded state dollars to employ 1(one) advocate in a victim services program for a fiscal year. In addition, the sub-recipient has applied to CVSC for 1 (one) advocate position. Given both awards, the sub-recipient is then responsible for employing 2 (two) advocate positions for the fiscal year.

Cost reimbursement

This is a cost reimbursement grant. Reimbursements will be made only for expenses included in the approved sub-recipient program budget, and only after the approved expenses have been incurred and expensed.

Sub-recipients must request funds based upon reimbursement requirements. Funds will not be paid in a lump sum, such as by dividing a grant into a monthly or quarterly billing amount, but rather funds will be disbursed over time as the sub-recipient incurs costs, and submits an expenditure report to CVSC with back-up documentation.

Program income and free services

Generating sub-recipient income on funded personnel time is unallowable. All funded services are to be provided free of charge, and at no cost to the client. CVSC does not allow any deviation from this provision.

Matching

Sub-recipients receiving federal funds must provide non-federal support for the VOCA program in the form of cash and/or in-kind matching contributions. If sub-recipients choose to match with other Michigan state funds, documentation must be provided that the matching funds are not federal funds. Typically, the state agency will provide the sub-recipient with such documentation.

Examples of Sources of **Match**

Any VOCA allowable expense may be used as match, examples:

Interns/Volunteers	Travel cost reimbursements
Pro-rated office space	Rent
Cash fundraising	Percentage of employee fringe cost
Supplies	Staff paid by non-federal funds

Cash Match vs. In-kind Match

Cash match includes funds garnered through other, non-federal grant sources, spent for program related costs for which services are counted as “VOCA”. The portion of cash match attributed to VOCA must be VOCA allowable.

In-kind match includes, but is not limited to, the valuation of in-kind real property, equipment, supplies, services, and other expendable property. “In-kind” is the value of something received or provided that does not have a cost associated with it. For example, if in-kind match is permitted by law (other than cash payments), the value of donated services/office space could be used to comply with the match requirement. Also, third party in-kind contributions may count toward satisfying match requirements provided the sub-recipient receiving the contributions expend them as allowable costs.

Matching requirements

- All funds designated as match are restricted to the same uses as VOCA funds. Identified match must be VOCA allowable.
- Match is to be provided on a program-by-program basis and must be obligated and expended during the grant period. No exceptions will be granted to this policy.

Tracking match

Sub-recipients must maintain an audit trail for all matching contributions, whether cash or in-kind. All subrecipients must maintain records which clearly show the source and the amount of matching contributions (cash and in-kind) committed to the VOCA funded program.

Match value

Sub-recipients must match VOCA contributions on an 80/20 cash or in-kind basis. For example: for every \$80 dollars of VOCA funding, the sub-recipient must contribute \$20 of non-federal funding. To calculate match, take the anticipated award amount and divide by 80%. This equals total project costs. Multiply total project costs by 20%. This equals the required match, which will be 25% of the award. For Native American Tribes the match percentage is 5% of the total project costs. Divide total federal award by 95% for the total project cost and subtract the federal award amount from the total project cost to determine the match amount.

All in-kind services involving personnel or volunteers used as match must be accounted for in the same manner as funded personnel.

Volunteers and interns may be used as an in-kind match. Only “fringe” allowed is FICA. Additionally, the value of donated services by professionals can be used to comply with the match requirement provided the service is VOCA allowable and documentation is provided by the donor that offers a fair and reasonable value to the service. This documentation must be submitted to CVSC for approval. Records of service provision must be kept.

Valuation of in-kind/third party donations:

Valuation of donated services

- Volunteer services. Unpaid services provided to a sub-recipient by individuals.
- Employees of other organizations. When an employer other than a grantee, sub-recipient, or cost-type contractor furnishes free of charge the services of an employee in the employee’s normal line of work, the services will be valued at the employee’s regular rate of pay exclusive of the employee’s fringe benefits and overhead costs.

Valuation of third party donated supplies and loaned equipment or space:

- If a third party donates supplies, the contribution will be valued at the market value of the supplies at the time of donation.
- If a third party donates the use of equipment or space in a building but retains title, the contribution will be valued at the fair rental rate of the equipment or space.

Budgeting

A detailed allowable/unallowable cost list is located in Appendix 1 of this document. This list provides direction in determining allowable and unallowable costs, and is not exhaustive. Contact CVSC directly for approval of any costs which are not included.

Direct Service Priority

Sub-recipients must allocate funds to direct service. VOCA cannot defray administrative costs within an organization. The primary purpose of VOCA is to supplement those victim service organizations that are able and willing to absorb the costs of providing VOCA-funded additional direct services.

Requests for funding to pay salary and fringe costs for direct services will be given priority over request for funding which include other related administrative expenses.

Cost Categories Personnel

The employees of sub-recipients shall receive a salary commensurate with their level of responsibility, experience and education, within the established compensation policy of the employing agency, which is to be consistently applied to both Federal and non-Federal activities, and remain in compliance with federal VOCA Guidelines, state and federal labor laws.

If a sub-recipient budgets for a specific salary or salary increase, it must pay the VOCA-funded employee that amount. Sub-recipients can pay VOCA funded employees more than the budget amount, but they cannot pay a VOCA funded employee less than the budgeted amount, unless it is a newly hired staff replacing a vacant position. Sub-recipients can use VOCA funds to pay employee salary increases only after approval from CVSC and provided they have unspent funds in the project budget to transfer to this cost. The requested salary must reflect the actual hours of service supported with those VOCA funds. It is important to maintain the number of contracted hours as reflected on the approved budget.

Fringe

Fringe benefits in the form of employer contributions or expenses for payroll taxes (Social Security and Medicare), health/medical care, vision, dental, workmen's compensation, short/long term disability, pension plan costs, employee training costs, and the like, are allowable, provided such benefits are granted in accordance with the approved grant budget.

All charges made to CVSC for personnel by sub-recipients, including, but not limited to gross salaries, payroll taxes (both employer and employee), and other fringe benefits, whether treated as direct or administrative costs, shall be based on payroll documents in accordance with the generally accepted practice of the sub-recipient and be approved by a responsible official(s) of the sub-recipient. Payroll records shall include the time and attendance reports for all individuals reimbursed by CVSC, whether they are employed full time or part time.

Where salaries and fringe benefits for sub-recipient employees apply to two or more grant programs, cost activities, project periods, and/or overlapping periods, proration of costs to each activity must be made based on time and/or effort reports and billed accordingly.

Time Sheets

Each person funded through VOCA or VOCA matching contributions (including volunteers/interns) must accurately account for her/his time spent working on the VOCA program.

- a. Time sheets are required. Time sheets must reflect after-the-fact determination of actual daily activity of each employee, which means that time sheets must clearly indicate the amount of time spent on VOCA program activities for full, part-time, and matching employees, and for volunteers used as match. Examples are attached to this document.
- b. Time sheets must state "VOCA" (or identified "cost center" or code) on them and be signed by all VOCA and VOCA matching staff (including volunteers/interns). Supervisors must also sign and date them.
- c. Any method used to divide staff time between or among funding sources must have advanced approval from CVSC and comply with federal audit standards and generally accepted accounting procedures.
- d. An electronic system is an acceptable method of tracking the time of VOCA or VOCA matched employee in lieu of paper timesheets (a) and maybe approved by supervisors without wet ink signature (b) ; however, supervisors must still approve entered time. The system must be able to delineate VOCA time. If the time tracking mechanism does not allow for VOCA time to be tracked via label, code, or "cost center", agency is required to note VOCA time on printout or report.

Medical/Extended Leave

Expenditures in the form of regular compensation paid to employees during periods of authorized absences from the job, such as vacation leave, sick leave, military leave, and the like, are allowable, provided such costs are absorbed by all organization activities in proportion to the relative amount of time or effort actually devoted to each.

VOCA funded staff who take medical or extended leave cannot be billed to the grant beyond the accrued vacation and sick time. The sub-recipient's time off/leave policy may be requested by CVSC at any time. Sick or vacation time charged to the grant must be well documented on time sheets and outlined in the sub-recipient personnel manual.

If a grant-funded employee resigns from a position prior to the end of the grant year, only accrued vacation and sick time will be reimbursed. This reimbursement is only allowable within the period of the grant – and requires prior approval from CVSC and OVC. Notify CVSC when a

staff person is making use of this policy at the time that the Agreement Amendment Request form is submitted.

Notice must be provided to CVSC when a grant and/or match position is vacant for an extended period of time. Notice at 30, 60, and 90 days is required. After 90 days CVSC may eliminate funding for this position.

Travel

General travel policy

Costs incurred for travel are necessary to be able to provide ongoing direct services to victims, and must be used in a cost effective manner. Such travel may include expenses incurred for mileage, tolls, and parking. Everyday commuting expenses for an employee to get to and from work are not allowable.

Mileage rate policy

Mileage reimbursement will be made at the sub-recipient rate, not to exceed the current effective federal reimbursement rate. A travel policy indicating this rate must be provided to CVSC. If a current policy exists, it must be adhered to for this grant. If no policy exists, the subrecipient must follow the established federal travel policy regarding mileage reimbursement. Amendments must be made if the federal travel rate changes throughout the course of the grant period.

Direct services travel/travel for victims

Sub-recipients may be reimbursed for mileage, tolls, and parking expenses related to travel that a grant funded employee makes to serve clients. In addition, reasonable costs for transporting victims to receive services may also be reimbursed.

Indirect travel

Indirect travel expenses are costs incurred by grant-funded employees who are traveling on official business to attend meetings or trainings related to the service program. VOCA funds can support costs such as travel, meals, lodging, and registration fees to attend trainings within the state or a similar geographic area. When needed training is unavailable within the immediate geographical area, sub-recipients can request the use of VOCA funds to support training outside of the geographical area.

Out of state travel/ Travel for training

Reimbursement for out-of-state travel expenses by sub-recipients requires prior approval from CVSC. Funds should be requested at the time of application, with as much information provided at that time as possible.

To be approved for reimbursement, the travel must be:

- Necessary to assist in the completion of the sub-recipient program goals and objectives;
- Specific to the purpose of the sub-recipient program;
- Appropriate to the position and responsibility of the individual or individuals traveling;
- Of direct benefit to the sub-recipient program, with such benefit unavailable through other means.

To obtain final approval, a request for out of state travel must include:

- Purpose of the trip, trip dates, location, staff proposed to attend, estimated cost (e.g. transportation, lodging, rental cars, per diem, registration fee), benefit to the grant program;
- Ensure that the grant contains the necessary provisions and that there are sufficient funds to cover the cost of the trip.

Equipment

Equipment policy

Equipment purchased with VOCA funds must be used only for the purposes of the VOCA program. Sub-recipients are expected to maintain internal controls on equipment based on acceptable accounting principles identified in the DOJ Grants Financial Guide, effective edition and Victims of Crime Act Assistance guidelines/regulations.

All purchases of furniture, equipment, computer software, electrical and computer components with a value exceeding \$1,000 must be reported to CVSC in the form of a copy of the purchase invoice and identified by an equipment ID number.

Equipment/Inventory tracking

Sub-recipient procedures for maintaining equipment (including replacement), whether acquired in whole or in part with project funds, will, at a minimum, meet the following requirements: Property records as required in Attachment B3 must be maintained which include:

- Description of the property;
- Percentage of Federal participation
- Serial number or other identification in the cost of the property; number;
- Location of the property;
- Source of the property;
- Use and condition of the property; o Identification of title holder; and
- Acquisition date;

- Disposition data, including the date of disposal and sale price.
- Cost of the property;

A physical inventory of the property must be taken and the results reconciled with the property records at least once every grant period. A control system must exist to ensure adequate safeguards to prevent loss; damage; or theft of the property. Any loss, damage, or theft shall be promptly and properly investigated by the recipient and sub-recipient, as appropriate.

Adequate maintenance procedures must exist to keep the property in good condition.

Depreciation on VOCA purchased item(s)

Depreciation is a means of allocating the cost of equipment to the time periods benefiting from the use of the assets. Depreciation methods include straight-line (costs are equally spread over each period during the asset's useful life) and accelerated (costs are higher in early periods and lower in later periods of an asset's life). CVSC requires the use of the straight-line method of depreciation.

The Useful Life of an asset is based on Generally Accepted Accounting Principles (GAAP) and should take into consideration such factors as the type of construction, historical usage patterns, technological developments and the replacement policies of the sub-recipient. Useful life periods used for grant equipment must be consistent with the useful life periods used for other non-grant equipment. Useful life periods must be three years or more except in very unusual circumstances. If the useful life of less than three years is justified in a particular situation, please contact CVSC for approval.

Supplies

Items contained in Appendix 1, and with the funding request form, can support sub-recipients in providing direct services. When developing funding requests, sub-recipients must abide by the language outlined in Appendix 1.

Consultants

A Consultant is an individual who provides professional advice or services. Consultants and independent contractors are considered as self-employed and receive a 1099 from the subrecipient for whom they are providing services, in accordance to the US tax law.

Limited use of consultants to provide services within the scope of the grant is allowable. If costs associated with a consultant are requested, a contract between the sub recipient and consultant that states the name, title, and contact information of the consultant, the service to be provided,

and the agreed upon rate of pay for services must be provided to CVSC. The contract must be signed by both entities and the consultant must certify in the contract that they have received a copy of the VOCA Policies and Procedures and the work done will be in compliance with the grant. If the consultant is not hired at the time of award, funds may be approved; however, the consultant contract must be provided to CVSC before services are rendered. If a contract is not provided, reimbursement for services will be denied.

Maximum allowance

Compensation for individual consultant services is to be reasonable and consistent with that paid for similar services in the marketplace. Consideration will be given to compensation including fringe benefits for those individuals whose employers do not provide such benefits. In addition, when the negotiated rate exceeds \$650 for an 8-hour day, or \$81.25 per hour (excluding travel and subsistence costs), written PRIOR APPROVAL is required from CVSC. Prior approval requests require additional justification.

An 8-hour day may include preparation, evaluation, and travel time in addition to the time required for actual performance. Rates should be developed and reviewed on a case-by-case basis and must be reasonable and allowable in accordance with OMB cost principles. Approval of consultant rates, in excess of \$650 a day, that are part of the original application with appropriate justification and supporting data will be approved on a case-by-case basis.

Employee vs. Consultant

A person who performs services for a sub-recipient is an employee if the sub-recipient controls what will be done and how it will be done. The general rule is that an individual is a consultant if the sub-recipient, as the entity for whom the services are performed, has the right to control or direct only the result of the work and not the means and methods of accomplishing the result (i.e. has control of the person's schedule). An employee of the subrecipient who receives a W-2 form from the sub-recipient for whom they are providing services cannot be budgeted with VOCA funds as a consultant, as only individuals or entities with no employee relationship to the sub-recipient can be budgeted thusly.

Contracts

Limited use of contracts to provide services within the scope of the grant is allowable. Examples include specialized services to assist in filing restraining orders or establishing emergency custody/visitation rights (the provider must have a demonstrated history of advocacy on behalf of victims); emergency psychological history on behalf of victims; emergency psychological or psychiatric service; or sign and/or interpretation for the deaf or for crime victims whose primary language is not English.

If costs associated with a sub contract are requested, a contract between the sub-recipient and sub-contractor that states the name, title, and contact information of the consultant, the service to be provided, and the agreed upon rate of pay for services must be provided to CVSC.

The contract must be signed by both entities and the consultant must certify in the contract that they have received a copy of the VOCA Policies and Procedures and the work done will be in compliance with the source grant and all subsequent conditions. If the contract is not in effect at time of application, funds may be approved; however, the contract must be provided to CVSC before services are rendered. If a contract is not provided, reimbursement will be denied.

Other

Included under other may be skills training and training materials for staff. Funds may be used to purchase materials such as books, training manuals, videos for direct service providers, and costs of a trainer for in-service staff development.

The cost of the food and/or beverages must be reasonable. **VOCA funding cannot be used to purchase food and/or beverages for any meeting, conference, training, or other event.**

Specifically, activities and costs related to such sub-recipient programs including presentation materials, brochures, and newspaper notices can be supported by VOCA funds.

Conflicts of Interest / Procurement Process Issues

Grantees are required to use federal funds in the best interest of their program and these decisions must be free of undisclosed personal or organizational conflicts of interest– both in appearance and fact.

Reporting Procedure for Financial Status Reports Reimbursement and Reporting Policy

Program budgets must include only those expenses to be paid by grant funding and grant matching contributions. Grant funds may only be used for approved allowable services as specified in the sub-recipient program narrative and allowable related direct services delivered during the contract period. Since these funds may only be used for a narrow range of allowable expenses, the approved budget rarely covers the entire cost of providing services.

Budgets are submitted to CVSC during the application process and reviewed by CVSC. Budgets should not be considered finalized and sub-recipients should not commit funds until the Agreement with CVSC is executed.

This a cost reimbursement grant, so 1/12th billing is unallowable. Costs must be incurred within the specified grant period and must correlate within current fiscal year approved funding request.

Reimbursement and Reporting Process

Sub-recipients are to submit Financial Status Report monthly. Regular reimbursement invoices are due on the 30th day of each month or on the next business day if the 30th falls on a holiday or weekend. Final Financial Status Report is due no later than 45 days (to the nearest business day) following the end date of the Agreement. Final reimbursements are to be inclusive of the final month of the respective Agreement to and including those provided on the final day of the Agreement. If federal funds which supported the project have expired supplemental billing may not be allowable.

Delayed or late Financial Status Report submissions: 1) will delay reimbursement; 2) significant delay, failure to submit requested backup documentation, or significant errors will require submission of an accompanying corrective action plan prior to reimbursement. The corrective action plan should be submitted to the MDHHS-CVSC-VOCA-GRANTS@michigan.gov via email and outline steps to be taken i.e. person responsible, timing considerations, and submission process to alleviate future insufficient or late submissions.

Consistent with the Michigan's policy payments will be issued no later than 45 days after the submission date for all error free invoices received by CVSC. For example for an invoice submission date of October 30th, the payment date would be no later than December 15th. Sub-recipients may check on their reimbursements for the current and past fiscal year by accessing Michigan's vendor website. However, most error free payments are processed within three weeks of receipt.

Submission of backup documentation

Sub-recipients are provided notice when detailed and complete backup documentation for all grant and match expenditures identified within the respective request is to be provided. CVSC reserves the right to set or adjust the threshold for appropriate backup documentation.

Budget Amendments

Sub-recipients may request a budget amendment to reallocate funds amongst line items to their approved budget. This amendment can also be used to de-obligate a portion of the award amount; however, the original award amount will not be increased by this procedure, unless there has been approval by the CVSC to do so.

Grant funds may never be shifted in the budget without the prior approval from CVSC. All budget amendment requests must be put in writing and e-mailed to the MDHHS-CVSC-VOCA-GRANTS@michigan.gov.

The Agreement Amendment Request must include justification and details of the changes to the project and budget; a narrative describing the reason for the amendment request and the changes proposed; required staff information and dates of changes, if staff changes are proposed.

Sub-recipients must initiate an Agreement Amendment Request if:

- A grant-funded staff resigns and the replacement is hired. Provide details of the differences in salary and/or fringe rate.
- If there is a need to transfer funds into or out of any cost category, or to move monies into a budget category with a zero dollar amount. For example, if the cost category “Travel” did not exist in the original budget, the adjustment to transfer funds from Equipment to Travel requires a budget amendment.
- There is a need to adjust the approved match.

It is required that a sub-recipient’s respective program and fiscal staff discusses together any staff changes or any other potential reason for a budget amendment prior to submitting this request to CVSC. This communication will help to prevent delays in payments due to inconsistent information. Once the budget amendment is finalized it must be accepted by the sub-grantee and the Department.

Fraud, waste and abuse

The U.S. Department of Justice (DOJ) awards Federal grant funds to recipients and sub-recipients for specific purposes and requires them to use the funds within established guidelines. Sub-recipients are encouraged to be aware of common grant fraud schemes and to adopt effective fraud risk-management efforts within an organization, and encourage other recipients of federal awards to do the same in order to prevent and detect fraud as early as possible. A Federal award agreement is a legally binding contract. Fraud, Waste, and Abuse prevention will be addressed for sub-recipients at VOCA Policies and Procedures Trainings. Additional information is available from the DOJ OIG website at www.usdoj.gov/oig

Reporting Fraud, Waste, Error, and Abuse

Each sub-recipient awarded funds made available by CVSC is to promptly report any credible evidence that a principal, employee, agent, contractor, sub-recipients, or other person has submitted a false claim under the False Claims Act or has committed a criminal or civil violation of

laws pertaining to fraud, conflict of interest, bribery, gratuity, or similar misconduct involving grant funds. You may report potential fraud, waste, abuse, or misconduct to CVSC by contacting:

Leslie O'Reilly, VOCA Program Specialist
Michigan Crime Victim Services Commission
325 S. Grand Avenue
Lansing, MI 48933 517
241-5249
oreillyL@michigan.gov

Alternatively, report to the U.S. Department of Justice, Office of the Inspector General (OIG):

By Mail:

Office of the Inspector General
U.S. Department of Justice Investigations Division
950 Pennsylvania Avenue, NW. Room 4706
Washington, DC 20530

By e-mail or telephone:

Office of the Chief Financial Officer (OCFO) Customer Service Branch (CSB) at ask.ocfo@usdoj.gov
Office of the Inspector General (OIG) Fraud Hotline at oig.hotline@usdoj.gov or 1-800-869-4499

VOCA DEFINITIONS

VICTIMIZATION TYPE

Adult Physical Assault

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

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

Adult Sexual Assault

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

Adults Sexually Abused/Assaulted as Children

Adult survivors of sexual abuse and/or assault suffered while they were children.

Arson

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

Bullying (Verbal, Cyber or Physical)

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

Burglary

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

Child Physical Abuse and Neglect This may include physical abuse that is nonaccidental physical injury (ranging from minor bruises to severe fractures or death) as a result of punching, beating, kicking, biting, shaking, throwing, stabbing, choking, hitting (with a hand, stick, strap, or other object), burning, or

otherwise harming a child, that is inflicted by a parent, caregiver, or other person. Such injury is considered abuse regardless of whether the caregiver intended to hurt the child. Physical discipline, such as spanking or paddling, is not considered abuse as long as it is reasonable and causes no bodily injury to the child.

Child Pornography Any visual depiction, including any photograph, film, video, picture, drawing, or computer or computer-generated image or picture, which is produced by electronic, mechanical, or other means, of sexually explicit conduct, where: (1) its production involved the use of a minor engaging in sexually explicit conduct; (2) such visual depiction is, or appears to be, of a minor engaging in sexually explicit conduct; (3) such visual depiction has been created, adapted, or modified to appear that an identifiable minor is engaging in sexually explicit conduct; or (4) it is advertised, distributed, promoted, or presented in such a manner as to convey the impression that it is a visual depiction of a minor engaging in sexually explicit conduct.

Child Sexual Abuse and Assault

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

Domestic and/or Family Violence

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

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

Elder Abuse or Neglect

Also known as elder mistreatment generally refers to any knowing, intentional, or negligent act by a family member, caregiver, or other person in a trust relationship that causes harm or creates a serious risk of harm to an older person. Elder abuse may include abuse that is physical, emotional/psychological (including threats), or sexual; neglect (including abandonment); and financial exploitation.

Hate Crime: Racial/Religious/Gender/Sexual Orientation/Other (Explanation Required)

A criminal offense against a person or property motivated in whole or in part by an offender's bias against a race, religion, disability, ethnic origin, or sexual orientation.

Human Trafficking: Labor

Obtaining a person through recruitment, harboring, transportation, or provision, and subjecting such a person by force, fraud, or coercion into involuntary servitude, peonage, debt bondage, or slavery (not to include commercial sex acts).

Human Trafficking: Sex

Inducing a person by force, fraud, or coercion to participate in commercial sex acts, or the person induced to perform such act(s) has not attained 18 years of age.

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

Kidnapping (non-custodial)

Occurs when someone unlawfully seizes, confines, inveigles, decoys, abducts, or carries away and holds for ransom or reward, by any person, except in the case of a minor by the parent thereof.

Kidnapping (custodial)

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

Mass Violence (Domestic/International)

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

Other Vehicular Victimization

May include hit-and-run crimes, carjacking, and other vehicular assault.

Robbery

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

Stalking/Harassment

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

Survivors of Homicide Victims

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

Teen Dating Victimization

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

Terrorism (Domestic/International)

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

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

Violation of a Court (Protective) Order

Refers to a violation of an active protective order by the defendant who knew about the protective order and its conditions.

Other

Victimization types that cannot be included in any of the categories as defined. Provide a description of each victimization type and the number of individuals presenting with each victimization type.

C. SPECIAL CLASSIFICATION OF INDIVIDUALS

Deaf/Hard of Hearing

Deaf usually refers to a hearing loss so severe that there is very little or no functional hearing.

Hard of hearing refers to a hearing loss where there may be enough residual hearing that an auditory device (hearing aid or FM system) provides adequate assistance to process speech.

Homeless

An individual who lacks housing (without regard to whether the individual is a member of a family), including an individual whose primary residence during the night is a supervised public or private facility (e.g., shelters) that provides temporary living accommodations, and an individual who is a resident in transitional housing. A homeless person is an individual without permanent housing who may live on the streets; stay in a shelter, mission, single room occupancy facilities, abandoned building or vehicle; or in any other unstable or non-permanent situation.

Immigrants/Refugees/Asylum Seekers

Immigrants: Immigrants are person who have settled permanently in another country; immigrants choose to move, whereas refugees are forced to flee.

Refugees: Refugees are generally people outside of their country who are unable or unwilling to return home because they fear serious harm.

Asylum Seekers: Asylum status is a form of protection available to people who meet the definition of a refugee, are already in the United States, and are seeking admission at a port of entry.

LGBTQ

Any person who identifies as lesbian, gay, bisexual, transgender, queer, or other gender/sexual minority.

Veterans

Any person who has served honorably on active duty in the armed forces of the United States.

Victims with Disabilities: Cognitive/Physical/Mental

A person is considered disabled if he/she has a physical or mental impairment which substantially limits one or more major life activities, has a record of such impairment, or is regarded as having such impairment.

Major life activities are activities that an average person can perform with little or no difficulty, such as eating, walking, breathing, seeing, hearing, speaking, learning, reading, sitting, caring for oneself, working, performing manual tasks, standing, or lifting.

Substantially limits means the individual must be unable to perform, or be significantly limited in the ability to perform an activity compared to an average person in the general population.

Victims with Limited English Proficiency

Individuals who do not speak English as their primary language and who have a limited ability to read, speak, write, or understand English can be limited English proficient, or "LEP." These individuals may be entitled language assistance with respect to a particular type or service, benefit, or encounter.

DIRECT SERVICE DEFINITIONS

A. INFORMATION & REFERRAL

Refers to all types of contacts (in-person, telephone, email, etc.) with victims during which time services and available support are identified. Informational contacts should be reported in A1 and A2 and referral contacts should be reported in A3 and A4.

A1. Information about the criminal justice process

Includes information about investigation, interrogation, arrest, preliminary hearing, grand jury, arraignment, bail, plea negotiations, trial, verdict, sentencing, appeal, post-conviction, etc. May also include information about preparing to appear in court, protection orders, restitution, victim impact statements, etc.

A2. Information about victim rights, how to obtain notifications, etc.

Includes distribution of Victims' Rights Request Form, information on VINE, information on victims' rights in the post-conviction process, information on enforcement of victims' rights, etc.

A3. Referral to other victim service programs

Includes referrals to domestic violence and sexual assault programs, Prosecuting Attorney Victim Advocate Programs, CAC programs, Rape Crisis programs, and other programs specifically designed to deliver services to victims of crime.

A4. Referral to other services, supports, and resources (includes legal, medical, faith-based organizations, address confidentiality programs, etc.)

Includes referrals to any external resource offered by an entity not specifically designed to deliver services to victims of crime.

B. PERSONAL ADVOCACY/ ACCOMPANIMENT

Refers to actions taken in-person, on the telephone, or in writing, by an advocate on behalf of a victim, to secure rights and benefits, to provide a supporting presence during visits to other agencies, and to follow-up to ensure appropriate actions have been taken by these agencies.

B1. Victim advocacy/accompaniment to emergency medical care

B2. Victim advocacy/accompaniment to medical forensic exam

B3. Law enforcement interview advocacy/accompaniment

Do not record any services in this category if these services have already been reported in the same category under Criminal/Civil Justice System Assistance. If an agency provides both Personal Advocacy/Accompaniment services and Criminal/Civil Justice System Assistance services, it should report on "Law enforcement interview advocacy/accompaniment" only once, in whichever category best applies.

B4. Individual advocacy

Securing rights, remedies, and services from other agencies including assisting in applying for public benefits, filing for losses covered by public and private insurance companies, filing for workers' compensation, filing for unemployment benefits, applying to welfare benefits, securing return of personal property or effects, etc.

B5. Performance of medical forensic exam or interview, or medical evidence collection

B6. Immigration assistance

Includes assistance with special visas, continued presence application, and other immigration relief.

B7. Intervention with employer, creditor, landlord, or academic institution

B8. Child or dependent care assistance (provided by agency)

Includes agency staff, volunteers or subcontractors providing child or dependent care assistance to enable victims to participate in criminal justice proceedings or victim service program activities. Any cash outlays for external child or dependent care assistance should be reported in C7.

B9. Transportation assistance (provided by agency)

Includes agency staff or volunteers providing transportation to enable victims to participate in the criminal justice proceedings and access program services. Any cash outlays for external transportation (taxi, bus passes, etc.) should be reported in C7.

B10. Interpreter services

Includes agency staff, volunteers or subcontractors providing interpretation services to enable victims to participate in criminal justice proceedings and access program services. Also includes use of the Language Line, other over-the-phone language assistance services, or the use of other adaptive technology.

C. EMOTIONAL SUPPORT OR SAFETY SERVICES

Refers to in-person contacts, telephone and email contacts, and written communications with the victim to offer emotional support, provide empathetic listening, check on a victim's progress, etc.

C1. Crisis intervention

Refers to in-person crisis intervention, emotional support, and guidance and counseling provided by advocates, counselors, mental health professionals, or peers immediately after a crime. This service includes safety planning and in-person, telephone and email follow-up contacts to check on a victim's progress.

C2. Hotline/crisis line counseling

Refers to the operation of a 24-hour telephone service, 7 days a week, which provides counseling, and information and referral to victims and survivors.

C3. On-scene crisis response (e.g., community crisis response)

Refers to in-person crisis intervention, emotional support, and guidance and counseling provided by advocates, counselors, mental health professionals, or peers at the scene of the crime.

C4. Individual counseling

Refers to intensive psychological, psychiatric, or other professional counseling-related treatment for individuals, couples, and family members to provide emotional support in crisis arising from the occurrence of crime. This includes the evaluation of mental health needs.

C5. Support groups (facilitated or peer)

Refers to the coordination and provision of supportive group activities and includes self-help, peer, social support, drop-in groups, etc. Refers to any support provided to adult and child victims of crime.

C6. Other Therapy

Other therapy is limited to alternative healing therapies including art therapy, writing therapy, play therapy, yoga, etc. Do not include any counseling services reported in other categories.

C7. Emergency financial assistance

Refers to cash outlays of VOCA or VOCA match funds for items such as food, clothing, changing windows and/or locks, transportation, emergency housing (hotel costs), etc. Until such time as OVC implements revised regulations, cash outlays for prophylactic and non-prophylactic meds, durable medical equipment, and most other medical costs are not allowed.

D. SHELTER/ HOUSING SERVICES

D1. Emergency shelter or safe house

Refers to an agency-operated facility to provide short-term shelter (usually not longer than 90 days) and related support services to victims and members of their family following victimization. Related support services includes meals, clothing, toiletries, and other supplies provided to victims and family members in shelter. Services in this category should be reported as the number of bed nights. Referrals to shelter or safe house should be reported in A3 or A4, as appropriate. Emergency, short-term nursing home shelter for elder abuse victims for whom no other safe short-term residence is available is allowed; however, such costs should be reported in C7.

D2. Transitional housing

Until such time as OVC implements revised regulations, transitional housing services are not allowed. Referrals to transitional housing should be reported in A3 of A4, as appropriate.

D3. Relocation assistance

Under the current VOCA guidelines, relocation assistance, including moving expenses, security deposits on housing, ongoing rent, and mortgage payments, is not allowed. However, VOCA funds may be used to support staff or volunteer time in locating resources to assist victims with these expenses.

E. CRIMINAL/CIVIL JUSTICE SYSTEM ASSISTANCE

Refers to actions taken in-person, on the telephone, or in writing, to support, assist, and advocate for victims at any stage of the criminal justice process.

E1. Notification of criminal justice events

Victim notifications includes notifying victims of hearings and appearances, a defendant's release from jail, the status of a case, grand jury decisions, disposition decisions, etc.

E2. Victim impact statement assistance

E2. Assistance with restitution

E4. Civil legal attorney assistance in obtaining personal protection order

Do not report assistance in obtaining personal protection orders provided by an advocate in this category; assistance in obtaining personal protection orders provided by an advocate should be reported in E6.

E5. Civil legal attorney assistance with family law issues

Do not report assistance with family law issues (custody, visitation, support, etc.) provided by an advocate in this category; assistance in family law issues provided by an advocate should be reported in E6.

E6. Other emergency justice-related assistance

Use this category to report civil legal assistance and advocacy services not listed elsewhere, including those provided by advocates. Services may include civil court accompaniment, civil court preparation, protection or restraining order assistance, advocacy related to family law issues, etc.

E7. Immigration attorney assistance**E8. Prosecution interview advocacy/accompaniment****E9. Law enforcement interview advocacy/accompaniment**

Do not record any services in this category if these services have already been reported in the same category under Personal Advocacy/Accompaniment. If an agency provides both Personal Advocacy/Accompaniment services and Criminal/Civil Justice System Assistance services, it should report on "Law enforcement interview advocacy/accompaniment" only once, in whichever category best applies.

E10. Criminal advocacy/accompaniment

Use this category to report criminal advocacy and accompaniment services provided by advocates and not listed elsewhere. Services may include criminal court accompaniment, criminal court preparation, post-conviction advocacy, etc.

E11. Other legal advice and/or counsel

Use this category to report civil and criminal legal advice and counsel not listed elsewhere. Services reported in this category must be performed by an attorney.

Appendix 2 – Program Costs

Cost Category	Allowable Costs	Examples	Unallowable Costs
Personnel	Direct Staff	Group Treatment	Board/Advisory Council members
	Forensic Interviewer	Restitution advocacy	Executive Directors/Administrators (exception includes time for supervision, funded program administrative support, or direct service)
	Counselors	Crisis Intervention	Stipends/honorariums
	Therapists	Evaluation of mental health needs	Bonuses
	Advocates	Actual delivery of psychotherapy Trial and Parole notification and case disposition information	Employee relocation
	Direct service supervision	forensic interviews for children and individuals with disabilities	Salaries that support perpetrator rehabilitation, in-patient treatment, prosecutorial activities, expert testimony
	Administrative & Support Staff that contribute to the program	Assistance with victim impact statements Accompaniment to hospitals for medical examinations Hotline counseling	Legal services for the program or agency
		Emergency legal assistance related to victimization	Security staff
		Accompaniment to law enforcement offices Serving as a liaison for the victim and service providers, creditors, employers, educators Assisting victim in recovering property that is retained as evidence	Temporary personnel for vacant positions, unless prior approval has been given by CVSC
		Assisting with filing for compensation benefits and applying for financial assistance Assisting in securing appropriate living necessities for victims On call direct service staff	Activities solely focused on crime prevention

		Managing the overall service and informational needs of the crime victim until the victim can resume these responsibilities	Stipends to project/study participants Development of administrative policies & paperwork Fundraising
		Outreach to inform public regarding services	Lobbying/Administrative Advocacy
		Activities in schools, community centers, public forums to create awareness of the services available to crime victims	Severance for direct service staff
		Administrative time to complete required programmatic, documentation, reports and statistics	Overtime
			Longevity
			Health Insurance buy outs
			Retroactive salary increases that date back prior to the start of the Agreement term.
Cost Category	Allowable Costs	Examples	Unallowable Costs
Fringe	Worker's Compensation	Dental Plan	Severance for direct service staff Profit sharing
	Unemployment Insurance	Vision Contribution	
	Medicare	Life Insurance (Employer Paid)	
	Retirement Contribution	Tuition or tuition remission	
	Employer Health Plan Contribution	Benefits Administration Rate	
	Social Security (FICA)		
	Medicare		
	Worker's Compensation		
	Insurance		
Employee Support Program			
Cost Category	Allowable Costs	Examples	Unallowable Costs
Travel	Transportation for employees related to direct service	Reimbursing staff for Direct Service Travel	Pre-paid gas cards for clients or staff

		Training or meeting related travel related costs	Reimbursement or payment for client or staff automobile insurance, or vehicle registration Travel & Transportation for Board/Advisory Council/Administrative business Victim relocation expenses (i.e. moving company)
		Program/agency owned vehicle	Victim ambulance costs
		Vehicle insurance, maintenance/repairs (prorated if shared)	Victim attendance to conferences/trainings Attendance to conferences/training for executive directors, board members, and other individuals who do not provide direct services
		State standard mileage rate (not to exceed agency travel policy rate)	
		Purchase or lease of vehicles	
Cost Category	Allowable Costs	Examples	Unallowable Costs
Equipment	Office Equipment	Teleconferencing equipment	Security Equipment
	Office Communications	LCD projectors	Construction
	Databases	Video cameras – for interviewing children	
	Vehicles	VCR/DVD	
		TTY/TDD machines & Braille equipment	
		Filing cabinets	
		Desks & Chairs	
		Furniture	
		Lighting	
		Shredder	
	Photocopier		
	Fax machine		
	Computers & laptops		
Cost Category	Allowable Costs	Examples	Unallowable Costs

Supplies	Training Manuals	Paper, pens, folders, toner, etc.	Postage for application submission to CVSC
	Training Videos	Postage for submission of stats/invoices to CVSC	Correspondence unrelated to VOCA
	Office Supplies		
	Postage		
	Approved Program Supplies		
Cost Category	Allowable Costs	Examples	Unallowable Costs
Consultants	Interpreters	Establishing emergency custody/visitation rights	Non-emergency legal representation for child custody, divorce, etc.
	Specialized Clinical and Therapeutic Services In-service trainer for direct service staff development Attorneys – Emergency legal assistance related to victimization Single Audit	Database Consultant	Consultant payments for preexisting client attorney bills
		Cost of a trainer for in-service staff development	Legal services for sub-recipient
		Applying for protective orders	Stipends to project/study participants
		Emergency custody	Medical Services
			Acupuncture
Cost Category	Allowable Costs	Examples	Unallowable Costs
Contracts	Interpreters	ASL provider	Non-emergency legal representation for child custody, divorce, etc.
	Specialized Clinical and Therapeutic Services	Filing protective orders	Consultant payments for pre-existing client attorney bills
	In-service trainer for direct service staff development	Establishing emergency custody/visitation rights	Legal services for sub-recipient
	Attorneys – Emergency legal assistance related to victimization	Database modification	Stipends to project/study participants
	Bookkeeping/Financial/Audit	Cost of a trainer for in-service staff development	Medical Services
			Acupuncture
Legal services for the program or agency			
Cost Category	Allowable Costs	Examples	Unallowable Costs

Other

Child Care (clients)	Child care or respite care when such needs present a barrier to VOCA funded agency providing services	Non-emergency or long-term child care or respite care
Staff Professional	Cost of training paid and volunteer staff costs must adhere to the GSA rate. <i>Out of state</i> travels	Mortgage Payments
Development Training	must be preapproved by CVSC prior to incurring costs:	Non pre-approved out of state travel for training
Staffing Program (Hiring)	Registration Fees	Activities solely focused on prevention
Program Operating Costs	Meals (per agency policy)	Non-emergency related housing for clients
Program Supplies & Costs	Lodging	Protocols, working agreements
Staff training materials	Pro-rated rent	General public awareness beyond scope of VOCA project
Outreach	Maintenance and repair of essential items (prorated)	General Community education beyond scope of VOCA project
Therapeutic supplies	Telephone services	Security deposits or rent on housing for clients
Program rent (pro-rated)	Materials	Moving expenses for clients
Indirect	Brochures	Building modification
Short-term nursing home for elder abuse victims where no other short-term residence is available	Internet connection costs	Building improvements
Transportation costs for victims	Ongoing costs associated with an Internet Service Provider or maintenance contracts (as long as costs are pro-rated amongst all programs benefiting from the service)	Building repairs
Malpractice Insurance	Insurance	Property Purchase for program use
Cost of advertising to recruit	Malpractice insurance for staff funded by grant	Program relocation expenses
VOCA-funded personnel	Flood, fire, damage property insurance to property (if owned by agency) (pro-rated) Renter's Insurance (pro-rated)	Management and administrative training for executive directors, board members, and other individuals who do not provide direct services
Newspaper notices	Equipment coverage	Crime victim attendance to conferences/trainings

	<p>Domestic Violence Shelter operational costs such as building expenses; rent; gas; electric; water and sewer; security systems; building liability insurance; maintenance and repairs; garbage collection; cleaning services and supplies; paper products; first aid kits and supplies; client used sofas, chairs and tables; appliances; playground equipment; and lighting.</p>	<p>Agency memberships with professional organizations</p>	<p>Development of training materials</p>
		<p>Pro-rated audit costs</p>	<p>Funeral Expenses</p>
		<p>Providing clients with bus, train, or taxi vouchers</p>	<p>Funeral Programs</p>
		<p>Emergency shelter for clients</p>	<p>Survivor Buttons – memorial items</p>
			<p>Land Acquisition</p>
			<p>Losses or under-recoveries from other sources Losses on disposition of property/capital assets</p>
			<p>Lost wages</p>
			<p>Most medical costs</p>
			<p>Creation or development of needs assessments/surveys/studies/evaluations</p>
			<p>Contributions/donations to other than individual participants in the program</p>
			<p>Depreciation, debts, interest, fines or penalties</p>
			<p>Occupancy taxes</p>
			<p>Surplus revenue retention</p>
			<p>Entertainment</p>
			<p>Food and Beverage for staff,</p>
			<p>Administrators, or Conferences and trainings</p>

			Food or beverage for clients while attending counseling/therapy
			Pre-paid gift cards for food or grocery
			Pre-paid gift cards distributed across fiscal years
			Food or beverage for clients while attending counseling/therapy
			Pre-paid gift cards for food or grocery
			Pre-paid gift cards distributed across fiscal years