

**CRIME VICTIM SERVICES
COMMISSION
VICTIMS OF CRIME ACT
(VOCA)
CRIME VICTIM ASSISTANCE
GRANT PROGRAM**

**VOCA GRANT APPLICATION
WORKSHOP
FY 2016-2017**

**VOCA CRIME VICTIM ASSISTANCE
GRANT PROGRAM**

AGENDA

- **WELCOME AND STAFF INTRODUCTION**
- **WHAT IS VOCA?**
- **HOW DO YOU APPLY?**
- **GETTING YOUR BUDGET IN ORDER**
- **HOW TO NAVIGATE EGRAMS and PORTAL**
- **GUIDANCE ON COMPETITIVE PROCESS**

CRIME VICTIM SERVICES COMMISSION

- **STATE ADMINISTRATIVE AGENCY**
- **ADMINISTERS VOCA COMPENSATION AND ASSISTANCE GRANTS**
- **ADMINISTERS STATE VICTIM RIGHTS FUNDS**
- **CRIME VICTIM COMPENSATION PROGRAM**
- **SAFE RESPONSE**

WHAT IS VOCA?

VICTIMS OF CRIME ACT

CRIME VICTIM ASSISTANCE GRANT

- **VICTIMS OF CRIME ACT OF 1984**
- **CRIME VICTIM FUND – FEDERAL FINES**
- **GRANTS TO STATES FOR CRIME VICTIM
COMPENSATION AND ASSISTANCE GRANTS**

PURPOSE

**PROMOTES AND SUPPORTS
QUALITY SERVICES
TO VICTIMS OF CRIME
THROUGHOUT MICHIGAN**

WHAT AREN'T DIRECT SERVICES

- **PROSECUTION**
- **PREVENTION**
- **AWARENESS ACTIVITIES**

HOW DO YOU APPLY?

APPLICATION OVERVIEW

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

GENERAL REQUIREMENTS

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

APPLICANT REQUIREMENTS

- **EMPLOYER IDENTIFICATION AND DUNS NUMBERS REQUIRED**
- **NOT DELINQUENT ON ANY FEDERAL DEBT**
- **SERVICES MAY NOT BE SUBCONTRACTED**
- **MAINTAIN CIVIL RIGHTS STATISTICS**
- **DOCUMENT
COORDINATION/COLLABORATION**
- **NOT SUPPLANT FUNDS**

MAKING YOUR CASE FOR VOCA FUNDS

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

YOU MUST:

- **DETERMINE YOUR ELIGIBILITY**
- **PROPOSE PROJECT PLAN**
- **PROPOSE STAFFING PLAN**
- **PROPOSE FINANCIAL PLAN**
- **EVALUATE PROGRAM SERVICES**
- **PROVIDE CONFIDENTIAL SERVICES**
- **CERTIFY COMPLIANCE WITH ASSURANCES**
- **COMPLY WITH LAWS AND REGULATIONS**
- **ACT WITH INTEGRITY APPLICATION/REPORTING**

WHAT TYPES OF SERVICES WILL VOCA FUND?

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

VICTIMS OF CRIME ACT

ALLOWABLE

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

UNALLOWABLE

- LOBBYING
- FUNDRAISING
- OFFENDER REHAB
- PREVENTION
- PROSECUTION ACTIVITIES
- NEEDS ASSESSMENT, SURVEYS, EVALUATION

VICTIMS OF CRIME

ALLOWABLE

- **FORENSIC INTERVIEWS FOR CHILDREN AND OTHERS WITH DISABILITIES**
- **FORENSIC MEDICAL EXAMINATION EXPENSES FOR VICTIMS OF SEXUAL ASSAULT**

UNALLOWABLE

- **FUNDRAISING**
- **CRIME PREVENTION**
- **EXPERT WITNESS TESTIMONY**
- **BOOKEEPING AND AUDIT (ONLY SINGLE AUDIT)**
- **SERVICES TO INCARCERATED**
- **PERPETRATOR REHABILITATION AND COUNSELING**

SERVICES AND VICTIM TYPES

APPENDIX 2

POLICIES AND PROCEDURES

Code of Federal Regulations

MAJOR PROVISIONS

2 CFR PART 200

CLASSIFICATION

OF COSTS

Four Basic Types of Costs

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

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

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

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

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

WHAT COSTS CAN BE INCLUDED IN YOUR BUDGET?

**Cost Principles for Educational Institutions,
State, Local and Indian Tribal Governments
and Non-Profit Organizations**

REQUIRES THAT A COST BE:

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

CLASSIFICATION OF COSTS

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

CLASSIFICATION OF COSTS

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

CLASSIFICATION OF COSTS

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

Pre-Agreement Cost Approval

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

BUDGET REQUIREMENTS

- Applicants must submit reasonable budgets based on the resources needed to implement your project in your specific geographic location. The budget should display a clear link between the specific project activities and the proposed budget items. Specifically, the budget should not contain any items that are not detailed in the project narrative. The budget summary narrative must support all costs included in the budget and explain how the costs of goods and services are determined and how they will fulfill the overall objective of the project.
- The budget must adhere to the VOCA Policies and Procedures and the DOJ Grants Financial Guide.
- No costs prior to the beginning or after the project period.

BUDGET MUST INCLUDE:

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

ACCOMMODATIONS AND LANGUAGE ACCESS

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

www.lep.gov

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

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

Cultural Competency

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

Program Assessments

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

Cultural competency occurs when:

- a) cultural knowledge, awareness and sensitivity are integrated into action and policy;
- b) the service is relevant to the needs of the community and provided by trained staff, board members, and management; and
- c) an advocate or organization recognizes each client is different with different needs, feelings, ideas and barriers.
- VOCA Grant funds may be allocated for staff training to enhance the skills of direct service providers.

WORKPLAN

**PERFORMANCE OUTCOME
REPORTING FOR EACH
ACTIVITY PERFORMED BY
GRANT STAFF**

PROPOSAL REVIEW

- EACH APPLICATION WILL BE REVIEWED UTILIZING THE SCORING SHEET.
- ELIGIBILITY REVIEW
- APPLICANT AGENCY CAPACITY
- CLEAR STATEMENT OF, AND CONTRIBUTING FACTORS TO, THE PROBLEMS/ISSUE(S) TO BE ADDRESSED.
- POPULATION TO BE SERVED

PROPOSAL REVIEW (CONTINUED)

- ACTIVITIES
- COLLABORATION
- INTENDED OUTCOMES SPECIFIED
- BUDGET
- EVALUATION PLAN
- RECONSIDERATION/APPEAL IF DENIED

QUESTIONS