



Notice of Funding Opportunity (NOFO)

Part 1. Overview Information

Participating Organization:	Louisiana Commission on Law Enforcement and Administration of Criminal Justice www.lcle.la.gov
Funding Opportunity Title:	2015 Victims of Crime Act Program (VOCA) - Districts
Announcement Type:	VOCA New Grants
Catalog of Federal Domestic Assistance (CFDA) Number:	16.575
Federal Award Identification Number (NAIN):	2015-VA-GX-0003
Federal Award:	\$28,327,109
Period of Performance:	January 1, 2016 through June 30, 2017 18 months
Funding Opportunity Purpose:	<p>The Louisiana Commission on Law Enforcement and Administration of Criminal Justice announces the Notice of Funding Opportunity (NOFO) for the Victims of Crime Act Program (VOCA).</p> <p>The primary purpose of the Crime Victims Assistance Formula Grant Program (VOCA) (supported by the Office for Victims of Crime (OVC), authorized under the Victims of Crime Act of 1984, Public Law 98-473) is to support the provision of the services to victims of crime throughout the Nation.</p>

Due Dates:

- Contact District for Notice Of Intent due dates

Notice of Intent:

- Submit form to appropriate district VOCA contact for view and selection.
- If selected to continue application process, applicant will receive an invitation to apply.
- Applicants that do not comply may be delayed or not accepted for review.

District Information

District 1
Northwest Law Enforcement Planning
District, Inc.
615 Main Street,
Pineville, Louisiana 71360-6935
318-487-5432

District 5
Capital District Law Enforcement Planning
Council, Inc.
1406 South Range Avenue, Suite 5,
Denham Springs, Louisiana 70726-4801
225-667-1503

District 2
North Delta Law Enforcement Planning
District, Inc.
P. O. Box 3291,
Monroe, Louisiana 71210-3291
318-998-6041

District 6
Southwest District Law Enforcement Planning
Council, Inc.
1323 Oak Park Blvd.,
Lake Charles, Louisiana 70602-1543
337-439-6750

District 3
Red River Delta Law Enforcement Planning
District, Inc.
615 Main Street,
Pineville, Louisiana 71360-6935
318-487-5432

District 7
Jefferson Parish / Metropolitan District Law
Enforcement Planning District, Inc.
1221 Elmwood Park Blvd., Suite 607,
Harahan, Louisiana 70123-2337
504-736-6903

District 4
Evangeline Law Enforcement Council, Inc.
900 East University,
Lafayette, Louisiana 70502-3986
337-291-7153

District 9
New Orleans, City of - Office of Criminal Justice
Coordination
1300 Perdido Street, Room 8E15,
New Orleans, Louisiana 70112-2125
504-658-4044

Part 2. Full Text of the Announcement

A. PROGRAM DESCRIPTION

In 1984, VOCA established the Crime Victims Fund in the United States Treasury and authorized the Fund to receive deposits of fines and penalties levied against criminals convicted of federal crimes. This fund provides the source of funding for carrying out all of the activities authorized by VOCA. VOCA crime victim assistance grant program is to assist a crime victim (a person who has suffered physical, sexual, financial, or emotional harm) as a result of the commission of a crime.

Services are defined as those efforts that:

- 1) Respond to the emotional and physical needs of crime victims;
- 2) Assist primary and secondary victims of crime to stabilize their lives after victimization;
- 3) Assist victims to understand and participate in the criminal justice system; and
- 4) Provide victims of crime with a measure of safety and security.

Funds must be allocated, without duplication, to each of the following areas:

- 1) Sexual Assault;
- 2) Domestic Violence;
- 3) Child Abuse; and
- 4) Previously Underserved Populations

Applications must establish goals, objectives, and activities that ultimately enhance the delivery of comprehensive, quality victim services.

Priority is given to projects that are evidenced based and/or collaborative efforts.

B. AWARD INFORMATION

Funding Instrument: The Louisiana Commission on Law Enforcement will issue grant awards.

Application Types Accepted: Continuations, Renewals, and New applicants/applications

Funds Available: Refer to your appropriate District

Award Project Period: 18 months beginning January 1, 2016.

Financial Management and System of Internal Controls:

If selected for funding, the award recipient must:

- Establish and maintain effective internal control over the Federal award that provides reasonable assurance that the non-Federal entity is managing the Federal award in compliance with Federal statutes, regulations, and the terms and conditions of the Federal award. These internal controls should be in compliance with guidance in “Standards for Internal Control in the Federal Government” issued by the Comptroller General of the United States and the “Internal Control Integrated Framework”, issued by the Committee of Sponsoring Organizations of the Treadway Commission (COSO).
- Comply with Federal statutes, regulations, and the terms and conditions of the Federal awards.
- Evaluate and monitor the non-Federal entity's compliance with statute, regulations and the terms and conditions of Federal awards

- Take prompt action when instances of noncompliance are identified including noncompliance identified in audit findings.
- Take reasonable measures to safeguard protected personally identifiable information and other information the Federal awarding agency or pass-through entity designates as sensitive or the non-Federal entity considers sensitive consistent with applicable Federal, state and local laws regarding privacy and obligations of confidentiality.

C. ELIGIBILITY INFORMATION

1. **Eligible Applicants:** must provide advocacy and direct services to victims of crime.
 - Sexual Assault and Rape Treatment Centers
 - Domestic Violence Programs and Shelters
 - Child Abuse Programs
 - Centers for Missing Children
 - Mental Health Services
 - Other community based victim coalitions and support organizations include those who serve survivors of homicide victims
 - Law Enforcement Organizations
 - Prosecutors' Office
 - Courts
 - Corrections Department
 - Probation and Paroling Authorities
 - Religiously-Affiliated Organizations
 - State Crime Victim Compensation Agencies
 - Hospital and Emergency Medical Facilities
 - State and Local Public Agencies
 - Mental Health Service Organizations
 - State / Local Public Child and Adult Protective Services
 - State Grantees
 - Legal Service Agencies

Prohibited Applicants

- Federal Agencies
- In-Patient Treatment Facilities
- Indigent Defenders

2. **Match Requirements**

- Twenty percent (20%) match.
- Match must be provided from resources other than Federal Funds.
- Native American tribes are required a five percent (5%) match.
- Match can be in the form of:
 - ❖ Cash
 - ❖ In-Kind Services
 - ❖ Or Combination of both

3. Other Requirements

- ***Background and Fingerprint Checks***
Any staff person working with populations, including victim advocates, volunteers, secretaries, counselors, etc. who come into contact with vulnerable populations, including victims served by your programs must have had an employment-rated criminal background check conducted to ensure their history is clear. The staff must comply with the most current version of the Louisiana Child Protection Act, LRS 15:587.1 and Adult Protective Services (APS) Law, LRS 15:1501-1511.
- ***Volunteers***
 - ❖ Agencies must use volunteers.
 - ❖ If the agency cannot use volunteers a waiver must be completed and approved.
 - ❖ Can be used as in-kind match
 - ❖ Duties must be directly related to the focus of the program
 - ❖ Value of volunteer hours - limited to \$15 an hour
 - ❖ Professionals (licensed or certified therapist, attorneys, doctors, or law enforcement officers) can be valued as a donation of time.
 - ❖ The professional rate should be consistent with the customary charges for the services.
 - ❖ Value of professional hourly rate is limited to \$100 per hour.
- ***Supplanting/Non-Supplanting***
 - ❖ Federal funds must be used to supplement (add to), enhance or expand existing services for program activities and not replace those funds that have been appropriated for the same purpose.
 - ❖ A grant recipient may not use Federal grant funds to defray any costs that the recipient already is obligated to pay.
 - ❖ The possibility of supplanting will be the subject of careful application review, possible pre-award review, post-award monitoring, and audit of any finding.
 - ❖ If any additional information, assistance with definition, or examples of supplanting is needed, please contact the LCLE Program Manager.
- ***Conflict of Interest Disclosure Form***

D. APPLICATION AND SUBMISSION INFORMATION

Applicants will first submit a Notice of Intent (NOI) to the appropriate District VOCA Program Manager (see page 2 for contact information). The District Council will review and determine projects to move forward to the application process. Applicants will receive an invitation to submit the full application on the Louisiana Commission on Law Enforcement's E-grants system. The NOI submission materials can be found at www.lcle.la.gov.

What the Notice of Intent should include:

Complete the NOI Worksheet, obtain the authorized official signature and return to the appropriate District.

NOI Worksheet

Applicant Agency – legal name of the agency

Project Title – descriptive title of proposed project

Section 1. Agency Description Information – please check the box that best describes the agency

Section 2. Federal Program Area – enter in the dollar figure associated with each program area. Please enter 0 if no funding is dedicated to an area.

Section 3. Do not enter information in this table

Section 4. Proposed Budget – For each budget item, thoroughly and clearly describe every category of expense listed, demonstrate cost effectiveness and relation to the goals of the project. Please refer to the table below to include your calculations. Include a description of the procurement process for equipment purchases and consultants/contracts. Indirect cost rate agreement (if applicable) should be attached. If the applicant does not have a federally approved cost rate agreement, costs may be allocated in the direct cost categories.

Personnel:						
FT Personnel						
FT	_____ %;	\$ _____	x	# _____	x	_____ %
	Percentage of time worked on THIS GRANT	Amount per pay period		Number of pay periods		Percentage of personnel costs paid by THIS GRANT
PT Personnel						
PT	\$ _____	x	# _____	x		# _____
	Hourly rate		Hours per week			Number of weeks
OT Personnel / Pool of Officers						
OT	\$ _____	x	# _____	x	# _____	x
	Average hourly rate (Range of hourly rate: \$XX - \$XX)		Hours per week		Number of Weeks	Anticipated number of personnel in pool
Employee Benefits:						
	\$ _____	x		_____ %		ie: MC, WC, GI, FICA, FUTA
	Grant salaries for all personnel listed in the application			Percentage of Employee Benefits to be paid by this grant Maximum 30%		List of Employee Benefits being paid by this grant
Acronyms for Employee Benefits:						
	Medicare	MC	Group Insurance	GI	FICA	FICA
	Workers Compensation	WC	Retirement	RT	Unemployment	FUTA / SUTA
Travel						
Allowable mileage rate is \$0.51 ie: 1,200 x \$0.51 = \$612						
Conference Travel can now be reimbursed at 100%						
All Conference Travel needs to be approved by LCLE before attending the conference. Conference brochures / flyers / agendas must be sent to LCLE Program Manager for approval.						
Equipment						
Furniture	\$7,500 limit on each application					
Computers	\$25,000 limit on each application					
Audiovisual	\$20,000 limit on each application					
Supplies and Operating Expenses						
Supplies						
Supplies are limited to 4% of the federal grant amount – not to exceed \$10,000						
Supplies can be broken down into two categories - Office Supplies and / or Other Supplies						
Office Supplies						
	\$ _____	x		# _____		
	Monthly Amount			Number of Months		
Other Supplies						
	\$ _____					ie: Books, Videos, DVD's
	Amount of all other supplies					List all other supplies to be purchased
NOTE: these two categories cannot exceed the 4% or maximum amount.						
Operating Expenses						
Audit Charges:	Must show the breakdown of the time and percentage the auditor spends on the grant in the audit.					

Registration Fees:	LACLE must receive the form for approval before attending the conference.
Background and Fingerprinting Checks:	The charge for the background and fingerprinting checks can be charged to the grant, for personnel and volunteers pertaining to the grant incurred during project period. NOTE: the background and fingerprinting fees must be a reasonable cost.
Advertising Funds:	Districts can charge the advertisement fees to their administrative grants.
Printing:	Must receive the item to be printed and must include the printing statement.
Consultants	
Up to \$650 for an eight hour day or \$81.25 per hour.	

Required Registrations for Applicants

All agencies are required to provide the following documents:

- i. Federal Tax Identification Number
- ii. IRS Form W-9 (Taxpayer Identification and Certification)
- iii. IRS Form 501C3 (Tax-exempt Status for Non-profit Organizations)
- iv. State of Louisiana Self-service Request for Vendor
https://lagoverpvendor.doa.louisiana.gov/irj/portal/anonymous?guest_user=self_reg
- v. DUNS (Data Universal Numbering System) Number Certificate
- vi. CAGE (Commercial and Government Agency) Code Certificate
- vii. SAM (System for Award Management) Number and current Expiration Date
- viii. Louisiana Secretary of State Non-Profit Corporation Certificate
- ix. All agencies with a private, non-profit, or non-governmental status are required to procure and maintain a surety or dishonesty bond in the amount of the federal funds
- x. LACLE E-grants registration must be complete in order to receive invitation

New applicant Agencies

If the new applicant agencies have not yet demonstrated a record of providing services, they must demonstrate that twenty-five percent (25%) of their overall financial support is from non-federal sources. This cannot be considered part of the required match.

Funding Restrictions

All awards are subject to the terms and conditions, cost principals, and other considerations described in 2 CFR 200, Louisiana Statute and LACLE policy.

VOCA Funds cannot be used for the following:

- Duplication of services immediately available through municipal, provincial, or national government.
- Market research, advertising (unless public service related to grant program) or other promotional expenses.
- Expenses made prior to the approval of a proposal or unreasonable expenditures will not be reimbursed.

E. APPLICATION REVIEW INFORMATION

Criteria: Each application will be evaluated and scored on the NOI Components and two Budget Components using a 100 point scale by the District.

1. Project Summary and Strategy (30 points):

This section should be a succinct summary containing the description of the problem this project seeks to address the project's purpose, the program description, and expected results. Propose a clear and realistic implementation plan to comprehensively address objectives of this Notice of Funding Opportunity. It should also outline the relevant and appropriate main activities.

2. Goals (15 points)

This section should outline the Program Goals and Expected Results for the project.

3. Objectives (15 points)

This section should state clearly defined and quantitatively measurable objectives that support programmatic progress. Please present a brief, work plan including target dates for activities, which reflects the overall program approach and its objectives.

4. Organizational Capacity and Past Performance (20 points):

This section of the application provides information about the applicant organization and any proposed key partners. It provides evidence that the applicant has the ability to successfully carry out the program activities of the grant. Provide a description of the applicant organization – including its general purpose, goals, annual budget (including funding sources), and major past and current activities and projects undertaken. Include a description of all key partners for this project and of the proposed working relationship with them.

Budget Components

1. Budget Appropriateness (10 points):

Budgeted items are obviously necessary to the achievement of the goals and activities as presented in the application.

2. Cost-effectiveness (10 points):

Applicants should propose expenditures that are reasonable, allowable, and allocable to the proposed activities and that reflect the applicant's understanding of 2 CFR 200.

F. AWARD INFORMATION

If the application receives approval from the District review, the applicant will be invited to submit the full application through the LCLE E-grants system. The application will then be presented to the Commission on Law Enforcement for final approval after which time an award will be issued. Awardees are expected to comply with all special conditions, certified assurances, and will meet the quarterly programmatic and fiscal reporting requirements.

No diminished support policy is presently in effect for all programs, but the Board will reserve the right to approve a program at a reduced level. This will take into account other projects requesting funding and the past ability of the agency to appropriately expend its award funds. Funding is contingent on funds availability, proper subgrant management, meeting goals and objectives, and complying with all requirements. The Board may make recommendations to the Commission to reduce funding or discontinue funding to those agencies not meeting these requirements.

G. CONTACT INFORMATION

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