

State of Louisiana

Louisiana Commission on Law Enforcement and
the Administration of Criminal Justice



AMERICAN RECOVERY AND
REINVESTMENT ACT OF 2009

VOCA VICTIM ASSISTANCE FORMULA GRANT PROGRAM

APPLICATION INSTRUCTIONS

Louisiana Commission on Law Enforcement
1885 Wooddale Blvd., Room 1230
Baton Rouge, LA 70806-1511

(225) 925-1757
CVA Program Manager

(225) 925-4418
Main Number

www.lcle.la.gov

DEADLINE

All applications must be submitted to LCLE online, by mail, or hand delivery at the above address.

Applications are due by 5:00 p.m. on Friday, April 24, 2009

2009 AMERICAN RECOVERY AND REINVESTMENT ACT
VOCA VICTIM ASSISTANCE FORMULA GRANT PROGRAM
APPLICATION INSTRUCTIONS

Please read these instructions before completing the application. There are specific requirements to be eligible to receive the American Recovery and Reinvestment Funds.

GENERAL FUNDING INFORMATION

The H.R.1 “American Recovery and Reinvestment Act (ARRA) of 2009” was signed by the President on February 17, 2009. The purpose of the American Recovery and Reinvestment Act of 2009 VOCA Victim Assistance Formula Grant Program is to support the provision of services to victims of crime throughout the Nation. The ARRA of 2009 funding to preserve and create jobs and promote economic recovery; assisting those most impacted by the recession; and stabilizing state and local government budgets, in order to minimize and avoid reductions in essential services and counterproductive state and local tax increases [42 U.S.C. §§ 3751(a)].

The Victims of Crime Act was passed by Congress and signed into law by the President on October 12, 1984. The Children's Justice and Assistance Act of 1986, the Anti-Drug Abuse Act of 1988 and again in 1992, and most recently by the Antiterrorism and Effective Death Penalty Act of 1996 amended the 1984 Victims of Crime Act. It is referred to as the Victims of Crime Act (VOCA) of 1984, as amended, Public Law 98-473, Title II, Chapter XIV (codified at 42 U.S.C. 10601, *et seq.*)

The original Act was one of the results of recommendations made by the President's Task Force on Victims of Crime. The task force concluded that only the Federal, state and local governments, along with the private sector, sharing the responsibility of providing victims assistance, could adequately meet the needs of crime victims. The Victims of Crime Act is a response to the call for action by victims and victims' service providers who appealed to the task force for help.

PROGRAM PURPOSE

1. The ARRA of 2009 purposes include:
 - 1.1. To preserve and create jobs and promote economic recovery,
 - 1.2. To assist those most impacted by the recession,
 - 1.3. To stabilize State and local government budgets, in order to minimize and avoid reductions in essential services and counterproductive State and local tax increases

2. The VOCA purposes include:
 - 2.1. Respond to the emotional and physical needs of crime victims.
 - 2.2. Assist primary and secondary victims of crime to stabilize their lives after victimization.
 - 2.3. Assist victims to understand and participate in the criminal justice system.
 - 2.4. Provide victims of crime with a measure of safety and security such as boarding-up broken windows and replacing or repairing locks.

3. Grants under this Program shall provide
 - 3.1. Direct assistance to victims (men, women and children) of
 - 3.1.1. Sexual assault
 - 3.1.2. Domestic abuse
 - 3.1.3. Child abuses.
 - 3.1.4. Previously underserved
 - 3.1.4.1. Previously underserved victims of crime may be identified by type of crime and also by demographic characteristics.
 - 3.1.4.2. Applicants may submit projects that are devoted **in total or in part** to offering specialized services tailored to meet the special needs of **one or more** categories of previously underserved victims of crime. In the narrative section of the grant application, applicants should clearly identify the types of previously underserved victims.
 - 3.1.4.3. The applicant should demonstrate a significant level of need for a particular type of victim, then clearly identify the specialized services that the project intends to provide and the percentage of the grant that will be devoted to these specialized services.
 - 3.1.4.4. The category of previously underserved victims of either adult or juvenile offenders may include, but are not limited to:

Adult Survivors of Incest
Assault
Bank Robbery
Disabled Persons
Economic Exploitation and Fraud
Elder Abuse
Federal Crimes
Gang Violence

Hate and Bias Crimes
Members of Racial or Ethnic Minorities
Non-English Speaking Residents
Residents of Rural or Remote Areas or Inner Cities
Robbery
Victims of Intoxicated Drivers
Survivors of Homicide Victim

DEFINITIONS

1. **Child Abuse and Adult Protective Service Agencies** - Agencies that focus on child abuse programs and treatment facilities and adult protective services agencies.
2. **Crime Victim** - A person who has suffered physical, sexual, financial, or emotional harm as a result of the commission of a crime.
3. **Elder Abuse** - The mistreatment of older persons through physical, sexual, or psychological violence, neglect, or economic exploitation and fraud.
4. **Federal Crime Victims** - A victim of an offense that violates a Federal criminal statute or regulation. Federal crimes also include crimes that occur in an area where the Federal government has jurisdiction, such as Indian Reservations, some National Parks, some Federal buildings, and military installations.
5. **Financial Exploitation/Harm** - VOCA-funded programs cannot restore the financial losses suffered by the victims of fraud; victims are eligible for the counseling, criminal justice advocacy, and other support services offered by VOCA-funded victim assistance programs.
6. **In-Kind Match** - For the purposes of this program, In-Kind Match may include, but is not limited to, donations of expendable equipment, office supplies, workshop or classroom materials, work space, or the monetary value of time contributed by professionals and technical personnel and other skilled and unskilled labor, if the services they provide are an integral and necessary part of a funded project.
7. **Therapy** - Refers to intensive professional psychological and/or psychiatric treatment for individuals, couples, and family members related to counseling to provide emotional support in crises arising from the occurrence of crime.
8. **Underserved Victims of Crime** - Victims can be defined by demographic characteristics such as their status as senior citizens, non-English-speaking residents, disabled persons, members of racial or ethnic minorities, or by virtue of the fact that they are residents of rural or remote areas, or inner cities.

APPLICANT ELIGIBILITY

An organization must provide direct services to victims of crime through its staff and operated by a public agency or a private nonprofit organization, or a combination of such agencies or organizations.

1. Eligible Subgrant Organizations

- 1.1 Public Agency or Nonprofit Organization - A public agency, a nonprofit organization, or a combination of such agencies or organizations, whose SOLE MISSION is to provide services to crime victims. These organizations include, but are not limited to:
 - 1.1.1 Sexual Assault and Rape Treatment Centers
 - 1.1.2 Domestic Violence Programs and Shelters
 - 1.1.3 Child Abuse Programs
 - 1.1.4 Centers for Missing Children
 - 1.1.5 Mental Health Services
 - 1.1.6 Other community-based victim coalitions and support organizations, including those who serve survivors of homicide victims.
- 1.2 Other Public and Nonprofit Organizations - Other public and nonprofit organizations that have components that offer services to crime victims are eligible **if** the funds are used to expand or enhance the delivery of crime victims' services. These organizations include, but are not limited to:
 - 1.2.1 Criminal Justice Agencies
 - 1.2.1.1 Prosecutors' Offices
 - 1.2.1.2 Law Enforcement Organizations
 - 1.2.1.3 Corrections Departments
 - 1.2.1.4 Courts
 - 1.2.1.5 Probation and Paroling Authorities
 - 1.2.2 Religiously-Affiliated Organizations - Religiously affiliated organizations must ensure that services are offered to all crime victims without regard to religious affiliation and that the receipt of services is not contingent upon participation in a religious activity or event.
 - 1.2.3 State Crime Victim Compensation Agencies - State crime victim compensation agencies, including both centralized and decentralized programs, may receive VOCA assistance funds **if** they offer direct services to crime victims that extend beyond the essential duties of compensation staff such as claims investigations,

distribution of information about compensation and referral to other sources of public and private assistance. Such services would include assisting victims in identifying and accessing needed services and resources.

1.2.4 Hospitals and Emergency Medical Facilities - Hospitals and emergency medical facilities must offer crisis counseling, support groups, and/or other types of victim services. In addition, state grantee may only award VOCA funds to a medical facility for the purpose of performing forensic examinations on sexual assault victims if:

1.2.4.1 The examination meets the standards established by the state, local prosecutor's office, or state-wide sexual assault coalition; and

1.2.4.2 Appropriate crisis counseling and/or other types of victim services are offered to the victim in conjunction with the examination.

1.25 Others, such as State and Local Agencies

1.25.1 Mental Health Services Organizations

1.25.2 State/Local Public Child and Adult Protective Services

1.25.3 State Grantees

1.25.4 Legal Services Agencies

1.25.5 Programs with a demonstrated history of advocacy on behalf of domestic violence victims.

1.25.6 Public housing authorities that have components specifically trained to serve crime victims.

2. Ineligible Recipients of VOCA Funds

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

2.1.1 Federal Agencies - This includes U.S. Attorneys Office and FBI Field Offices. However, private nonprofit organizations that operate on Federal land may be eligible subrecipients of VOCA victim assistance grant funds.

2.1.2 In-Patient Treatment Facilities - For example, those designated to provide treatment to individuals with drug, alcohol, and/or mental health-related conditions.

Applicants must obtain the following. Applications will not be considered if this information is not included.

- **DUNS Number:** The Office of Management and Budget requires that all businesses and nonprofit applicants for federal funds include a Data Universal Numbering System (DUNS) number in their application for a new award or renewal of an award. Applications without a DUNS number are incomplete. A DUNS number is a unique nine-digit sequence recognized at the universal standard for identifying and tracking entities receiving federal funds. The identifier is used to validate address and point of contact information for federal assistance applicants, recipients, and subrecipients. The DUNS number will be used throughout the grant life cycle. Obtaining a DUNS number is a free, simple, one-time activity. Call 1-866-705-5711 or apply online at <http://www.dnb.com/us/>. Individuals are exempt from this requirement.
- **Central Contractor Registration:** OJP requires that all applicants for federal financial assistance, other than individuals, maintain current registrations in the Central Contractor Registration (CCR) database. The CCR database is the repository for standard information about federal financial assistance applicants, recipients, and subrecipients. Organizations that have previously submitted applications via Grants.gov are already registered with CCR, as it is requirement for Grants.gov registration. Please note, however, that applicants must update or renew their CCR at least once per year to maintain an active status. Information about registration procedures can be accessed at www.ccr.gov.

PERIOD OF PROJECT SUPPORT

Projects funded under the formula grant program may be funded for **a maximum of one year (12 months)**. The projects can choose one of the following project periods.

1. June 1, 2009 – May 31, 2010
2. July 1, 2009 – June 30, 2010
3. August 1, 2009 – July 31, 2010

All projects must end no later than July 31, 2010. This limitation on funding applies to all projects.

MINIMUM REQUESTED FUNDS

The minimum amount of **\$5,000** can be requested. Any project request **under \$5,000 will not be considered**.

If you receive an award from other Federal grant applications, you cannot request the same items in this application.

STIMULUS ONLY FUNDED ITEMS

Projects cannot request funding for specific budget items under this stimulus funding if the agency has requested funding for the same items under another federal grant program.

MATCH

1. The purpose of matching contributions is to increase the amount of resources available to the projects supported by grant funds.

2. A **twenty percent (20%)** may be donations or services in the form of cash or in-kind of the total cost (VOCA Federal funds plus match) and must be derived from non-Federal sources.
3. All funds designated as match are restricted to the same uses as the VOCA victim assistance funds and must be expended within the grant period.
4. Match must be provided on a project-by-project basis. See definitions for In-Kind Match.
5. Exceptions to the Twenty Percent (20%) Match –
 - 5.1 The Cash or In-Kind Match for new or existing VOCA applicants that are Native American Tribes/Organizations located on a Reservation is **five percent (5%)** of the total VOCA project.
 - 5.2 A Native American Tribe/Organization is defined as any tribe, band, nation, or other organized group or community, which is recognized as eligible for the special programs and services provided by the United States to Native Americans because of their status as Native Americans. A reservation is defined as a tract of land set aside for use of, and occupancy by, Native American.

PROGRAM INCOME

1. Program income is all gross income received, generated, or earned by the subgrantee as a direct result of the grant activity between the effective dates of the award as reflected in the final financial report.
2. Programs may generate program income from VOCA-funded staff time under the following conditions:
 - 2.1 Only with prior approval of financial and monitoring procedures by the Office of the Comptroller and the Office for Victims of Crime.
 - 2.2 With the stipulation that no crime victim is ever denied services for lack of insurance or personal resources to cover the cost of the service.

RECOVERY ACT REQUIREMENTS

Please read the Recovery Act requirements. Additional information appears on the “OJP Recovery Act Additional Requirements” web page at www.ojp.usdoj.gov/recovery/solicitationrequirements.htm.

1. **Non-Supplanting** – Federal funds must be used to supplement existing state and local funds for program activities and must not replace those funds that have been appropriated for the same purpose. See the OJP Financial Guide (Part II, Chapter 3).
2. **Recovery Act: Buy American** – All applicants that propose to use grant funds to construct, alter, maintain, or repair a public building or public work should be aware that the Recovery Act (in section 1605) contains a “Buy American” provision that applies to iron, steel, and manufactured goods, subject to certain exceptions. The provision is to be applied in a manner consistent with United States obligations under international agreements. Government-wide guidance on this provision is not yet available, but is expected.
3. **Recovery Act: Wage Rate Requirements** – All applicants should be aware that the Recovery Act contains a provision on wage rate requirements that concerns projects funded or assisted by Recovery Act funds that employ laborers and mechanics. See section 1606 of the Recovery Act. Government-wide guidance on this provision is not yet available, but is expected.
4. **Recovery Act: Preference for Quick-Start Activities** – Pursuant to section 1602 of the Recovery Act, recipient of funds under this solicitation for infrastructure investment are to give preference to activities that can be started and completed expeditiously, and also are expected to use grant funds in a manner that maximizes job creation and economic benefit.
5. **Recovery Act: Contracts** – Generally speaking, the Recovery Act places special emphasis on the use of fixed-price contracts awarded through competitive procedures. As information becomes available, OJP will provide guidance to applicants as to what, if any, particular procurement requirements or procedures may apply to contracts awarded with Recovery Act grant funds, apart from those that appear in 28 C.F.R. Part 66 and 28 C.F.R. part. 70.
6. **Recovery Act: Limit on Funds** – The Recovery Act specifically provides that funds may not be used by any state or local government, or any private entity, for any casino or other gambling establishment, aquarium, zoo, golf course, or swimming pool.
7. **Recovery Act: Use of Funds in Conjunction with Funds from Other Sources** – Recovery Act funds may be used in conjunction with other funding as necessary to complete projects, but tracking and reporting of Recovery Act funds must be separate, to meet the reporting and other requirements of the Recovery Act and other applicable law. There can be no commingling of funds. (See “Accountability and Transparency under the Recovery Act,” below.)

ACCOUNTABILITY AND TRANSPARENCY UNDER THE RECOVERY ACT

Separate Tracking and Reporting of Recovery Act Funds and Outcomes

Consistent with the special purposes and goals of the Recovery Act, and its strong emphasis on accountability and transparency, it is essential that all funds from a Recovery Act grant be tracked, accounted for, and reported on separately from all other funds (including DOJ grant funds from non-Recovery Act grants awarded for the same or similar purposes or programs). Recipients must also be prepared to track and report on the specific outcomes and benefits attributable to use of Recovery Act funds.

The accounting system of all recipients and subrecipients must ensure that funds from any award under this Recovery Act solicitation are not commingled with funds from any other source.

Misuse of grant funds may result in a range of penalties, including suspension of current and future funds, suspension or debarment from federal grants, recoupment of monies provided under a grant, and civil and/or criminal penalties.

REPORTING REQUIREMENTS

1. **Equipment Inventory Listing and Assurance Forms** must be completed for any equipment purchased with grant funds. Reports are due with the final Expenditure/Request for Funds report.
2. **Expenditure/Requests for Funds** are due within **five (5) days** of the end of the cycle.
 - 1.1 Monthly is receiving \$40,000 or more in Federal funds or
 - 1.2 Quarterly (or monthly by choice) if receiving less than \$40,000 in Federal funds. See time schedule below.
 - 1.3 Final Fiscal Expenditure report is submitted to LCLE **five (5) days** after the end of the project.
3. **Quarterly Progress Reports** provides information on the project's performance in meeting the goals and objectives within the reporting period. Quarterly reports are filed on a calendar quarter bases and are due to LCLE by:

<u>Reporting Period</u>	<u>Due to LCLE</u>
January – March	April 5
April – June	July 5
July – September	October 5
October – December	January 5

Performance measures – To assist in fulfilling the accountability objectives of the Recovery Act, as well as the Department's responsibilities under the Government Performance and Results Act of 1993 (GPRA), Public Law 103-62, applicants who receive funding under this solicitation must provide data that measure the results of their work. Applicants must discuss their data collection methods in the application. Date collected must be reported in the Quarterly Progress Reports. Further information on this is stated later in the application.

4. **Subgrant Adjustments** allows changes to the original application within the project period. Changes could include the budget, project period and/or extension, project officials/addresses, project personnel, goals and objectives, and/or other. If changes are made with project personnel, you must submit the Subgrant Adjustment Page 3 along with the resume(s), if applicable. This form can be downloaded at www.lcle.la.gov/programs/FF_OB.asp.

Failure to Comply with Reporting Requirements may result in administrative action such as withholding of payments, suspension of funding, cancellation of project, loss of awarded funds, or non-certification of new grant awards.

OTHER REQUIREMENTS

VOCA funds will be awarded only to programs that provide direct services to victims of sexual assault, domestic abuse, child abuse crimes and/or previously underserved victims through their staff. An eligible crime victim assistance program **shall meet** the following requirements:

1. **Public or Nonprofit Organization** - Nonprofit organization applicants **must maintain** their corporate status with the Louisiana Secretary of State's Commercial Division in good standing during the life of the grant.
2. **Non-Supplantation** - Applicants must use VOCA funds to enhance or expand services and will not be used to supplant state and local funds that would otherwise be available for crime victim services.
3. **Record of Effective Services**
 - 3.1 **Existing Programs** - The program must have been in continual existence for one year prior to start date. Have demonstrated a record of providing effective services to crime victims. This includes having the support and approval of its services by the community, a history of providing direct services in a cost-effective manner, and financial support from other sources. A nonprofit organization must maintain its good-standing status with the Commercial Division of the Louisiana Secretary of State Office during the entire duration of the grant period.
 - 3.2 **New Programs** - Those programs that have not demonstrated a record of providing services may be eligible to receive VOCA funding. Must demonstrate that at least **twenty-five (25%)** of its financial support is from non-Federal sources. This amount may **not** be counted as match. A new program must provide a copy of its funding sources from its budget. A nonprofit organization must maintain its good standing status with the Commercial Division of the Louisiana Secretary of State Office during the entire duration of the grant period.
4. **Program Match Requirements**

The purpose of matching contributions is to increase the amount of resources available to the projects supported by grant funds. Matching contributions of **twenty percent (20%)** (Cash or In-Kind Match) of the total cost (VOCA Federal funds plus match) and must be derived from non-Federal sources. All funds designated as match are restricted to the same uses as

the VOCA victim assistance funds and must be expended within the grant period. Match must be provided on a project-by-project basis. See definitions for In-Kind Match.

- 4.1 **Record Keeping** - Applicant must maintain records that clearly show the source, the amount, and the period during which the match was allocated. The basis for determining the value of personal services, materials, equipment, and space must be documented. Volunteer services must be documented, and to the extent feasible, supported by the same methods used by the applicant for its own paid employees.
- 4.2 **Exceptions to the Twenty Percent (20%) Match** - The Cash or In-Kind Match for new or existing VOCA applicants that are Native American Tribes/Organizations located on a Reservation is **five percent (5%)** of the total VOCA project. A Native American Tribe/Organization is defined as any tribe, band, nation, or other organized group or community, which is recognized as eligible for the special programs and services provided by the United States to Native Americans because of their status as Native Americans. A reservation is defined as a tract of land set aside for use of, and occupancy by, Native Americans.
5. **Volunteers** - Applicant organizations **must** use volunteers unless the state grantee determines there is a compelling reason to waive this requirement.
6. **Promote Community Efforts to Aid Crime Victims** - Promote, within the community or region served a coordinated approach to serving crime victims. In order for the best interests of crime victims to be served and for interagency communication to be enhanced, programs are to provide written cooperative agreements signed by all cooperating agencies. In lieu of agreements, programs may provide a brief narrative explaining how they plan to work with other agencies and which organizations, committees, etc. they have joined or will be joining AND provide three letters of support from those organizations indicating awareness of and cooperation with the applicant agency.
7. **Help Victims Apply for Crime Victims Reparations (CVR) Compensation Benefits** - Assist victims in seeking Crime Victims Reparations (CVR) Compensation benefits. Unless it can be demonstrated that such assistance is not applicable, assistance must include, at a minimum, distributing compensation brochures, making direct referrals to the compensation program through the Sheriff's Claim Investigator, and assisting with applications, forms, and procedures.
8. **Comply with Federal Rules Regulating Grants** - Applicant must comply with the applicable provisions of VOCA, the Program Guidelines, and the requirements of the OJP Financial Guide, effective editions, which includes maintaining appropriate programmatic and financial records that fully disclose the amount and disposition of VOCA funds received. This includes: financial documentation for disbursements; daily time and attendance records specifying time devoted to allowable VOCA victim services; client files; the portion of the project supplied by other sources of revenue; job descriptions; contracts for services; and other records which facilitate an effective audit.
9. **Maintain Civil Rights Information** - Maintain statutorily required civil rights statistics on victims served by race, national origin, sex, age, and disability, within the timetable of the grant. Permit reasonable access to its books, documents, papers, and records to determine whether compliance with applicable civil rights laws. This requirement is waived when providing a service, such as telephone counseling, where soliciting the information may be inappropriate or offensive to the crime victim.
10. **State Criteria** - Comply with State criteria of the Louisiana Commission on Law Enforcement Board, the LCLE Victim Services Advisory Board and LCLE policies.
11. **Services to Victims of Federal Crimes** - Applicant must provide services to victims of Federal crimes on the same basis as victims of state/local crimes.
12. **No Charge to Victims for VOCA-Funded Services** - Applicant must provide services to crime victims, at no charge, through the VOCA-funded project. Any deviation from this provision requires prior approval from the Louisiana Commission on Law Enforcement and the Office for Victims of Crime.
13. **Client-Counselor and Research Information Confidentiality** - Applicant must maintain confidentiality of client-counselor information, as required by state and Federal laws.
14. **Confidentiality of Research Information**
 - 14.1 Except as otherwise provided by Federal law, no recipient of monies under VOCA shall use or reveal any research or statistical information furnished under this program by any person and identifiable to any specific private person for any purpose other than the purpose for which such information was obtained in accordance with VOCA.
 - 14.2 Such information, and any copy of such information, shall be immune from legal process and shall not, without the consent of the person furnishing such information, be admitted as evidence or used for any purpose in any action, suit, or other judicial, legislative, or administrative proceeding.
 - 14.3 There is nothing in the Act or its legislative history to indicate that Congress intended to override or repeal, in effect, existing state law governing the disclosure of information which is supportive of VOCA's fundamental goal of helping crime victims. For example, this provision would not act to override or repeal, in effect, a state's existing law pertaining to the mandatory reporting of suspected child abuse.
15. **ASSURANCES.**
 - 15.1 Eligible victim assistance programs that receive funding from LCLE are required to agree with certain certified assurances stated in the "Application for Crime Victim Assistance."
 - 15.2 The signature (IN BLUE) of the authorized official of the agency that is requesting funding is required.
16. **SURETY BONDS**
 - 16.1 All first time subgrantees with private, nonprofit status are required to obtain a surety, fidelity, or employee dishonesty bond in the amount of the Federal funds requested.

16.2 Those private, nonprofit subgrantees who have previously received at least one year CVA funding and who have demonstrated good performance, i.e., completing progress reports, fiscal reports, and performance report information, and statistical data will not be required to obtain a surety bond.

16.3 The following documentation must be provided:

16.3.1 Federal Tax Identification Number

16.3.2 IRS Form W-9 (Request for Taxpayer Identification Number and Certification)

16.3.3 LCLE Request for Vendor Information

16.3.4 Nonprofit organizations must comply with the following:

16.3.4.1 Provide IRS Form 501C3 (showing tax exempt status).

16.3.4.2 Must maintain its corporate status with the Louisiana Secretary of State's Commercial Division in good standing during the life of the grant.

17. **NEW PROGRAM FINANCIAL SUPPORT**- New programs, those which have not yet demonstrated a record of providing services, must provide with the application a copy of their funding sources from their budget.

ALLOWABLE COSTS AND SERVICES.

The following list of services, activities, and costs, include but are not limited to, are eligible for support with VOCA victim assistance grant funds within an applicant's organization:

1. Immediate Health and Safety

1.1 Those services which respond to the immediate emotional and physical needs (excluding medical care) of crime victims, such as:

1.1.1 Crisis intervention.

1.1.2 Accompaniment to hospitals for medical exams.

1.1.3 Hotline counseling.

1.1.4 Providing emergency food, clothing, and transportation.

1.1.5 Providing temporary shelter for crime victims who cannot safely remain in their current lodgings, which includes emergency, short-term nursing home shelter for elder abuse victims for whom no other safe, short-term residence is available.

1.1.6 Other emergency services that are intended to restore the victim's sense of security, such as offering measures such as repairing locks or boarding up windows and replacing or repairing locks.

1.1.7 Emergency legal assistance such as filing restraining orders and obtaining emergency custody/visitation rights when such actions are directly connected to family violence cases and are taken to ensure the health and safety of the victim.

2. Mental Health Assistance

2.1 Those services and activities that assist the primary and secondary victims of crime.

2.1.1 In understanding the dynamics of victimization and in stabilizing their lives after a victimization such as counseling, group treatment, and therapy.

2.1.2 Includes the evaluation of mental health needs, as well as the actual delivery of psychotherapy.

3. Assistance with Participation in Criminal Justice Proceedings

3.1 In addition to the cost of emergency legal services noted in "Immediate Health and Safety", there are other costs associated with helping victims participate in the criminal justice system that are also allowable. These services may include:

3.1.1 Advocacy on behalf of crime victims.

3.1.2 Accompaniment to criminal justice offices and court.

3.1.3 Transportation to court.

3.1.4 Childcare or respite care to enable a victim to attend court.

3.1.5 Notification of victims regarding trial dates, case disposition, and parole consideration procedures.

3.1.6 Assistance with victim impact statements.

3.1.7 Restitution advocacy.

NOTE: *VOCA funds cannot be used to pay for non-emergency legal representation such as for divorces, or civil restitution recovery efforts.*

4. Forensic Examinations

4.1 For sexual assault victims, forensic exams are allowable costs only to the extent that other funding sources (such as state compensation, private insurance or public benefits) are unavailable or insufficient and, such exams conform to state evidentiary collection requirements.

5. Costs Necessary and Essential to Providing Direct Services

5.1 This includes **pro-rated** costs of:

5.1.1 Rent and utilities.

5.1.2 Telephone service.

5.1.3 Transportation costs for victims to receive services.

5.1.4 Emergency transportation costs that enable a victim to participate in the criminal justice system.

5.1.5 Local travel expenses for service providers.

6. Special Services

- 6.1 Services to assist crime victims with managing practical problems created the victimization, such as:
 - 6.1.1 Acting on behalf of the victim with other services providers, creditors, or employers.
 - 6.1.2 Assisting the victim to recover property that is retained as evidence.
 - 6.1.3 Assisting in filing for compensation benefits.
 - 6.1.4 Helping to apply for public assistance.

7. Personnel Costs

- 7.1 Costs that are directly related to providing direct services, such as:
 - 7.1.1 Staff salaries and fringe benefits, including malpractice insurance.
 - 7.1.2 The cost of advertising to recruit VOCA-funded personnel.
 - 7.1.3 The cost of training paid and volunteer staff.

8. Restorative Justice

- 8.1 Opportunities for crime victims to meet the perpetrators, if such meetings are requested or voluntarily agreed to by the victim and have possible beneficial or therapeutic value to crime victims. At a minimum, the following should be considered:
 - 8.1.1 The safety and security of the victim.
 - 8.1.2 The benefit or therapeutic value to the victim.
 - 8.1.3 The procedures for ensuring that participation of the victim and offender are voluntary and that everyone understand the nature of the meeting.
 - 8.1.4 The provision of appropriate support and accompaniment for the victim.
 - 8.1.5 Appropriate debriefing opportunities for the victim after the meeting or panel.
 - 8.1.6 The credentials of the facilitators.
 - 8.1.7 The opportunity for a crime victim to withdraw from the process at any time.

NOTE: *VOCA funds cannot be used for victim-offender meetings that serve to replace criminal justice proceedings.*

OTHER ALLOWABLE COSTS AND SERVICES.

The services, activities, and costs listed below are not generally considered direct crime victim services, but are often a necessary and essential activity to ensure that quality direct services are provided. Before these costs can be supported with VOCA funds, the applicant must agree that direct services to crime victims cannot be offered without support for these expenses; that the applicant has no other source of support for them; and that only limited amounts of VOCA funds will be used for these programs. The following list provides examples, but not limited to:

- 1. **Skills Training for Staff** - VOCA funds designated for training are to be used:
 - 1.1 Exclusively for developing the skills of direct service providers including paid staff and volunteers, so that they are better able to offer services to crime victims. An example of skills development is training focused on how to respond to a victim in crisis.
 - 1.2 Training both VOCA-funded and non-VOCA-funded services providers who work within the applicant's organization.
 - 1.3 VOCA funds **cannot** be used for management and administrative training for executive directors, board members, and other individuals that do not provide direct services to victims.
- 2. **Training Materials** - VOCA funds can be used to purchase materials such as books, training manuals, and videos for direct service providers, within the VOCA-funded organization, and can support the costs of a trainer for in-service staff development. Staff from other organizations can attend in-service training activities that are held for the applicant's staff.
- 3. **Training Related Travel** - VOCA funds can support costs such as travel, meals, lodging, and registration fees to attend training within the state or a similar geographic area. Applicant is encouraged to look for available training within their immediate geographic area, as travel costs will be minimal. Out-of-state travel must have prior approval from LCLE. All travel requests must include the agenda and a copy of the completed registration form.
- 4. **Equipment and Furniture** - VOCA funds may be used to purchase furniture and equipment that provides or enhances direct services to crime victims. Such items, but not limited to, are:
 - 4.1 Typewriters
 - 4.2 Word Processors
 - 4.3 Beepers
 - 4.4 Video cameras and players for interviewing children
 - 4.5 Two-way mirrors
 - 4.6 Equipment and furniture for shelters, workspaces, victim waiting rooms, and children's play areas
 - 4.7 Furniture and equipment, such as Braille Equipment or TTY/TTD machines for the deaf that make victims services more accessible to persons with disabilities.

NOTE: *VOCA funds **cannot** be used to support the entire cost of an item that is not used exclusively for victim-related activities. However, VOCA funds can support a prorated share of such an item.*

*VOCA funds **cannot** be used to purchase equipment for another organization or individual to perform a victim related service.*

- 5. **Advanced Technologies** - At times, computers may increase an applicant's ability to reach and service crime victims. For example, automated victim notification systems have dramatically improved the efficiency of victim notification and

enhanced victim safety. In order to receive funding for advanced technologies, the applicant must meet the program eligibility requirements set forth in Section II. Program Requirements. The applicant must describe how the computer equipment will enhance services to crime victims, how it will be integrated into and/or enhance the applicant's current system; the cost of the installation, the cost of training staff to use the computer equipment; the on-going operational costs, such as maintenance agreements, supplies; and how these additional costs will be supported. Property insurance is an allowable expense as long as VOCA funds support a prorated share of the cost of the insurance payments.

6. **Contracts for Professional Services** - VOCA funds should not be used to support contract services. At times, however, it may be necessary for the application to use a portion of the VOCA fund to contract for specialized services. Examples of these services, but not limited to:
 - 6.1 Assistance in filing restraining orders or establishing emergency custody/visitation rights (the provider must have a demonstrated history of advocacy on behalf of domestic violence victims).
 - 6.2 Forensic examinations for a sexual assault victim to the extent that other funding sources are unavailable or insufficient.
 - 6.3 Emergency psychological or psychiatric services.
 - 6.4 Sign and/or interpretation for the deaf or for crime victims whose primary language is not English.

NOTE: *Applicants are prohibited from using a majority of VOCA funds for contracted services that contain administrative, overhead, and other indirect costs included in the hourly or daily rate.*
7. **Operating Costs** - Examples of allowable operating costs included, but not limited to:
 - 7.1 Supplies.
 - 7.2 Equipment use fees when supported by usage logs.
 - 7.3 Printing, photocopying, and postage.
 - 7.4 Brochures that describe available services.
 - 7.5 Books and other victim-related materials.
 - 7.6 The prorated share of audit costs.
 - 7.7 **Up to ten percent (10%)** of VOCA funds may support administrative time to complete VOCA-required time and attendance sheets and programmatic documentation, reports, and statistics, administrative time to maintain crime victims and records.
8. **Supervision of Direct Service Providers** - **Up to ten percent (10%)** of supervision of direct service providers when such supervision is necessary and essential to providing direct services to victims.
9. **Public Presentations** - VOCA funds may be used to support presentations that are made in schools, community centers, or other public forums, and that are designed to identify crime victims and provide or refer them to needed services. Specifically, activities and costs related to such program including presentation materials, brochures, and newspaper notices can be supported by VOCA funds.

RESTRICTIONS

The following services, activities, and costs, although not exhaustive, **cannot** be supported with VOCA victim assistance grant funds:

1. **Lobbying and Administrative Advocacy** - VOCA funds cannot support victim legislation or administrative reform, where conducted directly or indirectly.
2. **Perpetrator Rehabilitation and Counseling** - Applicants cannot knowingly use VOCA funds to offer rehabilitative services to offenders. Likewise, VOCA funds cannot support services to incarcerated individuals, even when the service pertains to the victimization of that individual.
3. **Needs Assessments, Surveys, Evaluations, and Studies** - 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.
4. **Prosecution Activities** - VOCA funds **cannot** be used to pay for activities that are directed at prosecuting an offender and/or improving the criminal justice system's effectiveness and efficiency, such as witness notification and management activities, and expert testimony at a trial. In addition, victim witness protection costs and subsequent lodging and meal expenses are considered part of the criminal justice agency's responsibility and cannot be supported with VOCA funds.
5. **Fund Raising Activities**
6. **Indirect Organizational Costs** - The costs of liability insurance on buildings; capital improvements; security guards and bodyguards; property losses and expenses; real estate purchases; mortgage payments; and construction may not be supported with VOCA funds.
7. **Property Loss** - Reimbursing crime victims for expenses incurred as a result of a crime is not allowed; such as:
 - 7.1 Insurance deductibles
 - 7.2 Replacement or stolen property
 - 7.3 Funeral expenses
 - 7.4 Lost wages\
 - 7.5 Medical bills

NOTE: *Applicant agency should encourage the victim to seek compensation for eligible expenses through the Crime Victims Reparations (CVR) Program.*

8. **Most Medical Costs** VOCA funds **cannot** pay for, but not limited to:

- 8.1 Nursing home care (emergency short-term nursing home as described in Section III. A.1.E. is allowable).
- 8.2 Home health-care costs.
- 8.3 In-patient treatment costs.
- 8.4 Hospital care.
- 8.5 Other types of emergency and non-emergency medical and/or dental treatment.
- 8.6 Support medical costs resulting from a victimization, except for forensic medical examinations for sexual assault victims as stated in Section III. A.4.

NOTE: *Applicant should encourage the victim to seek compensation for eligible expenses through the Crime Victims Reparations Program.*

9. **Relocation Expenses** - VOCA funds cannot support relocation expenses for crime victims such as moving expenses, security deposits on housing, on-going rent and mortgage payments. However, VOCA funds may be used to support staff time in locating resources to assist victims with these expenses.
10. **Administrative Staff Expenses** - Salaries, fees, and reimbursable expenses associated with administrators, board members, executive directors, consultants, coordinators, and other individuals unless these expenses are incurred while providing direct services to crime victims.
11. **Development of Protocols, Interagency Agreements, and Other Working Agreements** - These activities benefit crime victims, but they are considered examples of the types of activities that the applicant undertakes as part of their role as a victim service organization, which in turn qualifies them as an eligible VOCA applicant.
12. **Costs of Sending Individual Crime Victims to Conferences**
13. **Activities Exclusively Related to Crime Prevention**
14. **Construction** - However, grant funds for minor renovations that allow the applicant to meet the requirements of the Americans with Disabilities Act and the National Historic Preservation Act are limited to ten percent (10%) of total project cost.

PREPARATION OF APPLICATION

The application for ARRA of 2009 Crime Victims Assistance (CVA) Funds contained in this packet is the official document to be used in applying for CVA funds through the Louisiana Commission on Law Enforcement (LCLE). The following sections are designed to assist applicants in completing the application. For assistance in completing the programmatic portion of the application, please contact the VOCA Program Manager at LCLE, at (225) 925-1757.

GENERAL INFORMATION

1. To be eligible for funding consideration, application must be submitted online, by mail, or hand delivery to LCLE. **Deadline for submission is close of business (5:00 p.m.) on April 24, 2009.**
2. **Your requested amount is only a request. Funding will be based on the availability of funds and the staff's review and evaluation by staff of the application.**
3. The standard LCLE contract form must be used, which is available to download at www.lcle.la.gov. Duplication by a word processor is acceptable.
4. Contracts for professional services should **not** be executed until an award is made and a subgrant number issued.
5. The subgrant number must be on all contracts, future correspondence, and documents regarding this project.
6. **Pre-award costs are not allowed.**

TITLE PAGE 1

1. **Program Title:** Leave blank.
2. **Project Duration:** Show the length, in months, of the total project. Projects are limited to no more than 12 months. **Projects cannot go beyond July 31, 2010.** Enter one of the following desired project periods.
 - 2.1 June 1, 2009 – May 31, 2010
 - 2.2 July 1, 2009 - June 30, 2010
 - 2.3 August 1, 2009 – July 31, 2010
3. **Project Funds** – Enter your requested amount and required match.
4. **Applicant Agency**
 - 4.1 **Authorized Official:** This is the individual authorized to enter into binding commitments on behalf of the Applicant Agency or Institution. This will normally be the chief officer of the agency, institution, or governmental unit involved (For Example: *Mayor* Earl Smith; *Sheriff* Walter Jones; *President of Police Jury*, Ms. Nora Green; *YWCA (Nonprofit Agency Head)*, Mrs. Margaret LeBlanc.)
 - 4.2 **Agency** - Enter the official name, mailing address, telephone and FAX numbers, email address, the Federal Employer TAX ID number of the agency or institution applying for funds. (For Example: City of Baton Rouge, East Carroll Sheriff's Office, and YWCA.)
 - 4.3 **DUNS Number:** The Office of Management and Budget requires that all businesses and nonprofit applicants for federal funds include a Data Universal Numbering System (DUNS) number in their application for a new award or renewal of an award. Applications without a DUNS number are incomplete. A DUNS number is a unique nine-digit

sequence recognized at the universal standard for identifying and tracking entities receiving federal funds. The identifier is used to validate address and point of contact information for federal assistance applicants, recipients, and subrecipients. The DUNS number will be used throughout the grant life cycle. Obtaining a DUNS number is a free, simple, one-time activity. Call 1-866-705-5711 or apply online at <http://www.dnb.com/us/>. Individuals are exempt from this requirement.

- 4.4 **Central Contractor Registration:** OJP requires that all applicants for federal financial assistance, other than individuals, maintain current registrations in the Central Contractor Registration (CCR) database. The CCR database is the repository for standard information about federal financial assistance applicants, recipients, and subrecipients. Organizations that have previously submitted applications via Grants.gov are already registered with CCR, as it is requirement for Grants.gov registration. Please note, however, that applicants must update or renew their CCR at least once per year to maintain an active status. Information about registration procedures can be accessed at www.ccr.gov.
5. **Implementing Agency**
 - 5.1 **Agency Head** - This is the person in charge of the agency in which the applicant program is located. (For Example: *Chief of Police* Couvillion; Ms. Nora Green, YWCA (*Nonprofit Agency Head*); *Sheriff* Walter Jones.)
 - 5.2 **Agency** - The name, address, telephone and FAX numbers and email address of the agency implementing or benefiting from the project. In most cases, this will be the same as the Applicant Agency. (For Example: Applicant Agency, YWCA; Implementing Agency, YWCA.) However, in some cases it will be different. (For Example: City of Baton Rouge, Applicant Agency; the Baton Rouge Police Department, Implementing Agency.)
6. **Project Director** - This is the individual who will be in direct charge of the project. He or she should be a person who combines substantial knowledge and experience in the project area with proven ability in administration and supervision of personnel and will be expected to devote a major portion of his or her time to the project. **The Project Director must be an employee of the Applicant Agency.** The official business address should be used along with the telephone and fax numbers. Email address is required.
7. **Financial Officer** - This is the individual who will be responsible for fiscal matters relating to the project and in ultimate charge of agency accounting, management of funds, verification of expenditures, and subgrant financial reports (normally someone other than Project Director). The official business address should be used.

NOTE: It is possible that a different person will fill each of the four positions, the Authorized Official, Agency Head, Project Director, and Financial Officer. It is also possible that the same person may serve in more than one capacity. However, there must be at least two (2) different people in any combination in these positions. The Financial Officer and the Project Director must be different individuals.
8. **Congressional Districts Served** - Check Congressional District(s) to be served by the project. Enter the population to be served by this project. It is possible that you will serve more than one population. If unknown, leave blank. Examples of population served:
 - 8.1 Survivors of homicide.
 - 8.2 Adult and child sexual assault victims.
 - 8.3 Domestic violence victims.
9. **Brief Project Description** - Enter a brief description of the project stressing project goals stating how the project will comply with the ARRA of 2009 goals. This summary description should be limited to the space provided. This description is critical and will be the summary used to present the project to the Advisory Board and Commission.

VOCA PURPOSE AREAS

1. There are four (4) approved purpose areas. Check the appropriate purpose area(s) that this project will address.
2. Check the box that states when the number of days this project will begin from the date of accepting the award.

CONTACT INFORMATION

The contact information of the individual completing this application is required, include name, telephone number, fax number and email address.

CHECKLIST AND PROJECT BUDGET SUMMARY -(Please complete this page last.)

CHECKLIST

1. Answer the questions
2. Enter the name and telephone number of the individual completing the budget section.

BUDGET SECTION – GENERAL INFORMATION

1. **Since funds are limited, applicants should carefully consider the resources needed to implement the project and present a realistic budget that accurately reflects the costs involved for a 12-month budget.**
2. **All budget items must meet the ARRA of 2009 goals.**
3. The budget must be complete in detail in the space provided.
4. Use only whole dollar amounts.
5. All items included in the budget will be reviewed to ensure budgetary reasonableness and allowable costs.

MATCH

1. Computation of Twenty Percent (20%) Match

1.1 Divide Federal funds by .80. This will give you the total cost of the VOCA project.

1.2 Subtract Federal funds from the total cost of the VOCA project amount to get match.

Example Calculation: $\frac{\$ 20,000}{.80}$ (Federal Funds) = \$ 25,000 (Total Cost of VOCA Project)

.80

20,000 Federal Funds

\$ 5,000 Match Amount

2. Match Requirements

2.1 A **twenty percent (20%)** Non-Federal Match is required by ALL applicants, with the following exception, new or continuing Native American tribes/organizations located on reservations are required to provide a **five percent (5%)** match.

2.2 Funds designated as match are restricted to the same uses as the CVA Program funds. Funds designated as match must be expended during the grant period.

2.3 The basis for determining the value of personal services, materials, equipment, and space must be documented and available for review or audit.

2.4 Third party in-kind contributions may count toward satisfying match requirements provided the third party receiving the contribution expends them as allowable costs.

2.5 Match must be dedicated to the project being funded.

2.6 Match is restricted to allowable program items.

2.7 Match may not be included as contribution for any other Federal funds.

2.8 Match must be verifiable from the applicant's records.

2.9 Match must be necessary and reasonable for proper and efficient accomplishment of the project's objectives.

2.10 Match must be accountable for grant period.

2.11 Match must be provided for in the approved budget.

2.12 Indirect costs, or any costs not directly related to providing services to victims of crime, are not allowable match.

2.13 Match may be in the form of either **Hard-Cash Match** or **In-Kind Match** Contributions.

2.13.1 **Hard-Cash Match** - Hard cash match represents an applicant's cash outlay and includes money contributed by public agencies and institutions, private organizations, and individuals. It may not include Federal funds from any source.

2.13.2 **In-Kind Match** - In-kind match is the value of something that you can attach a dollar amount to, not something you expend dollars, such as but not limited to:

2.13.2.1 **Personnel or Salaries** - The value placed on donated services must be consistent with the rate of compensation paid for similar work in the applicant's organization. If the required skills are found in the applicant's organization, the rate of compensation must be consistent with the labor market. In either case, fringe benefits may be included in the valuation.

2.13.2.2 **Expendable Equipment** - The value on loaned or donated equipment may not exceed its fair market value.

2.13.2.3 **Office Supplies**

2.13.2.4 **Workshop or Classroom Materials**

2.13.2.5 **Work Space** - The value of donated space may not exceed the fair rental value of comparable space as established by an independent appraisal of comparable space and facilities in privately owned buildings in the same locality.

2.13.2.6 **Volunteers** - The monetary value of time contributed by professional and technical personnel and other skilled and unskilled labor if the services they provide are an integral and necessary part of a funded project.

2.13.2.6.1 Volunteers' duties must directly relate to the focus of the program.

2.13.2.6.2 The value of volunteer hours used as match is limited to \$10.00 an hour.

2.13.2.6.3 In certain professionals such as licensed or certified therapists, attorneys, doctors, or law enforcement officers, the value of donated time can be counted at a rate consistent with their usual and customary charges for like services, not to exceed \$100 per hour, as long as the service is allowed by Federal regulation.

2.13.2.6.4 Documentation must be kept on file listing the following:

2.13.2.6.4.1 Name of volunteer

2.13.2.6.4.2 Number of hours contributed

2.13.2.6.4.3 Date worked

2.13.2.6.4.4 Value of volunteer hours.

3. Overmatch

3.1 Applicants should be mindful that any funds designated as matching funds for VOCA dollars are restricted to the uses outlined in the application.

3.2 Therefore, it is suggested that subgrantees only provide match at the levels required by the Guidelines [i.e., twenty

percent (20%)]. In this way, there are no Federal restrictions on the non-Federal dollars not used by the applicant as project match.

3.3 If overmatch is included, you must report overmatch in the expenditures reports.

4. **Records for Match**

4.1 All subgrantees must maintain records which clearly show the source, the amount, and the timing of all matching contributions.

4.2 If a program or project has included within its approved budget, contributions which exceed the required matching portion, the subgrantee must maintain records of them in the same manner as it does the grantor agency funds and required matching shares.

SECTION 100. PERSONNEL

1. **Personnel**

1.1. List only the position(s) and individual name(s) for each position being funded through this grant.

1.1.1. For direct service providers, only that percentage of time project personnel provide direct services to victims can be charged to the project.

Note: *For example, if personnel spend seventy percent (70%) of time providing a direct service to victims and thirty percent (30%) on fund raising, only seventy percent (70%) of the salary may be charged to the project.*

1.2. **Full-Time Personnel** – Enter the individual’s total monthly salary amount in the “*Monthly Salary*” column. The salary *times* the percentage of time devoted to project *times* the number of months will *equal* the employee’s total salary to be paid with federal dollars and match. Percentage of time is reported in increments of 25 units such as (25%, 50%, 75% or 100%).

1.3. **Part-Time Personnel** – Identify as part time position. Enter the individual’s name and hourly wage *times* the number of hours *times* the percentage of time devoted to project *times* the number of months

1.4 **Over Time – OVER TIME IS NOT ALLOWED.**

1.5 **Merit Increases** - If the agency has annual salary increases for all employees, the increase for project personnel should be budgeted in this section. Show such as a separate line item.

1.5.1 Example Calculations: Annual Salary for a Full-Time Employee:
30 Weeks at \$ 8.00/Hour X 40 Hours = \$ 9,600
Annual Salary Increase of Five Percent (5%):
22 Weeks at \$ 8.40/Hour X 40 Hours = \$ 7,392

1.5.2 Explain salary increases in narrative.

1.6 **Salary Rates** – Salary rates are to be comparable with salaries of similar jobs in the region served by the project.

1.7 **Retroactive pay increases** – Retroactive pay increase are **unallowable**. The agency should have policy to provide for merit raises applicable to both grant and non-grant personnel. Raises should be estimated in budget if possible.

1.8 **Dual Compensation** - No dual compensation is permitted.

1.9 **Time and attendance records** – Time and attendance records must be maintained on a regular basis.

1.10 **Supervision of direct providers** is allowable not to exceed ten percent (10%) of the supervisor's salary only to the extent that documentation is provided to show that such supervision is necessary and essential to providing direct services to victims of crime.

1.11 **Administrative Time** - With justification as to need, pro-rated administrative time to complete VOCA required time and attendance sheets and programmatic documentation reports, and statistics and administrative time to maintain crime victims' records is allowable **not to exceed ten percent (10%) of grant funds**.

2. **Job Descriptions**

2.1. Must be provided for each position given.

2.2. Provide a description of work expected to be done.

2.3. List level of education and work experience required for hire.

2.4. Must include salary ranges.

3. **Resumes**

3.1. Must be submitted with the application if position is already filled.

3.2. Must be submitted with progress reports for positions filled later.

3.3. Must be resubmitted for grant continuation applications.

3.4. Must list qualifications, i.e., education and work experience.

4. **Qualifications**

4.1. Must meet those established for the particular position and/or be comparable to existing positions in funded grants.

4.2. Are to be at a minimum level to perform duties described and in line with salary rates established.

4.3. Unless a waiver is granted by LCLE, based on verifiable work experience, the following education requirements must be met:

4.3.1. **Counselors:** Must have at least a Bachelor's Degree in a Social Science or related field.

4.3.2. **Therapists:** Must have at least a Master's Degree in either Social Work, Psychology, Counseling, or related field.

5. **Volunteers** - Complete ONLY if using volunteers as in-kind match. The monetary value of time contributed by professional and technical personnel and other skilled and unskilled labor if the services they provide are an integral and necessary part of a funded project.
 - 5.1. Volunteers' duties must directly relate to the focus of the program.
 - 5.2. The value of volunteer hours used as match is limited to \$10 per hour.
 - 5.3. In certain professionals, such as licensed or certified therapists, attorneys, doctors, and law enforcement officers, the value can be counted at a rate consistent with their usual and customary charges for like services, not to exceed \$100 per hour, as long as the service is allowed by Federal regulation. Justification must be provided.
 - 5.4. Enter the estimated "Number of Hours" to be donated for this project period and multiply by "Hourly Rate Value" to get the "Total Amount". Value of hourly rate is limited to \$10 per hour.
 - 5.5. Documentation must be kept on file listing the following:
 - 5.5.1. Name of volunteer
 - 5.5.2. Number of hours contributed
 - 5.5.3. Date worked
 - 5.5.4. Value of volunteer hours

SECTION 200. FRINGE BENEFITS

1. Apply only to the employer's share of benefits for those salaries funded.
2. Are limited to no more than thirty percent (30%) of the Personnel total salary paid with grant funds, excluding in-kind amount.
3. The percentage rate or cost used for calculating fringe benefits must be provided for each type budgeted.
4. Types of Fringe Benefits:
 - 4.1. Social Security (FICA) (6.2%) - 6.2% *times* total salary from "Subtotal Amount of Paid Personnel".
 - 4.2. Medicare (1.45%) - 1.45% *times* total salary from "Subtotal Amount of Paid Personnel".
 - 4.3. Health/Life Insurance (Please provide amounts of monthly premiums.) - Monthly insurance premium amount *times* project period *times* percentage of employee's time devoted to project.
 - 4.4. Workman's Compensation (Please provide agency's percentage rate.) - Percentage rate *times* total salary from "Subtotal Amount of Paid Personnel".
 - 4.5. Unemployment (Please provide agency's percentage rate.) - Percentage rate *times* total salary from "Subtotal Amount of Paid Personnel".
 - 4.6. Public/Private Retirement (Please provide agency's percentage rate.) - Percentage rate *times* total salary from "Subtotal Amount of Paid Personnel".
 - 4.7. Other - Specify type of "Other" fringe benefit. Percentage rate *times* total salary from "Subtotal Amount of Paid Personnel".
 - 4.8. Liability Insurance/Malpractice Insurance - If part of an employee benefit package for all employees, please provide agency's percentage rate.
5. Only Social Security OR one bona fide retirement plan is eligible, **NOT BOTH**.
6. If personnel costs are budgeted and fringe benefits are not included in the budget, an explanation regarding fringe benefit omission must be explained at the top of the page.
7. If fringe benefits are being funded through another source or no benefits are being requested, please state who will be responsible for paying fringe benefits at the top of the page.

SECTION 300. TRAVEL

1. The agency should have an established travel policy. In the absence of such policy, the agency must follow Louisiana State Travel Guidelines. The stricter policy prevails.
2. Travel expenditures are restricted to only the personnel listed in the Personnel Section (100). Justification may be required. (Training is exempted and explained later in the application).
3. Travel is a reimbursable expenditure for actual travel, not a flat allowance.
4. Amount of funds budgeted for travel is to be in line with project duration, scope of travel required, etc.
5. Travel reimbursement for mileage is not allowable in a public vehicle when gas and operating expenses is provided by the agency.
6. For current Louisiana State Travel Guidelines, visit the State Travel Office at www.doa.Louisiana.gov/osp/travel
7. All supporting records and receipts are to be maintained with official records.
8. Travel for Training:
 - 8.1 All travel must be related to direct services provided to victims.
 - 8.2 Travel expense must be cost-effective.
 - 8.3 Prior approval from LCLE is required for in-state and out-of-state travel using grant funds.
 - 8.4 A training program agenda with descriptions and/or brochure must accompany all requests submitted to LCLE for prior approval.
 - 8.5 Approved in-state travel will be reimbursed at one hundred percent (100%). Approved out-of-state travel will be reimbursed at fifty percent (50%) of total travel costs. This is inclusive only to the 48 states. Hawaii and Alaska are

- considered international travel. International travel is prohibited.
- 8.6 Out-of-state travel for training using grant funds is limited to personnel paid with grant funds and volunteers who provide direct service hours listed in the application.
 - 8.7 Contractors may travel using grant funds only if the contractor is providing the training and travel is included in the contract. Louisiana State Travel Guidelines must be followed. *Refer below to "Contractual Services"*
 - 8.8 Administrators may travel using grant funds if a significant part of their job is providing direct services and the travel is for direct service training.
 - 8.9 Expenses relating to statewide organization meetings whose primary purpose is not to provide direct services or to train direct service providers are not eligible expenses.

SECTION 400. EQUIPMENT

1. Distinguish between equipment and supplies. An equipment item is any item, regardless of costs, that has a life expectancy of two or more years and is not consumable.
2. Records maintained for equipment are to be evidenced by signed and a dated invoice.
3. Competitive procurement must be used, i.e., the agency must obtain three bids or quotes in writing and maintain such on file.
4. Equipment and cost of equipment will be reviewed as to project needs and justification.
5. The following equipment items cannot be purchased or leased with VOCA grant funds:
 - 5.1 Vehicles
 - 5.2 Police Automobile Radios
6. Office furniture may be purchased for each position funded and is limited to \$ 3,500. Continuation programs may replace furniture with prior justification and documentation to LCLE of condition and purchase or an acquisition date.
7. Telephones purchased with these funds shall be limited to standard models unless justification for enhanced models is approved.
8. Audiovisual equipment is limited to \$ 3,500 per program unless justification for additional funds is approved.
9. All equipment must be tagged and proper inventory controls established.
10. No equipment may be disposed of (sold, destroyed, given away) without LCLE approval.
11. Other equipment will be considered on a case-by-case basis according to most recent VOCA regulations, OJP Financial Guide, and LCLE policies.
12. If purchasing any computer hardware or software, please complete this form.

SECTION 500. SUPPLIES

1. Distinguish between supplies and equipment. Supply items are those that by nature are used up or are consumable or have a life expectancy less than two years.
2. Supplies are to be related to and necessary for function of the project.
3. Uniforms are not eligible for funding.
4. Types of supplies:
 - 4.1 Office Supplies
 - 4.2 Training Supplies – i.e.: Books, Manuals, Periodicals (*Subscriptions must be prorated for the grant period.*), Audio-Visual Aids, Films
 - 4.3 Postage
 - 4.4 Other supplies as may be related to this project.
5. The amount budgeted for supplies will be reviewed in relation to total funds budgeted, i.e., in relation to cost effectiveness.
6. Office supplies will be considered in the context of the program requesting funding.

SECTION 600. CONTRACTUAL SERVICES

1. **Consultants** may not be used to perform services ordinarily accomplished by existing personnel. Consultant contracts and agreements must receive approval from the Victim Services Board and LCLE before release of funds.
2. **Dual compensation** is not allowed. If a consultant is providing services during their regular workday for which they are being paid by their employer, travel and subsistence expenses are only allowed but not compensation for services rendered.
3. **Contracts.**
 - 3.1 Current LCLE contract form must be used.
 - 3.2 Contractual agreement is to contain detailed description of work to be performed. This must also coincide with the brief explanation found in the application.
 - 3.3 Contract must state the hourly rate and include a statement, such as "*not to exceed the maximum amount of \$ _____,*" which would be the dollar amount, budgeted in the Contractual Section (600) in the budget summary of the application. If travel expenses are to be included, a breakdown of each cost is required and a "*not to exceed the maximum dollar amount*" statement added to the contractual budget summary of the application.
4. **Sole source** must have prior approval by LCLE. Obtain guidelines from LCLE
5. **Contract Packet** - Before release of funds, contractual agreement must be reviewed and approved by LCLE. The contract packet should include:
 - 5.1 Executed contract with current subgrant number,
 - 5.2 Contractor's resume must include educational background and relevant work history,

5.3 Receipts as mentioned in J.4.B., if applicable

5.4 References.

6. Consultant Rates

6.1 The rate of compensation must be reasonable and consistent with that paid for similar services and be in compliance with OMB cost principles. Written documentation may be necessary on a case-by-case basis.

6.2 Where prior approval and justification of the rate are required, the program should include copies of contractor's paid receipts or invoices for prior comparable services from two other sources.

6.3 Approval for sole source when more than \$ 100,000 must be sent to Washington, D.C. for prior approval. \$ 100,000 and below must have prior approval by LCLE. Obtain guidelines from LCLE.

6.4 Consultant Rates should be according to current OJP Financial Guide.

6.4.1 Current rate maximum is \$450 for 8-hour day (\$ 56.25 per hour)

6.4.1.1 This rate excludes travel and subsistence costs but includes preparation, evaluation, and travel time.

6.4.1.2 Rates more than \$450 per day will require prior approval from LCLE.

6.4.2 The following apply to certain consultants:

6.4.2.1 Consultants Associated with Educational Institutes.

6.4.2.1.1 The maximum rate is the consultant's academic salary projected for 12 months, divided by 260.

6.4.2.2 Consultants Employed by State and Local Governments.

6.4.2.2.1 Compensation is only allowed when their employer will not provide these services without cost.

6.4.2.2.2 The rate is not to exceed the daily salary rate for the employee as paid by the employer.

6.4.2.2.3 If the employee is not representing their agency, the rate is based on the necessary and reasonable cost principles.

6.4.2.3 Consultants Employed by Commercial and Not-for-Profit Organizations.

6.4.2.3.1 These are subject to competitive bidding procedures.

6.4.2.3.2 They are not subject to the \$450 per day maximum before requesting prior approval.

6.4.2.3.3 For an individual consulting without employer involvement, the rate is not to exceed the daily salary paid by the employer subject to the \$450 limitation.

6.4.2.4 Independent Consultants.

6.4.2.4.1 The rate must be reasonable and consistent with that paid for similar services in the marketplace.

6.4.2.4.2 Compensation may include fringe benefits.

6.4.2.4.3 Competitive bidding is required.

6.4.2.4.4 Prior approval is not required.

SECTION 700. RENOVATIONS

Minor renovations are limited to ten percent (10%) of the total project costs only to have the program to meet the requirements of the Americans with Disabilities Act and the National Historic Preservation Act.

SECTION 800. OTHER DIRECT COSTS

1. **Audits** - For any non-Federal entity, meaning state, local government, or nonprofit organization, the following apply:

1.1 The entity must comply with the conditions of the Office of Management and Budget Circular A-133 current revision.

1.2 Effective for fiscal years ending after December 31, 2003, entities that expend \$500,000 or more in a year in Federal awards shall have a single audit conducted in accordance with § __.500 except when they elect to have a program-specific audit conducted in accordance with paragraph © of Section Subpart B – Audits of the OMB Circular A-133.

1.3 Effective for fiscal years ending after December 31, 2003, entities that expend less than \$500,000 a year in Federal awards are exempt from Federal audit requirements for that year, except as noted in § __.215(a), but records must be available for review or audit by appropriate officials of the Federal agency, pass-through entity, and General Accounting Office (GAO). Audit costs CANNOT be charged to the subgrant if the entity is exempt.

1.4 For an agency that is required to have an audit, the audit cost may be an allowable expense. Check with LCLE for guidance.

1.5 NOTE: A copy of the audit must be submitted to LCLE.

2. **Printing** - All printed material must bear a prominent statement to the effect that it was printed with Crime Victim Assistance Program funds obtained through a subgrant (include grant number) from the Louisiana Commission on Law Enforcement.

3. **Meeting Room Rentals** - This is allowed only for training within program purpose areas.

4. **Phone Service**

4.1 The cost must be prorated where applicable.

4.2 Enhancements or upgrades must improve only victim services.

4.3 Local and long distance costs must be separated.

5. **Rent**

- 5.1 The agency may charge, or prorate, the reasonable cost of rent for a VOCA-funded project.
- 5.2 The agency must certify in writing that the requested rental charge is consistent with the prevailing rate in the local area and shall maintain documentation in its file to support such a determination. The pro-rated share of maintenance and operation costs is allowable to the extent they are not otherwise included in rental or other charges for space.
- 5.3 Space rental cannot be charged to the project if the building is owned by the applicant agency. However, the pro-rated share of overhead costs such as utilities, janitorial services, etc., are allowable.

6. **Advertising**

- 6.1 Grant funds are limited to newspaper advertising.
- 6.2 Grant funds are prohibited for TV, radio and billboards. Agencies are encouraged to use Public Service Announcements.
- 6.3 The purpose must be to identify crime victims and provide referral to needed services.
- 6.4 Cost is limited to two percent (2%) of grant funds or \$ 500, whichever is less.
- 6.5 Agency may choose to assist victims in seeking crime victim compensation by running a newspaper ad. The ad should reference the subgrantee, LCLE as funding source, the Sheriff, and provide the name and phone number of the Crime Victim Reparations Claim Investigator.
- 6.6 In-kind matching funds, up to a value of \$ 2,500, in the form of donated production services and/or airtime from broadcast media, as well as Public Service Announcements from the print media are allowable.

7. **Service Contracts and Insurance Coverage** - Service contracts and insurance coverage may cover only expenditures during the grant period, i.e., a three (3) year service contract to be paid from a grant with a duration of only twelve (12) months is not eligible.

8. **Training**

- 8.1 Any training must meet the standards and curriculum requirements of the Peace Officer Standards and Training Council (POST), as appropriate.
- 8.2 Training is eligible for funding for those persons (salaried or volunteer staff) who provide direct services to crime victims. Funds may only be used for training programs that improve the skills of service providers in meeting the needs of crime victims. Management training aimed at persons who do not provide direct services is not eligible for support.
- 8.3 In-Service Training. Travel and per diem for trainer will be reimbursed at one hundred percent (100%), in accordance with VII K 3 - 5 (Contractual Services) and VII H 6 (Travel for Training), provided training is direct service training to staff or volunteers. A copy of the training curriculum must be provided.
- 8.4 CVA funds cannot be used solely to support a training activity or program. (No subgrant will be granted solely for the purpose of supporting a trainer or training activity.)

9. **Emergency Costs** - Emergency costs may be covered by CVA funds for emergency services for victims such as victim transportation, emergency food, etc.

INDIRECT COSTS - Indirect costs are **not** allowable.

PROGRAM NARRATIVE

- 1. Applications will not be considered if any section is left blank.
- 2. If for some reason you consider yourself exempt from any requirement(s), you must explain in the appropriate section(s).
- 3. You are limited to the space provided in each section. Please, do not exceed the allowable spaces provided in each section.
- 4. Examples provided in the following areas' instructions are merely examples. They are not meant as a measurement of your program. The statements are simply samples of the type of information you are to provide.
- 5. You must explain how your proposed project will promote an economic stimulus for your area.

IDENTIFICATION OF NEEDS:

This section should begin with a brief description of the agency and/or department's specific economic need. **The applicant should then document the need not the symptoms or solutions for the project**, providing specific local data concerning the specific problem(s) and risk factors to be addressed. Relevant information such as population and other demographic data, the local poverty rate, arrest rates and types of crime, resources, manpower deficiencies, court trends, etc. should be provided in this section. If the project targets a particular neighborhood within the parish/city, specific background information should, if possible, be provided concerning that community. If possible, data should be provided concerning risk factors that may be altered as a result of the program.

The applicant needs to describe existing gaps in local services and how the proposed project will address these needs. The applicant should illustrate the need for the project by describing the current availability of services to this population.

It is not necessary for this section to be extensive. However, it should clearly define the problem(s) and risk factors targeted by the project as well as the population to be served. Give the source and date of your information. Information provided must be limited to the space provided.

VERY ABBREVIATED EXAMPLE:

Need: Rape is a problem in the U.S. as evidence by FBI statistics showing that 89,107 women were raped in 1999. In Louisiana, the FBI says 1,448 women were raped during the same period. Here in Our City, the (Sheriff) (P.D.) (Rape Crisis Center) show that for 1999, 100 women were raped. The numbers are increasing from year to year. Need: An additional two counselors to accommodate the needs of these additional victims. Currently we have 3 counselors and with them being on call, etc., additional counselors are needed to accommodate the needs of the victims.

GOAL and OBJECTIVES

GOAL: The goal statement is a **broad-based statement** which reflects an overall **desired end result** of the project. The goal statement should answer the following questions:

Does it directly relate to problems (risk factors) identified in the assessment?

Is the goal feasible?

Is the goal realistic?

Is the goal doable?

A project usually will have **one** goal.

VERY ABBREVIATED EXAMPLE:

Assist 50 rape victims with coping and surmounting the trauma from the crime.

OBJECTIVES: Measurable objectives reflect how your project will assist in reaching the stated goal(s). Objectives also address the problem identified in Problem Definition. A **measurable objective is something the project will do**, utilizing the grant funds, **by a certain amount** (measurable) within a certain time period. Objectives **must** be measurable.

Measurable objectives use the words “to increase,” “to decrease,” or “to maintain.” Do not use words such as “to provide”, “to train”, “to establish” in measurable objectives. These are activity statements. Once the objectives are written, ask, “Does the statement allow you to measure something?” The number that will be increased, decreased or maintained directly relates to the baseline statistics. This allows for the measurement of the progress of the project.

A project will normally have **two** objectives for each goal. Remember, most projects have one broad based overall goal.

VERY ABBREVIATED EXAMPLE:

Objective 1: Make referrals to services and give immediate crisis assistance to 50 victims.

Objective 2: Provide group and individual counseling for 35 of the 50 rape victims to improve or alleviate the anxiety, etc. resulting from the rape.

Objective 3: Accompany 10 victims to court.

ECONOMIC STIMULUS

The purpose of the ARRA of 2009 VOCA Victim Assistance Formula Grant Program is to assist states and units of local government in carrying out specific programs that (1) offer a high probability of improving the functioning of the criminal justice system through preserving and creating jobs and promoting economic recovery; (2) assisting those most impacted by the recession; and (3) stabilizing state and local government budgets, in order to minimize and avoid reductions in essential services and counterproductive state and local tax increases. Identify and describe how this project will have a positive economic impact on the community. Explain how this project will create and/or increase job positions, services, and improve technology.

VERY ABBREVIATED EXAMPLE:

This community’s job force has been reduced by 15% over the past three years which has reduced the parish’s tax revenue to continue providing services to those victims of crime, especially rape. Due to the reduction of revenue, the counseling staff was reduced from five full time counselors to one part-time counselor. Preserving these lost positions will allow these victims to obtain the necessary treatment and recover from such a horrendous crime.

METHODS

Identify and describe how you will achieve each of your stated project objectives. This section must relate back to the critical elements of the VOCA purpose areas and the ARRA of 2009 goals. Example:

VERY ABBREVIATED EXAMPLE:

Volunteers will be trained to provide referrals to medical professionals, CVR, emergency financial assistance.

Hire 2 additional counselors to provide 2 weekly 1 ½-hour group sessions and 20 hours of individual therapy per victim.

Volunteers will be trained to accompany victims to court as needed for moral support.

EVALUATION

Indicate the desired results of the project utilizing performance indicators that will measure outcomes. Indicate the following:

1. How the data will be collected (computer or manually),
2. What data/factors will be used to evaluate program results, and
3. How it will be determined if the program was a success/failure based on the results obtained (See example.)
4. Programs must collect and report the following demographics about the victims served.
 - 4.1 Age
 - 4.2 Marital Status
 - 4.3 Disability
 - 4.4 Race
 - 4.5 Ethnicity and Linguistic Background.

ABBREVIATED EXAMPLE:

Referral tally sheets will be kept by staff/volunteers responding to victims. Sheets will list all services for which referrals will be given.

Therapists will track the progress of each victim in therapy. Victims will be given a rating questionnaire to self-report progress on a regular periodic basis throughout therapy. Of the 35 victims anticipated to receive counseling, it is expected that 25 will stay in counseling long enough to report a 50% improvement in depression, relationships, etc.

A count will be kept of all victims accompanied to court. Victims will be asked to complete a questionnaire evaluating the usefulness of this service.

Follow-up: At 6-month and 1-year intervals, volunteers will follow-up with questionnaire to check on status of victim. We expect that of the 50 victims contacting the program per year, only 15 will respond. Of these, it is expected that 10 will have moved past the victimization and are doing relatively well.

PERFORMANCE MEASUREMENTS

1. To assist in fulfilling the accountability objectives of the Recovery Act, as well as the Department’s responsibilities under the Government Performance and Results Act of 1993 (GPRA), Public Law 103-62, applicants who receive funding under this solicitation must provide data that measure the results of their work. Applicants must discuss their data collection methods in the application. Data collected must be reported in the Quarterly Progress Reports. The following are required measures for awards made under the Recovery Act. Based on the projects’ goals, you must include the objectives and the performance measures listed in the table below.

Objective	Performance Measures	Data required in Quarterly Progress Report (3-month reporting period)	Description (Plain language explanations of what exactly is being provided>0
To provide direct services to crime victims in support of the Recovery Act objectives to preserve and create jobs and promote economic recovery.	Number of jobs retained due to Recovery Act funding	Number of existing jobs retained as a result of Recovery Act funding.	During the reporting period, how many jobs that would have been lost without Recovery Act funding were retained as a result of the funding?
	Number of jobs created due to Recovery Act funding	Number of new jobs created as a result of Recovery Act funding	During the reporting period, how many new positions were created using Recovery Act funding to administer the program or for other purposes?
	Essential services maintained without disruption	Number of programs with uninterrupted service to victims as a result of Recovery Act funding (by type of program).	During the reporting period, how many programs that would have been interrupted without Recovery Act funding continued as a result of the funding?
		Number of programs that were reinstated to provide services to victims as a result of Recovery Act funding (by type of program).	During the reporting period, how many programs that were discontinued due to insufficient funding were reinstated as a result of Recovery Act funding?
Number of collaborative partnerships established to avoid reductions in essential programs.	Number of new partnerships established as a result of Recovery Act funding.	During the reporting period, how many funded partnerships were established as a result of Recovery Act funding?	
	Number of partnerships continued as a result of Recovery Act funding.	During the reporting period, how many funded partnerships were continued as a result of Recovery Act funding?	

DISSEMINATION

1. Indicate to whom and the manner in which project results will be reported. Give examples, i.e., Board of Directors, Sheriffs, Chiefs, Louisiana Commission on Law Enforcement, etc. in the form of statistical data, monthly and/or quarterly reports, etc.
2. You must state the agency will comply with the five (5) days reporting requirement for the expenditure reports and quarterly progress reports due to LCLE.

CONTINUATION

Indicate what sources will be utilized to sustain this project at the conclusion of federal support

RESOURCES/FACILITIES

Describe the resources and facilities available to the applicant for the project.

VOLUNTEERS

1. The Office of Victim Services requires that ALL VOCA subgrantees must utilize volunteers in their program.
 - 1.1 Describe the duties and functions to be performed by the volunteers
 - 1.2 Indicate the number of volunteer hours per duty-function for this project (this can be an estimate)
 - 1.3 Explain how their duties are directly related to the focus of this project as stated in Section 100 Personnel

TRAINING

1. Provide a general description of the orientation and/or training that direct service staff and/or direct service volunteers will normally receive during the grant period.
2. Provide title of sessions, contents of sessions and number of training hours for each session.

OTHER REQUIRED INFORMATION

1. REQUIRED COMPONENTS

- 1.1 **LOUISIANA CRIME VICTIMS REPARATIONS PROGRAM** – Applicants must assist victims in seeking Crime Victims Reparations (CVR) Compensation benefits. Unless it can be demonstrated that such assistance is not applicable, assistance must include, at a minimum, distributing compensation brochures, making direct referrals to the compensation program through the Sheriff's Claim Investigator, and assisting with applications, forms, and procedures. Describe the specific plan on how the applicant has or will interface with the Louisiana Crime Victims Reparations Program.
- 1.2 **COORDINATION WITH OTHER CRIMINAL JUSTICE SYSTEM/PRIVATE SERVICE PROVIDERS** – In order for the best interests of crime victims to be served and for interagency communication to be enhanced, programs are encourage to engage into either of the following two:
 - 1.2.1 A written cooperative agreement outlining each agency's role and responsibilities and signed by all cooperating agencies. Simply note that the applicant has engaged in a cooperative agreement and attach a copy of the agreement to the application.

OR
 - 1.2.2 Explain how you plan to work with other agencies and which organizations, committees, etc. have joined or will be joined AND provide THREE (3) letters of support from those organizations indicating awareness or and cooperation with the appliance agency.
- 1.3 **VICTIMS REPORTING TO LAW ENFORCEMENT** – Explain your policies and procurements on how victims are encouraged to report their crime to law enforcement. Policies and procedures may be attached to the application.
- 1.4 **LOUISIANA CHILD PROTECTION ACT (LRS 15:587.1)** as appropriate – The Louisiana Child Protection Act refers to screening prospective employees, **NOT** reporting instance of child abuse. Check the box stating that the applicant will comply.
- 1.5 **SUBGRANT AWARD REPORT** - Complete and answer **all** sections of this form and refer to the attached instructions for each section of the Subgrant Award Report form, if necessary.

2. REQUIRED CERTIFICATIONS

- 2.1 **CERTIFIED ASSURANCE AND CRIMINAL PENALTIES** -The authorized official for the applicant agency should review the Certified Assurances and criminal Penalties prior to signing **IN BLUE INK** the Certification of Certified Assurances and Criminal Penalties. Be sure to keep a copy for your records.
- 2.2 **CERTIFICATIONS REGARDING LOBBYING, DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS AND DRUG-FREE WORKPLACE REQUIREMENTS** - The applicant's authorized official should review this certification prior to signing **IN BLUE INK**. The certification requires the applicant's name, address, Grantee IRS/Vendor Number, application's number and project title and the authorized official's name, title and signature.
- 2.3 **CERTIFICATION ON NON-SUPPLANTING** - The authorized official for the applicant agency should review this certification prior to signing **IN BLUE INK** the Certification of Non-supplanting. The authorized official must file this certification as part of their eligibility for these funds. Further, Federal funds must be used to supplement existing state and local funds for program activities and must not replace those funds that have been appropriated for the same

purpose. See OJP Financial Guidry (Part II, Chapter 3) and “OJP Recovery Act Additional Requirements” webpage at www.ojp.usdoj.gov/recovery/solicitationrequirements.htm. Be sure to keep a copy for your records.

2.4. SUBGRANT AWARD REPORT INSTRUCTIONS

DEFINITIONS:

The following words are defined to provide consistency in completing the Subgrant Award Report Form.

Child: A person under the age of 18 or as otherwise defined by State law.

Elder Abuse: Abuse perpetrated by a caretaker upon an elderly individual who depends on others for support and assistance.

Victim Services Program: All services and activities offered on behalf of victims of crime, including the VOCA grant and match.

VOCA-Funded Project: VOCA funds plus match.

1. a. Provide the name and a two-line address of the agency receiving the VOCA funds.

This item refers to the agency providing the direct services to victims of crime, not a pass-through or conduit agency.

- b. Provide the area code and telephone number.
- c. List the Congressional District and any other District(s) affected by the VOCA-funded program or project.

2. Provide the Federal grant award number from which this subgrant is made. This number can be found in "Item 4 of the OJP Award" document, Form 4000/2. **Note:** *If funds are awarded from more than one Federal VOCA grant award to this victim agency, a Subgrant Award Report must be completed and submitted for each award.*

3. Check the appropriate box.

4. a. Provide the total dollar amount of VOCA Federal funds awarded. Do not report Cash or In-kind matching funds nor sums less than one dollar.

b. Provide the State award number assigned to this VOCA award. **Note:** *Each number must be different.*

c. Indicate the date the VOCA-funded project begins.

d. Indicate the date the VOCA-funded project ends.

5. a. Provide the value of in-kind match.

b. Provide the value of cash match.

c. Indicate the total match available to this VOCA-funded project. **Note:** *Do not report sums less than one dollar.*

All VOCA awards must be matched (20 percent), either with in-kind or cash match, except for VOCA subgrants made in the Virgin Islands, Puerto Rico, American Samoa, Guam, Northern Marianas and Palau. Match must run concurrently with the VOCA-funded project and must be designated exclusively for direct victim services as determined by VOCA. No Federal funds may be used to match this VOCA subgrant.

This is computed by dividing the amount of the award from Item 4.(a.) by .80 and subtracting the amount of the award from the figure obtained. *(For example, a \$30,000 award divided by .80 equals \$37,500, less \$30,000 award equals \$7,500 match.)*

Native American Tribe/Organization Match is 5% if the Tribe or Organization is located on a reservation. This is computed by dividing the amount of the award from Item 4.(a.) by .95 and subtracting the amount of the award from the figure obtained. (For example, a \$30,000 award divided by .95 equals \$31,579, less \$30,000 award equals \$1,579 match.)

6. Check the box that indicates how the VOCA funds will, primarily, be used. If it will be used equally for two or more items, select 6.(3.), "Other".

- 7.a.b. Within the victim services program, which includes the VOCA funds and match, indicate the number of paid staff (7.a.) And whether or not a volunteer waiver has been given (7.b.) If "No", indicate the number of volunteer staff. Use full-time equivalents when responding to these questions and round fractions to the

8. Indicate the amount of VOCA Federal funds that are allocated to the priority and underserved victims of crime.

9. Check the appropriate boxes that best describe the agency listed in Item 1.

10. Report the total budget available to the victim services program, by source of funding. Do not report the entire agency budget, unless the entire budget is devoted to victim services. For example, if VOCA funds are awarded to support a victim advocate unit in a prosecutor's office, then only report the budget for the victim advocate unit. **Note:** *Do not include in-kind match. Do not report sums less than one dollar.*

11. Check the box(es) that best identify type(s) of victims the VOCA-funded project will serve. "Other" in this category refers to victims of non-violent crime, i.e. burglary, white collar, etc. Please Specify.

12. Check the box(es) that best identify type(es) of services or activities that will be provided by the VOCA-funded project, as described below. **Note:** *Report only those services actually provided by the VOCA-funded project. Do not report services offered by another agency.*

a. *Crisis Counseling* refers to in-person crisis intervention, emotional support and guidance and counseling provided by advocates, counselors, mental health professionals, or peers. Such counseling may occur at the scene of a crime, immediately after a crime, or be provided on an on-going basis.

b. *Follow-up Contact* refers to in-person contacts, telephone contacts and written communications with victims to offer emotional support, provide empathetic listening, check on a victim's progress, etc.

c. *Therapy* refers to intensive professional psychological and or psychiatric treatment for individuals, couples, and family members related to counseling to provide emotional support in crisis arising from the occurrence of crime. This includes the evaluation of mental health needs, as well as the actual delivery of psychotherapy.

d. *Group Treatment* refers to the coordination and provision of supportive group activities and includes self-help, peer, social support, etc.

e. *Crisis Hotline Counseling* typically refers to the operation of a 24-hour telephone service, 7 days a week, which provides counseling, guidance, emotional support information and referral, etc.

f. *Shelter/Safe House* refers to offering short- and long-term housing and related support services to victims and families following a victimization.

g. *Information and Referral (In-Person)* refers to in-person contacts with victims during which time services and available support are identified.

h. *Criminal Justice Support/Advocacy* refers to support, assistance, and advocacy provided to victims at any stage of the criminal justice process, to include post sentencing services and support.

i. *Emergency Financial Assistance* refers to cash outlays for transportation, food, clothing, emergency housing, etc.

j. *Emergency Legal Advocacy* refers to the filing of temporary restraining orders injunctions and other protective orders, elder abuse petitions, and child abuse petitions but does not include criminal prosecution or the employment of attorney for non-emergency purposes, such as custody disputes, civil suits, etc.

k. *Assistance in Filing Compensation Claims* includes making victims aware of the availability of crime victim compensation, assisting the victim in completing the required forms, gathering the needed documentation, etc. It may also include follow-up contact with the victim compensation agency on behalf of the victim.

l. *Personal Advocacy* refers to assisting victims in securing rights, remedies and services from other agencies; locating emergency financial assistance, intervening with employers, creditors and others on behalf of the victim; assisting the filing for losses covered by public and private insurance programs including worker's compensation, unemployment benefits, etc.; accompanying the victim to the hospital; etc.

m. *Telephone Contacts* refers to contacts with victims during which time services are available support are identified.

n. *Other* refers to other allowable VOCA services and activities not listed.

Public reporting burden for this collection of information is estimated to average 3 minutes per response, including the time for reviewing instructions and entering the date into the Subgrant Subdial System.

Send comments regarding this burden estimate or any other aspects of this collection of information, including suggestions for reducing this burden, the State Compensation and Assistance Division, Office for Victims of Crime, S. Department of Justice, 633 Indiana Avenue, N. W., Washington, D. C. 20531, and to the Public Use Reports Project, 1121-0142, Office of Information and Regulatory Affairs, Office of Management and Budget, Washington, D. C. 20503.

OJP ADMIN FORM 7390/2A (REV. 11-95) PREVIOUS EDITIONS ARE OBSOLETE.