

JIM GIBBONS  
*Governor*

**STATE OF NEVADA**

MICHAEL J. WILLDEN  
*Director*

DIANE J. COMEAUX  
*Administrator*



**DEPARTMENT OF HEALTH AND HUMAN SERVICES  
DIVISION OF CHILD AND FAMILY SERVICES**

**4126 Technology Way – 3<sup>rd</sup> Floor**

**Carson City, Nevada 89706**

**(775) 684-4400**

**Request for Proposals  
for  
Victims of Crime Act (VOCA)  
American Recovery and Reinvestment Act (ARRA)**

Release date: **Monday, October 26, 2009**

Submission Deadline Date and Time: **Monday, November 30, 2009 by 5:00pm**

For additional information, please contact:

Debbie Tanaka

4126 Technology Way, 3<sup>rd</sup> Floor  
Carson City, NV 89706

Phone: (775) 684-7946

Email: [dtanaka@dcfs.nv.gov](mailto:dtanaka@dcfs.nv.gov)

**Victims of Crime Act (VOCA)  
American Recovery and Reinvestment Act (ARRA)**

**Division of Child and Family Services  
Grants Management Unit**

**Revised 10/26/09**

**STATE OF NEVADA**  
**Department of Health and Human Services**  
**Division of Child and Family Services**  
**Grants Management Unit**

**REQUEST FOR PROPOSALS**  
**JANUARY 1, 2010 THROUGH JUNE 30, 2011**  
**(PROJECTS UP TO 18 MONTHS)**

<b>Contents</b>	<b>Page</b>
Source and Purpose of Funds	3
Eligibility	4
Definitions of Created and Retained Jobs	4
How to Calculate Full-Time Equivalentents (FTEs)	4
Grant Application Process and Instructions	5
Pre-Application Webinar	6
Technical Assistance	6
Awarding and Funding Process	7
Upon Approval of Award	7
Attachment A: Scoring Matrix and Guidelines	9
Attachment B: Victims of Crime Act (VOCA) Requirements	13
Attachment C: Budget Definitions	21

Victims of Crime Act (VOCA)  
American Recovery and Reinvestment Act (ARRA)

**STATE OF NEVADA**  
**Department of Health and Human Services**  
**Division of Child and Family Services**  
**Grants Management Unit**

**GRANT ANNOUNCEMENT**  
**Victims of Crime Act (VOCA)**  
**American Recovery and Reinvestment Act (ARRA)**  
**Request for Proposals (RFP)**

**Source and Purpose of Funds**

On February 17, 2009, President Obama signed into law the landmark American Recovery and Reinvestment Act of 2009 (Recovery Act) “Public Law 111-5” and by the Victims of Crime Act (VOCA) of 1984, 42 U.S.C. 10603(a).

The purpose of the program is to assist public and private non-profit agencies in providing services to victims of crime. Services under this grant program are defined as those efforts that:

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

The Division of Child and Family Services (DCFS) will be distributing a total of \$571,200 in sub-grant awards for the timeframe of January 1, 2010 through June 30, 2011. DCFS will distribute the VOCA ARRA awards among the four (4) service categories: 1) Child Abuse; 2) Sexual Assault; 3) Domestic Violence; and 4) Underserved Populations. **Applications are limited to agencies who currently receive VOCA funding and requests should not exceed \$100,000. Preference will be given to agencies that plan to implement a new component to their program rather than enhancing their existing program.**

**Agencies applying for VOCA ARRA funding should anticipate that awards are one-time and should propose project activities that can be accomplished without additional future funding.**

Victims of Crime Act (VOCA)  
American Recovery and Reinvestment Act (ARRA)

## **Eligibility**

All non-profit and public agencies (including state and local governmental agencies, universities and community colleges) can apply if interested in providing services under these funding sources and are in compliance with grant specific requirements.

Applicants under this solicitation must include a DUNS (Data Universal Numbering System) number in their application. In addition to the DUNS number, applicants are required to maintain current registrations in the Central Contractor Registration (CCR) database. If your organization does not know its DUNS number or needs to register for one, visit Dun & Bradstreet at <http://fedgov.dnb.com/webform/displayHomePage.do> The CCR database is the repository for standard information about federal financial assistance applicants, recipients, and sub-recipients. Organizations that have previously submitted applications via Grants.gov are already registered with CCR. Please note, however, that applicants must update or renew their CCR registration at least once per year to maintain an active status. Information about registration procedures can be accessed at [www.ccr.gov](http://www.ccr.gov)

**All applicants should refer to the VOCA Requirements (Attachment B), as it applies to VOCA ARRA funding.**

## **Definitions of Created and Retained Jobs**

Created jobs are new paid positions or existing unfilled positions proposed to fill, as a result of VOCA ARRA funding.

Retained jobs are existing positions for which applicants have documentation that the positions would have been eliminated if not for VOCA ARRA funding.

## **How to Calculate Full-Time Equivalent (FTEs)**

FTEs are calculated by dividing the cumulative number of VOCA ARRA funded hours anticipated to work during the funding period for each created or retained job (including **overtime**, paid leave, and other compensation) by the number of hours in that position's full time schedule.

For example, if you are requesting VOCA ARRA funding to pay for 10 hours a week out of the 40 hours the staff person would work, you would divide the 10 hours by 40, to get a 0.25% FTE.

**Victims of Crime Act (VOCA)  
American Recovery and Reinvestment Act (ARRA)**

## **Grant Application Process and Instructions**

The application is available online at the Division of Child and Family Services' website located at [www.dcf.state.nv.us](http://www.dcf.state.nv.us) This application will be available online until the closing deadline.

### **A. APPLICATION PROCESS**

1. The VOCA ARRA RFP Application Kit includes all forms necessary to apply for sub-grant funds. Specific application requirements such as the narrative are also detailed.
2. Applicants must include all required information at the time the application is submitted to assure that all materials are available for review.
3. Additional application materials not requested by DCFS are not necessary, and will not be considered as part of the grant application.
4. Do not put applications in binders. Proposals should be clipped or stapled.
5. DCFS is not responsible for any costs incurred by applicants responding to any Request for Proposals. All materials submitted by an applicant become the property of DCFS.
6. DCFS reserves the right to make or deny an award without requesting further clarification of the proposal received. Therefore applicants are encouraged to submit proposals, which are technically correct and self-explanatory. All applications should be prepared simply and economically, and should provide a straightforward and concise description of the proposed services and the applicant's ability to meet the program requirements.
7. Late or incomplete applications will not be considered for funding.

**NOTE: Failure to follow these instructions will disadvantage your application as compared to those submitted according to the guidelines.**

Victims of Crime Act (VOCA)  
American Recovery and Reinvestment Act (ARRA)

**Applicants are encouraged to attend at least one of the following Pre-Application Webinars\*:**

**Tuesday, November 10, 2009 at 3:30pm  
Monday, November 16, 2009 at 3:30pm**

**<http://www.odesinc.org>**

**Call-In Phone Number: 1-888-363-4735**

**Access Code: 6438565**

**\*Please note that you will need access to the Internet and a phone to participate in the Webinar.**

## **B. TECHNICAL ASSISTANCE**

Debbie Tanaka, Grants and Projects Analyst, is available to help applicants requiring clarification or technical assistance in preparing the proposal. If you need either, please call 775-684-7946 or send her an email at [dtanaka@dcfs.nv.gov](mailto:dtanaka@dcfs.nv.gov)

## **C. APPLICATION SUBMITTAL**

Applications may be mailed or hand-delivered to:

Division of Child & Family Services  
4126 Technology Way, 3<sup>rd</sup> Floor  
Carson City, NV 89706  
Attn: Debbie Tanaka

**All eligible applications must be received by 5:00 p.m. on the deadline date of November 30, 2009. Postmarks will not be used to determine eligibility.**

**NO FAXES OR E-MAILS WILL BE ACCEPTED.**

DCFS in coordination with the GMU and the grants application subcommittee, reserves the right to reject any and all proposals or waive any minor irregularity or technicality in proposals received.

**Victims of Crime Act (VOCA)  
American Recovery and Reinvestment Act (ARRA)**

## **Awarding and Funding Process**

DCFS staff along with application review subcommittee members will review and evaluate each application based upon the GMU Scoring Matrix (Attachment A). Limited opportunity will be provided for applicants to correct any technical problems related to their applications.

Funding decisions will be documented by staff, based on the following four factors:

- 1) GMU and subcommittee recommendations and scores;
- 2) Geographic distribution of the proposed grant awards;
- 3) Conflicts or redundancy with other federal, state or locally funded programs, or supplanting of existing funding; and
- 4) The overall service funding priorities and / or requirements.

GMU staff will conduct negotiations with the applicants recommended for funding, to address any specific issues identified by the GMU or review subcommittee. Not all applicants who are contacted for final negotiation will receive an award. All questions and concerns must be resolved before a grant will be awarded.

Applicants will be notified of their status with a Letter of Intent after decisions have been made. Adjustment of budgets and goals may be required at that time. Upon successful conclusion of negotiations, GMU staff will complete and distribute Notice of Sub-Grant Award (NOSA) documents, general conditions, and grant instructions to sub-grantees.

Decisions will be based on GMU and subcommittee recommendations which will be provided to the Administrator of DCFS for final approval, and are final. **There will be no appeal process.**

## **Upon Approval of Award**

### **A. Monthly Financial Status and Request for Funds Report filing**

DCFS requires the use of a standardized Excel spreadsheet reimbursement request form that self-populates certain financial information. This form is to be used for all reimbursement requests. Monthly reports are required even if no reimbursement is requested for a month. Instructions and technical assistance will be provided upon award of funds.

### **B. Performance Report**

Sub-grantees who receive an award must complete performance reports on a quarterly basis and submit them through the online reporting system as instructed by DCFS or Odes, Inc. technical support staff.

Victims of Crime Act (VOCA)  
American Recovery and Reinvestment Act (ARRA)

### **C. On-Site Review**

Sub-grantees who receive an award must participate in the on-site review process. On-site reviews are intended to provide ongoing technical support to sub-grantees and gather information reportable by DCFS to the federal granting agency. To facilitate the review process, materials referred to in the review documents should be gathered prior to the review. The sub-grantee's primary contact person and appropriate staff should make themselves available to answer questions and assist the on-site reviewer(s) throughout the process.

The on-site review reports along with a letter identifying necessary action items will be sent to your agency within 30 working days following the conclusion of the on-site review.

## Attachment A

### GMU – Scoring Matrix / Form

Reviewer ID Number: \_\_\_\_\_

Agency Reviewed: \_\_\_\_\_

Total Score: \_\_\_\_\_ / 100 points

Is the applicant currently receiving VOCA funding?     Yes     No    Are the proposed services new?     Yes     No

DUNS number provided?     Yes     No    CCR registration verification     Yes     No

Proposed Geographic Area to be Served:

Clark County     Washoe County     Rural (specify county / counties) \_\_\_\_\_

Number of full-time positions to be retained:

Number of full-time positions to be created:

Number of part-time positions to be retained:

Number of part-time positions to be created:

#### 1. Project Narrative:

Total: \_\_\_\_\_ / 20 points

Did the applicant:

- |  |                              |                                   |                             |               |
|--|------------------------------|-----------------------------------|-----------------------------|---------------|
| ❖ Concisely describe the problem or unmet need?  | <input type="checkbox"/> Yes | <input type="checkbox"/> Somewhat | <input type="checkbox"/> No | ____/5 points |
| ❖ Explain how the identified problem(s) or unmet need(s) proposed will be addressed?                     | <input type="checkbox"/> Yes | <input type="checkbox"/> Somewhat | <input type="checkbox"/> No | ____/5 points |
| ❖ Relate both the unmet need(s) and the proposed services to the eligibility criteria for this grant(s)? | <input type="checkbox"/> Yes | <input type="checkbox"/> Somewhat | <input type="checkbox"/> No | ____/5 points |
| ❖ Are the services proposed consistent with the regulations?   | <input type="checkbox"/> Yes | <input type="checkbox"/> Somewhat | <input type="checkbox"/> No | ____/5 points |

Strengths:

Weaknesses:

Comments:

Victims of Crime Act (VOCA)  
American Recovery and Reinvestment Act (ARRA)

Division of Child and Family Services  
Grants Management Unit

Revised 10/26/09

**2. Common Goal and Objectives:**

**Total: \_\_\_\_\_ / 20 points**

Did the applicant:

- ❖ Provide an estimated number of unduplicated victims within the service categories?
- ❖ Provide an estimated number of victims that will be provided identified services?

Yes     Somewhat     No    \_\_\_\_/10 points  
 Yes     Somewhat     No    \_\_\_\_/10 points

**Strengths:**

**Weaknesses:**

**Comments:**

**3. Staff Qualifications:**

**Total: \_\_\_\_\_ / 20 points**

Did the applicant:

- ❖ Provide job descriptions of proposed positions?
- ❖ Describe how proposed services will be staffed?
- ❖ Explain how staff is qualified to provide anticipated services?

Yes     Somewhat     No    \_\_\_\_/5 points  
 Yes     Somewhat     No    \_\_\_\_/5 points  
 Yes     Somewhat     No    \_\_\_\_/10 points

**Strengths:**

**Weaknesses:**

**Comments:**

**Victims of Crime Act (VOCA)**  
**American Recovery and Reinvestment Act (ARRA)**

**4. Community Collaboration:**

**Total: \_\_\_\_\_ / 20 points**

Did the applicant:

- ❖ Identify existing or proposed collaborators for the project?
- ❖ Provide participation level of agencies included in the collaboration?

<input type="checkbox"/> Yes	<input type="checkbox"/> Somewhat	<input type="checkbox"/> No	____/10 points
<input type="checkbox"/> Yes	<input type="checkbox"/> Somewhat	<input type="checkbox"/> No	____/10 points

**Strengths:**

**Weaknesses:**

**Comments:**

**5. Budget Forms and Budget Narrative**

**Total: \_\_\_\_\_ / 20 points**

- ❖ Are budget items clear and appropriate for the project as outlined?
- ❖ Does the narrative accurately describe each expense listed in the budget detail?
- ❖ Did the applicant identify the source of matching funds?

<input type="checkbox"/> Yes	<input type="checkbox"/> Somewhat	<input type="checkbox"/> No	____/5 points
<input type="checkbox"/> Yes	<input type="checkbox"/> Somewhat	<input type="checkbox"/> No	____/10 points
<input type="checkbox"/> Yes	<input type="checkbox"/> Somewhat	<input type="checkbox"/> No	____/5 points

**Strengths:**

**Weaknesses:**

**Comments:**

**Victims of Crime Act (VOCA)  
American Recovery and Reinvestment Act (ARRA)**

Do you recommend full funding requested?  Yes  No

Comments:

If you do not recommend full funding, do you recommend partial funding?  Yes  No

Comments:

If you do not recommend full funding, how much funding do you recommend per year?

Comments:

**Victims of Crime Act (VOCA)  
American Recovery and Reinvestment Act (ARRA)**

## Attachment B

### Victims of Crime Act (VOCA)

#### Application Process and Requirements

#### ELIGIBILITY REQUIREMENTS FOR SUB-GRANTEES

Victims of Crime Act (VOCA) Federal funds are awarded to DCFS by the Office of Justice Programs, Office for Victims of Crime authorized by the Victims of Crime Act of 1984 (P.L.98-473, as amended).

Each individual victim services program receiving VOCA victim assistance grant funds must meet the following eligibility requirements:

- 1) It must be operated by a public agency or nonprofit organization or a combination thereof that provides direct services to crime victims;
- 2) It must have a record of providing effective services to victims of crime and financial support in the amount of 20 percent of the total project from non-Federal sources; Match is calculated by requested amount divided by .80 times by .20

**Example: \$100,000 requested divided by .80 times .20 equals \$25,000 Match** and Native American tribes and organizations, new and existing, located on reservations must provide cash or in-kind match of 5 percent **Example: \$100,000 requested divided by .95 times .05 equals \$5,263;**

- 3) It must use volunteers, unless, and to the extent, the State grantee determines compelling reasons exist to waive this requirement;
- 4) It must promote, within the community served, coordinated public and private efforts to aid crime victims;
- 5) It must assist victims in seeking available crime victim compensation benefits; and
- 6) It must provide services at no cost to victims.

#### VICTIM POPULATIONS TO BE SERVED

The overall purpose of the VOCA legislation is the expansion and development of victim services. The intent of the VOCA legislation is to provide grants, which will enhance and expand services in existing victim service programs and create and support new victim service initiatives

Victims of Crime Act (VOCA)  
American Recovery and Reinvestment Act (ARRA)

in local communities. Within this framework, the Federal government and the State of Nevada have established priorities in funding programs with VOCA dollars.

Federal guidelines **require** states to allocate a portion of their VOCA funds to eligible crime victim assistance programs providing assistance to victims of sexual assault, domestic violence (spousal abuse), child abuse and any “previously underserved” victim populations. A program is considered a Federal priority program if the principle mission of the proposed project is to serve any one of these victim categories.

The following summarizes the priority categories and examples of other victim populations eligible to receive services:

**Utilization of VOCA funding to provide services to perpetrators is not allowed.**

1. Federal Priority Victim Populations

- a. **Child Abuse:** These services should include treatment for children who are victims of physical or sexual abuse, and their non-offending parents and siblings. Examples of services may include play, individual and/or group therapy. Services may be provided through mental health or hospital-based programs.
- b. **Sexual Assault:** Services provided should assist victims in dealing with the trauma of sexual assault and its emotional aftermath. Services may include 24-hour crisis hotlines, crisis intervention, emergency services, legal advocacy, clinical evaluation and long and short-term counseling. Services may be provided to the victim’s family and significant others. Services can be designed to serve both male and female victims. These services may be provided to adult survivors of child sexual abuse or incest.
- c. **Domestic Violence:** Services to battered spouses and their children may include 24-hour crisis hotlines, crisis intervention, emergency services, shelters or safe homes, long and short term counseling, information and referral, and legal advocacy in obtaining emergency restraining orders, injunctive or other protective orders.
- d. **Underserved Priority Areas - Underserved Victim Populations:** These underserved victims of either adult or juvenile offenders may include but are not limited to victims of federal crimes, survivors of homicide victims, or victims of assault, robbery, gang violence, hate and bias crimes, adult victims of molestation, intoxicated drivers, bank robbery, economic exploitation and fraud, and elder abuse. Sub-grantees are encouraged to identify gaps in available services, not just by the types of crimes committed, but also by victims’ demographic characteristics. Sub-grantees are asked to examine the possibility that in a given service area, “underserved” victims may also be defined by demographic characteristics such as

**Victims of Crime Act (VOCA)  
American Recovery and Reinvestment Act (ARRA)**

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.

Applicants are encouraged to partner with existing community providers of violence services to achieve the goals and performance indicators of their proposal. Applicants may call Debbie Tanaka at 775-684-7946 for further information regarding these providers.

The types of actual services to be delivered are wholly dependent on the victim population and the kind of services known for promoting recovery and empowerment among the target population. Services may include, but are not limited to: crisis intervention; 24-hour crisis telephones; individual, group or family counseling; legal advocacy; support services; and self-help groups.

Agencies applying for funds, whatever their victim population, should propose services which reflect the diverse social, linguistic, cultural/ethnic and racial composition of the target population. Services to communities should be culturally appropriate and affirming of the population's background and values and written procedures are required to assure confidentiality of records pertaining to persons receiving assistance or service.

#### **ALLOWABLE SERVICES ACTIVITIES AND COSTS**

A State grantee may award (sub-grant) victim assistance funds for those services, activities and costs that are directly related to the emotional healing and recovery of crime victims. The following, although not exhaustive, is a listing of services, activities and costs that are considered to be eligible for support with VOCA Victim Assistance grant funds:

1. Those services which immediately respond to the urgent emotional and/or physical needs of crime victims such as crisis intervention; accompaniment to hospitals for medical examinations; hotline counseling; emergency food, clothing, transportation, and shelter; emergency legal assistance such as filing restraining orders; and other emergency services that are intended to restore the victim's sense of dignity, self-esteem, and coping mechanisms.
2. Those services and activities that assist the primary and secondary victims of crime in understanding the dynamics of victimization and in stabilizing their lives such as follow-up counseling, group treatment, therapy and other activities to assist.
3. Services that are directed to the needs of the victim with the criminal justice system or process and not to the needs of the criminal justice system. These services may include criminal justice support and court-related services such as accompaniment to law enforcement offices, court, etc.: transportation to court; child care while in court; trial

**Victims of Crime Act (VOCA)  
American Recovery and Reinvestment Act (ARRA)**

notification and case disposition information; restitution advocacy; assistance with victim impact statements; and parole notification.

4. Services which offer a measure of safety to crime victims such as temporary security measures that prevent the immediate re-burglarization of a home; boarding up windows; replacement or repair of security locks; etc.
5. Medical/forensic examinations for sexual assault victims only when no other funding sources are available. Organizations receiving VOCA victim assistance grant funds for medical/forensic exams must provide other services, such as counseling, support, and other assistance, in addition to paying for the examination. NOTE: Funds may only be used to pay for those forensic medical examinations that conform to standards adopted by the State or meet the evidentiary requirements of the local prosecutor.
6. Costs that is necessary and essential to the provision of direct services such as rent, telephone service, transportation costs for victims, local travel expenses for direct service providers, etc.
7. Services which assist crime victims with managing practical problems created by the victimization such as acting on behalf of the victim vis-à-vis other organizations, creditors, employers; obtaining the return of property; assisting in the filing of compensation benefits, etc.
8. Costs that are directly related to maintaining staff, both paid and volunteer, such as salaries; malpractice insurance for professional direct service providers who are performing services which are subject to civil actions, fringe benefits, advertising costs associated with hiring VOCA funded personnel, etc.
1. Costs associated with complying with the American with Disabilities Act. This is limited to minor remodeling and adopting facilities for architectural accessibility.

#### **OTHER RELATED ALLOWABLE SERVICES AND COSTS**

The types of services and expenses in this category are not considered direct services. States may allow limited amounts of VOCA funds to support these expenses when essential to providing services to crime victims.

Sub-grantees are encouraged to search for other sources of funding for these expenses. If other sources of funding are not available and the State feels that these expenses must be funded in order to provide services to crime victims, Office for Victims of Crime (OVC) requests that States ensure that these expenses constitute a very small percentage of the entire VOCA sub-grant budget.

**Victims of Crime Act (VOCA)  
American Recovery and Reinvestment Act (ARRA)**

NOTE: States may not award a VOCA sub-grant solely for the purpose of funding one or more of the following expenses, unless other direct crime victim services are provided within the organization:

1. The inclusion of training as an allowable VOCA cost is intended to ensure that VOCA funded personnel receive appropriate training to enable them to offer quality direct services to crime victims.

The purpose of training must be **solely** to enhance the skills of those individuals (paid and volunteer) who provide **direct** services to crime victims. VOCA funds cannot support training of an organization's director and other individuals whose primary function is not to provide direct services. VOCA funds can be used for training direct service providers within the organization, even though those individuals are not supported with VOCA funds.

VOCA funds can support attendance at training activities held on a Statewide basis or within a similar geographic area but only with prior approval by the VOCA grants manager. However, it is not permissible to use VOCA funds to support attendance at national-level conferences and symposia unless previously approved by the VOCA A Program Manager, Christine Lovass-Nagy, as appropriate. VOCA victim assistance funds cannot support the costs associated with sending victims to conferences. The intent of Congress was to maximize the impact of the limited VOCA funds by expanding the number of direct service providers who will be able to offer service to many crime victims, not to support the conference attendance by individual crime victims. Any deviation from this rule requires written approval from the VOCA Program Manager, Christine Lovass-Nagy.

VOCA funds can support the costs of staff developmental materials for direct service providers within VOCA funded organizations such as books and training materials; in-service training costs (trainer's fees honorarium, materials, etc.); and the costs associated with training received through another organization or vendor to include travel, per diem, and registration fees.

It is not permissible to use VOCA funds to develop training manuals and extensive training materials, to train individuals from other organizations or to develop costly training curriculum.

2. Equipment and furniture that the State determines is necessary and essential to providing direct services such as computers; video-tape camera's for interviewing children; video players; two-way mirrors; furniture for shelters, work spaces; victim waiting room and children's play areas. In certain situations, computer equipment may greatly enhance a VOCA funded projects ability to reach and appropriately serve crime victims and would be deemed an allowable VOCA costs. VOCA funds can be used to support computer

**Victims of Crime Act (VOCA)  
American Recovery and Reinvestment Act (ARRA)**

networks and linkages where the enhancement of services to victims is clearly substantiated.

VOCA funds cannot be used to support the entire cost of a piece of equipment that is used for non-victim related activities. In those situations where equipment is not used exclusively for victim services, VOCA can only support the prorated cost of equipment used for victim services.

Nevada has established guidance on the disbursement of the equipment when a sub-recipient no longer receives VOCA funds (See Financial and Administrative Guide for Grants, M7100.1D.), or the equipment becomes obsolete or unusable. Equipment **cannot**, under any circumstances, be purchased for another organization or individual to perform a victim-related service.

All equipment purchased with VOCA ARRA funds will be marked “VOCA” for the purpose of establishing ownership upon program termination. Appropriate accounting and business records will be maintained which clearly show “VOCA” ownership. If a program ceases to exist, equipment purchased with VOCA funds will be returned to the VOCA administrator who will distribute to other VOCA programs or hold for future use by a VOCA ARRA grant recipient.

3. Professional fees for attorneys only for filing restraining orders and for physicians for conducting medical/forensic examinations on sexual assault victims only when no other funding source is available.

VOCA funds cannot support other types of physician fees, dental fees, or attorney fees for activities such as divorce, child custody, visitation rights, etc.

4. Operating costs incurred in serving crime victims such as prorated share of audit costs at the sub-grant level; office supplies; equipment use fees, when supported by usage logs; printing and postage; brochures which describe available services; books and other victim-related materials; administrative time to complete VOCA-required time and attendance sheets, reports and statistics; administrative time to maintain crime victims’ records; minor repairs and enhancements to work space and waiting areas; photocopying costs; pro-rated building operating costs; etc.
5. Technology enhancements; with approval, VOCA funds may be used to purchase software and equipment that will enhance or speed up data collection and transmission, improve case management capabilities or enhance direct services to victims of a crime. This includes the services of a consultant as well as maintenance, upgrades, phone lines, modems, fax’s and training.

**Victims of Crime Act (VOCA)  
American Recovery and Reinvestment Act (ARRA)**

DCFS will entertain proposals for short duration projects, pilot programs or administration projects with potential for replication. There must be a demonstrated need and a high potential for impact on services to victims.

### **UNALLOWABLE SERVICES, ACTIVITIES AND COST**

States may not use VOCA victim assistance funds to pay for the following services, activities, and costs:

- 1) Crime prevention activities and other activities that educate the community and raise the public's consciousness of crime victim issues and how to prevent crime.
- 2) Lobbying, legislative, and administrative advocacy for victim legislation or administrative reform, whether conducted directly or indirectly.
- 3) Perpetrator rehabilitation and counseling. No organization can, with knowledge and forethought, use VOCA funds to provide perpetrator rehabilitation and/or counseling or to provide services to individuals who are victimized while engaging in illegal actions. Furthermore, VOCA funds cannot support services to convicted, incarcerated perpetrators of crime, even when the service pertains to an unrelated victimization.
- 4) Needs assessments, surveys, evaluations, studies. VOCA program 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.
- 5) 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.
- 6) Needs assessments, surveys, studies and research efforts conducted by individuals, organizations, task forces, special commissions, etc. that study and/or research a particular crime victim issue.
- 7) Fundraising activities.
- 8) Equipment Purchases/Capital Expenditures: VOCA victim assistance grant funds may only be used to provide direct services to victims of crime. However, equipment that is necessary and essential to the delivery of direct services is deemed an allowable cost.

**Victims of Crime Act (VOCA)  
American Recovery and Reinvestment Act (ARRA)**

- 9) Indirect organizational costs. The costs of liability insurance on buildings; capital improvements; security guards and body guards; property losses and expenses; real estate purposes; mortgage payments and construction may not be supported with VOCA funds.
- 10) Property loss. Reimbursing crime victims for expenses incurred as a result of a crime such as insurance deductibles, replacement of stolen property, funeral expenses, lost wages and medical bills is not allowed. Please assist crime victims in completing the Victim Compensation form and refer them to the Victims' Compensation office at either 775-688-2900 or 702-486-2740.
- 11) Most medical costs. VOCA ARRA funds cannot pay for nursing home care, home health-care costs, in-patient treatment costs, hospital care and other types of emergency and non-emergency medical and / or dental treatment. Funds cannot support medical costs resulting from a victimization, except for forensic medical examinations for sexual assault victims.
- 12) Relocation expenses. VOCA funds cannot support relocation expenses for crime victims such as moving expenses, security deposits on housing, ongoing rent and mortgage payments. However, VOCA funds may be used to support staff time in locating resources to assist victims with these expenses.
- 13) 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.
- 14) Costs of sending individual crime victims to conferences.
- 15) Activities exclusively related to crime prevention.

**Victims of Crime Act (VOCA)  
American Recovery and Reinvestment Act (ARRA)**

## Attachment C

### Budget Definitions and Format Guidelines / Examples

#### **PERSONNEL:**

Staff members who are employees of the applicant organization should be identified here. The following criteria are useful in distinguishing employees from contractors:

<b>CONTRACTOR</b>	<b>EMPLOYEE</b>
Delivers product	Your organization is responsible for product
Furnishes Tools and/or Equipment	Your organization furnishes work space & tools
Determines means and methods	Your organization determines means and methods

Calculate the total personnel cost.

#### **Fringe Benefits:**

List each position and provide a breakdown of the amounts and percentages comprising the fringe benefits provided such as health insurance, FICA, etc.

#### **CONTRACTUAL:**

Project workers who are not employees of the applicant organization should be identified here. Any costs associated with these workers, such as travel or per diem, should also be identified here. Explain the need and/or purpose for the contractual/consultant service. Identify and justify these costs. For collaborative projects involving multiple sites and partners, separate from the applicant organization, all costs incurred by the separate partners should be included in this category, with subcategories for Personnel, Fringe, Contract, etc. Written sub-agreements must be maintained with each partner, and the applicant is responsible for administering these sub-agreements in accordance with all requirements identified for grants administered under the GMU. You must provide a copy of written agreements with any and all partners.

#### **OPERATING:**

##### **Occupancy:**

Identify and justify any facilities costs associated with the project, such as rent, maintenance expenses, insurance, as well as utilities such as power and water. Costs for installing or maintaining services specifically for this project purpose can be charged accordingly.

##### **Communications:**

Victims of Crime Act (VOCA)  
American Recovery and Reinvestment Act (ARRA)

Identify and justify any communications costs associated with the project, such as telephone services, internet services, cell phones, fax lines, etc.

**Supplies:**

List and justify tangible and expendable property, such as office supplies, program supplies, etc. As a general rule, specific supplies do not need to be priced individually, but a list of typical program supplies is helpful. Items that have particularly high costs should be identified specifically.

**Travel:**

Travel costs must provide direct benefit to this project. Identify staff that will travel, the purpose, frequency, and projected costs. State rates for mileage (55 cents per mile) per diem and lodging (U.S. General Services Administration rates) should be used. Out of state travel, or non-standard fares or rates require special justification and must adhere to the U.S. General Services Administration rates.

**Public Information:**

Identify and justify any costs for brochures, project promotion, media buys, etc. VOCA ARRA should be identified as a funding source as appropriate.

**EQUIPMENT:**

List equipment to purchase or lease costing \$1,000 or more, and justify these expenditures. "Equipment" costing less than \$1,000 should be listed under "Supplies." Equipment that does not directly facilitate the purpose of the project, as an integral component, is not allowed. Equipment purchased for this project must be labeled and tracked as such.

**OTHER:**

Identify and justify these expenditures, which can include virtually any relevant expenditure associated with the project, such as audit costs, car insurance, client transportation, etc.

**Note: In the event of disallowed federal or state expenditures, these expenditures shall not be reimbursable.**

Victims of Crime Act (VOCA)  
American Recovery and Reinvestment Act (ARRA)

## **Additional Resources (In-Kind, Volunteer or Cash Donations)**

Additional resources are not required as a condition of these grants but will be a factor in the scoring. Such resources might include in-kind contributions, volunteer services (**requirement for VOCA funding**), or cash contributions. In-kind items must be non-depreciated or new assets with an established monetary value

**Definition of In-Kind:** Any property or services provided without charge by a third party to a second party are in-kind contributions.

**First Party:** Funding Source administered by the GMU  
**Second Party:** The grantee (and sub-grantee of project supported by the grant)  
**Third Party:** Everyone else

If the grantee (second party) provides the property or services, then it is considered “cash” contributions, since only third parties can provide IN-KIND contributions. This could count for “cash” or in-kind for VOCA but this is unusual language for any of these grants.

When costing out volunteer time, remember to calculate the cost based on the duties, not the volunteer’s qualifications. For example, an attorney may donate his or her time to drive clients a certain number of hours per month but the donation are to be calculated on the normal and expected pay received by drivers, not attorneys!

## **Program Income**

Program income means gross income earned by the recipient that is directly generated by a supported activity or earned as a result of the grant award. For programs receiving federal funds, program income shall be added to funds committed to the project and used to further eligible project or program objectives.

**Victims of Crime Act (VOCA)  
American Recovery and Reinvestment Act (ARRA)**