



Department of Military Affairs & Public Safety

**MEMORANDUM**

**TO:** Project Directors  
**FROM:** Sara E. Miller  
Justice Programs Specialist   
**DATE:** November 3, 2014  
**RE:** FY 2015 Application Kits

Please find on the enclosed CD, the VOCA Grant Application Kit for Fiscal Year 2015. **All FY 2015 VOCA applications must be completed and returned to the WV Division of Justice and Community Services no later than 5:00 p.m. on Friday, March 6, 2014. No late applications will be accepted.** Also, be advised all kits must be downloaded, completed, printed, and mailed to DJCS on the forms provided on the CD; outdated VOCA application forms will not be accepted nor any faxed or e-mailed copies. **It is recommended to begin reviewing the application kit as soon as possible and not leave it to the last minute in case of questions or problems with opening CD or documents.**

**Please read the Instruction Manual carefully!** There have been significant changes to the application, so please read all documents carefully.

**Please be advised that priority in funding will be given to existing VOCA grantee's in good compliance but applications are open to all eligible programs and each application that meets the eligibility requirements will be considered for funding under the FY 2015 VOCA grant.** Programs that have alternative federal or state significant funding streams may not be considered for funding. Be reminded all grant funds and applications are based on a competitive basis and there is no guarantee of funding from year to year. Current VOCA grantees may request changes in funding but must support and justify any requested funding changes.

**BE AWARE of the following changes:**

- **Project Period** – Please be advised that the project period for the VOCA grant has changed to run **October 1 – September 30** of the grant cycle. For FY 2015 the Project Period is **October 1, 2015 – September 30, 2016.**
- **Project Narrative – Training Requirement:** Grantees are required to describe the agency's plan to ensure that all VOCA funded advocates meet their 8 hour minimum training requirement during the grant cycle and how the trainings will be



funded. Current grantees are to be aware that failure to meet the Travel/Training requirement will be a consideration for funding during the application process.

- **Budgets** – Please be aware that if your agency requested and received a raise during the FY 2014 grant cycle, you will not be eligible to receive a raise in FY 2015.
- **Special Conditions:** Read carefully and ensure you understand all Standard and Special Conditions of the sub-grant.

Please read and follow all instructions carefully. Be reminded DJCS and the WV Against Violence Committee **are not accepting any late applications**. Be aware if mailing the application kit in over-night mail; it is not guaranteed to be in our office the next day. We do not accept postage stamp dates as being considered on time for applications. All applications must be received in our office on the above referenced date and time or they will be considered late applications and will not be forwarded to the West Virginians Against Violence Committee.

Should you have any questions please contact me at (304)558-8814, extension 53336, or Sarah Brown at extension 53337.

SEM/lbm