

APPENDIX B

WV VOCA Grant Application

**Victims of Crime Act (VOCA)
Victim Assistance Grant Program**

FY 2014 Federal Funds

Grant Application
Instruction Manual
State of West Virginia



*Division of
Justice &
Community
Services*

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WV VOCA Grant Program

Grant Application Instructions

Section I

Overview: The goal of the Victim of Crime Act (VOCA) Victim Assistance Grant Program is to provide direct services to all victims of crime regardless of their ability to pay for services rendered or availability of insurance or other third-party payment resources. Crime victims suffer tremendous emotional, physical, and financial losses. It is the intent of VOCA to reduce the impact of the crime by offering effective services at no cost to the victims.

VOCA provides financial aid to state crime victim compensation programs and crime victim assistance programs. The Act established within the U.S. Treasury a separate account known as the Crime Victim's Fund. The fund is not financed by tax dollars, but is generated entirely by fines, penalty assessments, and forfeited appearance and bail bonds collected by the federal government.

Section II

Application Deadline: Original applications must be received at DJCS no later than **5:00 PM on Friday, March 7, 2014**. **Faxed, e-mailed, incomplete, or late applications will NOT be accepted.** Please make sure the Authorized Official signs page one (1) and Special Conditions before submission.

Completed applications must be submitted to:

Attn: Sara E. Miller
State VOCA Administrator
WV Division of Justice and Community Services
1204 Kanawha Boulevard, East
Charleston, WV 25301

If you have any questions or need assistance in the preparation of this grant application, please contact Sara Miller at:

Telephone: (304) 558-8814, ext. 53336
Fax (304) 558-0391
E-mail: Sara.E.Miller@wv.gov

Section III

Eligible Applying Agencies:

Units of State and Local Governments

Private Non-Profit Organizations

Refer to Appendix C for applicable Program Guidelines and Requirements

Section IV

Grant Application Process:

Applicants for the Victims of Crime Act (VOCA) Victim Assistance Grant funds must apply on an annual basis. Grant funding is awarded on a competitive basis each year. **There is no guarantee of funding beyond the one year award period.**

The application process consists of the following steps:

1. Applications for federal funds by agencies are initiated by completing a Victims of Crime Act (VOCA) Victim Assistance grant application for a project and submitting it to the Division of Justice and Community Services. The standard grant application kit must be used for all grants. The application kits are available from the Division of Justice and Community Services.
2. Applications will be promptly acknowledged upon receipt and reviewed for completeness by DJCS staff. Applicants will be contacted if omissions appear and will be given 10 working days to complete and submit the missing documentation. *NOTE: Late applications and applications that do not meet a documented extended 10-day deadline for completeness will not be forwarded to the Advisory Committee for funding consideration.*
3. Staff will assess the merit and overall need of the project as well as evaluate how the specific project will satisfy state goals and objectives. Comments and/or recommendations will be attached and the application will be forwarded to the West Virginians Against Violence Committee for consideration after staff has evaluated the merits of the application that might include, but will not necessarily be limited to:
 - a. Compliance of the proposed project application with the priority programs described in the state plan.
 - b. Compliance with federal and state program guidelines and special conditions and assurances of the grant program.
 - c. The eventual assumption of costs by the applicant agency (Plan of Sustainability).
 - d. Measurability and appropriateness of the stated goals and objectives.
 - e. Probability that the grant will achieve its objective(s).
 - f. Adequate fiscal responsibility and resources.

- g. Reasonableness of the proposed budget, clearly itemized budget, and total source of funding for the project.
- h. Certification that federal funds will not be used to supplant or replace state or local funds.
- i. Coordination of efforts with other local jurisdictions and federal grant programs.
- j. Need for the project. The statement of need or problem statement is clearly identified and substantiated by research and statistics.
- k. Geographic area(s) to be served.
- l. Ability to address the needs of underserved populations, including limited English proficiency plan.

A minimum of 40 percent of the total State grant funds will be awarded by giving at least 10 percent to each of four categories of crime victims: Sexual assault, domestic violence, child abuse, and underserved.

- m. Ability to build on previous years of providing direct services to victims of crime.
 - n. Demonstrate a true victim centered approach to responding to victims of crime.
 - o. Demonstrate community awareness and support. A documented interagency linkage and collaboration with community programs such as referral agreements, letter of working agreements, and/or support letters.
 - p. Detailed project implementation plan and schedule.
 - q. Adequacy of evaluation strategy to determine the success of the project.
4. Members of the applying project who are familiar with the proposed project are requested to attend or be available by phone for the West Virginians Against Violence Committee Meeting to make a brief presentation and/or answer any questions regarding the proposal.

Applicants will be notified of the date, time and location of their in-person presentation or call with the Committee.

5. Based primarily upon the West Virginians Against Violence Committee, staff will submit one of the following recommendations to the Governor:
 - a. Approve the application as submitted.
 - b. Approve with conditions, budget adjustments, or amendments to the application.
 - c. Denial.

Applicants should note that authority to make grant awards is vested only by the Governor. Committee recommendations are advisory only and should not be considered as indicative of the final action by the Governor.

Section V

What an Application Must Include:

Refer to **Appendix B** for applicable application forms.

General Administrative Information – Page 1

The following information will need to be completed in its entirety for the application to be considered complete.

⊗ **Applicant:** List name, address (**address must be the address listed with the Auditor's office**), telephone number, and fax number of the agency applying for VOCA grant funds. The applicant must be a unit of state or local government or a 501(c) (3) private non-profit organization.

⊗ **Type of Agency:** Check the type of agency applying for funds – State, County, Municipal, or Non-profit.

⊗ **Project Director:** List name, address, telephone number, fax number, and e-mail of the individual charged with facilitating the project (the actual day-to-day operation and implementation). **This individual cannot also be the fiscal officer or authorized official and should not be a VOCA funded staff person.**

⊗ **Fiscal Officer:** List the name, address, telephone number, fax number, and e-mail of the person responsible for the fiscal records of the project. **This individual cannot also be the authorized official or project director and should not be a VOCA funded staff person.**

⊗ **Amount Requested:** Enter the total amount of Victims of Crime Act (VOCA) Victim Assistance grant funds being requested for the project.

⊗ **Amount Awarded:** DO NOT ENTER ANYTHING IN THIS BOX. This amount will be completed by DJCS when final recommendations are made.

⊗ **Project Period.** Fiscal Year 2014 Victims of Crime Act (VOCA) Victim Assistance grant funds will be funded for twelve (12) months beginning July 1, 2014 and ending June 30, 2015.

∞ **Percent Breakdown by Crime Category:** Enter the percent of funds your project proposes to spend on each of the listed underserved categories during the grant period. **The total should equal 100.**

∞ **Prior VOCA Grant Funding:** Indicate whether or not the applicant has received prior years of funding through the VOCA program. If the applicant has received a prior year(s) of funding, indicated how many years.

∞ **Estimated number of victims to be served by the grant:** Provide a projected number of victims to be served through this project.

∞ **Geographic Area Served:** Indicate the county or counties served by this grant project. List the total population of the county (ies) to be served and indicate whether the geographic area is primarily urban or rural. If the grant project will serve the entire state, reflect a “Statewide” service area.

∞ **Project Title:** Provide a brief title for the proposed project.

∞ **Project Description:** Provide an overview of the program which will include a **BRIEF** summary of the program’s concept and overall goal. ***NOTE – this section is limited to the space provided.***

∞ **Authorized Official:** List the name, title, address, telephone number, fax number, and e-mail of the individual authorized to apply for these grant funds on behalf of the applying agency. Example of authorized officials could include County Commission Presidents, Mayors, State Agency Directors, or Board of Director Presidents. **This individual cannot also be the project director or fiscal officer.** An **original signature** of the authorized official is required on page one.

Budget Summary – Page 2

List the applicant and the applicant’s Federal Employee Identification Number (FEIN) and the DUNS Number in the spaces provided. All applicants must have a Data Universal Numbering System (DUNS Number) you may obtain this by calling 1–866–705–5711 or by applying online at <http://www.dnb.com/us/>. All sub-grantee are required to be registered and updated yearly with the System for Award Management (SAM).

∞ **VOCA Requested Funds Column:** Indicate the amount of grant funds requested in the various category items allowable under the VOCA grant program.

∞ **Matching Funds Column:** Indicate the matching funds allocated to the various budget line items. This is the matching contribution.

∞ **Total Budget:** VOCA requested grant funds plus matching funds.

∞ **Funding Strategy:** List separately each source of funds for the project and indicate the status of each funding source as outlined under the Funding Strategy section.

Note - Victims of Crime Act (VOCA) Victim Assistance grant funds are set up on a reimbursement basis only – no lump sum distributions. Financial reports are submitted each month to obtain reimbursement through the grant for monthly project expenditures.

MATCH: Portions of funded projects must receive financial support from sources other than VOCA funding (or any other Federal funding source; cannot match Federal funds with other Federal Funding source). This is known as the matching contribution that is the statutory ratio that must be applied to the grantee as its portion of a grant. The purpose of matching funds is to augment the amount of resources available to the project from grant funds and to foster the dedication of state, local and community resources to the purposes of the project.

The matching requirements are as follows:

Federal legislation does require a twenty percent (20%) match for VOCA funds for all existing programs and a thirty-five percent (35%) match for all new programs (first-time applicants). Match may be in-kind contributions such as volunteer time, space, or cash.

The method for calculating the appropriate match for existing VOCA grants is as follows:

Example (Existing Programs)

Amount of VOCA grant: \$10,000
 $\$10,000 \div .80 = 12,500$

Total Project:	\$12,500
VOCA Funds:	-10,000
Matching Funds:	\$ 2,500

Please refer to **Appendix C** for further guidance on match calculations and requirements.

Budget Detail – Page 3

Provide a breakdown of the category totals listed on Page 2.

⌘ **Personnel / Contractual:** List personnel expenses for all purposes proposed through the grant, including any contracting/consulting services. For line item, list the name and title of the positions and salary or hourly; part-time or full-time, costs and benefits. Also list any matching contribution under “matching funds”. Note: VOCA funds do not pay for support staff, including administrative, fiscal or clerical positions.

⌘ **Travel / Training:** Reflect all project travel costs and/or training expenses associated with this proposal. List the names of identified training events proposed to attend.

Travel expenses incurred for this project must be for the purpose of meeting the objectives of the project. Therefore, travel expenses incurred in providing services to victims of violent crimes, such as transporting victims to domestic violence shelters/rape crisis centers, to court proceedings, and to other referral agencies may be reimbursable in accordance with WV State Travel Regulations.

A portion of the grant may be utilized to cover training expenses (registration fees, mileage, per diem, and lodging) in accordance with WV State Travel Regulations to

enhance the skills of staff providing services to victims. Unless particular training events are specified in an approved grant budget, all training events and expenses must have prior written approval from DJCS. Be aware that ALL VOCA funded staff are required to attend a minimum of 8 hours **pre-approved DJCS** training per grant cycle.

⌘ **Space:** A pro-rated portion of office space rental and telephone expenses can be requested in this category for direct service staff of the proposed project. Basic utility expenses are not allowable. All items must be clearly identified and itemized.

⌘ **Other:** Expenses incurred in providing services to victims, such as printing brochures outlining services available, postage expenses for mailing information to victims, counseling materials, etc. are allowable expenses as long as they are directly related to the proposed projects. All items listed under this category must be clearly identified and itemized. For instance, an itemization for counseling materials to be used would be outlined as cost per client (35 participants X \$10 per workbook = \$350)

Please refer to Appendix C for additional information on allowable and unallowable expenses under the grant program.

Note – be sure to indicate not only the requested VOCA funds, but any matching funds supporting the proposed budget line items. Total figures should match the totals on Budget Summary page (Page 2).

Budget Justification – Page 4

Provide a further breakdown of all costs listed in the Budget Detail worksheet. This should not only provide a breakdown of costs, but also why the expense is needed to carry out the proposal. For line items listed, sufficient breakdown would include:

- ⌘ **Personnel / Contractual:** List positions as contractual (no benefits) or personnel with the benefits spelled out in detail. To show personnel with benefits – reflect the gross wages (salary) plus any benefits, such as FICA (not to exceed 7.65%), Worker's Compensation (not to exceed 2.4%), Retirement (not to exceed 14%), U/C (not to exceed 1.7%), etc. Be sure to indicate whether the position is full-time or part-time and provide a breakdown of the percent used for all benefits. Programs are to request ONLY the rates that they are currently paying and all programs are required to submit documentation confirming the rates for unemployment, workers compensation, and unemployment compensation with the 1st request for reimbursement.

Note: *Full-time hourly and part-time hourly positions must indicate the rate of pay and the minimum number of hours PER MONTH. DO NOT state hours per week.*

⌘ **Travel / Training:** Describe all trainings identified on the budget page. For each item show the calculation. Specifically, for mileage expenses document approximate number of miles and the mileage rate used. Reflect the applicant's mileage rate unless this rate exceeds the state per diem rate, in which case you will use the state per diem rate. If a courtesy vehicle is used (e.g. – agency vehicle, state vehicle, etc.) the rate is **20 cents per mile**. Training expenses should reflect workshop or conference registration fees, lodging, and meal allowance. Meal allowances are limited to the Federal Per Diem rates and in accordance with West Virginia State Travel Regulations. Be aware that ALL VOCA funded staff are required to attend a minimum of 8 hours **pre-**

approved DJCS training per grant cycle, whether they receive funds for Travel/Training or are not awarded Travel/Training funds.

⊗ **Space:** Provide a detailed description of the pro-rated office space and/or telephone expenses. Indicate where the space is located and for what purpose the space/telephone is used.

⊗ **Other:** All items listed under this category need to be clearly itemized. For instance, an itemization for workbook materials to be used would be outlined as cost per participant (35 participants x \$10 per workbooks = \$350.00).

⊗ **Requested Increase in Grant Funds:** If requested an increase or change in grant funds from previous grant awarded amounts, applicants are to include a detailed description and justification for the increase/change in funds.

NOTE: Please also provide a detailed description for all matching funds in this section. Indicate the source, the amount, and the purpose of the matching contribution. Please refer to Appendix C for match requirements. If this information is not in detail and broken down as instructed then DJCS staff will require revisions prior to forwarding the application the West Virginians Against Violence Committee.

Project Narrative – Page 5

Provide a detailed description of how the applicant will use VOCA grant funds, including plans for the continuation of the VOCA program if future funding is not made available.

Ensure that all sections are clearly labeled. For example, in the narrative when talking about the problem statement, the section should begin with a section heading in bold **Problem Statement**, the next section should be **Program Description and/or Solution to the Problem**, etc.

Complete the Project Narrative following the format as outlined below and attach additional pages as needed. **Additional pages should be labeled 5a, 5b, 5c etc.**

A. Problem Statement: Problem statements describe and document the extent and nature of the problem of which the grant funds should help to solve. The problem and/or need should be clearly identified and substantiated by research and statistics specific to the targeted service delivery area and population. Components of the Problem Statement should include:

- Size, location, population most affected, causes:
 - The target population to be served should be clearly identified and described.
 - **The specific needs of the target population must be outlined.**
- Supported by evidence/data:
 - Demonstrate why the problem matters; trend or comparative data analysis.
 - **Supporting current data (preferable base-line data as well as written demonstration) is provided to justify why programming of this type is needed. This information may come from US Census and/or crime reports, etc.**

- Any unique characteristics, barriers, or challenges of the applicant's locality should also be described as it relates to the identified problem.
- ↳ Describe past efforts; successes and shortcomings:
 - Existing projects **must** show a continued need – a copy of last year's problem statement will not be accepted.
- ↳ Points to appropriate intervention/services:
 - There should be a clear link between program and problem
 - The response is grounded in evidence-based practices

Note: Goals and Objectives should address the problem(s) identified in the Problem Statement.

B. Program Description and/or Solution to the Problem: At a minimum, the following should be addressed :

- Describe the proposed project and how it will address the needs identified in the statement of need.
- Discuss the program's management and supervision – indicate the role of the project director, the supervision of VOCA-funded staff, the governing board, and how volunteers will be used to implement the program.
- Existing projects **must** show past impact of their project on the targeted population – a copy of last year's program description is not acceptable.

C. Underserved Populations: A description of the identified underserved population(s) to be served under this grant application and a detailed plan for outreach to the population(s) with and an explanation of how the populations will benefit from the service must be included.

- This section should be as detailed as possible and should include supporting statistical information.

D. Limited Language Proficiency Plan: Describe in detail how the project will address the needs, including access to programs, services, and information of populations of individuals whose primary language is not English. A plan should also be included on how the project will address the needs of the blind, deaf and hard of hearing, and those victims who cannot read. It should also address cultural competency (*see definition in Appendix C, page 9*)

E. Volunteer Recruitment and Utilization Plan: Describe in detail how the program will recruit and sustain volunteers for the project, including possible resources for recruitment, responsibilities of volunteers, etc.

Please be advised all projects are required to utilize at least one volunteer per grant period.

F. Victim's Rights Notification Plan: Describe in detail how the program informs victims' of their rights and ensure that their rights are upheld.

Victims' rights are as follows:

- Right to be treated with dignity and respect
- Right to notification
- Right to be present
- Right to be heard
- Right to reasonable protection from intimidation and harm
- Right to restitution
- Right to information and referral
- Right to apply for compensation
- Right to speedy proceedings.

G. Collaboration: Describe the degree of interagency linkage and community ties with the project – referral agreements and working agreements with key agencies.

- Describe the networking system and collaboration initiatives to be used with other agencies.
- Provide information on working agreements in the Memorandum of Understanding Attachment D.

H. Plan of Sustainability: A detailed description of how the project will be sustained in the event that VOCA funds were to be relinquished.

- This plan must illustrate the willingness and capacity to continue the project after grant funds are no longer available.
- The plan should also describe any working relationships that would be maintained as a result of the grant funding.
- If researching other sources of grant funds, the applicant must list those grants.

Grant Goal(s) & Objective(s) – Page 6

Overall grant goal(s) and objective(s) will be described in the program description and/or program evaluation, but all grant goal(s) and objective(s) need to be documented in this section. There should be at least one Goal and Objective which addresses outreach/services for identified underserved population(s). Please refer to Appendix D for additional forms. **Additional pages should be labeled 6c, 6d, etc.**

- ☞ State your goal(s) and provide clear, precise, and measurable objectives. Objectives should identify what and how much is anticipated to be

accomplished, who will be responsible for making it happen, and when it is anticipated to be completed.

- ☞ Outcome measures and activities are required for each objective. Identify the data elements or what tool will be used to measure or determine the program's outcomes or success of accomplishing the objective.
- ☞ Describe the implementation strategy for each objective. Strategies need to be brief and to the point. Identify the data elements to be used to measure the program's progress.

Note: Refer to the Promising Practices Document for more information.

A general description for the terminology used on this form is listed below:

Goal	Broad statement about what the program intends to accomplish. This statement should state the long-term desired impact of the program, set scope or foundation, state long-range target or purpose, identify target population, and state the condition to be changed. You may choose to only have one goal with several objectives and activities to meet that goal for each of the disciplines requesting funding.
Objective	A specific statement of the desired short-term, immediate outcome of the program which will show accomplishment of the goal. Each objective must be S.M.A.R.T. (S pecific, M easurable, A ttainable, R esults oriented and T ime bound).
Outcome	Outcomes measure whether objectives have been met. Outcomes are almost always <u>measures of change</u> .
Outcome Tool	The data or tool used to measure achievement of the objective. Describe how data will be collected and analyzed and who the results will be shared with.
Output Measures	Are indicators that activities have taken place as planned. For example: "number of counseling sessions held, number of victims served" are <u>output measures</u> .
Activities	What will be done and who will accomplish it. You must have at least one (1) activity per objective.
Timeline	When will the activity begin and end. You must have a timeline for each activity. This should not say "on-going"; it should be specific to the grant period.

Organizational Charts – Page 7

Provide organizational charts for the agency requesting funding. The proposed project staff should also be included. All staff member names, position titles, salaries, and salary funding sources should be included in the organizational charts.

Hiring & Firing Procedures and Job Descriptions – Page 8

Provide a description of the agency's procedure(s) for hiring and firing employees who will be or are funded under the VOCA grant. Include with this a job description and qualifications (certificates, licenses, etc.) for the position(s) proposed. If the position(s) are currently filled, then include a resume for each filled position.

Organization Budget – Attachment A

Attach the applying agency's organizational budget. VOCA grant funds are distributed on a reimbursement basis only. The organizational budget will help in determining if sufficient resources are available for the applicant to operate in this manner.

Membership List of Governing Board – Attachment B

List the name, address and telephone number for each member of the governing board for the agency requesting funding from this grant. Examples of governing boards include county commission, city councils, and board of directors for non-profit organizations. Please include how often the governing board meets during the grant period (monthly, bi-monthly, or quarterly).

Support Letters from Community Agencies – Attachment C (New Projects Only)

Attach support letters received from community agencies (advisory committee for statewide projects). These letters must demonstrate that members have understanding of the project and support the expectations of the grant requirements. An application is not complete until all letters are received.

Memorandum of Understanding – Attachment D

Attach a memorandum of understanding between all Victim Service Providers in the Program's service area (s), and other key agencies that demonstrate interagency linkage in providing services to victims of violent crimes and community support of the project. The MOU must clearly identify and outline each agency's goal and how they will collaborate and provide services to all victims of crime. **The MOU must be signed (DJCS must receive an MOU with original signatures)** by individuals with authority to enter into agreements for the agency, such as the prosecuting attorney, director of a non-profit program, sheriff, or chief of police, etc. *(Please be advised if the signature page has multiple signatures, each agency receiving VOCA funding must submit an original signature page).*

Proof of Non-Profit Status – Attachment E (Private, Non-Profit Applicants ONLY)

Please provide a copy of your non-profit agency: (1) Articles of Incorporation approved by the WV Secretary of State's Office; (2) Certificate of Incorporation issued by the WV Secretary of State's Office; and (3) the IRS Determination Letter regarding your 501 (c) (3) status.

System for Award Management (SAM) – Appendix E

Applicants are required to be registered with the System for Award Management (SAM) and to submit documentation verifying a valid registration to be eligible for funding, the website address is: www.sam.gov.

Project Director and Fiscal Officer Roles and Responsibilities – Appendix F

The Project Director and Fiscal Officer of the grant certify that they have read and understand their role and responsibilities under the VOCA grant.

Special Conditions and Assurance – Appendix G

Sub-grants funded under the VOCA grant program agree to comply with all standard and special conditions and assurances listed. By certifying and signing the application on page one and Appendix G, the authorized official is indicating they have read, understand, and will comply with all special conditions and assurances listed in this section.

Section V

Appendices

Appendix A – VOCA Application Checklist.

Appendix B – VOCA Application Forms

Appendix C – VOCA Program Guidelines.

Appendix D – Supplementary Goal(s) and Objective(s) Form.

Appendix E – System for Award Management (SAM)

Appendix F – Project Director & Fiscal Officer Role and Responsibilities

Appendix G – Standard and Special Conditions and Assurances

NOTE: Appendix A and B, E, F, and G (and Appendix D if applicable) must be completed and submitted to DJCS by due date indicated in Section II of this document. There is not a need to submit this document or Appendix C. The application instructions and the program guidelines are for sub-grantee guidance only.

Appendix A

Application Checklist



Note: This checklist is the desired order the grant application should be submitted to DJCS.

VOCA Application Checklist

Applicant: _____

Amount
Requested: _____

- General Administrative Information – Page 1
 - Applicant Information Complete
 - Type of Agency is Marked
 - Project Director Information Complete
 - Fiscal Officer Information Complete
 - Amount Requested is Complete
 - Percent Breakdown by Crime Category is Complete
 - Number of Years Previously Funded is Provided
 - Estimated Number of Victims to be Served is Provided
 - Geographic Area to be Served is Provided
 - Project Title is Provided
 - Project Description is Provided
 - Authorized Official Information is Complete – with ORIGINAL Signature

- Budget Information – Pages 2 - 4
 - Budget Summary (Complete with Applicant Name and FEIN and DUNS Number)
 - Funding Strategy Complete – List all funding sources
 - Budget Detail Provided (for all applicable agencies & categories)
 - Budget Justification Provided (Detailed w/ match included & labeled)

- Project Narrative – Page 5

Narrative addresses all minimum information contained within the grant application instructions section – including, but not limited to (**and in this order**). **All sections must be clearly titled with the bolded headings below:**

 - ☞ **Problem Statement/Statement of Need**
 - Target population identified and described and needs outlined
 - Supporting data is provided
 - Past efforts shown
 - ☞ **Program Description and/or Solution to the Problem**
 - ☞ **Underserved Populations Component**
 - Identified underserved Population
 - Provided supporting statistical information for the service area requesting funding
 - Identified how they will provide outreach to identified underserved Population

 - ☞ **Limited Language Proficiency Plan**
 - ☞ **Volunteer Recruitment and Utilization Plan**
 - ☞ **Victim's Rights Notification Plan**
 - ☞ **Collaboration**
 - ☞ **Plan of Sustainability**

- Goals and Objectives – Page 6
 - At least one goal and one objective are required for each discipline requesting funding.
 - At least one objective addresses the outreach for the identified underserved population(s).
 - An activity, an outcome, and an implementation schedule is required for each objective.

- Organizational Charts – Page 7
Included both an organizational chart for each agency requesting funding. The chart also includes:
 - ☞ Staff members
 - ☞ Titles
 - ☞ Salaries
 - ☞ Source of salaries

- Hiring Procedures and Job Descriptions – Page 8
Hiring procedures, job descriptions, and applicable resumes and licenses are provided for each position requesting personnel funding.

- Attachments A through E
 - Organization Budget for Applying Agency
 - List of Governing Board Members (Board of Director Members, Advisory Board Members, County Commissions, City Council, etc.)
 - Support Letters (**For New Projects Only**)
 - Memorandum of Understanding
 - Proof of Non-Profit Status for **New Projects Only**:
 - ☞ Articles of Incorporation with proof of approval by WVSOS Office
 - ☞ Certificate of Incorporation issued by the WVSOS Office
 - ☞ IRS Determination Letter

- Appendices
 - System for Award Management (SAM) Registration
 - Project Director & Fiscal Officer Role and Responsibilities
 - Standard and Special Conditions
 - ORIGINAL signature of the Authorized Official is provided

Appendix B

FY 2014 Victim of Crime Act (VOCA) Victim
Assistance Grant

State of West Virginia



Application Form

**Victim of Crime Act (VOCA)
Victim Assistance Grant
Program Application**

**General Administrative Information
Page 1**

Applicant Agency:

Address:

Phone:

Fax Number:

Type of Agency

- State
 County
 Municipal
 Non-Profit

<p><u>Project Director:</u> Address:</p> <p>Phone: Fax: Email:</p>	<p><u>Fiscal Officer:</u> Address:</p> <p>Phone: Fax: Email:</p>
---------------------------------------------------------------------------------------	-------------------------------------------------------------------------------------

Amount Requested: _____

Amount Awarded: _____

Project Period:

July 1, 2014 – June 30, 2015

Percent Breakdown by Crime Category:

Domestic Violence
Sexual Assault
Child Abuse
Underserved Pop.

Number of years previously funded: _____

Estimated number of victims to be served by grant: _____

Geographic Area Served:

County(ies):

Population:

Rural/Urban:

Project Title: _____

Project Description:

Certification: To the best of my knowledge, the information contained in this application is true and correct. The submission thereof has been duly authorized by the governing body and the applicant will comply with the attached special conditions and assurances, if funding is provided.

Authorized Official:	Title:
Address:	Phone: Fax: E-Mail:
Signature:	Date:

Applicant:	FEIN Number: DUNS Number:
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Category	VOCA Requested Funds	Matching Funds	Total Budget
Personnel / Contractual			
Travel / Training			
Space			
Other			
Totals			

Funding Strategy

Funding Source(s)	Amount	Status
Total		

- Funding Source - Separately list each source of funds that will be used in the program.
- Amount - Enter the amount received or anticipated for each
- Status - Indicate the status of each funding source as follows:
 - P – Projected grant, loan or donation
 - A – Application submitted and under review
 - C – Funds Committed
 - R – Funds received, appropriated or on hand

Detailed Project Cost by Budget Category	Requested VOCA Funds	Matching Funds	Recommendation
<p><u>Personnel / Contractual</u> Mingo County Advocate – Part-time Salary – 63% Benefits: FICA 7.65% - \$689</p> <p>*please note that the 37% of salary for administrative purposes CANNOT be counted as match. Grantee may utilize remaining FICA on VOCA salary as match.</p> <p><u>Travel / Training</u></p> <p>*Direct service mileage can be used as match at the state rate of \$0.47 per mile if mileage is paid to advocate at that rate. *Direct service, pre-approved training, can also be used as match.</p> <p><u>Space:</u></p> <p>*63% of the value of space donated to the Mingo Advocate may be in-kind match.</p> <p><u>Other</u></p> <p>See attached VOCA match for allowable match.</p>	<p>\$8,467.00</p> <p>\$533.00</p>	<p>\$156.00</p>	<p>DJCS Use Only</p>
Total Requested VOCA Funds	\$9,000		
Total Matching Funds		\$2,250	
Total of Recommendation (DJCS Only)			

Provide here a justification and explanation of the budget items shown on pages 3 and 3a of this application. This should contain specific criteria and data used to arrive at estimates and/or costs for all items listed. In completing the project budget narrative, please identify data by the major budget category involved (e.g., Personnel/Contractual, Travel/Training, Equipment, and Other). Please differentiate between project grant and matching funds (if applicable). For all Personnel/Contractual positions (salary, hourly, overtime) that are requesting Fringes please list the percentages (%) for each. **For all full-time hourly positions and part-time hourly positions (not salaried) please include an hourly rate x hours per month.** *Please note that effective July 1, 2012 all salaried positions (whether it be 100%, 80%, etc.) may be reimbursed on a 12 month cycle. Example: If you are a salaried employee requesting 100% of your salary of \$35,000, the most you will be reimbursed for a month period is \$2,916.66. If you are a salaried employee requesting 80% of your total salary of \$35,000, the most you will be reimbursed per month will be \$2,333.33 over 12 months, not to exceed the \$28,000, or 80% of the \$35,000 salary.* **Requested Increase in Grant Funds:** If requesting an increase or change in grant funds from previous grant **awarded** amounts, applicants are to include a detailed description and justification for the increase/change in funds.

Applications submitted which do not provide a sufficient narrative may be subject to exclusion. Use additional blank pages as necessary.

Additionally, provide an identified breakdown of matching funds. **Be sure to label the matching funds breakdown as such.** Attach additional pages if necessary.

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Please provide information that presents and explains the proposed project. State clearly and in concise detail the **problem statement, purpose and direction of the project and solution to the problem, background on project, evaluation of local needs, description of underserved populations** (including plan for outreach and services), a **limited language proficiency plan, volunteer utilization and recruitment plan, victim's rights notification plan, collaboration, and plan of sustainability of project.** Attach additional pages if necessary. **(Refer to the instruction manual and Promising Practices Guideline for more details)**

--

- Goal Broad statement about what the program intends to accomplish. This statement should state the long-term desired impact of the program, set scope or foundation, state long-range target or purpose, identify target population, and state the condition to be changed. **You may only have one goal with several objectives and activities to meet each goal.**
- Objective A specific statement of the desired short-term, immediate outcome of the program which will show accomplishment of the goal. Each objective must be **S.M.A.R.T. (Specific, Measurable, Attainable, Results oriented and Time bound).**
- Outcome Outcomes measure whether objectives have been met. Outcomes are almost always measures of change.
- Outcome Tool The data or tool used to measure achievement of the objective.
- Outcome Tool The data or tool used to measure achievement of the objective. How will data be collected, analyzed, and results shared.
- Activities What will be done and who will accomplish it. **You must have at least one (1) activity per objective.**
- Timeline When will the activity begin and end. **You must have a timeline for each activity. This should not say "ongoing"; it should be specific to the grant period.**

<p>Goal Number: _____</p> <p>Description:</p>

Objective Number: _____

Outcome:

Outcome Tool:

Activities to meet objective:

- 1.
- 2.
- 3.
- 4.

Timeline for each activity:

- 1.
- 2.
- 3.
- 4.

Objective Number: _____

Outcome:

Outcome Tool:

Activities to meet objective:

- 1.
- 2.
- 3.
- 4.

Timeline for each activity:

- 1.
- 2.
- 3.
- 4.

Objective Number: _____

Outcome:

Outcome Tool:

Activities to meet objective:

- 1.
- 2.
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- 4.

Timeline for each activity:

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- 2.
- 3.
- 4.

Goal
Number: _____
Description

Objective Number: _____

Outcome:

Outcome Tool:

Activities to meet objective:

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Outcome:

Outcome Tool:

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Outcome:

Outcome Tool:

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Outcome:

Outcome Tool:

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Goal Number: _____
Description:

Objective Number: _____

Outcome:

Outcome Tool:

Activities to meet objective:

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Outcome Tool:

Activities to meet objective:

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Objective Number: _____

Outcome:

Outcome Tool:

Activities to meet objective:

- 1.
- 2.
- 3.
- 4.

Timeline for each activity:

- 1.
- 2.
- 3.
- 4.

Objective Number: _____

Outcome:

Outcome Tool:

Activities to meet objective:

- 1.
- 2.
- 3.
- 4.

Timeline for each activity:

- 1.
- 2.
- 3.
- 4.

Goal Number _____

Description:

Objective Number: _____

Outcome:

Outcome Tool:

Activities to meet objective:

- 1.
- 2.
- 3.
- 4.

Timeline for each activity:

- 1.
- 2.
- 3.
- 4.

Objective Number: _____

Outcome:

Outcome Tool:

Activities to meet objective:

- 1.
- 2.
- 3.
- 4.

Timeline for each activity:

- 1.
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- 3.
- 4.

Objective Number: _____

Outcome:

Outcome Tool:

Activities to meet objective:

- 1.
- 2.
- 3.
- 4.

Timeline for each activity:

- 1.
- 2.
- 3.
- 4.

Objective Number: _____

Outcome:

Outcome Tool:

Activities to meet objective:

- 1.
- 2.
- 3.
- 4.

Timeline for each activity:

- 1.
- 2.
- 3.
- 4.

Goal Number _____

Description

Objective Number: _____

Outcome:

Outcome Tool:

Activities to meet objective:

- 1.
- 2.
- 3.

Timeline for each activity:

- 1.
- 2.
- 3.

4.

4.

Objective Number: _____

Outcome:

Outcome Tool:

Activities to meet objective:

- 1.
- 2.
- 3.
- 4.

Timeline for each activity:

- 1.
- 2.
- 3.
- 4.

Objective Number: _____

Outcome:

Outcome Tool:

Activities to meet objective:

- 1.
- 2.
- 3.
- 4.

Timeline for each activity:

- 1.
- 2.
- 3.
- 4.

Objective Number: _____

Outcome:

Outcome Tool:

Activities to meet objective:

- 1.
- 2.
- 3.
- 4.

Timeline for each activity:

- 1.
- 2.
- 3.
- 4.

Please use this page or attach a copy of your agency's organizational chart and the proposed organizational chart for this project. Please list all staff members, position titles, salaries, and funding source for salaries.

Provide a brief statement outlining your agency's procedures for hiring employees who are funded under this grant. Include with this application a job description and qualifications for the position(s) proposed under this grant. If position(s) are currently filled, then include a resume, applicable certificates and licenses, and other supporting documentation for each position filled.

Victim of Crime Act (VOCA) Victim Assistance Grant Program Application	Organization Budget Attachment A
-------------------------------------------------------------------------------	-----------------------------------------

Please use this page or attach to this page an agency-wide annual operating budget. An organization budget should be submitted for each agency requesting funding.

**Victim of Crime Act (VOCA) Victim
Assistance Grant Program Application**

**Membership List of Governing Board
Attachment B**

Please use this page or attach to this page the name, address, and telephone number for each member of the agency's governing board (County Commission, City Council, Board of Directors, etc).

Victim of Crime Act (VOCA) Victim Assistance Grant Program Application	Support Letters (For New Projects Only) Attachment C
-------------------------------------------------------------------------------	-------------------------------------------------------------

Please use this page to attach letters of support received from all victim service providers and community agencies, which demonstrate that they understand the project and support the expectations of the grant requirements. An application is not complete until all letters are received.

Victim of Crime Act (VOCA) Victim Assistance Grant Program Application

Memorandum of Understanding Attachment D

Please attach in this section a memorandum of understanding between all Victim Service Providers in the Program's Service area and other key agencies that demonstrate interagency linkages in providing services. The MOU must clearly identify each agencies responsibility to the VOCA Project and must be signed (original signatures) by individuals of authority from each agency

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**Victim of Crime Act (VOCA) Victim
Assistance Grant Program Application**

**Proof of Non-Profit Status
(Private, Non-Profit Applicants Only)
Attachment E**

Please attach in this section a copy of your agency': (1) Articles of Incorporation from the WV Secretary of State's Office; (2) Certificate of Incorporation from the WV Secretary of State's Office; and (3) the IRS Determination Letter.

Appendix C

State of West Virginia
Victims of Crime Act (VOCA) Victim Assistance
Grant

Program Guidelines

VICTIMS OF CRIME ACT ASSISTANCE (VOCA) PROGRAM GUIDELINES FOR THE STATE OF WEST VIRGINIA

GENERAL INFORMATION AND APPLICATION ROCESS

The Victims of Crime Act (VOCA) was passed by Congress and signed into law by President Reagan on October 12, 1984 and amended by The Children's Justice and Assistance Act of 1986, The Anti-Drug Abuse Act of 1988, the Supplemental Appropriations Act of 1992, the Courts Administration Act of 1992, The Justice Appropriations Act of 1994 and The Violent Crime Control and Law Enforcement Act of 1994. The purpose of VOCA was to enhance and expand direct services to victims of crime with special emphasis placed on victims of domestic violence, child abuse, and sexual assault. The Act was one of the results of recommendations made earlier in the year by the President's Task Force on Victims of Crime and was a response to the call for action by victims and victim services providers who appealed to the task force for help.

VOCA provides financial aid to state crime victim compensation programs and crime victim assistance programs. The Act established within the U.S. Treasury a separate account known as the Crime Victim's Fund. The fund is not financed by tax dollars, but is generated entirely by fines, penalty assessments, and forfeited appearance and bail bonds collected by the federal government.

The U.S. Department of Justice, Office for Victims of Crime awards funds appropriated by Congress to the Division of Justice and Community Services which has been designated by the Governor as the state agency responsible for the administration of the Victims of Crime Act Program in West Virginia.

PRIORITY PROGRAMS AND FUNDING PREVIOUSLY UNDERSERVED VICTIM POPULATIONS

Under the Victims of Crime Act, priority is given to eligible crime victim assistance programs whose principal mission is to offer comprehensive specialized services to meet the special needs of one or more of the priority categories of victims as follows:

1. Rape/Sexual Assault
2. Spousal Abuse/Domestic Violence

3. Child Abuse
4. Previously Underserved Victims of Violent Crime (which may include but is not limited to survivors of homicide victims, victims of drunk drivers, adult survivors of child sexual assault or incest, elderly victims of abuse or neglect, rural victims, disabled victims, vulnerable adults, or other victims of violent crime that are being neglected or not being served adequately.

Please note that projects may tailor services to meet one of the above-listed four priority categories, a combination of several of the categories, or all four categories. For instance, a project may focus solely on providing specialized services to underserved victim populations or a project may provide a combination of services to child abuse and sexual assault victims.

Elderly Abuse Victims of Abuse or Neglect

The federal Office for Victims of Crime (OVC) has recognized that domestic elder abuse has been steadily increasing in recent years and that most of these elder abuse cases are being perpetrated by adult children of the victim. They also realize that the elderly population has a variety of needs requiring a variety of services, which are unfortunately not always provided or even available. However, VOCA funding can only be utilized for providing direct services to elderly victims of a crime.

Because elderly victims of abuse or neglect is a relatively new victim population to be served through Victims of Crime Act Assistance funds, The Division of Justice and Community Services has worked with the Office for Victims of Crime in redefining the elderly abuse category under Previously Underserved Victims of Violent Crime as follows:

Definition of Elderly Relating Only to VOCA-Funded Services

Please note that individuals between the ages of 55-65 may be eligible to receive VOCA-funded services, but would have to be approved through The Division of Justice and Community Services on a case-by-case basis.

1. Elder Abuse--The mistreatment of older persons through physical, sexual, or physical violence; neglect; or economic exploitation and fraud. For instance, children caring for their elderly parents, who fail to provide adequate food or medicine or physically abuse their parents by hitting, slapping, locking them up, and restraining them to their beds or

wheelchairs. Caretakers may be family members, friends or hired caretakers.

Please note that in order for an elderly individual to be eligible to receive VOCA-funded services there would need to be evidence that the caretaker committed a crime, such as through an investigation determining abuse or neglect had occurred.

A key element of consideration in West Virginia is the definition of abuse or neglect of any adult in accordance with the Adult Protective Services Regulations as outlined in the following Section 9-6-15 of the West Virginia Code:

Abuse or neglect of incapacitated adult; creation of emergency situation; penalties:

- a. Any person having actual care, custody or control of an incapacitated adult who abuses or neglects such adult, or who knowingly permits another person to abuse or neglect or create an emergency situation for an incapacitated adult, is guilty of a misdemeanor, and, upon conviction thereof, shall be fined not less than five hundred dollars nor more than fifteen hundred dollars, or imprisoned in the county jail for not less than ninety days nor more than one year, or both fined and imprisoned.
- b. Any person having actual care, custody or control of an incapacitated adult who with the intent to abuse or neglect such adult willfully creates an emergency situation for an incapacitated adult, is guilty of a felony, and, upon conviction thereof, shall, in the discretion of the court, be confined in the penitentiary for not less than two nor more than ten years or be confined in the county jail for not more than twelve months and fined not more than fifteen hundred dollars.

Because of these West Virginia Code regulations, some instances that would not normally be classified as a crime are now subject to criminal penalties, such as:

If an individual hired to care for an elderly person or a social service agency discontinues providing home health care services to an elderly person who is unable to care for himself or herself, this is a definite problem and is a social service crisis, but would normally not be classified as a crime. However, if Adult Protective Services has investigated a case and determined that abuse has occurred in

accordance with the West Virginia Code clearly identifying that a crime has occurred and identified the perpetrator to be charged with a misdemeanor, then the elderly victim would be eligible to receive VOCA-funded services.

2. Because VOCA funds are limited to providing direct services to victims of a crime, **VOCA funds cannot be used for prevention of abuse or neglect**. Often, there is a suspicion that a current caretaker whether it be a family member or a hired caretaker is not capable of taking care of the elderly individual, such as if the caretaker is an alcoholic or is emotionally unstable.

However, until there is some evidence of a crime or Adult Protective Services has made an investigation and determined that abuse has occurred and identified the perpetrator of the crime, these elderly individuals would not be eligible to receive VOCA-funded services and would need to be referred to a social service agency that provides home health care services.

3. Elderly persons who endanger themselves and are victims of self abuse or self neglect because they live by themselves and are unable to care for themselves adequately are not eligible for VOCA-funded services as VOCA funds are restricted to providing direct services to victims of a crime involving the victim and a perpetrator.

**The Division of Justice and Community Services realizes that although the VOCA-funded elderly victims of abuse or neglect programs will serve predominantly this victim population, they will also attempt to provide direct services to elderly victims of other types of crime as well, such as the following:

1. Elderly Abuse Victims of Sexual Assault are not classified as Previously Underserved Victims of Violent Crime. Sexual Assault victims have already been identified under one of the three primary categories. However, if an elderly individual is a victim of sexual assault or rape, they could be provided VOCA-funded services through an elderly victim of abuse or neglect program in order for them to be provided some initial services in a crisis situation and then appropriately referred to a rape/sexual assault program for additional services.
2. Elderly Victims of Exploitation--If an elderly individual is a victim of exploitation, such as money was stolen from them or their personal property, such as their home, car, investments or personal possessions, were taken away through fraudulent acts, then these individuals could receive VOCA-funded services. Often there is suspicion that a family member is stealing or misusing the funds of an elderly relative. However,

there must be proof that a crime has been committed with a complete investigation of the situation including charges brought against the perpetrator. VOCA funds cannot be utilized to provide services to prevent exploitation.

3. If an elderly individual is involved in a car accident caused by a drunk driver or a member of their family is involved in a car accident resulting from a drunk driver, as long as they were not the DUI perpetrator, the elderly victim would be eligible for VOCA-funded services.
4. If an elderly individual is a victim of a robbery or burglary, which has been investigated by the police, then this elderly victim would be eligible for VOCA-funded services.

**Please note that if a program has any questions regarding if an individual is eligible to receive VOCA-funded services, please contact the State VOCA Administrator at the Division of Justice and Community Services.

Eligibility Criteria

In order to be eligible for Victims of Crime Act (VOCA) funds, a victim's assistance project must be designed to provide direct services to victims of crime and meet the following requirements:

1. Public or Nonprofit Organization. To be eligible to receive VOCA funds, organizations must be operated by public or nonprofit organization, or a combination of such organizations, and provide services to crime victims.
2. Record of Effective Services. Demonstrate 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.
3. New Programs. Those programs that have not yet demonstrated a record of providing services may be eligible to receive VOCA funding, if they can demonstrate 35-50 percent of their financial support comes from non-federal sources. It is important that organizations have a variety of funding sources besides federal funding in order to ensure their financial stability.
4. Volunteers. Programs must utilize volunteers to assist in providing services to victims unless the Division of Justice and Community

Services determines that compelling reasons exist to waive this requirement. A “compelling reason” may include a statutory or contractual provision concerning liability or confidentiality of counselor/victim information, which bars the using of volunteers for certain positions or the inability to recruit and maintain volunteers after a sustained and aggressive effort. If a program will not be utilizing volunteers to implement a project, they must submit a written justification in order to obtain a waiver from the Division of Justice and Community Services.

5. Promote Community Efforts to Aid Crime Victims. Promote, within the community, coordinated public and private efforts to aid crime victims. Coordination may include, but is not limited to, serving on state, federal, local, or Native American task forces, commissions, working groups, coalitions, and/or multi-disciplinary teams. Coordination efforts also include developing written agreements that contribute to better and more comprehensive services to crime victims. Coordination efforts qualify an organization to receive VOCA victim assistance funds, but **are not activities that can be supported with VOCA funds.**
6. Help Victims Apply for Compensation Benefits. Such assistance may include identifying and notifying crime victims of the availability of compensation, assisting them with application forms and procedures, obtaining necessary documentation, and/or checking on the status of claim(s).
7. Resolution. Have obtained a resolution passed by the governing board that authorizes the president of the board (non-profit agencies) or president of the county commission (local governments) to act on its behalf to make an application for VOCA funding.
8. Programs shall comply with Federal Rules Regulating Grants. Programs must comply with the applicable provisions of VOCA, the Program Guidelines, and the requirements of the OJP Financial Guide, effective edition, 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 VOCA allowable 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. Programs shall maintain statutory required civil rights statistics on victims serviced by race, national origin, sex, age, and disability, within the timetable established by DJCS; and permit reasonable access to its books, documents, papers, and records to determine whether the recipient is complying 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. Comply with State Criteria. Programs must abide by any additional eligibility or service criteria as established by the state including submitting upon request statistical and programmatic information of the use and impact of VOCA funds. The Division of Justice and Community Services and the West Virginians Against Violence holds the authority to enforce supplementary program guidelines to those issued by the Federal Program Office.
11. Services to Victims of Federal Crimes. Programs 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. Programs must provide services to crime victims, at no charge, through the VOCA-funded project. Any deviation from this provision requires prior approval by DJCS.
13. Client-Counselor and Research Information Confidentiality. Programs must maintain confidentiality of client-counselor information, as required by state and federal law. This provision is intended, among other things, to ensure the confidentiality of information provided by crime victims to counselors working for victim services programs receiving VOCA funds. However, this confidentiality provision should not be interpreted to thwart the legitimate informational needs of public agencies. For example, this provision does not prohibit a domestic violence program from acknowledging, in response to an inquiry by a law enforcement agency conducting a missing person investigation, that the person is safe in a shelter. Similarly, this provision does not prohibit access to a victim service project by a federal or state agency seeking to determine whether federal and state funds are being utilized in accordance with funding agreements. Client information should only be accessible to authorized direct service staff of the funded program.

14. Confidentiality: All Programs who also receive funds under the STOP Violence Against Women Act (VAWA) must adhere to all confidentiality requirements under the Violence Against Women Reorganization Act of 2005.
15. Discrimination: Any victim assistance program applying or receiving VOCA funding cannot discriminate against victims because the victim disagrees with the way the State is prosecuting the criminal case. This is an eligibility requirement for the victim assistance program or agency.
16. Limited Language Proficiency Plan: All programs must describe in detail how the program will address the needs, including access to programs, services and information, of populations of individuals whose primary language is not English. A plan should also be included on how the project will address the needs of the blind, deaf and hard of hearing, and those victims who cannot read; as well as cultural competency.

Cultural Competency: refers to an ability to interact effectively with people of different cultures. Cultural competence comprises four components: (a) Awareness of one's own cultural worldview, (b) Attitude towards cultural differences, (c) Knowledge of different cultural practices and worldviews, and (d) cross-cultural Skills. Developing cultural competence results in an ability to understand, communicate with, and effectively interact with people across cultures.

For Private Non-Profit Agencies:

17. Must have obtained Articles of Incorporation certifying that your agency is registered through the West Virginia Secretary of State's Office as a private non-profit agency.
18. Must have obtained an IRS Determination Letter certifying that the applicant agency is listed in the Articles of Incorporation and has received separate 501 (c) (3) status.

Eligible Organizations

VOCA specifies that an organization must provide services to crime victims and be operated by a public agency or nonprofit organizations, or a combination of such agencies or organizations, in order to be eligible to receive VOCA funding. Eligible organizations include victim services organizations whose sole mission is to provide services to crime victims. These organizations

include, but are not limited to: sexual assault and rape treatment centers, domestic violence programs, child abuse programs, centers for missing children, mental health services, and other community-based victim coalitions and support organizations including those who serve survivors of homicide victims.

In addition to victim service organizations, whose sole purpose is to serve crime victims, there are many other public and nonprofit organizations that have components, which offer services to crime victims. These organizations are eligible to receive VOCA funds, if the funds are used to expand or enhance the delivery of crime victims' services. These organizations include, but are not limited to, the following:

1. Criminal Justice Agencies. Such agencies as law enforcement organizations, prosecutors' offices, courts, corrections departments, and probation and paroling authorities are eligible to receive VOCA funds to help pay for victims' services. For example, prosecutor-based victim services may include victim-witness programs, victim notification, and victim impact statements, including statements of pecuniary damages for restitution. Corrections-based victim services may include victim notification, restitution advocacy, victim-offender mediation programs, and victim impact panels. Police-based victim services may include victim crisis units or victim advocates, victim registration and notification, and cellular phone and alarm services for domestic abuse victims. In general, VOCA funds may be used to provide crime victim services that exceed a criminal justice official's normal duties. Regular duties such as crime scene intervention, questioning of victims and witnesses, investigation of the crime, and follow-up activities may not be paid for with VOCA funds.
2. Religiously Affiliated Organizations. Such organizations receiving VOCA funds 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.
3. State Crime Victim Compensation Agencies. Compensation programs, 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.
4. Hospitals and Emergency Medical Facilities. Such organizations must offer crisis counseling, support groups, and/or other types of victim services.

5. Others. State and local public agencies such as mental health services organizations, state/local public child and adult protective services, state grantees, legal services agencies, victim rights compliance organizations and programs with a demonstrated history of advocacy on behalf of domestic violence victims, and public housing authorities that have components specifically trained to serve crime victims. Since the intention of the VOCA grant program is to support and enhance the crime victim services provided by community agencies, state grantees that meet the definition of an eligible sub recipient organization may not sub-award themselves more than 10 percent of their annual VOCA award.

Ineligible Recipients of VOCA Funds

Some public and nonprofit organizations that offer services to crime victims are not eligible to receive VOCA victim assistance funding. Their organizations include, but are not limited to, the following:

1. Federal Agencies. This includes U.S. Attorneys Offices and FBI Field Offices. Receipt of VOCA funds would constitute an augmentation of the federal budget with money intended for state agencies. However, private nonprofit organizations that operate on federal land may be eligible for VOCA funds.
2. In-Patient Treatment Facilities. For example, those designed to provide treatment to individuals with drug, alcohol, and/or mental health-related conditions.
3. Non-Licensed Residential Services. Residential services (services provided in a shelter) through a non-licensed domestic violence program are not eligible for VOCA funding; however, an outreach program through a non-licensed domestic violence program may be eligible to receive funding through VOCA.

Application Process:

Applicants for the Victims of Crime Act (VOCA) Victim Assistance Grant funds must apply on an annual basis. Grant funding is awarded on a competitive basis each year. **There is no guarantee of funding beyond the one year award process.**

The application process consists of the following steps:

1. Applications for federal funds by agencies are initiated by completing a Victims of Crime Act (VOCA) Victim Assistance grant application for a project and submitting it to the Division of Justice and Community Services. The standard grant application kit must be used for all grants. The application kits are available from the Division of Justice and Community Services.
2. Applications will be promptly acknowledged upon receipt and reviewed for completeness. Applicant will be contacted if omissions appear and the applicant has **10 working days** after being contacted to submit omissions or revisions.
* **Late Applications will not be accepted.**
3. Staff will assess the merit and overall need of the project as well as evaluate how the specific project will satisfy state goals and objectives. Comments and recommendations will be attached and the application will be forwarded to the West Virginians Against Violence Committee for consideration after staff has evaluated the merits of the application, which might include, but will not necessarily be limited to:
 - a. Compliance of the proposed project application with the priority programs described in the state plan.
 - b. Compliance with federal and state program guidelines and special conditions and assurances of the grant program.
 - c. The eventual assumption of costs by the applicant agency (Plan of Sustainability).
 - d. Measurability and appropriateness of the stated goals and objectives.
 - e. Probability that the grant will achieve its objective(s).
 - f. Adequate fiscal responsibility and resources.
 - g. Reasonableness of the proposed budget, clearly itemized budget, and total source of funding for the project.
 - h. Certification that federal funds will not be used to supplant or replace state or local funds.
 - i. Coordination of efforts with other local jurisdictions and federal grant programs.

- j. Need for the project. The statement of need or problem statement is clearly identified and substantiated by research and statistics.
- k. Geographic area(s) to be served.
- l. Ability to address the needs of underserved populations, including limited English proficiency plan.

A minimum of 40 percent of the total State grant funds will be awarded by giving at least 10 percent to each of four categories of crime victims: Sexual assault, domestic violence, child abuse, and underserved.

- m. Ability to build on previous years of providing direct services to victims of crime.
 - n. Demonstrate a true victim centered approach to responding to victims of crime.
 - o. Demonstrate community awareness and support. A documented interagency linkage and collaboration with community programs such as referral agreements, letter of working agreements, and/or support letters.
 - p. Detailed project implementation plan and schedule.
 - q. Adequacy of evaluation strategy to determine the success of the project.
4. Members of the applying team who are familiar with the proposed project are requested to attend or be available by phone for the West Virginians Against Violence Committee Meeting to make a brief presentation and/or answer any questions regarding the proposal.

Applicants will be notified of the date, time and location of their in-person presentation or call with the Committee.

- 5. A representative of the applying agency, who is familiar with the proposed project, is requested to be available for a telephone call or attend the West Virginians Against Violence Committee Meeting to make a brief presentation and/or answer any questions regarding the proposal.

6. Based primarily upon the West Virginians Against Violence Committee, staff will make one of the following recommendations to the Governor:
 - a. Approve the application.
 - b. Approve with conditions, budget adjustments, or amendments to the application.
 - c. Return for revision. The required revision will be appended to the application.
 - d. Denial.

Applicants should note that authority to make grant awards is vested only by the Governor. Staff recommendations are advisory only and should not be considered as indicative of the final action by the Governor.

Award

Each approved project not operational within **30 days** of the approved starting date of the grant period must report by letter to DJCS the steps taken to initiate the project, the reasons for delay, and the expected starting date.

If a project is not operational within **60 days** of the original starting date of the grant period, the grantee must submit a second statement to DJCS explaining the implementation delay. Upon receipt of the 60-day letter, DJCS may cancel the project and redistribute the funds to other project areas or under extenuating circumstances, extend the project period.

MATCHING FUNDS REQUIREMENTS

Federal legislation requires a twenty percent (20%) match for VOCA funds for all existing programs. This match must come from state, county or local funds only. For the purpose of this program, in-kind match may include donations of expendable equipment, office supplies, workshop or classroom material, work space, or the monetary value of time contributed by professionals and technical personnel and other skilled and unskilled labor, if this services they provide are an integral and necessary part of the funded project. Match must be allowable under VOCA guidelines.

Example (Existing Programs)

Amount of VOCA grant: \$10,000
 $\$10,000 \div .80 = 12,500$

Total Project:	\$12,500
VOCA Funds:	-10,000
Matching Funds:	\$ 2,500

Cash Match: Represents the grantee's cash outlay; money contributed to the sub-grantee by other public agencies and institutions and private organizations and individuals. Funds received from other federal grants cannot be considered as grantee's cash match contribution.

Examples: Cash donations, United Way funds, money from fundraising activities, state grants, private foundations, etc.

In-Kind Match: Represents the value of non-cash resources (services, personnel, space, equipment, or other non-cash items) which belong to the sub-grantee and are committed to the VOCA-funded project; which may consist of the value of goods and services specifically identifiable to the grant program; and charges or value of real property. For the purpose of this program, in-kind match may include donations of expendable equipment, office supplies, workshop or classroom material, work space, or the monetary value of time contributed by professionals and technical personnel and other skilled and unskilled labor, if this services they provide are an integral and necessary part of the funded project.

Examples: Volunteer time used in aiding victims of crime; donations of food, clothing, supplies, or furniture; donation of office space used for counseling victims, etc.

Please Note: if volunteer hours (which are one of the best non-cash resources) are used as match, a dollar value (a wage rate) may be assigned for the volunteer's time depending upon the type of service provided to the victim; for instance, a volunteer who transports victims may be assigned a value of \$5.00 per hour for providing this service. If a doctor or lawyer provides some volunteer professional services, such as counseling or legal advice, their services may be assigned a value of as much as \$75.00 per hour or \$100.00 per hour depending upon their individual rates for providing professional services. Any overtime for salaried staff cannot be used as match. All volunteer hour must be logged with the volunteer's name, the date they volunteered, hours volunteered.

The grantee-matching share must be expended in the same manner and proportion as budgeted in the Grant Application. The grantee share must also

be expended in the same time concurrence (grant period) as the federal funds are expended.

Since the requirement for grantee matching federal funds is mandatory, accurate records must be maintained and show the amount and timing of these contributions. These records are subject to audit in the same manner and to the same extent as books and records dealing with the receipt and expenditure of federal funds.

ALLOWABILITY OF COSTS

Crime victim's assistance funds shall be used only to provide services to victims of crime. "Services to victims of crime" means those activities that directly benefit individual crime victims, including the required coordination of such activities, i.e., coordination of volunteers and/or coordination of public and private efforts to aid crime victims. Activities unrelated or only tangentially related to the provision of direct services to victims are not eligible for support.

The following categorical guide can be used as an aid in determining **allowable** costs. "Services to victims of crime" includes, but is not limited to, the following:

1. Immediate Health and Safety. Those services which respond to the immediate emotional and physical needs (excluding medical care) of crime victims such as crisis intervention; accompaniment to hospitals for medical examinations; hotline counseling; emergency food, clothing, transportation, and residential services (including emergency short-term nursing home shelter for elder abuse victims for whom no other safe, short-term residence is available); and other emergency services that are intended to restore the victim's sense of security. This includes services, which offer an immediate measure of safety to crime victims such as boarding-up broken windows and replacing or repairing locks. Also allowable is 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. Those services and activities that assist the primary and secondary victims of crime in understanding the dynamics of victimization and in stabilizing their lives after a victimization, such as counseling, group treatment, and therapy. "Therapy" refers to intensive professional psychological/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.

3. Assistance with Participation in Criminal Justice Proceedings. In addition to the cost of emergency legal services noted above in section 1. "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 advocacy on behalf of crime victims; accompaniment to criminal justice offices and court; interpreters for victims who are hearing impaired or with limited English proficiency; transportation to court; child care or respite care to enable a victim to attend court; notification of victims regarding trial dates, case disposition information, and parole consideration procedures; assistance with victim impact statements; and restitution advocacy on behalf of specific crime victims. **VOCA funds cannot be used to pay for non-emergency legal representation such as for divorces, or civil restitution recovery efforts. VOCA funds also may not be used for Forensic Interviews, based on the determination that these interviews aid in the investigation and prosecution of cases.**
4. Costs Necessary and Essential to Providing Direct Services. This includes pro-rated costs of rent, telephone services, and transportation costs for victims to receive services, emergency transportation costs that enable a victim to participate in the criminal justice system, and local travel expenses for service providers.
5. Special Services. Services to assist crime victims with managing practical problems created by the victimization such as acting on behalf of the victim with other service providers, creditors, or compensation benefits; and helping to apply for public assistance.
6. Personnel Costs. Costs that are directly related to providing direct services, such as staff salaries and fringe benefits, including malpractice insurance; the cost of advertising to recruit VOCA-funded personnel; and the cost of training paid and volunteer staff. **As a general rule, The West Virginians Against Violence Committee funds personnel of a new program at a maximum of twenty hours per week, and at a rate of no more than ten dollars per hour.**
7. Restorative Justice. Opportunities for crime victims to meet with perpetrators, if such meetings are requested or voluntarily agreed to by the victims and have possible beneficial or therapeutic value

to crime victims. **VOCA assistance funds cannot be used for victim-offender meetings, which serve to replace criminal justice proceedings.**

Other Related Allowable Costs

These 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 state grantee and sub-recipient must agree that direct services to crime victims cannot be offered without support for these expenses; that the sub-recipient has no other source of support for them; and that only limited amounts of VOCA funds will be used for these purposes. The following list provides examples of such items:

1. Skills Training for Staff. VOCA funds designated for training are to be used exclusively for developing the skills of direct service providers including paid staff and volunteers, so that they are better able to offer quality services to crime victims. An example of skills development is training focused on how to respond to a victim in crisis. Please note all trainings must be approved by the Division of Justice and Community Services **prior** to attending any training by submitting to DJCS a written request for training approval.

VOCA funds can be used for both VOCA-funded and non-VOCA-funded service providers who work within a VOCA recipient organization, but VOCA funds cannot be used for management and administrative training for executive directors, board members, and other individuals that do not provide direct services.

Please note the West Virginians Against Violence Committee is requiring all projects receiving Travel/Training funds to be utilized in the following order:

- Attend the West Virginia State Victim Assistance Academy WSVVAA (all newly funded VOCA advocates and those with less than 5 years of experience);
 - If unable to attend the WSVVAA then Travel/Training funds must be used for either
 - a. In-State Trainings or
 - b. Direct Service Mileage for 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.

Speaker fees are not to exceed the \$450 per day Federal rate. Staff from other organizations can attend in-service training activities that are held for the sub-recipient'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. This limitation encourages programs to first look for available training within their immediate geographical area, as travel costs will be minimal. However, when needed training is unavailable within the immediate geographical area, VOCA funds may be used to support training outside of the geographical area.

Travel expenses incurred from direct victim services can also be supported with VOCA funds. **However, travel mileage for staff to attend taskforce/committee meetings cannot be supported by VOCA.**

4. Purchasing or Leasing Vehicles. Sub-recipients may use VCOA funds to purchase or lease vehicles if they can demonstrate to the Division of Justice and Community Services that such an expenditure is essential to delivering services to crime victims. The DJCS must give prior approval for all such purchases.
5. Automated Systems and Technology. At times, computers may increase a program's ability to reach and serve crime victims. For example, automated victim notification systems have dramatically improved the efficiency of victim notification and enhance victim security. Equipment such as Braille equipment or TTY/TTD machines for the deaf would also be considered an automated system or technology, as well as automated information and referral systems, email, and automated case tracking systems.

In order to receive a grant for automated systems and technology, each sub-recipient must meet the program eligibility requirements set forth in this manual. In making such expenditures, VOCA programs must describe to DJCS how the computer equipment will enhance services to crime victims; how it will be integrated into and/or enhance the sub-recipients current system; the cost of installation; the cost of training staff to use the computer equipment; the on-going operational costs, such as maintenance agreements and 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 generally should not be used to support contract services. At times, however, it may be necessary for VOCA sub-recipients to use a portion of the VOCA grant to contract for specialized services. Examples of these services include assistance in filing restraining orders or establishing emergency custody/visitation rights the provider must have a demonstrated a history of advocacy on behalf of domestic violence victims); emergency psychological or psychiatric services; or sign and/or interpretation for the deaf or for crime victims whose primary language is not English. **Currently, the West Virginians Against Violence Committee has put a cap of \$10,000 (per program) on contractual services.**

Programs are prohibited from using a majority of VOCA funds for contracted services, which contain administrative, overhead, and other indirect costs included in the hourly or daily rate.

7. Operating Costs. Examples of allowable operating costs include supplies; equipment use fees, **when supported by equipment usage logs (or actual pro-rate receipts/invoices)**; printing, photocopying, and postage; brochures which describe available services; and books and other victim-related materials. 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' records; and the pro-rated share of audit costs.

VOCA funds may be used to purchase general office furniture and equipment that provides or enhances direct services to crime victims, as demonstrated by the VOCA program.

VOCA funds cannot 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. In addition, sub-recipients cannot use VOCA funds to purchase equipment for another organization or individual to perform victim-related service. Examples of allowable costs may include beepers, computers, videotape cameras, and players for interviewing children; two-way mirrors; and equipment and furniture for shelters, work spaces, victim waiting rooms, and children play areas.

The costs of furniture, equipment such as Braille equipment or TTY/TTD machines for the deaf or minor building

alterations/improvements that make victim's services more accessible to persons with disabilities are allowable.

8. Supervision of Direct Service Providers. DJCS may provide VOCA funds for supervision of direct service providers when it is determined that such supervision is necessary and essential to providing direct services to crime victims. For example, DJCS may determine that using VOCA funds to support a coordinator of volunteers or interns is a cost-effective way of serving more crime victims.
9. Repair and/or Replacement of Essential Items. VOCA funds may be used for repair or replacement of items that contribute to maintaining a healthy and/or safe environment for crime victims, such as a furnace in a shelter. In the event that a vehicle is purchased with VOCA funds, related items, such as routine maintenance and repair costs, and automobile insurance are allowable.
10. 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 programs including presentation materials, brochures, and newspaper notices can be supported by VOCA funds.

Unallowable Costs

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

1. Administrative Salaries. Because VOCA funding is limited to providing direct services to crime victims, VOCA funding cannot be used for administrative salaries, such as for executive directors, fiscal staff, or clerical staff.
2. Medicaid Clients. The Office for Victims of Crime has recently emphasized Medicaid-reimbursable clients cannot also be provided services by VOCA-funded direct service staff because this would be considered double billing. An agency can be billing Medicaid for victim services but they must ensure that their VOCA-funded staff is providing direct services to only those victims who are not eligible for Medicaid reimbursement.

3. Activities Exclusively Related to Crime Prevention. General public awareness campaigns designed to raise the public consciousness of victim issues or programs that focus primarily on general community/state victim education programs do not qualify as direct services to crime victims. However, community outreach and awareness efforts describing direct services available to crime victims are eligible for VOCA funding.
4. Perpetrator Rehabilitation and Counseling. Programs 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.
5. Lobbying, Legislative and Administrative Advocacy. VOCA funds cannot support victim legislation or administrative reform, whether conducted directly or indirectly.
6. Fundraising Activities. Fundraising is an unallowable expense.
7. Needs Assessments, Surveys, Evaluation 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.
8. Indirect Organizational Costs. For example, the costs of liability insurance on building and vehicles, capital improvements, security guards and body guards, property losses and expenses, real estate purchases and construction may not be supported with VOCA funds.
9. The purchase of real estate.
10. 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, expert testimony at a trial and forensic interviewing. 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.

VOCA funds also may not be used for Forensic Interviews, based on the determination that these interviews are for the

purpose of determining victimization and in aiding with the investigation and prosecution of cases.

11. Bad debts.
12. Contingencies.
13. Monetary contributions or donations.
14. Entertainment.
15. Fines and penalties.
16. Interest and other financial costs.
17. Prior obligations.
18. Underrecovery of costs under grant agreements.
19. Legislative expenses.
20. Political Activities
21. 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.
22. 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 programs undertake as part of their role as a victims services organization.
23. Medical Costs. VOCA funds cannot pay for nursing home care (emergency short-term nursing home shelter is allowable), home health-care costs, in patient treatment costs, hospital care, and other types of emergency and non-emergency medical and/or dental treatment.
24. Costs of Sending Individual Crime Victims to Conferences.
25. Activities Exclusively Related to Crime Prevention

26. Activities that compromise victim safety

Costs Requiring Prior Approval

1. Out of State travel
2. Training
3. Consultant fees
4. Contracts
5. Agendas and Speakers
6. Anything not specific in the approved grant budget

REPORTING REQUIREMENT

Grantees are required to constantly monitor performance under grant-supported activities to assure that time schedules are being met, projected work units by time periods are being accomplished, and other performance goals are being achieved. All funded projects which become 60 days delinquent in the submission of reporting requirements will forfeit one month of reimbursable expenses for the entire project. Every additional 30 days past the initial 60-day delinquency period, shall result in an additional forfeiture of a month's reimbursable expenses.

Grantees are required to prepare and submit the following types of reports.

1. **Financial Report**

This report must be prepared and submitted on a monthly basis and is due at the DJCS office no later than 20 days following the close of the reporting month. Attach copies of invoices, as well as, proof of payment, to verify expenditures.

2. **Request for Reimbursement**

A copy of this form is to be submitted monthly with the Grant Financial Report for the purpose of DJCS issuing a reimbursement check. The total requested should agree with amounts listed on the Grant Financial Report.

3. **Financial Recap Page**

A copy of this form is to be submitted monthly with the Grant Financial Report and Request for Reimbursement Form for the

purpose of DJCS having a breakdown of items requested and for issuing a reimbursement check. The total requested should agree with amounts listed on the Grant Financial Report and Request for Reimbursement Form.

4. **Progress Reports**

This report must be prepared and submitted on a monthly basis and is due no later than 20 days following the close of the reporting month. It is to include, but not limited to:

- a. Statistical data reflecting the number and types of victims served during the month.
- b. A summary completed by the VOCA-funded staff position outlining activities during the month. This summary should be submitted in an objective-based format.
- c. Copies of minutes from the governing board, such as Board of Directors, Advisory Boards, etc.

5. **Annual Performance Report**

This form is required for all completed projects, and is usually due by the end of October. This report will be mailed to grantees by the end of September and covers the **Federal** Fiscal Grant Cycle of October 1 through September 30.

6. **Sub-grant Award Report**

This form is required of all VOCA grantees and is due within 30 days after the award date. This report form will be mailed to all grantees.

7. **Equipment Listing Form**

This form is required of all VOCA grantees that purchase equipment with VOCA funds or a portion of VOCA funds during a grant period. After the purchase of equipment, this form should be submitted to DJCS within twenty (20) days after the end of the month in which the equipment was purchased.

8. **Evaluation Surveys**

The sub-grantee is required to implement client surveys for evaluation purposes. DJCS may require a copy of these surveys/evaluations or request proof survey is being implemented.

All surveys/evaluations must ensure client confidentiality. All surveys/evaluations will include the two following outcome measures:

- o **Victim safety:** Did the program help to increase the victims/client's safety, and/or awareness of safety issues?
- o **Public awareness:** How did the victim/client become informed of the program and of services available? Either through public awareness brochures, pamphlets, TV, radio, and/or newspaper ads, or community fairs, etc. Was this information helpful in deciding to seek services?

The results will be required on the VOCA Annual Performance Report. *Please be advised licensed domestic violence programs will not be required to report this on the VOCA Annual Performance Report as they are reporting this information elsewhere.*

9. **Other Reports**

Periodically, additional programmatic and/or fiscal information may be requested by DJCS. Most often for the purpose of program evaluation and strategic planning. All VOCA funded projects will be required to provide such information upon request.

Monitoring of Funded Programs

The Division of Justice and Community Services staff will make at least one on-site visit to each grant program every other year to monitor the performance of grant-supported activities. The only exceptions to this schedule are as follows:

1. **New Sub-grantees:** receive an on-site visit the initial year of funding and the following year (two consecutive annual visits);
2. **Compliance Issues:** sub-grantees in which a problem is found during a site visit will receive a follow-up visit the next year;
3. **Administrative/Personnel Change:** sub-grantees who experience significant administrative and/or personnel changes during a grant period may receive a scheduled on-site visit during the current or following grant year;
4. **Technical Assistance:** sub-grantees may request a technical assistance visit during a grant period or DJCS may determine a technical assistance and on-site monitoring visit is necessary.

Additionally, DJCS will require a self monitoring report for all programs which receive funds but are not visited on-site during a grant period. These forms will be mailed to the Project Directors with instruction and will be due no later than June 1 each grant year.

The purpose of the on-site visits and self reports is:

1. Determine progress made toward achieving project objectives;
2. Determine compliance with terms, conditions, and purpose of grant;
3. Identify technical assistance needs; and
4. Provide guidance of future design or funding of similar projects.

Victim Advocate Job Standards and Responsibilities

Victim of Crime Act (VOCA) victim's assistance funds shall be used only to provide direct services to victims of crime. "Services to victims of crime" means those activities that directly benefit individual crime victims, including the required coordination of such activities, i.e., coordination of volunteers and/or coordination of public and private efforts to aid crime victims. Victim Advocates may be Community-based (non-profit) or System-based Advocates (Prosecution-based, Law Enforcement-based or Correction-based) Criminal Justice Agencies: Such agencies as law enforcement organizations, prosecutors' offices, courts, corrections departments, and probation and paroling authorities are eligible to receive VOCA funds to help pay for victims' services. For example, prosecutor-based victim services may include victim programs, victim notification, and victim impact statements, including statements of pecuniary damages for restitution.

All funded agencies and staff must be Victim Centered and ensure Victims are informed and ensured of their rights.

Education/Experienced Required: All funded staff should at a minimum have a High School Diploma or GED; and have some experience and training in the Victim Services field.

The following are the minimum of the standards or job responsibilities for VOCA Victim Assistance Advocates:

- Ensure Victim Safety and help develop a safety plan if needed; or refer them to a program to develop a safety plan.
- Ensure victims are informed of their rights and that their rights are upheld
- Notify victims of all hearing dates and changes in case status. To help educate the victim of the stages of the criminal justice system if needed. Assist victims in completing paperwork for court if needed.
- Help Victims Apply for Compensation Benefits: Such assistance may include identifying and notifying crime victims of the availability of compensation, assisting them with application forms and procedures, obtaining necessary documentation, and/or checking on the status of claim(s).
- Serve as a liaison between the prosecutor and law enforcement and or court.
- Provide accompaniment to court
- Assist victim in preparation of impact statements
- Make or provide referrals to appropriate service providers
- To assist victims with notification of a perpetrator's release from Jail or from Corrections when possible.
- Assist with preparation of monthly and annual reports for funding agencies
- Must attend at a minimum eight hours of training of approved victim service training a year.

Note: Programs must provide services to victims of federal crimes on the same basis as victims of state/local crimes.

Project Director and Fiscal Officer Role and Responsibilities:

Project Director's Role

All sub-grantees are required to have a Project Director; the individual charged with facilitating the project **(the actual day-to-day operation and implementation)**. **This individual cannot also be the fiscal officer or authorized official and should not be a full-time grant funded staff person.**

The Project Director's role is as follows:

- ☞ Be the main contact for DJCS staff
- ☞ Ensure all information is forwarded to all funded staff/agencies; this includes but is not limited to:
 - Budgets
 - Special and standard conditions of the grant
 - Memos

- Surveys
 - Changes in grant requirements
 - Forms
 - Training available
- ⊗ Ensure all reports are submitted on time to DJCS
 - ⊗ Inform DJCS of changes in staff and Authorized officials
 - ⊗ Request project changes and prior approval of attendance of training/travel not specified in budget.
 - ⊗ The Project Director is the contact person for members of the West Virginians Against Violence Committee
 - ⊗ The Project Director's presence is **MANADATORY** at on-site DJCS monitoring visits.

Fiscal Officer's Role

All sub-grantee are required to have Fiscal Officer, the individual charged with the responsibility for the fiscal records of the project. **This individual cannot also be the authorized official or project director and should not be a STOP VAWA funded staff person.**

The Fiscal Officer's role with DJCS staff is as follows:

- ⊗ The contact person for financial questions
- ⊗ Review the approved budget for each grant
- ⊗ Be aware of Special and Standard Conditions of the grant
- ⊗ Review all monthly financial reports and ensure all required documentation is included
- ⊗ Submit copies of audits to DJCS and contact DJCS if debarred
- ⊗ The Fiscal Officer's presence is **MANDATORY** at on-site DJCS monitoring visits.

Definitions of Services

1. **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.
2. **Follow-up** refers to in-person contacts, telephone contacts, and written communications with victims to offer emotional support, provide empathetic listening, check on victims progress, etc.
3. **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 a crime. This includes the evaluation of mental health needs, as well as the actual deliver of psychotherapy.
4. **Group Treatment/Support** refers to the coordination and provision of supportive group activities and includes self-help, peer, social support, etc.
5. **Shelter/Safe House** refers to offering short and long-term housing and related support services to victims and families following victimization.
6. **Information/Referral (In-Person)** refers to in-person contacts with victims during which time, services, and available support are identified.
7. **Criminal Justice Support/Advocacy** refers to support, assistance, and advocacy provided to victims at any state of the criminal justice process, to include post-sentencing services and support.
8. **Emergency Financial Assistance** refers to cash outlays for transportation, food, clothing, emergency housing, etc.
9. **Emergency Legal Advocacy** refers to filing 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 attorneys for non-emergency purposes, such as custody disputes, civil suite, etc.
10. **Assistance in Filing Compensation Claims** includes making the victim aware of the availability of the crime victim compensation,

assisting the victim in completing the required forms, gathering the needed documentation, etc. It also may include follow-up contact with the victim compensation agency on behalf of the victim.

11. **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 in filing for losses covered by public and private insurance programs including workers compensation, unemployment benefits, welfare, etc.; accompanying the victim to the hospital; etc.
12. **Telephone Contact** refers to contacts with victims during which time services and available support are identified. This does not include calls during which counseling is the primary function of the telephone call.
13. **Transportation** refers to transporting a victim from a crime scene, to court, or any other situation deemed necessary and is directly related to their victimization.

Appendix D

Supplementary Grant Goals and Objectives Form

Goal Number: _____

Objective
Number: _____

Outcome:

Outcome Tool

Activities to meet objective:

- 1.
- 2.
- 3.
- 4.

Timeline for each activity:

- 1.
- 2.
- 3.
- 4.

Objective
Number: _____

Outcome:

Outcome Tool

Activities to meet objective:

- 1.
- 2.
- 3.
- 4.

Timeline for each activity:

- 1.
- 2.
- 3.
- 4.

Objective
Number: _____

Outcome:

Outcome Tool

Activities to meet objective:

- 1.
- 2.
- 3.
- 4.

Timeline for each activity:

- 1.
- 2.
- 3.
- 4.

Victims of Crime Act Victim Assistance Grant Program Application	Supplementary Goals and Objectives Form
-------------------------------------------------------------------------	------------------------------------------------

Objective Number: _____

Outcome:

Outcome Tool

Activities to meet objective:

- 1.
- 2.
- 3.
- 4.

Timeline for each activity:

- 1.
- 2.
- 3.
- 4.

Goal Number: _____

Objective Number: _____

Outcome:

Outcome Tool

Activities to meet objective:

- 1.
- 2.
- 3.
- 4.

Timeline for each activity:

- 1.
- 2.
- 3.
- 4.

Objective Number: _____

Outcome:

Outcome Tool

Activities to meet objective:

- 1.
- 2.
- 3.
- 4.

Timeline for each activity:

- 1.
- 2.
- 3.
- 4.

Objective
Number: _____

Outcome:

Outcome Tool

Activities to meet objective:

- 1.
- 2.
- 3.
- 4.

Timeline for each activity:

- 1.
- 2.
- 3.
- 4.

Objective
Number: _____

Outcome:

Outcome Tool

Activities to meet objective:

- 1.
- 2.
- 3.
- 4.

Timeline for each activity:

- 1.
- 2.
- 3.
- 4.

Appendix E

System for Award Management

Victim of Crime Act (VOCA) Victim Assistance Grant Program Application	System for Award Management Appendix E
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All sub-grantees are required to be registered with the System for Award Management and to submit documentation verifying a valid registration date with the application.

Appendix F

Project Director and Fiscal Officer

Role and Responsibilities

Project Director's Role

All sub-grantees are required to have a Project Director; the individual charged with facilitating the project **(the actual day-to-day operation and implementation)**. **This individual cannot also be the fiscal officer or authorized official and should not be a full-time grant funded staff person.**

The Project Director's role is as follows:

- ⊗ Be the main contact for DJCS staff

- ⊗ Ensure all information is forwarded to all funded staff/agencies; this includes but is not limited to:
 - Budgets
 - Special and standard conditions of the grant
 - Memos
 - Surveys
 - Changes in grant requirements
 - Forms
 - Training available

- ⊗ Ensure all reports are submitted on time to DJCS

- ⊗ Inform DJCS of changes in staff and Authorized officials

- ⊗ Request project changes and prior approval of attendance of training/travel not specified in budget.

- ⊗ The Project Director is the contact person for members of the West Virginians Against Violence Committee

- ⊗ The Project Director's presence is **MANADATORY** at on-site DJCS monitoring visits.

I certify that I have read and understand my Role and Responsibilities:

Project Director:

Title:

Signature:

Date:

Fiscal Officer's Role

All sub-grantee are required to have Fiscal Officer, the individual charged with the responsibility for the fiscal records of the project. **This individual cannot also be the authorized official or project director and should not be a STOP VAWA funded staff person.**

The Fiscal Officer's role with DJCS staff is as follows:

- ☞ The contact person for financial questions
- ☞ Review the approved budget for each grant
- ☞ Be aware of Special and Standard Conditions of the grant
- ☞ Review all monthly financial reports and ensure all required documentation is included
- ☞ Submit copies of audits to DJCS and contact DJCS if debarred
- ☞ The Fiscal Officer's presence is **MANDATORY** at on-site DJCS monitoring visits.

I certify that I have read and understand my Role and Responsibilities:

Fiscal Officer: _____

Title: _____

Signature: _____

Date: _____

Appendix G

Standard and Special Conditions and Assurances

VOCA

**WEST VIRGINIA
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STANDARD CONDITIONS AND ASSURANCES

All correspondence to DJCS, which is required and/or occurs as a result or action of any of the following Special Conditions and Assurances, or as a result of the administration of any DJCS grant program, should be mailed to the following address:

West Virginia Division of Justice & Community Services
1204 Kanawha Boulevard, East
Charleston, West Virginia 25301

1. LAWS OF WEST VIRGINIA:

This grant application/contract shall be governed in all respects by the laws of the State of West Virginia. State procedures and practices will apply to all funds disbursed by DJCS, regardless of the original funding source. This grant is on a "REIMBURSEMENT ONLY" mechanism.

2. LEGAL AUTHORITY:

The applicant hereby certifies it has the legal authority to apply for the grant; that a resolution, motion or similar action has been duly adopted or passed as an official act of the applicant's governing body authorizing the filing of the application, including all understandings and assurances contained therein, and directly authorizes the person identified as the official representative of the applicant to act in connection with the application and to provide such additional information as may be required.

3. RELATIONSHIP:

The relationship of the grantee to DJCS shall be that of an independent contractor, not that of a joint enterprise. The grantee shall have no authority to bind DJCS for any obligation or expense without the express prior written approval from DJCS.

4. COMMENCEMENT WITHIN 60 DAYS:

This project must be operational within 60 days of the project starting date, as specified in the grant contract agreement. If the project is not operational within 60 days of the specified project starting date, the grantee must report by letter to DJCS, the steps taken to initiate the project, the reasons for delay, and the expected starting date.

5. OPERATIONAL WITHIN 90 DAYS:

If the project is not operational within 90 days of the specified project starting date, the grantee must submit a second statement to DJCS explaining the delay in implementation. Upon receipt of the 90-day letter, DJCS may cancel the project and redistribute the funds to other project areas and/or eligible applicants.

6. WRITTEN APPROVAL OF CHANGES:

The grantee must obtain prior written approval from DJCS for all project changes (programmatic, fiscal or otherwise).

**WEST VIRGINIA
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7. CIVIL RIGHTS COMPLIANCE:

Grantee will comply with any applicable federal nondiscrimination requirements, which may include the Omnibus Crime Control and Safe Streets Act of 1968 (42 U.S.C. § 3789d); the Victims of Crime Act (42 U.S.C. § 10604(e)); the Juvenile Justice and Delinquency Prevention Act of 2002 (42 U.S.C. § 5672(b)); the Civil Rights Act of 1964 (42 U.S.C. § 2000d); the Rehabilitation Act of 1973 (29 U.S.C. § 794); the Americans with Disabilities Act of 1990 (42 U.S.C. § 12131-34); the Education Amendments of 1972 (20 U.S.C. § 1681, 1683, 1685-86); the Age Discrimination Act of 1975 (42 U.S.C. § 6101-07); 28 C.F.R. pt. 31 (U.S. Department of Justice Regulations-OJJDP Grant Programs); 28 C.F.R. pt. 42 (U.S. Department of Justice Regulations-Nondiscrimination; Equal Employment Opportunity; Policies and Procedures); Exec. Order No. 13279 (equal protection of the laws for faith-based and community organizations); Exec. Order No. 13559 (fundamental principles and policymaking criteria for partnerships with faith-based and neighborhood organizations); and 28 C.F.R. pt.38 (U.S. Department of Justice Regulations-Equal Treatment for Faith-Based Organizations).

In the event a Federal or State court or Federal or State administrative agency makes a finding of discrimination after a due process hearing on the grounds of race, color, religion, national origin, or sex against a recipient of funds, the grantee will forward a copy of the finding to the Office for Civil Rights, Office of Justice Programs and the West Virginia Division of Justice and Community Services.

8. PRESS RELEASE:

Pursuant to the Stevens Amendment, any release of information pertaining to this grant must include the following information:

1. grant amount;
2. State involvement (name of state entity responsible for administering the grant); and,
3. Federal involvement if applicable (name of federal entity responsible for administering the grant).

9. LOBBYING:

Grantee will comply with any and all lobbying provisions and/or restrictions as outlined in OMB circular A-122, and/or relevant State laws.

10. ACCESS TO RECORDS:

DJCS, through any authorized representative, shall have access to and the right to examine all records, books, papers, or documents related to the grant and to relevant books and records of contractors.

11. CONFLICT OF INTEREST:

No public official or employee of the grantee agency, who performs any duties under the project, may participate in an administrative decision with respect to the project if such a decision can reasonably be expected to result in any benefit or remuneration to that individual or that individual's immediate family.

12. POLITICAL ACTIVITY:

The Hatch Act restricts the political activity of executive branch employees of the federal government, District of Columbia government and some state and local employees who work in connection with federally funded programs. In 1993, Congress passed legislation that significantly amended the Hatch Act as it applies to federal and D.C. employees (5 U.S.C. §§ 7321-7326). (These amendments did not change the provisions that apply to state and local employees. 5 U.S.C. §§ 1501- 1508.)

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13. RELEASE OF INFORMATION:

All records, papers and other documents kept by recipients of grant funds are required to be made available to DJCS. These records and other documents submitted to DJCS and its grantees, including plans and application for funds, reports, etc., may be subsequently required to be made available to entities under Federal Freedom of Information Act, 5. U.S.C. §552, or Chapter 29B, Article 1 (West Virginia Freedom of Information) of the West Virginia Code.

DJCS recognizes that some information submitted in the course of applying for funding under this program, or provided in the course of its grant management activities, may be considered law enforcement, personnel or juvenile sensitive or otherwise important to national or state security interests. This may include threat, risk, and needs assessment information, and discussions of demographics, transportation, public works, and industrial and public health infrastructures. While this information under state control is subject to requests made pursuant to the Chapter 29B, Article 1 of the West Virginia Code, all determinations concerning the release of information of this nature are made on a case-by-case basis by DJCS, and may fall within one or more of the available exemptions under the Act.

Grantees must consult applicable state and local laws and regulations regarding the release or transmittal of information to any entity which may be considered sensitive in nature. Applicants may also consult DJCS regarding concerns or questions about the release of potentially sensitive information under state and local laws.

14. NATIONAL AND STATE EVALUATION EFFORTS:

The grantee agrees to cooperate with any national and/or state evaluation efforts directly or indirectly related to this program as requested.

15. OBLIGATION OF PROJECT FUNDS:

Funds may not, without prior written approval from DJCS, be obligated prior to the effective start date or subsequent to the termination date of the project period. Obligations outstanding as of the project termination date shall be liquidated within thirty (30) days.

16. USE OF FUNDS:

Funds awarded through DJCS may be expended **ONLY** for the purposes and activities specifically covered by the grantee's approved project description and budget. By attaching their signature, the grantee recognizes that any deviations from the original grant budget are unallowable.

17. ALLOWABLE AND UNALLOWABLE COSTS:

Allowable and unallowable costs incurred under this grant shall be determined in accordance with General Accounting Office principles and standards.

18. PEER REVIEW SUB GRANTEE EVALUATION PROCESS:

The applicant agrees to discharge if necessary - at the request of DJCS - knowledgeable, competent personnel (preferably a Project Director) to participate in a contemplated "peer review" process/advisory council. The purpose of this process would be to assist DJCS in making grant funding recommendations and furthered policy development regarding individual grant programs throughout the State. This would be no more than 2-3 days per annum.

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19. NON-SUPPLANTING:

Grant funds must be used to supplement existing funds for program activities and may not replace (supplant) funds that have been appropriated for the same purpose. Potential supplanting will be the subject of monitoring and audit. Violations can result in a range of penalties, including suspension of future funds under this program, suspension or debarment from state grants, recoupment of monies provided under this grant, and civil and/or criminal penalties. The grantee hereby certifies that funds made available under this grant will not be used to supplant other funding sources.

20. MATCHING CONTRIBUTION:

The grantee will have available, and will expend as needed, adequate resources to defray that portion of the total costs as set forth in this application as "match" and as approved by the West Virginia Division of Justice & Community Services. The applicant assures that the matching funds required to pay the grant portion of the cost of each program and project, for which funds are made available, shall be in addition to funds that would otherwise be made available for the proposed project by the recipients of grant funds and shall be provided on a project-by-project basis. Matching contributions are subject to the same expenditure guidelines established by the West Virginia Division of Justice & Community Services for this program. All grantees must maintain records that clearly show the source, the amount and the timing of all matching contributions. Please be reminded that if match is not "required" by the grant program for which you are making application, but committed and indicated on the budget pages of this application, then this special condition shall be affected.

21. PROJECT INCOME:

All income earned by the grantee as a result of the conduct of this project, must be accounted for and included in the total budget. Project income is subject to the same expenditure guidelines established by DJCS as are established for granted funds. All grantees must maintain records that clearly show the source, the amount and the timing of all project income. There is no waiver provision for the project income requirement.

22. CONSULTANT FEES:

Approval of this grant does not indicate an approval of consultant rates in excess of \$450 per day. Specific and detailed justification must be submitted to, and approved by DJCS prior to obligation or expenditure of such funds.

23. SUSPENSION OF FUNDING:

DJCS may suspend, in whole or in part, terminate, or impose other sanctions on any grantee funds for the following reasons:

- Failure to adhere to the requirements, standard conditions, or special conditions and assurances of this program;
- Failure to submit reports;
- Filing a false certification in this application or in another report or document; or,
- Other cause shown.

24. SANCTIONS FOR NONCOMPLIANCE:

In the event of the grantee's noncompliance with the terms, conditions, covenants, rules, or regulations of this grant, DJCS shall impose such contract sanctions, as it may deem appropriate, including but not limited to:

- Withholding of payments to the grantee until the grantee complies;
- Cancellation, termination or suspension of the contract, in whole or in part; or,
- Refrain from extending any further assistance to the grantee until satisfactory assurance of future compliance has been received.

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25. SUBMISSION/RELEASE OF PUBLICATIONS/PRESS RELEASE:

The grantee shall submit one copy of all reports and proposed publications resulting from this agreement to DJCS twenty (20) days prior to public release. Any publications (written, visual, sound, or otherwise), whether published at the grantee's or government's expense, shall contain the following statements:

"This document [product] was prepared under a grant from the West Virginia Division of Justice & Community Services (or simply "DJCS"). Points of view or opinions expressed in this document [product] are those of the authors and do not necessarily represent the official position or policies of the State of West Virginia or the Division of Justice & Community Services."

"This project supported by Grant No. _____ awarded by the West Virginia Division of Justice & Community Services and the U.S. Bureau of Justice Assistance. The Bureau of Justice Assistance is a component of the Office of Justice Programs, which also included the Bureau of Justice Statistics, the National Institute of Justice, the Office of Juvenile Justice and Delinquency Prevention, and the Office for Victims of Crime. Points of view or opinions in this document are those of the author and do not represent the official position or policies of the United State Department of Justice."

26. PROPERTY ACCOUNTABILITY:

The grantee shall establish and administer a system to control, protect, preserve, use, maintain, and properly dispose of any property or equipment furnished it, or made available through a grant by DJCS. This obligation continues as long as the property is retained by the grantee, notwithstanding the expiration of this agreement. Prior to sale, trade in or disposal of property, disposition instructions will be obtained from DJCS. Grantee assures inventory checks will be performed annually or pursuant to guidance promulgated in the Administrative Manual for this program (if applicable), with copies provided to DJCS. Property must be used for the intended grant purposes, if not being used in accordance with terms of the grant property will revert back to DJCS.

27. CRIMINAL PENALTIES:

Whoever embezzles or endeavors to embezzle, willfully misapplies, steals or obtains by fraud any funds, assets, or property which are the subject of grant or contractor or other form of assistance pursuant to this title, whether received directly or indirectly from the administration; or whether receives, conceals, or retains such funds, assets, or property to his use or gain, knowing such funds, assets, or property to have been embezzled, willfully misapplied, stolen, or obtained by fraud, shall be fined not more than \$10,000 or imprisoned not more than five years, or both.

Whoever knowingly and willfully falsifies, conceals, or covers up by trick, scheme, or device, any material fact in any application for assistance submitted pursuant to the Act shall be subject to prosecution under the provisions of Section 1011 of Title 18, United States Code. Any law enforcement and criminal justice program or project underwritten, in whole or in part, by any grant, or contract or other form of assistance pursuant to the Act, whether received directly or indirectly from the administration, shall be subject to the provisions of Section 871 of Title 18, United States Code.

28. REPORTS:

Each grantee shall submit such reports as DJCS shall deem reasonably necessary to the execution of monitoring, stewardship and evaluation of programmatic and fiscal responsibilities.

29. PURCHASING:

When making purchases relevant to the grant, the grantee will abide by applicable State and local laws, which address purchasing procedures by a state or local unit of government or other agency.

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30. COLLABORATION W/OTHER FED. AND STATE GRANTS:

Where warranted, this initiative/grantee shall make every effort to support or assist other federally funded or State grant programs in any manner, including but not limited to, providing personnel, supplies, equipment and any other resources deemed necessary by DJCS.

31. INFORMATION SYSTEMS:

With respect to programs related to criminal justice information systems, the grantee agrees to comply with the provisions of 28 CFR, Part 20 governing the protection of the individual privacy and the insurance of integrity and accuracy of data collection. The grantee further agrees:

- a. That all computer programs (software produced under this grant) will be made available to DJCS for transfer to authorized users in the criminal justice community without cost other than that directly associated with the transfer. The software will be documented in sufficient detail to enable potential users to adapt the system, or portions thereof, to usage on a computer of similar size and configuration.
- b. To provide a complete copy of the computer programs and documentation, upon requests, to DJCS. The documentation will include, but not be limited to, system description, operating instruction, program maintenance instructions, input forms, file descriptions, report formats, program listings, and flow charts for the system and programs.
- c. That whenever possible all application programs will be written in standardized programming languages (i.e. Cobol, Fortran, C, C++, XML, etc.) or will adhere to Open Database Connectivity format for use on general operating systems that can be utilized on at least three different manufacturers of computer hardware with similar size and configuration capabilities.
- d. To avail itself, to the maximum extent possible, of computer software already produced and available without charge. The Criminal Justice Systems Clearinghouse (916/392-2550) should be contacted to determine availability of software prior to any development effort.

32. INCIDENT BASED REPORTING COMPLIANCY:

Grant applicants (cities & county commissions) will not be considered for funding if the applicant is not current with submitting Incident Based Reporting (IBR) information to the West Virginia State Police (if applicable). Grantees must remain current with submitting IBR information to the West Virginia State Police or grant funding will be withheld until such time as that grantee becomes IBR compliant.

33. TIME EXTENSIONS:

In general, time extensions for this program will not be granted. Unexpended grant funds remaining at the close of the grant period shall be deobligated.

34. USE OF GRANT FUNDS TO ENACT LAWS, POLICIES, ETC.:

Grantee understands and agrees that it cannot use any grant funds, either directly or indirectly in support of the enactment, repeal, modification or adoption of any law, regulation or policy, at any level of government.

35. LIMITED ENGLISH PROFICIENCY:

Grantee must take reasonable steps to provide meaningful access to their programs and activities for persons with limited English proficiency. For more information on the civil rights responsibilities that grantees have in providing language services to limited English proficiency individuals, please see the website www.lep.gov.

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36. COMPUTER EQUIPMENT:

Grantees purchasing computer equipment (hardware, software, or peripherals) with grant funds are required to adhere to the established bidding procedures for their respective units of government or agency. To ensure reputable vendors are obtained, grantees may consider utilizing the current applicable State computer contract. The following are minimum hardware requirements, as well as software requirements, established by DJCS for this grant program, which must be recognized when purchasing computer equipment, in whole or in part, utilizing grant funds:

Minimum Hardware Requirements:

- Intel Pentium III 733 MHz Processor; 133MHz front side bus
- 512K L2 Cache
- 128 MB SDRAM 100 MHz expandable to at least 384 MB
- 10 Gig. EIDE Ultra ATA 7200RPM Hard Drive
- 3.5" 1.44 MB Floppy Diskette Drive
- 48X Max Internal CD-ROM drive or 8X DVD-ROM drive
- 3 PCI, 1 16-bit ISA slot, 1 PCI/ISA (shared), 1 AGP slot
- ATI 8 MB AGP 2X Rage Pro Video Card
- 1 Parallel, 2 Serial, 2 USB
- 101/104-Key Keyboard (PS/2)
- PS/2 Port Compatible Mouse

Recommended Hardware Components:

- Mid-tower case
- 16-Bit 3D Sound Blaster Compatible w/ 64 voice wavetable and speakers (may be integrated)
- 3Com 10/100 PCI Ethernet Network Card
- APC UPS Backup power protection (adequate size to handle power load)
- Iomega Internal Zip Disk Drive

Software Requirements:

Whenever possible, software should operate within open industry standards. For example, Windows 2000 Operating System, Microsoft Office 2000 Professional, etc.

Warranty Requirements:

3 Year on-site warranty

37. PUBLIC SAFETY AND JUSTICE INFORMATION SHARING:

Grantees must support public safety and justice information sharing. The grantee is required to use the Global Justice Data Model specifications and guidelines for this particular grant. Grantee shall publish and make available without restriction all schemas (extensions, constraint, proxy) generated as a result of this grant to the component registry as specified in the guidelines. This information is available at www.it.ojp.gov/qjxdm.

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38. PROGRAM ACCOUNTABILITY – FEDERAL AUDIT REQUIREMENTS:

- I.) Federal Office of Management and Budget (OMB) Circular A-133 sets forth standards for obtaining consistency and uniformity for the audit of states, local government, and non-profit organizations expending Federal awards. If applicable, this grant shall adhere to the audit requirements set forth in OMB Circular A-133 at the time of award.

As of 10/1/04, the requirements set forth by OMB Circular A-133 are as follows: Non-Federal entities that expend \$500,000 or more in a year in Federal awards shall have a single or program-specific audit conducted for that year. Non-Federal entities that expend less than \$500,000 a year in Federal awards are exempt from Federal audit requirements for that year, but records must be available for review or audit by appropriate officials of the Federal agency, pass-through entity, and General Accounting Office.

- II.) OMB Circular A-110 sets forth standards for obtaining consistency and uniformity for the audit of institutions of higher education, hospitals, and other non-profit organizations expending Federal awards. This grant shall adhere to the audit requirements set forth in OMB Circular A-110.

As of 10/1/04, the requirements set forth by OMB Circular A-110 are as follows: Recipients and sub recipients that are institutions of higher education or other non-profit organizations (including hospitals) shall be subject to the audit requirements contained in the Single Audit Act Amendments of 1996 (31 USC 7501-7507) and revised OMB Circular A-133.

- III.) If an audit must be conducted pursuant to OMB Circular A-133 and A-110, a copy of the audit shall be submitted to DJCS as well as to the Federal clearinghouse.

As of 10/1/04, the Federal clearing house is as follows:

Federal Audit Clearinghouse
Bureau of the Census
1201 E. 10th Street
Jeffersonville, IN 47132

39. PROGRAM ACCOUNTABILITY – STATE AUDIT REQUIREMENTS:

- I.) Sub grantee assures that it has read, understands, and is in full compliance with all requirements as set forth in §12-4-14., Code of West Virginia, or as amended, and is not currently debarred from receiving state grant funds as a result of non-compliance with §12-4-14. Sub grantee further understands that if it is currently debarred or is not in compliance with §12-4-14., it is ineligible to receive funding from the West Virginia Division of Justice Community Services.

40. CONFIDENTIALITY OF RESEARCH INFORMATION:

Pursuant to Section 229 of the Act, research information identifiable to an individual, which was obtained through a project funded wholly or in part with United States Department of Justice program funds, shall remain confidential and copies 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 or administrative proceeding (28 CFR Part 22).

41. LEASE AGREEMENTS:

Grantee agrees to provide DJCS with a description of proposals to use grant funds to enter into lease arrangements with private entities for the purpose of fulfilling the goals and objectives of this project.

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42. EQUAL EMPLOYMENT OPPORTUNITY PLAN:

The grantee will provide an Equal Employment Opportunity Plan (EEO) to the Office for Civil Rights, Office of Justice Programs (OCR) and the West Virginia Division of Justice and Community Services, if it has received a single award of \$500,000 or more. If the grantee receives \$25,000 or more and has 50 or more employees, it will maintain a current EEO on file and submit an EEO Certification Form to the OCR, certifying that its EEO is on file. For public grantee agencies receiving less than \$25,000, or public grantee agencies with fewer than 50 employees, regardless of the amount of the award, the grantee will provide an EEO Certification Form to the OCR certifying it is not required to submit or maintain an EEO. EEO Certification Forms are available at: <http://www.ojp.usdoj.gov/about/ocr/pdfs/cert.pdf>.

43. VETERANS PREFERENCE:

This program includes a provision that grantees utilizing funds to hire additional personnel, to the extent possible, give suitable preference in employment to military veterans. DJCS defines "suitable preference" as the requirement that a grantee agency have in place a mechanism ensuring that veterans are given consideration in the hiring process.

44. IMMIGRATION AND NATURALIZATION VERIFICATION:

The grantee agrees to complete and keep on file, as appropriate, applicable Immigration and Naturalization Service Employment Eligibility Verification Forms. These forms are to be used by recipients of state funds to verify that employees are eligible to work in the United States.

45. PURCHASE OF AMERICAN-MADE EQUIPMENT/PRODUCTS:

It is the sense of DJCS that to the greatest extent practicable, all equipment and products purchased with state funds made available under this grant should be American-made.

46. PERSONNEL TRAINING:

For projects involving payment of personnel or overtime pay, DJCS reserves the right to require training as a condition of the grant before or at any time during the project period.

47. ACCOUNTING REQUIREMENTS:

Grantee agrees to record all project funds and costs following generally accepted accounting procedures. A unique account number or cost recording must separate all project costs from the grantee's other or general expenditures. Adequate documentation for all project costs and income must be maintained. Adequate documentation of financial and supporting material, must be retained and be available for audit purposes.

48. OFFICE OF JUSTICE PROGRAMS (OJP) FINANCIAL GUIDE:

Grantee agrees to comply with the financial and administrative requirements as set forth in the current edition of the OJP Financial Guide.

49. TRANSFER OF FUNDS PROHIBITION:

The grantee is expressly prohibited from transferring funds between any DJCS programs.

50. MARKING OF EQUIPMENT:

Grantee will ensure that, when practicable, any equipment purchased with grant funding shall be prominently marked as follows: "Purchased with funds provided by the West Virginia Division of Justice & Community Services."

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51. PATENTS AND/OR COPYRIGHTS AND RIGHTS IN DATA:

Grantee acknowledges that DJCS reserves a royalty-free, non-exclusive, and irrevocable license to reproduce, publish, or otherwise use, and authorize others to use, for State or Federal government purposes: (1) the copyright in any work developed under an award or sub award; and, (2) any rights of copyright to which a recipient or sub recipient purchases ownership, in whole or in part, with State or Federal support.

Grantee agrees to consult with DJCS re the allocation of any patent rights that arise from, or are purchased with, this funding.

52. SYSTEM FOR AWARD MANAGEMENT

Grantee agrees to register with the System for Award Management (SAM), <https://www.sam.gov> and submit documentation verifying a valid registration date to DJCS with the grant application. Grantee agrees to maintain a valid registration date throughout the grant cycle and will submit to DJCS within 30-days of registration expiration documentation verifying that the registration date has been renewed.

53. DATA UNIVERSAL NUMBERING SYSTEM:

Grantee agrees to acquire a Data Universal Numbering System (DUNS) number, www.dnb.com and provide documentation to DJCS within 30 days of award notification that they have done so.

54. JUVENILE JUSTICE & DELINQUENCY PREVENTION ACT:

Grantee agrees to comply with the four core protections under the Juvenile Justice & Delinquency Prevention (JJDP) Act of 1974, reauthorized 2002.

- Deinstitutionalization of status offenders (DSO).
- Separation of juveniles from adults in institutions (separation).
- Removal of juveniles from adult jails and lockups (jail removal).
- Reduction of disproportionate minority contact (DMC), where it exists.

This includes, but is not limited to, completing the annual the WV Certification of Non-Secure Facilities and submitting to DJCS, if applicable, and submitting a monthly Secure Holding Log, if applicable.

55. BIDDING PROCEDURES:

Funds for renovation, expansion or construction awarded to grantees or subgrantees, which require the letting of any single contract amounting to \$100,000 or more to a private company or individual shall require: a bid guarantee equivalent to 5% (five percent) of the bid price; the bid guarantee must consist of a firm commitment such as a bid bond, certified check, or negotiable instrument accompanying a bid as assurance that the bidder will, upon acceptance of the bid, execute such contractual documents as may be required within the time specified after forms are presented to the successful bidder; a performance bond on the part of the 100% (one hundred percent) of the contract price ("Performance bond" means a bond executed in connection with a contract to ensure payments required by all persons supplying labor and materials in the execution of the work provided for in the contract.); a payment bond on the part of the contractor for 100% (one hundred percent) of the contract price. ("Payment bond" is one executed in connection with a contract to ensure payment as required by law, of all persons supplying labor or materials in the execution of the work provided for in the contract.) Recipient/subgrantee is expected to follow the competitive bid process in the award of contracts involving Federal grant funds.

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56. COMPLIANCE WITH FEDERAL PROCEDURES:

The applicant assures that it will comply with the provisions of 28 Code of Federal Regulation (CFR) applicable to grants and cooperative agreements, including:

- a. Part 11, Applicability of Office of Management and Budget Circulars.
- b. Part 18, Administrative Review Procedures.
- c. Part 20, Criminal Justice Information Systems.
- d. Part 22, Confidentiality of Identifiable Research and Statistical Information.
- e. Part 23, Criminal Intelligence Systems Operating Policies.
- f. Part 30, Intergovernmental Review of Department of Justice Programs and Activities
- g. Part 42, Nondiscrimination Equal Employment Opportunity Policies and Procedures

57. ADDITIONAL REGULATIONS AND PROCEDURES:

In addition, all grantees must comply with the following applicable federal regulations and/or the United States Department of Justice, Office of Justice Programs - M 7100.1D manual, OMB Circulars No. A-21, A-110, A-122, A-128, A-87, E.O. 12372, Uniform Administrative Requirements for Grants and Cooperative Agreements 28 CFR, Part 66, Common Rule, and all other applicable Federal regulations, policies, acts and guidelines.

- a. National Environmental Policy Act of 1969 (NEPA).
- b. National Historic Preservation Act of 1966.
- c. Flood Disaster Protection Act of 1973.
- d. Clean Air Act and Federal Water Pollution Control Act Amendments of 1972.
- e. Control Act Amendments of 1972.
- f. Safe Drinking Water Act.
- g. Endangered Species Act of 1973.
- h. Wild and Scenic Rivers Act.
- i. Fish and Wildlife Coordination Act.
- j. Historical and Archaeological Data Preservation.
- k. Coastal Zone Management Act of 1979.
- l. Animal Welfare Act of 1970.
- m. Impoundment Control Act of 1974.
- n. Uniform Relation Assistance and Real Property Acquisitions Policies Act of 1970.
- o. Title I of the Omnibus Crime Control and Safe Streets Act of 1968, as amended
- p. Death in Custody Act of 2000.

58. RELIGIOUS ACTIVITIES

Grantees must ensure that services are offered without regard to religious affiliation and that receipt of services is not contingent upon participation in a religious activity or event. Furthermore, all religious activities must be separate in time or place from the funded project. Participation in such activities by individuals receiving services must be voluntary.

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59. ADMINISTRATIVE CHANGES:

The applicant must advise DJCS immediately in writing if there are any changes in the: (1) Project Director, (2) Fiscal Officer, (3) Authorized Official, or (4) VOCA Grant-funded staff position(s). Please also submit to DJCS a new membership list if there are any changes in the members of a governing board, such as County Commission or City Council, or changes in members of the Advisory Board/Committee.

60. LATE REPORTING:

Applicant understands that projects which become 60 days delinquent in the submission of reporting requirements will forfeit one month of reimbursable expenses for the entire project. Each additional 30 days past the initial 60-day delinquency period shall result in an additional forfeiture of a month's reimbursable expenses.

61. CLIENT FILES:

Applicant must maintain client files for all victims served to document type of crime and services provided throughout the grant period. Sub-grantee also agrees to collect and maintain Civil Rights Information, where such information is voluntarily furnished by those receiving service, on race, sex, national origin, age and disability. These records are to be available at any time for review by DJCS.

62. CLIENT SURVEYS/EVALUATIONS:

The applicant is required to implement client surveys for evaluation purposes. DJCS may require a copy of these surveys/evaluations or request proof survey is being implemented. All surveys/evaluations must ensure client confidentiality. All surveys/evaluations will include the two following outcome measures: (1) Victim safety, (2) Public awareness, results will be required on the VOCA Annual Performance Report.

63. CLIENT CONFIDENTIALITY:

Applicant must maintain a written confidentiality policy that prohibits the disclosure of victim's name, address, phone number, any contact information, or any other personally identifying information without prior voluntary written consent of the victim (or legal guardian). Client information should only be accessible to authorized direct service staff of the funded program. All programs who also receive funds under the STOP Violence Against Women Act (VAWA) must adhere to all confidentiality requirements under the Violence Against Women Reorganization Act of 2005.

64. NOTIFICATION OF VICTIM COMPENSATION PROGRAM:

Applicant is required to assist crime victims in seeking available and eligible crime victim compensation benefits. Such assistance may include identifying and notifying crime victims of the availability of the victim compensation fund, assisting with the application forms and procedures, obtaining necessary documents, and/or checking on claim status.

65. GRANT FILE:

Applicant must maintain a grant file containing all grant-related documents, such as the grant agreement, monthly financial reports, monthly progress reports, and any grant-related correspondence. In some situations, the project site maybe at a different location than the official sub-grantee. Therefore, an official grant file should be maintained by both the official sub-grantee and the project site. These records are to be available at any time for review by DJCS.

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66. ADMINISTRATIVE MANUAL:

All pertinent information in regard to the Victim of Crime Act and amendments and all applicable federal and state laws, orders, circulars and regulations are updated and maintained in the appropriate administrative manual by sub-grantees

67. TRAVEL/TRAINING:

Any applicant receiving VOCA Grant funding for training must submit in writing to DJCS a training plan, and must also request in writing any adjustments to a training plan. Also, any VOCA grant-funded staff position who attends any training workshop or conference must submit a written narrative identifying the training, its purpose, what specific workshops were attended, and the useful information obtained that will assist in implementing the VOCA grant project. All training must be approved in advance by DJCS by submitting a written request (from project director) identifying the staff person who will be attending, the name of the conference and purpose, and attaching a brochure outlining the costs and the agenda.

Please note – sub-grantee representatives (project director and VOCA-funded staff positions/volunteers) may be required to attend training workshops deemed critical by DJCS.

68. VOCA FUNDED TRAINING EVENTS:

All agenda topics and trainers must be pre-approved by DJCS for any training events (conferences, workshops, symposiums, etc.) paid for with VOCA funds. A written request must be submitted to DJCS prior to entering into any agreements for agenda topics, speakers, and/or trainers. The request must include workshop descriptions and speaker biographies.

Please note – all VOCA funded training events must include an evaluation component and the results of the evaluations must be submitted to DJCS with the corresponding monthly report.

69. INTERAGENCY AGREEMENTS:

Where applicable, sub-grantee must develop a formal referral and inter agency agreements in a Memorandum of Understanding (MOU); copies of interagency agreements and referral Memorandum of Understanding are to be submitted with the application.

70. HIRING PROCEDURES:

Hiring procedures outlined in the grant application should be followed in hiring VOCA grant-funded staff positions. Staff hired must meet the qualifications outlined in the job description for the position. DJCS is to be advised in writing if there are any difficulties in filling VOCA grant-funded staff positions.

71. EQUAL TREATMENT FOR FAITH-BASED ORGANIZATIONS:

Such organizations receiving VOCA funds must ensure that services are offered to all victims without regard to religious affiliation and that the receipt of services is not contingent upon participation in a religious activity or event. Furthermore, all religious activities must be separate in time or place from the VAWA funded project. Further, participation in such activities by individuals receiving services must be voluntary.

72. VOLUNTEERS:

The applicant must utilize at least one volunteer during the grant period, as well as VOCA-funded staff to implement the grant project

73. ACTIVITIES THAT MAY COMPROMISE VICTIM SERVICES:

Applicants are strongly discouraged from proposing projects or supporting programs that include any activities that may compromise victim safety as outlined in the Victim of Crime Act.

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74. AUDITS:

All programs will submit a copy of an audit to DJCS each fiscal year. Additionally, programs who are not required to submit an audit under §12-4-14 are still required to submit a copy of an audit or an annual internal financial review to the Program Administrator at DJCS, showing the total budget expenditures and revenues from all sources for the prior year, along with a systematic method for timely and appropriate resolution of findings and/or recommendations

75. BOARD OF DIRECTORS:

Non-profit agencies are required to maintain a Board of Directors that will meet at least quarterly to review the status of grant objectives, to develop strategies for resolving any problems or barriers, and to perform periodic evaluations. Board Meeting minutes must be submitted with corresponding monthly reports. All state and local government agencies must submit any county commission minutes (which discuss the sub-grant or VOCA staff) or advisory board meeting minutes with the corresponding monthly reports

76. Printed Materials:

Any brochures or materials printed with VOCA funds must be submitted to DJCS 30 days for approval prior to printing.

77. DEBARMENT:

Any funded agency that is debarred with the State of West Virginia or Federally must inform DJCS in writing within 30 days of becoming debarred and have a plan of action stating the steps to address this issue. Funds will be frozen and the sub-grantee has 30 days to address this issue and then funds may be deobligated.

78. TEXT MESSAGING:

Applicant and all funded agencies will develop and implement a written policy which bans employees from text messaging while driving any vehicle during the course of performing work funded by this grant, and to establish workplace safety policies and conduct education, awareness, and other outreach to decrease crashes caused by distracted drivers

79. VOLUNTEERS:

The applicant must utilize at least one volunteer during the grant period for VOCA allowable activities, as well as VOCA-funded staff to implement the grant project. All sub-grantees will be required to submit a volunteer log quarterly. If a log is not submitted, DJCS will hold funds until it is submitted.

80. TRAINING:

All funded VOCA staff will be required to complete eight (8) hours per year of pre-approved victim assistance training. They must submit a certificate showing they completed this training. If this is not completed by March 30th, 2014 the sub-grantee must submit in writing why they have not attended a training; when they will attend and what type of training they plan to attend to DJCS. This will be reviewed for compliance at grant reviews.

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81. ENSURING VICTIMS RIGHTS:

All funded programs/agencies will practice a "Victim Centered Approach". They are required to inform victims of their rights and ensure victims are afforded their rights.

82. VOCA-FUNDED TRAINING EVENTS:

All agenda topics and trainers must be pre-approved by DJCS for any training events (conferences, workshops, symposiums, etc.) paid for with VOCA funds. A written request must be submitted to DJCS 90 days prior to entering into any agreements, for agenda topics, speakers, and/or trainers. The request must include workshop descriptions and speaker biographies. All state agencies are required to work with the WV Coalition Against Domestic Violence and/or the WV Foundation for Rape Information and Services in acquiring appropriate speakers prior to the conference.

Please note – all VOCA funded training events must include an evaluation component and the results of the evaluations must be submitted to DJCS with the corresponding monthly report. If a program charges registration fees, they must provide certificates and/or certification that participants actually attended training in order to be reimbursed for registration fees. They must include a sign-in sheet of participants to DJCS.

83. VOCA GUIDELINES:

The Recipient assures that it will comply with the conditions of the Victims of Crime Act (VOCA) of 1984, sections 1404 (a)(2) and 1404 (b) (1) and (2), 42 U.S.C. 10603(a)(2) and (b) (1) and (2) and the applicable program guidelines and regulations; as required.

Specifically, the recipient certifies that funds under this sub-award will a) eligible victim assistance organizations 42 U.S.C. 1063 (a)(2); b) not be used to supplant State and local public funds that would otherwise be available for crime victim assistance; and c) be allocated in accordance with program guidelines or regulations implementing 42 U.S.C. 1063(a)(2)(A) and 42 U.S.C. 1063 (a)(2)(B) to, at a minimum assist victims in the following categories: sexual assault, child abuse, domestic violence, and underserved victims of violent crimes identified by the State.

84. Project Director & Fiscal Officer Monitoring Requirement:

The recipient acknowledges that the Project Director and Fiscal Officer of the grant are REQUIRED to be in attendance for the DJCS on-site monitoring visit.

I certify that I have read the entire Standard and Special Conditions and Assurances of this grant program and agree to comply with these requirements.

Printed/Typed Authorized Official Name

SIGNATURE (Original) of Authorized
Official

DATE

MEMORANDUM

TO: VOCA Project Directors

FROM: Sara E. Miller
Justice Programs Specialist 

DATE: November 7, 2013

RE: FY 2014 Application Kits

Please find on the enclosed CD, the VOCA Grant Application Kit for Fiscal Year 2014. **All FY 2014 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 7, 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 2014 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:

- **Problem Statement** – We are requesting more detail and your problem statement should only reflect what you want to do with these funds, not what the agency does as a whole. Please refer to the instruction manual and the Promising Practices Guideline document provided on the CD. The Problem must be clearly identified.

- **Budgets** – If staff is salaried – state amount of total salary and the percentage of salary being requested. (See instruction manual.) If full-time hourly or part-time hourly, list the rate of pay and the minimum number of hours to be worked **PER MONTH**. Do **NOT** report the minimum numbers of hours per week. Grantee's requested an increase or change in grant funds from the previous years approved funded amount **MUST** include a detailed description and justification for the increase/change in funds.
- **Project Director Role and Responsibilities:** The grant Project Director and Fiscal Officer certify that they have read and understand their role and responsibilities for the VOCA grant.
- **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**. All applications are due to the **WV Division of Justice and Community Services office by 5:00 p.m. on March 7, 2014**. 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. 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