

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

FY 2016 Federal Funds

Grant Application
Instruction Manual
State of West Virginia



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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. Be advised that States have the sole discretion for determining which organizations will receive funds and in what amount, as long as the recipients meet the requirements of the VOCA and Program Guidelines.

Section II

Application Deadline: Original applications must be received at DJCS no later than **5:00 PM on Friday, April 1, 2016**. **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.

Be advised that the West Virginians Against Violence Committee has identified the following funding priorities:

- ❖ **Currently Funded Programs in good standing receive first consideration.**
- ❖ **Currently Funded Applicants (in good standing):**
 - Increasing Salary & Benefits to competitive wages, in an effort to reduce turnover.
 - Provide funding to expand or enhance outreach to the community included but not limited to: Outreach Advocate positions in areas identified as a gap in service, Space, Outreach Materials (i.e. Brochures).
 - Provide funding for Direct Service Mileage and Transportation
 - Provide funding for clearly identified Technological needs in an effort to improve the applicant's ability to provide quality direct service (i.e. updated computers, software, printers, fax machines, scanners, etc.)
 - Funding for Space – prorated Rent and telephone services.
- ❖ **New and Innovate Programs that can demonstrate the following:**
 - Address a gap in Service within their service community. A gap in service is defined as a service that is **not** being provided by any other agency in the applicant's service area.
 - Not supplanting State and/or Local funds
 - Provides a detailed plan for sustainability in the event that VOCA funds are eliminated.

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 (DJCS).
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. **New programs or current grantees seeking to expand services must clearly identify a gap in service within their service community** and be able to demonstrate how their proposed project will address that gap.
- 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 within the Federal grant period: 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).
- ⌘ **Fiscal Officer:** List the name, address, telephone number, fax number, and e-mail of the person responsible for the fiscal records of the project.
- ⌘ **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 2016 Victims of Crime Act (VOCA) Victim Assistance grant funds will be funded for twelve (12) months beginning October 1, 2016 and ending September 30, 2017.
- ⌘ **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 only.** 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-grantees 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 requires a twenty percent (20%) match for VOCA funds for all programs. Match may be in-kind contributions such as volunteer time, space, or cash.

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

Example

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 notate as either salary or hourly; part-time or full-time, and benefits. Also list any matching contribution under “matching funds”.

⌘ **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**. Please be advised that DJCS will reimburse for only **in-state pre-approved Travel/Training**. **Be aware that ALL VOCA funded staff are required to attend a minimum of 8 hours pre-approved DJCS training per grant cycle**. Programs that do not currently have Travel/Training funds in their approved budget are strongly encouraged to request travel/training funds in order to meet this requirement. Programs that do not request or are not awarded Travel/Training funds are required to meet this requirement at their own cost.

⌘ **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:** Programs are encouraged to request technological needs for the VOCA funded project including but not limited to computers, printers, software, and fax machines. Cost associated with internet, webpages, or networks are not allowable at this time. 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, Retirement (not to exceed 14.5%), U/C, etc. The rate for each benefit should be included, as well as the total amount requested. 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. Please be advised that DJCS will reimburse for **only in-state pre-approved Travel/Training**.

- ☞ **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. Programs must clearly demonstrate the need for the requested Space. Space can only be requested for VOCA funded staff and must be prorated.

- ☞ **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). Programs must clearly demonstrate the need for the requested Other.

- ☞ **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. Justification includes but is not limited to: Statistics showing salary/income rates for service area, etc.**

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
- ↪ Gap in Service. A gap in service is defined as a service that is not being provided by any other agency in the applicant's service area.

- New applicants and/or currently funded applicants seeking to expand must justify the gap in service that they identified within their service community. Applicants must show evidence that the proposed project is a need within the service community.
- Explain how the project they are requesting is different than the services already being provided by the applicant.
- Explain how the positions requested are currently funded.
- Demonstrate how they will collaborate with existing victim service organizations with the proposed project.
- Explain how the proposed project will be sustained long term.

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 include 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 8)

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 and Victim Centered Approach: Explain how funded agencies and advocates will practice a victim centered approach and inform and ensure victims of their rights (as best as you have control over; for example, you cannot ensure speedy proceedings but you can inform the victim as to what to expect). This section is to be in paragraph format, explaining 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. Training Requirement: Be aware that ALL VOCA funded staff are required to attend a minimum of 8 hours pre-approved DJCS training per grant cycle. Describe the agency's plan to ensure that all VOCA funded advocates meet their 8 hour minimum training requirement during the grant cycle and how the trainings will be funded. Current grantees are to be aware that failure to meet the Travel/Training requirement will be a consideration for funding during the application process.

I. 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 with these funds to provide direct services to victims of crime. 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 | The data or tool used to measure achievement of the |

| | |
|-----------------|--|
| Tool | 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 output measures . |
| 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 (This is not an option and failure to include the required information on the organizational chart will result in the return of the application for revision).

Hiring, Firing, and Grievance Procedures and Job Descriptions – Page 8

Provide a description of the agency’s procedure(s) for hiring, firing, and grievance procedures for 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 and Audit Requirement– Attachment A

All applicants must 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.

New Applicants are required to submit a copy of their most recent audit.

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.

Be advised that all Non-Profits are required by the Office of Victims of Crime (OVC) and DJCS to have financial transparency and must make their financial statements available online (either on the subgrantees, or another publicly available website). OVC will consider sub-recipient organizations that have Federal 501(c)(3) tax status as in compliance with this requirement, with no further action needed, to the extent that such organization files IRS Form 990 or similar tax document (e.g., 990-EZ), as several sources already provide searchable online databases of such financial statements.

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.