

APPENDIX A

The Victims of Crime Act

VICTIM'S OF CRIME ACT (VOCA)

<i>42 U.S.C. 10601</i>	Sec. 1402. Crime victims fund
<i>42 U.S.C. 10602</i>	Sec. 1403. Crime victim compensation
<i>42 U.S.C. 10603</i>	Sec. 1404. Crime victim assistance
<i>42 U.S.C. 10603a</i>	Sec. 1404A. Child abuse prevention and treatment grants
<i>42 U.S.C. 10603b</i>	Sec. 1404B. Compensation and assistance to victims of terrorism or mass violence
<i>42 U.S.C. 10604</i>	Sec. 1407. Administrative provisions
<i>42 U.S.C. 10605</i>	Sec. 1411. Establishment of Office for Victims of Crime
<i>42 U.S.C. 10606</i>	Sec. 502. Victims' rights
<i>42 U.S.C. 10607</i>	Sec. 503. Services to victims
<i>42 U.S.C. 10608</i>	Sec. 235. Closed circuit televised court proceedings for victims of crime

The following version of VOCA is as reported online through Westlaw in the U.S. Code Annotated (USCA). In a few instances, the USCA version did not reflect changes to the statute which have occurred pursuant to the Antiterrorism and Effective Death Penalty Act of 1996 (PL 104-132) and the Omnibus Consolidated Appropriations Act, 1997 (PL 104-208), or reflects technical errors found in the original Act or statute. In an effort to provide a "correct" version of the statute, the following sections reflect changes made by the Office of the General Counsel, Office of Justice Programs, to the USCA version:

- 1402(d)(5) The Appropriations Act added the entire paragraph found at 1402(d)(5).
- 1402(e): The Appropriations Act amended to change the period during which grant may be spent from 2 years succeeding the years of award to "3" years succeeding the year of grant award.

CRIME VICTIMS OF CRIME ACT

42 U.S.C. 10601

Sec. 1402. Crime Victims Fund

(a) Establishment. There is created in the Treasury a separate account to be known as the Crime Victims Fund (hereinafter in this chapter referred to as the "Fund").

(b) Fines deposited in Fund; penalties; forfeited appearance bonds. Except as limited by subsection (c) of this section, there shall be deposited in the Fund--

(1) all fines that are collected from persons convicted of offenses against the United States except--

(A) fines available for use by the Secretary of the Treasury pursuant to--
(i) section 11(d) of the Endangered Species Act (16 U.S.C. 1540(d)); and
(ii) section 6(d) of the Lacey Act Amendments of 1981 (16 U.S.C. 3375(d)); and

(B) fines to be paid into--

(i) the railroad unemployment insurance account pursuant to the Railroad Unemployment Insurance Act (45 U.S.C. 351 et seq.);
(ii) the Postal Service Fund pursuant to sections 2601(a)(2) and 2003 of Title 39 and for the purposes set forth in section 404(a)(8) of Title 39;
(iii) the navigable waters revolving fund pursuant to section 311 of the Federal Water Pollution Control Act (33 U.S.C. 1321); and
(iv) county public school funds pursuant to section 3613 of Title 18;

(2) penalty assessments collected under section 3013 of Title 18;

(3) the proceeds of forfeited appearance bonds, bail bonds, and collateral collected under section 3146 of Title 18; and

(4) any money ordered to be paid into the Fund under section 3671(c)(2) of Title 18.

(c) Retention of sums in Fund; availability for expenditure without fiscal year limitation.

Sums deposited in the Fund shall remain in the Fund and be available for expenditure under this chapter for grants under this chapter without fiscal year limitation.

(d) Availability for judicial branch administrative costs; grant program percentages. The Fund shall be available as follows:

which the grant is made at any time during the 3 succeeding fiscal years, at the end of which period, any remaining unobligated sums in excess of \$500,000 shall be returned to the Treasury. Any remaining unobligated sums in an amount less than \$500,000 shall be returned to the Fund.

(f) "Offenses against the United States" as excluding.

As used in this section, the term "offenses against the United States" does not include--

- (1) a criminal violation of the Uniform Code of Military Justice (10 U.S.C. 801 et seq.);
- (2) an offense against the laws of the District of Columbia; and
- (3) an offense triable by an Indian tribal court or Court of Indian Offenses.

(g) Grants for Indian tribes; child abuse cases

(1) The Attorney General, acting through the Director, shall use 15 percent of the funds available under subsection (d)(2) of this section to make grants for the purpose of assisting Native American Indian tribes in developing, establishing, and operating programs designed to improve--

(A) the handling of child abuse cases, particularly cases of child sexual abuse, in a manner which limits additional trauma to the child victim; and

(B) the investigation and prosecution of cases of child abuse, particularly child sexual abuse.

(2) As used in this subsection, the term "tribe" has the meaning given that term in section 450b(b) of Title 25.

42 U.S.C. 10602

Sec. 1403. Crime victim compensation

(a) Authority of Director; grants

(1) Except as provided in paragraph (2), the Director shall make an annual grant from the Fund to an eligible crime victim compensation program of 40 percent of the amounts awarded during the preceding fiscal year, other than amounts awarded for property damage. Except as provided in paragraph (3), a grant under this section shall be used by such program only for awards of

(5) such program provides compensation to victims of Federal crimes occurring within the State on the same basis that such program provides compensation to victims of State crimes;

(6) such program provides compensation to residents of the State who are victims of crimes occurring outside the State if--

(A) the crimes would be compensable crimes had they occurred inside that State; and

(B) the places the crimes occurred in are outside the U.S. (if compensable crime is terrorism as defined in § 2331 of title 18 of the U.S. Code), or are States not having eligible crime victim compensation programs;

(7) such program does not, except pursuant to rules issued by the program to prevent unjust enrichment of the offender, deny compensation to any victim because of that victim's familial relationship to the offender, or because of the sharing of a residence by the victim and the offender;

(8) such program does not provide compensation to any person who has been convicted of an offense under Federal law with respect to any time period during which the person is delinquent in paying a fine, other monetary penalty, or restitution imposed for the offense;¹ and

(9) such program provides such other information and assurances related to the purposes of this section as the Director may reasonably require.

(c) Exclusion from income for purposes of means tests

Notwithstanding any other law, for the purpose of any maximum allowed income eligibility requirement in any Federal, State, or local government program

¹Section 234(a)(2) of Pub. L. 104-132-- "Application of Amendment," provided that: "Section 1403(b)(8) of the Victims of Crime Act of 1984, as added by paragraph (1) of this section [subsec. (b)(8) of this section], shall not be applied to deny victims compensation to any person until the date on which the Attorney General, in consultation with the Director of the Administrative Office the United States Courts, issues a written determination that a cost-effective, readily available criminal debt payment tracking system operated by the agency responsible for the collection of criminal debt has established cost-effective, readily available communications links with entities that administer Federal victim compensation programs that are sufficient to ensure that victim compensation is not denied to any person except as authorized by law."

(1) Subject to the availability of money in the Fund, the Director shall make an annual grant from any portion of the Fund made available by section 10601(d)(3)(B) of this title for the purpose of grants under this subsection, or for the purpose of grants under section 10602 of this title but not used for that purpose, to the chief executive of each State for the financial support of eligible crime victim assistance programs.

(2) Such chief executive shall--

(A) certify that priority shall be given to eligible crime victim assistance programs providing assistance to victims of sexual assault, spousal abuse, or child abuse;

(B) certify that funds shall be made available for grants to programs which serve previously underserved populations of victims of violent crime. The Director, after consultation with State and local officials and representatives from private organizations, shall issue guidelines to implement this section that provide flexibility to the States in determining the populations of victims of violent crimes that may be underserved in their respective States;

(C) certify that funds awarded to eligible crime victim assistance programs will not be used to supplant State and local funds otherwise available for crime victim assistance; and

(D) provide such other information and assurances related to the purposes of this section as the Director may reasonably require.

(3) The amounts of grants under paragraph (1) shall be--

(A) the base amount to each State; and

(B) that portion of the then remaining available money to each State that results from a distribution among the States on the basis of each State's population in relation to the population of all States.

(4) If the amount available for grants under paragraph (1) is insufficient to provide the base amount to each State, the funds available shall be distributed equally among the States.

(5) As used in this subsection, the term "base amount" means--

(A) except as provided in subparagraph (B), \$500,000; and

(A) for demonstration projects and training and technical assistance services to eligible crime victim assistance programs; and

(B) for the financial support of services to victims of Federal crime by eligible crime victim assistance programs.

(2) Of the amount available for grants under this subsection--

(A) not more than 50 percent shall be used for grants under paragraph (1)(A); and

(B) not less than 50 percent shall be used for grants under paragraph (1)(B).

(3) The Director shall--

(A) be responsible for monitoring compliance with guidelines for fair treatment of crime victims and witnesses issued under section 6 of the Victim and Witness Protection Act of 1982 (Public Law 97-291);

(B) consult with the heads of Federal law enforcement agencies that have responsibilities affecting victims of Federal crimes;

(C) coordinate victim services provided by the Federal Government with victim services offered by other public agencies and nonprofit organizations; and

(D) perform such other functions related to the purposes of this title as the Director deems appropriate.

(4) The Director may reimburse other instrumentalities of the Federal Government and contract for the performance of functions authorized under this subsection.

(d) Definitions. As used in this section--

(1) the term "State" includes the District of Columbia, the Commonwealth of Puerto Rico, the United States Virgin Islands, and any other territory or possession of the United States; and

(2) the term "services to victims of crime" includes--

(A) crises intervention services;

(B) providing, in an emergency, transportation to court, short-term child care

(a) Victims of acts of terrorism outside the United States

The Director may make supplemental grants as provided in section 10603(a) of this title to States to provide compensation and assistance to the residents of such States who, while outside of the territorial boundaries of the United States, are victims of a terrorist act or mass violence and are not persons eligible for compensation under title VIII of the Omnibus Diplomatic Security and Antiterrorism Act of 1986.

(b) Victims of terrorism within the United States

The Director may make supplemental grants as provided in section 10601(d)(4)(B) of this title to States for eligible crime victim compensation and assistance programs to provide emergency relief, including crisis response efforts, assistance, training, and technical assistance, for the benefit of victims of terrorist acts or mass violence occurring within the United States and may provide funding to United States Attorney's Offices for use in coordination with State victim compensation and assistance efforts in providing emergency relief.

42 U.S.C. 10604

Sec. 1407. Administrative provisions

(a) Authority of Director to establish rules and regulations.

The Director may establish such rules, regulations, guidelines, and procedures as are necessary to carry out any function of the Director under this chapter.

(b) Recordkeeping.

Each recipient of sums under this chapter shall keep such records as the Director shall prescribe, including records that fully disclose the amount and disposition by such recipient of such sums, the total cost of the undertaking for which such sums are used, and that portion of the cost of the undertaking supplied by other sources, and such other records as will facilitate an effective audit.

(c) Access of Director to books and records for purpose of audit and examination.

The Director shall have access, for purpose of audit and examination, to any books, documents, papers, and records of the recipient of sums under this chapter that, in the opinion of the Director, may be related to the expenditure of funds received under this chapter.

(d) Revealing research or statistical information; prohibition; immunity from legal proceedings; permission; admission of information as evidence.

Except as otherwise provided by Federal law, no officer or employee of the Federal Government, and no recipient of sums under this chapter, shall use or reveal any

(a) Office established within Department of Justice.
There is established within the Department of Justice an Office for Victims of Crime (hereinafter in this chapter referred to as the "Office").

(b) Appointment of Director; authority; restrictions.
The Office shall be headed by a Director (referred to in this chapter as the "Director"), who shall be appointed by the President, by and with the advice and consent of the Senate. The Director shall report to the Attorney General through the Assistant Attorney General for the Office of Justice Programs and shall have final authority for all grants, cooperative agreements, and contracts awarded by the Office. The Director shall not engage in any employment other than that of serving as the Director, nor shall the Director hold any office in, or act in any capacity for, any organization, agency, or institution with which the Office makes any contract or other agreement under this chapter.

(c) Duties of Director. The Director shall have the following duties:

- (1) Administering funds made available by section 10601 of this title.
- (2) Providing funds to eligible States pursuant to sections 10602 and 10603 of this title.
- (3) Establishing programs in accordance with section 10603(c) of this title on terms and conditions determined by the Director to be consistent with that subsection.
- (4) Cooperating with and providing technical assistance to States, units of local government, and other public and private organizations or international agencies involved in activities related to crime victims.
- (5) Such other functions as the Attorney General may delegate.

42 U.S.C. 10606

Sec. 502. Victims' rights

(a) Best efforts to accord rights.

Officers and employees of the Department of Justice and other departments and agencies of the United States engaged in the detection, investigation, or prosecution of crime shall make their best efforts to see that victims of crime are accorded the rights described in subsection (b) of this section.

(b) Rights of crime victims.

A crime victim has the following rights:

(c) Description of services

(1) A responsible official shall--

(A) inform a victim of the place where the victim may receive emergency medical and social services;

(B) inform a victim of any restitution or other relief to which the victim may be entitled under this or any other law and manner in which such relief may be obtained;

(C) inform a victim of public and private programs that are available to provide counseling, treatment, and other support to the victim; and

(D) assist a victim in contacting the persons who are responsible for providing the services and relief described in subparagraphs (A), (B), and (C).

(2) A responsible official shall arrange for a victim to receive reasonable protection from a suspected offender and persons acting in concert with or at the behest of the suspected offender.

(3) During the investigation and prosecution of a crime, a responsible official shall provide a victim the earliest possible notice of--

(A) the status of the investigation of the crime, to the extent it is appropriate to inform the victim and to the extent that it will not interfere with the investigation;

(B) the arrest of a suspected offender;

(C) the filing of charges against a suspected offender;

(D) the scheduling of each court proceeding that the witness is either required to attend or, under section 10606(b)(4) of this title, is entitled to attend;

(E) the release or detention status of an offender or suspected offender;

(F) the acceptance of a plea of guilty or nolo contendere or the rendering of a verdict after trial; and

(G) the sentence imposed on an offender, including the date on which the offender will be eligible for parole.

For the purposes of this section--

(1) the term "responsible official" means a person designated pursuant to subsection (a) of this section to perform the functions of a responsible official under that section; and

(2) the term "victim" means a person that has suffered direct physical, emotional, or pecuniary harm as a result of the commission of a crime, including--

(A) in the case of a victim that is an institutional entity, an authorized representative of the entity; and

(B) in the case of a victim who is under 18 years of age, incompetent, incapacitated, or deceased, one of the following (in order of preference):

- (i) a spouse;
- (ii) a legal guardian;
- (iii) a parent;
- (iv) a child;
- (v) a sibling;
- (vi) another family member; or
- (vii) another person designated by the court.

42 U.S.C. 10608

Sec. 235. Closed circuit televised court proceedings for victims of crime

(a) In general

Notwithstanding any provision of the Federal Rules of Criminal Procedure to the contrary, in order to permit victims of crime to watch criminal trial proceedings in cases where the venue of the trial is changed--

(1) out of the State in which the case was initially brought; and

(2) more than 350 miles from the location in which those proceedings originally would have taken place;

the trial court shall order closed circuit televising of the proceedings to that location, for viewing by such persons the court determines have a compelling interest in doing so and are otherwise unable to do so by reason of the inconvenience and expense caused by the change of venue.

(b) Limited access

The Judicial Conference of the United States, pursuant to its rule making authority under section 331 of Title 28, may promulgate and issue rules, or amend existing rules, to effectuate the policy addressed by this section. Upon the implementation of such rules, this section shall cease to be effective.

(h) Effective date.

This section shall only apply to cases filed after January 1, 1995.

APPENDIX B

VOCA Application

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

FY 2009 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.

Section II

Application Deadline: Original applications must be received at DCJS no later than **4:00 PM on Friday, March 6, 2009**. Faxed or late application will NOT be accepted. Please make sure the Authorized Official signs page one (1); page nineteen (19); before submission.

Completed applications must be submitted to:

Attn: Sarah J. Brown
State VOCA Administrator
WV Division of Criminal Justice 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 Sarah J. Brown at:

Telephone: (304) 558-8814, ext 210
Fax (304) 558-0391
E-mail: Sarah.J.Brown@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 Criminal Justice Services. The standard grant application kit must be used for all grants. The application kits are available from the Division of Criminal Justice Services.
2. Applications will be promptly acknowledged upon receipt and reviewed for completeness by DCJS 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 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. 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.

⊗ **A p p l i c a n t:** List name, address, 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.

⊗ **T y p e o f A g e n c y:** Check the type of agency applying for funds – State, County, Municipal, or Non-profit.

⊗ **P r o j e c t D i r e c t o r:** 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.

⊗ **F i s c a l O f f i c e r:** 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.

⊗ **A m o u n t R e q u e s t e d:** Enter the total amount of Victims of Crime Act (VOCA) Victim Assistance grant funds being requested for the project.

⊗ **A m o u n t A w a r d e d:** DO NOT ENTER ANYTHING IN THIS BOX. This amount will be completed by DCJS when final recommendations are made.

⊗ **P r o j e c t P e r i o d.** Fiscal Year 2009 Victims of Crime Act (VOCA) Victim Assistance grant funds will be funded for twelve (12) months beginning July 1, 2009 and ending June 30, 2010.

∞ **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) in the spaces provided.

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

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

∞ **Total Budget:** VOCA requested grant funds plus other (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). 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:	\$12,50
VOCA Funds:	-10,000
Matching Funds:	\$ 2,500

Example (New Programs)

Amount of VOCA grant: \$10,000
 $\$10,000 \div .65 = \$15,385$

Total Project:	\$15,385
VOCA Funds:	-10,000
Matching Funds:	\$ 5,385

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 costs and benefits. Also list any matching contribution under “other 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 DCJS.

∞ **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 10.5%), 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. For hourly employees – indicate the hourly rate, the number of hours per week, and the total number of weeks to be worked during the grant cycle. For example: \$10 / hour x 24 hours / week x 52 weeks = \$12,480.00

∞ **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. – police cruiser, state vehicle, etc.) the rate is 14 ½ 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.

∞ **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).

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.

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.

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: The problem/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:

- The target population to be served should be clearly identified and described.
- The specific needs of the target population must be outlined.
- Supporting current data (preferable base-line data as well as written demonstration) is provided to justify why programming of this type is needed.
- Evaluation of Local Needs: Any unique characteristics, barriers, or challenges of the applicant's locality should also be described as it relates to the identified problem.
- Existing projects **must** show a continued need – a copy of last years problem statement will not be accepted.

B. 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.

C. 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*)

D. 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.*

E. 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.

F. 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.

G. 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.

Grant Goal(s) & Objective(s) – Page 6

All grant goal(s) and objective(s) need to be documented in this section. **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.

- ∞ Describe the implementation strategy for each objective. Strategies need to be brief and to the point.
- ∞ Outcome measures and activities are required for each objective.

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 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. (Specific, Measurable, Attainable, Results oriented and Time bound).
Outcome Measure	The data or tool used to measure achievement of the objective.
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.

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 Procedures and Job Descriptions – Page 8

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

Special Conditions and Assurance – Pages 9 through 19

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

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 (DCJS 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.

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.

NOTE: Appendix A and B (and Appendix D if applicable) must be completed and submitted to DCJS 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 subgrantee guidance only.

Appendix B

FY 2009 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
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Applicant Agency: Address: Phone: Fax Number:	Type of Agency <input type="checkbox"/> State <input type="checkbox"/> County <input type="checkbox"/> Municipal <input type="checkbox"/> Non-Profit
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<u>Project Director:</u> Address: Phone: Fax: Email:	<u>Fiscal Officer:</u> Address: Phone: Fax: Email:
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Amount Requested: _____ Amount Awarded: _____
 Project Period: **July 1, 2009 – June 30, 2010**

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: _____
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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:

Victim of Crime Act (VOCA) Victim Assistance Grant Program Application	Budget Summary Page 2
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Applicant:	FEIN 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
<u>Personnel / Contractual</u>			DCJS Use Only
<u>Travel / Training</u>			
<u>Space:</u>			
<u>Other</u>			
Total Requested VOCA Funds			
Total Other Funds			
Total of Recommendation (DCJS Only)			

Please provide specific information that presents and explains each proposed expense for the project. State clearly and in concise detail the breakdown and justification of need for each item requested for funding in the Budget Detail pages. 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, including identifying the specific problem, background of 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, program description and/or solution to the problem, collaboration, and plan of sustainability of project. Attach additional pages if necessary. *Note – Please refer to Instruction Manual for detailed information.*

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- 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 Measure** The data or tool used to measure achievement of the objective.
- 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.**

Goal Number: _____

Objective Number: _____

Outcome Measure:

Activities to meet objective:

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

Timeline for each activity:

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

Objective Number: _____

Outcome Measure:

Activities to meet objective:

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

Timeline for each activity:

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

Objective Number: _____

Outcome Measure:

Activities to meet objective:

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

Timeline for each activity:

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

Objective Number:	_____	
Outcome Measure:		
	Activities to meet objective:	Timeline for each activity:
	1.	1.
	2.	2.
	3.	3.
	4.	4.

Objective Number:	_____	
Outcome Measure:		
	Activities to meet objective:	Timeline for each activity:
	1.	1.
	2.	2.
	3.	3.
	4.	4.

Goal Number: _____

Objective Number: _____

Outcome Measure:

Activities to meet objective:

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

Timeline for each activity:

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

Objective Number: _____

Outcome Measure:

Activities to meet objective:

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

Timeline for each activity:

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

Objective Number: _____

Outcome Measure:

Activities to meet objective:

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

Timeline for each activity:

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

Outcome Measure:

Activities to meet objective:

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

Timeline for each activity:

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

Goal
Number: _____

Objective Number: _____

Outcome Measure:

Activities to meet objective:

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

Timeline for each activity:

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

Objective Number: _____

Outcome Measure:

Activities to meet objective:

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

Timeline for each activity:

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

Objective Number: _____

Outcome Measure:

Activities to meet objective:

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

Timeline for each activity:

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

Objective Number: _____

Outcome Measure:

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 for each position filled.

1. **Legal Authority:** The applicant hereby certifies it has the legal authority to apply for the grant. It certifies that a resolution or a motion of 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 authorizing 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.
2. **Relationship:** The relation of the sub-grantee to the Division of Criminal Justice Services shall be that of an independent contractor, not that of a joint enterprise. The sub-grantee shall have no authority to bind the Division of Criminal Justice Services Office for any obligation or expense without the expressed prior written approval of the Division of Criminal Justice Services Office.
3. **Laws of West Virginia:** This grant application/contract shall be governed in all respects by laws of the State of West Virginia. State procedures and practices will apply to all funds disbursed by the Division of Criminal Justice Services Office.
4. **Access to Records:** The Division of Criminal Justice Services, through any authorized representative, shall have access to and the right to examine all records, books, papers, or other documents related to the grant, and to relevant books and records of contractors.
5. **Use of funds:** Funds awarded through the Division of Criminal Justice Services may be expended only for the purposes and activities specifically covered by the sub-grantees approved project description and budget.
6. **Allowable / Unallowable Costs:** The allowability/unallowability of costs incurred under this grant shall be determined in accordance with the general principles and standards for selected cost items set forth in the pertinent Administrative Manual.
7. **Commencement Within 60 Days:** If the project is not operational within 60 days of the original starting date of the grant period, the sub-grantee must report in writing to the Division of Criminal Justice Services (DCJS) the steps taken to initiate the project, the reasons for the delay, and the expected starting date.
8. **Operational Within 90 Days:** If the project is not operational within 90 days of the original starting date of the grant period, the sub-grantee must submit a second statement to DCJS explaining the implementation delay. Upon receipt of the 90 day letter, and unless warranted by extenuating circumstances, DCJS will cancel the project and redistribute the funds to other projects.
9. **Matching Contribution:** If applicable, the sub-grantee will have available, and will expend as needed, adequate resource to defray that portion of the total costs as set forth in this application as "match" and as approved by DCJS. All sub-grantees

must maintain records that clearly show the source, the amount and the timing of all matching contributions.

10. **Project Income:** All income earned by the sub-grantee, as a result of the conduct of this project, must be accounted for and included in the total budget.
11. **Volunteers:** The sub-grantee must utilize volunteers as well as VOCA-funded staff to implement the grant project. A sub-grant project not utilizing volunteers must obtain written approval from DCJS waiving use of volunteers.
12. **Consultants / Contracts:** No contract or agreement may be entered into by the sub-grantee for the execution of project activities or provision of service that is not incorporated in the approved grant, and without prior written approval of DCJS. Grant approval by DCJS does not constitute consultant / contract approval.
13. **Property Accountability:** The sub-grantee shall establish and administer a system to control, protect, preserve, use and maintain, and dispose of any property or equipment furnished by DCJS. This obligation continues as long as the property is retained by the sub-grantee, notwithstanding the expiration of this agreement.
14. **Accounting Requirements:** Sub-grantee agrees to record all project funds and costs following generally accepted accounting procedures. A separate account number or cost recording must separate all project costs for the sub-grantee's other or general expenditures. Adequate documentation for all project costs and incomes must be maintained. Adequate documentation of financial and supporting material, as defined in the pertinent Administrative Manual, must be retained and be available for audit purposes.
15. **Obligation of Project Funds:** Funds may not, without prior written approval from DCJS, be obligated prior to the effective date or subsequent to the termination date of the project period. Obligations outstanding, as of the termination date, shall be liquidated within thirty days.
16. **Reporting of Irregularities:** Sub-grantees are responsible for reporting promptly to DCJS the nature and circumstances surrounding any fiscal irregularities discovered. Failure to report known irregularities may result in suspension of the grant or other remedial action.
17. **Public Availability of Information:** The sub-grantee agrees to comply with the terms and condition of pertinent federal and state freedom of information acts, and to require its contractors to comply with these requirements.

18. **Fair Labor Standards:** All recipients of VOCA funds will comply with the minimum wage and maximum hours provisions of the Federal Fair Labor Standards Act.
19. **Equal Employment Opportunity Program:** Each sub-grantee certifies that it has executed, and has on file; an Equal Employment Opportunity Program which conforms to the provisions of 28 CFR Section 42.301, et seq., subpart E, or that in conformity with the foregoing regulation, no Equal Employment Opportunity Program is required.
20. **Project Changes:** The sub-grantee must obtain written approval from DCJS for major project changes. These include, but are not limited to: (1) changes in project activities and services, (2) changes in job qualifications for any VOCA grant-funded position, (3) any adjustment to budget line items within the approved budget, and (4) change in project period.
21. **Administrative Changes:** The sub-grantee must advise DCJS 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 DCJS 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.
22. **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.
23. **Sub-grant Reporting:** The sub-grantee shall submit, at such times and in such form as may be prescribed, such reports as DCJS may reasonably require, including but not limited to monthly fiscal and program progress reports, annual reports, and other periodic reports.
- SAR: The sub-grantee is required to complete and submit Sub-grant Award Report to DCJS within 30 days of the start of the grant period.
 - APR: The sub-grantee is required to collect statistics in accordance with the VOCA Annual Performance Report requirements and submit an Annual Performance Report to DCJS within 30 days after the Federal grant period (October 1 – September 30) expires.
24. **Monthly Progress Reports:** The sub-grantee is required to submit monthly progress reports by the 20th day of each month to DCJS which are to include:
- ⊗ A summary prepared by VOCA funded staff outlining activities during the month as they are related to the approved goals and objectives of the grant.

- ∞ Statistical data reflecting the number and type of victims served for each month.
 - ∞ Copies of minutes from the sub-grantee Board/Advisory Committee meetings.
25. **Monthly Financial Reports:** The sub-grantee is required to submit monthly financial reports by the 20th day of each month to DCJS which are to include:
- ∞ Request for Reimbursement – must be signed (original signature) by Fiscal Officer or Authorized Official.
 - ∞ Project Financial Report – must identify the amount of grant funds expended in each budget category during the month and funds expended to date; also must identify the amount of cash and/or in-kind match met each month and amount to date.
 - ∞ Financial Recap Page – a detailed breakdown of requested items and funds for each entity for each month.
 - ∞ Back-up Documentation – appropriate documentation, such as timesheets, payroll register, check stubs, expense reports, invoices, receipts, and proof of payment must be submitted each month to substantiate any grant expenditures.
26. **Late Reporting:** Sub-grantee 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.
27. **Client Files:** Sub-grantee 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 DCJS.
28. **Client Surveys/Evaluations:** The sub-grantee is required to implement client surveys for evaluation purposes. DCJS 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.
29. **Client Confidentiality:** Sub-grantee 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 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.

30. **Notification of Victim Compensation Program:** Sub-grantee 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.
31. **Grant File:** Sub-grantee 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 may be 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 DCJS.
32. **Administrative Manual.** All pertinent information in regard to the Victims of Crime Act of 1984 and all applicable federal and state laws, orders, circulars and regulations are updated and maintained in the appropriate administrative manual by sub-grantees and are available to all recipients of sub-grant funds.
33. **Travel / Training:** Any sub-grantee receiving VOCA Grant funding for training must submit in writing to DCJS 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 DCJS** 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 DCJS.
34. **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. DCJS is to be advised in writing if there are any difficulties in filling VOCA grant-funded staff positions.
35. **Interagency Agreements:** Where applicable, sub-grantee must develop a formal referral protocol and interagency agreements (MOU); copies of interagency agreements and referral protocols are to be submitted with the application.
36. **VOCA-funded Training Events:** All agenda topics and trainers must be pre-approved by DCJS for any training events (conferences, workshops, symposiums, etc.) paid for with VOCA funds. A written request must be submitted to DCJS 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 DCJS with the corresponding monthly report.

37. **Conflict of Interest:** No public official, employee or board member of the sub-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 be expected to result in any benefit of remuneration to him/her or his/her immediate family. Therefore, no executive director, project director or a member of the board of the sub-grantee agency may hire members of his/her immediate family for VOCA grant-funded staff positions. This situation would be an unethical use of federal grant funds and is prohibited. **If a sub-grantee violates this clause, the grant will be terminated immediately.**
38. **Program Accountability – State Audit Requirements:** Sub-grantee assures that it has read, understands, and is in full compliance with all requirements as set forth in Section 12-4-14, Code of West Virginia, as amended, and is not currently debarred from receiving state grant funds as a result of noncompliance with Section 12-4-12, amended. Sub-grantee further understands that if it is currently debarred or is not in compliance with Section 12-4-14, as amended, it is ineligible to receive funding from DCJS.

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 DCJS, 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

39. **Program Accountability – Federal Requirements:** Fund accounting, auditing, monitoring and evaluation procedures will be conducted by the sub-grantee to assure fiscal control, proper management and efficient distribution of funds received under the Victims of Crime Act.

A. 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. This grant shall adhere to the audit requirements set forth in OMB Circular A-133 at the time of award.

B. 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.

C. 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.

D. If an audit must be conducted pursuant to OMB Circular A-133 and A-110, a copy of the audit shall be submitted to DCJS 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

E. All private, non-profit sub-grantees also agree to submit a copy of their audit for each year in which funds were expended and the resolution of any audit findings and recommendations.

40. **Public Descriptions of Program:** When issuing statements, press releases, and other documents describing projects or programs funded, in whole or part, with federal money, all sub-grantees receiving federal funds, including but no limited to State and local governments, shall clearly state: (1) the federal source of funding, (2) the percentage of the total cost of the program or project that will be financed with federal money, and (3) the dollar amount of federal funds for the project or program.

All materials and publications resulting from award activities shall contain the following statements: "This project was supported by Grant Number _____ awarded by the Office for Victims of Crime, US Department of Justice through the West Virginia Division of Criminal Justice Services. The opinions, findings, conclusions, and recommendations expressed in this publication are those of the author and do not necessarily reflect the views of the Department of Justice, Office for Victims of Crime or the West Virginia Division of Criminal Justice Services.

41. **Cooperation with Evaluators/Trainers:** This project must cooperate with the Victims of Crime Act project evaluators and technical assistance trainers. Cooperation with evaluators and trainers will include but will not be limited to the following: attending, trainings/meetings providing requested information, filling out forms, and providing statistics, etc.
42. **Non-Supplanting:** Projects certify that federal funds made available under the Victim of Crime Act will not be used to supplant state or local funds.
43. **Discrimination Prohibition:** No person shall, on the grounds of race, religion, color, national origin, sex, or handicap be excluded from participation in, be denied the benefits, or be otherwise subjected to discrimination under or denied employment in connection with grants awarded pursuant to the Victim of Crime Act of 1994 (as amended).

Recipients of funds under the Act are also subject to Title VI of the Civil Rights Act of 1964 and the Omnibus Crime Control Act of 1968 (as amended). 42 U.S.C. 2000d (prohibiting discrimination in federally-funded programs on the basis of race, color, or national origin). Section 504 of the Rehabilitation Act of 1973, 29 U.S.C. 794 (prohibiting discrimination in such programs on the basis of handicap). The Age Discrimination Act of 1975, 42 U.S.C. 8108, et seq., and the Department of Justice Nondiscrimination Regulations. 28 CFR, Part 42, Subparts C, D, and G.

In the event a federal or state court or 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 applicant will forward a copy of the funding to the DCJS.

No agency or victim assistance project shall discriminate against victims because the victim disagrees with the how the State is prosecuting the criminal case.

44. **Political Activity:** The restrictions of the Hatch Act, Pub. L. 93-433, 5 U.S.C. Chapter III, (as amended), concerning the political activity of government employees are applicable to state sub-grantee staff members and other state and local government employees whose principal employment is in connection with activities financed, in whole or in part, by Title I grants. Under a 1975 amendment to the Hatch Act, such state and local government employees may take an active part in political management and campaigns except they may not be candidates for office. Additionally, VOCA-funded brochures, pamphlets, etc. that are advertising victim services available cannot also be used for political advertising for locally elected public officials, such as using pictures of elected public officials or printing information used for election campaigns.
45. **Confidentiality of Research Information:** No recipient of monies under the Victims of Crime Act shall use or reveal any research or statistical information furnished under this program by any person and identifiable to any specific private

person for any purpose other than the purpose for which such information was obtained in accordance with this program and Act. Such information shall be immune from legal process and shall not without the consent of the person furnishing such information, be admitted as evidence or used for any purpose in any action, suit, or other judicial legislative or administrative proceeding.

46. **Release of Information:** All records, papers and other documents kept by recipients of VOCA funds are required to be made available to the DCJS. These records and other documents submitted to DCJS and its grantees pursuant to other provisions of the Act, including plans and application for funds, are required to be made available to the Department of Justice under the terms and conditions of the Federal Freedom of Information Act, 5 USC 552.
47. **Information System:** 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. All computer programs (software produced under this grant) will be made available to the DCJS 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 DCJS. 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., ANSI Cobol, Fortran, Basic, etc.) for use on general operating systems that can be utilized on at least three different manufacturers of computers 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.

- e. Sub-grantee agrees to notify the State Information Technology Point of Contract (Governor's Office) in writing of any information technology project funded by this grant that affects criminal justice information systems. The written correspondence must include a brief description of the project and a copy of the written correspondence must also be submitted to DCJS.
48. **Anti-Lobbying Act:** No federally funding awarded under this grant program may be used, either directly or indirectly, to support the enactment, repeal, modification or adoption of any law, regulation, or policy, at any level of government, without the express approval by OJP.
49. **National Historic Preservation Act:** The sub-grantee agrees to adhere to the responsibilities of the National Historic Preservation Act (16 USC 470) by establishing and maintaining records concerning any renovation work funded by VOCA or as a prerequisite to accommodate the proposed use of the grant funds; and consult the State Historic Preservation Officer to identify properties and agree to avoid or mitigate adverse effects to such properties.
50. **National Environmental Protection Act:** The sub-grantee agrees to adhere to the responsibilities of the NEPA by establishing and maintaining records concerning any renovation work, new construction, programs involving the use of chemicals, or any other activity, including research and technology development, funded by VOCA that may have an effect on the environment or as a prerequisite to accommodate the proposed use of the grant funds.
51. **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 VOCA funded project. Further, participation in such activities by individuals receiving services must be voluntary.
52. **Activities that May Compromise Victim Safety:** Applicants are strongly discouraged from proposing projects or supporting programs that include any activities that may compromise victim safety as outlined in the Victims of Crime Act (as amended).
53. **Suspension/Termination of Funding:** DCJS may suspend funding in whole or part, terminate funding, or impose other sanctions on a sub-grantee for the following reason:
- a. Failing to comply substantially with the requirements or statutory objectives of the appropriate Act, program guidelines, or other State or Federal requirement.

- b. Failing to make satisfactory progress toward the goals, objectives, or strategies set forth in the approved application.
- c. Failing to adhere to the requirements in the contract agreement, standard conditions, and/or special conditions.
- d. Proposing or implementing substantial plan changes to grant that are not eligible for grant funds.
- f. Failing to submit required and/or requested reports in a timely manner.
- g. Filing a false certification or any other document in the application.

54. **Sanctions for Noncompliance:** in the event of the Sub-grantee's noncompliance with the terms, conditions, covenants, rules, or regulations of this grant, DCJS shall impose such contract sanctions as it may deem appropriate, including but not limited to:

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

55. **Criminal Penalties:** Sub-grant programs involved in the following, shall be subject to federal prosecution:

- a. Whoever embezzles, willfully misapplies, steals or obtains by fraud or endeavors to embezzle, willfully misapply, steal or obtain 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; and/or
- b. 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.

56. **Laws, Orders, Circulars and Regulations:** The sub-grantee certifies that it will Comply with all applicable provisions of the Victim Assistance Act of 1984 and with all other applicable federal and state laws, orders, circulars, and regulations. Further funds granted as a result of this request will be expended for the purposes set forth in this application; expenditures will not be eligible for inclusion if occurring prior to the effective date of the grant.

I certify that I have read all the conditions and assurances of this grant program and agree to comply with these requirements.

Authorized Official Signature (Original)

**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.

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 PROCESS

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 Criminal Justice 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 Criminal Justice 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 Criminal Justice 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 Criminal Justice 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 Victim Assistance Specialist at the Division of Criminal Justice 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 Criminal Justice 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 Criminal Justice 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 DCJS; 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 Criminal Justice 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 DCJS.
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 Criminal Justice Services. The standard grant application kit must be used for all grants. The application kits are available from the Division of Criminal Justice 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 DCJS 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 DCJS explaining the implementation delay. Upon receipt of the 60-day letter, DCJS 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 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.

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

Example (New Programs)

Amount of VOCA grant: \$10,000
 $\$10,000 \div .65 = \$15,385$

Total Project:	\$15,385
VOCA Funds:	-10,000
Matching Funds:	\$ 5,385

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, 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 Criminal Justice Services prior to attending any training by submitting to DCJS 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.

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.
4. Purchasing or Leasing Vehicles. Sub-recipients may use VCOA funds to purchase or lease vehicles if they can demonstrate to the Division of Criminal Justice Services that such an expenditure is essential to delivering services to crime victims. The DCJS 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 DCJS 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. DCJS 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, DCJS 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. 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. 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.
21. 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.
22. 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.
23. Costs of Sending Individual Crime Victims to Conferences.
24. Political Activity
25. Activities Exclusively Related to Crime Prevention

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 DCJS 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 DCJS 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 DCJS 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 DCJS 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. DCJS 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 DCJS. 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 Criminal Justice Services staff will make at least one on-site visit to each grant program every three years 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 DCJS may determine a technical assistance and on-site monitoring visit is necessary.

Additionally, DCJS 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.

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

**Victims of Crime Act Victim
Assistance Grant Program Application**

**Supplementary Goals and Objectives
Form**

Goal Number: _____

Objective
Number: _____

Outcome
Measure:

Activities to meet objective:

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

Timeline for each activity:

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

Objective
Number: _____

Outcome
Measure:

Activities to meet objective:

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

Timeline for each activity:

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

Objective
Number: _____

Outcome
Measure:

Activities to meet objective:

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

Timeline for each activity:

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

APPENDIX C

OMB Circulars

<http://www.whitehouse.gov/OMB/circulars/index.html>

- A-102 “Grants and Cooperative Agreements with State and Local Governments”
- A-110 “Uniform Administrative Requirements for Grants and Agreements With Institutions of Higher Education, Hospitals and Other Non-Profit Organizations”
- A-21 “Cost Principles for Educational Institutions”
- A-87 “Cost Principles for State, Local and Indian Tribal Governments”
- A-122 “Cost Principles for Non-profit Organizations”
- A-133 “Audits of Institutions of Higher Education and Other Non-profit Institutions”

APPENDIX D

VOCA Report Forms

VOCA Salary and Benefits

Grant Period:

Name:

Agency:

Salary Funded by VOCA: \$

FICA: (%): \$

W/C: (%): \$

U/C: (%): \$

Retirement: (%): \$

Insurance: \$

TOTAL: \$

Salary Funded by (Other):

FICA: (%): \$

W/C: (%): \$

U/C: (%): \$

Retirement: (%): \$

Insurance: \$

Certification:

I certify that all information presented is correct and true to the best of my knowledge.

Signature (Project Director or Fiscal Officer)

WEST VIRGINIA Division of Criminal Justice Services

Project Financial Report

Final Report Page _____ of _____ Report #: _____

Subgrantee: _____ Prepared By: _____ to _____ Project #: _____
 Address: _____ Phone #: _____
 _____ Date Prepared: _____
 _____ Signature: _____

CATEGORY	APPROVED BUDGET (If Applicable to Program)		EXPENDED THIS PERIOD (If Applicable to Program)		EXPENDED TO DATE (If Applicable to Program)		UNPAID OBLIGATIONS Grant Funds ONLY
	Grant Funds	Cash Match	Grant Funds	In-Kind Match	Grant Funds	Cash Match	
Personnel/ Contractual							
Travell/ Training							
Equipment							
Space							
Other							
TOTALS							

INSTRUCTIONS

The following instructions should be observed when preparing a Project Financial Report:

- DUE DATES:** Reports are due in the Division of Criminal Justice Services by the C.O.B. on the 20th day of the month following the period of this report.
- SUBGRANTEE:** Enter the name and address of the State Agency, Unit of Local Government, or Non-Profit Agency that is designated as the grant recipient.
- PREPARED BY:** Type the name and phone number (including extension) of the person preparing this report. The preparer must sign in the space provided.
- FOR PERIOD** _____ to _____: Enter the month(s) covered by this report.
- FINAL REPORT:** Check this block if this is the last report.
- DATE PREPARED:** Enter the date this report was prepared.
- PROJECT #:** Enter the number assigned by the Division of Criminal Justice Services.
- APPROVED BUDGET:** Enter the latest approved project budget.
- EXPENDED THIS PERIOD:** Enter expenditures made during this reporting period. Expenditure information should be based on actual disbursements and should not be rounded. Copies of the appropriate documentation supporting this period's expenditures must be attached to this form.
- REPORT #:** Assign consecutive numbers as each report is submitted.
- EXPENDED TO DATE:** Enter cumulative expenditures to date based on actual disbursements and not rounded.
- UNPAID OBLIGATIONS:** DCJS use only. Enter all obligations that have been incurred during this reporting period that have not been paid.
- Submit original report to:
SARAH J. BROWN
 Division of Criminal Justice Services
 1204 Kanawha Boulevard, East
 Charleston, West Virginia 25301
- QUESTIONS:** Phone 558-8814 extension 210
 or Email: Sarah.J.Brown@wv.gov
 Between 8:00 a.m. and 4:00 p.m.

VICTIMS OF CRIME ASSISTANCE PROGRAM

FINANCIAL RECAP PAGE

GRANTEE:

PROJECT #

PREPARED BY:

MONTH:

PERSONNEL/CONTRACTUAL CALCULATION

NAME _____

Total Salary/Wages \$ _____
Total Fringe Benefits \$ _____
 (%) FICA \$ _____
 (%) W/C \$ _____
 (%) U/C \$ _____
TOTAL \$ _____

HLTH INSURANCE \$ _____
 LIFE INSURANCE \$ _____
 RETIREMENT \$ _____
 OTHER \$ _____

NAME _____

Total Salary/Wages \$ _____
Total Fringe Benefits \$ _____
 (%) FICA \$ _____
 (%) W/C \$ _____
 (%) U/C \$ _____
TOTAL \$ _____

HLTH INSURANCE \$ _____
 LIFE INSURANCE \$ _____
 RETIREMENT \$ _____
 OTHER \$ _____

NAME _____

Total Salary/Wages \$ _____
Total Fringe Benefits \$ _____
 (%) FICA \$ _____
 (%) W/C \$ _____
 (%) U/C \$ _____
TOTAL \$ _____

HLTH INSURANCE \$ _____
 LIFE INSURANCE \$ _____
 RETIREMENT \$ _____
 OTHER \$ _____

TOTAL PERSONNEL/CONTRACTUAL CHARGED TO VOCA THIS MONTH \$ _____

TRAVEL/TRAINING CALCULATION

Name(s)	Amount
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____

TOTAL TRAVEL/TRAINING CHARGED TO VOCA THIS MONTH \$ _____

CATEGORY SPACE CALCULATION

Explanation/Purchases	Amount
_____	\$ _____
_____	\$ _____

TOTAL SPACE CHARGED TO VOCA THIS MONTH \$ _____

CATEGORY "OTHER" CALCULATION

Explanation/Purchases	Amount
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____

TOTAL "OTHER" CHARGED TO VOCA THIS MONTH \$ _____

TOTAL AMOUNT REQUESTED FOR REIMBURSEMENT THIS MONTH

(Should match the total amount requested on front reimbursement page)

\$ _____

DAILY TIME RECORD

1. Name of Employee:	2. Month and Year:	3. Project Number:
4. Title of Employee:		5. Grantee Name:

Day of Month	Hours Worked		Day of Month	Hours Worked		Day of Month	Hours Worked	
	VOCA	Other		VOCA	Other		VOCA	Other
1			11			21		
2			12			22		
3			13			23		
4			14			24		
5			15			25		
6			16			26		
7			17			27		
8			18			28		
9			19			29		
10			20			30		
						31		
TOTAL HOURS								

Paid by:	
Check #(s):	
Check Date(s):	

CERTIFIED AND SUBMITTED AS TRUE AND CORRECT

Employee's Signature

Date

Supervisor's Signature

Date

*Please be advised all timesheets must be signed by both the employee and Supervisor before it can be processed with the monthly request for reimbursement.

VICTIMS OF CRIME ACT (VOCA) VICTIM ASSISTANCE GRANT PROGRAM MONTHLY STATISTICAL REPORT

REPORT TIMEFRAME

THE VICTIM ASSISTANCE AGENCY RECEIVING FUNDS UNDER THE VICTIMS OF CRIME ACT (VOCA) IS REQUIRED TO SUBMIT A STATISTICAL REPORT FORM FOR EACH MONTH DURING THE GRANT PERIOD. THE STATISTICAL REPORT PROVIDES INFORMATION ON THE EFFECT THE VOCA FUNDS HAD ON SERVICES TO CRIME VICTIMS IN THE STATE. THIS REPORT SHOULD BE SUBMITTED (with the corresponding monthly Progress Report) TO THE STATE VOCA ADMINISTRATOR BY THE 20TH OF EACH MONTH AT THE DIVISION OF CRIMINAL JUSTICE SERVICES, 1204 KANAWHA BOULEVARD, EAST, CHARLESTON, WEST VIRGINIA, 25301-2901.

SECTION I PROJECT INFORMATION

INDICATE REPORTING PERIOD: _____

A. PROJECT NUMBER: _____

B. GRANTEE NAME: _____

STREET/P.O. BOX: _____

CITY/STATE/ZIP CODE: _____

C. CONTACT PERSON: _____ TELEPHONE: _____

SECTION II VICTIM STATISTICS

A. INDICATE THE NUMBER OF VICTIMS SERVED BY TYPE OF VICTIMIZATION:
NOTE: Indicate the number of victims served by VOCA funds during the grant period. Each victim should be counted only once (i.e., a victim of a series of spousal abuse assaults should be counted more than once only as a result of separate and unrelated crimes).

NO. OF VICTIMS SERVED	NO. OF VICTIMS SERVED	NO. OF VICTIMS SERVED
	1. CHILD PHYSICAL ABUSE	7. ADULTS MOLESTED AS CHILDREN
	2. CHILD SEXUAL ABUSE	8. SURVIVORS OF HOMICIDE VICTIMS
	3. DUI/DWI CRASHES	9. ROBBERY
	4. DOMESTIC VIOLENCE	10. ASSAULT
	5. ADULT SEXUAL ASSAULT	11. STALKING
	6. ELDER ABUSE	12. OTHER (<i>Specify</i>)
	TOTAL	

SECTION III SERVICES STATISTICS

B. INDICATE THE NUMBER OF VICTIMS WHO RECEIVED THE FOLLOWING SERVICES
(See instructions for service definitions)

NO. OF VICTIMS SERVED	NO. OF VICTIMS SERVED	NO. OF VICTIMS SERVED
	1. CRISIS COUNSELING	8. EMERGENCY FINANCIAL ASSISTANCE
	2. FOLLOWUP	9. EMERGENCY LEGAL ADVOCACY
	3. THERAPY	10. ASSISTANCE IN FILING COMPENSATION CLAIMS
	4. GROUP TREATMENT	11. PERSONAL ADVOCACY
	5. SHELTER/SAFEHOUSE	12. TELEPHONE CONTACT INFORMATION/REFERRAL
	6. INFORMATION/REFERRAL (IN PERSON)	13. TRANSPORTATION
	7. C J SUPPORT/ADVOCACY	14. OTHER (<i>Specify</i>)
	TOTAL	

**VICTIMS OF CRIME ACT
VICTIM ASSISTANCE GRANT PROGRAM
MONTHLY STATISTICAL REPORT
INSTRUCTION – DEFINITIONS**

The victim assistance agency receiving funds under the Victims of Crime Act (VOCA) is required to submit a statistical report each month of the grant period. This monthly statistical report provides information on the effect VOCA funds has on services to crime victims in the state. This report should be submitted by the 20th of each month to the Division of Criminal Justice Services, 1204 Kanawha Boulevard East, Charleston, West Virginia, 25301-2901.

IMPORTANT NOTE REGARDING VICTIMS SERVICES: A VOCA project refers to activities and services supported by VOCA funds plus required match. Except where otherwise indicated, the information in the monthly statistical report must be based solely on the VOCA funded projects, not on all other services and activities provided by the victim services agency.

SECTION I. PROJECT INFORMATION

Complete all items in this section

SECTION II. VICTIMS STATISTICS

Indicate the number of victims served by type of victimization. For Item 11, you may submit an additional sheet of paper to identify and record the number of victims served.

SECTION III. SERVICES STATISTICS

Provide the number of victims receiving each type of service. Note: Review the description on each service prior to completing this question.

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

SPECIAL NOTE: Please be advised subgrantees are discouraged from reporting numbers in the "other" category. Please review all categories and report numbers in the category which BEST describes the type of victimization or services provided.

WEST VIRGINIA

**DIVISION OF CRIMINAL JUSTICE
SERVICES**

**Victims of Crime Assistance
(VOCA)**

Monthly Progress Report

Grantee:

Project Number:

Address:

Report Period:

Prepared By:

Telephone Number:

Describe activity, progress, achievements, and difficulties encountered. Comments should relate to the objectives and goals stated in the grant and should also include problems and their solutions. Progress reports must be submitted monthly with corresponding monthly statistical reports. Also, be sure to include copies of corresponding Board Meeting Minutes. If a Board meeting was not held during the reporting month, please indicate so at the end of the progress report.

Attach additional sheets as necessary, and be sure to submit **ORIGINAL** reports. Delinquent project reports will result in a delay in the processing of requests for reimbursement.

Was there a Board Meeting/County Commission Meeting this month?

Yes. Please indicate the date of the meeting here: _____

(Please be sure to attach a copy of the corresponding meeting minutes with this report.)

NO. Please indicate the date of your next scheduled meeting here: _____

Due by the 20th day of each month.

GRANT COMPUTER & OFFICE EQUIPMENT LISTING FORM

INSTRUCTIONS

The following instructions should be observed when preparing computer & office equipment listing form:

- DUE DATES:** Monthly, within twenty (20) days after the end of the month in which equipment was purchased. Must be submitted with the corresponding grant financial report.
- SUBGRANTEE:** Enter the name of the Agency or Unit of Local Government that is designated as the grant recipient.
- PREPARED BY:** Type the name, address, phone and fax number of the person preparing this report, and sign.
- PROJECT #:** Enter the number assigned by the Division of Criminal Justice Services.
- PROJECT TITLE:** Enter the same title of the project that was used in the grant application.
- FOR PERIOD FROM/THROUGH:** Enter the period of time covered by this report.
- REPORT #:** Assign consecutive numbers as each report is submitted.
- DATE PREPARED:** Enter the date this report was prepared.
- DESCRIPTION OF EQUIPMENT:** Enter a concise but complete description of each piece of equipment purchased in whole or in part with grant funds.
- FROM WHOM PURCHASED:** Enter the name of the vendor the equipment was purchased from.
- TOTAL COST:** Enter the total funds used to purchase the equipment including federal and subgrantee funds.
- DATE PURCHASED:** Enter the date the equipment was ordered.
- SERIAL NUMBER:** Enter the serial number of the manufacturer. If none is available, enter the model number.
- CONDITION:** Enter either new or used depending on status at time of order.
- LOCATION:** Enter the exact location of the equipment.

ADDITIONAL INFORMATION (COMPUTER PURCHASES ONLY)

1. Please describe how the computer equipment enhances services to crime victims.
2. How has the computer equipment been integrated into and/or enhance your current system?
3. What was the cost of installation?
4. What was the cost of training staff to use the computer equipment?
5. What was or will be the on-going operational costs, such as maintenance agreements, supplies, etc.? How will these additional costs be supported?

GRANT COMPUTER & OFFICE EQUIPMENT LISTING FORM

INSTRUCTIONS

The following instructions should be observed when preparing computer & office equipment listing form:

DUE DATES:

Monthly, within twenty (20) days after the end of the month in which equipment was used by the Sub-grantee. Must be submitted with the corresponding grant financial report. This reporting form is to be used for reimbursement and/or matching funds purposes for Copier, Fax Machine and/or Postage.

SUBGRANTEE:

Enter the name of the Agency or Unit of Local Government that is designated as the grant recipient.

PREPARED BY:

Type the name, address, phone and fax number of the person preparing this report, and sign.

PROJECT #:

Enter the number assigned by the Division of Criminal Justice Services.

PROJECT TITLE:

Enter the same title of the project that was used in the grant application.

FOR PERIOD FROM/THROUGH:

Enter the period of time covered by this report.

REPORT #:

Assign consecutive numbers as each report is submitted.

DATE PREPARED:

Enter the date this report was prepared.

DESCRIPTION OF EQUIPMENT:

Enter a concise but complete description of each piece of equipment used.

TOTAL COST:

Enter the total amount of funds charged or used for match for the corresponding month.

LOCATION:

Enter the exact location of the equipment.

APPENDIX E

Crime Victims Compensation Fund Application

<http://www.legis.state.wv.us/joint/victims/main.cfm>

APPENDIX F

Sample Budget Adjustment

Victim Center, Inc.

Post Office Box 0000
Littleville, West Virginia 1000

{Justice Programs Specialist}
Division of Criminal Justice Services
1204 Kanawha Boulevard, East
Charleston, West Virginia 25301

Dear {Justice Programs Specialist}

RE: Grant Number {99-VA-000}

This letter is to request an adjustment of our VOCA grant budget. There is \$500 budgeted for the printing of victim safety plans under the "Other" category; however, the printers have agreed to print all the brochures for half that price. Therefore, I would like to request the remaining \$250 be transferred to the "Travel/Training" category so our client advocate can attend a training on safety planning in Bigville, West Virginia on July 29, 2000.

Please adjust our VOCA grant budget as follows:

<u>Category</u>	<u>Approved Budget</u>	<u>Adjustment</u>	<u>Adjusted Budget</u>
Personnel/Contractual	\$13,000	-0-	\$13,000
Travel/Training	\$0	+250	\$250
Other	<u>\$3,000</u>	<u>-250</u>	<u>\$2,750</u>
TOTAL	\$16,000	-0-	\$16,000

Thank you for your consideration of this request. Please let me know if you have any questions or concerns regarding this request.

Sincerely,

{Project Director}