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STATE OF DELAWARE
EXECUTIVE DEPARTMENT

CRIMINAL JUSTICE COUNCIL

STATE OFFICE BUILDING – 10th FLOOR
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SOLICITATION

TO: Prospective Applicants

FROM: The Victims Services Advisory Committee of the Criminal Justice Council

DATE: 03/19/2015

SUBJECT: **FFY2014 Victims of Crime Act- Assistance Program ("VOCA-Assistance") to Serve Victims of Child Abuse**

The Delaware Criminal Justice Council (hereinafter the "CJC") is soliciting applications for potential funding under the Federal Fiscal Year 2014 Victims of Crime Act ("VOCA") formula grant program (the "Program"). The United States Department of Justice, Office for Victims of Crime (OVC) is charged with administering this Program, in conjunction with State agencies like the CJC. The Program is designed to provide funding to state and local units of government, non-profit organizations, and communities for direct services to victims of violent crime.

This solicitation is specifically seeking new programs to provide direct service to victims of child abuse.

The total amount of federal funding available through this competitive solicitation is: $117,943.00

VOCA requires that a minimum of 10% of the federal VOCA grant funds be used to serve each of the following categories of victims: sexual assault; child abuse; domestic violence; and previously "underserved" victims. The amount available is to ensure the State is compliant with the federal funding requirement of 10% to victims of child abuse as the primary victimization.

For the purpose of this solicitation, the "child" victim is a person who has not reached his or her eighteenth birthday.

This solicitation is seeking new programs that provide direct services to the primary victim of child abuse. "Child abuse" may include:

- Sexual abuse of a child

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- Physical injury through unjustified force
- Emotional abuse
- Torture
- Exploitation
- Maltreatment or mistreatment

'Mistreatment' or 'maltreatment' may include actions that have resulted unnecessary or unjustifiable pain or suffering on a child without causing physical injury; Actions and omissions that are intentional and unintentional.

Eligible Applicants:

To be eligible, an organization must provide direct services to crime victims or clients with issues directly related to being a victim of a crime. The organization must be operated by a public agency or nonprofit organization, or a combination thereof. Organizations that have divisions, sections or components which offer services to crime victims or clients that have been victims of crime but provide other services or functions, are eligible. For example, criminal justice agencies, religiously-affiliated organizations, hospitals and emergency medical facilities that perform a wide variety of functions but are capable of providing direct services to crime victims, are eligible.

CJC's Electronic Grants Management System

The CJC is pleased to announce the launch of our online Grants Management System ("*Egrants*"). The "*FFY2014 VOCA-Assistance for Child Abuse Services*" competitive application will follow the current submission and review process (paper applications). Any programs that have been approved for funding will be awarded and processed under the CJC's new Egrants System.

Please make sure your agency is properly registered, and the identified users are registered for the appropriate security levels. You can find Egrants information by following this link: http://cjc.delaware.gov/Egrants.shtml

AVAILABLE AMOUNT:

For the FY2014 VOCA-Assistance- Child Abuse solicitation, the **amount requested may be less than, but cannot exceed $ $117,943.00.**

Programs that are selected for funding may be eligible to receive continued funding for two more years (*eligible for non-competitive funding for FFY2015 and FFY2016*).

APPLICATION KITS:

Potential applicants must submit a "CJC Subgrant Application" for the **FFY2014 VOCA-Assistance Child Abuse**. This application is attached to the solicitation/funding announcement. Completed applications will be reviewed. If selected, the agency will be asked to enter the information in Egrants.

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Dun & Bradstreet Data Universal Numbering System: All applicants must have a Data Universal Numbering System (DUNS) number when applying for these federal funds. Organizations may receive a DUNS number at no cost, by calling the toll-free DUNS number request line at 1–866–705–5711.

System for Award Management (SAM): All potential grant recipients must register with the System for Award Management (SAM). SAM is the Official U.S. Government system that consolidated the capabilities of CCR/FedReg, ORCA, and EPLS. Registrants must update or renew their registration at least once per year to maintain an active status. It is the applicants' responsibility to provide the CJC the status of SAM registration (active, inactive, pending).
https://www.sam.gov/portal/public/
Any selected applicants must be prepared to provide documentation of an active SAM prior to a CJC subgrant award.
The CJC recommends submitting the documentation of the SAM status as an attachment to the application. If not submitted with application, this will be required prior to award.

Ineligible Applicants:

Federal agencies and in-patient treatment facilities (*those designed to provide treatment to individuals with drug, alcohol, and/or mental health-related conditions*) that offer services to crime victims are not eligible to apply.

Subrecipients 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.

Allowable Services, Activities, and Costs:

A. **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 shelter (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. 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.
B. **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 crises arising from the occurrence of crime.
C. **Assistance with Participation in Criminal Justice Proceedings:** In addition to the cost of emergency legal services noted above in section a. "Immediate Health and Safety", there are other costs associated with helping victims participate in the criminal justice system that also are allowable. These services may include advocacy on behalf of crime victims; accompaniment to criminal justice offices and court; transportation to court; child care or respite care to enable a victim to attend court; notification of victims

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regarding trial dates, case disposition information, and parole consideration procedures; and assistance with victim impact statements. State grantees may also fund projects devoted to restitution advocacy on behalf of specific crime victims. VOCA funds cannot be used to pay for costs related to non-emergency legal representation such as for divorces, or civil restitution recovery efforts.

D. **Forensic Examinations:** For sexual assault victims, forensic exams are allowable costs only to the extent that other funding sources (such as state compensation or private insurance or public benefits) are unavailable or insufficient and, such exams conform with state evidentiary collection requirements

E. **Costs Necessary and Essential to Providing Direct Services:** This includes pro-rated costs of rent, telephone service, 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

F. **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.

G. **Restorative Justice:** Opportunities for crime victims to meet with perpetrators, if such meetings are requested or voluntarily agreed to by the victim and have possible beneficial or therapeutic value to crime victims.

- **Agencies interested in funding this type of program, must contact CJC for the criteria.**

H. **Other Allowable Costs and Services:** The 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 subrecipient must agree that direct services to crime victims cannot be offered without support for these expenses; that the subrecipient 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:

- Skills Training for Staff: VOCA funds designated for training are to be used exclusively for developing the skills of direct service providers
- Training Materials. VOCA funds can be used to purchase materials such as books, training manuals, and videos for direct service providers.
- 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.
- Equipment and Furniture: VOCA funds may be used to purchase furniture and equipment that provides or enhances direct services to crime victims, as demonstrated by the VOCA subrecipient. 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.
- Operating Costs: Examples of allowable operating costs include supplies; equipment use fees, when supported by usage logs; 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

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the prorated share of audit costs

Non-allowable Costs and Activities:

- **A.** Lobbying and Administrative Advocacy
- **B.** Perpetrator Rehabilitation and Counseling
- **C.** Needs Assessments, Surveys, Evaluations, Studies
- **D.** Prosecution Activities: VOCA funds cannot be used to pay for activities that are directed at prosecuting an offender and/or improving the criminal justice system's effectiveness and efficiency, such as witness notification and management activities and expert testimony at a trial. Additionally, VOCA funds cannot be used to pay for any costs related to non-emergency legal representation such as for divorces, or civil restitution recovery efforts.
- **E.** Fundraising activities
- **F.** Indirect Organizational Costs: The costs of liability insurance on buildings; capital improvements; security guards and body guards; property losses and expenses; real estate purchases; mortgage payments; and construction may not be supported with VOCA funds
- **G.** Purchase of vehicles
- **H.** Property Loss.
- **I.** Most Medical Costs
- **J.** 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.
- **K.** Administrative Staff Expenses: Salaries, fees, and reimbursable expenses associated with administrators, board members, executive directors, consultants, coordinators, and other individuals unless these expenses are incurred while providing direct services to crime victims
- **L.** Development of Protocols, Interagency Agreements, and Other Working Agreements
- **M.** Costs of Sending Individual Crime Victims to Conferences
- **N.** Activities Exclusively Related to Crime Prevention

No Charge to Victims for VOCA Funded Services:

The purpose of the VOCA Victim Assistance Grant program is to provide services to all crime victims 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. Per the federal guidelines, subgrantees must provide services to crime victims, at no charge, through the VOCA-funded project.

The CJC strongly discourages any program that applies a fee for service. All VOCA funded program and match income, no matter how large or small, is restricted to the same uses as the VOCA grant, and must be fully expended within the designated grant period. For example: VOCA often funds only a portion of a counselor's time. Accounting for VOCA program income generated by this counselor is complicated, involving careful record keeping by the counselor and the subgrantee. Any agency that charges for services must demonstrate to the CJC the capability to track program income in accordance with federal financial accounting requirements. The CJC will determine if it will allow program income.

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Supplanting:

VOCA-Assistance grant funds **may not replace** state, local, or federal funds that have been appropriated for the same purpose.

VOCA-Assistance grant funds are to be used to **enhance or expand** services to victims, not to substitute (supplant) other funding sources. In other words, funds presently appropriated for the project may not be decreased due to additional federal funds being made available through the CJC. VOCA-Assistance funds must **add to**, not replace, what already exists.

In those instances where a question of supplanting arises, the applicant or subgrantee will be required to substantiate that the reduction in non-Federal resources occurred for reasons other than the receipt or expected receipt of federal funds. (For example: an agency received $10,000 from a foundation or corporate funder; during the past year and this year will only be receiving $5,000, VOCA-Assistance could be requested to cover costs up to the amount lost- if the applicant can substantiate that funding has been lost).

Required Format:

Applicants must complete each of the section of the CJC Subgrant Application that is marked specifically for the FFY2014 VOCA CHILD ABUSE Programs. **It is the responsibility of the applicant to ensure that the CJC Subgrant Application is complete.**

Award Period:

Proposals should be based on a twelve-month project period; applicants should be prepared for a state date July 1, 2015 (Project period of 7/1/15-6/30/16).
Budgets must be reasonable, and reflect the proposed project period.

Reporting Requirements:

Awarded programs are required to submit quarterly fiscal and programmatic progress reports within twenty days following the close of each quarter:

Quarter ending March 31 – Reports are due April 20
Quarter ending June 30 – Reports are due July 20
Quarter ending September 30 – Reports are due October 20
Quarter ending December 31- Reports are due January 20

In addition to the CJC Quarterly Reports, all VOCA-Assistance Subgrantees are required to submit an Annual Report. VOCA annual reports are based on the federal fiscal year of activity (October 1- September 30) and must be submitted to the CJC no later than November 15th of each calendar year.

Demographic Data:

As previously stated, in addition to the quarterly reporting of goals and objectives for the specific subgrant award, all VOCA-Assistance Subgrantees are required to submit a separate ANNUAL REPORT. In addition to the types of victimizations/crimes, the subgrantee agrees that information on race, sex, national origin, age, and disability of recipients of assistance will be collected and maintained, where such information is voluntarily furnished by those receiving assistance. This information must be submitted to the CJC no later than November 15th of each calendar year. The reports must be submitted to the CJC no later than November 15th of each calendar year.

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Threshold Requirements:

- ✓ Completion of the Criminal Justice Council's FY2014 VOCA-Assistance Subgrant Application Form specifically marked for the Child Abuse Programs (Attached).

- ✓ Applicants must provide evidence of expertise and/or experience in providing direct services to victims. New programs that have not yet demonstrated a record of providing services may be eligible if they can demonstrate that 35% of their financial support comes from non-federal sources.

- ✓ Ability to provide the required 20% match of the **TOTAL** cost of program. In-kind match may be utilized to satisfy this requirement. To determine match amount, please use the calculation: $ federal request / 80% x 20% = required match.
  - Programs never receiving VOCA funds and that have not yet demonstrated a record of providing effective services to victims of crime, must provide 30% match of the TOTAL cost ($ federal request / 70% x 30% = required match).

- ✓ Demonstrated ability to establish a client base (referral procedures) or documented current client base.

- ✓ Impose no income eligibility standards on individuals receiving assistance or services.

- ✓ Provide direct services to crime victims.

- ✓ Clearly identify the individuals being served are victims of child abuse.

- ✓ Utilize at least one volunteer to accomplish program objectives.

- ✓ Promote, within the community served, coordinated public and private efforts to aid crime victims.

- ✓ Response to the CJC's "*Declaration of Leading Practices to Protect Civil Rights and Promote Racial and Ethnic Fairness in the Criminal Justice System.*" An updated survey must be on file with the CJC. For more information, please visit: http://cjc.delaware.gov/REFSurvey.shtml

- ✓ A copy of applicant's the most recent "Victims Bill of Rights Report (*VBR*)" is on file with the CJC, if required to do so under Chapter 94 of Title 11 § 9417 of the Delaware State Code. (Please contact Maureen Monagle if you are not sure). This would apply only to those agencies required to submit the VBR.

- ✓ Referring and/or assist victims with seeking available crime victim compensation

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benefits (VCAP).

- ✓ DUNS # Provided
- ✓ SAM Registry Status Provided
- ✓ Comply with all Federal, State and CJC reporting requirements and grant administration guidelines.

Match Requirements:

As indicated above, applicants must document an ability to provide the required 20% match of the **TOTAL** cost of program (calculation above). All funds designated as match are restricted to the same uses as the federal funds, and must be expended within the grant period.

For the purposes of this program, in-kind match may include donations of expendable equipment, office supplies, or the monetary value of time contributed by professionals and technical personnel and other skilled and unskilled labor, if the services they provide are an integral and necessary part of a funded project. The value placed on donated services must be consistent with the rate of compensation paid for similar work in the subrecipient's organization. If the required skills are not found in the subrecipient's organization, the rate of compensation must be consistent with the labor market. Work space may be donated as in-kind match. The value of donated space may not exceed the fair rental value of comparable space as established by an independent appraisal of comparable space and facilities in privately-owned buildings in the same locality.

Process and Funding

The Victims Services Advisory Committee (VSAC), with the assistance of CJC Staff, will review all concepts submitted by the due date. The Committee's recommendations will be forwarded to the Criminal Justice Council for final approval. The VSAC seeks to make final recommendations to the Council by **June 15, 2015**. Approved programs will be notified shortly after 06/15/2015.

The funds are made available under the U.S. Department of Justice, Office for Victims of Crime, Victims of Crime Act-Victim Assistance Program. The crime victim assistance grant program was authorized by the Victims of Crime Act (VOCA) of 1984, as amended, Public Law 98-473, Title II to help ensure justice and healing for crime victims.

Applications will be considered for new or expanded services. Projects that are approved for funding under this solicitation may be obligated continuation funding under FFY2015 and FFY2016 VOCA-Assistance.

Please do not attach letters of support, brochures or other documents. Only letters verifying that the collaborating agency has agreed to cooperate and the success of the project depends on that collaboration will be accepted. Attachments submitted for any other purpose will not be considered.

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Scoring:

Concepts that meet the above-referenced eligibility requirements and minimum thresholds will be accessed and scored based on the following criteria:

TOTAL POSSIBLE POINTS = 100

- **(0-20 points) Statement of Problem**
  - *Description of problem; use of research based literature; and relevant statistics.*
- **(0-50 points) Program Description**
  - *Established history in community; collaborative partners; detailed nature of services (how, what and where services will be offered); and measurable outcomes*
- **(0-10 points) Evaluation and Sustainability Plan**
- **(0-10 points) Budget & Budget Narrative**
  - *Are calculations correct; Are costs reasonable and allowable; Is the source of match provided?*
- **(0-10 Points) Meets Base Requirements**
  - *Follows format; agency's performance history as a CJC subgrantee; and agency's current status to the CJC Racial and Ethnic Fairness survey* (http://cjc.delaware.gov/REFSurvey.shtml)

Completed applications must be **received at the CJC Office no later than 2:00PM on April 20, 2015, no exceptions will be made**.

Applications received after the deadline will not be eligible for funding. Concepts may be submitted via mail or e-mail (scanned with signature). Please ask for confirmation of receipt of concept. **Do not submit via fax.**

Please submit your concept paper to:

Maureen Monagle
Criminal Justice Council
820 N. French Street, 10th Floor,
Wilmington, Delaware 19801.

~OR~

Maureen.Monagle@state.de.us

If you have questions, please contact Maureen Monagle at (302) 577-8442 or Maureen.Monagle@state.de.us