



STATE OF DELAWARE
EXECUTIVE DEPARTMENT
CRIMINAL JUSTICE COUNCIL
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SOLICITATION

TO: Prospective Applicants

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

DATE: January 21, 2016

SUBJECT: FFY2015 Victims of Crime Act- Assistance Program ("VOCA-Assistance") – Solicitation for New Programs for Direct Victims Services

The Delaware Criminal Justice Council (hereinafter the "CJC") is soliciting applications for potential funding under the Federal Fiscal Year 2015 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 crimes.

**The total amount of federal funding available through this competitive solicitation is:
\$2,852,800.00**

Per federal requirements of the VOCA-Assistance Formula Grant Program, the CJC has to ensure that a minimum of 10% of the federal award be used to serve each of the following categories of victims: sexual assault; child abuse; domestic violence; and previously "underserved" victims.

Per the federal guidelines, "underserved victims" of either adult or juvenile offenders may include, but are not limited to, victims of federal crimes; survivors of homicide victims; or victims of assault, robbery, gang violence, hate and bias crimes, intoxicated drivers, bank robbery, economic exploitation and fraud, and elder abuse.

In addition to the federal guidelines, Delaware considers elderly victims and victims with disabilities as underserved priority populations. This population does not go towards the CJC's

requirement toward underserved victimizations, but may give an applicant additional points in the scoring process.

For the purpose of this solicitation, a victim of federal crime is a victim of an offense that violates a federal criminal statute or regulation. Federal crimes also include crimes that occur in an area where the federal government has jurisdiction, such as Indian reservations, some national parks, some federal buildings, and military installations.

For the purposes of this solicitation, “elder abuse” is defined as the mistreatment of older persons through physical, sexual, or psychological violence, neglect, or economic exploitation and fraud.

For the purpose of this solicitation, the term "disability" means, “with respect to an individual (A) a physical or mental impairment that substantially limits one or more major life activities of such individual; (B) a record of such an impairment; or (C) being regarded as having such an impairment.”

Major Life Activities (A): For purposes of this solicitation, “major life activities” include, but are not limited to, caring for oneself, performing manual tasks, seeing, hearing, eating, sleeping, walking, standing, lifting, bending, speaking, breathing, learning, reading, concentrating, thinking, communicating, and working. Major bodily functions (A), for purposes of this solicitation, “a major life activity also includes the operation of a major bodily function, including but not limited to, functions of the immune system, normal cell growth, digestive, bowel, bladder, neurological, brain, respiratory, circulatory, endocrine, and reproductive functions.”

Regarded as having such impairment: For purposes of this solicitation, an individual meets the requirement of “being regarded as having such an impairment” if the individual establishes that he or she has been subjected to an action prohibited under this chapter because of an actual or perceived physical or mental impairment whether or not the impairment limits or is perceived to limit a major life activity. This shall not apply to impairments that are transitory and minor. A “transitory impairment” is an impairment with an actual or expected duration of 6 months or less.”

Title 42, chapter 126, Section 12102 of the United States Code.

For more information on the definition, please refer to the US Department of Justice, Americans with Disabilities Act home page: <http://www.ada.gov/>

Applicants must identify crime victims by the types of crimes the proposed program will serve (e.g. domestic violence, sexual assault, child physical abuse and/or neglect, hate or bias crimes, homicide, drunk driving, elder abuse, gang violence, etc.).

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.

Priority Funding:

The CJC has to ensure the State is compliant with the federally required categories. The priority will be given to projects that provide direct services to victims of child abuse, sexual assault and underserved crimes.

The CJC has exceeded the required minimum of 10% for services to domestic violence victims. Agencies that are proposing services for domestic violence victims are still encouraged to apply.

CJC's Electronic Grants Management System

The CJC launched an online Grants Management System (“Egrants”) in 2014. In order to be fair to new agencies, not fully experienced with Egrants, we are not opening up this competitive process in Egrants.

The “FFY2015 VOCA-Assistance for New Programs” competitive application will follow a paper submission and review process.

Any programs that are approved for funding will notified and asked to enter the approved project and budget in the Egrants System for award and reporting purposes.

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>

Pre-Application Bidder's Conference

Due to the complexity of the VOCA-Assistance grant requirements, and the increased level of funding. The CJC expects to receive applications from organizations that have never received VOCA-Victims Assistance funding. CJC staff will be holding a mandatory “Bidder's Conference.” The anticipated date for the Bidder's Conference will be mid-February. The CJC will announce the date and location once confirmed.

AVAILABLE AMOUNT:

Under the FY2015 VOCA-Assistance for New Programs solicitation, the **amount requested may be less than, but cannot exceed \$2,852,800.00**

Programs that are selected for funding may be eligible to receive continued funding for one more year pending availability of federal funds (*may be eligible for a third year of non-competitive funding under the CJC's FFY2016 VOCA-Assistance Program*).

APPLICATION KITS:

Potential applicants must submit a “CJC Pre-Egrants Subgrant Application” for the **FFY2015 VOCA-Assistance for New Programs**. This application kit is attached to the solicitation. Completed applications will be reviewed. If selected, the agency will be asked to enter the information in Egrants.

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 subgrant 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.

Non-Profit Organization (NPO) Status Certification: All potential subgrant recipients must certify their non-profit status by submitting a statement affirmatively asserting the agency is a non-profit organization. Applicants can submit a copy of the agency's 501(c)(3) designation letter; or a copy of the agency's certificate of incorporation that substantiates its non-profit status.

IF SELECTED to be a subgrantee, the NPO should be prepared to provide the CJC with a copy of the most-recent financial statements. This will be made available on the CJC's website, per federal requirement. CJC staff will provide more guidance and information for projects selected for subgrant awards.

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 and Unallowable Subrecipient Costs and Activities:

The following VOCA-Assistance guidelines are in effect as of October 1, 1996 (FFY 1997), until further revised by OVC.

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 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 the prorated share of audit costs

Non-allowable Costs and Activities: **Please note: these apply to federal and match funds.*

- A. Lobbying and Administrative Advocacy
- B. Perpetrator Rehabilitation and Counseling
- C. Needs Assessments, Surveys, Evaluations, Studies
- D. Regular law enforcement 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.
- E. 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.
- F. Fundraising activities
- G. 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
- H. Purchase of vehicles
- I. Property Loss.
- J. Most Medical Costs
- K. 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.
- L. 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**
- M. Development of Protocols, Interagency Agreements, and Other Working Agreements
- N. Costs of Sending Individual Crime Victims to Conferences
- O. Activities Exclusively Related to Crime Prevention

No Charge to Victims for VOCA Funded Services:

Subrecipients must provide services to crime victims, at no charge, through the VOCA-Assistance funded project. Any deviation from this provision requires prior approval by the CJC.

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. To date, the CJC has not approved any subgrant project to earn program income.

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 following sections as part of their response to this solicitation. **It is the responsibility of the applicant to ensure that the CJC Pre-Egrants Subgrant Application is complete.**

Award Period:

Proposals should be based on two-year (24 months) project period; applicants should be prepared for a state date of July 1, 2016.

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 Quarterly Performance Measurement Tools (PMT). The VOCA-Victims Assistance PMTs are submitted in addition to the quarterly program reports. Subgrantees will be required to submit quarterly PMTs within 15 days after the quarter end date. CJC staff will provide more information for programs selected for subgrant awards.

Subgrantee Reporting Dates and Deadlines

Quarter Period	VOCA PMTs Due	Program & Fiscal Reports Due
October 1 st -December 31 st	January 15 th	January 20 th
January 1 st - March	April 15 th	April 20 th
April 1 st -June 30 th	July 15 th	July 20 th
July 1 st -September 30 th	October 15 th	October 20 th

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 QUARTERLY PMT 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 the 15th day after each quarter’s end date.

Threshold Requirements:

- ✓ Participation in the VOCA-Assistance Bidder’s Conference.
- ✓ Completion of the Criminal Justice Council’s FY2015 VOCA-Assistance PRE-Egrants Subgrant Application Form (Attached).
- ✓ Applicants must provide evidence of expertise and/or experience in providing direct services to victims.
- ✓ Those programs that have never received VOCA-Assistance Funding, and 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 Per OVC Guidelines *“It is important that organizations have a variety of funding sources besides federal funding in order to ensure their financial stability. States are responsible for establishing the base level of nonfederal support required within the 25-50 percent range.”* The CJC has established 35% of an agency’s 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.

- ✓ 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 at no cost to the individual seeking services.
- ✓ **Clearly** identify the primary crime victimization(s) they will be serving.
- ✓ 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.
- ✓ Assist victims in seeking available crime victim compensation benefits (VCAP).
- ✓ DUNS # Provided
- ✓ SAM Registry Status Provided
- ✓ Certification of the organization's Non-Profit Status
- ✓ 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 applications 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 **May 16, 2016**. Approved programs will be notified shortly after 05/16/2016.

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 a third year of continuation funding under 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.

Scoring:

Projects/applications 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; Does applicant clearly state the primary victimization(s) the project will serve?*
- ◆ **(0-5 points) Evaluation**
 - *Define the project's outcomes. Describe the mechanisms/methods to measure the outcomes.*

- ◆ **(0-5 point) Sustainability Plan**
 - *Describe the agency's efforts to continue the project's goals and services beyond the availability of federal funds. Detail the action steps to secure funding when federal funding is no longer available.*
- ◆ **(0-10 points) Budget & Budget Narrative**
 - *Are calculations correct; Are costs reasonable and allowable; Is the source of match provided/clearly identified? Does the budget narrative explain why costs are necessary to the program?*
- ◆ **(0-10 Points) Meets Base Requirements**
 - *Attendance/participation in the VOCA-Assistance Bidder's Conference; Follows format; agency's performance history as a CJC subgrantee; Required NPO Certification (if applicable); VBR Compliance (if applicable); SAM Registry Status; 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 Wednesday, March 23, 2016, no exceptions will be made.**

Applications received after the deadline will not be eligible for funding. Applications 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 application 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