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EXECUTIVE DEPARTMENT  
CRIMINAL JUSTICE COUNCIL  
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## **FFY2016-2017 Victims of Crime Act- Assistance Program ("VOCA-Assistance") –Solicitation for New Programs for Direct Victims Services**

### **Eligible Applicants**

**Grantee eligibility:** 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, Faith-based and neighborhood programs, hospitals and emergency medical facilities that perform a wide variety of functions but are capable of providing direct services to crime victims, are eligible.

### **Deadline**

Completed applications must be **submitted into Egrants by May 9, 2018 - no exceptions will be made.** Unsubmitted applications will be automatically closed by the Egrants system on 5/10/18 and will not be eligible for review or subsequent funding.

### **Contact Information**

If you have questions in regard to this solicitation, please contact Terica Jones at (302) 577-8726 or [terica.jones@state.de.us](mailto:terica.jones@state.de.us) .

Steps for Egrants registration for new Agencies and new users can be found on the DCJC website: <http://cjc.delaware.gov/e-grants/>. For help or questions about registering, please contact Terica Jones or the Egrants Help Desk ([cjcegrantssupport@state.de.us](mailto:cjcegrantssupport@state.de.us)).

**Registration of Agencies, users, and the processing of Security Role Requests can take three to five business days. Please plan accordingly.**

The Delaware Criminal Justice Council (hereinafter the "CJC") is soliciting applications for potential funding under the Federal Fiscal Year 2016 or 2017 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 expansion of existing programs is allowable.

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 abuse; 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, victims of sex and/or labor trafficking, 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 abuse, 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, Faith-based and neighborhood programs, hospitals and emergency medical facilities that perform a wide variety of functions but are capable of providing direct services to crime victims, are eligible.

**AVAILABLE AMOUNT:**

Under the *FFY2016-2017 VOCA-Assistance for New Programs* solicitation, the **amount requested may be less than, but cannot exceed \$1,074,811.**

Programs that are selected for funding may be eligible to receive up to two years of non-competitive continued funding pending availability of federal funds. The Victim Services Advisory Committee may elect to fund proposals submitted under this solicitation in supplementary fiscal years, dependent on, among other considerations, the merit of the proposals and on the availability of funds.

**Award Period:**

Proposals should be based on one-year (12 months) project period; applicants should be prepared for a state date of July 1, 2018.

Budgets must be reasonable, and reflect the proposed project period.

**Priority Funding:**

The CJC has to ensure the State is compliant with the federally required categories. At this time, the CJC has met the federal funding requirement of 10% to sexual assault, domestic

abuse, child abuse and underserved victims. We welcome programs in any of the allowable funding categories to apply.

**Match:**

Sub grantees must 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.

**CJC's Electronic Grants Management System:**

Potential applicants must submit a Concept Paper through the CJC Egrants system for the “FFY2016-2017 VOCA-Assistance for New Programs” competitive solicitation. Applicant Agencies must be properly registered in Egrants, and Fiscal and Program personnel must have an active username and appropriate security roles enabled. For more information and the steps for registration, visit <http://cjc.delaware.gov/Egrants.shtml>. Please be sure to complete and upload the attachment regarding victimization type with your application.

Completed concepts will be reviewed and scored. If selected, agencies will be invited to apply through E-grants.

**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. There is no cost to register.

**Non-Profit Organization (NPO) Status Certification:** When applicable, applicant agencies and 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.

### **Allowable and Unallowable Sub recipient Costs and Activities:**

VOCA-Victims Assistance Program guidelines are in effect with federal awards issued after August 8, 2016 (81 FR 445258)

### **Allowable Services, Activities, and Costs:**

- A. Immediate Health and Safety:** Services that respond to immediate needs (other than medical care, except as allowed under paragraph (a)(9) of this section) of crime victims, including, but not limited to— (1) Crisis intervention services; (2) Accompanying victims to hospitals for medical examinations; (3) Hotline counseling; (4) Safety planning; (5) Emergency food, shelter, clothing, and transportation; (6) Short-term (up to 45 days) in-home care and supervision services for children and adults who remain in their own homes when the offender/caregiver is removed; (7) Short-term (up to 45 days) nursing-home, adult foster care, or group home placement for adults for whom no other safe, short-term residence is available; (8) Window, door, or lock replacement or repair, and other repairs necessary to ensure a victim's safety; (9) Costs of the following, on an emergency basis (i.e., when the State's compensation program, the victim's (or in the case of a minor child, the victim's parent's or guardian's) health insurance plan, Medicaid, or other health care funding source, is not reasonably expected to be available quickly enough to meet the emergency needs of a victim (typically within 48 hours of the crime): non-prescription and prescription medicine, prophylactic or other treatment to prevent HIV/AIDS infection or other infectious disease, durable medical equipment (such as wheel-chairs, crutches, hearing aids, eyeglasses), and other healthcare items are allowed; and (10) Emergency legal assistance, such as for filing for restraining or protective orders, and obtaining emergency custody orders and visitation rights.
- 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. Allows for mental health counseling and care, including, but not limited to, out-patient therapy/counseling (including, but not limited to, substance-abuse treatment so long as the treatment is directly related to the victimization) provided by a person who meets professional standards to provide these services in the jurisdiction in which care is administered
- C. Peer Support:** VOCA-Assistance funding may support services identified as "peer-support," including, but not limited to, activities that provide opportunities for victims to meet other victims, share experiences, and provide self-help, information, and emotional support.
- D. 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. VOCA-Assistance funding may support the provision of services and payment of costs that help victims participate in the criminal justice system and in other public proceedings arising from the crime (*e.g.*, juvenile justice hearings, civil commitment proceedings), including, but not limited to— (1) Advocacy on behalf of a victim; (2) Accompanying a victim to offices and court; (3) Transportation, meals, and lodging to allow a victim who is not a witness to participate in a proceeding; (4) Interpreting for a non-witness victim who is deaf or hard of hearing, or with limited English proficiency; (5) Providing child care and respite care to enable a victim who is a caregiver to attend activities related to the proceeding; (6) Notification to victims regarding key proceeding dates (*e.g.*, trial dates, case disposition, incarceration, and parole hearings); (7) Assistance with Victim Impact Statements; (8) Assistance in recovering property that was retained as evidence; and (9) Assistance with restitution advocacy on behalf of crime victims.

- E. Forensic Examinations:** Forensic medical evidence collection examinations for victims to the extent that other funding sources such as State appropriations are insufficient. Forensic medical evidence collection examiners are encouraged to follow relevant guidelines or protocols issued by the State or local jurisdiction. Sub-recipients are encouraged to provide appropriate crisis counseling and/or other types of victim services that are offered to the victim in conjunction with the examination. Sub-recipients are also encouraged to use specially trained examiners such as Sexual Assault Nurse Examiners.
- F. Forensic Interviews:** Forensic interviews, with the following parameters: (1) Results of the interview will be used not only for law enforcement and prosecution purposes, but also for identification of needs such as social services, personal advocacy, case management, substance abuse treatment, and mental health services; (2) Interviews are conducted in the context of a multi-disciplinary investigation and diagnostic team, or in a specialized setting such as a child advocacy center; and (3) The interviewer is trained to conduct forensic interviews appropriate to the developmental age and abilities of children, or the developmental, cognitive, and physical or communication disabilities presented by adults.
- G. Advocacy and Support:** In addition to providing services to the immediate health and safety, and mental health assistance, VOCA assistance funding may be used for the provision of personal advocacy and emotional support. This may include, but not be limited to: Working with a victim to assess the impact of the crime; Identification of victim's needs; Case management; Management of practical problems created by the victimization; Identification of resources available to the victim; Provision of information, referrals, advocacy, and follow-up contact for continued services, as needed; and traditional, cultural, and/or alternative therapy/healing (*e.g.*, art therapy, yoga, etc.).
- H. Legal Assistance:** VOCA-Assistance funding may support legal assistance services (including, but not limited to, those provided on an emergency basis), where reasonable and where the need for such services arises as a direct result of the victimization. Such services include, but are not limited to— (1) Those (other than criminal defense) that help victims assert their rights as victims in a criminal proceeding directly related to the victimization, or otherwise protect their safety, privacy, or other interests as victims in such a proceeding; (2) Motions to vacate or expunge a conviction, or similar actions, where the jurisdiction permits such a legal action based on a person's being a crime victim; and (3) Those actions (other than tort actions) that, in the civil context, are reasonably necessary as a direct result of the victimization.

- I. Transitional Housing:** Subject to any restrictions or limitations set by the CJC, permits transitional housing for victims (generally, those who have a particular need for such housing, and who cannot safely return to their previous housing, due to the circumstances of their victimization), including, but not limited to, travel, rental assistance, security deposits, utilities, and other costs incidental to the relocation to such housing, as well as voluntary support services such as childcare and counseling.
- J. Relocation Expenses:** Subject to any restrictions on amount, length of time, and eligible crimes, set by the CJC, relocation of victims (generally, where necessary for the safety and well-being of a victim), including, but not limited to, reasonable moving expenses, security deposits on housing, rental expenses, and utility startup costs. Please be advised, while relocation expenses are allowable, mortgage expenses are not.
- K. 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
- L. 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.
- M. Restorative Justice:** *Restorative justice*—Activities in support of opportunities for crime victims to meet with perpetrators, including, but not limited to, tribal community-led meetings and peacekeeping activities, if such meetings are requested or voluntarily agreed to by the victim (who may, at any point, withdraw) and have reasonably anticipated beneficial or therapeutic value to crime victims. Agencies interested in funding this type of program must contact the CJC for other criteria. At a minimum, the following should be considered:—
- 1) The safety and security of the victim;
  - 2) The cost versus the benefit or therapeutic value to the victim
  - 3) The procedures for ensuring that participation of the victim and offenders are voluntary and that the nature of the meeting is clear;
  - 4) The provision of appropriate support and accompaniment for the victim;
  - 5) Appropriate debriefing opportunities for the victim after the meeting; and
  - 6) The credentials of the facilitators
- N. Allowable cost for activities supporting direct services.** Supporting activities for which VOCA funds may be used include, but are not limited to, the following:
- ◆ ***Coordination of activities***—Coordination activities that facilitate the provision of direct services, include, but are not limited to, State-wide coordination of victim notification systems, crisis response teams, multidisciplinary teams, coalitions to support and assist victims, and other such programs, and salaries and expenses of such coordinators;
  - ◆ ***Supervision of direct service providers***—Payment of salaries and expenses of supervisory staff in a project, when the CJC determines that such staff are necessary and effectively facilitate the provision of direct services;
  - ◆ ***Multi-system, interagency, multidisciplinary response to crime victim needs***—Activities that support a coordinated and comprehensive response to crime victims needs by direct service providers, including, but not limited to, payment

of salaries and expenses of direct service staff serving on child and adult abuse multidisciplinary investigation and treatment teams, coordination with federal agencies to provide services to victims of federal crimes and/or participation on Statewide or other task forces, work protocols, interagency, and other working agreements;

- ◆ **Contracts for professional services**—Contracting for specialized professional services (e.g., psychological/psychiatric consultation, legal services, interpreters), at a rate not to exceed a reasonable market rate, that are not available within the organization;
- ◆ **Automated systems and technology**—Subject to the provisions of the DOJ Grants Financial Guide and government-wide grant rules relating to acquisition, use and disposition of property purchased with federal funds, procuring automated systems and technology that support delivery of direct services to victims (e.g., automated information and referral systems, email systems that allow communications among victim service providers, automated case-tracking and management systems, smartphones, computer equipment, and victim notification systems), including, but not limited to, procurement of personnel, hardware, and other items, as determined by the CJC after considering the following:
  - 1) Whether such procurement will enhance direct services;
  - 2) How any acquisition will be integrated into and/or enhance the program's current system;
  - 3) The cost of installation
  - 4) The cost of training staff to use the automated systems and technology;
  - 5) The ongoing operational costs, such as maintenance agreements, supplies; and
  - 6) How additional costs relating to any acquisition will be supported;
- ◆ **Volunteer trainings**—Activities in support of training volunteers on how to provide direct services when such services will be provided primarily by volunteers; groups, and committees to develop

**A. 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 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:

- ◆ **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 sub recipient. 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, property insurance printing, photocopying, and postage; courier service, brochures which describe available services; and books and other victim-related materials; computer backup files/tapes and storage; security systems; design and maintenance of websites and social media, essential communication services, such as webhosts and mobile device services.
- ◆ **VOCA Administrative Time:** VOCA funds may support costs of administrative time spent performing the following: Completing 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; Conducting victim satisfaction surveys and needs assessments to improve victim services delivery in the project.
- ◆ **Leasing vehicles:** Costs of leasing of vehicles, as determined by the CJC after considering, at a minimum, if the vehicle is essential to the provision of direct services;
- ◆ **Maintenance, repair, or replacement of essential items**—Costs of maintenance, repair, and replacement of items that contribute to maintenance of a healthy or safe environment for crime victims (such as a furnace in a shelter; and routine maintenance, repair costs, and automobile insurance for leased vehicles), as determined by the CJC after considering, at a minimum, if other sources of funding are available; and
- ◆ **Project evaluation**—Costs of evaluations of specific projects (in order to determine their effectiveness), within the limits set by CJC.
- ◆ **Public awareness and education presentations:** Costs associated with public awareness and education presentations (including, but not limited to, the development of presentation materials, brochures, newspaper notices, and public service announcements) in schools, community centers, and other public forums that are designed to inform crime victims of specific rights and services and provide them with (or refer them to) services and assistance.

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

- A. Lobbying and Administrative Advocacy
- B. Research and Studies (not including program evaluations)
- C. Active Investigation and prosecution of criminal activities: The active investigation and prosecution of criminal activity is expressly unallowable, except for the provision of victim assistance services (i.e. emotional support, advocacy, and legal services) to crime victims. 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. 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.
- D. Fundraising activities
- E. Capital expenses: capital improvements; property losses and expenses; real estate purchases; mortgage payments; and construction may not be supported with VOCA funds

- F. Most Medical Costs
- G. Administrative Staff Expenses: Salaries, fees, furniture, equipment and other expenses associated with board members, executive directors, and other administrators **unless these expenses are incurred while providing direct services to crime victims**
- H. Compensation for victims of crime
- I. 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:**

Complete each of the sections in the Criminal Justice Council Concept Paper utilizing the CJC EGrants System. **It is the responsibility of the applicant to ensure that the concept proposal is complete and submitted properly.**

### **Project Concept Narrative Component Requirements:**

Applicants under this solicitation must address each of the following:

1. **Project Summary:** Briefly describe the problem, the goal, the approach and the results or benefits expected from this project. Include evidence of expertise knowledge and/or experience in providing services to meaningfully address sexual assault. Describe how the applicant meets the requirements including program parameters and allowable use of funds. Please be sure to upload the attachment regarding victimization type found in this section on Egrants.
2. **Project Narrative:** Provide a detailed project narrative including the following
  - a. A sound problem statement using statistical evidence and local data gathered in regard to the specific service to be provided. Describe the gap in service the proposal seeks to address.
  - b. Provide evidence of expertise knowledge and/or experience in providing direct services to crime victims.
  - c. Clearly state the primary victimization(s) the project will serve. (Be sure to include the victimization type attachment.)
  - d. A goal statement and measurable objectives. Provide a clear description of the nature of the service: What, How, and When it will be delivered. List objectives of the program in measurable terms and number of individuals to be served. Include referral process for receiving clients and definition of successful program completion.
  - e. Have in place an established relationship with collaborative partners.
  - f. Clear methods and procedures for the implementation of the project. How data/information will be collected for reporting purposes.
  - g. Ability to track program participants including collecting demographic data such as gender, age, race, etc.
  - h. A description of how the evaluation strategy assesses all program requirements and the impact of the project.
  - i. A sustainability plan regarding the future of the program once federal funding is no longer available.
3. **Budget:** Submit a budget that is complete, cost effective and allowable. Complete the budget detail and budget narrative as well as the recipient agency budget.
4. **Main Summary:** Complete this section to include compliance with all Federal, State and CJC reporting requirements and grant administration guidelines.

### **Threshold Requirements:**

- ✓ Applicant agency must be a registered agency with the Criminal Justice Council's EGrants Management System ("Egrants"). The "Agency Registration Request Form" may be found on the Egrants Help page:  
<http://cjc.delaware.gov/Egrants.shtml>

- ✓ Project Director and Fiscal Officer must be approved users in Egrants. Individuals' Security Roles are determined by their agency/department. The "New User Security Role Request Form" must be completed, and online user created at the time this concept paper is submitted. Forms and Instructions to complete online registration may be found: <http://cjc.delaware.gov/Egrants.shtml>
- ✓ Digital Completion of the Criminal Justice Council's FFY2016-2017 VOCA-Assistance NEW programs Concept Paper
- ✓ Applicants/program must have a demonstrated a record of effective direct services and support from sources other than the Crime Victims Fund when, for example, it demonstrates the support and approval of its direct services by the community, its history of providing direct services in a cost-effective manner, and the breadth or depth of its financial support from sources other than the Crime Victims Fund
- ✓ Applicants must demonstrate substantial financial support from sources other than the Crime Victims Fund when at least 25% of the program's funding in the year of, or the year preceding the sub award, comes from such sources, which may include other federal funding programs.
  - If the funding is non-federal then a program may count the used funding to demonstrate non-VOCA substantial financial support toward its project match requirement.
- ✓ 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. (Please be sure to upload the appropriate attachment found in the Project Summary section of Egrants.)
- ✓ Utilize at least one volunteer to accomplish program objectives.
- ✓ Promote, within the community served, coordinated public and private efforts to aid crime victims.

- ✓ Applicant has the ability to protect the confidentiality and privacy of persons receiving services under this program and prohibits the release of personally identifying information or client information except in certain circumstances. Applicant has procedures in place to allow and safely share certain non-identifying data and court-generated information, law-enforcement generated information, and law enforcement- and prosecution- generated information in certain circumstances.
  - Nothing in this section prohibits compliance with legally mandated reporting of abuse or neglect.
- ✓ Applicants must provide services to victims of federal crimes on the same basis as to victims of crimes under State or local law.
- ✓ Applicants may provide direct services regardless of a victim’s participation in the criminal justice process.
- ✓ Applicant will certify victims’ eligibility under this program for direct services is not dependent on the victim’s immigration status.
- ✓ 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 fiscal year audit report is on file with the Criminal Justice Council.
- ✓ 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 Terica Jones 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). This assistance may include, but are not limited to, referring potential recipients to an organization that can so assist, identifying crime victims and advising them of the availability of such benefits, assisting such potential recipients with application forms and procedures, obtaining necessary documentation, monitoring claim status, and intervening on behalf of such potential recipients with the crime victims’ compensation program.
- ✓ DUNS # Provided
- ✓ SAM Registry Status Provided
- ✓ Certification of the organization’s Non-Profit Status (when appropriate)
- ✓ Comply with all Federal, State and CJC reporting requirements and grant administration guidelines.

**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**

- ◆ **(0-15 points) Project Summary**  
*Briefly describe the problem, the goal, the approach and the results or benefits expected from this project. Include the attachment regarding victimization type.*
- ◆ **(0-65 points) Project Narrative**
  - *Problem Statement (0-20 points) Description of problem; use of research based literature; and relevant statistics; detailed nature of services (how, what and where services will be offered)*
  - *Goals and Objectives (0-25 points) Established history in community; collaborative partners; and measurable outcomes;*
  - *Methods and procedures (0-10 points) Methods and procedures the subgrantee plans to use for data collection and/or management for quarterly and annual reporting.*
  - *Evaluation (0-5 points) Define the project's outcomes. Describe the mechanisms/methods to measure the outcomes.*
  - *Sustainability (0-5 points) 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 Detail (0-5 points) Are calculations correct; Are costs reasonable and allowable;*
  - *Budget Narrative (0-5 points) Does the budget narrative explain why costs are necessary to the program?*
- ◆ **(0-10 Points) Main Summary**
  - *Follows format; agency's performance history as a CJC subgrantee; Required NPO Certification (if applicable); SAM Registry Status; and agency's current status to the CJC Racial and Ethnic Fairness survey (<http://cjc.delaware.gov/REFSurvey.shtml> )*

**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 **June 18, 2018**. Approved programs will be notified shortly after 6/18/18.

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 FFY2018 VOCA-Assistance.

Please do not upload 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 (aside from the requested Victimization Type attachment) will not be considered.

**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**

<b>Quarter Period</b>	<b>VOCA PMTs Due</b>	<b>Program &amp; Fiscal Reports Due</b>
October 1 <sup>st</sup> -December 31 <sup>st</sup>	January 15 <sup>th</sup>	January 20 <sup>th</sup>
January 1 <sup>st</sup> - March	April 15 <sup>th</sup>	April 20 <sup>th</sup>
April 1 <sup>st</sup> -June 30 <sup>th</sup>	July 15 <sup>th</sup>	July 20 <sup>th</sup>
July 1 <sup>st</sup> -September 30 <sup>th</sup>	October 15 <sup>th</sup>	October 20 <sup>th</sup>

Quarterly VOCA PMT reports are submitted to: [CJC\\_VOCAVA\\_PMTreporting@state.de.us](mailto:CJC_VOCAVA_PMTreporting@state.de.us)

**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 15<sup>th</sup> day after each quarter's end date.

Completed concept papers must be **submitted into EGrants no later than Wednesday, May 9, 2018, no exceptions will be made.** . Unsubmitted applications will be automatically closed by the Egrants system on 5/10/18 and will not be eligible for review or subsequent funding.

If you have questions, please contact Terica Jones at (302) 577-8726 or [Terica.Jones@state.de.us](mailto:Terica.Jones@state.de.us)