

**SC DEPARTMENT OF PUBLIC SAFETY
OFFICE OF HIGHWAY SAFETY AND JUSTICE PROGRAMS**

**VICTIMS OF CRIME ACT
(VOCA)**

FEDERAL FISCAL YEAR 2015

SPECIAL SOLICITATION



APPLICATION GUIDELINES AND PROCEDURES

ALL APPLICATIONS ARE DUE BY 5:00:00 P.M. OCTOBER 16, 2015

TABLE OF CONTENTS

Introduction.....2

Purpose.....2

Program Areas to be Considered2

Funding Policy3

Matching Requirement.....3

Application Process and Composition3

Grant Application and Review Schedule4

Allowable Expenses.....4

Funding Restrictions6

Eligibility Requirements7

Suspension or Termination of Funding.....8

Application Review and Evaluation Process9

Appendix.....11

A. Description/Definitions of Services

Application Instructions13

INTRODUCTION

The Victims of Crime Act (VOCA) was signed into law on October 12, 1984. The purpose of the Act was to enhance and expand direct services to victims of crime. The Act established within the U.S. Treasury a separate account known as the Crime Victims Fund. The fund is not supported by tax dollars, but rather is generated entirely by fines, penalty assessments, and forfeited bonds collected by the federal government. The U.S. Department of Justice, Office for Victims of Crime, makes annual VOCA crime victim assistance grants to the states, from the Crime Victims Fund housed in the U.S. Treasury. The Office of Highway Safety and Justice Programs (OHSJP) within the S.C. Department of Public Safety (SCDPS) is designated to administer subgrants issued with funds from VOCA.

In South Carolina, the primary purpose of VOCA is to support the provision of direct services to victims of violent crime throughout the state. The program goal is to provide federal funding through grant awards to certified private non-profit organizations and public/government agencies for projects that will provide, enhance, improve, and expand direct services to victims of violent crime. Direct services are defined as those efforts that (1) respond to the emotional and physical needs of crime victims; (2) assist primary and secondary victims of crime to stabilize their lives after victimization; (3) assist victims to understand and participate in the criminal justice system; and (4) provide victims of crime with a measure of safety.

A crime victim is defined as a person who has suffered physical, sexual, financial, or emotional harm as a result of the commission of a crime. Secondary victims of crime include family members of a homicide victim, a minor, an incompetent victim, or a victim who is physically or emotionally incapacitated as a result of the crime. The definition regarding victims is also stated in the Omnibus Criminal Justice Improvement Act for serious and violent crime victims and the South Carolina Victims of Crime legislation (16-3-1506, et seq.). Please note that offender programs are ineligible for VOCA funding.

PURPOSE

This document provides potential applicants with program criteria and eligibility information so that formal application proposals may be prepared. OHSJP is strongly committed to working closely with potential applicants to provide technical assistance and information on a proposal when requested. However, OHSJP staff cannot assist applicants with the actual preparation of their proposals. During the period of time between the publication date of the Request for Proposal and the date that competitive proposals are due, OHSJP can answer only technical questions about the grant application. New applicants and continuation applicants are encouraged to review carefully all pertinent documentation and guidelines before completing the application. Should you need to address a programmatic concern or problem, please contact Jessie Estep at (803) 896-8188, Virginia Funk-Currie at (803) 896-8340, William House at (803) 896-7896, or Barbara Jean (B.J.) Nelson at (803) 896-8712. For financial concerns or questions, call Daphne Shook at (803) 896-8406.

PROGRAM AREAS TO BE CONSIDERED

For this Special Solicitation, projects to be considered must originate from one of these program areas:

- one-time equipment-only projects;
- projects funding Law Enforcement Victim Advocates (LEVAs); or
- projects funding Solicitor's Office-based Victim Advocates.

FUNDING POLICY

GRANT PERIOD:

January 1, 2016 – September 30, 2016

Continuation funding will be contingent on the following:

- Successful monitoring reports at the end of the funding year.
- Services have not been or cannot be continued with other funding sources (state or local).
- The applicant has documented efforts to obtain permanent funding.
- The level of effort, including volunteer hours, must not be reduced.

Proposals for projects requesting funding for the implementation of innovative initiatives through the use of equipment will be entertained for award under the Reverted Funds category. **Equipment grants will be awarded with the understanding that these projects possibly may be funded for less than a full twelve-month period.** Please feel free to call Jessie Estep at (803) 896-8188, Virginia Funk-Currie at (803) 896-8340, William House at (803) 896-7896, or Barbara Jean (B.J.) Nelson at (803) 896-8712 to discuss any ideas you may have.

MATCHING REQUIREMENT

For FFY15, the match requirement for projects is 80 percent Federal/20 percent In-kind or Cash.

In-kind contributions represent a project's non-cash outlay. An example would be an in-kind contribution of volunteer hours. In-kind contributions are determined at their fair market value. Cash match may be applied from local, state, public, or private funds that have a binding commitment to the project. Federal funds are not allowable as match. Once funds are committed to match, they cannot be used for match in other areas. All match on grants must be (1) verifiable in program/agency records and provided for in the approved budget; (2) not included as part of cost sharing on another project; (3) necessary and reasonable for efficient accomplishment of project objectives; (4) allowable costs; (5) non-federal dollars; (6) in compliance with all federal and state guidelines; and (7) of an appropriate percentage.

Volunteer Services used as in-kind match are allowable and recommended. Volunteer services may be professional or technical services, consultants, or skilled and unskilled labor assisting on the project.

The grant should use **\$20** an hour rate for direct service volunteer hours. Volunteers "on-call" for a 24-hour period (via beeper, etc.) may be shown as having worked an 8-hour shift for match purposes. Volunteers "on call" for a 15 to 16 hour (i.e., 5 p.m. - 8 a.m.) period may be shown as having worked a 5-hour shift for match purposes. Records must be maintained documenting all service delivery.

If you have any questions regarding match, please contact Daphne Shook at (803) 896-8406.

APPLICATION PROCESS AND COMPOSITION

The grant application must be completed using the Office of Highway Safety and Justice Programs' Grants Management Information System (GMIS), which is an online application process. GMIS can be accessed through the South Carolina Department of Public Safety website at www.scdps.gov/ohsjp. To review the guidelines for the Victims of Crime Act Victim Assistance Grant Program within the Office for Victims of Crime, Department of Justice, please visit: <http://ojp.gov/ovc/voca/vaguide.htm>.

The application must be fully completed and submitted via GMIS. Supporting documents and appendices relating to the application should be uploaded as attachments to the application on GMIS. In the event of technical difficulties with uploading the attachments, attachments may be emailed with the application number (ex. AV15001) in the subject line to one of the following staff members:

Ms. Barbara Jean (B.J.) Nelson – BJNelson@scdps.gov
Jessie Estep – JessieEstep@scdps.gov
Virginia Funk-Currie – VirginiaFunkCurrie@scdps.gov
Billy House – WilliamHouse@scdps.gov

The application form with the required attachments constitute the total proposal. A review team of both programmatic and financial personnel will review the application. The SC Public Safety Coordinating Council will then approve or disapprove recommendations. Only when the grant award becomes active may the subgrantee obligate or expend project funds.

All proposals should be succinct and clearly written. All major points must be supported by facts. Avoid voluminous and unneeded information. Please note that there are restrictions on the amount of information you can submit.

Completed applications must be submitted through GMIS **no later than 5:00:00 p.m. on October 16, 2015.** No extensions will be provided.

Should you need to address a programmatic concern or questions, please contact Jessie Estep at (803) 896-8188, Virginia Funk-Currie at (803) 896-8340, William House at (803) 896-7896, or Barbara Jean (B.J.) Nelson at (803) 896-8712. For financial concerns or questions, call Daphne Shook at (803) 896-8406.

GRANT APPLICATION AND REVIEW SCHEDULE

10-16-15 **Due date for FFY15 VOCA Funds Special Solicitation applications to be received by 5:00 p.m. via Grants Management Information System (GMIS).**

01-01-16 – Grant Funding Cycle
09-30-16

ALLOWABLE EXPENSES

The following is a listing of services, activities, and costs that are eligible for support with VOCA victim assistance grant funds (please note this list is not exhaustive):

- Those services which immediately respond to the 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); specialized equipment or minor building improvements that make services more accessible to victims with disabilities; 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; and other emergency services that are intended to restore the victim's sense of dignity and self-esteem.

- 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 providing emotional support in crises arising from the occurrence of crime. This includes the evaluation of mental health needs, as well as the actual delivery of psychotherapy.
- Services that are directed to the needs of the victims who participate in the criminal justice system. These services may include advocacy on behalf of crime victims; accompaniment to criminal justice offices and court; transportation to court; child care to enable victims to attend court; notification of victims regarding trial dates, case disposition information, and parole consideration procedures; costs of respite care for a dependent adult when this enables the victim to attend court; and restitution advocacy and assistance with victim impact statements.
- Services that offer an immediate measure of safety to crime victims such as boarding-up broken windows and replacing or repairing locks.
- Forensic examinations for sexual assault victims only to the extent that other funding sources (such as State crime victim's compensation, private insurance, or public benefits) are unavailable or insufficient.
- Costs that are necessary and essential to providing direct services such as pro-rated cost 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 direct service providers.
- Services that assist crime victims with managing practical problems created by the victimization such as acting on behalf of the victim with other service providers, creditors, or employers; assisting the victim to recover property that is retained as evidence; and helping to apply for public assistance.
- Costs that are directly related to providing direct services through staff.
- Personnel, operating expenses, equipment, and supplies which are necessary to implement the project. All expenditures must be related to the direct implementation of the project.
- Personnel must dedicate 100 percent of their time to grant activities.
- Audit fees can be included in budget to cover costs associated with an audit of the project if the sub-grant agency receives an excess of \$500,000 in federal funds.
- VOCA funds can be used to purchase materials such as books, training manuals, and videos for direct services providers within the VOCA-funded organization.
- Presentations that are designed to identify crime victims and provide or refer them to needed services are allowable. Activities and costs related to such programs including presentation materials, and brochures can be supported with VOCA funds. VOCA grant-funded personnel may dedicate only 10% of their time to this type of activity.
- Training is an allowable cost only in the context of direct service staff development and especially for volunteer staff. Training programs must improve the skills of service providers in meeting the needs

of crime victims. Subgrantees are encouraged to provide line items in their proposals for training opportunities.

- VOCA funds can be used to purchase memberships if the following criteria are met: (1) funds can only purchase organizational memberships for the service agency as opposed to individual membership for staff, (2) memberships must be purchased only in criminal justice and victims' organizations, and (3) subrecipients are limited to using VOCA victim assistance funds to purchase no more than three memberships in national/state organizations per year.
- Volunteers may be charged as in-kind match at an hourly rate no more than \$20 an hour.
- Individual consultant fees are limited to \$450 per day.
- Furniture purchases must comply with the Grant Terms and Conditions listed at the end of the grant application. VOCA funds may be used for furniture and equipment that can be demonstrated as providing enhanced direct services to crime victims. 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 pro-rated share of such an item.
- **Purchase of a vehicle if applicant can demonstrate that the vehicle is essential to delivering services to crime victims and will only be used by direct service providers.**

FUNDING RESTRICTIONS

The following services, activities, and costs, cannot be supported with VOCA victim assistance grant funds:

- Lobbying and administrative support. VOCA funds cannot support victim legislation or administrative reform, whether conducted directly or indirectly.
- Perpetrator rehabilitation and counseling. Subgrantees cannot 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 those individuals.
- Needs assessments, surveys, evaluations, studies, and research efforts conducted by individuals, organizations, task forces, or special commissions, which study and/or research a particular crime victim issue.
- Activities directed at prosecuting an offender and/or improving the criminal justice system's effectiveness and efficiency, such as witness notification, management activities, and expert testimony at a trial. Additionally, victim protection costs and victim/witness expenses such as travel to testify in court and subsequent lodging and meal expenses are considered part of the criminal justice agency's responsibility and cannot be supported with VOCA funds.
- Fund-raising activities.
- Indirect organizational costs such as liability insurance on buildings; capital improvements; security guards and bodyguards; property losses and expenses; real estate purchases; mortgage payments; and construction costs.

- Reimbursing crime victims for expenses incurred as a result of a crime such as insurance deductibles, replacement of stolen property, funeral expenses, lost wages, and medical bills.
- Nursing home care (other than emergency short-term nursing home shelter as previously described), home health care costs, in-patient treatment costs, hospital care, and other types of emergency and non-emergency medical and/or dental treatment. VOCA victim assistance grant funds cannot support medical costs resulting from victimization.
- 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.
- 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.
- Development of protocols, interagency agreements, and other working agreements that benefit crime victims. These activities are considered examples of the types of activities that subgrantees undertake as part of their role as a victim services organization, which in turn qualifies them as an eligible VOCA subgrantee.
- Costs of sending individual crime victims to conferences.
- Development of training manuals and/or extensive training materials.
- Activities that are exclusively related to crime prevention.
- Uniforms or personal accessories.
- Costs in applying for this grant.
- Any expense prior to the grant award date.
- Compensation to federal employees for travel or consulting fee.
- Entertainment.
- Personnel costs where the employee spends less than 50 percent of his/her time on the project -- match or federal dollars.
- **Fuel, maintenance, mileage, and/or law enforcement accessories for grant-funded vehicles.**

ELIGIBILITY REQUIREMENTS

Any certified private non-profit organization or public and/or government agency (local, county or state) is eligible to apply for subgrant under VOCA. Regional planning commissions or councils of governments and private for-profit centers are not eligible to apply for grants, although an eligible organization could contract, under approved circumstances, with a private for-profit company. VOCA establishes eligibility criteria that must be met by all organizations that receive VOCA funds.

Each organization must:

- Provide services directly to victims of crime and reflect the approximate number of victims to receive direct service in the grant application.
- Demonstrate a record of providing effective direct services to crime victims, which includes having the support and approval of the agency's services by the community, a history of providing direct services in a cost-effective manner, and having substantial financial support from non-federal sources. Agencies must be able to document that they have established a financial base level of non-federal support within the 25-50 percent range.
- Meet program match requirements.
- Assist victims of crime in seeking crime victim compensation benefits.
- Promote within the community being served a coordination of public and private efforts to serve and aid crime victims.
- Utilize volunteers significantly in project activities funded by VOCA and reflect the number of active volunteers in grant application.
- Provide information on your program to the majority of agencies that assist with victims of crime in your service delivery area.
- Maintain statutorily required civil right statistics on victims served by race or national origin, sex, age, and disability, within the grant period and permit access to any documents, papers, and records to determine that the subgrantee is complying with applicable civil rights laws.
- Provide services to crime victims, at no charge, through the VOCA-funded project.
- Maintain confidentiality of client-counselor information.
- Provide statistical information to the SC Department of Public Safety, Office of Highway Safety and Justice Programs, concerning staff, volunteers and clients (no names).

SUSPENSION OR TERMINATION OF FUNDING

The State Funding Agency may: suspend, in whole or in part; terminate funding for, or impose another sanction on, a subgrantee for any of the following reasons:

- Failure to adhere to the requirements, standard conditions or special conditions.
- Proposing or implementing substantial program changes to the extent that, if originally submitted, the application would not have been approved for funding.
- Failure to submit reports.
- Filing a false certification in this application or other report or document.

- Other good cause shown.

APPLICATION REVIEW AND EVALUATION PROCESS

Applications are carefully reviewed to ensure that only projects with a significant chance of success are funded. Priority for funding is based upon the following factors:

- Project eligibility as determined by the four priority program areas.
- Probability of success.
- Geographic areas of greatest need.
- Jurisdictions with limited resources.
- Interagency support and multijurisdictional cooperation between the applicant and other jurisdictions in the development and implementation of the project. Written agreements should be included where possible.
- Number of crime victims the proposed project would serve.
- Current or past grant performance. Projects that have been previously funded by OHSJP will be reviewed for past compliance, including financial management, progress and annual reports, monitoring results, audit reports, and any other relevant documentation or information.

Past experience has shown that projects are successful because one person or a group of people have identified a problem, developed a solution, and carefully designed a plan to arrive at the solution. The grant application leads the grant applicant through a structured approach to problem solving. Successful applicants use these pages to help the reviewer see the problem and easily understand the proposed solution. The following items explain the standards by which each application is judged:

- Project Impact and Priority areas - The project should be designed to address the crime victim service problems and needs of the area to be served. An analysis of how this project could improve these problems should be shown.
- Project Feasibility - Applications should describe sufficiently and clearly how the project will be implemented.
- Interagency Collaboration - Priority will be given to projects demonstrating increased coordination and collaboration between the applicant and other associating agencies. Written agreements and/or protocols should be included where possible.
- Project Title - The project title must reflect the scope of the project and the year of funding (Example: Volunteer Coordinator) and not the agency's name.
- Project Summary - Must include the names of counties to be served by the project.
- Design quality of proposal - The proposal is clearly written, supported by facts, and contains measurable objectives and performance indicators.

The following list includes required parts of the application:

- Budget - Proposed expenditures are reasonable and adhere to the guidelines; equipment and personnel are documented as necessary; and each expenditure is explained in detail in the budget narrative.
- Interagency Coordination - Clearly outlines cooperation anticipated from other agencies or jurisdictions and why it will make the activity more successful and serve crime victims better.
- Problem Statement - Is clearly defined and based upon facts, a needs assessment, or statistics.
- Project Description - Tells the reader exactly what the project plans to do. It is clear to the reader that the project has been well-planned, has a great chance of success, and lists which counties will be served.
- Objectives - Are relevant, specific and measurable. They specify what the program will accomplish in concrete terms. Each objective corresponds to each performance indicator. Objectives outline who will do what by when.
- Performance Indicators - The indicators match objectives exactly and are useful measurements to assess the effectiveness of the project. The project has additional measures for evaluating project impact.
- Other Relevant Factors and Requirements - Past or current grant performance may be considered where applicable. The application must contain all relevant documentation. This includes the completion of the "Source of Income" page of the grant application.

DESCRIPTIONS/DEFINITIONS OF SERVICES

Crisis Counseling refers to in-person crisis intervention, emotional support, guidance, and counseling on an individual basis provided by counselors, mental health professionals or peers. Such counseling may occur: at the scene of a crime; immediately after a crime; at the first, in-person, contact between a counselor and victim (this would include meeting the victim in an emergency room, at a police station, or at a solicitor's office, etc.); during in-person contact for the duration of the crisis experience; or in the case of survivors of homicide victims or DUI/DWI, counseling may occur months after the victimization.

Follow-up contact refers to individual emotional support, empathetic listening, and guidance for other than crisis reactions after the victimization.

Therapy refers to intensive professional psychological/psychoanalytic treatment for individuals, couples and family members. This includes the evaluation of mental health needs, as well as the actual delivery of psychotherapy.

Group Treatment refers to the coordination and provision of supportive group activities. This category includes self-help, peer, social support, drop-in groups, and community crisis intervention in a group setting.

Crisis Hotline typically refers to the operation of a 24-hour telephone service, 7 days a week, which provides counseling, information, and referral to victims and survivors.

Shelter/Safe House refers to offering emergency short-term and long-term housing and related support services to victims and members of their family following victimization.

Information and Referral refers to telephone and in-person contacts with victims, identifying services and support available by subgrantee projects and other community agencies.

Criminal Justice Support/Advocacy refers to law enforcement and prosecution investigation support, assistance during investigation, and explanation of procedures, etc. Included in this advocacy are court related support, i.e., disposition information, victim impact reports, assistance with restitution, witness fees, intimidation intervention or protection services, transportation, child care, property return, etc.; and post-sentencing services following the disposition of a criminal court proceeding, including offender release notification at the probation, parole, and pardon stages of the criminal justice system, etc.

Emergency Financial Assistance refers to locating emergency loans and petty cash; assistance in filing for losses covered by public and private insurance programs including workman's compensation, unemployment benefits, welfare and Medicare; and payments for taxis, food, emergency shelter and clothing.

Emergency Legal Advocacy refers to filing temporary restraining orders, injunctions and other protective orders, elder abuse petitions and child abuse petitions but does not include criminal prosecution or the employment of private attorneys for non-emergency purposes.

Assistance in Filing Compensation Claims includes making victims aware of the availability of crime victim compensation and assisting victims in completing the required forms and in gathering the needed documentation. It may also include follow-up contact with the victim compensation agency on behalf of victims.

Personal Advocacy refers to assisting victims in securing rights and services from other agencies; intervention with employers, creditors and others on behalf of victims; and other general information on rights and remedies available to victims.

Other - Identify any services not listed that are offered to crime victims by the subgrantee program.

INSTRUCTIONS FOR COMPLETION OF THE VOCA GRANT APPLICATION

Victims of Crime Act grants will be funded contingent upon receipt of funds from federal sources, annual reapplication, and approval based on project merit and performance.

The grant application must be completed using the OHSJP's Grants Management Information System (GMIS), which is an online application process. GMIS can be accessed through the SCDPS website at www.scdps.gov/ojp.

The application must be fully completed and submitted via GMIS. Supporting documents and appendices relating to the application should be uploaded as attachments to the application on GMIS. In the event of technical difficulties with uploading the attachments, attachments may be emailed with the application number (ex. AV15001) in the subject line to one of the following staff members:

Ms. Barbara Jean (B.J.) Nelson – BJNelson@scdps.gov
Jessie Estep – JessieEstep@scdps.gov
Virginia Funk-Currie – VirginiaFunkCurrie@scdps.gov
Billy House – WilliamHouse@scdps.gov

The application form with the required attachments constitute the total proposal. A review team of both programmatic and financial personnel will review the application. The SC Public Safety Coordinating Council will then approve or disapprove recommendations. Only when the grant award becomes active may the subgrantee obligate or expend project funds.

PAGE 1

All items below the second shaded line on Page 1 should be completed by the Project Director (the person in the applicant's agency who will be responsible for administering project activities).

Item 1: Insert the County Number and the name of the county in which the subgrantee is located. State agencies will use County Number 00 and County Name N/A. The County Number required depends upon the location of the office requesting the grant.

Item 2: Grant Period: Indicate the grant's duration (period of time the project activities will be performed under this grant), not to exceed 12 months. Use month and year only. Grants are considered to begin on the first day of the month and end on the last day of the month.

Item 3: Project Title: The name given to the project should be short and descriptive of the task to be accomplished; e.g., "Victim Advocacy".

Item 4: Project Summary: Provide a brief, concise description of the project. If the Subgrantee serves more than one county, please include the names of the counties that are served by this specific grant.

Item 5a: Indicate if the application is an initial one (project has not been previously funded); if the application is a continuation (continuation of a project funded previously); or, if the

application is a revision to a currently approved project. A reverted application would be an application for reverted funds.

Item 5b: Indicate the year of funding: Initial application would be the first year; continuation application would be either second, third, fourth or fifth year of funding, etc. If more than third year of funding, reflect the actual year of funding in the "other" block.

Item 5c: Indicate funds will be requested on a "Reimbursable" basis.

Item 6a: Organization Type: Indicate if the applicant organization is state, city, county, private non-profit or other organization. If "Other" is indicated, specify type; e.g., school district.

Item 6b: Indicate the U. S. Congressional District (First through Sixth) which will be served by this grant; e.g., Third Congressional District. If administered through a state agency or a statewide program, enter "0".

Item 7: Name and Address of Implementing Agency: The implementing agency is the agency that is responsible for carrying out the objectives of the grant.

Item 8: Budget: The budget is broken down into six major categories (Personnel, Contractual Services, Travel, Equipment, Renovation/Construction, and Other) with the Grantor Amount, Agency Match and Total Amount itemized by category. Budget costs should be reflected in the appropriate categories and should reflect grantor costs and match as applicable. Please use **whole dollars** only. NOTE: Complete pages 2 - 3 of the grant application before completing this section.

Item 9: Check the appropriate line to indicate how the non-grantor share will be provided. If the "Other Appropriation" line is checked, please indicate the source. Leave blank if there is no agency match.

PAGES 2 AND 3 -- INSTRUCTIONS FOR COMPLETION OF BUDGET DESCRIPTION

The purpose of the Budget Description is to assist the applicant in developing a financial plan for their project and to provide the State Funding Agency (SFA) with the projected costs required to implement the project. Cost projections must be reasonable. Budget projections should be for the period covered by the application. Costs are subject to review and approval by the SFA and must meet applicable Federal regulations as outlined in the Grant Terms and Conditions.

When determining how the item will be funded (Grantor, Cash Match or In-kind Match), please use the following definitions:

Grantor Funds: Funds provided through the SFA to the applicant.

Cash Match: Cash funds that the applicant has specifically provided and committed to the project. Match is restricted to the same use of funds as allowed for the Federal Funds.

In-Kind Match: Value of Non-Cash Contributions or Services that the applicant has specifically received from a third party and committed to the project. Match is restricted to the same use of funds as allowed for the Federal Funds.

Total Funds: The combined total of the Grantor, In-kind Match, and Cash Match for the project.

BUDGET CATEGORY DEFINITIONS AND INSTRUCTIONS

PERSONNEL: The personnel budget category is a summary of salary and employer contributions (fringe benefits). Personnel costs (salary and fringe benefits) must be consistent with the agency's policies and procedures and must be applied uniformly to both federally-financed and other activities of the agency. When applicable, the value of volunteer hours being used as in-kind match is also placed in the Personnel Category.

NOTE: The definition for a part-time employee means that the employee does not work a full 40 (or 37.5) hours per week for the agency. This includes grant-funded activities and non-grant-funded activities.

Salary: List each position by title, show the percent of total time worked for the agency spent on the project and the quantity of staff per title and the estimated cost. If applicable, also list volunteer hours and the value of the hours in the In-Kind Match column.

Employer Contributions (Fringe Benefits): Provide the estimated cost for each applicable fringe benefit for all positions listed under Salaries.

CONTRACTUAL SERVICES: For individuals other than professionals to be reimbursed for personal services on a fee basis, list each type of consultant or service. Fees charged by doctors, dentists, and psychologists must be listed under the Other Budget Category.

TRAVEL: Unless specifically noted otherwise on page 4 or 5, travel reimbursement will be limited to project personnel funded under the grant. Itemize travel items (examples include mileage, airfare, per diem or meals, parking, lodging, car rental, etc.). Registration costs should be placed in the Other Budget Category.

Travel costs must be consistent with the agency's policies and procedures and must be applied uniformly to both federally financed and other activities of the agency. At no time can the agency's travel rates exceed the federal rate established by the Internal Revenue Service.

EQUIPMENT: Equipment is defined as an item which has a total cost (including tax) of \$1,000.00 or more per unit and a useful life of at least one year. Items should include description and quantity per item.

RENOVATIONS/CONSTRUCTION: Not applicable under the Victims of Crime Act.

OTHER: All allowable costs not listed in the above categories should be shown in this category. Items to be included in this category are office supplies, office rent, utilities, equipment costing

less than \$1,000 per unit, telephone, maintenance, software, printing costs, advertising, registration fees, lease agreements, professional fees (e.g., doctors, dentists, psychologists), etc. No "Miscellaneous" or "Etc." will be funded.

Indirect Cost is unallowable under VOCA Program Guidelines.

PAGES 4 & 5 -- BUDGET NARRATIVE

Ensure adequate justification and descriptions of budget items are provided on Pages 4 and 5, Budget Narrative. Pages 4 and 5 should be used to tie the grant's budget with the grant's program to show why the item(s) is needed. Reflect each Budget Category with all line items under each Budget Category. DO NOT reflect dollar amounts on pages 4 and 5.

PERSONNEL CATEGORY:

Pay special attention to descriptions of personnel. Personnel salaries and benefits will normally rise by no more than general salary increases in the work unit most closely associated with the grant. Any other cases (e.g., reclassification, additional supervisory responsibilities, etc.) must be fully justified. Unusual personnel increases from year to year will be considered only on an exception basis. Organizations must be prepared to bear the expense of any increases awarded prior to SFA approval.

Reflect in the description for each staff member (both grant funded and applied match) whether the position is a full-time position or a part-time position. If the position is a full-time position, state the percent of time devoted to this grant. If the position is a part-time position, provide the total number of hours worked per week for the agency and the percent of time devoted to this grant.

PLEASE NOTE: The amount of time spent on the project must be at least 50%. This applies to positions funded with grantor funds and/or matching funds.

CONTRACTUAL SERVICES CATEGORY:

List the kinds of contractual services found on page 2 that are being requested and provide adequate justification and description for these services.

TRAVEL CATEGORY:

Describe what the travel will be for (grant activities and/or training). Reflect what position(s) will be reimbursed under this grant for travel.

If travel costs are included in the grant application, a copy of the agency's policies and procedures manual or its Council's/Board's signed minutes must be submitted with the application which provide mileage and per diem rates.

EQUIPMENT CATEGORY:

List each kind of equipment and the quantity found on page 3. Provide a complete description and justification for each item.

OTHER CATEGORY:

List each line item found on page 3 and provide a complete description and justification for each item.

The following items must have additional information as described below:

Office space may not exceed more than 150 square feet per person without prior written approval from the SFA; must be at the prevailing rates for the local area; and may not exceed \$10 per square foot annually without prior written approval from the SFA. On Page 4 or 5, provide the total square footage covered by the lease agreement, total square footage being charged to the grant, and the cost per square foot. A copy of the lease agreement will also be required before reimbursement is made for office space. Please note that the grant can only be charged for the grant's portion of rental costs. The grant cannot participate in mortgage payments, as this is unallowable.

Utility Costs: Utilities must be pro-rated. On page 4 or 5, provide the total square footage of the building plus the square footage occupied by each grant-funded staff. The square footage occupied by grant-funded staff may not exceed 150 square feet per person without prior written approval from the SFA.

Telephone Costs: If telephone costs are not solely for grant activities, telephone costs must be pro-rated according to the grant's portion of those costs. On page 4 or 5, provide a description on how the phone charges charged to the grant have been calculated (e.g., the total federal amount of the grant divided by the agency's total budget = the grant's percent or pro-rated share of telephone costs). If long distance calls are not pro-rated, the subgrantee must keep on file for SFA review a log showing how long distance costs are calculated and charged to the grant.

Postage, Printing, Office Supplies, Program Materials and other costs that are not used solely for this grant's activities must be pro-rated according to the grant's portion of the agency's total budget. Provide on page 5 how this calculation was developed (e.g., the total federal amount of the grant divided by the agency's total budget = the grant's percent or pro-rated share of costs).

Audit Fees: If the grant project's audit is a part of a larger organizational audit and **if the audit is required to be in compliance with OMB Circular A-133**, you may include the cost of a portion of the overall audit in the same proportion as the project is to the entire organizational budget. For example, if this grant represents 10% of the organization's total budget, then, 10% of the total cost of the audit may be charged to the grant. Ordinary accounting and bookkeeping expenses are **not** allowable.

PAGE 6 -- ACCEPTANCE OF AUDIT REQUIREMENTS

NOTE: Not Applicable to State Agencies whose audit is covered by the State Auditor.

The audit information required on Page 6 of the grant application lets the SFA know when to expect an organization-wide audit or audits covering the period of this proposed grant. The audit period and the date the audit will be submitted to Accounting - Grants must be provided. Please note that failure to properly complete this form will result in your grant award being delayed and/or cancelled.

PAGES 27 AND 28 -- CERTIFICATIONS FOR APPLICANT

The signatures of the grant officials (Project Director, Financial Officer, and Official Authorized to Sign) indicate that in acceptance of the grant, the official has read, understands, and agrees to fully comply with all special conditions and the general and fiscal terms and conditions of the grant. Original signatures are required. The name, title, agency, and address of each grant official must be typed or printed.

The PROJECT DIRECTOR should be a person who has direct involvement with the project and who has a knowledge of both programmatic and fiscal matters relating to the project. As the primary contact person for the project, the Project Director should be easily accessible to the grantor agency's staff. The Project Director should be bonded for no less than the total amount of the grant.

The FINANCIAL OFFICER should be a person who handles the agency's fiscal matters. The Financial Officer should be sufficiently skilled in the area of fiscal matters to advise the agency regarding compliance with the grant's fiscal requirements and should be bonded for no less than the total amount of the grant.

The OFFICIAL AUTHORIZED TO SIGN should be the person who has the authority to commit agency funds and also to commit the agency to the special conditions and the general and fiscal terms and conditions of the grant. The Official Authorized to Sign should be bonded for no less than the total amount of the grant.

NOTE: The Project Director, Financial Officer and Official Authorized to Sign CANNOT be the same person. Staff being funded under this grant may not be any of the above officials without SFA approval.