



State of Nevada
Division of Child and Family Services (DCFS)
Grant Management Unit (GMU)
Victims of Crime Act (VOCA)
Notice of Funding Opportunity (NOFO)

State Fiscal Year 2025

NOTE: This document is available online at http://dcfs.nv.gov/VSC/VSU_GMU/

Opportunity Summary

The Victims of Crime Act (VOCA) Assistance formula grant program assists States and Territories to support programming for nonprofit and public agencies that provide direct services to victims of crime. Examples include but are not limited to: programs to assist the elderly with all types of crime victimization; legal assistance to victims; child advocacy centers; sexual assault victim advocates; data and technology needs that support the delivery of direct services to victims; programs directed to youth, teen, and college age victims; and programs assisting male and female victims of domestic violence and sexual assault. A list of allowable and unallowable costs and activities that can be funded through this Notice of Funding Opportunity (NOFO) can be found in Appendix A.

This NOFO is for competitive applications to be funded through the Victims of Crime Act Federal Fiscal Year 2021 award for State Fiscal Year (SFY) 2025. This NOFO implements a funding process that combines application review with grant allocation and is administered by the Division of Child and Family Services (DCFS) Grants Management Unit (GMU). Funds awarded as a result of this NOFO will begin on July 1, 2024 and expire on July 31, 2025. Unused funds from one year will not be carried forward to the next year. DCFS has determined that VOCA funding will be distributed based on population and need. Funding preference will be given to the federal priority victim populations. Funds are awarded on a SFY basis through a NOFO process and are dependent upon availability of funding, compliance with grant requests, and scopes of work (SOW). New and current subrecipients are encouraged to propose projects that are collaborative, innovative, and far reaching as we strive to reach underserved populations and geographical regions throughout the State of Nevada.

This is a competitive process. Current subrecipients are not guaranteed funding in SFY 2025 and applicants who receive awards through this NOFO are not guaranteed future funding.

Total Funding Amount: \$11,131,000.

Match/Cost Sharing Requirement: The minimum local match requirement is twenty percent (20%) of the total VOCA project cost. There is no match requirement for subrecipients that are federally recognized American Indian or Alaska Native tribes that operate on tribal lands.

Program Requirements

OVERVIEW

The VOCA Formula Grant Program, created under the 1984 Victims of Crime Act, provides federal funding nationwide to support victim assistance and compensation programs, to provide training for diverse professionals who work with victims, to develop projects that enhance victims' rights and services and to undertake public education and awareness activities on behalf of crime victims.

VOCA is administered at the federal level through the U.S. Department of Justice (DOJ), Office for Victims of Crime (OVC) which annually awards a grant to each State, the District of Columbia, and U.S. Territories. States have sole discretion in determining which organizations will receive funds and in what amounts, as long as the recipients meet the requirements of VOCA and the Program Guidelines <http://ojp.gov/ovc/voca/vaguide.htm>.

The Crime Victims' Fund is the source of funding for these programs. Millions of dollars are deposited into this fund annually from criminal fines, forfeited bail bonds, penalties, and special assessments collected by U.S. Attorneys' Offices, federal U.S. courts, and the Federal Bureau of Prisons. To date, Crime Victims' Fund dollars have always come from offenders convicted of federal crimes, not from taxpayers.

The primary purpose of VOCA is to support the provision of services to victims of crime throughout the nation. According to the VOCA Program Guidelines, 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 a victimization
- (3) assist victims to understand and participate in the criminal justice system; and
- (4) provide victims of crime with a measure of safety and security.

For the purpose of the VOCA Crime Victim Assistance Grant Program, a crime victim is a person who has suffered physical, sexual, financial, or emotional harm as a result of the commission of a crime.

Funding cannot be used for the investigation of crimes, collection of evidence to further the prosecution of crimes, or for prevention activities.

VICTIM POPULATIONS TO BE SERVED

The overall purpose of the VOCA legislation is the expansion and development of victim services. Under the VOCA Program Guidelines, funding priority is given to programs serving victims of sexual assault, domestic violence, and child abuse. At least thirty percent (30%) of each year's formula grant must be allocated to sexual assault, domestic violence, and child abuse services, ten percent (10%) for each category. An additional ten percent (10%) must also be allocated to victims of violent or property crime who are "previously underserved," which indicates that the victim population historically or currently has not had access to or been provided with specialized or adequate services. DCFS has determined that the previously underserved populations that will be targeted for funding are: Children and Minors, Immigrants, Elderly, People with Disabilities, LGBTQIA2+, Tribal Communities, and Homeless victims.

Federal guidelines require states to allocate a portion of their VOCA funds to eligible crime victim assistance programs that provide assistance to the following victim populations:

Federal Priority Victim Populations

- A. **Child Abuse:** These services should include treatment for children who are victims of physical or sexual abuse, and services for their non-offending parents and siblings. Examples of services may include play, individual, and/or group therapy. Services may be provided through mental health or hospital-based programs. Victims of child abuse may include, but are not limited to, child victims of: Physical, sexual, or emotional abuse; child pornography-related offenses; neglect; commercial sexual exploitation; bullying; and/or exposure to violence.
- B. **Sexual Assault:** Services provided should assist victims in dealing with the trauma of sexual assault and its emotional aftermath. Services may include 24-hour crisis hotlines, crisis intervention, emergency services, legal advocacy, clinical evaluation and long- and short-term counseling. Services may be provided to the victim's family and significant others. Services can be designed to serve both male and female victims. These services may be provided to adult survivors of child sexual abuse or incest.
- C. **Domestic Violence:** Domestic violence is a term that covers many types of acts committed by a current or former intimate partner against another, or within a family. Services may include 24-hour crisis hotlines, crisis intervention, emergency services, shelters or safe homes, long- and short-term counseling, information and referral, and legal advocacy in obtaining emergency restraining orders, injunctive or other protective orders.

D. Underserved Priority Areas – Underserved Victim Populations: DCFS has determined that the previously underserved populations that will be targeted for funding are: Children and Minors, Immigrants, Elderly, People with Disabilities, LGBTQIA2+, Tribal Communities, and Homeless victims. Subrecipients are encouraged to identify gaps in available services, not just by the types of crimes committed, but also by victims' demographic characteristics. Subrecipients are asked to examine the possibility that in each service area, "underserved" victims may also be defined by demographic characteristics such as their status as senior citizens, non-English speaking residents, disabled persons, members of racial or ethnic minorities, or by virtue of the fact that they are residents of rural or remote areas, or major cities. **For Native American tribes and organizations that apply for VOCA funding, successful applicants will be provided with enhanced technical assistance and training to successfully manage the grant documentation and reporting requirements.**

Collaboration with Victim Service Agencies: Priority will be given to applicants who demonstrate less dependency on VOCA funding than in prior years. Applicants are requested to be considerate of overlap of community resources. Funding will be distributed across agencies, and it is therefore imperative that agencies limit the categories of funding being requested to work together across agencies in the community. The goal is effective service delivery for victims and survivors and collaboration is required to effectively accomplish this goal. All applicants must demonstrate how they will ensure ongoing collaboration with other victim service agencies in all aspects of service provisions.

Confidentiality: Applicants will be required to maintain the confidentiality of any information that would identify persons receiving services and to conduct background checks on all employees, volunteers, and other workforce members that are in direct contact with children or families that are receiving services.

Funding Period: Grants will be awarded for a 13-month period: July 1, 2024, through July 31, 2025.

Match/Cost Sharing Requirement: The minimum local match requirement is twenty percent (20%) of the total VOCA project cost. VOCA subrecipients that are Native American tribes/organizations located on reservations are not required to provide match. If an agency is not able to provide match, a match waiver request for a full- or partial-match waiver may be submitted.

Reporting: Monthly Financial Status reports will be required by the 15th of each month for the previous month. Quarterly programmatic reports will be required by the 15th of the month for the previous quarter.

EMERGING TRENDS

Applicants who respond to this NOFO should be aware that emerging trends in approaches to service delivery, community partnerships, collective impact, data tracking and more may result in eventual adjustments to some aspects of programs and/or processes. During the grant period, applicants who receive funding will be asked to collaborate with DCFS and other stakeholders in mapping the future of service delivery to victims of crime. Strategies considered may include, but are not necessarily limited to:

- Identifying and prioritizing service gaps
- Determining strategies to enhance data collection and reporting
- Strengthening and standardizing output and outcome measures
- Ascertaining best practices in client-centered, holistic service delivery

- Evidence-based, Evidence-informed practices
- Building a coordinated network of statewide partnerships
- Offering Culturally competent services to underserved populations; and
- Utilizing technology to improve victims' access to information and services.

In May of 2013 the U.S. Department of Justice (DOJ) Office of Justice Programs (OJP) Office for Victims of Crime (OVC) published a report entitled "Vision 21 Transforming Victims Services". The report can be found at [Vision 21: Transforming Victim Services Final Report \(ojp.gov\)](https://www.ojp.gov/ovc/vision21). It provides information on the history of victim services in the United States and details the challenges and innovative practices that have been successful in improving victim services. The report also contains information on the OJP's website www.crimesolutions.gov that disseminates evidence-based practice that can be adapted for use by state and local practitioners.

APPLICANT ELIGIBILITY

All non-profit and public agencies (including state and local governmental agencies, universities, and community colleges) can apply if interested in providing services and follow grant specific requirements (See VOCA REQUIREMENTS for expanded descriptions). **Eligible organizations include victim services organizations that provide direct services to crime victims.**

Per the VOCA Final Rule, **the definition of direct services or services to victims of crime** means those services described in 42 U.S.C. 10603(d)(2), and efforts that:

- (1) Respond to the emotional, psychological, or physical needs of crime victims;
- (2) Assist victims to stabilize their lives after victimization;
- (3) Assist victims to understand and participate in the criminal justice system; or
- (4) Restore a measure of security and safety for the victim.

Examples of types of organizations that provide direct services include, but are not limited to the following:

- Sexual assault and rape treatment centers
- Domestic violence programs and shelters
- Child abuse programs
- Centers for missing children
- Mental health services; and
- Other community-based victim coalitions and support organizations.

In addition to victim service organizations whose sole purpose is to serve crime victims, many other public and non-profit organizations have components which offer services to crime victims. These organizations are eligible to receive VOCA funds if the funds are used to expand or enhance the delivery of crime victims' services. These organizations include, but are not limited to, the following:

- **Criminal Justice Agencies** – Law enforcement agencies, prosecutors' offices, courts, corrections departments, and probation and paroling authorities are eligible to receive VOCA funds to help pay for victims' services.
- **Religiously-Affiliated Organizations** – Organizations receiving VOCA funds must ensure that services are offered to all crime victims without regard to religious affiliation and that the receipt of services is not contingent upon participation in a religious activity or event. Faith-based and community organizations will be considered for awards as are other eligible applicants and if they receive assistance awards, will be treated on an equal basis with all other grantees in the administration of such awards. No eligible applicant or grantee will be discriminated against based on its religious character or affiliation, or religious name. Faith-based and community organizations are required to abide by the same regulations

and requirements specifically associated with the program under which they are awarded a grant, as any other agency awarded funding.

- **Hospitals and Emergency Medical Facilities** – Organizations must offer crisis counseling, support groups and /or other types of victim services.
- **Others** – State and local public agencies such as mental health service organizations, state or local public child and adult protective services, state grantees, Native American Tribes/Organizations, legal service agencies and programs with a demonstrated history of advocacy on behalf of domestic violence victims, and public housing authorities that have components specifically trained to serve crime victims.

Additional Specific Eligibility Requirements

OVC established eligibility criteria that must be met by all organizations that receive VOCA funds. These funds are to be awarded to applicants only for providing services to victims of crime. Each applicant organization shall meet the requirements as outlined in the section VOCA REQUIREMENTS.

FUNDING ALLOCATION AND DISTRIBUTION

At least ten percent (10%) of the total VOCA funds will be allocated to each of the Federal priority areas; however, funding will also be distributed to ALL other Victims of Crime. The allocation of funds to Federal priority categories does not prevent DCFS from distributing additional funds to agencies serving other victims of crime.

Priority Victim Populations	Funding Allocations	Approximate Minimum of Awards Statewide
Child Abuse	10% of the award	\$1,113,100
Sexual Assault	10% of the award	\$1,113,100
Domestic Violence	10% of the award	\$1,113,100
Previously Underserved	10% of the award	\$1,113,100

DCFS has determined that VOCA funding will be distributed based on population and need. Funding preference will be given to the federal priority victim populations. Applicants should not exceed the award amounts listed in this solicitation and should carefully consider the resources needed to successfully implement the proposed project. DCFS has the discretion to award grants for greater or lesser amounts than requested and to negotiate the scope of work and budget with applicants prior to awarding a grant.

DCFS is obligated to ensure that the ten percent (10%) priority area thresholds will be met. Funding decisions will be made based on application scores and the need to ensure that the ten percent (10%) thresholds are met. A successful application is not a guarantee you will receive all or partial funding for the program; or, if initially funded, that your project will receive continued funding in subsequent grant cycles. DCFS reserves the right to fund or not fund any project based on scoring, available funds, or past grant performance. The below table represents targeted funding allocations by geographic region; however, actual funds awarded may vary slightly based on the receipt of successful applications and identified service and population needs.

VOCA Funding Distribution

Geographic Region	Target Funding Allocations	Approximate Total of Awards
Clark County	69% of the funding amount	\$7,680,390

Washoe County	19% of the funding amount	\$2,114,890
Balance of the State/Rural Counties	12% of the funding amount	\$1,335,720
Total		\$11,131,000

VOCA REQUIREMENTS

VOCA Federal funds are awarded to DCFS by the Office of Justice Programs, Office for Victims of Crime authorized by the Victims of Crime Act of 1984 (P.L.98-473, as amended).

Subrecipients receiving VOCA funds must meet the following eligibility requirements:

- A. **Compliance with DCFS grant requirements:** Agencies must adhere to financial and programmatic guidelines; comply with deadlines; and provide all information to DCFS as requested in a timely fashion.
- B. **Compliance with Federal Rule:** Applicants must comply with the applicable provisions of VOCA, the Program Guidelines, and the requirements of the OJP Financial Guide, effective edition <https://ojp.gov/ovc/welcome.html> which includes maintaining programmatic and financial records that fully disclose the amount and disposition of VOCA funds received. This includes financial documentation for disbursements; daily time and attendance records specifying time devoted to allowable VOCA victim services; client files; portion of the project supplied by other sources of revenue; job descriptions; contracts for services; and other records which facilitate an effective audit.
- C. **Unique Entity Identifier for SAM.gov:** The Unique Entity Identifier (UEI) used across the federal government changed from the DUNS Number to the UEI. It is a 12-character alphanumeric ID assigned to an entity by SAM.gov. Existing registered entities can find their UEI by following the steps found at https://www.fsd.gov/qsafsd_sp?id=kb_article_view&sysparm_article=KB0041254&sys_kb_id=875189f21bee8d54937fa64ce54bcbaa&spa=1. New entities can get their UEI at <https://sam.gov> and complete and entity registration.
- D. **Civil Rights Compliance:** All recipients of federal grant funds are required to comply with nondiscrimination requirements contained in various federal laws. If a court or administrative agency makes a finding of discrimination on grounds of race, color, religion, national origin, gender, disability, or age against a recipient of funds after a due process hearing, the recipient must agree to forward a copy of the finding to the Office for Civil Rights of the Department of Justice's Office of Justice Programs.
- E. **Civil Rights Information:** Maintain statutorily required civil rights statistics on victims served by race, national origin, sex, age, and disability and permit reasonable access to its books, documents, papers, and records to determine whether the subrecipient is complying with applicable civil rights laws. This requirement is waived when providing a service, such as telephone counseling, where soliciting the information may be inappropriate or offensive to the crime victim.
- F. **Client-counselor and research information confidentiality:** Maintain confidentiality of client-counselor information, as required by state and federal law.
- G. **Confidentiality of research information:** Except as otherwise provided by federal law, no recipient of monies under VOCA shall use or reveal any research or statistical information furnished under the program by any person and identifiable to any specific private person for any purpose other than the purpose for which such information was obtained in accordance with VOCA. Such information, and any copy of such information, shall be immune from legal process and shall not, without the consent of the person furnishing such information, be admitted as evidence, or used for any purpose in any action, suit, or other judicial, legislative, or administrative proceeding. See Section 1407(d) of VOCA codified at 42 U.S.C. 10604. These provisions are intended, among other things, to ensure the confidentiality of information provided by crime victims to counselors working for victim services programs receiving VOCA

funds. Whatever the scope of application given this provision, it is clear that there is nothing in VOCA or its legislative history to indicate that Congress intended to override or repeal, in effect, a state's existing law governing the disclosure of information which is supportive of VOCA's fundamental goal of helping crime victims. For example, this provision would not act to override or repeal, in effect, a state's existing law pertaining to the mandatory reporting of suspected child abuse. This confidentiality provision should not be interpreted to thwart the legitimate informational needs of public agencies. For example, this provision does not prohibit a domestic violence shelter from acknowledging, in response to an inquiry by a law enforcement agency conducting a missing person investigation, that the person is safe in the shelter. Similarly, this provision does not prohibit access to a victim service project by a federal or state agency seeking to determine whether federal and state funds are being utilized in accordance with funding agreements.

- H. **Maintain confidentiality:** Eligible agencies must have policies and procedures in place that safeguard the confidentiality of all victim records, contact information, personally identifying information, and other information considered sensitive. These measures must be consistent with applicable Federal, state, and local laws regarding privacy and confidentiality.
- I. **Help victims apply for compensation benefits:** Such assistance may include identifying and notifying crime victims of the availability of compensation, assisting them with the application forms and procedures, obtaining necessary documentation, and/or checking on claim status.
- J. **New programs:** Programs that have not yet demonstrated a record of providing services may be eligible to receive VOCA funding, if it can be demonstrated that twenty-five to fifty percent (25-50%) of the financial support for the agency comes from non-Federal sources. Organizations must have a variety of funding sources in addition to Federal funding to ensure financial stability.
- K. **No charge to victims for VOCA-funded services:** Applicants must provide services to crime victims at no charge through the VOCA-funded project.
- L. **Program match requirements:** The purpose of matching contributions is to increase the number of resources available to the projects supported by grant funds. Matching contributions of twenty percent (20%) (cash or in-kind) of the total cost of each VOCA project (VOCA subaward plus match) are required for each VOCA-funded project and must be derived from non-federal sources, except as provided in the OJP Financial Guide, which can be accessed at <https://ojp.gov/financialguide/DOJ/index.htm>. All funds designated as match are restricted to the same uses as the VOCA funds and must be expended within the grant period. **Example: \$100,000 requested / 0.80 x 0.20 = \$25,000 Match.**

For the purposes of this program, in-kind match may include donations of expendable equipment, office supplies, workshop or classroom materials, workspace, 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. In either case, fringe benefits may be included in the valuation. The value placed on loaned or donated equipment may not exceed its fair market value. 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.

Native American Tribes/Organizations Located on Reservations: The match for new or existing VOCA subrecipients that are Native American tribes/organizations located on reservations is no longer required. For this grant, a Native American tribe/organization is defined as any tribe, band, nation, or other organized group or community, which is recognized as eligible for the special programs and

services provided by the U.S. to Native Americans because of their status as Native Americans. A reservation is defined as a tract of land set aside for use of, and occupancy by, Native Americans.

- M. **Promote community efforts to aid crime victims:** Promote community-based coordinated public and private efforts to aid crime victims. Coordination may include, but is not limited to, serving on state, federal, local, or Native American task forces, commissions, working groups, coalitions, and/or multi-disciplinary teams. Coordination efforts also include developing written agreements that contribute to better and more comprehensive services to crime victims.
- N. **Promote victim safety:** DCFS prohibits activities that compromise victim safety, such as requiring victims to meet with offenders.
- O. **Public or non-profit organization:** To be eligible to receive VOCA funds, organizations must be operated by a public or private non-profit organization, or a combination of such organizations, and provide services to all types of crime victims.
- P. **Record keeping:** VOCA subrecipients must maintain records that clearly show the source, the amount, and the period during which the match was allocated. The basis for determining the value of personnel services, materials, equipment, and space must be documented. Volunteer services must be documented, and to the extent feasible, supported by the same methods used by the subrecipient for its own paid employees.
- Q. **Record of effective services:** Demonstrate a record of providing effective services to crime victims. This includes having the support and approval of its services by the community, and a history of providing direct services in a cost-effective manner and financial support from other sources.
- R. **Services to Limited-English-Proficient (LEP) Persons:** National origin discrimination includes discrimination based on LEP. To ensure compliance with Title VI of the Civil Rights Act and the Omnibus Crime Control and Safe Streets Act, recipients are required to take reasonable steps to ensure that LEP persons have meaningful access to their programs. Meaningful access may entail providing language assistance services, including interpretation and translation services, where necessary. Applicants are encouraged to consider the need for language services for LEP persons served or encountered both in developing their applications and budgets in conducting their programs and activities. Reasonable costs associated with providing meaningful access for LEP individuals are considered allowable program costs.
- S. **Services to victims of federal crimes:** Applicants must provide services to victims of federal crimes on the same basis as victims of state and/or local crimes.
- T. **Volunteers:** Subrecipients must utilize volunteers in providing services to victims of all crimes. Additionally, agencies must maintain log sheets to adequately document volunteer hours. Agencies that do not utilize volunteers must obtain a waiver from DCFS.

PRE-APPLICATION TRAINING

The pre-application webinar will take place on **Wednesday, January 10, 2024 (3:00pm–4:00pm)**. It will be recorded and uploaded to our website by COB 1/12/24 at <https://dcfs.nv.gov/Programs/GMU/GMUVideos/>.

Applicants are not required to attend the Pre-Application Training webinars to be eligible for VOCA funding; however, it is highly encouraged.

The Webinar is designed to introduce participants to details about rules, requirements, and regulations associated with providing services as part of VOCA assistance funding. Additionally, this webinar will discuss and introduce the Notice of Funding Opportunity (NOFO) process.

Successful applicants that are awarded VOCA funding may be required to participate in mandatory online training courses. More information will be provided to funded agencies.

FAQs

All questions and answers will be posted on the DCFS website at http://dcfs.nv.gov/VSC/VSU_GMU/ by Friday, January 19, 2024. To submit your questions please e-mail DCFS Grants at NVVictimServices@dcfs.nv.gov.

Application Process

Award Overview Timeline

Event	Date/Time
Notice of Funding Opportunity announced	January 5, 2024
Questions and Answers posted to DCFS GM webpage	January 19, 2024
Deadline for submission	February 9, 2023
Evaluation period (approximate time frame)	February 12 – February 28, 2024
Announcement of awards	March, 2024
Performance Period	July 1, 2024 through July 31, 2025

Application Review

DCFS GMU staff along with confidential review panel members will review and evaluate each application based upon the Scoring Matrix (See Appendix C). The evaluation of applications received in response to this NOFO will be conducted comprehensively, fairly, and impartially. Structural, quantitative scoring techniques will be utilized to maximize the objectivity of the evaluation. The review process will include a technical review of applicant information, project narrative, program evaluation, cost effectiveness, project sustainability, scope of work, staff qualifications, collaboration, and budget narrative. The review panel members will be comprised of individuals with experience and knowledge of grant management or responsibility for program service and financing.

Funding decisions will be based on the following factors:

- Review panel scores
- Federally required priority funding populations
- Geographic distribution of the proposed grant awards
- Conflicts or redundancy with other funded programs
- Supplanting of existing funding; and
- Alignment of the application with the allowable services listed in Appendix A of this document.

Evaluation Process

Applications received by the published deadline of **5:00 p.m. Friday, February 9, 2024**, will be processed as follows:

STEP 1: Technical Review

DCFS staff will perform a technical review of each application to ensure that minimum standards are met.

- Applications **may** be disqualified if they are missing fundamental elements (i.e., unanswered questions, required attachments).

STEP 2: Application Review Panel

- A. Each application that passes the technical review will be evaluated for content and scored by at least two review panel members using the Scoring Matrix (See Appendix C).
- B. During the review process, staff will identify strengths and weaknesses and may recommend that if the application is funded:
 - Specific revisions are made to the budget or Scope of Work; or
 - Special conditions are placed on the award (e.g., certain fiscal controls, more stringent performance requirements, or more frequent reviews).
- C. The review panel will identify specific line-item areas for revision if funding limitations result in a reduction of an overall proposed budget. In the event budget reductions are necessary, an equitable formula based on application ranking and scores will be developed and applied in an impartial manner.
- D. Decisions will be based on GMU and review panel recommendations, which will be provided to the Administrator of DCFS or designee for final approval.

STEP 3: Final Decisions

A successful application does not guarantee an agency will receive all or partial funding for the program, or, if initially funded, that the project will receive continued funding in subsequent grant cycles.

Final funding decisions will be made by the DCFS Administrator or designee based on the following factors:

- Review panel scores,
- Federally required priority funding populations,
- Geographic distribution of the proposed grant awards,
- Conflicts or redundancy with other funded programs,
- Supplanting of existing funding, and
- Alignment of the application with the allowable services listed in Appendix A of this document.

Funding decisions made by the DCFS Administrator or designee are final. There is no appeals process.

Notification and Award Process

Applicants will be notified of their status with a Letter of Intent after decisions have been made in March 2024.

GMU staff will conduct negotiations with the applicants regarding the recommendation for funding to address any specific issues identified by the GMU or review panel. All related issues must be resolved before a grant is awarded. These issues may include, but are not limited to:

- Revisions to the project budget,
- Revisions to the Scope of Work, and/or
- Enactment of Special Conditions (e.g., certain fiscal controls, more stringent performance requirements or more frequent reviews).

Upon successful conclusion of negotiations, GMU staff will complete a written grant agreement in the form of a Notice of Subaward (NOSA). The NOSA documents and Grant Instructions and Requirements (GIRs) will be distributed to the subrecipient upon approval of the subaward.

Post Award

A. Monthly Financial Status and Request for Reimbursement Report Filing

DCFS requires the use of a standardized Excel spreadsheet reimbursement request form that self-populates certain financial information. This form must be used for all reimbursement requests. Monthly reports are required even if no reimbursement is requested for a month. Instructions and technical assistance will be provided upon the awarding of funds. The monthly reports will be due by the 15th of the following month.

Per the DOJ Grants Financial Guide: Charges made to Federal awards for salaries, wages, and fringe benefits must be based on records that accurately reflect the work performed and comply with the established policies and practices of the organization. See [2 C.F.R. § 200.430](#).

- Charges must be supported by a system of internal controls that provides reasonable assurance that the charges are accurate, allowable, and properly allocated.
- Documentation for charges must be incorporated into the official records of the organization.
- Support must reasonably reflect the total activity for which the employee is compensated by the organization and cover both federally funded and all other activities. The records may include the use of subsidiary records as defined in the organization's written policies.
- Where grant recipients work on multiple grant programs or cost activities, documentation must support a reasonable allocation or distribution of costs among specific activities or cost objectives.
- In cases where two or more grants constitute one identified activity or program, salary charges to one grant may be allowable after written permission is obtained from the awarding agency.
- Examples of items that may support salaries and wages can include timesheets, time and effort reports, or activity reports that have been certified by the employee and approved by a supervisor with firsthand knowledge of the work performed. Payroll records should also reflect either after the fact distribution of actual activities or certifications of employee's actual work performed.

B. Risk Assessment and Subrecipient Monitoring

Successful applicants must participate in risk assessment and subrecipient monitoring. Subrecipient monitoring is intended to provide ongoing technical support to subrecipients and gather information reportable by DCFS to the federal granting agency. To facilitate the review process, materials referred to in the review documents should be gathered prior to the review. The subrecipient's primary contact person and appropriate staff should make themselves available to answer questions and assist the reviewer(s) throughout the process. For non-governmental agencies, at least one (1) board member must also be available during the exit discussion. The subrecipient monitoring reports or action items will be sent to your agency within thirty (30) working days following the conclusion of the subrecipient monitoring.

C. Performance Report

Subrecipients who receive an award must complete performance reports on a quarterly basis and submit them as instructed by DCFS. The quarterly reports will be due by the 15th of the month following the end of the reporting quarter, please see the chart below. Successful applicants will report on their progress towards meeting their scope of work commitments and DCFS will provide a data reporting workbook for subrecipients to document their performance measures. Subrecipients will be required to provide source documentation that corresponds to the data reported.

Reporting Period	Due Date
July 1 – September 30	October 15
October 1 – December 31	January 15
January 1 – March 31	April 15
April 1 – June 30	July 15

D. Mandatory Training

Subrecipients who are awarded must complete the Department of Justice Grants Financial Management training <https://onlinegfmt.training.ojp.gov/> every three years. Proof of completion of this training will be submitted to the GMU staff within 90 days after receiving notification of award.

Additionally, the GMU staff may hold mandatory trainings or webinars that all agencies receiving funding may be required to attend. The GMU staff will make every effort to offer any training sessions or webinars at least twice to make it easier for agencies to attend. Training topics will be determined based on GMU observation of common questions/concerns, new Federal or State regulations/guidance, and/or requests from agencies receiving the funding.

E. Compliance with Changes to Federal and State Laws

As federal and state laws change and affect either the DCFS GMU process or the requirements of subrecipients, successful applicants will be required to respond to and adhere to all new regulations and requirements.

F. Nevada 2-1-1

Nevada 2-1-1 is a statewide resource for individuals looking for assistance, services, and programs. All successful applicants will be required to add or update their agency's profile on Nevada's 2-1-1 website located at www.nevada211.org within 60 days after receiving notification of award. Agencies must provide documentation verifying enrollment.

Questions?

Contact the DCFS GMU at (702) 486-8708 or via email: NVVictimServices@dcfs.nv.gov

Application Instructions

Application Instructions

- An application packet, which includes the application checklist, application form, proposal narrative, scope of work, budget narrative, and agency self-assessment form is available for download at http://dcfs.nv.gov/VSC/VSU_GMU/
- Late and/or incomplete applications will not be scored nor considered for funding.
- The total possible score for the VOCA application is 200
- Applications attachments should be in Arial 11-point font on single-spaced pages with one-inch margins.

Application Checklist

- Complete the Application Checklist prior to scanning/submitting the application to DCFS
- The Application Checklist is for the benefit of the applicants and is not required to be included in the Submission Packet

Section 1 – Application Form (0 Points) Must be Completed

- Complete the Application Form, which can be located at http://dcfs.nv.gov/VSC/VSU_GMU/
- Sign the form
- Scan it into a PDF with any other required attachments, name the PDF “[Name of applicant] VOCA application”. If more than one PDF is necessary, add numbers to the end of the PDF name.
- E-mail the PDF(s) to NVVictimServices@dcfs.nv.gov

Section 2 – Proposal Summary (5 points)

Section 3 – Proposal Narrative (95 points)

- Complete this section using the online form at http://dcfs.nv.gov/VSC/VSU_GMU/
- This Section has eight (8) fields assigned different numbers of points that must be completed by all applicants.
- The Statement of Need (field 2) must be substantiated with data.
- Maximum of 10,000 characters or approximately 1,200 words per field

Field Name	Scoring Points	Instructions
1. Overview	10	<ol style="list-style-type: none">1) Provide Organization’s mission statement.2) Introduce the applicant organization and its role in providing services, including any subcontractor(s) as necessary.3) Explain staffing changes during the past fiscal year.4) Provide three (3) brief examples of the organization’s successes.5) Describe the organization’s desired goals and outcomes with service numbers.

2. Statement of Need	10	<ol style="list-style-type: none"> 1) Establish the degree of need of VOCA services within the geographic area using service numbers from your agency. If a new agency, provide anticipated service numbers including data to support those numbers. 2) Identify the targeted population and explain how the target population would benefit from the proposed project using service numbers from your agency. If a new agency, provide anticipated service numbers including data to support those numbers. 3) If demand for services currently exceeds organization capacity, explain in what specific ways.
3. Services Proposed	10	<p>The foundation of the proposed project(s) should be constructed of evidence supported project justification, empirically supported methods, appropriate staffing, a flexible design, and a clear strategy.</p> <ol style="list-style-type: none"> 1) Identify what services will be provided. 2) Explain how your agency will ensure that services are accessible to all populations, how the needs of your clients will be assessed, and how services will be individualized, victim-centered, and trauma-informed. 3) Describe your agency's approach to direct service delivery and how it meets the needs of the client. 4) If you are already providing the proposed services in the proposed community/ communities, indicate whether there is a waiting list for the proposed services and provide the average length of wait and the number of prospective clients on the list.
4. Goals and Objectives	15	<ol style="list-style-type: none"> 1) Describe the organization's goals and objectives to meet the geographic area's needs 2) Provide the projected number of services that will be provided with these grant funds. 3) Describe the plan to achieve the outlined goals and objectives. Include how, who, where, and when these goals and objectives will be achieved. 4) Explain what measurements will be used to report on the program's success. <p>*Note that these projections <u>must</u> match the Scope of Work and Budget Narrative. *</p>
5. Availability and Accessibility of Services	10	<ol style="list-style-type: none"> 1) Detail the availability of services within the organization's geographic area. 2) Identify other organizations providing similar services and describe why duplication of services is warranted.

7. Community Coordination/Collaboration	15	<p>Which of the following do you collaborate with in your region?</p> <p><input type="checkbox"/> CASA Program</p> <p><input type="checkbox"/> Child Advocacy Center (CAC); Which one(s)? ____</p> <p><input type="checkbox"/> Dept. of Health and Welfare; Which dept(s)? ____</p> <p><input type="checkbox"/> Hospitals/SANE nurses</p> <p><input type="checkbox"/> Local Law Enforcement; Which agencies? ____</p> <p><input type="checkbox"/> Multi-Disciplinary Teams; List: ____</p> <p><input type="checkbox"/> Offender Intervention Programs</p>
		<p><input type="checkbox"/> Other Victim Service Agencies; Which one(s)? ____</p> <p><input type="checkbox"/> Prosecutors; Who? ____</p> <p><input type="checkbox"/> Public Schools</p> <p><input type="checkbox"/> Colleges/Universities</p> <p><input type="checkbox"/> Regional Housing Coalition</p> <p><input type="checkbox"/> Victim Witness Coordinators</p> <p><input type="checkbox"/> Other: ____</p> <p><input type="checkbox"/> Other: ____</p> <p><input type="checkbox"/> Other: ____</p> <p><input type="checkbox"/> Other: ____</p> <p>2) Provide a brief description of your collaboration and collaborative efforts with other victim service providers and other community services.</p> <p>3) If you do not currently collaborate with other victim service providers, please identify which ones, and explain why not.</p>
8. Vicarious Trauma	10	<p>Vicarious trauma, also known as secondary trauma, provider fatigue, or compassion fatigue; can have long-lasting effects on service providers who work closely with crime victims.</p> <p>1) Describe what services or strategies will be utilized to address vicarious trauma involving direct service providers such as your agency's advocates.</p>
9. Sustainability	15	<p>1) Describe fundraising activities undertaken during the past twelve months.</p> <p>2) Explain planned fundraising activities for SFY23, including your funding goal.</p> <p>3) Describe your agency's sustainability plan outside of VOCA funding that supports sustainability, including diverse funding resources, staff commitments, and longevity of the organization.</p>
Total for Narrative	95	

Section 4- Scope of Work (SOW) Table (30 points)

- Complete the SOW Table, which can be located at http://dcfs.nv.gov/VSC/VSU_GMU/
- Scan it into a PDF with any other required attachments, and
- E-mail the PDF to NVVictimServices@dcfs.nv.gov

Section 5 – Budget (50 points)

- This Section has two (2) fields assigned with different number of points.
- The first field (Proposed Project Budget) is part of the application form
- To complete the second field, complete the SFY24 Budget Narrative Template, which can be located at http://dcfs.nv.gov/VSC/VSU_GMU/
- Scan all three forms of the SFY25 Budget Narrative Template into a PDF with any other required attachments, and
- E-mail the PDF to NVVictimServices@dcfs.nv.gov

Field Name	Scoring Points	Instructions
Proposed Project Budget	10	Use the provided table and designate a whole dollar amount for the seven (7) budget categories; or use a zero (0) to indicate that no funds are being requested. Add these numbers to get the sum of the total amount of funding requested for the project period.
Budget Narrative	30	All applications must include a detailed project budget for the grant. The budget should be an accurate representation of the funds <u>needed</u> to carry out the proposed Scope of Work and achieve the projected outcomes for SFY24. This should align with the Narrative's Goals and Objectives and Methods of Accomplishment
Budget Summary & Match	10	These sections should be completed in full and be reflective of the agency's total budget. Match should include either "Match Waived" or a reflection of the match the agency can provide.
Total for Budget	50	

Section 6 – Agency Performance (20 points)

- This section includes two subsections, including the Agency Self-Assessment.
- Submit your 2021 or 2022 Single Audit or Financial Opinion as a PDF
- New applicants will only receive a score based on their 2022 or 2023 Single Audit or Financial Opinion for this section.

Overview of Assurances and Certifications

By signing the Application Form of the Division of Child and Family Services application, the applicant certifies:

1. The project described in this application meets all the requirements of the Victims of Crime Act
2. All information contained in the application is correct
3. The applicant will read, understand, and comply with all provisions of the governing legislation and all other applicable federal and state laws, current or future rules, and regulations; and
4. The applicant further understands and agrees that any award received as a result of this application is subject to the grant conditions set forth in the Notice of Subaward and Assurances and Certifications.

Submission Instructions

- **The grant application deadline is 5:00 p.m. Pacific Standard Time (PST) on Friday February 9, 2024.**
- Submit the signed, completed application form, Scope of Work Table, SFY25 Budget Narrative, and all other required attachments in a PDF document to NVVictimServices@dcfs.nv.gov.
- Applications must be submitted online and by emailing all required documents to NVVictimServices@dcfs.nv.gov. In the subject line of the email place the NOFO title, "VOCA NOFO Response from [name of applicant]".
 - If a single email is too large to be accepted for transmittal or delivery by an email system used in the transmittal of the application, then more than one email may be sent by indicating in the email subject line that the application has been emailed in parts (e.g., "Part 1 of 3").
- Once the application is submitted, no corrections or adjustments may be made prior to the negotiation period.
- If you do not receive an email acknowledgment within three (3) business days of submitting the application, please contact Elena Espinoza at Meespinoza@dcfs.nv.gov or 702-486-8708.
- Submitting a paper copy of the application is **not** required. Applicants without access to email may submit their application via regular mail; however, the **completed paper application must be received by DCFS no later than Friday, February 9, 2024** to:

Division of Child and Family Services
Grant Management Unit – Victim Services
4126 Technology Way, 3rd Floor
Carson City, NV 89706

APPENDIX A: VOCA ALLOWABLE AND UNALLOWABLE SERVICES

EXAMPLES OF ALLOWABLE SERVICES ACTIVITIES AND COSTS

The state of Nevada as the Administrators for VOCA may award victim assistance funds for those services, activities and costs that are directly related to the emotional healing and recovery of crime victims. The following, although not exhaustive, is a listing of services, activities, and costs that are eligible for support with VOCA Victim Assistance grant funds, as stated in the Final Program Guidelines.

- A. Crisis counseling to victims of crime in person consisting of crisis intervention, emotional support, and guidance and counseling provided by advocates, counselors, mental health professionals, or peers. Such counseling may occur at the scene of the crime, immediately after a crime, or be provided on an ongoing basis.
- B. Follow-up contact to victims of crime consisting of in-person, via telephone and/or via written communications to offer emotional support, provide empathetic listening, and checking on a victim's progress.
- C. Therapy consisting of intensive professional psychological and or psychiatric treatment for individuals, couples, and family members related to counseling to provide emotional support in crisis arising from the occurrence of a crime. This includes the evaluation of mental health needs, as well as the actual delivery of psychotherapy.
- D. Group treatment to victims of crime consisting of the coordination and provision of supportive group activities and includes self-help, peer, and social support.
- E. Crisis Hotline Counseling to victims of crime including the operation of a twenty-four-hour telephone services, seven (7) days a week, which provides counseling, guidance, emotional support, information, and referral services.
- F. Shelter/Safe House services to victims of crime consisting of short- and long-term housing and related support services to victims and family members.
- G. Information and referral services consisting of in-person contacts with victims of crime during which time services and available support are identified.
- H. Criminal justice support/advocacy to victims of crime consisting of support, assistance, and advocacy to victims at any stage of the criminal justice process, to include post-sentencing services and support.
- I. 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 to state evidentiary collection requirements.
- J. Emergency financial assistance to victims of crime consisting of cash outlays for transportation, food, clothing, and emergency housing.
- K. Emergency legal advocacy consisting of filing of temporary orders of protection, injunctions, and other protective orders, elder abuse petitions, and child abuse petitions but does not include criminal prosecution or the employment of attorneys for non-emergency purposes such as torts.
- L. Assistance in filing compensation claims with victims of crime consisting of making victims aware of the availability of crime victim compensation, assisting the victim in completing the required forms, and gathering the needed documentation. It may include follow-up contact with the victim compensation agency on behalf of the victim.
- M. Assistance with victims' rights consisting of making victims of violent crime aware of their rights, educating other service organizations of these rights and referral to appropriate agencies to ensure these rights are upheld in Nevada.
- N. Personal advocacy to victims of crime consisting of assisting victims in securing rights, remedies, and services from other agencies; locating emergency financial assistance, intervening with employers, creditors, and others on behalf of the victim; assisting in filing

for losses covered by public and private insurance programs including workman's compensation, unemployment benefits, and welfare; accompanying the victim to the hospital and other such support services.

- O. Telephone contact with victims of crime consisting of contacts with victims during which time services and available support are identified.
- P. Other services to victims of crime consisting of other VOCA Victim Assistance allowable services and activities not listed such as forensic interviewing as it pertains to identifying and linking victims to services.
- Q. 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 expenses for service providers.
- R. Special Services. Services to assist crime victims with managing practical problems created by the victimization such as acting on behalf of the victim with other service providers, creditors, or employers; assisting the victim to recover property that is retained as evidence; assisting in filing for compensation benefits; and helping to apply for public assistance.
- S. Personnel Costs. Costs that are directly related to providing direct services, such as staff salaries and fringe benefits, including malpractice insurance; the cost of advertising to recruit VOCA-funded personnel; and the cost of training paid and volunteer staff. As part of the Division of Child and Family Services' commitment to diversity, equity, and inclusion, it is encouraged that each agency pay staff a living wage and offer a health insurance option. Administrative staff salaries are not allowed under VOCA.

The services, activities, and costs listed below are not generally considered direct crime victim services but are often necessary and essential activity to ensure that quality direct services are provided. Before these costs can be supported with VOCA funds, DCFS and the 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. Due to declining funds, these costs must have exceptional justification and cost allocation must be provided to be considered. The following list provides examples of such items:

- A. **Skills training for staff.** VOCA funds designated for training are to be used exclusively for developing the skills of direct service providers including paid staff and volunteers, so that they are better able to offer quality services to crime victims. An example of skills development is training focused on how to respond to a victim in crisis. VOCA funds can be used for training both VOCA-funded and non-VOCA-funded service providers who work within a VOCA recipient organization, but VOCA funds cannot be used for management and administrative training for executive directors, board members, and other individuals that do not provide direct services.
- B. **Training materials.** VOCA funds can be used to purchase materials such as books, training manuals, and videos for direct service providers, within the VOCA-funded organization, and can support the costs of a trainer for in-service staff development. Staff from other organizations can attend in-service training activities that are held for the subrecipient's staff.
- C. **Training related travel.** VOCA funds can support costs such as travel, meals, lodging, and registration fees to attend training within the state or a similar geographic area. This limitation encourages subrecipients to first look for available training within their immediate geographical area, as travel costs will be minimal.
- D. **Equipment and furniture.** VOCA funds cannot support the entire cost of an item that is not used exclusively for victim-related activities. However, VOCA funds can support a prorated

share of such an item. In addition, subrecipients cannot use VOCA funds to purchase equipment for another organization or individual to perform a victim-related service. Examples of allowable costs may include cell phones, beepers, typewriters, computers, tablets, and word processors; videotape cameras and players for interviewing children; two-way mirrors; and equipment and furniture for shelters, workspaces, victim waiting rooms, and children's play areas.

The costs of furniture, equipment such as Braille equipment or FFY/TTD machines for the deaf or minor building alterations/improvements that make victim's services more accessible to persons with disabilities are allowable. Subrecipients must refer to the OJP Financial Guide, which can be accessed at <https://ojp.gov/financialguide/DOJ/index.htm> and discuss with DCFS before these types of decisions are made.

All equipment purchased with VOCA funds must be marked "VOCA" for the purpose of establishing ownership upon program termination. Appropriate accounting and business records must be maintained which clearly show "VOCA" ownership. A clear allocation methodology must be provided if there is cost-sharing between multiple funding sources. If a program ceases to exist, equipment purchased with VOCA funds will be returned to DCFS who will distribute to other VOCA programs or hold for future use by a VOCA grant recipient.

- E. **Advanced technologies.** At times, computers may increase a subrecipients ability to reach and serve crime victims. To receive funding for advanced technologies, the subrecipients must describe how the computer equipment will enhance services to crime victims; how it will be integrated into and/or enhance the subrecipient's current system; the cost of installation; the cost of training staff to use the computer equipment; the ongoing operational costs, such as maintenance agreements, supplies; and how these additional costs will be supported. Property insurance is an allowable expense if VOCA funds support a prorated share of the cost of the insurance payments.
- F. **Contracts for professional services.** VOCA funds generally should not be used to support contract services. At times, however, it may be necessary for VOCA sub-grantees to use a portion of the VOCA subaward to contract for specialized services. In the case where contract services are necessary, please contact Grants Management Unit staff to ensure these activities are approved prior to requesting reimbursement. Subrecipients are prohibited from using a majority of VOCA funds for contracted services, which contain administrative, overhead, and other indirect costs included in the hourly or daily rate.
- G. **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.
- H. **Repair and/or replacement of essential items.** VOCA funds may be used for repair or replacement of items that contribute to maintaining a healthy and/or safe environment for crime victims, such as a furnace in a shelter.
- I. **Public presentations.** VOCA funds may be used to support presentations that are made in schools, community centers, or other public forums, and that are designed to identify crime victims and provide or refer them to needed services. Specifically, activities and costs related to such programs including presentation materials, brochures, and newspaper notices can be supported by VOCA funds.

EXAMPLES OF UNALLOWABLE SERVICES, ACTIVITIES AND COST

The services, activities, and costs below, although not exhaustive, cannot be supported with VOCA funds:

- A. **Lobbying and administrative advocacy.** VOCA funds cannot support victim legislation or administrative reform, whether conducted directly or indirectly.
- B. **Perpetrator rehabilitation and counseling.** Subrecipients cannot knowingly use VOCA funds to offer rehabilitative services to offenders.
- C. **Needs assessments, surveys, evaluations, studies.** VOCA funds may not be used to pay for efforts conducted by individuals, organizations, task forces, or special commissions to study and/or research particular crime victim issues.
- D. **Prosecution activities.** VOCA funds cannot be used to pay for activities that are directed at prosecuting an offender and/or improving the criminal justice system's effectiveness and efficiency, such as witness notification and management activities and expert testimony at a trial. In addition, victim witness protection costs and subsequent lodging and meal expenses are considered part of the criminal justice agency's responsibility and cannot be supported with VOCA funds.
- E. **Fundraising activities.** VOCA funds cannot pay for any activities related to fundraising.
- F. **Property loss.** 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 is not allowed. For these types of expenses, the Victims of Crime Compensation Program (VOCP) is an alternative. To find additional information on the eligibility requirements and application for VOCP, please visit <http://voc.nv.gov/> or email the Victims of Crime Compensation office (VOCP@dcfs.nv.gov) for additional information.
- G. **Most medical costs.** VOCA funds cannot pay for types of non-emergency medical and/or dental treatment.
- H. **Relocation expenses.** VOCA funds cannot support housing lease, rental, or mortgage payments for crime victims.
- I. **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.
- J. **Development of protocols, interagency agreements, and other working agreements.** These activities benefit crime victims, but they are considered examples of the types of activities that subrecipients undertake as part of their role as a victim services organization.
- K. **Costs of sending individual crime victims to conferences.**
- L. **Activities exclusively related to crime prevention.**
- M. **Utilization of ANY VOCA funding to provide services to perpetrators.** Perpetrator Rehabilitation and Counseling. Subrecipients cannot knowingly use VOCA funds to offer rehabilitative services to offenders.

APPENDIX B: BUDGET NARRATIVE INSTRUCTIONS

Budget Narrative Instructions

All applications must include a detailed project budget for the grant. The budget should be an accurate representation of the funds needed to carry out the proposed Scope of Work and achieve the projected outcomes for SFY 2025. If the project is not fully funded, the GMU will work with the applicant to modify the budget, the Scope of Work, and the projected outcomes.

Applicants must use the budget template form (Excel file) provided for downloading in the Budget Section of the online application. Use the budget definitions provided in the “Categorized Budgets” section below to complete the narrative budget (spreadsheet tab labeled Budget Narrative 1). This spreadsheet contains formulas to automatically calculate totals and links to the budget summary spreadsheet (tab labeled Budget Summary) to automatically complete budget totals in Column B. Do not modify or override formulas.

Per the DOJ Grants Financial Guide: Charges made to Federal awards for salaries, wages, and fringe benefits must be based on records that accurately reflect the work performed and comply with the established policies and practices of the organization. See [2 C.F.R. § 200.430](#).

For all budget categories: Provide total requested, item details, and line-item justification.

Personnel:

Employees who provide direct services are identified here. The following criterion is useful in distinguishing employees from contract staff.

CONTRACTOR	EMPLOYEE
Delivers product	The applicant organization is responsible for product
Furnishes tools and/or equipment	The applicant organization furnishes workspace & tools
Determines means and methods	The applicant organization determines means and methods

In the narrative section, list each position and employee name, if known. As part of the Division of Child and Family Services’ commitment to diversity, equity, and inclusion, it is encouraged that each agency pay staff a living wage and offer a health insurance option. Provide a breakdown of the wages or salary and the fringe benefit rate (e.g., health insurance, FICA, worker’s compensation). For example:

Counselor – $(\$28/\text{hour} \times 2,080/\text{year} + 22\% \text{ fringe}) \times 25\% \text{ of time} = \$17,763$

Advocate – $(\$20/\text{hour} \times 40 \text{ hours/week} + 15\% \text{ fringe}) \times 52 \text{ weeks} = \$47,840$

Only those staff whose time can be traced directly back to the grant project should be included in this budget category. This includes staff who spend only part of their time on grant activities. All others should be considered part of the applicant’s indirect costs (explained later).

****Administrative/Executive Staff salaries will not be allowed in the Personnel category.**

Travel/Training: Travel costs must provide direct benefit to this project. Identify staff that will travel, the purpose, frequency, and projected costs. U.S. General Services Administration (GSA) rates for per diem and lodging, and the state rate for mileage (currently 62.5 cents), should be used unless the organization's policies specify lower rates for these expenses. Local travel (i.e., within the program's service area) should be listed separately from out-of-area travel. Out-of-state travel and nonstandard fares/rates require special justification. GSA rates can be found online at <https://www.gsa.gov/travel/plan-book/per-diem-rates>

Identify and justify any training costs specifically associated with the project, include type of training, location, number attending, benefit to subrecipient, and implementation of a subaward. Due to declining funds, these costs must have exceptional justification and cost allocation must be provided to be considered.

Operating:

List and justify tangible and expendable property, such as office supplies, audit costs, insurance(s), etc., that are purchased specifically for this project. Generally, supplies do not need to be priced individually, but a list of typical program supplies is necessary.

Equipment:

List equipment to purchase or lease costing \$5,000 or more and justify these expenditures. Also list any electronics (phones, laptops, computers, etc.) to be purchased regardless of cost. All other equipment costing less than \$5,000 should be listed under Operating. Equipment that does not directly facilitate the purpose of the project, as an integral component, is not allowed. Equipment purchased for this project must be labeled, inventoried, and tracked as such. Due to declining funds, these costs must have exceptional justification and cost allocation must be provided to be considered.

Contractual/Consultant Services:

Project workers who are not employees of the applicant organization should be identified here. Any costs associated with these workers, such as travel or per diem, should also be identified here. Explain the need and/or purpose for the contractual/consultant service. Identify and justify these costs. For collaborative projects involving multiple sites and partners, separate from the applicant organization, all costs incurred by the separate partners should be included in this category, with subcategories for Personnel, Fringe, Contract, etc. Written sub-agreements must be maintained with each partner, and the applicant is responsible for administering these sub-agreements in accordance with all requirements identified for grants administered under the DCFS. A copy of written agreements with all partners must be provided. Scan these documents along with the budget into one file to attach to the application. Due to declining funds, these costs must have exceptional justification and cost allocation must be provided to be considered.

Other Expenses:

Identify and justify these expenditures, which can include virtually any relevant expenditure associated with the project, such as client transportation, client needs, programmatic supplies, etc.

Stipends, or scholarships that are a component of a larger project or program may be included here but require special justification as to the merits of the applicant serving as a “pass-through” entity, and its capacity to do so. If there is insufficient room in the narrative section to provide adequate justification, please add a fourth tab to the budget template for that purpose.

Indirect Costs:

Indirect costs represent the expenses of doing business that are not readily identified with or are allocable to a specific grant, contract, project function or activity, but are necessary for the general operation of the organization and the conduct of activities it performs. Indirect costs include but are not limited to: depreciation and use allowances, facility operation and maintenance, memberships, and general administrative expenses such as management/administration, accounting, payroll, legal and data processing expenses that cannot be traced directly back to the grant project. The itemized Indirect costs must be identified in the narrative section.

Budget Summary Form 2

After completing Budget Narrative Form 1, turn to Budget Summary Form 2. Column B of Form 2 (“VOCA”) should automatically update with the category totals from Budget Narrative Form 1. Column B should reflect only the amount requested in this application.

Complete Columns C through G of the form for all other funding sources that are either secured or pending for this project (not for the organization as a whole). Use a separate column for each separate source, including in-kind, volunteer, or cash donations. Replace the words “Other Funding” in the cell(s) in Row 6 with the name of the funding source. Enter the type of funding (Federal, State, or Private) on line 7 for each funding source. Enter either “Secured” or “Pending” in the cell(s) in Row 8. If the funding is pending, note the estimated date of the funding decision in Section B below the table, along with any other explanation deemed important to include.

Enter the “Total Agency Budget” in Cell I-26 labeled for this purpose. **This should include all funding available to the agency for all projects including the proposed project.** Cell I-27 directly below, labeled “Percent of Total Budget,” will automatically calculate the percentage that the funding requested from the DCFS for the proposed project will represent.

Budget Summary Form 3

- A. After completing Budget Narrative Forms 1 and 2, turn to Budget Summary Form 3. Budget Form 3 should include Match Information. Identify and justify match of 20% of the total cost of the VOCA project (VOCA subaward plus match) derived from non-federal sources. All funds designated as match are restricted to the same uses as the subaward funds and must be expended within the grant period. All funds designated as match are restricted to the same uses as the VOCA funds and must be expended within the grant period. **Example: \$100,000 requested / 0.80 x 0.20 = \$25,000 Match.**

APPENDIX C: GMU SCORING MATRIX

Accepted proposals will be evaluated based on the following criteria:

- A. All parts of each section are included and addressed.
- B. Descriptions and detail are clear, organized, and understandable.
- C. Descriptions are responsive to the intent of the NOFO objectives.
- D. The overall ability of the applicant, as judged by the evaluation committee, to successfully provide services in accordance with the Victim of Crime Act Guidelines.
- E. Proposals with an average score lower than 100 may be excluded from further consideration.

Applications are rated as outlined below, based on the average component points received by application review committee members. Points will be assigned for each item listed as follows:

80% - 100% of Maximum Points: Applicant's proposal or capability is superior and exceeds expectations for this criterion.

60% - 79% of Maximum Points: Applicant's proposal or capability is satisfactory and meets expectations for this criterion.

40% - 59% of Maximum Points: Applicant's proposal or capability is unsatisfactory and contains numerous deficiencies for this criterion.

0% - 39% of Maximum Points: Applicant's proposal or capability is not acceptable nor applicable for this criterion.

The maximum points to be awarded for each proposal section are as follows:

Proposal Component	Potential Maximum Score
1. Application Form	No score
2. Proposal Summary	5
3. Proposal Narrative	95
4. Scope of Work (SOW) Table	30
5. Budget	50
6. Agency Performance	20
Total	200