



Program Guide and Application Procedures for:
Administration of Statewide Grant Programs to Support Specialized
Treatment and Services for Victims of Child Abuse

Virginia Department of Criminal Justice Services
1100 Bank Street
Richmond, VA 23219

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Purpose Areas

The Virginia Department of Criminal Justice Services (DCJS) is soliciting applications from state agencies eligible and qualified to administer federal Victims of Crime Act (VOCA) funds designated to support Virginia Child Advocacy Centers (CACs) and other specialized treatment and services for victims of child abuse. Such funds will be awarded to eligible organizations for delivery of VOCA allowable services statewide provided by CACs that are certified by the National Children's Alliance and to support other VOCA allowable specialized treatment and direct services for victims of child abuse in Virginia.

The selected grantee must have demonstrated organizational and technical capacity to comply with the applicable provisions of the Victims of Crime Act (VOCA), the Program Guidelines, and the requirements of the DOJ Financial Guide and to ensure the compliance of all subgrantees. The selected grantee must also have the demonstrated organizational and technical capacity to manage and award funds to projects statewide.

Purpose Area 1.

For the period July 1, 2016 through June 30, 2017, a total of up to \$1,500,000 will be awarded to the grantee in order to support VOCA allowable services provided by eligible CACs statewide. These funds are intended to supplement funds awarded in accordance with the 2015 Virginia Acts of Assembly, Chapter 665, item 341 and are subject to performance and financial reporting as required by the federal Office for Victims of Crime.

Purpose Area 2.

A total of up to \$1,800,000 will be awarded in order to support VOCA allowable specialized treatment and services for victims of child abuse in Virginia provided by eligible local agencies statewide, other than CACs and Court Appointed Special Advocate (CASA) programs. It is anticipated that funds allocated for this purpose area will support existing VOCA funded child abuse projects demonstrating satisfactory performance, appropriate expansion of such projects, and new projects that are trauma informed and evidence based. It is further anticipated that funded projects will be consistent with child abuse focused input received at VOCA Listening Sessions conducted in September and October 2015. Applicants can find the Victims of Crime Act (VOCA) Listening Sessions Summary report at:

http://www.dcls.virginia.gov/victims/documents/VOCA_SummaryReport_0112.pdf

Funds awarded under this purpose area are subject to performance and financial reporting as required by the federal Office for Victims of Crime.

Eligibility

State government agencies with demonstrated experience managing federal funds that support services for victims of child abuse and neglect statewide are eligible to apply under this grant program. Each eligible agency may submit only one application. It is anticipated that a single applicant will be selected to manage both purpose areas under this solicitation.

Deadline

An original and three unbound copies of the grant application must be received by DCJS by **4:30 p.m. on Friday March 11, 2016**. They should be submitted to:

**Virginia Department of Criminal Justice Services
Attention: Janice Waddy
1100 Bank Street, 12th Floor
Richmond, Virginia 23219**

Review Process

DCJS will review all applications and make award recommendations for consideration by the Criminal Justice Services Board (CJSB). The CJSB will make final funding decisions at their meeting on March 24, 2016. Applications will be scored on the following factors,

Organizational and Technical Capacity and Experience: 30 points

Need Justification 30 points

Implementation Plan 30 points

Budget Narrative 10 points

Allowable Activities and Expenses

All expenses supported with grant funds must be allowable under current VOCA guidelines and state regulations, must be reasonable and necessary, and must apply directly to funded projects.

Examples of costs supporting one or more of the objectives of child advocacy centers, and examples of unallowable costs, are listed below.

Other costs related to other specialized treatment and services for victims of child abuse may also be supported, provided the applicant demonstrates that the costs are VOCA allowable, necessary, reasonable, and appropriate.

Allowable and unallowable costs, as detailed in the current VOCA guidelines are also attached, for applicant reference.

A. Multidisciplinary Team Response Activities: Examples of allowable costs for funds reimbursement include but are not limited to:

Forensic interviews conducted by MDT/CAC staff who have completed specialized training in a legally sound, non-duplicative, non-leading and neutral manner; and a CAC child focused setting to provide a safe, comfortable and neutral place to conduct forensic interviews that allows for live observation by MDT members.

B. Treatment Services: Examples of allowable costs for funds reimbursement include but are not limited to:

Counseling services provided to children and non-offending caretakers by a qualified professional including victim advocacy, crisis intervention, support and guidance either immediately after the initial referral to the CAC or as part of an ongoing service plan determined by the MDT; Mental health assessment and services for children affected by abuse or neglect or by witnessing family violence; Individual, family, or group therapy for children and/or families affected by abuse or neglect or by witnessing family violence; Non-offending parent education or self-help groups for families affected by abuse or neglect or by witnessing family violence; and court related services that assist the child victim to participate in criminal justice proceedings.

C. Other Services and Activities: The following services, activities, and costs are not generally considered associated with direct services, but are often necessary and essential activities to ensure that quality direct services are provided. Allowable costs for funds reimbursement include but are not limited to:

Salaries and fringe benefits of: CAC staff providing direct services to children and/or their families; of CAC staff for administrative time to complete CAC-required time sheets and programmatic documentation, reports, and statistics; and administrative time to maintain CAC case records and MDT meeting information;

Training related expenses including staff skill development and training enhancing direct service skills and knowledge for CAC staff and members of multidisciplinary teams providing direct services to victims; for purchase of materials such as books, training manuals, and videos for the funded project;

Operating costs necessary to support direct services including rent, utilities, supplies, equipment purchase/use/rental fees, printing, photocopying, and postage when supported by appropriate documentation; brochures which describe available CAC services; and books and other related materials for families affected by child abuse and neglect.

Unallowable Costs

The following services, activities, and costs, although not exhaustive, will not be reimbursed with Child Advocacy Center grant funds:

Local forensic medical evaluations of child sexual and physical abuse (funds can be accessed from the Criminal Injuries Compensation Fund and/or from Virginia Supreme Court);

Indirect costs which are expenditures not readily assignable to a particular project, such as liability insurance on buildings, security guards and body guards, property losses and expenses, real estate purchases, mortgage payments, and construction costs;

Non-travel/training related meals/food; services and activities for which the subgrantee is paid with other public, private, or insurance sources.

Applicant Administrative Responsibilities

For each subgrantee, the selected administrator will submit to OVC and DCJS a fully completed "Subgrant Award Report." These reports must be submitted as required by OVC, by established due dates. In the event that funds are re-awarded to the same subgrantee or contractor from a previous year, a separate "Subgrant Award Report" must be submitted for each funding year. The selected administrator will further provide OVC and DCJS with information on any changes in the amounts of funds awarded which occur subsequent to the submission of "Subgrant Award Reports." Revised "Subgrant Award Reports" must be provided to OVC and DCJS in accordance with OVC established deadlines.

In awarding and accounting for these funds, the selected administrator assures and certifies its compliance, and the compliance of its subgrantees and contractors, with all applicable federal statutes, regulations, policies, guidelines, and requirements described in the effective guidelines and award documents.

The selected administrator must provide DCJS with the name, address and phone number of its civil rights contact person who has lead responsibility for ensuring that all

applicable civil rights requirements are met and who will act as the agency's liaison with DCJS in civil rights matters.

The selected administrator and all subgrantees must agree to submit all OVC required certifications and assurances including the form titled "Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements".

The selected administrator must agree to collect and submit, or ensure collection and submission of, OVC required data in accordance with the schedule and process established by OVC, via its Performance Management Tool (PMT). This will include quarterly and annual performance reporting reflecting the services provided to crime victims by programs receiving each year's VOCA funds. These reports shall contain the information necessary to meet the reporting requirements established by OVC for recipients of VOCA funds. These reports are to be based on data from all subgrantees receiving these funds during each award period. As necessary the selected administrator will collaborate with DCJS to facilitate completion of a single annual report covering all funded projects.

Administrative Costs

The selected administrator may retain up to, but no greater than, 5% of each fiscal year's allocation for administration of VOCA victim assistance grants at the state level. Should the selected administrator elect to utilize administrative funds, a description of the uses of these funds and their impact must be described in the application and in performance reports as required by the federal Office for Victims of Crime. Such a description should address how administrative funds will expand, enhance, and improve services to crime victims. In accordance with current VOCA guidelines, the selected administrator is not required to match the portion of the grant that is used for administrative purposes but must match any administrative funds used to support training.

Standard Application Instructions

Through evaluation of standard applications DCJS will determine the most qualified applicant to establish, manage, and administer contracts statewide with eligible organizations for delivery of VOCA allowable services provided by CACs that are certified by the National Children's Alliance and to support services for victims of child abuse provided by eligible local agencies statewide, other than CACs and Court

Appointed Special Advocate (CASA) programs. It is anticipated that a single applicant will be selected to manage both funding allocations.

A standard application consists of a completed:

- I. Project Description
- II. Budget Form and Narrative
- III. Application Specific Assurances

I. Project Description

To complete the Project Description please use the following format:

Program Title: Indicate: Administration of Statewide Grant Programs to Support Specialized Treatment and Services for Victims of Child Abuse.

Organizational and Technical Capacity and Experience:

Describe relevant experience and document organizational and technical capacity to manage and award federal victim assistance funds supporting services for victims of child abuse statewide for a twelve-month period beginning July 1, 2016 and ending June 30, 2017, with three (3) one (1) year renewal options.

Describe relevant experience and demonstrated organizational and technical capacity to comply with the applicable provisions of the Victims of Crime Act (VOCA), the VOCA Program Guidelines, and the requirements of the DOJ Financial Guide and to ensure the compliance of all contractors/subgrantees.

Need Justification:

It is important to describe, clearly and specifically, the need which the proposed program is intended to address. Use statistics which show trends, as well as the current situation, to demonstrate the growth and magnitude of the problem to be addressed. In addition to describing the nature and extent of the need, describe the existing resources being used to address the need or problem, their adequacy, and the critical needs or gaps which requested funding will fill. Please describe the types of projects to be funded and the scope of services envisioned.

As appropriate, address the performance of projects which may be considered for continuation funding and how supporting projects that are trauma informed and evidence based will be prioritized. Additionally, as appropriate, address how anticipated funding allocation will be consistent with child abuse focused input received at VOCA Listening Sessions conducted in September and October 2015.

Implementation/Work Plan: Describe the administrative steps or actions you will take to get the project “up and running” and to keep it running effectively and efficiently during the grant period. For each step, provide the dates by which you expect to complete it.

II. Budget Form and Narrative

The cover sheet (first page) of the DCJS Grant Application should be completed and signed. The agency Director should sign these documents. Anticipated expenses by major category should be presented on pages 2 and 3 and explained, as necessary, in the budget narrative. Expenses associated with the proposed grant program supporting CACs that are certified by the National Children’s Alliance and expenses associated with the proposed grant program to support services for victims of child abuse provided by eligible local agencies, other than CACs and Court Appointed Special Advocate (CASA) programs, should be clearly delineated and differentiated. Applicants can submit two separate budget itemization forms and narratives, if doing so is viewed as clearer and more efficient.

Budget Narrative:

This section should include a budget narrative describing projected expenditures and providing assurance that only VOCA allowable costs will be supported with VOCA funds and matching funds. The budget narrative should demonstrate how funds will be allocated to address critical needs or gaps identified in the Need Justification.

III. Application Specific Assurances

Please complete and submit the attached application specific assurance document.

Application Specific Assurances

Please check the box associated with each provision below to indicate acceptance/assurance of compliance.

If or as necessary, please briefly explain how the assurance/eligibility criteria will be met by the applicant.

Eligible Organizations Only. The applicant must ensure that only eligible organizations receive VOCA funds, and that these funds are used only for services to victims of crime, except those funds that the grantee uses for training victim service providers and/or administrative purposes, as authorized by Section 1404(b) codified at 42 U.S.C. 10603(b). See section E. Services, Activities, and Costs at the Subrecipient Level for examples of direct services to crime victims.

Brief explanation, if necessary:

Nonsupplantation. VOCA crime victim assistance grant funds will be used to enhance or expand services and will not be used to supplant state and local funds that would otherwise be available for crime victim services. See Section 1404(a)(2)(c), codified at 42 U.S.C. 10603(a)(2)(C). This supplantation clause applies to state and local public agencies only.

Brief explanation, if necessary:

Child Abuse Focus. VOCA establishes funding of services for victims of child abuse as a priority. Funds awarded under this grant must be utilized to support VOCA allowable child abuse services. These funds are intended to supplement funds awarded in accordance with the 2015 Virginia Acts of Assembly, Chapter 665, item 341 (up to \$1.5 million). In addition, funds must support VOCA allowable specialized treatment and services for victims of child abuse provided by eligible local agencies, other than CACs and Court Appointed Special Advocate (CASA) programs (Up to \$1.8 million).

Brief explanation, if necessary:

Financial Record Keeping and Program Monitoring. Appropriate accounting, auditing and monitoring procedures will be used at the grantee and subrecipient levels so that records are maintained to ensure fiscal control, proper management, and efficient disbursement of the VOCA victim assistance funds, in accordance with the DOJ Financial Guide, effective edition.

Brief explanation, if necessary:

Compliance with Federal Laws. Compliance with all federal laws and regulations applicable to federal assistance programs and with the provisions of Title 28 of the Code of Federal Regulations (CFR) applicable to grants.

Brief explanation, if necessary:

Compliance with VOCA. Compliance by the applicants and subrecipients with the applicable provisions of VOCA and the effective VOCA Program Guidelines or regulations.

Brief explanation, if necessary:

Required Reports Submitted to OVC. Programmatic and financial reports must be submitted in accordance with deadlines and procedures as established by the federal Office for Victims of Crime and DCJS. It is anticipated that the applicant will submit reports to OVC directly via the Performance Management Tool.

Brief explanation, if necessary:

Civil Rights - Prohibition of Discrimination for Recipients of Federal Funds. No person in any state shall, on the grounds of race, color, religion, national origin, sex, age, or disability be excluded from participation in, be denied the benefits of, be subjected to discrimination under, or denied employment in connection with any program or activity receiving federal financial assistance, pursuant to the following statutes and regulations: Section 809(c), Omnibus Crime Control and Safe Streets Act of 1968, as amended, 42 U.S.C. 3789d, and Department of Justice Nondiscrimination Regulations, 28 CFR Part 42, Subparts C, D, E, and G; Title VI of the Civil Rights Act of 1964, as amended, 42 U.S.C. 2000d, et seq.; Section 504 of the Rehabilitation Act of 1973, as amended, 29 U.S.C. 794; Subtitle A, Title II of the Americans with Disabilities Act of 1990, 42 U.S.C. 12101, et seq. and Department of Justice regulations on disability discrimination, 28 CFR Part 35 and Part 39; Title IX of the Education Amendments of 1972, as amended, 20 U.S.C. 1681-1683; and the Age Discrimination Act of 1975, as amended, 42 U.S.C. 6101, et seq.

Brief explanation, if necessary:

Obligation to Report Discrimination Finding. In the event a federal or state court or administrative agency makes a finding of discrimination on the grounds of race, color, religion, national origin, sex, age, or disability against a recipient of VOCA victim assistance funds, the selected administrator is required to forward a copy of the finding to DCJS and to the Office for Civil Rights (OCR) for OJP.

Brief explanation, if necessary:

Obligation to Report Other Allegations/Findings. In the event of a formal allegation or a finding of fraud, waste, and/or abuse of VOCA funds, the selected administrator is required to immediately notify DCJS and OVC of said finding. The selected administrator is also obliged to apprise DCJS/OVC of the status of any on-going investigations.

Brief explanation, if necessary:

Coordination with State VOCA Compensation Program and Federal Law Enforcement. As appropriate the selected administrator will coordinate its activities with DCJS, the Criminal Injuries Compensation Fund and the US Attorneys' Offices and FBI Field Offices within the state.

Brief explanation, if necessary:

Applicant Agency: _____

Agency Director Name: _____

Signature of Agency Director: _____

Date: ____/____/____

VOCA Allowable and Unallowable Expenses

EXCERPTS FROM: FINAL PROGRAM GUIDELINES

Victims of Crime Act (VOCA) Victim Assistance Grant Program

Office of Justice Programs, Office for Victims of Crime, Department of Justice

ALLOWABLE Costs

E. Services, Activities, and Costs at the Subrecipient Level

1. Allowable Costs for Direct Services. The following is a listing of services, activities, and costs that are eligible for support with VOCA victim assistance grant funds within a subrecipient's organization:

a. Immediate Health and Safety. Those services which respond to the immediate emotional and physical needs (excluding medical care) of crime victims such as crisis intervention; accompaniment to hospitals for medical examinations; hotline counseling; emergency food, clothing, transportation, and shelter (including emergency, short-term nursing home shelter for elder abuse victims for whom no other safe, short-term residence is available); and other emergency services that are intended to restore the victim's sense of security. This includes services which offer an immediate measure of safety to crime victims such as boarding-up broken windows and replacing or repairing locks. Also allowable is emergency legal assistance such as filing restraining orders and obtaining emergency custody/visitation rights when such actions are directly connected to family violence cases and are taken to ensure the health and safety of the victim.

b. Mental Health Assistance. Those services and activities that assist the primary and secondary victims of crime in understanding the dynamics of victimization and in stabilizing their lives after a victimization such as counseling, group treatment, and therapy. "Therapy" refers to intensive professional psychological/psychiatric treatment for individuals, couples, and family members related to counseling to provide emotional support in crises arising from the occurrence of crime. This includes the evaluation of mental health needs, as well as the actual delivery of psychotherapy.

c. Assistance with Participation in Criminal Justice Proceedings. In addition to the cost of emergency legal services noted above in section a. "Immediate Health and Safety", there are other costs associated with helping victims participate in the criminal justice system that also are allowable. These services may include advocacy on behalf of

crime victims; accompaniment to criminal justice offices and court; transportation to court; child care or respite care to enable a victim to attend court; notification of victims regarding trial dates, case disposition information, and parole consideration procedures; and assistance with victim impact statements. State grantees may also fund projects devoted to restitution advocacy on behalf of specific crime victims. VOCA funds cannot be used to pay for non-emergency legal representation such as for divorces, or civil restitution recovery efforts.

d. Forensic Examinations. For sexual assault victims, forensic exams are allowable costs only to the extent that other funding sources (such as state compensation or private insurance or public benefits) are unavailable or insufficient and, such exams conform with state evidentiary collection requirements. State grantees should establish procedures to monitor the use of VOCA victim assistance funds to pay for forensic examinations in sexual assault cases.

e. Costs Necessary and Essential to Providing Direct Services. This includes pro-rated costs of rent, telephone service, transportation costs for victims to receive services, emergency transportation costs that enable a victim to participate in the criminal justice system, and local travel expenses for service providers.

f. 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.

g. 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.

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

State grantees that plan to fund this type of service should closely review the criteria for conducting these meetings. At a minimum, the following should be considered: (1) the safety and security of the victim; (2) the benefit or therapeutic value to the victim; (3) the procedures for ensuring that participation of the victim and offender are voluntary and that everyone understands the nature of the meeting, (4) the provision of appropriate support and accompaniment for the victim, (5) appropriate "debriefing" opportunities for

the victim after the meeting or panel, (6) the credentials of the facilitators, and (7) the opportunity for a crime victim to withdraw from the process at any time. State grantees are encouraged to discuss proposals with OVC prior to awarding VOCA funds for this type of activity. VOCA assistance funds cannot be used for victim-offender meetings which serve to replace criminal justice proceedings.

2. Other Allowable Costs and Services. The services, activities, and costs listed below are not generally considered direct crime victim services, but are often a necessary and essential activity to ensure that quality direct services are provided. Before these costs can be supported with VOCA funds, the state grantee and subrecipient must agree that direct services to crime victims cannot be offered without support for these expenses; that the subrecipient has no other source of support for them; and that only limited amounts of VOCA funds will be used for these purposes. The following list provides examples of such items:

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 state grantees and subrecipients to first look for available training within their immediate geographical area, as travel costs will be minimal. However, when needed training is unavailable within the immediate geographical area, state grantees may authorize using VOCA funds to support training outside of the geographical area. For example, VOCA grantees may benefit by attending national conferences that offer skills building training workshops for victim assistance providers.

d. Equipment and Furniture. VOCA funds may be used to purchase furniture and equipment that provides or enhances direct services to crime victims, as demonstrated by the VOCA subrecipient.

VOCA funds cannot support the entire cost of an item that is not used exclusively for victim-related activities. However, VOCA funds can support a prorated share of such an item. 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 beepers; typewriters and word processors; video-tape cameras and players for interviewing children; two-way mirrors; and equipment and furniture for shelters, work spaces, victim waiting rooms, and children's play areas.

The costs of furniture, equipment such as Braille equipment or TTY/TTD machines for the deaf, or minor building alterations/improvements that make victims services more accessible to persons with disabilities are allowable. Refer to the OJP Financial Guide, effective edition, before these types of decisions are made.

e. Purchasing or Leasing Vehicles. Subrecipients may use VOCA funds to purchase or lease vehicles if they can demonstrate to the state VOCA administrator that such an expenditure is essential to delivering services to crime victims. The VOCA administrator must give prior approval for all such purchases.

f. Advanced Technologies. At times, computers may increase a subrecipient's ability to reach and serve crime victims. For example, automated victim notification systems have dramatically improved the efficiency of victim notification and enhanced victim security.

In order to receive a grant for advanced technologies, each subrecipient must meet the program eligibility requirements set forth in section IV.B. Of the Guidelines, Subrecipient Organization Eligibility Requirements. In making such expenditures, VOCA subrecipients must describe to the state 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 as long as VOCA funds support a prorated share of the cost of the insurance payments.

State grantees that authorize equipment to be purchased with VOCA funds must establish policies and procedures on the acquisition and disbursement of the equipment, in the event the subrecipient no longer receives a VOCA grant. At a minimum, property records must be maintained with the following: a description of the property and a serial number or other identifying number; identification of title holder;

the acquisition date; the cost and the percentage of VOCA funds supporting the purchase; the location, use, and condition of the property; and any disposition data, including the date of disposal and sale price. (See OJP Financial Guide, effective edition.)

g. **Contracts for Professional Services.** VOCA funds generally should not be used to support contract services. At times, however, it may be necessary for VOCA subrecipients to use a portion of the VOCA grant to contract for specialized services. Examples of these services include assistance in filing restraining orders or establishing emergency custody/visitation rights (the provider must have a demonstrated history of advocacy on behalf of domestic violence victims); forensic examinations on a sexual assault victim to the extent that other funding sources are unavailable or insufficient; emergency psychological or psychiatric services; or sign and/or interpretation for the deaf or for crime victims whose primary language is not English.

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.

h. **Operating Costs.** Examples of allowable operating costs include supplies; equipment use fees, when supported by usage logs; printing, photocopying, and postage; brochures which describe available services; and books and other victim-related materials. VOCA funds may support administrative time to complete VOCA-required time and attendance sheets and programmatic documentation, reports, and statistics; administrative time to maintain crime victims' records; and the prorated share of audit costs.

i. **Supervision of Direct Service Providers.** State grantees may provide VOCA funds for supervision of direct service providers when they determine that such supervision is necessary and essential to providing direct services to crime victims. For example, a state grantee may determine that using VOCA funds to support a coordinator of volunteers or interns is a cost-effective way of serving more crime victims.

j. **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. In the event that a vehicle is purchased with VOCA funds, related items, such as routine maintenance and repair costs, and automobile insurance are allowable. State grantees are cautioned to scrutinize each request for expending VOCA funds for such purposes to ensure the following: (1) that the building or vehicle is owned by the subrecipient organization and not rented or leased, (2) all other sources of funding have been exhausted, (3) there is no available

option for providing the service in another location, (4) that the cost of the repair or replacement is reasonable considering the value of the building or vehicle, and (5) the cost of the repair or replacement is prorated among all sources of income.

k. 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.

UNALLOWABLE Costs

3. Non-Allowable Costs and Activities. The following services, activities, and costs, although not exhaustive, cannot be supported with VOCA victim assistance grant funds at the subgrantee level:

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. Likewise, VOCA funds cannot support services to incarcerated individuals, even when the service pertains to the victimization of that individual.

c. Needs Assessments, Surveys, Evaluations, Studies. VOCA program 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.

f. Indirect Organizational Costs. The costs of liability insurance on buildings; capital improvements; security guards and body guards; property losses and expenses; real estate purchases; mortgage payments; and construction may not be supported with VOCA funds.

g. 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.

h. Most Medical Costs. VOCA funds cannot pay for nursing home care (emergency short-term nursing home shelter as described in section IV.E.1.a. is allowable), 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 a victimization, except for forensic medical examinations for sexual assault victims.

i. Relocation Expenses. VOCA funds cannot support relocation expenses for crime victims such as moving expenses, security deposits on housing, ongoing rent, and mortgage payments. However, VOCA funds may be used to support staff time in locating resources to assist victims with these expenses.

j. 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.

k. 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, which in turn qualifies them as an eligible VOCA subrecipient.

l. Costs of Sending Individual Crime Victims to Conferences.

m. Activities Exclusively Related to Crime Prevention.