|  |  |  |  |
| --- | --- | --- | --- |
| **VOCA Initial Readiness Assessment**  **Use this tool to assess if your organization meets the criteria to be eligible for VOC A funding, and if your organization has the systems in place needed to manage a VOC A grant.** | | | |
| **ORGANIZATION TYPE** | **Yes** | **NO** | **Explain/describe your readiness as necessary** |
| Are you a public or non-profit organization  with 501(c)(3) status?  Are you one of the following:  a. Victim services organization  b. Faith-based organization  c. Child advocacy center  d. Hospital/emergency medical facility  e. Legal assistance organization  f. Mental health service organizations  (note in-patient treatment facilities are  NOT eligible)  g. State/local child and adult protective  services  h. Housing authority with components  specifically trained to serve crime  victims  i. Other community-based organization that provides services to crime victims.  Note if you are not solely a victim services organization, you can only receive VOCA funds for the parts of your work that deliver direct services to crime victims. | VOCA eligible | You’re not currently eligible. Consider collaborating with another applying organization or becoming a nonprofit. |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **COMMUNITY ENGAGEMENT** | **Yes** | **NO** | **Explain your readiness as necessary** |
| Do you do any of the following activities to promote community efforts to aid crime victims?  a. Host forums or panels to increase awareness of services for victims?  b. Serve on commissions, taskforces, coalitions, or working groups that promote efforts to aid crime victims?  c. Have written agreements or MOUs with other organizations to more comprehensively aid crime victims? | VOCA eligible | Join a local coalition or develop relationship with another victim service provider to demonstrate coordination in your community. |  |
| **FUNDRAISING** | **Yes** | **NO** | **Explain your readiness as necessary** |
| Do you have other non-federal monetary or in-kind sources of income that you can use or raise to cover the required 20% match for your VOCA project? | VOCA eligible | Create a plan to identify/secure these sources. Can include cash and/or donated goods or services. *Inability to meet the match may not necessarily exclude you from VOCA.* |  |
| Are you registered with www.sam.gov, and do you have a DUNS number? | VOCA Eligible | Register at www.sam.gov at least 45 days before submitting a funding application.  You’ll need a DUNS number, which you can apply for at <https://fedgov.dnb.com/webform> |  |
| **VICTIM SERVICES PROGRAM** | **Yes** | **NO** | **Explain your readiness as necessary** |
| Do you provide any of the following victims’ services?  a. Crisis intervention  b. Accompaniment to hospitals for medical examinations  c. Hotline counseling  d. Emergency food, clothing, transport, and shelter  e. Emergency safety measures (boarding up broken windows, repairing/replacing broken locks, etc.)  f. Emergency legal assistance such as filing protective orders or obtaining emergency custody/visitation rights in family violence cases  g. Other emergency services intended to restore a victims’ sense of security  h. Mental health counseling  i. Group treatment and/or therapy  j. Accompaniment, transportation, or child care so victims can attend court proceedings  k. Notification of court dates  l. Assistance with victim impact statements  m. Forensic services for victims  n. Helping recover property held as evidence Acting on behalf of the victim to manage practical problems created by the victimization with service providers, creditors, or employers  o. Helping victims apply for public assistance  p. Locating external resources to help victims with relocation expenses (but not providing those expenses directly) | VOCA eligible | If you perform other kinds of direct services for crime victims, these may still be eligible for VOCA funds. |  |
| Do you have a record/history of providing services to crime victims and their families? | VOCA eligible | Demonstrate a history of providing effective services or show that 25% or more of your funding comes from non-VOCA sources. |  |
| Do you utilize volunteers to assist with victim services? | VOCA eligible | Create opportunities and recruit volunteers |  |
| Do you help crime victims apply for compensation benefits (i.e. notifying victims about compensation, helping them with forms and documentation, or checking on claim status)? | VOCA eligible | Learn about the compensation process in Virginia so you can incorporate this into your program. |  |
| Do you provide victim services free of charge? | VOCA eligible | Eliminate fees for services funded by VOCA or discuss the need for program income with your state VOCA Administrator. |  |
| Do you, or will you provide services to victims of federal crimes on same basis as local/state victims? | VOCA eligible | Required. Create a written policy that indicates you will provide such services equally to victims in federal, state, and local crimes. |  |
| If you are a faith-based organization, do you ensure that services are offered to all victims regardless of religious affiliation and without requiring participation in any religious activity or event? | VOCA eligible (ensure a written policy is in place before applying) | Write and implement a policy that VOCA-funded services will be provided without regard to religious affiliation and are not contingent on participation in religious activities. |  |
| **FINANCES** | **Yes** | **NO** | **Explain your readiness as necessary** |
| Do you have an operating budget? | VOCA Ready | Create budget |  |
| Do you audit your financials at the end of the fiscal year? | VOCA Ready. |  |  |
| Do you track your income and expenses through Quickbooks, Excel or any other method? | VOCA Ready. | Set up a system for tracking income and expenses. |  |
| Do you document all of your expenses? | VOCA Ready | Set up a system for keeping receipts and approvals on file for every expense. |  |
| Do you track all of your income and expenses against specific funding sources? | VOCA Ready | Keep documentation of income (grant letters, check copies for large donations, etc.) and set up your financial tracking system to charge each expense to a specific income source. |  |
| **RECORD KEEPING** | **Yes** | **NO** | **Explain your readiness as necessary** |
| Do you keep files for each of your clients? | VOCA Ready | Develop client files for any crime victims who will participate in the VOCA-funded project. Track data in accordance with federal PMT. |  |
| Do you track statistics/demographics on crime victims served (by race, national origin, sex, age, and disability)? | VOCA Ready | Begin collecting data on victims served, in compliance w/ federal civil rights data requirements |  |
| Do you keep copies of all vendor contracts on file? | VOCA Ready | Keep contracts on file for all services providers who will be delivering VOCA funded services |  |
| Do you have job descriptions on file for all your staff and/or volunteer positions? | VOCA Ready | Create job descriptions for all victim services staff and/or volunteers |  |
| Do you keep daily time and attendance records and track activities for staff? | VOCA Ready | Create timesheets for staff to document the time spend on VOCA activities |  |
| Do you keep daily time and attendance records and track activities for volunteers? | VOCA Ready | Create timesheets for volunteers to document the time spent on VOCA activities. This will also allow you to count your volunteer hours towards your match requirement. |  |
| Do you have a confidentiality policy? | VOCA Ready | Create and implement a policy to ensure client-counselor confidentiality, as required by state and federal law |  |
| Do you have a conflict of interest policy? | VOCA Ready | Create a policy. |  |
| Do you comply with federal laws regarding equal employment opportunity? | VOCA Ready | Create a policy for equal employment opportunity |  |