



**DEPARTMENT OF HEALTH AND HUMAN SERVICES
DIVISION OF CHILD AND FAMILY SERVICES
4126 Technology Way – 3rd Floor
Carson City, Nevada 89706
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Request for Applications For Victims of Crime Act (VOCA)

Release date: Friday April 27, 2018
Deadline for Submission Date and Time:
Tuesday May 22, 2018 by 5:00 pm

For additional information, please contact:
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See Page 9 for instructions on submitting applications.

**State of Nevada
Department of Health and Human Services
Division of Child and Family Services**

GRANTS MANAGEMENT UNIT

**REQUEST FOR APPLICATIONS
FEDERAL FISCAL YEAR 2017**

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STATE OF NEVADA
Department of Health and Human Services
Division of Child and Family Services
Grants Management Unit

Federal Fiscal Year (FFY) 2017

Grant Announcement Summary Information

Program Area: Nevada Division of Child and Family Services (DCFS) Grants Management Unit (GMU)

Grant Title: VOCA: Victims of Crime Act FFY 2017 Competitive Grant

Description: The purpose of this funding announcement is to support innovative programming in 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 victims of domestic violence and sexual assault. A list of allowable and unallowable costs and activities that can be funded through this RFA can be found on pages 18 through 22.

Opportunity Category: This Request for Application (RFA) is for competitive applications to be funded for State Fiscal Year (SFY) 2019. This RFA implements a funding process that combines application review and grant allocation among funding sources administered by DCFS GMU. This is a competitive process. Current subrecipients are not guaranteed funding in SFY19 and applicants who receive awards through this RFA are not guaranteed future funding.

Important Dates:

Application Due Date: Tuesday May 22, 2018 by 5:00 pm

Project Start Date: July 1, 2018

Project End Date: June 30, 2019

Award Notification Date: June 2018

Funding Amount: \$13,000,000 Funds awarded as a result of this RFA will begin on July 1, 2018 and expire on June 30, 2019. Funds are awarded on a SFY basis through a RFA process and are dependent upon availability of funding, compliance with grant requests and scopes of work (SOW). The SFY starts on July 1st and ends on June 30th of each year. Unused funds from one year will not be automatically carried forward to the next year.

New and current subrecipients are encouraged to propose projects that are innovative and far reaching as we strive to reach underserved populations and geographical regions throughout the State of Nevada.

Match/Cost Sharing Requirement: The minimum local match requirement is **20%** of the total VOCA project cost. The match for new or existing VOCA subrecipients that are Native American tribes/organizations located on reservations is 5% (cash or in-kind) of the total VOCA project.

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, 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 victimization; (3) help victims 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 30 percent of each year's formula grant must be allocated to sexual assault, domestic violence, and child abuse services, 10% for each category. An additional 10% must also be allocated to victims of violent or property crime who are "previously underserved," which indicates that the particular 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.

Federal guidelines require states to allocate a portion of their VOCA funds to eligible crime victim assistance programs providing 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.

- 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. 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 inner cities. DCFS released a Victims of Crime (VOCA) Needs Assessment Gap Analysis in May 2017. The report may be accessed at [http://dcfs.nv.gov/uploadedFiles/dcfsvgov/content/Tips/Reports/VOCANeedsAssessmentFINALMay2017\(2\).pdf](http://dcfs.nv.gov/uploadedFiles/dcfsvgov/content/Tips/Reports/VOCANeedsAssessmentFINALMay2017(2).pdf)

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

Priority Victim Populations	Funding Allocations	Approximate Minimum of Awards Statewide
Child Abuse	10% of the funding amount	\$1,686,270
Sexual Assault	10% of the funding amount	\$1,686,270
Domestic Violence	10% of the funding amount	\$1,686,270
Previously Underserved	10% of the funding amount	\$1,686,270
	Total	\$6,745,080

EMERGING TRENDS

Applicants who respond to this RFA 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 course of the grant period, applicants who receive funding will be asked to collaborate with the DHHS 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; and
- Evidence-based, Evidence-Informed practices;
- Building a coordinated network of statewide partnerships;
- Culturally competent to underserved populations
- Use technology to Improve victims' access to information and services.

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 are in compliance with grant specific requirements (See ATTACHMENT A for expanded descriptions). Eligible organizations include victim services organizations whose sole mission is to provide direct services to crime victims. These organizations 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;
- 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 on the basis of 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 and/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 through their staff. Each applicant organization shall meet the requirements as outlined in ATTACHMENT A.

APPLICATION REVIEW

DCFS staff along with application review panel members will review and evaluate each application based upon the GMU Scoring Matrix (ATTACHMENT H). The evaluation of applications received in response to this RFA 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;
- Geographic distribution of the proposed grant awards;
- Federal priority funding populations
- Conflicts or redundancy with other funded programs, or supplanting of existing funding;
- Alignment of the application with the allowable services listed on Pages 18 through 21 of this document.

FUNDING DISTRIBUTION

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.

Geographic Region	Funding Allocations	Approximate Total of Awards
Clark County	60% of the funding amount	\$7,800,000
Washoe County	30% of the funding amount	\$3,900,000
Balance of the State/Rural Counties	10% of the funding amount	\$1,300,000
	Total	\$13,000,000

DCFS is obligated to ensure that the 10% priority area thresholds will be met. Funding decisions will be made based on application scores and the need to ensure that the 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.

PRE-APPLICATION TRAINING

Applicants are required to attend the following Pre-Application Training. Attendance is mandatory and will be tracked. Applications will be rejected if any applicant fails to attend and successfully pass the Pre-Application Training:

Designing for Impact-VOCA 101 Training

This course is designed to introduce participants to provide details about rules, requirements, and regulations associated with providing services as part of Victims of Crime Act (VOCA) program funding. Additionally, this course will discuss and introduce the Request for Application (RFA) process with specific focus on program eligibility. Finally, this course includes an eligibility assessment completed at the end of the training will determine if your organization is eligible for specific program funding and provide feedback on next steps based on your organization's eligibility outcome. The overarching goal is to improve project and program design from at the inception of program funding to make the largest social impact as possible.

<https://www.innov8progress.com/nevada-strategic-investment-system-for-voca>

The registration code for the training is: 8j49he4tvjtrq7yy

For successful applicants that are awarded VOCA funding, additional mandatory online training courses will be required.

QUESTION AND ANSWER SESSION

A Question and Answer session will begin the first day of the RFA release and will continue until Friday May 11, 2018 at 5pm. All questions and answers will be posted on the DCFS website at <http://dcfs.nv.gov/Programs/GMU/GMU/> by Wednesday May 16, 2018. To submit your questions please e-mail Kelsey McCann-Navarro, Social Services Program Specialist III at kelsey.navarro@dcfs.nv.gov.

APPLICATION INSTRUCTIONS

The application is available online at the Division of Child and Family Services' website located at <http://dcfs.nv.gov/Programs/GMU/GMU/>

This application will be available online until the closing deadline.

All eligible applications must be received by 5:00 p.m. on the deadline date of Tuesday May 22, 2018.

Applications may be mailed or hand-delivered to:

Division of Child & Family Services

4126 Technology Way, 3rd Floor

Carson City, NV 89706

Attn: Kelsey McCann-Navarro

A. Application Checklist

Complete the application checklist in the Application Kit (ATTACHMENT B) identifying items included in the application you are submitting. Be sure to organize the application in the order listed on the checklist.

B. Technical Requirements

Applicants must include all required information at the time the application is submitted to assure that all materials are available for review. Any materials submitted with a previous application will not be considered for the current application. DCFS reserves the right to make or deny an award without requesting further clarification of the application received. Therefore, applicants are encouraged to submit applications which are technically correct and self-explanatory. Late or incomplete applications, applications submitted by organizations not deemed eligible and applications that propose unallowable projects will not be considered for funding.

Applications must follow these technical requirements:

- 1) Single-spaced, one-inch margins on 8 ½ x 11-inch white paper.
- 2) Arial or Times Roman Number font, 12-point font.
- 3) Name of the applicant agency and page numbers must be clearly indicated in the center of the footer of each page (including attachments)
- 4) Submit the original (clearly labeled) and one (1) electronic copy of all application materials.

- 5) The electronic copy must be attached to the original hard copy and must be a flash drive.
- 6) Secure the original and electronic copy in the upper left-hand corner.
- 7) Respond to each section in the order provided.

C. Project Narrative (25 points)

This section must not exceed 12 pages and must address the following:

- 1) Use the opening paragraph of the narrative to summarize your proposed project. No points will be awarded for the summary.
- 2) Detail proposed goals, objectives and specific activities with projected annual service numbers and/or quantities.
- 3) Provide detailed information inclusive of service numbers that demonstrates the organization has experience providing direct services to individuals within the target population.
- 4) Describe the community / communities in which the project would be implemented, including location, population and demographic information.
- 5) Describe the problem within the community / communities you plan to serve. Clearly state the need for the project, identify the targeted population, and explain how the target population would benefit from the proposed project.
- 6) List the other agencies providing similar services and describe why duplication of services is warranted.
- 7) 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.
- 8) Describe your agency's approach to direct service delivery and how it meets the needs of the client.
- 9) 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.

If you are proposing mini-grants, subcontracts, or sub-awards of any kind, you must:

- 1) Provide a justification for why your organization should serve as an intermediary between the GMU and the organization(s) providing the service(s).
- 2) Provide the proposed monitoring schedule and monitoring tool that will be used to ensure subrecipients are in compliance with Federal and State regulations.
- 3) Explain the procedures in addressing subrecipient issues and ensuring that they complete their corrective action plans.

D. Program Evaluation (15 points)

This section must not exceed 2 pages and must address the following:

- 1) Describe how your agency will track client and service data and output data. Output measures define either quantity or quality of effort.
- 2) Describe how your agency will track and measure client outcomes. Outcome measures determine the **effect** of the service. A few representative outcomes that target measurements of effectiveness will provide more than adequate information about your program's success.
- 3) Describe how the program will collect and evaluate client satisfaction. Include any satisfaction surveys currently in use.

E. Cost Effectiveness of the Project (5 points)

This section must not exceed 2 pages and must address the following:

Describe non-cash resources (other than a grant through the GMU) that will be used to create, sustain, or expand the service. These can include, but are not limited to, in-kind support, staff and volunteer hours (**required for VOCA funding**), and collaborative efforts with other agencies.

F. Potential for Ongoing Sustainability of the Project (5 points)

This section must not exceed 1 page and must address the following:

Describe resources or planning that support sustainability, including diverse funding resources, staff commitments, Medicaid or other insurance reimbursements and longevity of the organization.

**G. Description of Services, Scope of Work and Deliverables (15 points)
(See Attachment D)**

Complete the enclosed Description of Services, Scope of Work and Deliverables (SOW) Form by stating the goals, objective, activities, timeframe, documentation, and projected services, and **projected service numbers**

H. Vicarious Trauma (5 points)

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.

Describe what services or strategies will be utilized to address vicarious trauma involving direct service providers.

I. Staff Qualifications and Job Descriptions (5 points) (See Attachment E)

Describe how proposed services will be staffed and explain how staff is qualified to provide the anticipated services. Resumes may be attached to your application but will not replace the description requested on this page. Please provide a current staff roster identifying employees by position title.

J. Community Coordination / Collaboration (10 points) (See Attachment F)

Identify existing or proposed collaborators for the project and the level of participation of all agencies included in the collaboration.

Describe how this program will encourage the collaborative effort of various agencies or organizations by working with existing programs or forming new partnerships to provide the proposed services.

Include any current Memorandums of Understanding and/or Letters of Intent in your application packet.

K. Budget Narrative (15 points) – Be sure to categorize accurately and check the math.

Budget Categories and Definitions

See Attachment C for instructions on how to complete the budget narrative

Personnel:

Staff members who are employees of the applicant organization should be identified here.

Travel:

Travel costs must provide direct benefit to this project.

Supplies:

List and justify tangible and expendable property, such as office supplies, program supplies, etc.

Equipment:

List equipment to purchase or lease costing \$1,000 or more or any computing device, and justify these expenditures.

Contractual/Consultant:

Project workers who are not employees of the applicant organization should be identified here.

Training:

List any training costs specifically associated with the project, include type of training, location, number of people attending, benefit to subrecipient and implementation of a subaward.

Other expenses:

Identify and justify these expenditures, which can include virtually any relevant expenditure associated with the project, such as audit costs, car insurance, client transportation, etc.

Indirect expenses:

Indirect costs represent the expenses of doing business that are not a direct service but are necessary for the general operation of the organization.

L. Agency Self-Assessment (See Attachment I)

Complete the self-assessment questionnaire for your organization.

M. Confidentiality Policy and Confidentiality Release Form

Include your agency's confidentiality policy as well as a sample of your written, informed and time-limited confidentiality release form.

N. Assurances and Agreements

Provide the name and title of the authorized representative for your organization. Obtain that person's signature and date of signature.

O. Technical Assistance

Kelsey McCann-Navarro, Social Services Program Specialist III, is available to help applicants requiring clarification or technical assistance in preparing the application. If you need either, please call (775) 684-4431 or send an email to kelsey.navarro@dcsf.nv.gov.

P. Reporting Fraud and Waste

Suspected fraud or waste in grants should be reported to the Attorney General's Office (http://ag.nv.gov/Complaints/File_Complaint/) or the Division of Internal Audits (iaudits@finance.nv.gov).

APPLICATION SUBMITTAL

All eligible applications must be received by 5:00 p.m. on the deadline date of Tuesday May 22, 2018. Postmarks will not be used to determine eligibility.

No faxes or emails will be accepted.

Applications may be mailed or hand-delivered to:
Division of Child & Family Services
4126 Technology Way, 3rd Floor
Carson City, NV 89706
Attn: Kelsey McCann-Navarro

DCFS is not responsible for any costs incurred in the preparation of the application. All materials submitted become property of DCFS.

EVALUATION PROCESS

Applications received by the published deadline of **5 p.m. Tuesday May 22, 2018**, 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 GMU Scoring Matrix (See Attachment H).
- 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 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.

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

- Review panel scores;
- Geographic distribution of the proposed grant awards;
- Federal priority funding populations
- Conflicts or redundancy with other funded programs, or supplanting of existing funding;
- Alignment of the application with the allowable services listed on Pages 18 through 21 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 June 2018.

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

- Revisions to the project budget;
- Revisions to the Scope of Work;
- Revisions to Performance Indicators; 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 will be distributed to the subrecipient upon approval of the subaward. See ATTACHMENT G for an example of the NOSA.

UPON APPROVAL OF AWARD

A. Monthly Financial Status and Request for Funds 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 award of funds. The monthly reports will be due by the 15th of the following month.

B. 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. Successful applicants will report on their progress towards meeting their scope of work commitments.

C. Subrecipient Monitoring

Successful applicants must participate in 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 30 working days following the conclusion of the subrecipient monitoring.

D. 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.

E. Nevada 2-1-1

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 and provide verification of enrollment. Nevada 2-1-1 is a statewide resource for individuals looking for assistance, services, and programs.

F. Additional Information

All successful applicants agree to provide information requested by DCFS by the requested deadlines.

ATTACHMENT A

REQUIREMENTS FOR SUBRECIPIENTS

Victims of Crime Act (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. Comply 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. Comply with federal rules regulating grants.** 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; other records which facilitate an effective audit.
- C. Central Contractor Registration (CCR).** In accordance with the supplement to the OMB Circular A-133, subrecipients must acquire and renew registration with the Central Contractor Registration (CCR) database. The CCR database is the repository for standard information about federal financial assistance applicants, recipients and subrecipients. CCR registration must be updated or renewed annually. Information about CCR registration procedures can be accessed at <https://www.sam.gov/portal/SAM/#1>
- D. Civil Rights Compliance.** All recipients of federal grant funds are required to comply with nondiscrimination requirements contained in various federal laws. In the event that 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. Data Universal Number System (DUNS).** § 200.32 **Data Universal Number System (DUNS) number.** Subrecipients must obtain a Data Universal Numbering System (DUNS) as part of eligibility for a subaward. DUNS number means the nine-digit number established and assigned by Dun and Bradstreet, Inc. (B&D) to uniquely identify entities. A non-Federal entity is required to have a DUNS number to apply for, receive and report on a Federal award. A DUNS number may be obtained from D&B by telephone (currently 866-705-5711) or the Internet at <http://fedgov.dnb.com/webform>.
- 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. 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.
- K. New programs.** Those programs that have not yet demonstrated a record of providing services may be eligible to receive VOCA funding, if they can demonstrate that 25-50 percent of their financial support comes from non-federal sources. It is important that organizations have a variety of funding sources besides federal funding to ensure their financial stability.
- L. No charge to victims for VOCA-funded services.** Applicants must provide services to crime victims, at no charge, through the VOCA-funded project.
- M. Program match requirements.** The purpose of matching contributions is to increase the amount of resources available to the projects supported by grant funds. Matching contributions of 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 nonfederal 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 divided by .80 times .20 equals \$25,000 Match.**

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 5% (cash or in-kind) of the total VOCA project. For the purpose of 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 US 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 American.

Example: \$100,000 requested divided by .95 times .05 equals \$5,263.

For the purposes of this program, in-kind match may include donations of expendable equipment, office supplies, workshop or classroom materials, work space, 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.

- N. 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. *Coordination efforts qualify an organization to receive VOCA victim assistance funds but are not activities that can be supported with VOCA funds.*
- O. Promote victim safety.** DCFS prohibits activities that compromise victim safety, such as requiring victims to meet with offenders.
- P. 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.
- Q. Record keeping.** VOCA subrecipient 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 personal 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.
- R. 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.
- S. Services to Limited-English-Proficient (LEP) Persons.** National origin discrimination includes discrimination on the basis of Limited English Proficiency (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.
- T. 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.
- U. Volunteers.** Utilize volunteers in providing services to victims of all crimes.

EXAMPLES OF ALLOWABLE SERVICES ACTIVITIES AND COSTS:

State grantee 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 24-hour telephone services, 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.

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.

- L.** 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.

- M. 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.
- N. Telephone contact with victims of crime consisting of contacts with victims during which time services and available support are identified.
- O. 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.
- P. 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.
- Q. 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.
- R. 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. 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. 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 beepers, typewriters and word processors; videotape 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 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. 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. 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. Please assist crime victims in completing the Victim Compensation form and refer them to the Victims' Compensation office at 702-486-2740
- 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 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.

ATTACHMENT B

Victims of Crime Act (VOCA) APPLICATION KIT

Release Date: Friday April 27, 2018

**Submission Deadline Date and Time:
Tuesday May 22, 2018**

For additional information, please contact:
Kelsey McCann-Navarro, Social Services Program Specialist III
4126 Technology Way, 3rd Floor
Carson City, NV 89706

Phone: (775) 684-4431
Email: kelsey.navarro@dcfs.nv.gov

COVERSHEET

Victims of Crime Act (VOCA)

July 1, 2018 through June 30, 2019

Applicant Agency:

Physical Address:

Mailing Address:

Website? Yes Website: _____ No

Contact Person:

Phone Number:

Email Address:

DUNS Number:

CCR Registered: Yes (Attach Verification, if available) No

Geographic Area to be Served: Clark County Washoe County Rural (County)_____

Victim Populations to be served: Specify % percentage of services by population/client

- Sexual Assault _____
- Child Abuse _____
- Previously Underserved Populations
 - Children and Minors _____
 - Immigrants _____
 - People with Disabilities _____
 - Elderly _____
 - LGBTQIA2 _____
 - Tribal Communities _____
 - Homeless _____
- Domestic Violence _____
- All Other Victims of Crime _____

Mission Statement:

Funding History / Request			
Funds	SFY 18 Award	SFY19 Request	Difference
Victims of Crime Act (VOCA)	\$	\$	\$

**Checklist for:
Victims of Crime Act (VOCA)**
(Please compile your application in the following order)

- Coversheet
- Completed Checklist
- Project Narrative
- Program Evaluation
- Cost Effectiveness of the Project
- Potential for Ongoing Sustainability of the Project
- Description of Services, Scope of Work and Deliverables
- Vicarious Trauma
- Staff Qualifications and Job Descriptions
- Community Coordination / Collaboration
- Budget Narrative
- Agency Self-Assessment
- Confidentiality Policy
- Confidentiality Release Form
- Organizational Chart
- List of Board or Governing Body with Officers' Affiliations and Terms
- Most recent completed Independent Audit / Financial Opinion
- Current Memorandums of Understanding

Signed Assurances and Agreements and Certifications:

- Section A - Assurances and Certification
- Section E - Audit Information Request
- Section F - Notification of Utilization of Current or Former State Employees
- Section G - Business Associate Addendum
- Section H – Victims of Crime Assurance

Copies of Insurance Coverage (not applicable to local government agencies):

- General Liability
 - Worker's Compensation
 - Professional Liability
 - Fire Insurance
 - Vehicle Liability
 - Other Insurance Policies
- One (1) electronic copy plus one (1) original copy

Project narrative

(Length = 12 page maximum, 12-point font, single-spaced)

Insert text here.

Program evaluation

(Length = 2 page maximum, 12-point font, single-spaced).

Insert text here.

Cost effectiveness of the project

(Length = 2 page maximum, 12-point font, single-spaced).

Insert text here.

Potential for ongoing sustainability of the project

(Length = 1 page maximum, 12-point font, single-spaced).

Insert text here.

ATTACHMENT C

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 SFY19. 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 override formulas.**

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 work space & tools
Determines means and methods	The applicant organization determines means and methods

In the narrative section, list each position and employee name, if know. Provide a breakdown of the wages or salary and the fringe benefit rate (e.g., health insurance, FICA, worker’s compensation). For example:

Program Director – $(\$28/\text{hour} \times 2,080/\text{year} + 22\% \text{ fringe}) \times 25\% \text{ of time} = \$17,763$
Intake Specialist – $(\$20/\text{hour} \times 40 \text{ hours/week} + 15\% \text{ fringe}) \times 52 \text{ weeks} = \$47,840$

Only those staff whose time can be traced directly back to the grant project should be included in this budget category. This includes those 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.

Staff Travel/Per Diem:

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 54.5 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/portal/category/26429>.

Supplies:

List and justify tangible and expendable property, such as office supplies, program supplies, 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. If food is to be purchased for shelters, detail must be provided that explains how the food will be utilized to meet the project goals.

Equipment:

List equipment to purchase or lease costing \$1,000 or more and justify these expenditures. Also list any computer hardware to be purchased regardless of cost. All other equipment costing less than \$1,000 should be listed under Supplies. 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.

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.

Training:

Identify and justify any training costs specifically associated with the project, include type of training, location, # attending, benefit to subrecipient and implementation of a subaward.

Other Expenses:

Identify and justify these expenditures, which can include virtually any relevant expenditure associated with the project, such as audit costs, car insurance, client transportation, etc. Sub-awards, mini-grants, 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 third 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 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. Identify these costs in the narrative section, but do not enter any dollar values. The form contains a formula that will automatically calculate the indirect expense at 10% of the total direct costs.

Budget Summary Form 2

After completing Budget Narrative Form 1, turn to Budget Summary Form 2. Column B of Form 2 (“DCFS”) 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 either “Secured” or “Pending” in the cell(s) in Row 7. 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

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 subaward if applicable to the grant source. All funds designated as match are restricted to the same uses as the subaward funds and must be expended within the grant period.

ATTACHMENT D

SECTION B

Description of Services, Scope of Work and Deliverables

**In some instances, it may be helpful / useful to provide a brief summary of the project or its intent. This is at the discretion of the author of the subaward. This section should be written in complete sentences.*

Subrecipient's name, hereinafter referred to as Subrecipient, agrees to provide the following services and reports according to the identified timeframes:

****Include projected service numbers*

Scope of Work for Subrecipient

Goal 1: Describe the primary goal the program wishes to accomplish with this subaward.

<u>Objective</u>	<u>Activities</u>	<u>Due Date</u>	<u>Documentation Needed</u>
1.	1.	XX/XX/XX	1.
2. Add more lines if necessary	2.	XX/XX/XX	2.

Goal 2: Describe the most important secondary goal the program wishes to accomplish with this subaward.

<u>Objective</u>	<u>Activities</u>	<u>Due Date</u>	<u>Documentation Needed</u>
1.	1.	XX/XX/XX	1.

**Note to preparer: Add lines to the table as applicable to accomplish all that goals of the subaward. Line up activities, due dates and documentation as best as possible for easier analysis.*

Note: This document should not contain any red text when completed.

ATTACHMENT E

Staff Qualifications and Job Descriptions

Provide a brief job description, including required qualifications, education and experience of staff for whom funding is being requested out of VOCA, by completing the table below. Please be sure to identify the funding source(s) for each proposed position.

<u>Funding Source</u>	<u>Position Title</u>	<u>Required Qualifications</u>		<u>Brief Job Description</u>
		<u>Education</u>	<u>Experience</u>	

ATTACHMENT F

Community Coordination / Collaboration

List all agencies that your program coordinates / collaborates with and describe the coordination of activities. DCFS reserves the right to contact the agencies listed. Remember to include a copy of your Memorandums of Understanding.

Agency Name	Contact Name and Phone Number	Describe Coordination of Activities

ATTACHMENT G

State of Nevada
 Department of Health and Human Services
Division of Child & Family Services
 (hereinafter referred to as the Division)

Subaward #:
 Budget Account: _____
 Category: _____
 GL: _____
 Job Number: _____

NOTICE OF SUBAWARD

Program Name: VOCA Victim Assistance	Subrecipient Name:
Address: 4126 Technology Way, 3 rd Floor Carson City, NV 89706-2023	Address:
Performance Period: July 1, 2018 through June 30, 2019	Subrecipients: EIN: _____ Vendor #: _____ Dun & Bradstreet: _____

Purpose of Award: Provide direct services to victims of crime

Region(s) to be served: Statewide Specific county or counties:

Approved Budget Categories:

1. Personnel	\$	_____
2. Travel	\$	_____
3. Supplies	\$	_____
4. Equipment	\$	_____
5. Contractual/Consultant	\$	_____
6. Training	\$	_____
7. Other	\$	_____
8. Indirect	\$	_____
Total Cost:	\$	_____

Disbursement of funds will be as follows:

Payment will be made upon receipt and acceptance of an invoice and supporting documentation specifically requesting reimbursement for actual expenditures *specific to this subaward*. Total reimbursement will not exceed **\$0.00** during the subaward period.

Source of Funds:	% Funds:	CFDA:	FAIN:	Federal Grant #:
1. Crime Victim Assistance-Victims of Crime Act (VOCA)				

Terms and Conditions:
 In accepting these grant funds, it is understood that:

1. Expenditures must comply with appropriate state and/or federal regulations;
2. This award is subject to the availability of appropriate funds; and
3. The recipient of these funds agrees to stipulations listed in the incorporated documents;
4. Match must be provided equal to 20% of the total award and described in the budget narrative.

Incorporated Documents:

Section A: Assurances;
 Section B: Description of Services, Scope of Work and Deliverables;
 Section C: Budget and Financial Reporting Requirements;
 Section D: Request for Reimbursement;
 Section E: Audit Information Request;
 Section F: Current/Former State Employee Disclaimer; and
 Section G: Business Associate Addendum
 Section H: Victims of Crime Act (VOCA) Assurance

Authorized Subrecipient Official Title	Signature	Date
Kelsey McCann-Navarro Social Services Program Specialist III		
Ross Armstrong, Interim Administrator		

ATTACHMENT H GMU – Scoring Matrix

Reviewer ID Number: _____ Agency Reviewed: _____
 Total Score: _____ / 100

Please indicate the funding source(s) the agency is applying for: VOCA

Proposed Geographic Area to be served:

Clark County Washoe County Rural (county) _____ -

Victim Populations to be served: Percentage of services by population/client

- | | |
|--|---|
| <input type="checkbox"/> Sexual Assault _____
<input type="checkbox"/> Child Abuse _____
<input type="checkbox"/> Previously Underserved Populations <ul style="list-style-type: none"> <input type="checkbox"/> Children and Minors _____ <input type="checkbox"/> Immigrants _____ <input type="checkbox"/> People with Disabilities _____ <input type="checkbox"/> Elderly _____ <input type="checkbox"/> LGBTQIA2 _____ <input type="checkbox"/> Tribal Communities _____ <input type="checkbox"/> Homeless _____ | <input type="checkbox"/> Domestic Violence _____
<input type="checkbox"/> All Other Victims of Crime _____ |
|--|---|

1. Technical Requirements:

Criteria	Yes/No
Is the narrative section within the 12-page limit?	
Is the application on 8-1/2" x 11" white paper, single-spaced, and typed in black, Arial or Times New Roman font size 12?	
Is the agency name and page numbers in the footer of each page?	

2. Project Narrative:

Criteria	Points
Described approach to direct service delivery and how it meets the needs of the client.	_____/ 3 points
Described the problem or unmet need in the proposed community the applicant plans to serve?	_____/ 3 points
Explained how the identified problem or unmet need will be addressed?	_____/ 3 points
Adequately listed other agencies providing similar services and described why duplication of services is warranted?	_____/ 3 points
Proposed goals and objectives address problem presented?	_____/ 4 points
Explained how services will be accessible?	_____/ 3

	points
Explained how clients will be assessed?	_____/ 3 points
Explained the organization's experience providing direct services to individuals within the target population?	_____/ 3 points
Total points for this section	_____/ 25 points

Strengths:

Weaknesses:

Comments:

3. Program Evaluation:

Criteria	Points
Described measures that will track project outputs (quantity / quality of effort)?	_____/ 3 points
Described measures that will track project outcomes (effect of the service)?	_____/ 3 points
Described how client and service data is tracked? Services numbers provided?	_____/ 5 points
Described how the program will collect and evaluate client satisfaction?	_____/ 4 points
Total points for this section	_____/ 15 points

Strengths:

Weaknesses:

Comments:

4. Cost Effectiveness of Project:

Criteria	Points
Described non-cash resources that will be used to support the service?	_____/ 2 points
Described efforts that will be made to promote cost-efficiency?	_____/ 3 points
Total points for this section	_____/ 5 points

Strengths:

Weaknesses:

Comments:

5. Potential for Ongoing Sustainability of the Project (5 points):

Criteria	Points
Described resources or planning that support sustainability such as diverse funding resources?	_____/ 2 points
Described resources or planning that support sustainability such as longevity of the organization?	_____/ 2 points
Described resources or planning that support sustainability such as staff commitments?	_____/ 1 points
Total points for this section	_____/ 5 points

Strengths:

Weaknesses:

Comments:

6. Scope of Work:

Criteria	Points
Target population is eligible to receive services from specified funding source?	_____/ 4 points
Goals and objectives specified?	_____/ 4 points
Estimated number of clients / services provided?	_____/ 4 points
Scope of Work is reasonable for funding requested?	_____/ 3 points
Total points for this section	_____/15 points

Strengths:

Weaknesses:

Comments:

7. Vicarious Trauma:

Criteria	Points
Described services or strategies that address vicarious trauma involving direct service providers.	_____/ 5 points
Total points for this section	_____/5 points

Strengths:

Weaknesses:

Comments:

8. Staff Qualifications:

Criteria	Points
Described how proposed services will be staffed?	_____/ 2 points
Described how the staff is qualified to provide anticipated services?	_____/ 2 points
Provided job descriptions?	_____/ 1 points
Total points for this section	_____/5 points

Strengths:

Weaknesses:

Comments:

9. Collaboration:

Criteria	Points
Identified existing or proposed collaborators for the project?	_____/ 2 points
Described the level of participation of all agencies included in the collaboration?	_____/ 2 points
Described how collaborative efforts with various agencies will be encouraged?	_____/ 4 points
Current Memorandums of Understanding included in application packet?	_____/ 2 points
Total points for this section	_____/10 points

Strengths:

Weaknesses:

Comments:

10. Budget Narrative

Criteria	Points
Are the budget items appropriate?	_____/ 5 points
Is the budget reasonable?	_____/ 5 points
Does the narrative accurately describe each expense listed in the budget detail?	_____/ 5 points
Total points for this section	_____/15 points

Strengths:

Weaknesses:

Comments:

FUNDING RECOMMENDATION

	Annual Previous Funding	Annual Requested Funding	Annual Recommended Funding
VOCA	\$	\$	\$

Comments:

ATTACHMENT I

GRANTS - SELF-ASSESSMENT QUESTIONNAIRE

Agency Name: _____ Date Performed: _____
Performed by: _____ Reviewed by: _____

This Self-Assessment Questionnaire (SAQ) is a tool to be used by an agency to:

- Develop fiscal and administrative controls.
- Evaluate the adequacy of existing procedures, both as written and performed.
- Ensure that written procedures and actual practices are the same.

Each agency should review its procedures **annually** to ensure compliance with the minimal internal control standards as set forth in this SAQ. By completing the SAQ, an agency can identify potential internal weaknesses.

The SAQ is designed so that a “No” response indicates an area of concern, which may require corrective action in written procedures and/or actual practices, such as:

- a. Developing new or revised procedures to correct the deficiency found; or
- b. Implementing a compensating control.

The “**Cross-reference**” column on the SAQ is to be used to identify the section, page, and paragraph where the answer to each applicable SAQ question can be located in the agency’s written procedures.

Thank you for your cooperation.

Grants - General		Yes	No	N/A	Cross-reference to Policy & Procedures: Section, page number, etc.
1.	Do written procedures describe all grant and sub-grant functions performed by the agency?				
2.	Do written procedures identify the official title and PCN for each position responsible for performing all grants and sub-grants functions?				
3.	Is the agency required to have an Independent Audit per 2 CFR 200 (if the organization receives \$750,000 or more in combined federal funds in any Federal Fiscal Year)?				
4.	Federal background checks for all staff as well as volunteers who work with clients? If not, discuss and document the existing process and barriers that prevent implementation of this practice.				
5.	Child Abuse and Neglect (CAN) checks for all staff as well as volunteers who work with children? How often are they performed? If not, discuss and document the existing process and barriers that prevent implementation of this practice. Renewal every 5 years.				
6.	Does the agency have an active registration with the Nevada Secretary of State's Office? What is the renewal date?				
7.	Is the agency vendor number active with the Controller's Office and is the mailing address current?				
8.	Does the agency have an active Dun and Bradstreet (DUNS) Number on the System for Award Management (SAM.gov)? What is the renewal date?				
Grants – Allowable Costs		Yes	No	N/A	Cross-reference to IC P&Ps: Section, page number, etc.
9.	Are costs for Federal and non-Federal activities accounted for separately?				
10.	Is there supporting documentation for allowable and unallowable expenditures?				
11.	Does the agency review expenditures to ensure they are				
	a. Necessary				
	b. Reasonable (fair market price for goods)				
	c. Allocable – charged in proportion to value received by program (i.e., if a computer is used 50% of the time on a program, you can only charge half of the cost)				
	d. Legal under state & local law				
	e. Conform with Federal law and grant terms				
	f. Treated same way as non-Federal expenditures (cannot assign as direct cost if indirect under state)				
	g. Comply with Generally Accepted Accounting Principles				
	h. Not included as a match from another program				
	i. Net of any rebates or credits				
	j. Adequately documented				
12.	Does the agency review allocated costs to ensure they are				
	a. Charged in proportion to benefits received?				
	b. Allowable under 2 CFR part 225?				

	c. Also charged to non-program areas for the benefits they receive?				
13.	When allocating direct labor, are payroll records showing the time spent on the project maintained?				
14.	Do employees, who charge 100% of their time to a Federal program, certify in writing that they are not working on any other programs or projects?				
15.	If indirect cost rates are used, have they been approved by the cognizant federal agency?				
16.	Are the costs used in the indirect cost rate allowable under 2 CFR part 225?				
17.	Is a review of expenditures done by someone other than the person authorizing the expenditure?				
18.	Are exceptions noted during the review corrected immediately and adequately addressed to ensure the exception does not occur again?				
19.	Are the Grant agreements available to personnel responsible for preparing, reviewing and authorizing expenditures?				
	Grants – Equipment and Real Property Management	Yes	No	N/A	Cross-reference to IC P&Ps: Section, page number, etc.
20.	Is all equipment purchased with Federal funds used in the program for which it was acquired?				
21.	Do equipment records identify that they were obtained with Federal funds?				
22.	Is equipment inventoried at least annually?				
23.	Does management ensure that equipment is adequately maintained and safeguarded?				
	Grants – Matching	Yes	No	N/A	Cross-reference to IC P&Ps: Section, page number, etc.
24.	Does the agency budget appropriately to provide adequate resources to meet matching, level of effort, or earmarking goals?				
25.	Are matching costs traceable into the agency's records, i.e., can the agency prove that the matching cost was paid by the agency and not another entity?				
26.	Are controls in place to ensure matching contributions are:				
	a. Required amounts are being met?				
	b. From an allowable source?				
	c. Not included in matching from any other Federal programs?				
	d. Are allowable under the applicable costs principles noted in 2 CFR Part 225?				
	e. Comply with the federal program?				
27.	Are "in-kind" contributions valued using information such as:				
	a. Local labor rates for volunteering?				
	b. Payroll records for paid employees (either from the state or another entity)?				
28.	Is supporting documentation maintained for "in-kind" contribution valuations?				