



State of Nevada

Division of Child and Family Services

Grant Management Unit

Victims of Crime Act (VOCA)

Special Notice of Funding Opportunity –

**Supplemental Award for Child Welfare, Sexual Assault
and Domestic Violence for current VOCA subrecipients**

State Fiscal Year 2021

NOTE: This document is available online at <http://dcfs.nv.gov/Programs/GMU/GMU/>

Opportunity Summary

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

This supplemental funding opportunity is available in response to the COVID-19 public health emergency. **This VOCA supplemental funding is available to assist current VOCA subrecipients** to provide needed supplies and resources for victims of crime in response to the pandemic. **Only agencies that have received VOCA awards for SFY20 or SFY21 are eligible to apply for this funding opportunity.**

This NOFO is for applications to be funded through the Victims of Crime Act Federal Fiscal Year 2019 award for State Fiscal Year (SFY) 2021. This funding is administered by the Division of Child and Family Services (DCFS) Grants Management Unit (GMU). Funds awarded as a result of this NOFO will begin on July 1, 2020 and expire on June 30, 2021. Unused funds from one year will not be automatically carried forward to the next year.

Total Funding Amount: \$2,000,000.

DCFS has determined that \$500,000 in Child Welfare VOCA \$750,000 for Sexual Assault and \$750,000 for Domestic Violence funding will be distributed **based on need**.

***Funding for SFY 2021 is dependent upon the Office of the Inspector General's audit of the Department of Health and Human Services, Division of Child and Family Services being closed and subject to the availability of funds. Funding may not be immediately available on July 1, 2020.**

Program Requirements

OVERVIEW

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

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

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

The primary purpose of VOCA is to support the provision of services to victims of crime throughout the nation. According to the VOCA Program Guidelines, services are defined as those efforts that (1) respond to the emotional and physical needs of crime victims; (2) assist primary and secondary victims of crime to stabilize their lives after a victimization; (3) assist victims to understand and participate in the criminal justice system; and (4) provide victims of crime with a measure of safety and security. For the purpose of the VOCA Crime Victim Assistance Grant Program, a crime victim is a person who has suffered physical, sexual, financial, or emotional harm as a result of the commission of a crime. **Funding cannot be used for the investigation of crimes, collection of evidence to further the prosecution of crimes, or for prevention activities.**

VICTIM POPULATIONS TO BE SERVED

The overall purpose of the VOCA legislation is the expansion and development of victim services. Under the VOCA Special NOFO, funding categories are for programs serving victims of sexual assault and domestic violence, and child abuse.

Child Welfare: These services should include treatment for children who are victims of physical or sexual abuse, and services for their non-offending parents and siblings. Examples of services may include play, individual and/or group therapy. Services may be provided through mental health or hospital-based programs. Victims of child abuse may include, but are not limited to, child victims of: Physical, sexual, or emotional abuse; child pornography-related offenses; neglect; commercial sexual exploitation; bullying; and/or exposure to violence.

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.

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.

For Native American tribes and organizations that apply for VOCA funding, successful applicants will be provided with enhanced technical assistance and training to successfully manage the grant documentation and reporting requirements.

DCFS released a 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)

Collaboration with Victim Service Agencies: All applicants must demonstrate how they will ensure ongoing collaboration with other victim service agencies in all aspects of service provisions.

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

Funding Period: Grants will be awarded for a 12-month period: July 1, 2020 through June 30, 2021.

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

Reporting: Monthly Financial Status reports and programmatic reports will be required by the 15th of each month for the previous month. A year-end program report is also required and is due July 15, 2021.

APPLICANT ELIGIBILITY

All non-profit and public agencies (including state and local governmental agencies, universities and community colleges), can apply if interested in providing services and are in compliance with grant specific requirements (See VOCA REQUIREMENTS for expanded descriptions). **Eligible organizations for this supplemental funding opportunity are current SFY20 or SFY21 VOCA subrecipients that provide direct services to victims of crime.**

Per the VOCA Final Rule, **the definition of “direct services” or “services to victims of crime”** means those services described in 42 U.S.C. 10603(d)(2), and efforts that— (1) Respond to the emotional, psychological, or physical needs of crime victims; (2) Assist victims to stabilize their lives after victimization; (3) Assist victims to understand and participate in the criminal justice system; or (4) Restore a measure of security and safety for the victim.

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

- Sexual assault and rape treatment centers;
- Domestic violence programs and shelters;
- Child abuse programs;
- Centers for missing children;
- Mental health services; and

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- 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 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.

FUNDING ALLOCATION AND DISTRIBUTION

Special Funding Opportunity	Funding Allocations	Approximate Minimum of Awards Statewide
Child Welfare	25% of the award	\$500,000
Sexual Assault	50% of the award	\$750,000
Domestic Violence	50% of the award	\$750,000

DCFS has determined that VOCA funding will be distributed based on population and need. 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.

VOCA REQUIREMENTS

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

Subrecipients receiving VOCA funds must meet the following eligibility requirements:

- A. **Compliance with DCFS grant requirements:** Agencies must adhere to financial and programmatic guidelines; comply with deadlines; and provide all information to DCFS as requested in a timely fashion.
- B. **Compliance with Federal Rule:** Applicants must comply with the applicable provisions of VOCA, the Program Guidelines, and the requirements of the OJP Financial Guide, effective edition <https://ojp.gov/ovc/welcome.html> which includes maintaining programmatic and financial records that fully disclose the amount and disposition of VOCA funds received. This includes financial documentation for disbursements; daily time and attendance records specifying time devoted to allowable VOCA victim services; client files; portion of the project supplied by other sources of revenue; job descriptions; contracts for services; and other records which facilitate an effective audit.
- C. **Data Universal Number System (DUNS) number, § 200.32:** Subrecipients must obtain a Data Universal Numbering System (DUNS) number as part of eligibility for a subaward. DUNS number means the nine-digit number established and assigned by Dun and Bradstreet, Inc. (D&B) 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 at <http://fedgov.dnb.com/webform>.
- 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. **Maintain confidentiality:** Eligible agencies must have policies and procedures in place that safeguard the confidentiality of all victim records, contact information, personally identifying information, and other information considered sensitive. These measures must be consistent with applicable Federal, state and local laws regarding privacy and confidentiality.
- I. **Help victims apply for compensation benefits:** Such assistance may include identifying and notifying crime victims of the availability of compensation, assisting them with the application forms and procedures, obtaining necessary documentation, and/or checking on claim status.
- J. **New programs:** Programs that have not yet demonstrated a record of providing services may be eligible to receive VOCA funding, if it can be demonstrated that twenty-five to fifty percent (25-50%) of the financial support for the agency comes from non-Federal sources. Organizations must have a variety of funding sources in addition to Federal funding to ensure financial stability.
- K. **No charge to victims for VOCA-funded services:** Applicants must provide services to crime victims, at no charge, through the VOCA-funded project.
- L. **Program match requirements:** The purpose of matching contributions is to increase the amount of resources available to the projects supported by grant funds. Matching contributions of twenty percent (20%) (cash or in-kind) of the total cost of each VOCA project (VOCA subaward plus match) are required for each VOCA-funded project and must be derived from non-federal sources, except as provided in the OJP Financial Guide, which can be accessed at <https://ojp.gov/financialguide/DOJ/index.htm>. All funds designated as match are restricted to the same uses as the VOCA funds and must be expended within the grant period. **Example: \$100,000 requested / .80 * .20 = \$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 no longer required. 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 U.S. to Native Americans because of their status as Native Americans. A reservation is defined as a tract of land set aside for use of, and occupancy by, Native Americans.

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.

If an agency is unable to provide match, a full or partial match waiver request can be submitted to the DCFS Grants Management Unit via email to dcfsgrants@dcfs.nv.gov.

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

Application Process

Award Overview Timeline

Event	Date/Time
Notice of Funding Opportunity announced	June 5, 2020
Deadline for submission	June 19, 2020
Evaluation Period (approximate time frame)	June 22-26, 2020
Announcement of awards	June 26, 2020
Performance Period	July 1, 2020 through June 30, 2021

Application Review

This funding opportunity DCFS staff will review and evaluate each application based upon the submitted justification of need. The evaluation of applications received in response to this NOFO will be conducted comprehensively, fairly, and impartially. 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.

Funding decisions will be based on the following factor:

- Demonstrated justification of need;

Evaluation Process

Applications received by the published deadline of **5:00 p.m. Friday, June 19, 2020** will be processed as follows.

STEP 1: Technical Review

DCFS staff will perform a technical review of each brief application to ensure applicants are current VOCA subrecipients.

STEP 2: Application Review

DCFS staff will review submitted applications and award funding based on the justification of need. DCFS staff recommendations will be provided to the Administrator of DCFS or designee for final approval.

STEP 3: Final Decisions

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

- Demonstrated justification of need;
- Alignment of the application with the allowable services listed in Appendix A of this document.

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

Notification and Award Process

Applicants will be notified of their status with a Letter of Intent after decisions have been made in June 2020.

GMU staff will complete a written grant agreement in the form of a Notice of Subaward (NOSA). The NOSA documents and Grant Instructions and Requirements (GIRs) will be distributed to the subrecipient upon approval of the subaward. See Appendix E for an example of the NOSA.

Post Award

A. Monthly Financial Status and Request for Reimbursement Report Filing

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

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

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

B. Risk Assessment and Subrecipient Monitoring

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

C. Performance Report

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

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

D. 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

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

Questions?

Contact the DCFS GMU (775) 684-4407 or dcfsgrants@dcfs.nv.gov

Submission Instructions

- **The grant application deadline is Friday June 19, 2020 by 5pm.**
- Submit the signed, completed application including a brief narrative, scope of work and budget to dcfsgrants@dcfs.nv.gov.
- Application must be submitted online by emailing all required documents in a single email to dcfsgrants@dcfs.nv.gov In the subject line of the email place the NOFO title, "VOCA Supplemental Application - <Name of Agency>
- Once the application is submitted, no corrections or adjustments may be made prior to the negotiation period.
- If you do not receive an email acknowledgment within 3 business days of submitting the application, please email dcfsgrants@dcfs.nv.gov
- Submitting a paper copy of the application is **not** required.

Application Form

This application is for CURRENT SFY20 or SFY21 VOCA subrecipients only.

The requirements for this Supplemental VOCA opportunity are that existing VOCA subrecipients must complete the application form, a brief narrative, a scope of work and a budget. Funding decisions are based on justification of need.

Additional documentation such as resumes, org charts, licensure and certifications and community collaborations are NOT REQUIRED unless the information has not been provided in the previous VOCA application.

Please complete each item. Add extra rows if more space is needed to provide complete response.

A. Applicant Organization

Name		
Mailing Address		
Physical Address		
City & State		Zip (9-digit)
Federal Tax ID #		
DUNS #		

B. Organization Type For-Profit 501(c)(3) Nonprofit Government Agency

C. Geographic Area of Service *(Check applicable boxes & provide brief narrative of service area)*

<input type="checkbox"/> City <input type="checkbox"/> County <input type="checkbox"/> Region <input type="checkbox"/> Statewide	
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D. Application Type Child Welfare Sexual Assault Domestic Violence

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E. Victim Populations to be served: Specify % percentage of funding requested for services by population/client. *Only services that are specific to a federal priority category should be included. All services not specific to the federal priority category should be included in the ALL other Victims of Crime category.*

<input type="checkbox"/> Child Abuse <input type="checkbox"/> Domestic Violence <input type="checkbox"/> Sexual Assault	If multiple boxes are selected, please explain in detail how each victim population is served.
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F. Program Point of Contact

Name	
Title	
Phone	
Email	

G. Fiscal Officer

Name & Title	
Phone & Email	

H. Subcontracting of Services

Does your organization subcontract its services? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Subcontractor	
Mailing Address	
Physical Address	
City	Zip (9-digit)
Federal Tax ID #	(xx-xxxxxxx)

K. Funding Request

Funding	SFY20 Award	SFY 21 Award	SFY 21 Supplemental Award Request
Victims of Crime Act (VOCA)			

L. Certification by Authorized Official

As the authorized official for the applying agency, I certify that the proposed project and activities described in this application meets all requirements of the Victims of Crime Act (VOCA) legislation governing the grant as indicated by the Division of Child and Family Services (DCFS) and the certifications in the Application Instructions; that all the information contained in the application is correct; that the appropriate coordination with affected agencies and organizations, including subcontractors, took place; that this agency agrees to comply with all provisions of the applicable grant program and all other applicable federal and state laws, current or future rules, and regulations. I understand and agree that any award received as a result of this application is subject to the conditions set forth in the Notice of Subaward and accompanying documents.

Name (type/print)

Phone

Title

Email

Signature

Date

Application

Narrative

1. Overview - Provide a brief overview of services to be provided.
2. Statement of Need – Describe services or resources to be provided to victims of crime and a justification of need.
3. Services Proposed – Describe specific services to be provided.

Scope of Work

Instructions: The Scope of Work (SOW) is the area in an agreement where the work to be performed is described. The SOW should contain any milestones, reports, deliverables, and end products that are expected to be provided by the performing party. The SOW should also contain a timeline for all deliverables and the way the goal will be measured.

XXXXXXXXXXXXXXXXXX, hereinafter referred to as Subrecipient, agrees to provide the following services and reports according to the identified timeframes.

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>	<u>How will this Goal be measured (quantitative)</u>
1.	1.	XX/XX/XX	1.	1.
2. Add more lines if	2.	XX/XX/XX	2	2

1.

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>	<u>How will this Goal be measured (quantitative)</u>
1.	1.	XX/XX/XX	1.	1.
2. Add more lines if	2.	XX/XX/XX	2.	2.

Budget

1. Proposed Project Budget

Category	Amount Requested (\$)
Personnel	
Travel/Training	
Operating	
Equipment	
Contractual/Consultant	
Other	
Indirect	
Total Funding Requested (\$)	

2. Budget Narrative

This document is available online at: http://dcfs.nv.gov/Programs/GMU/GMU/		Form 1
Applicant Name:		

BUDGET NARRATIVE - SFY-21

Total Personnel Costs	Including Fringe	Total:			
		\$	-		
List Staff, positions, percent of time to be spent on the project, rate of pay, fringe rate, and total cost to this grant.					
	Annual Salary	Fringe Rate	% of Time	Months	Amount Requested
Name of Employee (if known, otherwise state new position). Title of position & Position Control Number *Insert details to describe position duties as it relates to the funding (specific program objectives).					\$ -
Name of Employee (if known, otherwise state new position). Title of position & Position Control Number *Insert details to describe position duties as it relates to the funding (specific program objectives).					\$ -

Name of Employee (if known, otherwise state new position). Title of position & Position Control Number *Insert details to describe position duties as it relates to the funding (specific program objectives).					
					\$ -
Name of Employee (if known, otherwise state new position). Title of position & Position Control Number *Insert details to describe position duties as it relates to the funding (specific program objectives).					
					\$ -
*Insert new row for each position funded or delete this row.					
Total Fringe Cost		0		Total:	\$ -

Travel/Training	Total:	\$ -
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Identify staff who will travel, the purpose, frequency, and projected costs. Utilize GSA rates for per diem and lodging (go to www.gsa.gov) and State rates for mileage (54.0 cents) as a guide unless the organization's policies specify lower rates for these expenses. Out-of-state travel or non-standard fares require special justification.

Out-of-State Travel					\$ -
<i>Title of Trip & Destination such as CDC Conference: San Diego, CA</i>	Cost	# of Trips	# of Days	# of Staff	
Airfare: Cost per trip (origin & destination) x # of trips x # of staff					\$ -
Baggage fee: \$ amount per person x # of trips x # of staff					\$ -
Per Diem: \$ per day per GSA rate for area x # of trips x # of staff					\$ -
Lodging: \$ per day +\$ tax = total \$ x # of trips x #of nights x # of staff					\$ -
Ground Transportation: \$ per r/trip x # of trips x # of staff					\$ -
Mileage: (rate per mile x # of miles per r/trip) x # of trips x # of staff					\$ -
Parking: \$ per day x # of trips x # of days x # of staff					\$ -

Justification:

Who will be traveling, when and why, tie into program objective(s) or indicate required by funder.

If traveling to more than 1 out-of-state destination, copy section above, revise formula in Cell F33 and complete for each trip

In-State Travel					\$ -
<i>Origin & Destination</i>	Cost	# of Trips	# of Days	# of Staff	

Airfare: cost per trip (origin & designation) x # of trips x # of staff					\$	-
Baggage fee: \$ amount per person x # of trips x # of staff					\$	-
Per Diem: \$ per day per GSA rate for area x # of trips x # of staff					\$	-
Lodging: \$ per day + \$ tax = total \$ x # of trips x # of nights x # of staff					\$	-
Motor Pool:(\$ car/day + ## miles/day x \$ rate per mile) x # trips x # days					\$	-
Mileage: (rate per mile x # of miles per r/trip) x # of trips x # of staff					\$	-
Parking: \$ per day x # of trips x # of days x # of staff					\$	-

Justification:

Who will travel and why

If traveling to more than 1 out-of-state destination, copy section above, revise formula in F48 and complete for each trip.

Operating	Total:	\$
		-

List tangible and expendable personal property, such as office supplies, program supplies, etc. Unit cost for general items are not required. Listing of typical or anticipated program supplies should be included. If providing meals, snacks, or basic nutrition, include these costs here.

Office supplies: \$ Amount x # of FTE staff x # of months	0
Occupancy	\$ -
Communications	\$ -
Rent: \$ per month x 12 months x # of FTE	\$ -
Utilities: \$ per quarter x 4 quarters	\$ -
State Phone Line: \$ per month x 12 months x # of FTE	\$ -
Voice Mail: \$ per month x 12 months x # of FTE	\$ -
Conference Calls: \$ per month x 12 months	\$ -
Long Distance: \$ per month x 12 months	\$ -
Email: \$ per month x 12 months x # of FTE	\$ -

Justification:

Provide narrative to justify purchase of meals, snacks, large expense or unusual budget items. Include details how budget item supports deliverables of the project.

Equipment	Total:	\$
		-

List Equipment purchase or lease costing \$5,000 or more and justify these expenditures. Also list any computers or computer-related equipment to be purchased regardless of cost. All other equipment costing less than \$5,000 should be listed under Supplies.

Describe equipment \$ -

Contractual	Total:	\$
		-

Identify project workers who are not regular employees of the organization. Include costs of labor, travel, per diem, or other costs. Collaborative projects with multiple partners should expand this category to break out personnel, travel, equipment, etc., for each site. Sub-awards or mini grants 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.

<u>Name of Contractor/Subrecipient:</u>	\$ -
<u>Method of Selection:</u> Explain, i.e. sole source or competitive bid	
<u>Period of Performance:</u> July 1, 2018 - June 30, 2019	
<u>Scope of Work:</u> Define Scope of Work	
<u>*Sole Source Justification:</u> Define if sole source method, not needed for competitive bid	
<u>Method of Accountability:</u> Define - Describe how the progress and performance of the consultant will be monitored. Identify who is responsible for supervising the consultant's work.	
*Add additional Contractor/Subrecipients here with justification or delete this row.	\$ -
<u>Other</u>	Total: \$ -
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. Stipends or scholarships that are a component of a larger project or program may be included here but require special justification.	
Printing Services: \$ amount/month x 12 months	\$ -
Copier/Printer Lease: \$ amount/month x 12 months	\$ -
Property and Contents Insurance per year	\$ -
Car insurance: \$ per month x 12 months	\$ -
Postage: \$ per month x 12 months	\$ -
Audit	\$ -
<i>Justification: Include narrative to justify any special budget line items included in this category, such as stipends, scholarships, marketing brochures, or public information. Tie budget piece to project deliverables.</i>	
TOTAL DIRECT CHARGES	\$ -
<u>Indirect</u>	Total: \$ -
Indirect costs represent the expenses of doing business that are not readily identified with a particular grant, contract, project function, or activity, but are necessary for the general operation of the organization and the conduct of activities it performs. This will be a percentage that cannot exceed 10% of Direct Expenses. Note that the formula in Cell F112 will automatically calculated 10%. Applicants may override this formula only to request a lower indirect rate.	
Identify Indirect Expenses	\$ -
Add more as necessary and adjust formula in F112	\$ -
to reflect changes.	\$ -

Applicant Name:								Form 2	
PROPOSED BUDGET SUMMARY - SFY-21									
A. PATTERN BOXES ARE FORMULA DRIVEN - DO NOT OVERRIDE - SEE INSTRUCTIONS									
FUNDING SOURCES	DCFS	Other Funding	Other Funding	Other Funding	Other Funding	Other Funding	Other Funding	Match	TOTAL
PENDING OR SECURED									
ENTER TOTAL REQUEST	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
EXPENSE CATEGORY									
Personnel	\$ -							\$ -	\$ -
Travel/Training	\$ -							\$ -	\$ -
Operating	\$ -							\$ -	\$ -
Equipment	\$ -							\$ -	\$ -
Contractual/Consultant	\$ -							\$ -	\$ -
Other Expenses	\$ -							\$ -	\$ -
Indirect	\$ -							\$ -	\$ -
TOTAL EXPENSES	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
These boxes should equal 0	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Indirect Cost	\$ -						Total Agency Budget		\$ -
Indirect % of Budget	10%						Percent of Agency Budget		#DIV/0!

B. Explain any items noted as pending:

TOTAL BUDGET	Total:	\$
Identify Indirect Expenses	\$ -	

Applicant Name:					Form 3	
MATCH BUDGET NARRATIVE - SFY-21						
Total Personnel Costs				Including Fringe	Total:	\$
						-
List Staff, positions, percent of time to be spent on the project, rate of pay, fringe rate, and total cost to this grant.						
	Annual Salary	Fringe Rate	% of Time	Months	Amount Requested	
Name of Employee (if known, otherwise state new position). Title of position & Position Control Number						
*Insert details to describe position duties as it relates to the funding (specific program objectives).					\$ -	

Name of Employee (if known, otherwise state new position). Title of position & Position Control Number *Insert details to describe position duties as it relates to the funding (specific program objectives).					
					\$ -
Name of Employee (if known, otherwise state new position). Title of position & Position Control Number *Insert details to describe position duties as it relates to the funding (specific program objectives).					
					\$ -
Name of Employee (if known, otherwise state new position). Title of position & Position Control Number *Insert details to describe position duties as it relates to the funding (specific program objectives).					
					\$ -
*Insert new row for each position funded or delete this row.					
Total Fringe Cost		\$	-	Total:	\$ -
Travel/Training				Total:	\$ -
<p align="center">Identify staff who will travel, the purpose, frequency, and projected costs. Utilize GSA rates for per diem and lodging (go to www.gsa.gov) and State rates for mileage (54.0 cents) as a guide unless the organization's policies specify lower rates for these expenses. Out-of-state travel or non-standard fares require special justification.</p>					
Out-of-State Travel					\$ -
<i>Title of Trip & Destination such as CDC Conference: San Diego, CA</i>	Cost	# of Trips	# of Days	# of Staff	
Airfare: Cost per trip (origin & destination) x # of trips x # of staff					\$ -
Baggage fee: \$ amount per person x # of trips x # of staff					\$ -
Per Diem: \$ per day per GSA rate for area x # of trips x # of staff					\$ -
Lodging: \$ per day +\$ tax = total \$ x # of trips x #of nights x # of staff					\$ -
Ground Transportation: \$ per r/trip x # of trips x # of staff					\$ -

Mileage: (rate per mile x # of miles per r/trip) x # of trips x # of staff					\$ -
Parking: \$ per day x # of trips x # of days x # of staff					\$ -

Justification:
Who will be traveling, when and why, tie into program objective(s) or indicate required by funder?

If traveling to more than 1 out-of-state destination, copy section above, revise formula in Cell F33 and complete for each trip

In-State Travel					\$ -
<u>Origin & Destination</u>	Cost	# of Trips	# of Days	# of Staff	
Airfare: cost per trip (origin & designation) x # of trips x # of staff					\$ -
Baggage fee: \$ amount per person x # of trips x # of staff					\$ -
Per Diem: \$ per day per GSA rate for area x # of trips x # of staff					\$ -
Lodging: \$ per day + \$ tax = total \$ x # of trips x # of nights x # of staff					\$ -
Motor Pool: (\$ car/day + ## miles/day x \$ rate per mile) x # trips x # days					\$ -
Mileage: (rate per mile x # of miles per r/trip) x # of trips x # of staff					\$ -
Parking: \$ per day x # of trips x # of days x # of staff					\$ -

Justification:
Who will travel and why

If traveling to more than 1 out-of-state destination, copy section above, revise formula in F48 and complete for each trip.

Operating **Total: \$ -**

List tangible and expendable personal property, such as office supplies, program supplies, etc. Unit cost for general items are not required. Listing of typical or anticipated program supplies should be included. If providing meals, snacks, or basic nutrition, include these costs here.

Office supplies: \$ Amount x # of FTE staff x # of months	\$ -
Occupancy	\$ -
Communications	\$ -
Rent: \$ per month x 12 months x # of FTE	\$ -
Utilities: \$ per quarter x 4 quarters	\$ -

State Phone Line: \$ per month x 12 months x # of FTE	\$ -
Voice Mail: \$ per month x 12 months x # of FTE	\$ -
Conference Calls: \$ per month x 12 months	\$ -
Long Distance: \$ per month x 12 months	\$ -
Email: \$ per month x 12 months x # of FTE	\$ -

Justification:

Provide narrative to justify purchase of meals, snacks, large expense or unusual budget items. Include details how budget item supports deliverables of the project.

<u>Equipment</u>	Total: \$
	-

List Equipment purchase or lease costing \$5,000 or more and justify these expenditures. Also list any computers or computer-related equipment to be purchased regardless of cost. All other equipment costing less than \$5,000 should be listed under Supplies.

Describe equipment \$ -

<u>Contractual</u>	Total: \$
	-

Identify project workers who are not regular employees of the organization. Include costs of labor, travel, per diem, or other costs. Collaborative projects with multiple partners should expand this category to break out personnel, travel, equipment, etc., for each site. Sub-awards or mini grants 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.

Name of

Contractor/Subrecipient:

\$
-

Method of Selection: Explain, i.e. sole source or competitive bid

Period of Performance: July 1, 2020 - June 30, 2021

Scope of Work: Define Scope of Work

***Sole Source Justification:** Define if sole source method, not needed for competitive bid

Method of Accountability:

Define - Describe how the progress and performance of the consultant will be monitored. Identify who is responsible for supervising the consultant's work.

***Add additional Contractor/Subrecipients here with justification or delete this row.**

\$
-

<u>Other</u>	Total: \$
	-

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. Stipends or scholarships that are a component of a larger project or program may be included here, but require special justification.

Printing Services: \$ amount/month x 12 months	\$ -
Copier/Printer Lease: \$ amount/month x 12 months	\$ -
Property and Contents Insurance per year	\$ -
Car insurance: \$ per month x 12 months	\$ -
Postage: \$ per month x 12 months	\$ -

Audit	\$	-
Justification: Include narrative to justify any special budget line items included in this category, such as stipends, scholarships, marketing brochures, or public information. Tie budget piece to project deliverables.		
TOTAL DIRECT CHARGES		\$ -
TOTAL BUDGET		
	Total:	\$ -

APPENDIX A: VOCA ALLOWABLE AND UNALLOWABLE SERVICES

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 twenty-four hour telephone services, seven (7) days a week, which provides counseling, guidance, emotional support, information and referral services.
- F. Shelter/Safe House services to victims of crime consisting of short and long-term housing and related support services to victims and family members.
- G. Information and referral services consisting of in-person contacts with victims of crime during which time services and available support are identified.
- H. Criminal justice support/advocacy to victims of crime consisting of support, assistance, and advocacy to victims at any stage of the criminal justice process, to include post-sentencing services and support.
- I. For sexual assault victims, forensic exams are allowable costs only to the extent that other funding sources (such as state compensation or private insurance or public benefits) are unavailable or insufficient and such exams conform to state evidentiary collection requirements.
- J. Emergency financial assistance to victims of crime consisting of cash outlays for transportation, food, clothing, and emergency housing.

- K. Emergency legal advocacy consisting of filing of temporary orders of protection, injunctions, and other protective orders, elder abuse petitions, and child abuse petitions but does not include criminal prosecution or the employment of attorneys for non-emergency purposes such as torts.
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. A clear allocation methodology must be provided if there is cost-sharing between multiple funding sources. If a program ceases to exist, equipment purchased with VOCA funds will be returned to DCFS who will distribute to other VOCA programs or hold for future use by a VOCA grant recipient.

- A. **Advanced technologies.** At times, computers may increase a subrecipients ability to reach and serve crime victims. To receive funding for advanced technologies, the subrecipients must describe how the computer equipment will enhance services to crime victims; how it will be integrated into and / or enhance the subrecipient's current system; the cost of installation; the cost of training staff to use the computer equipment; the ongoing operational costs, such as maintenance agreements, supplies; and how these additional costs will be supported. Property insurance is an allowable expense if VOCA funds support a prorated share of the cost of the insurance payments.
- F. **Contracts for professional services.** VOCA funds generally should not be used to support contract services. At times, however, it may be necessary for VOCA sub-grantees to use a portion of the VOCA subaward to contract for specialized services. In the case where contract services are necessary, please contact Grants Management Unit staff to ensure these activities are approved prior to requesting reimbursement. Subrecipients are prohibited from using a majority of VOCA funds for contracted services, which contain administrative, overhead, and other indirect costs included in the hourly or daily rate.
- G. **Operating costs.** Examples of allowable operating costs include supplies; equipment use fees, when supported by usage logs; printing, photocopying, and postage; brochures

which describe available services; and books and other victim-related materials.

- H. **Repair and / or replacement of essential items.** VOCA funds may be used for repair or replacement of items that contribute to maintaining a healthy and / or safe environment for crime victims, such as a furnace in a shelter.
- I. **Public presentations.** VOCA funds may be used to support presentations that are made in schools, community centers, or other public forums, and that are designed to identify crime victims and provide or refer them to needed services. Specifically, activities and costs related to such programs including presentation materials, brochures, and newspaper notices can be supported by VOCA funds.

EXAMPLES OF UNALLOWABLE SERVICES, ACTIVITIES AND COST

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

- A. **Lobbying and administrative advocacy.** VOCA funds cannot support victim legislation or administrative reform, whether conducted directly or indirectly.
- B. **Perpetrator rehabilitation and counseling.** Subrecipients cannot knowingly use VOCA funds to offer rehabilitative services to offenders.
- C. **Needs assessments, surveys, evaluations, studies.** VOCA funds may not be used to pay for efforts conducted by individuals, organizations, task forces, or special commissions to study and/or research particular crime victim issues.
- D. **Prosecution activities.** VOCA funds cannot be used to pay for activities that are directed at prosecuting an offender and/or improving the criminal justice system's effectiveness and efficiency, such as witness notification and management activities and expert testimony at a trial. In addition, victim witness protection costs and subsequent lodging and meal expenses are considered part of the criminal justice agency's responsibility and cannot be supported with VOCA funds.
- E. **Fundraising activities.** VOCA funds cannot pay for any activities related to fundraising.
- F. **Property loss.** Reimbursing crime victims for expenses incurred as a result of a crime such as insurance deductibles, replacement of stolen property, funeral expenses, lost wages, and medical bills is not allowed. For these type of expenses, the Victims of Crime Compensation Program (VOCP) is an alternative. To find additional information on the eligibility requirements and application for VOCP, please visit <http://voc.nv.gov/> or email the Victims of Crime Compensation office (VOCP@dcfs.nv.gov) for additional information.
- G. **Most medical costs.** VOCA funds cannot pay for types of non-emergency medical and/or dental treatment.
- H. **Relocation expenses.** VOCA funds cannot support housing lease, rental, or mortgage payments for crime victims.

- I. **Administrative staff expenses.** Salaries, fees, and reimbursable expenses associated with administrators, board members, executive directors, consultants, coordinators, and other individuals unless these expenses are incurred while providing direct services to crime victims.
- J. **Development of protocols, interagency agreements and other working agreements.** These activities benefit crime victims, but they are considered examples of the types of activities that subrecipients undertake as part of their role as a victim services organization.
- K. **Costs of sending individual crime victims to conferences.**
- L. **Activities exclusively related to crime prevention.**
- M. **Utilization of ANY VOCA funding to provide services to perpetrators.** Perpetrator Rehabilitation and Counseling. Subrecipients cannot knowingly use VOCA funds to offer rehabilitative services to offenders.

APPENDIX B: BUDGET NARRATIVE INSTRUCTIONS

Budget Narrative Instructions

All applications must include a detailed project budget for the grant. The budget should be an accurate representation of the funds needed to carry out the proposed Scope of Work and achieve the projected outcomes for SFY 2021. If the project is not fully funded, the GMU will work with the applicant to modify the budget, the Scope of Work, and the projected outcomes.

Applicants **must** use the budget template form (Excel file) provided for downloading in the Budget Section of the online application. Use the budget definitions provided in the “Categorized Budgets” section below to complete the narrative budget (spreadsheet tab labeled Budget Narrative 1). This spreadsheet contains formulas to automatically calculate totals and links to the budget summary

spreadsheet (tab labeled Budget Summary) to automatically complete budget totals in Column B. **Do not modify or override formulas.**

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

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

Personnel:

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

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

In the narrative section, list each position and employee name, if 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 – $(\$20/\text{hour} \times 40 \text{ hours}/\text{week} + 15\% \text{ fringe}) \times 52 \text{ weeks} = \$47,840$

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 in the Personnel category.

Travel/Training: Travel costs must provide direct benefit to this project. Identify staff that will travel, the purpose, frequency, and projected costs. U.S. General Services Administration (GSA) rates for per Diem and lodging, and the state rate for mileage (currently 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>.

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.

Operating:

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.

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 the itemized indirect 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.