

State of Louisiana

Louisiana Commission on Law Enforcement and  
the Administration of Criminal Justice



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## CRIME VICTIM ASSISTANCE (VOCA)

### APPLICATION INSTRUCTIONS

Only an original signed with **BLUE** ink will be processed by LCLE

Fax and Online Submission will NOT be accepted

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**Please read these instructions before completing the application. Responses on application are to be provided in upper and lower case font – do not use all capital letters.**

## GENERAL FUNDING INFORMATION

### PROGRAM PURPOSE

The Victims of Crime Act was passed by Congress and signed into law by the President on October 12, 1984. The Children's Justice and Assistance Act of 1986, the Anti-Drug Abuse Act of 1988 and again in 1992, and most recently by the Antiterrorism and Effective Death Penalty Act of 1996 amended the 1984 Victims of Crime Act. It is referred to as the Victims of Crime Act (VOCA) of 1984, as amended, Public Law 98-473, Title II, Chapter XIV (codified at 42 U.S.C. 10601, *et seq.*)

The original Act was one of the results of recommendations made by the President's Task Force on Victims of Crime. The task force concluded that only the Federal, state and local governments, along with the private sector, sharing the responsibility of providing victims assistance, could adequately meet the needs of crime victims. The Victims of Crime Act is a response to the call for action by victims and victims' service providers who appealed to the task force for help.

In 1984, VOCA established, within the U.S. Treasury, a separate account known as the Crime Victims Fund. The Fund receives deposits of fines and penalties levied against criminals convicted of Federal crimes. The Fund provides the source of funding for carrying out all of the activities authorized by VOCA. After certain designated amounts are distributed, of the remaining amount deposited in the fund in a fiscal year, 48.5% is available for victim assistance grants to the states. The Louisiana Commission on Law Enforcement (LCLE) has been designated by the Governor as the administrator of this program, known in Louisiana as the Crime Victim Assistance (CVA) Program.

The Office for Victims of Crime makes annual VOCA crime victim assistance grants from the Fund to states. The primary purpose of these grants is to support the provision of services to victims of crime throughout the Nation. For the purpose of these 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. Assist victims to understand and participate in the criminal justice system.
4. Provide victims of crime with a measure of safety and security such as boarding-up broken windows and replacing or repairing locks.

In addition to the program eligibility requirements stated in the Act, the U.S. Department of Justice has issued guidelines and rules to implement the grant provisions of the Victims of Crime Act. In the following sections, those Federal guidelines have been harmonized with administrative guidelines adopted by the Louisiana Commission on Law Enforcement, Crime Victim Assistance Section. Eligible victim service providers should review this information carefully in order to assure program compliance.

### FUNDING PRIORITIES

#### Priority Area Programs

Under the Victims of Crime Act, priority is given to eligible crime victim assistance programs that provide direct assistance to victims of: 1) Sexual Assault; 2) Domestic Abuse, and 3) Child Abuse.

Applicants with a program whose principal mission is to offer comprehensive specialized services tailored to the special needs of one or more of the three priority categories should clearly identify what those specialized services are in the narrative section of the grant application.

#### Previously Underserved Victims Programs

1. Previously underserved victims of crime may be identified by type of crime and also by demographic characteristics.
2. Applicants may submit projects that are devoted **in total or in part** to offering specialized services tailored to meet the special needs of **one or more** categories of previously underserved victims of crime. In the narrative section of the grant application, applicants should clearly identify the types of previously underserved victims.
3. The applicant should demonstrate a significant level of need for a particular type of victim, then clearly identify the specialized services that the project intends to provide and the percentage of the grant that will be devoted to these specialized services.
4. The category of previously underserved victims of either adult or juvenile offenders may include, but are not limited to:
  - Victims of Intoxicated Drivers
  - Elder Abuse
  - Federal Crimes
  - Assault
  - Robbery
  - Gang Violence
  - Hate and Bias Crimes
  - Bank Robbery
  - Economic Exploitation and Fraud
  - Survivors of Homicide Victim
  - Adult Survivors of Incest
  - Non-English Speaking Residents
  - Disabled Persons
  - Members of Racial or Ethnic Minorities
  - Residents of Rural or Remote Areas or Inner Cities

## DEFINITIONS

1. **Child Abuse and Adult Protective Service Agencies** are agencies that focus on child abuse programs and treatment facilities and adult protective services agencies.
1. **Counseling** refers to in-person 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.
2. **Crime Victim** is a victim who has suffered physical, sexual, financial, or emotional harm as a result of the commission of a crime.
3. **Criminal Justice Support/Advocacy** refers to support, assistance, and advocacy provided to victims at any stage of the criminal justice process, to include post-sentencing services and support.
4. **Elder Abuse** refers to the mistreatment of older persons through physical, sexual, or psychological violence, neglect, or economic exploitation and fraud.
5. **Emergency Financial Assistance** refers to cash outlays for transportation, food, clothing, emergency housing, etc.
6. **Emergency Legal Advocacy** refers to filing of temporary restraining orders, 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 custody disputes, civil suits, etc.
7. **Emotionally Challenged** refers to victims suffering from trauma due to victimization.
8. **Federal Crimes** refers to any offense that violates a federal criminal statute or regulation. Also includes crimes that occur in an area where the federal government has jurisdiction, such as Indian Reservations, some National Parks, some Federal buildings, and military installations.
9. **Financial Exploitation/Harm.** VOCA-funded programs cannot restore the financial losses suffered by the victims of fraud; victims are eligible for the counseling, criminal justice advocacy, and other support services offered by VOCA-funded victim assistance programs.
10. **Follow-Up Contact** refers to in-person contacts, telephone contacts, and written communications with victims to offer emotional support, provide empathetic listening, check on a victim's progress, etc.
11. **Forensic Interview** refers to fact-finding interviews of (adult or child) victims for the purpose of information gathering or furthering services.
12. **Group Treatment/Support** refers to the coordination and provision of supportive group activities and includes self-help, peer, social support, etc.
13. **Information and Referral (In-Person)** refers to in-person contacts with victims during which time needed services and available support are identified.
14. **Medically Challenged** refers to those victims who incurred injuries, which required medical attention and/or where victimization affected prior medical conditions.
15. **Mentally Challenged** refers to disabled victims in need of mental health issues.
16. **Service Providers** refers to mental health, housing, social service providers, child protection, etc.
17. **Personal Advocacy** refers to 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, welfare, etc.; accompanying victim to the hospital; etc.
18. **Physically Challenged** refers to victims with disabilities or having a history of physical disabilities.
19. **Safety Measures/Plan** refers to emergency services that are intended to restore the victim's sense of security. This includes services offered to immediate measure of safety to crime victims such as boarding-up broken windows and replacing or repairing locks.
20. **Shelter/Safe House** refers to offering short- and long-term housing and related support services to victims and families following victimization.
21. **Substance Abuse** refers to victims who abuse any type of substance.
22. **Telephone Contact** refers to contacts with victims during which time services and available support are identified. This does not include calls during which counseling is the primary function of the telephone call.
23. **Therapy** refers to 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 crime. This includes the evaluation of mental health needs, as well as the actual delivery of psychotherapy.

## APPLICANT ELIGIBILITY

In order to be eligible to receive VOCA funds, an organization must provide services to crime victims and operated by a public agency or a private nonprofit organization, or a combination of such agencies or organizations. The program can be new or ongoing **and must provide direct services to victims of crime** through its staff.

1. **Eligible organizations include, but not limited to:**
  - 1.1 A public agency, a nonprofit organization, or a combination of such agencies or organizations, whose SOLE MISSION is to provide services to crime victims. These organizations include, but are not limited to:
    - 1.1.1 Sexual Assault and Rape Treatment Centers
    - 1.1.2 Domestic Violence Programs and Shelters
    - 1.1.3 Child Abuse Programs
    - 1.1.4 Centers for Missing Children
    - 1.1.5 Mental Health Services
    - 1.1.6 Other community-based victim coalitions and support organizations, including those who serve survivors of homicide victims.

- 1.2. Other public and nonprofit organizations that have components that offer services to crime victims are eligible **if** the funds are used to expand or enhance the delivery of crime victims' services. These organizations include, but are not limited to:
  - 1.2.1 Criminal Justice Agencies
  - 1.2.2 Prosecutors' Offices
  - 1.2.3 Law Enforcement Organizations
  - 1.2.4 Corrections Departments
  - 1.2.5 Courts
  - 1.2.6 Probation and Paroling Authorities
- 1.3. Religiously affiliated organizations 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.
- 1.4. State crime victim compensation agencies, including both centralized and decentralized programs, may receive VOCA assistance funds **if** they offer direct services to crime victims that extend beyond the essential duties of compensation staff such as claims investigations, distribution of information about compensation and referral to other sources of public and private assistance. Such services would include assisting victims in identifying and accessing needed services and resources.
- 1.5. Hospitals and emergency medical facilities must offer crisis counseling, support groups, and/or other types of victim services. In addition, state grantee may only award VOCA funds to a medical facility for the purpose of performing forensic examinations on sexual assault victims **if**:
  - 1.5.1 The examination meets the standards established by the state, local prosecutor's office, or state-wide sexual assault coalition; and
  - 1.5.2 Appropriate crisis counseling and/or other types of victim services are offered to the victim in conjunction with the examination.
- 1.6. Others, such as State and Local Agencies:
  - 1.6.1 Mental Health Services Organizations
  - 1.6.2 State/Local Public Child and Adult Protective Services
  - 1.6.3 State Grantees
  - 1.6.4 Legal Services Agencies
  - 1.6.5 Programs with a demonstrated history of advocacy on behalf of domestic violence victims
  - 1.6.6 Public housing authorities that have components specifically trained to serve crime victims

## 2 Ineligible Recipients of VOCA Funds

Some public and nonprofit organizations that offer services to crime victims are not eligible to receive VOCA victim assistance funds. These organizations include, but are not limited to:

- 2.1. Federal Agencies; this includes the U.S. Attorney's Office and FBI Field Offices. However, private nonprofit organizations that operate on Federal land may be eligible subrecipients of VOCA victim assistance grant funds.
- 2.2. In-Patient Treatment Facilities; for example, those designated to provide treatment to individuals with drug, alcohol, and/or mental health-related conditions.

## 3 Applicants must obtain the following. Applications will NOT be considered if this information is not included.

- 3.1 **DUNS Number:** The Office of Management and Budget requires that all businesses and nonprofit applicants for federal funds include a Data Universal Numbering System (DUNS) number in their application for a new award or renewal of an award. Applications without a DUNS number are incomplete. A DUNS number is a unique nine-digit sequence recognized as the universal standard for identifying and tracking entities receiving federal funds. The identifier is used to validate address and point of contact information for federal assistance applicants, recipients, and subrecipients. The DUNS number will be used throughout the grant life cycle. Obtaining a DUNS number is a free, simple, one-time activity. Call 1-866-705-5711 or apply online at <http://www.dnb.com/us/>. Individuals are exempt from this requirement.
- 3.2 **Central Contractor Registration:** OJP requires that all applicants for federal financial assistance, other than individuals, maintain current registration in the Central Contractor Registration (CCR) database. The CCR database is the repository for standard information about federal financial assistance applicants, recipients, and subrecipients. Organizations that have previously submitted applications via Grants.gov are already registered with CCR, as it is a requirement for Grants.gov registration. Please note, however, that applicants must update or renew their CCR at least once per year to maintain an active status. Information about registration procedures can be accessed at [www.ccr.gov](http://www.ccr.gov).

## 4. First-Time Private, Nonprofit Applicant Requirements

- 4.1. All **first-time** applicants with **private, nonprofit status** are required to obtain a surety bond in the amount of the Federal funds requested.
- 4.2. Those private nonprofit programs which have previously received at least one year funding through LCLE and which have demonstrated good performance including completing progress reports, fiscal reports, and performance report information in a timely manner, will not be required to obtain a surety bond.
- 4.3. The following documentation must also be provided:
  - 4.3.1 Federal Tax Identification Number,
  - 4.3.2 IRS Form W-9 (Request for Taxpayer Identification Number and Certification),
  - 4.3.3 LCLE Request for Vendor Information,
- 4.4. Nonprofit organizations must comply with the following:
  - 4.4.1 Provide IRS Form 501C3 (showing tax-exempt status).
  - 4.4.2 Must maintain its corporate status with the Louisiana Secretary of State's Commercial Division in good standing during the life of the grant.

## 5. Record of Effective Services

- 5.1. Existing Programs: The program must have been in continual existence for one year prior to start date. Have demonstrated a record of providing effective services to crime victims. This includes having the support and approval of its services by the community, a history of providing direct services in a cost-effective manner, and financial support from other sources. A nonprofit organization must maintain its good-standing status with the Commercial Division of the Louisiana Secretary of State Office during the entire duration of the grant period.
- 5.2. New Programs: Those programs that have not demonstrated a record of providing services may be eligible to receive VOCA funding. Must demonstrate that at least **twenty-five (25%)** of its financial support is from non-Federal sources. This amount may **not** be counted as match. A new program must provide a copy of its funding sources from its budget. A nonprofit organization must maintain its good standing status with the Commercial Division of the Louisiana Secretary of State Office during the entire duration of the grant period.

## 5. Volunteers

Applicant organizations **must** use volunteers unless the state grantee determines there is a compelling reason to waive this requirement.

## FUNDING GUIDELINES

### Allowable Costs and Services

The following listing of services, activities, and costs include, but are not limited to, that are eligible for support with VOCA victim assistance grant funds within an applicant's organization:

1. Immediate health and safety are those services which respond to the immediate emotional and physical needs (excluding medical care) of crime victims, such as:
  - 1.1 Crisis intervention
  - 1.2 Accompaniment to hospitals for medical exams
  - 1.3 Hotline counseling
  - 1.4 Providing emergency food, clothing, and transportation
  - 1.5 Providing temporary shelter for crime victims who cannot safely remain in their current lodgings, which includes emergency, short-term nursing home shelter for elder abuse victims for whom no other safe, short-term residence is available.
  - 1.6 Other emergency services that are intended to restore the victim's sense of security, such as offering measures such as repairing locks or boarding up windows and replacing or repairing locks.
  - 1.7 Emergency legal assistance such as filing restraining orders and obtaining emergency custody/visitation rights when such actions are directly connected to family violence cases and are taken to ensure the health and safety of the victim.
2. Mental health assistance are those services and activities that assist the primary and secondary victims of crime.
  - 2.1 In understanding the dynamics of victimization and in stabilizing their lives after a victimization such as counseling, group treatment, and therapy.
  - 2.2 Includes the evaluation of mental health needs, as well as the actual delivery of psychotherapy.
3. Assistance with participation in criminal justice proceedings. In addition to the cost of emergency legal services noted in "Immediate Health and Safety", there are other costs associated with helping victims participate in the criminal justice system that are also allowable. These services may include:
  - 3.1 Advocacy on behalf of crime victims.
  - 3.2 Accompaniment to criminal justice offices and court.
  - 3.3 Transportation to court.
  - 3.4 Childcare or respite care to enable a victim to attend court.
  - 3.5 Notification of victims regarding trial dates, case disposition, and parole consideration procedures.
  - 3.6 Assistance with victim impact statements.
  - 3.7 Restitution advocacy.

*NOTE: VOCA funds cannot be used to pay for non-emergency legal representation such as for divorces, or civil restitution recovery efforts.*
4. Forensic exams are allowable costs for sexual assault victims only to the extent that other funding sources (such as state compensation, private insurance or public benefits) are unavailable or insufficient and, such exams conform to state evidentiary collection requirements.
5. Costs necessary and essential to providing direct services. These costs include **pro-rated** costs of:
  - 5.1 Rent and utilities.
  - 5.2 Telephone service.
  - 5.3 Transportation costs for victims to receive services.
  - 5.4 Emergency transportation costs that enable a victim to participate in the criminal justice system.
  - 5.5 Local travel expenses for service providers.
6. Special services designed to assist crime victims with managing practical problems created by the victimization, such as:
  - 6.1 Acting on behalf of the victim with other services providers, creditors, or employers.
  - 6.2 Assisting the victim to recover property that is retained as evidence.
  - 6.3 Assisting in filing for compensation benefits.
  - 6.4 Helping to apply for public assistance.
7. Personnel costs that are directly related to providing direct services, such as:
  - 7.1 Staff salaries and fringe benefits, including malpractice insurance.
  - 7.2 The cost of advertising to recruit VOCA-funded personnel.

- 7.3 The cost of training paid and volunteer staff.
8. Restorative Justice. Opportunities for crime victims to meet the perpetrators, if such meetings are requested or voluntarily agreed to by the victim and have possible beneficial or therapeutic value to crime victims. At a minimum, the following should be considered:
    - 8.1 The safety and security of the victim.
    - 8.2 The benefit or therapeutic value to the victim.
    - 8.3 The procedures for ensuring that participation of the victim and offender are voluntary and that everyone understand the nature of the meeting.
    - 8.4 The provision of appropriate support and accompaniment for the victim.
    - 8.5 Appropriate debriefing opportunities for the victim after the meeting or panel.
    - 8.6 The credentials of the facilitators.
    - 8.7 The opportunity for a crime victim to withdraw from the process at any time.
- NOTE: VOCA funds cannot be used for victim-offender meetings that serve to replace criminal justice proceedings.**
9. Promote Community Efforts to Aid Crime Victims. Promote, within the community or region served a coordinated approach to serving crime victims. In order for the best interests of crime victims to be served and for interagency communication to be enhanced, programs are to provide written cooperative agreements signed by all cooperating agencies. In lieu of agreements, programs may provide a brief narrative explaining how they plan to work with other agencies and which organizations, committees, etc. they have joined or will be joining AND provide three letters of support from those organizations indicating awareness of and cooperation with the applicant agency.
  10. Assist Victims Apply for Crime Victims Reparations (CVR) Compensation Benefits. Unless it can be demonstrated that such assistance is not applicable, assistance must include, at a minimum, distributing compensation brochures, making direct referrals to the compensation program through the Sheriff's Claim Investigator, and assisting with applications, forms, and procedures.
  11. 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 editions, which includes maintaining appropriate 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; the portion of the project supplied by other sources of revenue; job descriptions; contracts for services; and other records which facilitate an effective audit.
  12. Maintain statutorily required civil rights statistics on victims served by race, national origin, sex, age, and disability, within the timetable of the grant. Permit reasonable access to its books, documents, papers, and records to determine whether compliance 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.
  13. Comply with State criteria of the Louisiana Commission on Law Enforcement Board, the LCLE Victim Services Advisory Board and LCLE policies.
  14. Applicant must provide services to victims of Federal crimes on the same basis as victims of state/local crimes.
  15. Applicant must provide services to crime victims, at no charge, through the VOCA-funded project. Any deviation from this provision requires prior approval from the Louisiana Commission on Law Enforcement and the Office for Victims of Crime.
  16. Client-Counselor and Research Information Confidentiality. Applicant must maintain confidentiality of client-counselor information and research, as required by state and Federal laws.
  17. Confidentiality of Research Information.
    - 17.1 Except as otherwise provided by Federal law, no recipient of monies under VOCA shall use or reveal any research or statistical information furnished under this 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.
    - 17.2 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.
    - 17.3 There is nothing in the Act or its legislative history to indicate that Congress intended to override or repeal, in effect, existing state 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.

#### **Other Allowable Costs and Services**

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

1. VOCA funds designated for skills training for staff are to be used:
  - 1.1 Exclusively for developing the skills of direct service providers including paid staff and volunteers, so that they are better able to offer services to crime victims. An example of skills development is training focused on how to respond to a victim in crisis.
  - 1.2 Training both VOCA-funded and non-VOCA-funded services providers who work within the applicant's organization.
  - 1.3 VOCA funds **cannot** be used for management and administrative training for executive directors, board members, and other individuals that do not provide direct services to victims.
2. VOCA funds can be used to purchase training 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 applicant's staff.

3. VOCA funds can support costs such as travel, meals, lodging, and registration fees to attend training within the state or a similar geographic area. Applicant is encouraged to look for available training within their immediate geographic area, as travel costs will be minimal. Out-of-state travel must have prior approval from LCLE. All travel requests must include the agenda and a copy of the completed registration form.
4. VOCA funds may be used to purchase furniture and equipment that provides or enhances direct services to crime victims. The Victim Services Advisory Board guidelines limit such purchases to \$3,500 per project. Such items include, but are not limited to:
  - 4.1 Typewriters/Word Processors.
  - 4.2 Beepers.
  - 4.3 Video cameras and players for interviewing children.
  - 4.4 Two-way mirrors.
  - 4.5 Equipment and furniture for shelters, workspaces, victim waiting rooms, and children's play areas.
  - 4.6 Furniture and equipment, such as Braille Equipment or TTY/TTD machines for the deaf that make victims services more accessible to persons with disabilities.

**NOTE:** *VOCA funds cannot be used to 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.*

*VOCA funds cannot be used to purchase equipment for another organization or individual to perform a victim-related service.*

5. Advanced technology. At times, computers may increase an applicant's ability to reach and service crime victims. For example, automated victim notification systems have dramatically improved the efficiency of victim notification and enhanced victim safety. In order to receive funding for advanced technologies, the applicant must meet the program eligibility requirements. The applicant must describe how the computer equipment will enhance services to crime victims, how it will be integrated into and/or enhance the applicant's current system; the cost of the installation, the cost of training staff to use the computer equipment; the on-going operational costs, such as maintenance agreements, supplies; and how these additional costs will be supported. Property insurance is an allowable expense as long as VOCA funds support a prorated share of the cost of the insurance payments.
6. Contracts for professional services. VOCA funds should not be used to support contract services. At times, however, it may be necessary for the applicant to use a portion of the VOCA funds to contract specialized services. Examples of these services include, but are not limited to:
  - 6.1 Assistance in filing restraining orders or establishing emergency custody/visitation rights (the provider must have a demonstrated history of advocacy on behalf of domestic violence victims).
  - 6.2 Forensic examinations for a sexual assault victim to the extent that other funding sources are unavailable or insufficient.
  - 6.3 Emergency psychological or psychiatric services.
  - 6.4 Sign and/or interpretation for the deaf or for crime victims whose primary language is not English.

**NOTE:** *Applicants are prohibited from using a majority of VOCA funds for contracted services that contain administrative, overhead, and other indirect costs included in the hourly or daily rate. Contract consultants cannot be an employee of the applicant/implementing agency.*

7. Examples of allowable operating costs included, but not limited to:
  - 7.1 Supplies.
  - 7.2 Equipment use fees when supported by usage logs.
  - 7.3 Printing, photocopying, and postage.
  - 7.4 Brochures that describe available services.
  - 7.5 Books and other victim-related materials.
  - 7.6 The prorated share of audit costs.
  - 7.7 **Up to ten percent (10%)** of VOCA funds may support administrative time to complete VOCA-required time and attendance sheets and programmatic documentation, reports, statistics, and maintain crime victims' records.
7. **Up to ten percent (10%)** of supervision of direct service providers when such supervision is necessary and essential to providing direct services to victims.
8. VOCA funds may be used to support public 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 program including presentation materials, brochures, and newspaper notices can be supported by VOCA funds.

#### **Prohibited Activities or Uses of Funds**

1. Lobbying and Administrative Advocacy. VOCA funds cannot support victim legislation or administrative reform, where conducted directly or indirectly.
2. Perpetrator Rehabilitation and Counseling. Applicants cannot knowingly use VOCA funds to offer rehabilitative services to offenders. Likewise, VOCA funds cannot support services to incarcerated individuals, even when the service pertains to the victimization of that individual.
3. Needs Assessments, Surveys, Evaluations, and 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.
4. 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.
5. Fund Raising Activities
6. Indirect Organizational Costs. The costs of liability insurance on buildings; capital improvements; security guards and bodyguards;

property losses and expenses; real estate purchases; mortgage payments; and construction may not be supported with VOCA funds.

7. Property Loss. Reimbursing crime victims for expenses incurred as a result of a crime is not allowed; such as:

- 7.1 Insurance deductibles
- 7.2 Replacement or stolen property
- 7.3 Funeral expenses
- 7.4 Lost wages
- 7.5 Medical bills

**NOTE:** *Applicant agency should encourage the victim to seek compensation for eligible expenses through the Crime Victims Reparations (CVR) Program.*

8. Most Medical Costs. VOCA funds cannot pay for:

- 8.1 Nursing home care (emergency short-term nursing home as described in Section III. A.1.E. is allowable)
- 8.2 Home health-care costs.
- 8.3 In-patient treatment costs.
- 8.4 Hospital care.
- 8.5 Other types of emergency and non-emergency medical and/or dental treatment.

8.6 Support medical costs resulting from a victimization, except for forensic medical examinations for sexual assault victims as stated in Section III. A.4.

**NOTE:** *Applicant agency should encourage the victim to seek compensation for eligible expenses through the Crime Victims Reparations (CVR) Program.*

9. Relocation Expenses. VOCA funds cannot support relocation expenses for crime victims such as moving expenses, security deposits on housing, on-going rent and mortgage payments. However, VOCA funds may be used to support staff time needed to locate and obtain resources to assist victims with these expenses.
10. 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.
11. 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 the applicant undertakes as part of their role as a victim service organization, which in turn qualifies them as an eligible VOCA applicant.
12. Costs of sending individual crime victims to conferences.
13. Activities exclusively related to crime prevention
14. Construction. However, grant funds for minor renovations that allow the applicant to meet the requirements of the Americans with Disabilities Act and the National Historic Preservation Act are limited to ten percent (10%) of total project cost.
15. Supplantation by state and local public agencies. Such agencies may use grant funds to enhance or expand services but may not use of VOCA funds in place of state or local funds that would otherwise be available for crime victim services.

### **Non Supplanting**

1. Federal funds received under this program shall be used to supplement, not supplant non-Federal funds that would otherwise be available for expenditure on activities described herein.
2. Monies disbursed under this program must be used to fund new projects, or expand or enhance existing projects.
3. VOCA funds cannot be used to supplant or replace existing funds already allocated to funding programs.
4. Grant funds may not be used to replace State or local funds (or, where applicable, funds provided by the Bureau of Indian Affairs) that would, in the absence of Federal aid, be available or forthcoming for programs to combat crime against victims. (Applicable only to State and local public agencies.)

### **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 Match) of the total cost (VOCA Federal funds plus match) and must be derived from non-Federal sources. All funds designated as match are restricted to the same uses as the VOCA victim assistance funds and must be expended within the grant period. Match must be provided on a project-by-project basis. See definitions for In-Kind Match.

1. Record Keeping. Applicant 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 applicant for its own paid employees.
2. Exceptions to the Twenty Percent (20%) Match. The Cash or In-Kind Match for new or existing VOCA applicants that are Native American Tribes/Organizations located on a Reservation is **five percent (5%)** of the total VOCA project. 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 United States 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.

### **Reporting Requirements**

1. **Equipment Inventory Listing and Assurance Forms** must be completed for any equipment purchased with grant funds. This must be attached to the Expenditure Request form when requesting reimbursement.
2. **Expenditure/Requests for Funds** are due within fifteen (15) days of each cycle.

- 2.1 Monthly if receiving \$40,000 or more in Federal funds, or
- 2.2 Quarterly (or monthly by choice) if receiving less than \$40,000 in Federal funds.
- 2.3 Final Expenditure Report is due to LCLE **fifteen (15) days** after the end of the project.
3. **Quarterly Progress Reports** provides information on the project's performance in meeting the goals and objectives within the reporting period. To assist in fulfilling the accountability objectives of the Department of Justice's responsibilities under the Government Performance and Results Act of 1993 (GPRA), Public Law 103-62, applicants who receive funding under this solicitation must provide data that measure the results of their work. Applicants must discuss their data collection methods in the application. Data collected must be reported to LCLE in quarterly progress reports and annually to OVW.

Quarterly progress reports are filed on a calendar quarter bases and are due as follows:

<b>Reporting Period</b>	<b>Due to LCLE</b>
January – March	April 15
April – June	July 15
July – September	October 15
October – December	January 15

If a project ends within a reporting period, the final report is due to LCLE by the 15<sup>th</sup> day at the conclusion of the project.

4. **Subgrant Adjustments** allows changes to the original application within the project period. Changes could include the budget, project period and/or extension, project officials/addresses, project personnel, goals and objectives, and/or other. If changes are made with project personnel, you must submit the Subgrant Adjustment Page 3 along with the resume(s), if applicable. This form can be downloaded at [www.lcle.la.gov/programs/FF\\_OB.asp](http://www.lcle.la.gov/programs/FF_OB.asp).

*NOTE: Failure to Comply with Reporting Requirements may result in administrative action such as withholding of payments, suspension of funding, cancellation of project, loss of awarded funds, or non-certification of new grant awards.*

#### **Other Requirements**

1. All programs are required to comply with the most current version of the Louisiana Child Protection Act (LA R.S. 15:587.1) as appropriate.
2. Eligible programs, which receive funding from LCLE, are required to agree and comply with Federal Rules regulating grants, with State criteria, Advisory Board and LCLE policies.
3. Programs must provide an assessment of the effectiveness of the activities funded by the grant. The original signature (in **BLUE INK**) of the Authorized Official of the applicant agency requesting funding is required.
4. For programs funded through Law Enforcement Planning Councils or Criminal Justice Coordinating Councils, the original signature (in **BLUE INK**) of the District Director is required in addition to that of the Authorized Official.
5. For nonprofit, nongovernmental agencies, the original signature (in **BLUE INK**) of the Coalition Director is required in addition to that of the Authorized Official.

#### **Program Income**

1. Program income is all gross income received, generated, or earned by the subgrantee as a direct result of the grant activity between the effective dates of the award and the ending date of the award as reflected in the final financial report.
2. Program income can include but is not limited to fee and registration costs.
3. Program income may be used as match; however, it must be identified and approved by LCLE before an award is made.
4. Programs may generate program income from VOCA-funded staff time under the following conditions:
  - 4.1 Only with prior approval of financial and monitoring procedures by the Office of the Comptroller; and
  - 4.2 With the stipulation that no crime victim is ever denied services for lack of insurance or personal resources to cover the cost of the service.

For assistance in completing the application, call the District Director of the local Law Enforcement Planning Council for (law enforcement and prosecution agencies), the State Coalition (for non-profit organizations), or the LCLE Victim Services Program Manager.

### **GENERAL APPLICATION GUIDELINES**

The application for Crime Victims Assistance (CVA) Funds contained in this packet is the official document to be used in applying for CVA funds through the Louisiana Commission on Law Enforcement (LCLE). The following sections are designed to assist applicants in completing the application. For assistance in completing the programmatic portion of the application, governmental agencies should call their District Program Director. Nonprofit, non-governmental agencies and all, including the aforementioned, may call the LCLE Victim Services Program Manager at (225) 925-1757 for assistance in completing the application.

1. To be eligible for funding consideration, applications should be typewritten, complete, submitted on time, and in accordance with the criteria stated in previous sections of this guide.
2. Follow the instructions for each section. Unless otherwise noted, information in each section is limited to the space provided. The only accepted attachments are:
  - a. Resumes
  - b. Job Descriptions and Qualifications
  - c. Organizational Chart
  - d. Letters of Support and/or Cooperative Agreements

3. Submit a single, signed **original in BLUE INK** of the completed application. Copies will not be considered.
4. Applications cannot be handwritten. If the application is not computerized generated, the only acceptable font size is 10, 11, or 12 pitch.
5. Assemble and fasten by a single staple.
6. Applications must be submitted by the due date and meet all criteria. Additional paperwork received after or apart from the application will be added to or considered with the application but must be attached to an identifying cover letter.
7. Costs apply to current year only.
8. Recipients of VAWA grant funds may not use these federal dollars to supplant (replace) State or local funds.
9. Refer to the following documents and any applicable program descriptions for allowable budget items:
  - 9.1 2 CFR Part 225 – “Cost Principals for State, Local, and Indian Tribal Governments” (formerly OMB Circular A-87)
  - 9.2 2 CFR Part 230 – “Cost Principals for Non-Profit Organizations” (formerly OMB Circular A-122)
  - 9.3 2 CFR Part 220 – “Cost Principals for Educational Institutions” (formerly OMB Circular A-21)
  - 9.4 28 CFR Ch.1 § 66.3 – “Part 66 – Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments”
  - 9.5 28 CFR Ch.1 § 70.2 – “Part 70 – Uniform Administrative Requirements for Grants and Agreements (Including Subawards) with Institutions of Higher Education Hospitals and Other Non-Profit Organizations”
  - 9.6 OMB Circular A-133 – “Audits of States, Local Governments, and Non-Profit Organizations”
  - 9.7 Office of Justice Programs Financial Guide
  - 9.8 Commission and Advisory Board Policies
  - 9.9 Certified Assurances
10. All items in the budget will be reviewed to ensure budgetary reasonableness and allowable costs.
11. Round each “Budget Category Total” up or down to the nearest dollar. The totals should always reflect whole dollar amounts.
12. Any grant approved without complete information or with questions to be answered will not receive a grant award until this information is received and questions answered to the satisfaction of LCLE staff.
13. Applications must be submitted by the due date and meet all criteria. No material received after or apart from the application will be added to or considered with the application.
14. The most current standard LCLE contract form must be used. Duplication by a word processor is acceptable.
15. Contracts for professional services should **not** be executed until an award is made and a subgrant number issued.
16. The subgrant number must be on all contracts, future correspondence, and documents regarding this project.
17. Completed applications from local government agencies should be submitted to the respective Law Enforcement Planning Council, which will forward the application to LCLE.

## SUMMARY PAGES

### TITLE PAGE

**NOTE: OJP requires the zip code + 4 code and email addresses on subgrantees.**  
 Visit [www.usps.com/zip4/](http://www.usps.com/zip4/) if need help locating the correct zip code.

1. **Program Title** – Enter the project title.
2. **Project Status** – Indicate if this request is for a new project or continuation project. If the request is for a continuation, enter the prior subgrant number.
3. **Project Duration** – Show the length, in months, of the total project. Projects are funded on 12 months. Enter the desired start date and end date. Use only the first day of the month as a start date and the last day of the month as the end date.
4. **Project Funds:** Enter your requested Federal amount and match. The Federal amount is provided by LCLE, the LEPC District Director, or State Coalition Director.
5. **Applicant Agency**
  - 5.1 **A - Agency** – Enter the official name, physical AND mailing addresses, telephone and FAX numbers, email address and Federal Employer Tax ID number of the agency or institution applying for funds. For example: City of Baton Rouge, East Carroll Parish Sheriff’s Office, 19th Judicial District Attorney’s Office.
    - 5.1.1 **DUNS Number** – The Office of Management and Budget requires that all businesses and nonprofit applicants for federal funds include a Data Universal Numbering System (DUNS) number in their application for a new award or renewal of an award. Applications without a DUNS number are incomplete. A DUNS number is a unique nine-digit sequence recognized as the universal standard for identifying and tracking entities receiving federal funds. The identifier is used to validate address and point of contact information for federal assistance applicants, recipients, and subrecipients. The DUNS number will be used throughout the grant life cycle. Obtaining a DUNS number is a free, simple, one-time activity. Call 1-866-705-5711 or apply online at <http://www.dnb.com/us/>.
    - 5.1.2 **Central Contractor Registration** – OJP requires that all applicants for federal financial assistance, other than individuals, maintain current registrations in the Central Contractor Registration (CCR) database. The CCR database is the repository for standard information about federal financial assistance applicants, recipients, and subrecipients. Organizations that have previously submitted applications via [www.grants.gov](http://www.grants.gov) are already registered with CCR, as it is a requirement for Grants.gov registration. Please note, however, that applicants must update or renew their CCR at least once per year to maintain an active status. Information about registration procedures can be accessed at [www.ccr.gov](http://www.ccr.gov).
  - 5.2 **B - Authorized Official of Applicant Agency** – This is the individual authorized to enter into binding commitments on behalf of the Applicant Agency or Institution. This will normally be the chief officer of the agency, institution, or government unit

involved (e.g., Mayor Earl Smith; Sheriff Walter Jones; Sam Jones, Parish President, etc.). Enter the official's name, title, addresses, telephone and FAX numbers, and email address.

6. **Implementing Agency**

6.1 **Agency Head & Title** – This is the person in charge of the agency in which the applicant program is located. (Example: Chief of Police Couvillion; Sheriff Walter Jones; District Attorney Jerry Smith).

6.2 **Agency** – The name, address, telephone and FAX numbers and email address of the agency implementing or benefiting from the project. In most cases, this will be the same as the Applicant Agency. (Example: Applicant Agency, Caddo Sheriff's Office, Implementing Agency, Caddo Sheriff's Office). However, in some cases it will be different. (Example: City of Baton Rouge, Applicant Agency; the Baton Rouge Police Department, Implementing Agency).

6.3 If the applicant agency and the implementing agency is the same, DO NOT put SAME AS #1.

7. **Project Director** – This is the individual who will be in direct charge of the project. He or she should be a person who combines substantial knowledge and experience in the project area with proven ability in administration and supervision of personnel and will be expected to devote a major portion of his or her time to the project. **Project Director must be an employee of the recipient's organization.** The official business address should be used along with telephone and FAX numbers and email address.

8. **Financial Officer** – This is the individual who will be responsible for fiscal matters relating to the project and in ultimate charge of agency accounting, management of funds, verification of expenditures, and subgrant financial reports. The official business address should be used along with telephone and FAX numbers and email address.

*NOTE: It is possible that a different person will fill the four positions (Authorized Official, Agency Head, Project Director, and Financial Officer). It is also possible that the same person may serve in more than one capacity. However, there must be at least 2 different people in any combination in these positions. The financial officer and the project director must be different individuals.*

9. **Brief Project Description** – Enter a brief description of the project stressing project goals. This summary description must be limited to the space provided. This description is critical and will be the summary used to present the project to the Advisory Board and Commission.

**PROJECT CHECKLIST/PROJECT BUDGET SUMMARY/MATCH SOURCE/VOCA PRIORITY AREAS**

1. **CHECKLIST**

1.1 All items must be answered. The contact information of the individual completing this application is required, include name, telephone number, fax number and email address.

2. **PROJECT BUDGET SUMMARY**

2.1 Double-check totals in each section of the Project Budget Summary table as each category amount budgeted is automatically entered from each corresponding section budgeted for this project.

2.2 Verify blank sections of Project Budget Summary to make sure they do not apply.

3. **VOCA PRIORITY AREAS**

3.1 Check type(s) of victimizations served through this project. If "Previously Underserved" is checked, state type(s) of previously underserved victims to be served.

**MATCH**

1. **Match Requirements**

1.1 A **twenty percent (20%)** non-Federal Match is required by all subgrantees, with the following exception, new or continuing Native American tribes/organizations located on reservations are required to provide a **five percent (5%)** match.

1.2 Funds designated as match are restricted to the same uses as the CVA Program funds.

1.3 Funds designated as match must be expended during the grant period.

1.4 Match may be in the form of either **Hard-Cash Match** or **In-Kind Match** Contributions.

1.4.1 Hard-cash match represents an applicant's cash outlay and includes money contributed by public agencies and institutions, private organizations, and individuals. It may not include Federal funds from any source.

1.4.2 In-kind match is the value of something that you can attach a dollar amount to, not something you expend dollars, such as but not limited to:

1.4.2.1 Salaries. The value placed on donated services must be consistent with the rate of compensation paid for similar work in the applicant's organization. If the required skills are found in the applicant's organization, the rate of compensation must be consistent with the labor market. In either case, fringe benefits may be included in the valuation.

1.4.2.2 Expendable Equipment. The value on loaned or donated equipment may not exceed its fair market value.

1.4.2.3 Office Supplies

1.4.2.4 Workshop or Classroom Materials

1.4.2.5 Work Space. 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.

1.4.2.6 Volunteers. The monetary value of time contributed by professional and technical personnel and other skilled and unskilled labor if the services they provide are an integral and necessary part of a funded project.

1.4.2.6.1 Volunteers' duties must directly relate to the focus of the program.

1.4.2.6.2 The value of volunteer hours used as match is limited to \$10.00 an hour.

- 1.4.2.6.3 In certain professionals such as licensed or certified therapists, attorneys, doctors, or law enforcement officers, the value of donated time can be counted at a rate consistent with their usual and customary charges for like services, not to exceed \$100 per hour, as long as the service is allowed by Federal regulation.
  - 1.4.2.6.4 Documentation must be kept on file listing the following:
    - 1.4.2.6.4.1 Name of volunteer;
    - 1.4.2.6.4.2 Number of hours contributed;
    - 1.4.2.6.4.3 Date worked; and
    - 1.4.2.6.4.4 Value of volunteer hours.
  - 1.4.3 The basis for determining the value of personal services, materials, equipment, and space must be documented and available for review or audit.
  - 1.4.4 Third party in-kind contributions may count toward satisfying match requirements provided the third party receiving the contribution expends them as allowable costs.
  - 1.4.5 Match must be dedicated to the project being funded.
  - 1.4.6 Match is restricted to allowable program items.
  - 1.4.7 Match may not be included as contribution for any other Federal funds.
  - 1.4.8 Match must be verifiable from the applicant's records.
  - 1.4.9 Match must be necessary and reasonable for proper and efficient accomplishment of the project's objectives.
  - 1.4.10 Match must be accountable for grant period.
  - 1.4.11 Match must be provided for in the approved budget.
  - 1.4.12 Indirect costs, or any costs not directly related to providing services to victims of crime, are not allowable match.
2. **Overmatch**  
Applicants should be mindful that all funds designated as matching funds for VOCA dollars are restricted to the uses outlined in the application. Therefore, it is suggested that subgrantees only provide match at the levels required by the Guidelines [i.e., twenty percent (20%)]. In this way, there are no Federal restrictions on the non-Federal dollars not used by the applicant as project match.
3. **Records for Match**
- 3.1 All subgrantees must maintain records which clearly show the source, the amount, and the timing of all matching contributions.
  - 3.2 If a program or project has included within its approved budget, contributions which exceed the required matching portion, the subgrantee must maintain records of them in the same manner as it does the grantor agency funds and required matching shares.

## BUDGET NARRATIVE

### SECTION 100. PERSONNEL

1. **Personnel** – Enter only the Title Position(s) and Individual Names(s) of the employees for each position funded through this subgrant.
- 1.1 **Direct Services Providers** – Only the percentage of time project personnel provide direct services to victims can be charged to the project. *Example: If personnel spend seventy percent (70%) of time providing a direct service to victims and thirty percent (30%) on fund raising, only seventy percent (70%) of salary may be charged to the project.*
  - 1.2 **Full-Time Personnel** – Enter the individual's total monthly salary amount in the "Monthly Salary" column. The salary *times* the percentage of time devoted to project *times* the number of months will *equal* the employee's total salary to be paid with federal dollars and match. Percentage of time is reported in increments of 25 units such as (25%, 50%, 75% or 100%).
  - 1.3 **Part-Time and Overtime Personnel** – Identify as part time or overtime position. If overtime, enter as a "Pool of Employees" in the "Position Title" field. Enter the number of overtime employees in the "Employee Name" field. Enter the hourly wage *times* the weekly overtime hours *times* the number of months in the "Hours/Weekly X Hourly Rate" column.  
*NOTE: If using a pool of employees with different salary ranges for overtime, enter the average overtime rate for the pool. Employees working overtime can only be paid time and a half of their regular hourly rate.*
  - 1.4 **Merit Increases** - If merit increases are a part of agency policy, the merit increase for project personnel should be budgeted in this section. List employee to receive a merit increase twice by showing as a separate line items — once at current salary, then at salary per merit increase. The salary *times* the percentage of time devoted to project *times* the number of months will *equal* the employee's total salary.
    - 1.4.1 **Calculation Example:**

Annual Salary for a Full-Time Employee:	
	30 Weeks at \$ 8/Hour X 40 Hours = \$ 9,600
Annual Salary Increase of Five Percent (5%):	
	22 Weeks at \$ 8.40/Hour X 40 Hours = \$ 7,392
    - 1.4.2 Explain salary increases in narrative.
  - 1.5 **Salary Rates** - Salary rates are to be comparable with salaries of similar jobs in the region served by the project.
  - 1.6 **Retroactive Pay Increases** - Retroactive pay increases are **unallowable**. The applicant agency should have policy to provide for merit raises applicable to both grant and non-grant personnel. Raises should be estimated in budget, if possible.
  - 1.7 **Dual Compensation** - Dual compensation is **not** permitted.
  - 1.8 **Time and Attendance Records** - Time and attendance records must be maintained on a regular basis.
  - 1.9 **Federal funds cannot be used to supplant positions that are already funded.** In order for the funds to be used for personnel, the duties of the position, the duties of the position must be above and beyond the duties for which the employee is currently being paid by means of other sources. Please refer to the Certified Assurances.
2. **Job Descriptions**
- 2.1 Must be provided for each position given.
  - 2.2 Description of work expected to be done.

- 2.3 Level of education (diploma, degrees, special training, etc.)
- 2.4 Work experience required for hire (how many years in what field).
- 2.5 Any special requirements (such as POST certified, completion of required trainings, etc.)
- 2.6 Must include minimum and maximum salary ranges.
3. **Resumes**
  - 3.1 Must be submitted with the application if position is already filled.
  - 3.2 Must be submitted with progress reports for positions filled later.
  - 3.3 Must be resubmitted for grant continuation applications.
  - 3.4 Must list qualifications, i.e., education and work experience.
4. **Qualifications**
  - 4.1 Must meet those established for the particular position and/or be comparable to existing positions in funded grants.
  - 4.2 Are to be at a minimum level to perform duties described and in line with salary rates established.
  - 4.3 Unless a waiver is granted by LCLE, based on verifiable work experience, the following education requirements must be met:
  - 4.4 Counselors must have at least a Bachelor's Degree in a social science or related field.
    - 4.4.1 Counselors who treat substance abusers are required to be certified by the Louisiana State Board for Substance Abuse Counselors (LSBCSAC)
    - 4.4.2 Therapists must have at least a Master's Degree in either social work, psychology, counseling, or related field.
      - 4.4.2.1 Therapists who treat substance abusers are required to be certified by the Louisiana State Board for Substance Abuse Counselors (LSBCSAC).

**Note: *If the above certifications cannot be met, a waiver can be requested from LCLE based on supporting documents that a good faith effort was made to hire a LSBCSAC and either no qualified person applied, or a qualified person was offered the job but did not accept.***
5. **Volunteers** – Complete ONLY if using volunteers as in-kind match.
  - 5.1 Time and attendance records must be maintained annually.
  - 5.2 Enter the estimated "Number of Hours" to be donated for this project period and multiply by "Hourly Rate Value" to get the "Total Amount".
    - 5.2.1 Value of hourly rate is limited to \$10 per hour. In the case of certain professionals, such as licensed therapists, attorneys, doctors, and police officers, the value can be counted at a rate consistent with their usual and customary charges for like services, not to exceed \$100 per hour. Justification must be provided.
6. Complete explanation section and category total box.

#### **SECTION 200. FRINGE BENEFITS**

1. Apply only to the employer's share of benefits for those salaries funded.
2. Are limited to no more than thirty percent (30%) of the Personnel total salary (Federal funds and Cash Match ONLY); DO NOT include in-kind match.
3. For project personnel only.
4. The rate or cost used for calculation must be shown each type:
  - 4.1 Social Security (FICA) (6.2%)
  - 4.2 Medicare (1.45%)
  - 4.3 Health/Life Insurance – Use the monthly premium, then multiply by the time devoted to project and the months to be worked.
  - 4.4 Workman's Compensation – Use the agency's percentage rate.
  - 4.5 Unemployment – Use agency's percentage rate.
  - 4.6 Public/Private Retirement – Use agency's percentage rate.
  - 4.7 Other - Specify type of "Other" fringe benefit. – Use percentage rate.
  - 4.8 Liability Insurance/Malpractice Insurance - If part of an employee benefit package for all employees, please provide agency's percentage rate.
5. Only Social Security OR one bona fide retirement plan is eligible, NOT BOTH.
6. If personnel costs are budgeted and fringe benefits are not included in the budget, an explanation regarding fringe benefit omission must be explained at the top of the page.
7. If fringe benefits are being funded through another source or no benefits are being requested, please state who will be responsible for paying fringe benefits in the space provided at the top of the page.
8. Complete explanation section and category total box.

#### **SECTION 300. TRAVEL**

1. The agency should have an established travel policy. In the absence of such policy, the agency must follow state travel regulations. The stricter policy prevails.
2. Travel expenditures are restricted to only the personnel listed in the Section 100 Personnel. Justification may be required.
3. Travel is a reimbursable expenditure for actual travel, not a flat allowance.
4. Amount of funds budgeted for travel is to be in line with project duration, scope of travel required, etc.
5. Travel reimbursement for mileage is not allowable in a public vehicle when gas and operating expenses are provided by the applicant agency.
6. For current Louisiana State Travel Guidelines, visit the State Travel Office online at the Email address: [www.doa.Louisiana.gov/osp/travel/travelpolicy.htm](http://www.doa.Louisiana.gov/osp/travel/travelpolicy.htm).
7. All supporting records and receipts are to be maintained with official records.
8. Travel for Training:

- 8.1 All travel must be related to one of the listed priority areas.
- 8.2 Travel expenses must be cost-effective.
- 8.3 Prior approval from LCLE is required for in-state and out-of-state travel using grant funds.
- 8.4 Training program agenda with descriptions and/or brochure must accompany all requests submitted to LCLE for prior approval.
- 8.5 Approved in-state travel will be reimbursed at one hundred percent (100%).
- 8.6 VOCA funds used for grants whose sole purpose is training may pay training expenses for non-grant funded personnel.
- 8.7 Contractors and administrators may not travel using grant funds unless the travel is directly related to a purpose area.
- 8.8 Expenses relating to statewide organization meetings whose primary purpose is not to provide direct services or to train direct service providers are not eligible expenses.
9. Out-of-state travel for training – the applicant must comply with the following requirements
  - 9.1 Funds are limited to personnel paid with VOCA grant funds.
  - 9.2 Approved out-of-state travel will be reimbursed at fifty percent (50%) of total travel costs. This is inclusive only to the 48 states.
  - 9.3 International travel is not allowed.
  - 9.4 Registration fees must be included in Section 800 Other Direct Costs
  - 9.5 Contractors may travel using grant funds only if the contractor is providing the training and travel is included in the contract. Louisiana State Travel Guidelines must be followed. *Refer to "Section 600 Contractual Services"*
10. Complete category total box.

#### **SECTION 400. EQUIPMENT**

1. Distinguish between equipment and supplies. An equipment item is any item, regardless of cost, that has a life expectancy of two or more years and is not consumable. Supplies are items that are consumable.
2. Only equipment costs, which are deemed necessary and essential to the project, are allowed.
3. Records maintained for equipment are to be evidenced by signed and a dated invoice.
4. Competitive procurement must be used, i.e., the agency must obtain three (3) bids or quotes in writing and maintain such on file and follows U.S. Department of Justice Programs, Procurement Procedures.
5. Equipment and cost of equipment will be reviewed as to project needs and justification.
6. The following equipment items cannot be purchased or leased with VOCA Program funds:
  - 6.1 Vehicles
  - 6.2 Police Automobile Radios
7. Office furniture may be purchased for each position funded and is limited to \$3,500. Continuation programs may replace furniture with prior justification and documentation to LCLE of condition and purchase or an acquisition date.
8. Telephones purchased with these funds shall be limited to standard models unless justification for enhanced models is approved.
9. Audio-visual equipment is limited to \$3,500 per program unless justification for the additional funds is approved.
10. Computer checklist must be completed if computer hardware or software is to be purchased with grant funds.
11. All equipment must be tagged and proper inventory controls established.
12. No equipment may be disposed of (sold, destroyed, given away) without LCLE approval.
13. Other equipment will be considered on a case-by-case basis according to most recent VOCA regulations, OJP Financial Guide, and LCLE policies.

#### **SECTION 500. SUPPLIES**

1. Distinguish between supplies and equipment. Supply items are those that by nature are used up, are consumable, or have a life expectancy of less than two years.
2. Supplies are to be related to and necessary for function of the project.
3. The amount budgeted for supplies will be reviewed in relation to total funds budgeted, i.e., in relation to cost effectiveness.
4. Uniforms are not eligible for funding.
5. Basic office supplies are considered paper, envelopes, pens, pencils, staples, postage, etc.
6. Training Supplies - List the titles for films, audiovisuals, books, periodicals, and bulletins. Costs for periodicals must be prorated for the grant period.
7. Complete explanation section and category total box.

#### **SECTION 600. CONTRACTUAL SERVICES**

There are specific requirements with respect to the arrangement for services with individuals and other government units, which are as follows:

1. See Certified Assurance for Competitive Procurement.
2. Arrangements with individuals must ensure that:
  - 2.1 Consultants may not be used to perform services ordinarily accomplished by existing personnel. Consultant contracts and agreements must receive approval from the LCLE before release of funds.
  - 2.2 Dual Compensation is not allowed (i.e., the individual may not receive compensation from his regular employer and the retaining subgrantee work performed during a single period of time even through the services performed benefit both.)
  - 2.3 The contractual arrangement is written, formal, proper, and otherwise consistent with the subgrantee's usual practices for obtaining such services.
  - 2.4 Time and/or services for which payment will be made and rates of compensation will be supported by adequate documentation.
  - 2.5 Transportation and subsistence costs for travel performed are at an identified rate consistent with the LA State Travel Policy or the subgrantee's general travel reimbursement practices, whichever is stricter.
3. Sole source must have prior approval by LCLE. Obtain guidelines from LCLE.

4. Contracts
  - 4.1 Current LCLE contract form must be used. Can be downloaded at [www.lcle.la.gov](http://www.lcle.la.gov).
  - 4.2 Contractual agreement is to contain detailed description of work to be performed. This must also coincide with the brief explanation found in the application.
  - 4.3 Contract must state “**the hourly rate and not to exceed the maximum dollar amount**” stated in Section 600 Contractual Section of the application. If travel expenses are to be included, a breakdown of each cost is required and a “not to exceed the maximum dollar amount” statement added to the contractual budget summary of the application.
  - 4.4 Before release of funds, contractual agreement must be reviewed and approved by LCLE. The contract packet must include:
    - 4.4.1 The executed contract with current subgrant number,
    - 4.4.2 Contractor’s resume must include educational background and relevant work history,
    - 4.4.3 Receipts as mentioned within this section, and
    - 4.4.4 References
5. Consultant Rates
  - 5.1 The rate of compensation must be reasonable and consistent with that paid for similar services and be in compliance with CFR, OMB, and OJP cost principles. Written documentation may be necessary on a case-by-case basis.
  - 5.2 Where prior approval and justification of the rate are required, the program should include copies of contractor’s paid receipts or invoices for prior comparable services from two other sources.
  - 5.3 Approval for sole source when more than \$100,000 must be sent to Washington, D.C. for prior approval. \$100,000 and below must have prior approval by LCLE. Obtain guidelines from LCLE.
6. Consultant Rates Should Be According To Current OJP Financial Guide
  - 6.1 Current rate maximum is \$450 for 8-hour day (\$56.25 per hour).
    - 6.1.1 This rate excludes travel and subsistence costs but includes preparation, evaluation, and travel time.
    - 6.1.2 Rates totaling more than \$450 per day will require prior approval from LCLE.
7. The following applies to certain consultants.
  - 7.1 Consultants Associated with Educational Institutes
    - 7.1.1 The maximum rate is the consultant’s academic salary projected for 12 months, divided by 260.
  - 7.2 Consultants Employed by State and Local Governments
    - 7.2.1 Compensation is only allowed when their employer will not provide these services without cost.
    - 7.2.2 The rate is not to exceed the daily salary rate for the employee as paid by the employer.
    - 7.2.3 If the employee is not representing their agency, the rate is based on the necessary and reasonable cost principles.
  - 7.3 Consultants Employed by Commercial and Not-for-Profit Organizations
    - 7.3.1 These are subject to competitive bidding procedures.
      - 7.3.1.1 They are not subject to the \$450 per day maximum before requesting prior approval.
      - 7.3.1.2 For an individual consulting without employer involvement, the rate is not to exceed the daily salary paid by the employer subject to the \$450 limitation.
  - 7.4 Independent Consultants
    - 7.4.1 The rate must be reasonable and consistent with that paid for similar services in the marketplace.
    - 7.4.2 Compensation may include fringe benefits.
    - 7.4.3 Competitive bidding is required.
    - 7.4.4 Prior approval is not required.

## SECTION 700. RENOVATIONS

All renovations must be approved by LCLE prior to adding to the budget. Minor renovations are limited to ten percent (10%) of the total project costs only to have the program to meet the requirements of the Americans with Disabilities Act and the National Historic Preservation Act.

## SECTION 800. OTHER DIRECT COSTS

1. **All costs must be pro-rated for this project alone.**
2. **Audit Cost** – For any non-Federal entity, meaning state, local government, or non-profit organization, the following apply:
  - 2.1 The entity must comply with the conditions of the Office of Management and Budget Circular A-133 current revision;
  - 2.2 If the entity is exempt from federal audit requirements for that year, audit costs **cannot** be charged to the subgrant. Records must still be available for review or audit if exempt.
  - 2.3 For an agency that is required to have an audit, the audit cost may be an allowable expense. Check with LCLE for guidance.
  - 2.4 A copy of the audit reports, management letters, and any written responses must be submitted to LCLE.
3. **Printing** - All printed material funded by the grant must bear the prominent statement acknowledging support to the effect that printing was made through funds supported through a Federal grant from LCLE. The statement shall be made through use of the following or comparable footnote: “*This project was supported by Subgrant Number \_\_\_\_ awarded by the Louisiana Commission on Law Enforcement through the Office for Victims of Crime, Office of Justice Programs.*” See Certified Assurances. Five (5) copies must be submitted to LCLE.
4. **Phone Service**
  - 4.1 Local and long distance must be listed separately.
  - 4.2 Enhancements or upgrades must be related to crime victim services.
5. **Rent Cost**
  - 5.1 The agency may charge, or pro-rate, the reasonable cost for space rental.

- 5.2 The agency must certify in writing that the requested rental charge is consistent with the prevailing rate in the local area and shall maintain documentation in its file to support such a determination.
- 5.3 The pro-rated share of maintenance and operation costs is allowable to the extent they are not otherwise included in rental or other charges for space.
- 5.4 Space rental cannot be charged to the project if the building is owned by the applicant agency; however, the pro-rated share of overhead costs such as utilities, janitorial services, etc., are allowable.
7. **Service contracts and insurance coverage** may cover only expenditures during grant period; i.e. 3-year service contract to be paid from a 12-month grant is not allowable.
8. **Conferences and Workshops**
  - 7.1 Registration fees for attending workshops and conferences are to be budgeted in this section. LCLE must approve these costs that are to be paid before each event.
8. **Advertising**
  - 8.1 Grant funds are limited to newspaper advertising.
  - 8.2 Grant funds are prohibited for TV, radio and billboards. Agencies are encouraged to use Public Service Announcements.
  - 8.3 The purpose must be to identify crime victims and provide referral to needed services.
  - 8.4 Costs are limited to two percent (2%) of total grant funds, or \$500, whichever is less.
  - 8.5 Agency may choose to assist victims in seeking crime victim compensation by running a newspaper ad. The ad should reference the subgrantee, LCLE as funding source, the Sheriff, and provide the name and phone number of the Crime Victim Reparations Claim Investigator.
  - 8.6 In-Kind matching funds, up to a value of \$2,500, in the form of donated production services and/or airtime from broadcast media, as well as Public Service Announcements from the print media are allowable.
9. **Emergency costs** may be covered by CVA funds for emergency services for victims such as victim transportation, emergency food, clothing, etc.

## PROGRAM NARRATIVE

1. Applications will not be considered if any section is left blank.
2. If for some reason you consider yourself exempt from any requirement, you must explain in the appropriate section.
3. You are limited to the space provided in each section. Unrequested attachments will be discarded.
4. Examples provided in the following areas' instructions are merely examples. They are not meant as a measurement of your program. The statements are simply samples of the type of information you are to provide.

### A. PROBLEM DEFINITION

This section should begin with a brief description of the community's specific program and causes of the problem or conditions to be addressed by this project. The applicant should then illustrate the need for the project, providing **current valid local data** concerning the specific problem(s) and risk factors to be addressed. Relevant data such as population and other demographic data, the local poverty rate, the number of arrests for domestic violence, sexual assaults, dating violence, and stalking, resources, manpower deficiencies, court trends, etc. should be provided in this section. If the project targets a particular neighborhood within the parish/city, specific background information should be provided concerning that community. Data should be provided concerning risk factors that may be altered as a result of the program.

The applicant needs to describe existing gaps in local services and how the proposed project will address these needs. The applicant should illustrate the need for the project by describing the current availability of services. It is not necessary for this section to be extensive. However, it should clearly define the need(s) and risk factors targeted by the project as well as the population to be served. Give the source and date of your information. Information provided must be limited to the space provided.

*VERY ABBREVIATED EXAMPLE:*

*Need: Sexual assault impacts the lives of many adults in our state and community as evidenced by the statewide statistics reported by LaFASA stating that over 3,500 victims were seen at sexual assault centers across the State in 2009. The UCR Reports that the number of forcible rape arrests in Happy Parish increased from 275 in 2008 to 325 in 2009. Our sexual assault center serves over 500 victims each year, including men, women and children. In 2009, our center served 285 adult women whose lives had been impacted by sexual violence. Of those women, 195 of them had been sexually victimized in an adult rape. The others had been victimized as children or adolescents or were secondary victims of sexual assault. Although this is the only rape crisis center servicing this rural parish, the area needs to expand and provide additional counselors to provide the needed counseling to the victims.*

### B. GOALS

The goal statement is a **broad-based statement** which reflects an overall **desired end result** of the project. The goal statement should answer the following questions:

1. Does it directly relate to problems (risk factors) identified in the Problem Definition?
2. Is the goal feasible?
3. Is the goal realistic?
4. Is the goal doable?
5. A project usually will have **one** goal.
6. You are limited to two (2) goals.

*VERY ABBREVIATED EXAMPLE:*

*To assist women recover from the trauma of sexual assault/violence crimes through enhanced services.*

### C. OBJECTIVES

Measurable objectives reflect how your project will assist in reaching the stated goal(s). Objectives also address the problem identified in Problem Definition. A **measurable objective is something the project will do**, utilizing the grant funds, **by a certain amount** (measurable) within a certain time period. Objectives **must** be measurable using absolute numbers, not percentages, and a baseline number.

Measurable objectives use the words “to increase,” “to decrease,” or “to maintain.” Do not use words such as “to provide”, “to train”, “to establish” in measurable objectives. These are activity statements. Once the objectives are written, ask, “Does the statement allow you to measure something?” The number that will be increased, decreased or maintained directly relates to the baseline statistics. This allows for the measurement of the progress of the project.

#### VERY ABBREVIATED EXAMPLE:

*Objective 1: Of the 285 women served, 195 will be provided counseling for a period of six months.*

*Objective 2: To provide 135 individual and 80 group support sessions to reduce trauma-based symptoms of shame, anger, depression, self-blame and isolation as measured by a Symptom Rating scale during the 12-month project period.*

### D. ACTIVITIES / METHODS

Identify and describe the activities and/or services that will occur to help achieve each of your stated project objectives. This section must relate back to the critical elements of the VOCA purpose areas. Must include a timetable for achieving the various components of your project. Timetable must cover entire project period.

#### VERY ABBREVIATED EXAMPLE:

1. Therapists will provide a minimum of weekly group and up to 16 hours of individual therapy per victim with the possibility of extensions if needed.
2. Coordinate a minimum of three training programs with existing police and prosecution training during the project period.
3. Coordinate training with hospital staff.

### D.2 TRAINING PROJECTS

1. This section is to be completed only if the request for funding is to hold training programs. Training topics should, inasmuch as possible, use curricula that implement an evidence-based practice, promising program, or best practice OR utilizes a training program that is based on best practice in the topic presented. This training must be available to all individuals involved in the criminal justice system. This training can be in the form of workshop, seminar, or conference. DO NOT use this form for in-house training for personnel. The applicant must provide:
  - 1.1 Brief concise description of the curriculum.
  - 1.2 Type of personnel to be trained.
  - 1.3 Number of personnel expected to attend.
  - 1.4 Geographic location of attendees.
  - 1.5 The dates and times of the training.
  - 1.6 Location of the training.
  - 1.7 Documentation supporting the effectiveness of the training program in addressing the identified need.
2. Other training guidelines:
  - 2.1 Management training is not eligible for support.
  - 2.2 Training must meet the standards and curriculum requirements of the Peace Officer Standards and Training council (P.O.S.T.), as appropriate.
  - 2.3 Training must be cost effective and practical as determined on a case-by-case basis. Justification may be required.
  - 2.4 Training is eligible for funding for those persons (salaried or volunteer staff) who provide direct services to crime victims. Funds may only be used for training programs that improve the skills of service providers in meeting the needs of crime victims. Management training aimed at persons who do not provide direct services is not eligible for support.
  - 2.5 In-Service Training. Travel and per diem for trainer will be reimbursed at one hundred percent (100%), in accordance with VII K 3 - 5 (Contractual Services) and VII H 6 (Travel for Training), provided training is direct service training to staff or volunteers. A copy of the training curriculum must be provided.
  - 2.6 CVA funds may not be used solely to support a training activity or program. (No subgrant will be granted solely for the purpose of supporting a trainer or training activity.)
  - 2.7 An assessment of the effectiveness of the training is required at the end of the project.

### E. DEMOGRAPHICS

1. Congressional District – Check the box(es) that indicates the Congressional District(s) representing this project.
2. Type of Organization – Check the box that identifies the applicant agency.
3. VOCA Funded Organization – Check one (1) box that best describes the organization receiving the VOCA Program funds.
4. Indicate whether the agency is a faith-based organization.
5. Indicate whether the agency is a culturally specific community-based organization.

**F. LOUISIANA AUTOMATED VICTIM NOTIFICATION SYSTEM (LAVNS)**

Agencies are encouraged to inform all victims about the services available through Louisiana Automated Victim Notification System (LAVNS). LAVNS is a service provided by the Louisiana Commission on Law Enforcement in cooperation with the Louisiana Sheriffs' Association (LSA), Louisiana District Attorneys' Association (LDAA), and the Louisiana Department of Public Safety and Corrections (DOC).

LAVNS monitors the custody status of adult inmates in all parish jails and state prisons. By calling the LAVNS LINE (866-LAVNS-4-U) or by accessing the LAVNS website, you may assist victims to inquire about an offender's status and, optionally, help the victims register to be notified upon any change to that offender's custody status (i.e., release from jail, transfer to another facility, etc.). LAVNS is FREE to victims who may call LAVNS ANONYMOUSLY and as often as they wish to register or to determine an inmate's current status.

Provide the name and contact information of the individual responsible for informing victims of the services available through the LAVNS system. If this individual has never received formal LAVNS training from LCLE, it is strongly recommended that he/she contact LCLE to make arrangements for training, which is free of charge. For additional information, please visit: <http://lcle.la.gov/programs/lavns.asp>

**G. CRIME VICTIM REPARATIONS (CVR) PROGRAM**

Agencies are encouraged to inform all victims about the Crime Victims Reparations (CVR) Program. The Louisiana Crime Victims Reparations Fund helps innocent victims and their families when they have no other means of paying for the financial cost of crime. The fund is administered by the Crime Victims Reparations Board under the jurisdiction of the Louisiana Commission on Law Enforcement.

The crime must occur in Louisiana or the crime must involve a Louisiana resident who becomes a victim in another state that does not have a crime victim compensation program for which the victim would be eligible. The victim and/or claimant must cooperate fully with law enforcement officials in the investigation and prosecution of the case. An application must be filed with the CVR Claims Investigator within a year of the crime unless there is a good reason why the application was not submitted within this time period.

Provide the name and contact information of the individual responsible for informing victims of the services available through the CVR program. For additional information regarding who is eligible and who is not eligible for services available through the CVR program, please contact your Parish Claims Investigator (name and contact information available at [http://lcle.la.gov/programs/cvr.asp#CVR\\_Reps](http://lcle.la.gov/programs/cvr.asp#CVR_Reps)) or visit the LCLE website at: <http://lcle.la.gov/programs/cvr.asp>.

**H. PRIOR RESULTS (For continuation projects only)**

Applications for continuation funding must describe the program's activities and accomplishments to date. This should include a summary of the previous funding project's activities such as, the number of arrests, victims served (primary and secondary), trainings conducted and number trained, policies and/or products developed, and data concerning the project's progress up to the time of application in meeting its goals. Applicants should also describe any problems encountered with the program's original goals and objectives and corrective action taken.

**I. EVALUATION AND DISSEMINATION OF REPORTING**

A copy of the pre- and post-tests, surveys, and/or other forms used for gathering data needs to be included with the attachments. Forms should include, at a minimum, baseline data (for new projects), previous funding cycle data (for continuation projects), and current data related to goals, objectives, outputs, and outcomes.

The applicant should state who will be responsible for the collection of data, when data will be collected and who will be responsible in analyzing the data. Also, all entities receiving project results and the schedule of reporting (i.e., monthly, quarterly, yearly) must be included. Examples of recipients could include: Board of Directors, Applicant Agency (if different from Implementing Agency), Courts with jurisdiction, etc. Applicants MUST state the Louisiana Commission on Law Enforcement will receive quarterly progress reports and expenditure reports on a monthly or quarterly basis.

**J. CONTINUATION**

All applicants must describe its strategy for obtaining permanent financial support for the project at the conclusion of federal funding. The description must include the source of additional funding that helps maintains the level of services. This should include a description of existing local financial support for the project and applicant's plan for involving other local organizations and individuals in acquiring permanent funding. Updates on obtaining permanent financial support will be required in the Quarterly Progress Reports.

**K. RESOURCES**

Describe facilities available to the applicant for the project. List all additional resources available to the project. Items could include equipment, supplies, additional staff, volunteers, etc.

**L. AUDIT**

The applicant must choose either A or B that best describes their organization's expenditure of federal funding. Refer to the audit information found in Section 800 Other Direct Costs instructions.

**M. VOLUNTEERS**

State whether or not volunteers provide services to this project. Describe the duties and functions to be performed by the volunteers. Indicate the number of volunteer hours per duty-function for this application (this can be an estimate). If volunteers are used as match, their duties must directly relate to the focus of this project and information stated in Section 100 Personnel,

**OTHER REQUIRED INFORMATION**

**1. CERTIFICATIONS OF REQUIREMENTS**

The Authorized Official for the applicant agency should review the following required conditions prior to signing in **BLUE INK**. A copy of these requirements must be kept for your records.

1.1. Certified Assurances

1.2. Criminal Penalties

1.3. Certifications Regarding Lobbying, Debarment, Suspension, and Other Responsibility Matters and Drug-Free Workplace Requirements

1.4. Certification on Non-Supplanting

**2. CERTIFICATION OF MATCH**

**3. ORGANIZATIONAL CHART** – A current organizational chart is required. It should show the placement of the project within the agency.

**4. SUBGRANT AWARD REPORT** - Complete the Subgrant Award Report, which is located after the Certified Assurances and other required certification pages. The Subgrant Award Report has its own set of instructions immediately following on the next page.

**5. CERTIFICATION OF LEPC/CJCC DISTRICT DIRECTOR** – The District Director or Assistant Director of the local Law Enforcement Planning Council/Criminal Justice Coordinating Council must sign this certification.

**6. QUESTIONS/PROBLEMS** - Please contact your District Director or the Victim Services Program Manager if you have any questions or have any problems with the completion of the application and/or the application process.

## SUBGRANT AWARD REPORT INSTRUCTIONS

### DEFINITIONS:

The following words are defined to provide consistency in completing the Subgrant Award Report Form.

**Child:** A person under the age of 18 or as otherwise defined by State law.

**Elder Abuse:** Abuse perpetrated by a caretaker upon an elderly individual who depends on others for support and assistance.

**Victim Services Program:** All services and activities offered on behalf of victims of crime, including the VOCA grant and match.

**VOCA-Funded Project:** VOCA funds plus match.

1. a. Provide the name and a two-line address of the agency receiving the VOCA funds. This item refers to the agency providing the direct services to victims of crime, not a pass-through or conduit agency.

b. Provide the area code and telephone number.

c. List the Congressional District and any other District(s) affected by the VOCA-funded program or project.

2. Provide the Federal grant award number from which this subgrant is made. This number can be found in "Item 4 of the OJP Award" document, Form 4000/2. Note: *If funds are awarded from more than one Federal VOCA grant award to this victim agency, a Subgrant Award Report must be completed and submitted for each award.*

3. Check the appropriate box.

4. a. Provide the total dollar amount of VOCA Federal funds awarded. Do not report Cash or In-kind matching funds nor sums less than one dollar.

b. Provide the State award number assigned to this VOCA award. **Note:** *Each number must be different.*

c. Indicate the date the VOCA-funded project begins.

d. Indicate the date the VOCA-funded project ends.

5. a. Provide the value of in-kind match.

b. Provide the value of cash match.

c. Indicate the total match available to this VOCA-funded project. **Note:** *Do not report sums less than one dollar.*

All VOCA awards must be matched (20 percent), either with in-kind or cash match, except for VOCA subgrants made in the Virgin Islands, Puerto Rico, American Samoa, Guam, Northern Marianas and Palau. Match must run concurrently with the VOCA-funded project and must be designated exclusively for direct victim services as determined by VOCA. No Federal funds may be used to match this VOCA subgrant.

This is computed by dividing the amount of the award from Item 4.(a.) by .80 and subtracting the amount of the award from the figure obtained. (For example, a \$30,000 award divided by .80 equals \$37,500, less \$30,000 award equals \$7,500 match.)

*Native American Tribe/Organization Match is 5% if the Tribe or Organization is located on a reservation. This is computed by dividing the amount of the award from Item 4.(a.) by .95 and subtracting the amount of the award from the figure obtained. (For example, a \$30,000 award divided by .95 equals \$31,579, less \$30,000 award equals \$1,579 match.)*

6. Check the box that indicates how the VOCA funds will, primarily, be used. If it will be used equally for two or more items, select 6.(3.), "Other".

7.a.b. Within the victim services program, which includes the VOCA funds and match, indicate the number of paid staff (7.a.) And whether or not a volunteer waiver has been given (7.b.) If "No", indicate the number of volunteer staff. Use full-time equivalents when responding to these questions and round fractions to the nearest whole number. These numbers may be estimated or prorated.

8. Indicate the amount of VOCA Federal funds that are allocated to the priority and underserved victims of crime.

9. Check the appropriate boxes that best describe the agency listed in Item 1.

10. Report the total budget available to the victim services program, by source of funding. Do not report the entire agency budget, unless the entire budget is devoted to victim services. For example, if VOCA funds are awarded to support a victim advocate unite in a prosecutor's office, then only report the budget for the victim advocate unit. Note: *Do not include in-kind match. Do not report sums less than one dollar.*

11. Check the box(es) that best identify type(s) of victims the VOCA-funded project will serve. "Other" in this category refers to victims of non-violent crime, i.e. burglary, white collar, etc. Please Specify.

12. Check the box(es) that best identify type(es) of services or activities that will be provided by the VOCA-funded project, as described below. Note: *Report only those services actually provided by the VOCA-funded project. Do not report services offered by another agency.*

a. *Crisis Counseling* refers to in-person 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 a crime, immediately after a crime, or be provided on an on-going basis.

b. *Follow-up Contact* refers to in-person contacts, telephone contacts and written communications with victims to offer emotional support, provide empathetic listening, check on a victim's progress, etc.

c. *Therapy* refers to 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 crime. This includes the evaluation of mental health needs, as well as the actual delivery of psychotherapy.

d. *Group Treatment* refers to the coordination and provision of supportive group activities and includes self-help, peer, social support, etc.

e. *Crisis Hotline Counseling* typically refers to the operation of a 24-hour telephone service, 7 days a week, which provides counseling, guidance, emotional support information and referral, etc.

f. *Shelter/Safe House* refers to offering short- and long-term housing and related support services to victims and families following a victimization.

g. *Information and Referral (In-Person)* refers to in-person contacts with victims during which time services and available support are identified.

h. *Criminal Justice Support/Advocacy* refers to support, assistance, and advocacy provided to victims at any stage of the criminal justice process, to include post sentencing services and support.

i. *Emergency Financial Assistance* refers to cash outlays for transportation, food, clothing, emergency housing, etc.

j. *Emergency Legal Advocacy* refers to the filing of temporary restraining orders injunctions and other protective orders, elder abuse petitions, and child abuse petitions but does not include criminal prosecution or the employment of attorney for non-emergency purposes, such as custody disputes, civil suits, etc.

k. *Assistance in Filing Compensation Claims* includes making victims aware of the availability of crime victim compensation, assisting the victim in completing the required forms, gathering the needed documentation, etc. It may also include follow-up contact with the victim compensation agency on behalf of the victim.

l. *Personal Advocacy* refers to 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 the filing for losses covered by public and private insurance programs including worker's compensation, unemployment benefits, etc.; accompanying the victim to the hospital; etc.

m. *Telephone Contacts* refers to contacts with victims during which time services are available support are identified.

n. *Other* refers to other allowable VOCA services and activities not listed.

Public reporting burden for this collection of information is estimated to average 3 minutes per response, including the time for reviewing instructions and entering the date into the Subgrant Subdial System. Send comments regarding this burden estimate or any other aspects of this collection of information, including suggestions for reducing this burden, the State Compensation and Assistance Division, Office for Victims of Crime, S. Department of Justice, 633 Indiana Avenue, N. W., Washington, D. C. 20531, and to the Public Use Reports Project, 1121-0142, Office of Information and Regulatory Affairs, Office of Management and Budget, Washington, D. C. 20503.

OJP ADMIN FORM 7390/2A (REV. 11-95) PREVIOUS EDITIONS ARE OBSOLETE.