



**STATE OF INDIANA**



Michael R. Pence, Governor  
Devon McDonald, Acting Executive Director

## **2015 Victims of Crime Act Grant (VOCA) Program Solicitation**

### **Request for Proposals**

The Indiana Criminal Justice Institute (ICJI) is now accepting applications for the VOCA Grant Program. This grant is being released through Egrants. All applications must be submitted online through this system.

ICJI is interested in funding innovative programming that will assist crime victims. Examples would include, but are not limited to: Programs to assist the elderly with all types of crime victimization; Legal assistance to victims; Child advocacy centers; Sexual assault victim advocates; Data and technology needs that support the delivery of direct services to victims; Programs directed to youth, teen, and college age victims; Programs assisting male victims of domestic violence and sexual assault.

Applicants must be registered in Egrants in order to access the electronic application  
Applications must be submitted via Egrants on or before  
**11:59 P.M. (ET) on July 31, 2015.**

Applicants are strongly encouraged to submit applications 72 hours prior to the deadline.

Award Period: October 1, 2015 – September 30, 2016

*Please be aware that funded projects could receive a one year extension without the necessity of submitting another application next year. These decisions will be based on the availability of funding.*

**For assistance with any requirements of this solicitation, please contact your Program Manager.  
For a list of Program Managers, please see page 14.**

For technical assistance with submitting an application, contact the Egrants Helpdesk at [CJIHelpDesk@cji.in.gov](mailto:CJIHelpDesk@cji.in.gov). Egrants Helpdesk hours are Monday – Friday 8:00 am to 4:30 pm ET, except state holidays.

***ICJI is not responsible for technical issues with grant submission within 24 hours of grant deadline.***

## INTRODUCTION

The Victims of Crime Act (VOCA) of 1984 established the Crime Victims Fund in the U.S. Treasury. The Fund is financed by fines and penalties paid by convicted federal offenders, not from tax dollars. It includes deposits from federal criminal fines, forfeited bail bonds, penalties, and special assessments collected by U.S. Attorney's Offices, federal U.S. courts, and the Federal Bureau of Prisons. Federal revenues deposited into the Fund also come from gifts, donations, and bequests from private parties. This fund provides the sources of funding for carrying out all of the activities authorized by VOCA.

The purpose of VOCA is to support the provision of services to victims of crime throughout the nation. 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; and (4) provide victims with a measure of safety and security.

VOCA is administered at the federal level through the U.S. Department of Justice, Office for Victims of Crime which annually awards a grant to each state, the District of Columbia and U.S. Territories.

### **Priority Areas**

Priority is given to victims of child abuse, domestic violence, sexual assault, and victims of violent crime who were previously underserved. The underserved victims may include, but are not limited to, victims of federal crimes, survivors of homicide, assault, robbery, economic exploitation and fraud, victims of DUI crashes, adults molested as children, adult/elder abuse, robbery, and hate/bias crimes.

### **Organizations Eligible to Receive VOCA Funding**

Eligible organizations include victim services organizations whose sole mission is to provide services to crime victims. In addition, there are many other public and nonprofit organizations which offer services to crime victims. These organizations are eligible to receive VOCA funds, if the funds are used to expand or enhance the delivery of services to crime victims. These organizations include, but are not limited to, the following:

Criminal Justice Agencies such as law enforcement organizations, prosecutors' offices, courts, corrections departments, and probation and paroling authorities are eligible to receive VOCA funding to help pay for victims' services.

Hospital and Emergency Medical Facilities who offer crisis counseling, support groups, and/or other types of victim services.

Other state, local public, and nonprofit agencies, such as mental health service organizations, state/local public child and adult protective services, state grantees, legal services agencies and programs with a demonstrated history of advocacy on behalf of domestic violence victims, and public housing authorities that have components specifically trained to serve crime victims.

***Note:*** All applicant agencies who receive current funding from ICJI must be current on all reports related to any ICJI funding. Delinquent reports could disqualify an applicant agency from consideration for funding through any grant program at ICJI.

## PROGRAM PURPOSE

The primary purpose of the VOCA Grant Program is to support the provision of services to victims of sexual assault, domestic violence, child abuse, and previously underserved victims throughout the state. VOCA assists

public agencies and nonprofit organizations in carrying out specific projects related to direct victim services. Services, for the purpose of this grant, are defined as follows:

- Those efforts that respond to the emotional and physical needs of crime victims,
- Those efforts that assist primary and secondary victims of crime stabilize their lives after victimization,
- Those efforts that assist victims to understand and participate in the criminal justice system,
- Those efforts that provide victims of crime with a measure of safety and security such as boarding up broken windows and replacing or repairing locks.

## PROGRAM REQUIREMENTS

### **VOCA Program Requirements**

The intent of the VOCA Grant Program is to provide direct services to victims of crime. Grants from this program can only be awarded to organizations that are operated by public or nonprofit organizations, or a combination of such organizations, and provide direct services to crime victims.

VOCA Program Guidelines establish eligibility criteria that must be met by all organizations that receive VOCA funds. These funds are to be awarded to subrecipients only for providing direct services to victims of crime through their staff. Each subrecipient organization shall meet the following requirements:

Public or Nonprofit Organization: Organizations must be operated by public or nonprofit organizations or a combination of such organizations, and provide services to crime victims in order to receive VOCA funds.

Record of Effective Services: Organizations must demonstrate 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 services.

Volunteers: Subrecipients must use volunteers unless the state determines there is a compelling reason to waive this requirement.

Promote Community Efforts to Aid Crime Victims: Subrecipients must promote, with the community, coordinated public and private efforts to aid crime victims. Coordination may include, but is not limited to, serving on state, federal, local, or Native American task forces, commissions, working groups, coalitions and/or multi-disciplinary teams. Coordination efforts also include developing written agreements that contribute to better and more comprehensive services to crime victims. Coordination efforts qualify an organization to receive VOCA victim assistance funds, **but are not activities that can be supported with VOCA funds.**

Help Victim Apply for Compensation Benefits: Subrecipients must provide assistance to potential recipients of crime victim compensation benefits. Such assistance may include identifying and notifying crime victims of the availability of compensation, assisting them with application forms and procedures, obtaining necessary documentation, and/or checking on claim status.

Comply with Federal Rules Regulating Grants: Subrecipients must comply with the applicable provisions of VOCA, the program guidelines (found at <http://www.ovc.gov/voca/vaguide.htm>), and the requirements of the OJP Financial Guide (current version), 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.

Maintain Civil Rights Information: Maintain statutorily required civil rights statistics on victims served by race, national origin, sex, age, and disability, within the timetable established by the state grantee, and permit reasonable access to its books, documents, papers, and records to determine whether the subrecipient is complying with applicable civil rights laws. This requirement is waived when providing a service, such as telephone counseling, where soliciting the information may be inappropriate or offensive to the victim.

Services to Victims of Federal Crimes: Victims of federal crimes must be provided services on the same basis as victims of state and local crimes. Federal crimes include human trafficking, bank robbery, kidnapping, etc. as well as crimes committed on federal property such as military installations, national parks, and certain Indian reservations.

No Charge to Victims for VOCA Funded Services: Services must be provided to victims at no charge through any VOCA funded program. Any deviation from this requires prior approval by the state. The purpose of the VOCA victim assistance grant program is to provide services to all crime victims regardless of their ability to pay for services rendered or availability of insurance or third-party payment resources.

Nonsupplantation: VOCA funds must be used to enhance or expand (supplement) existing funds for program activities and may not replace (supplant) nonfederal funds that they have appropriated for the same purpose.

Background Checks: Subrecipients are required to perform background checks on all employees and volunteers who work directly with victims. At a minimum, agencies should complete a background check through Indiana State Police. ICJI will verify background checks have been completed during on-site and/or desk review monitoring.

### **Other Program Requirements**

Confidentiality: Subrecipients receiving VOCA funds must protect the confidentiality and privacy of persons receiving services to ensure their safety and their families' safety. Subrecipients are prohibited from disclosing personally identifying information collected in connection with services requested, utilized, or denied through the grantee's program, to any third party or third party database without informed, written, and reasonably time-limited, consent of the person, unless compelled by statutory or court mandate. Subrecipients intending to share aggregate information with other organizations must ensure that such information does not identify specific individuals.

Federal Funding Accountability and Transparency Act of 2006 (FFATA), Public Law 109-282: All applicants are required to have a DUNS number, register via SAM, and provide employee compensation information (if applicable) to be eligible for this funding. This information will be posted to [usaspending.gov](http://usaspending.gov).

1. DUNS Number: To enable state agencies that receive federal awards to report this information, subgrantees (i.e. subrecipients) are required to obtain and report a DUNS number. A DUNS number is obtained through Dun & Bradstreet (D&B) and is a unique nine digit identification number that is assigned for FREE for all businesses required to register with the U.S. Federal government for contracts or grants. A DUNS number is required for this grant and is reported in *Programmatic Information* section of your application. For more information and/or to obtain a DUNS number, go to the following website:  
<http://fedgov.dnb.com/webform>.
2. System for Award Management (SAM) Registration: To enable ICJI to report subawards in a timely manner, subrecipients are also required to register with System for Award Management (SAM). SAM is a federally owned and operated free website, and it will be used to populate the information needed to report subaward information. In order to register, you must have a DUNS number. Registration can be done at <https://www.sam.gov/portal/public/SAM/>.

3. Executive Compensation Reporting: FFATA now requires a subgrantee of a federal award to report the names and total compensation of the most highly compensated executives (i.e. officers, managing partners, or any other employees in management positions) if they meet the following criteria:
  - a. 80 percent or more of the subgrantee's annual gross revenues from Federal procurement contract and Federal financial assistance subject to the Transparency Act, as defined at 2 CFR 170.320; **and**
  - b. \$25,000,000 or more in annual gross revenues from Federal procurement contracts, and Federal financial assistance subject to the Transparency Act; **and**
  - c. The public does not have access to information about the compensation of the executives through periodic reports filed under section 13(a) and 15(d) of the Securities Exchange Act of 1934 (15 U.S.C. 78m(a), 78o(d)) or section 6104 of the Internal Revenue Code of 1986. (To determine if the public has access to the compensation information, see the U.S. Security and Exchange Commission total compensation filings at <http://www.sec.gov/answers/execomp.htm>.)

**ACORN:** Subrecipients understand and agree that it cannot use any federal funds, either directly or indirectly, in support of any contract or subaward to either the Association of Community Organizations for Reform Now (ACORN) or its subsidiaries, without the express written approval of the Federal Office of Justice Programs.

**Religious and Moral Beliefs:** The subrecipient understands and agrees that award funds may not be used to discriminate against or denigrate the religious or moral beliefs of victims who participate in programs for which financial assistance is provided from those funds, or of the parents or legal guardians of such victims.

**Additional Federal Funds Received:** The subrecipient agrees that if it currently has a contract with ICJI and receives additional federal funding, outside ICJI, and those funds are to be used, in whole or in part, for one or more of the identical cost items for which funds are being provided under the ICJI contract, the subrecipient will promptly notify the ICJI program manager in writing.

**Annual Audit Requirements:** For fiscal years beginning on or after December 26, 2014. If you are a non-Federal entity that expended \$750,000 or more in Federal funds (from all sources including pass-through subawards) in your organization's fiscal year (12-month turnaround reporting period), then you are required to arrange for a single organization-wide audit conducted in accordance with the provisions of [Title 2 C.F.R. Subpart F \(§ 200.500 et seq.\)](#).

If you are a non-Federal entity (other than a for-profit (commercial entity) that expended \$500,000 or more in Federal funds (from all sources including pass-through subawards) in your organization's fiscal year (12-month turnaround reporting period), then you are required to arrange for a single organization-wide audit conducted in accordance with the provisions of Office of Management and Budget (OMB) [Circular A-133 Compliance Supplement 2014](#).

If you are a non-Federal entity that expended less than the applicable audit threshold a year in Federal awards, you are exempt from Federal audit requirements for that year. However, you must keep records that are available for review or audit by appropriate officials including the Federal agency, pass-through entity, and U.S. Government Accountability Office (GAO).

## **FINANCIAL REQUIREMENTS**

**General Financial Requirements:** ICJI grants awarded under the VOCA grant program are governed by 2 C.F.R. 200, the new government-wide framework for grant management: "Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards" found at <http://www.ecfr.gov/cgi-bin/text->

[idx?tpl=/ecfrbrowse/Title02/2cfr200\\_main\\_02.tpl](#) and the Office of Justice Programs, Office of the Chief Financial Officer Financial Guide at <http://ojp.gov/financialguide/index.htm>.

All **match** amounts must be VOCA allowable and are subject to the same requirements, restrictions, and conditions as the federal VOCA funds. For example, volunteers used as project match must provide direct victim assistance services, which means that volunteer members of a Board of Directors, or volunteers who assist with fundraising cannot be used as VOCA match. Subrecipients must maintain records that clearly show the source, the amount, and the period during which the match was allocated. The basis for determining the value of personal services, materials, equipment, and space must be documented.

Match: There is a 20% match requirement imposed on grant funds under the VOCA Program. A grant made under this program may not cover more than 80% of the total costs of the project being funded. The applicant must identify the source of the **20% non-Federal** portion of the budget and how match funds will be used. Applicant may satisfy the required match with either cash or in-kind services.

Match Formula: The formula for calculating the required match is:

*(Total Federal Funds Portion ÷ Federal Percentage) – Federal Funds Portion = Required Match*

*(\$12,000 ÷ 80%) - \$12,000 = \$3,000*

Federal funds may be used to pay up to 80% of the cost of the project. **The remaining share must be a cash match (from non-federal funds) or in-kind match (from non-federal funds).**

1. **Cash match** includes actual cash spent by the subrecipient for project related costs. Funds required to pay the non-federal portion of the cost of each project must be in addition to funds that would otherwise be available for the project.
2. **In-kind match** is a non-cash contribution recognized at conservative market value, such as the value of donated time, donated equipment, or donated space. In-kind match may include donations of expendable equipment, office supplies, workshop or classroom materials, work space, or 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. The value placed on donated services must be consistent with the rate of compensation paid for similar work in the organization or the labor market. Volunteer services must be documented, and to the extent feasible, supported by the same methods used by the subrecipient organization for its own employees. 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 a privately owned building in the same locality. The basis for determining the value of personal services, materials, equipment and space must be documented.

Subrecipients must maintain records that clearly show the source, the amount, and the period during which the match was allocated.

Grant Accounting Systems: All grant subrecipients are required to establish and maintain grant accounting systems and financial records to accurately account for funds awarded to them. (by 2 C.F.R. 200, the new government-wide framework for grant management: “Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards”)

Grantees should be aware that the Office of Management and Budget (OMB) has issued new Uniform Guidance on Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards (Uniform Guidance) was effective December 26, 2013, and is to be implemented by federal agencies one year from that effective date, December 26, 2014. This new guidance, 2 CFR part 200, can be found on the Electronic Code of Federal Regulations website. The guidance provides a streamlined government-wide framework for grants administration and management that supersedes requirements from eight existing grants-related OMB Circulars, as well as the U.S. Department of Justice regulations.

The Office of Justice Programs has established a Uniform Guidance Updates page as a one-stop resource to provide more answers to your questions. From this page you will be able to navigate to more specific Uniform Guidance-related resources and training material produced by OJP throughout the FY 2015 funding cycle. For more information on the Uniform Guidance, please go to the COFAR page (<https://cfo.gov/cofar/>).

Subrecipients must make themselves aware of all the above federal requirements and must comply with the new Uniform Guidance on Administrative Requirements.

ICJI will host a training that will be required for all subrecipients regarding the new Uniform Guidance on Administrative Requirements.

## **ALLOWABLE USE OF VOCA FUNDS**

Allowable costs are those cost principles identified in 2 CFR Part 200, the new government-wide framework for grant management: “Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards and in the grant program’s authorizing legislation. In addition, costs must be reasonable, allocable, necessary to the project, and comply with the funding statute requirements.

The following is a listing of services, activities, and costs that are eligible for support with VOCA victim assistance grant funds within a subrecipient’s organization. Costs must be reasonable, allocable to the project, and comply with the VOCA grant requirements. Any questions about allowable use of funds should be directed to ICJI [prior to application submission](#).

Items Requiring Pre-Approval: The following budget items must be pre-approved by ICJI:

- Conference Costs - Any planned and approved conferences or training to be put on by the applicant agency must abide by the Office on Justice Programs policy on conference costs, including related expenses for lodging and transportation for planned conferences. Costs for a conference cannot include any items listed above as ineligible activities and budget items. Visit [ojp.gov/financialguide/PostawardRequirements/chapter15page1.htm](http://ojp.gov/financialguide/PostawardRequirements/chapter15page1.htm) for the most updated and current information.

Immediate Health and Safety: These services respond to the immediate emotional or physical needs of victims (excluding medical care), and include crisis intervention, accompaniment to hospitals for medical examinations, hotline counseling, emergency food, clothing, transportation, shelter (including emergency and short-term services), emergency legal assistance, and other emergency services that are intended to restore the victim’s sense of security.

Mental Health Assistance: These are services and activities that help victims understand the dynamics of victimization and with stabilizing their lives after victimization. This may consist of counseling, group support and therapy, including evaluation and assessment of mental health needs. “Therapy” refers to intensive professional psychological/psychiatric treatment to provide emotional support in crises arising from the occurrence of crime.

Assistance in Participating in Criminal Justice Proceedings: This may include advocacy on behalf of crime victims, accompaniment to criminal justice offices and court, transportation to court, child care or respite care to enable a victim to attend court, notification of victims regarding trial dates, case disposition information, parole consideration procedures, and assistance with victim impact statements. VOCA funds cannot be used to pay for non-emergency legal representation such as divorces or civil restitution recovery efforts.

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

Personnel Costs: These costs are directly related to providing direct services, such as staff salaries and employee benefits, including malpractice insurance, the cost of advertising to recruit VOCA-funded personnel, and the cost of training paid and volunteer staff.

**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, ICJI and the subrecipient must agree that direct services to crime victims cannot be offered without support for these expenses, that the subrecipient has no other source of support for them, and that only limited amounts of VOCA funds will be used for these purposes. This must be agreed to at the time of grant application and funding.

Skills Training for Staff: VOCA funds designated for training are to be used exclusively for developing the skills of direct services providers so that they are better able to offer quality services to crime victims. VOCA funds can be used for training both VOCA funded and non-VOCA funded service providers who work within a VOCA subrecipient organization. Volunteers can be included in VOCA supported training. VOCA funds cannot be used for management and administrative training for executive directors, board members, and other individuals that do not provide direct services.

Training Materials: VOCA funds can be used to purchase materials such as books, training manuals, and videos for direct service providers, within the VOCA funded organization, and can support the costs of a trainer for in-service staff development. Staff from other organizations can attend in-service training activities that are held for the subrecipient's staff.

Training Related Travel: VOCA funds can support costs such as travel, meals, lodging, and registration fees to attend training within the state or a similar geographic area. Subrecipients are encouraged to first look for available training within their immediate geographical area. However, when needed training is unavailable within the immediate area, ICJI must be contacted for prior approval for travel outside the state.

Expenses and reimbursements for in state and out of state travel must follow the most current Indiana Department of Administration State Travel Policy ([http://www.in.gov/sba/files/FMC\\_2014-1.pdf](http://www.in.gov/sba/files/FMC_2014-1.pdf)) or the subrecipients travel policy, whichever is more restrictive.

Mileage will not be reimbursed at a rate higher than \$0.40 per mile.

The subsistence allowance daily rates are as follows:

	<u>In-State</u>	<u>Out-of-State</u>
Departure before 12:00 P.M.	\$26.00	\$32.00
Departure between 12:00 P.M. and 4:30 P.M.	\$13.00	\$16.00
Departure after 4:30 P.M.	NONE	NONE



Return before 12:00 P.M. but after 7:30 A.M.*	\$13.00	\$16.00
Return after 12:00 P.M.	\$26.00	\$32.00

\*No subsistence is paid for travel segments that are less than 7 ½ hours.

Subsistence may not be claimed for same day travel. Overnight travel must be involved in order to claim subsistence.

If a meal is provided, no subsistence shall be claimed for that meal and is to be deducted as follows:

	<u>In-State</u>	<u>Out-of-State</u>
Breakfast	\$6.50	\$8.00
Lunch	\$6.50	\$8.00
Dinner	\$13.00	\$16.00

Equipment and Furniture: VOCA funds may be used to purchase furniture and equipment that provides or enhances direct services to crime victims, as demonstrated by the VOCA subrecipient. Costs must be prorated if the equipment is not used exclusively for victim-related activities.

Equipment expenses, which are part of an approved project, if necessary and incidental to that project, are allowable expenses. Equipment is defined as tangible non-expendable personal property having a useful life of more than one year and an acquisition cost of \$500.00 or more per unit.

Advanced Technologies: At times, computers may increase a subrecipient’s ability to reach and serve crime victims. In making such expenditures, VOCA subrecipients must describe to ICJI how the computer equipment will enhance services to crime victims, how it will be integrated into and/or enhance the subrecipient’s current system, the cost of installation, the cost of training staff to use the equipment, the ongoing operational costs, 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.

Property records must be maintained with the following: a description of the property and a serial number or other identifying number, identification of title holder, the acquisition date, the cost and the percentage of VOCA funds supporting the purchase, the location, use, and condition of the property, and any disposition date, including the date of disposal and sale price.

Please keep in mind as you create your proposal that subrecipients will be required to report data and information into the new Federal Performance Measurement Tool system. Consider these costs when submitting your proposal.

Repair and/or Replacement of Essential Items: VOCA funds may also be used for the repair or replacement “of items that contribute to maintaining a healthy and/or safe environment for crime victims, such as a furnace in a shelter.” The cost of the repair or replacement must **be prorated among all sources of income**.

Public Presentations: VOCA Funds may be used for presentations in public forums, such as schools and community centers, that are designed to identify crime victims and refer them to needed services. These costs may include staff time, materials, brochures, and newspaper notices. Costs for food, gifts or honorariums are not allowable expenses under VOCA.

Operating Costs: Operating costs are allowable if costs are part of an approved project and are necessary to the project implementation and operation. Examples of allowable operating costs include supplies, equipment use fees when supported by usage logs, printing photocopying, and postage, brochures, which describe available services, and books and other victim related materials.

VOCA Administrative Time: VOCA funds may support administrative time to complete VOCA-required time and attendance sheets and programmatic documentation, reports, and statistics; administrative time to collect and maintain crime victims' satisfaction surveys and needs assessments used to improve victim services delivery in the VOCA funded project; and the prorated share of audit costs.

Administrative costs should be no more than 10% for each position.

Professional Fees: VOCA funds generally should not be used to support contract services. At times, however, it may be necessary for VOCA subrecipients to use a portion of the VOCA grant to contract for specialized services. Subrecipients are prohibited from using a majority of VOCA funds for contracted services which contain administrative, overhead, and other indirect costs included in the hourly or daily rate. Any contract entered into by a subrecipient using federal funds must have pre-approval from ICJI and must follow the new rules covering Procurement as described in 2 CFR Part 200 and the current version of the OJP Financial Guide.

Individual consultant fees, under VOCA, are limited to \$650 per day or \$81.25 per hour; this includes legal, medical, psychological, training and accounting consultants. Consultants that are paid for using VOCA dollars must provide direct services to crime victims.

When a subrecipient contracts for work or services, the following is required:

1. All consultant and contractual services shall be supported by written contract stating the service to be performed, rate of compensation, and length of time over which the services will be provided.
2. A copy of all written contracts for contractual or consultant services shall be attached in Egrants to the grant file upon their ratification.
3. Payments shall be supported by statements outlining the services rendered and supporting the period covered.

Supervision of Direct Services Providers: VOCA funds may be used for supervision of direct service providers when it is "necessary and essential to providing direct services to crime victims".

## **UNALLOWABLE USE OF VOCA FUNDS**

### **Generic Unallowable Costs:**

- Research projects,
- Construction,
- Land acquisition (purchase of real property),
- Supplanting,
- Bonuses or commissions,
- Lobbying,
- Fundraising (including financial campaigns, endowment drives, solicitation of gifts and bequests, and similar expenses incurred solely to raise capital or obtain contributions),
- Entertainment costs,
- State and local taxes,
- Conferences and workshops have numerous unallowable cost restrictions,
- Legal fees,
- Any expenses prior to the grant award date,
- Management or administrative training,
- Substance abuse counseling for victims,
- Costs incurred outside the project period

The following services, activities, and costs **CANNOT** be supported with VOCA victim assistance funds.

Lobbying and Administrative Advocacy: Federal law prohibits the use of federal funds for lobbying, including attempts to influence legislation or the outcome of any federal, state, or local elections. Recent changes to the law have expanded the prohibition to any federally appropriated funding used, either directly or indirectly, to support the enactment, repeal, modification, or adoption of any law, regulation, or policy, at any level of government, without the express written approval of OJP. Violations of this prohibition are now subject to civil fines of up to \$100,000 per violation.

Perpetrator Rehabilitation and Counseling: VOCA funds may not be used for rehabilitative services to offenders or to support services to incarcerated individuals, even if the services pertain to the individual's victimization.

Needs Assessments, Surveys, Evaluations and Studies: Subrecipients may not use VOCA funds to pay for efforts conducted by individuals, organizations, task forces, or special commissions to study and/or research particular crime victim issues.

Prosecution Activities: Witness notification and management activities, expert witnesses, victim and witness protection services and other activities directed at prosecuting offenders or improving the criminal justice system's effectiveness and efficiency are not allowable uses of VOCA funds.

Fundraising: Subrecipients are not permitted to use VOCA funds for fundraising.

Indirect Organizational Costs: Subrecipients are not permitted to charge indirect costs to a VOCA grant such as liability insurance on buildings, capital improvements, security guards and body guards, property losses and expenses, real estate purchases, mortgage payments, and construction costs. If the applicant agency has a federally approved indirect cost rate, ICJI will accept this rate. You must provide ICJI with a copy of the approval letter showing the rate and effective date.

Property Loss: VOCA funds may not be used to reimburse crime victims for losses incurred as a result of the crime, such as replacement of stolen property, medical or funeral expenses, insurance deductibles or lost wages. However, VOCA-funded staff can assist victims by identifying and referring them to other agencies, such as state crime victim compensation programs, that may be able to help victims with these types of needs.

Most Medical Costs: While VOCA funds may be used for certain types of expenses such as emergency short-term nursing home shelter, most medical costs (including nursing home care, in-patient treatment, hospital and non-emergency medical or dental treatment) cannot be supported with VOCA assistance funds.

Relocation Expenses: The costs of assisting victims in relocating cannot be supported with VOCA funds. This includes the cost of moving, security deposits, ongoing rent, or mortgage payments. However, VOCA-funded staff can assist victims in identifying resources that may be available for these purposes.

Administrative Staff Expenses: Salaries, fees, and reimbursable expenses associated with administrative, board members, executive directors, consultants, coordinators, and other individuals are not allowable unless these expenses are incurred while providing direct services to crime victims.

Development of Protocols, Interagency Agreements, and Other Working Group Agreements: While these activities benefit crime victims, their costs cannot be paid for with VOCA funds. They are considered examples of the types of activities that subrecipients undertake as part of their role as victim service organizations, which qualifies them as an eligible VOCA subrecipient.

Sending Individual Crime Victims to Conferences: Subrecipients cannot use VOCA funds to send individual crime victims in their capacity as crime victims to conferences.

Activities Exclusively Related to Crime Prevention: VOCA funds may not be used for activities intended solely to educate the community and raise the public's awareness of crime and how to prevent crime.

Inherently Religious Activities: VOCA funding may not be used to support inherently (or explicitly) religious activities.

## **REPORTING REQUIREMENTS**

### **Fiscal and Programmatic Reporting**

VOCA subrecipients are required to submit quarterly Fiscal and Program Reports.

### **Performance Measures**

Below are examples of performance measures that will be reported on at the end of each quarter by subrecipients.

- Number of victims served by age and gender
- Number of victims served by type of victimization
- Identify the number of referrals made to the following: Domestic Violence Shelter; Counseling/Crisis Center; Mental Health Facility; Hospital/Sexual Assault Center; Law Enforcement; Prosecutor
- Identify the number of protective orders/no contact orders filed
- Identify the number of safety plans developed
- Indicate the percent of safety plans known to be used by victims
- Indicate the percentage of victims indicating satisfaction with funded services
- Number of CASA volunteers recruited
- Indicate the percentage of CASA volunteers retained
- Indicate the percentage of clients who report improved knowledge of community resources
- Indicate the percentage of clients who report improved knowledge of safety planning

*Note: This is not an all-inclusive list. Projects that are awarded VOCA funds will receive the final list of performance measures as soon as OVC provides us a final draft.*

Effective with awards starting in October 2015, VOCA subrecipients will be required to report information directly into PMT (Performance Measure Tool) that the federal government supplies. Information will be submitted quarterly and will include both quantitative (numeric responses) and qualitative (narrative responses).

When completing your application, please keep in mind the additional reporting requirements and the additional time needed to compile and report this information.

## **APPLICATION SUBMISSION**

Completed applications and all required documentation are to be submitted through Egrants no later than 11:59 P.M. (ET) on July 31, 2015. Please note that original signatures are not required due to online submission of the grant application.

Egrants is an end-to-end solution for the administration of grants. Everything from the grant application, reports, and fiscal draw downs will occur online within Egrants. The three-step registration process can be started by visiting <https://egrants.cji.in.gov> and clicking on "Register". Applicants must be registered in Egrants in order to access the online application. Processing delays and system errors can occur and registration could take several days for first time registrants. Failure to register will prevent applicants from obtaining proper access to the system prior to the grant application due date. ICJI recommends that you register and become familiar with the system as early as possible to prevent delays in submitting an application. ICJI is not responsible for applicants who fail to submit a timely application due to technical difficulties that occur within 24 hours of the deadline.

The Egrants User Manual can be found at <https://www.in.gov/cji/2375.htm>.

## **AWARD PERIOD**

The award period for this VOCA grant shall be October 1, 2015 – September 30, 2016. Project should begin on October 1, 2015 and must be in operation no later than 60 days after October 1, 2015. Failure to have the funded project operational within 90 days from October 1, 2015 will result in the cancellation of the grant and the de-obligation of all awarded funds. Projects must conclude no later than September 30, 2016. Funding obligations must be made prior to September 30, 2015, all outstanding expenses must be paid and the Final Fiscal Report submitted via Egrants within **30 days** from September 30, 2016 (grant end date).

Please be aware that funded projects could receive a one year extension without the necessity of submitting another application next year. These decisions will be based on the availability of funding.

## **SELECTION PROCESS AND AWARD NOTIFICATION**

Staff will conduct an initial screening of the proposal to check for completeness of the application. The staff will then review each proposal and will present eligible applications to the Victim Services Subcommittee of the ICJI Board of Trustees for consideration. The Subcommittee will make recommendations for funding and present recommendations for funding to the ICJI Board of Trustees for consideration. Final grant awards will be determined by the ICJI Board of Trustees. Notification of awards will be made via email from ICJI in September 2015.

ICJI Staff will conduct risk assessments on subrecipient agencies. Several of the risk factors reviewed include agency experience with grants, deobligation of previous funds, fiscal and program reporting, and clearance checks. Agencies that are determined to be higher risk may be subject to additional ICJI monitoring and grant conditions.

## **MONITORING**

All grant awards will be monitored by an ICJI Program Manager or ICJI Compliance Monitoring team using a combination of desk reviews and site visits. Additionally, the Program Manager will review all submitted reports for timeliness and accuracy. Delinquencies and report contents will be addressed as needed by ICJI staff. Late and repeated incorrect reports could disqualify subrecipients from future funding.

## **CONTRACT REQUIREMENTS**

All applicants awarded VOCA funding from ICJI must agree to the following:

1. Enter into a Grant Agreement between ICJI and the applicant agency and agree to abide by all provisions of the Grant Agreement.
2. Enter into agreement to abide by all Special Conditions detailed in the Certified Assurances and Special Conditions.
3. Submit all reports in the prescribed format and time frames determined by ICJI.
4. Comply with federal guidelines contained in OMB Circulars found at <https://whitehouse.gov/omb/circulars> and the Office of Justice Programs, Office of the Chief Financial Officer Financial Guide at <http://ojp.gov/financialguide/index.htm>.
5. Report on the funding you receive to be in compliance with the Federal Funding Accountability Transparency Act (FFATA).
6. Along with completing quarterly Fiscal and Program Reports in Egrants, submission of data into the Federal Performance Measurement Tool website.

### **VOCA PROGRAM CONTACTS**

Sarah Davis, Senior Program Manager	(317) 232-3482	<a href="mailto:sdavis@cji.in.gov">sdavis@cji.in.gov</a>
Jennifer Geinosky, Program Manager	(317) 234-4409	<a href="mailto:jgeinosky1@cji.in.gov">jgeinosky1@cji.in.gov</a>
Sandy Warren, Program Manager	(317) 232-1142	<a href="mailto:swarren@cji.in.gov">swarren@cji.in.gov</a>
Deirdre Westrate, Program Manager	(317) 234-6106	<a href="mailto:dwestrate@cji.in.gov">dwestrate@cji.in.gov</a>

### **APPENDIX: VOCA Funding Announcement Outline (as it appears in Egrants)**

Below is an outline of the VOCA Funding Announcement. The questions and information requested in this document are similar to what you will encounter in the online application. In order to assist you, this outline has been provided so that you may use it to prepare answers for some (or all) of the questions on this document and then copy and paste your answers into the appropriate spaces provided in the online application. Using the outline will allow you to save work as you proceed through the application, use spell check and check the character count. For questions with a character limit identified, please note that the character count will include all typed characters, spaces and punctuation. The Egrants system will time out after 30 minutes of inactivity and will not spell check or count characters, thus this outline is offered as support. Use of this outline is not a requirement of the funding announcement.

#### **I. Main Summary Section**

Complete the section fully.

- a. Enter the project title and project summary first.
- b. Once the title and summary have been entered, a Recipient Agency must be added, and the remainder of the main summary page can be completed.
- c. You must select a Keyword for your application. You can also provide your house and senate districts and school district, but they are not required.
- d. After the Main Summary page has been saved, the rest of the application will be available to be completed.

## II. Programmatic Information

Complete the section fully.

1. Application Type – Select “Continuation” or “New”
2. DUNS Number
3. VOCA Grant funds must be used to address specific purpose areas. These purpose areas are listed below in no particular order. Review the information and mark the box(es) next to the purpose area(s) that most appropriately matches the program for which you are requesting funding.
  - Provide services that respond to the emotional and physical needs of crime victims.
  - Provide services that assist primary and secondary victims of crime to stabilize their lives after victimization.
  - Provide services that assist victims to understand and participate in the criminal justice system.
  - Provide services that give victims of crime a measure of safety and security. (I.e. boarding up broken windows and/or replacing/repairing locks, etc.)
4. Is your program/agency Faith Based?
5. Does your program utilize an evaluation tool to measure program success?
  - a. If you answered YES, describe the tool used and how input is reviewed. (1,000 character limit)
  - b. If you answered NO, explain why no evaluation tool is utilized. (1,000 character limit)
6. If you are currently receiving VOCA funds, how many victims did your program (not your entire agency) serve from January 1, 2014 through December 31, 2014? (If you are not currently receiving VOCA funds, enter 0.)
7. How many years has your proposed program received VOCA funds? (If you are a new program, enter 0.)
8. How many victims do you anticipate your proposed program (not your entire agency) will serve from October 1, 2015 through September 30, 2016?
9. Identify which county/counties your proposed program will serve.
10. Will grant /match funds be used to provide staff located in an offices(s) in other counties? (ex. Satellite offices)
  - a. If YES, identify each county and the services to be provided in each county. (1,500 character limit)
11. Provide the name, mailing address, phone number and email address for the head of your County Commissioners, Town/City Council, or Board of Directors. (500 character limit)
12. Describe how your program is assisting victims with Victim Compensation. (2,000 character limit)

**Help Text:** VOCA Federal Guidelines state that programs must help victims apply for Compensation Benefits. Such assistance may include identifying and notifying victims of the availability of compensation, assisting them with the application forms and procedures, obtaining necessary documentation, and/or checking claim status.

## III. Problem Statement and Analysis

### 1. Problem Statement:

- a. Please provide a clear and succinct summary of the problem to be addressed by this program. *Your Problem Statement should be no more than one sentence.* (300 character limit)

**Help Text:** The problem statement must make a clear, concise, and evidence-supported statement of the problem you are addressing and wanting to solve. The problem statement will clearly define and explain the problem as it exists in the community you intend to serve.

### 2. Problem Analysis:

- a. Please document the severity of the problem. Describe how the problem was discovered and the impact the problem has on the community. You must include any data as it is related to the nature of the local problem, compare to the problem statewide, include local trend data, and how the proposed program will assist in meeting community goals. (5,000 character limit)

**Help Text:** The problem analysis should directly support the problem statement. Include baseline data that characterizes the target area to be served by the program. Larger scale data (regional, national, etc.) may be included, but the program area data **must** be included.

b. How will the proposed program alleviate the stated problem? (5,000 character limit)

#### IV. Goals, Objectives, & Outcomes

1. Quantitatively define your program success. (1,000 character limit)

**Hint** – A reviewer will be able to understand how this program will be a success.

2. Provide a clear articulate SMART (Specific, Measurable, Attainable, Realistic, & Timely) goal statement. (500 character limit)

**Hint** – The goal should directly address the problem identified in the Problem Statement.

**Example** – The goal of this project is 85% of victims staying in shelter will report an increased knowledge of life skills they need to be safe.

3. Provide at least 3 objectives that measure progress toward achieving the goal. (1,000 character limit)

**Example** – We will conduct 2 support group meetings a week.

4. Provide at least 1 Outcome for EACH stated objective (outcomes quantitatively measure program impact). (1,000 character limit)

**Example** – During exit interviews/surveys victims completing our program will report feeling safer and can list five new ways to keep safe.

#### V. Program Description

Please provide a detailed description of the full program to be implemented (what, who, where, why, when, how)

1. What? – Describe the nature of the proposed program. (1,000 character limit)

2. Who? – Please specify and describe the target population(s), the parties responsible for implementing/administrating the proposed program, and any partners involved. (2,000 character limit)

3. Where? – Describe the location(s) where the program is to be administered as well as the geographical area served. (1,000 character limit)

4. Why? – Explain the rationale for the selection of the proposed program. Explain how the program will or has been incorporated into the ongoing operations of the agency/organization. (2,000 character limit)

5. When? – Provide a detailed monthly program timeline for the proposed award period. (2,000 character limit)

6. How? – List all relevant resources, activities, and methodologies necessary for the implementation of the proposed program. (1,500 character limit)

#### VI. Evidence Based/Best Practices

1. Identify the evidence-based program or best practice utilized for this program/project. (This should come from an outside source.) (750 character limit)

2. Name the source (website, publication, etc) that identifies the selected model as evidence-based or a best practice. (300 character limit)

#### VII. Status of Current Program/New Program

**Continuation Programs Only** – If you are currently receiving VOCA funds, provide responses to the following questions.



1. Give an overview of how your program has met its goals and objectives during the current grant period and describe the resulting impact. Refer to the Goals and Objectives section of your 9 month grant application. (4,000 character limit)
2. Explain any challenges that prevented the successful completion of any goal or objective. (2,500 character limit)

**New Programs Only** – If you are not currently receiving VOCA funds, provide responses to the following items.

*Help Text: VOCA Federal Guidelines state new programs, which have not yet demonstrated a record of providing direct services, may be eligible to receive VOCA funding if they can demonstrate at least 25% of their financial support comes from non-federal sources.*

1. Are the services of the proposed program currently offered at your agency?
2. Indicate the number of years your proposed program has been in existence.
3. Indicate the number of victims your proposed program served from January 1, 2014 through December 31, 2014.
4. Provide details on all dollars your agency is currently receiving to support the proposed program. (2,500 character limit)
5. Was the proposed program established due to a recognized need in the community or to fill a gap in service?
  - a. If YES, identify the need or gap. (2,000 character limit)

#### **VIII. Use of Volunteers**

1. Will the proposed program be using volunteers if new or continuation funding is received?  
If **YES**, provide responses to questions 2 and 3.  
If **NO**, upload the signed and completed “Volunteer Waiver Request Form”. *The Volunteer Waiver Request Form must include a detailed explanation for why volunteers will not/cannot be utilized.*
2. Describe how volunteers will be utilized. (2,000 character limit)
3. Describe how volunteers will be recruited, screened, and trained. (3,000 character limit)

#### **IX. Budget Detail**

*Be sure all items in the Budget Detail are included in the Budget Narrative, and be sure all items in the Budget Narrative are included in the Budget Detail.*

The budget is a line item detailed budget by budget category.

1. Budget by Category
  - a. **Personnel:** List each position by the title and name. Show the annual salary rate and the percentage of time to be devoted to the project.
  - b. **Employee Benefits:** Benefits are for the personnel listed in the Personnel budget category and only for the percentage of time devoted to the project. Separate the type of benefit for each employee (i.e., FICA, health insurance, etc.). Fringe benefits need to be based on actual known costs or an established formula.
  - c. **Travel (Including Training):** Itemize travel expenses by purpose (e.g., staff to training, meet with clients, etc.). Show the computation of the funding (e.g., three people to a 2-day training at \$X airfare, \$X lodging, \$X per Diem). For training projects show the number of trainees and unit costs involved, including travel and meals. Identify the location of travel, if known. In the Budget Narrative, indicate the source of travel policies being used.
  - d. **Equipment:** List items that have a useful life of two or more years and a cost of \$500 or more per unit.

- e. **Supplies & Operating Expenses:** List items that include materials which are consumed during the course of the project (e.g., office supplies, copier paper, training books, etc.). This also includes utilities and rental space if applicable. Show the basis of computation.
  - f. **Consultants (including contractual services):** Provide a description of the product or service to be obtained by the contract and an estimate of the cost. If known, provide the vendor name.
2. Budget by Source
- a. **Federal:** Total amount of federal funds being requested.
  - b. **Cash Match (New Appropriation.):** Total amount of cash match included in the budget.
  - c. **In-Kind Match:** Total amount of in-kind match included in the budget.

## X. Budget Narrative

*Be sure all items in the Budget Narrative are included in the Budget Detail, and be sure all items in the Budget Detail are included in the Budget Narrative.*

**Help Text:** The Budget Narrative should include items that will be supported with [grant and match](#) funds. Make sure your proposed items are eligible expenses. If items listed in the budget are not allowable, your grant funding may be reduced by that amount. Grant reviewers will not contact you for clarification. Any missing information in this section may disqualify that budget item for funding.

1. If you are requesting an increase in funding, please explain how additional funds will be utilized by the proposed program. (3,000 character limit)
 

**Help Text:** An increase means you are requesting more funding than what you were awarded (a combination of the three month extension and the nine month award) for 2014/2015.
2. **Personnel**
  - a. Describe the roles and responsibilities for each position or attach a detailed job description. If you attach a job description, enter "See Attached Job Description(s)" into the text box. (3,000 character limit)
  - b. Describe the direct service(s) each position provides victims. (2,000 character limit)
  - c. How do the administrative duties for each position directly impact victim services? (2,000 character limit)
 

**Help Text:** Administrative costs should be no more than 10% for each position.
  - d. For each person identified in the Budget Detail, please state the percentage of time each person will spend on VOCA activities. (1,250 character limit)
  - e. Does this position receive funding from other sources?
    - i. If YES, identify, by position, the source and amount of other funds. (1,250 character limit)
  - f. Are you requesting funds for any new positions?
    - i. If YES, explain the need and impact the position will have on the program. (750 character limit)
3. **Employee Benefits**
  - a. Describe employee benefits that will be paid for each position listed under Personnel. (1,500 character limit)
4. **Travel (Including Training)**
  - a. Describe why travel is necessary to provide direct services to victims. (1,500 character limit)
5. **Equipment**

**Help Text:** Items purchased at a value of \$500 or more per unit must be included in the Equipment section. If an item has a unit value of under \$500, it must be included in Supplies & Operating Expenses.

  - a. How will purchasing this equipment improve services to victims? (1,500 character limit)
  - b. If your agency is requesting more than one piece of equipment, please prioritize your request. (750 character limit)

**6. Supplies & Operating Expenses**

- a. How will the expenditure(s) improve services to victims? (1,500 character limit)

**7. Consultants (including contractual services)**

- a. Explain why a consultant/contractual services are necessary. (2,000 character limit)  
b. Describe the nature of the position or service being contracted. (1,500 character limit)  
c. What is the consultant's hourly rate? (50 character limit)  
d. What was the basis for the selection of the consultant? (ex. Open bidding, sole source, etc) (1,000 character limit)

**XI. Certified Assurance & Special Provisions**

**A. Financial and Administrative Management**

1. The applicant assures that it will comply with applicable provisions of financial and administrative OMB Circular 2 CFR Part 200, and will comply with the provisions of the Office of the Comptroller, Office of Justice Programs, OC Financial Guide, current edition.
2. The applicant assures that it will maintain a financial management system that:
  - a. Provides accurate identification of awards received and expended, the CFDA title and number, name of federal awarding agency, and CJJ;
  - b. Accurate, current, and complete disclosure of the financial results of each award or program;
  - c. Records that identify the source and application of funds;
  - d. Demonstrates effective control over, and accountability for all funds, property, and other assets;
  - e. Comparison of expenditures with budget amounts for each award;
  - f. Written procedures to implement payment requirements; and
  - g. Written procedures for determining the allowability of costs.
3. In compliance with Single Audit Act of 1984, P.L. 98-502, the applicant agrees to provide the Indiana Criminal Justice Institute with copies of its annual audit reports performed by the Indiana State Board of Accounts.
4. Establish and maintain effective internal controls over awards to ensure the funds are being managed in accordance with the relevant state and federal laws, regulations, terms, and conditions.

**B. Match and Non-Supplanting or State/Local Funds**

1. The applicant assures that federal funds made available through this grant will not be used to supplant state or local funds, but will be used to supplement and increase the amounts of such funds that would, in the absence of federal funds, be made available.
2. The applicant certifies that matching funds required to pay the non-federal portion of the cost of this subgrant are in addition to funds that would have otherwise been made available for the purposes of this project and are not other federal grant funds.

**C. Federal Laws & Regulations Applicable to Federal Assistance Programs**

1. Recipient will comply with Federal laws and regulations applicable to federal assistance programs and with provisions of 28 CFR applicant to grants and cooperative agreements including:
  - a. Part II, Applicability of Office of Management and Budget Circulars;
  - b. Part 18, Administrative Review Procedure;
  - c. Part 20, Criminal Justice Information Systems;
  - d. Part 22 Confidentiality of Identifiable Research and Statistical Information;
  - e. Part 23 Criminal Intelligence Systems Operating Policies;
  - f. Part 30, Intergovernmental Review of Department of Justice Programs and Activities;
  - g. Part 42, Nondiscrimination Equal Employment Opportunity Policies and Procedures;
  - h. Part 61, Procedures for Implementing the National Environmental Policy Act; and
  - i. Part 63, Floodplain Management and Wetland Protection Procedures.

- D. Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion for Lower Tier Covered Transactions (Subgrantees receiving \$100,000 or more)
1. As required by Executive Order 12549 and 12689, 28 CFR Part 180, Section 335 the applicant certifies that it and its principles:
    - a. Are not presently debarred, suspended, proposed for debarment, declared ineligible, sentenced to denial of Federal benefits by a State or Federal court, or voluntarily excluded from covered transactions by any Federal department or agency;
    - b. Have not within a three-year period preceding this application been convicted of or had a civil judgment rendered against them for
      - i. Commission of fraud or criminal offenses in connection with obtaining, attempting to obtain, or performing a public (Federal or State) or private transaction;
      - ii. Violation of Federal or State antitrust statutes, including those proscribing price fixing between competitors, allocation of customers between competitors, and bid rigging;
      - iii. commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, tax evasion, receiving stolen property, making false claims, or obstruction of justice; or
      - iv. Commission of any other offense indicating lack of business integrity or business honesty that seriously and directly affects your present responsibility outlined in Part 180 Section 800(4)(b) or (4)(c).
    - c. Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any of the offenses enumerated in the paragraph (1)(b) of this certification; and
    - d. Have not within the a three-year period preceding this application had one or more public transactions (Federal, State, or local) terminated for cause or default.
  2. Where the applicant is unable to certify to any of the statements in this certification, he or she shall attach an explanation to this application.
- E. Certification Regarding Lobbying\*. As required by 31 U.S.C. Section 1352 as amended, 28 CFR, Part 69, the prospective subgrantee certifies, by submission of this proposal, that:
1. No federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employer of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with making any Federal grant, the entering into of any cooperative agreement, and the extension, continuation, or renewal, amendment, or modification of any Federal grant or cooperative agreement;
  2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influence or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal grant or cooperative agreement, the undersigned shall complete and submit Standard Form – LLL, “Disclosure of Lobbying Activities,” in accordance with its instructions;
  3. The undersigned shall require that language of this certification be included in documents for all contracts or cooperative agreements under this grant and that all contractees shall certify and disclose accordingly.

\* The Anti-Lobbying Act, 18 U.S.C. § 1913, was amended to expand significantly the restriction on use of appropriated funding for lobbying. A violation of the anti-lobbying restrictions is enforceable via large civil penalties, with civil fines between \$10,000 and \$100,000 for each individual occurrence of lobbying activity as outlined in 31 U.S.C. § 1352.

OMB has amended the current cost circulars into one super-circular found in 2 CFR Part 200. All

applicants must understand that no federally appropriated funding made available under this grant program may be used, either directly or indirectly, to support the enactment, repeal, modification, or adoption of any law, regulation or policy at any level of government, without the express approval by the Office for Victims of Crime through the Office of Justice Programs. Any violation of this prohibition is subject to a minimum \$10,000 fine for each occurrence. This prohibition applies to all activity, even if currently allowed within the parameters of the existing OMB circulars.

F. Nondisclosure of Confidential or Private Information Regarding Services for Victims

1. In accordance with 42 USC §13925(b)(2), Grantees shall not:
  - a. Disclose, reveal, or release any personally identifying information, as defined in 42 USC §13925(a)(20), or individual information collected in connection with services requested, utilized or denied through Grantees' programs, regardless of whether the information has been encoded, encrypted, hashed or otherwise protected; or
  - b. Disclose, reveal, or release individual client information without informed, written, reasonably time-limited consent of the person (or in the case of an unemancipated minor, the minor and the parent or guardian or in the case of legal incapacity, a court-appointed guardian) about whom information is sought, whether for this program or any other Federal, State, tribal, or territorial grant program, except that consent for release may not be given by the abuser of the minor, incapacitated person, or the abuse of the other parent of the minor.

The applicant, through the following signature, certifies that the statements in this grant are true and complete to the best of the applicant's knowledge and accepts, as to any grant awarded, the obligation to comply with any Indiana Criminal Justice Institute special conditions specified in the Grant Award.

*"The signatory certifies that we have read the instructions for this application and are fully cognizant of our duties and responsibilities with regards to the implementation of the project proposed in the application."*

## XII. Attachments

1. Total Agency Budget – If the applicant agency is a nonprofit, nongovernmental entity, please complete and upload the attached "Subgrantee Basic Budget". Be sure to complete both the Organizational tab and the Employee tab. The form attached in Egrants. ***This does not apply to units of government.***
2. Audit Report – ***All*** applicants ***must*** submit a copy of their most recent audit.
3. Nonprofit Agencies Only – Please attach a copy of your organization's 501(c)3 tax exempt ruling from the Internal Revenue Service.
4. Indirect Cost Rate – If the applicant agency has a **federally approved** indirect cost rate, ICJI will accept this rate. You must provide ICJI with a copy of the approval letter showing the rate and effective date.