



NEBRASKA CRIME COMMISSION

Funding Opportunity Title (FOA): SFY 2020 Tribal VOCA Program

Funding Opportunity Number (FOA): VOCA-2020-2000

Application type: Initial

[Budget Template](#)

[Objective Template](#)

Announcement Open Date:01/29/2019

Announcement Close Date:03/11/2019

Application Due Date:03/11/2019

Opportunity Description

INTRODUCTION

The Governor's Crime Control Commission was created in 1967 by Executive Order. The name was later changed to the Nebraska Commission on Law Enforcement and Criminal Justice with legislation enacted in 1969 to establish the Crime Commission as an agency of state government.

The Crime Commission was established to develop comprehensive plans and coordinate activities related to the improvement of criminal justice administration among state and local agencies. Since its inception, additional statutory responsibilities have been assigned to the Crime Commission, which now serves as an umbrella agency for many criminal and juvenile justice programs. The majority of the Crime Commission's responsibilities are set forth in Nebraska Revised Statutes 81-1415 to 81-1429.02.

The Victim Assistance Division is tasked with providing oversight of federal funds that are awarded from the Crime Victims Fund under the Victims of Crime Act and guided by the Victim Assistance Program Final Rule <https://www.gpo.gov/fdsys/pkg/FR-2016-07-08/pdf/2016-16085.pdf>. This includes the award and monitoring of federal grant funds provided to crime victim service providers across the State of Nebraska.

This request for proposal is intended for applicants who wish to apply for Tribal Program funds under the Federal Victims of Crime Act (VOCA) formula grant program to provide direct services to victims of crime.



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Funding Opportunity Purpose **AVAILABILITY OF FUNDS**

The State of Nebraska will release \$900,000 in Crime Commission (NCC) funding across the state to help victims and victim service providers that are served by programs that are federally or state recognized American Indian or Alaska Native Tribe, or projects that operate on tribal lands. This solicitation covers a 24-month project period of **July 1, 2019-June 30, 2021**. Applicants should be aware that although it is a two-year grant period, award of year two funds are contingent upon successful grant management during year one of funding. This would include compliance with grant requirements, 90% of objectives being met or on track, and no less than 90% of year one funds expended.

Applicants are advised to continue to strategically plan for future program development and sustainability of programs independent of NCC's VOCA funding to ensure long-term success of their victim services programs.

VOCA grant funds are to provide direct services to individual crime victims at no cost to the victim. VOCA guidelines define a crime victim as a person who has suffered physical, sexual, financial, or emotional harm as a result of the commission of a crime. The primary purpose of VOCA grants funds are to support the provision of services to victims. Services, as outlined by VOCA Program Guidelines, are those efforts that:

- Respond to the emotional and physical needs of crime victims.
- Assist primary and secondary victims of crime to stabilize their lives after victimization.
- Assist victims to understand and participate in the criminal justice system.
- Provide victims of crime with a measure of safety and security.

Priority Areas:

VOCA requires states to allocate at least 10% of its total award to each crime victim category of sexual assault, domestic violence, and child abuse. An additional 10% of the funds must be allocated to victims of violent crime who were previously underserved. The Nebraska Crime Commission has identified underserved (updated for this award opportunity to be effective for awards starting on or after July 1, 2019) as victims of human trafficking, robbery, assault, burglary, homicide, stalking, kidnapping and intoxicated drivers. Populations identified as underserved are minorities (people of



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color), individuals who are ages 65 and over, and those living in rural areas. Applicants may as a whole, or in-part, address one or more of these stated priority areas. If a proposal addresses only a specific type of crime victim, the number of potential victims which could be served by the applicant will be a consideration in funding decisions. Programs that serve child victims of sexual assault will need to establish a policy that identifies how these victims are reported for the purposes of the priority areas and performance measurement data as required by OVC. All victims of child sexual assault must be tracked in the same manner for the duration of the project period as identified at the time of application. In the development of an application the applicant should also take into consideration areas of recommendation outlined in the Nebraska Strategic Plan for Victims and Survivors of Crime 2015 – 2020.

https://ncc.nebraska.gov/sites/ncc.nebraska.gov/files/doc/2015-2020_Victims_Survivors_Plan.pdf

In regard to sexual assault victims, sexual assault forensic exams are an allowable VOCA costs to the extent that other funding sources are unavailable or insufficient. LB843 statutorily obligates a centralized statewide system to address sexual assault forensic exams.

Best Practices

Serious consideration will be given to applicants demonstrating the use of practices that have proven effective for achieving safety and stability for victims of crime. These types of projects will be designed to bring about healing and justice for victims of crime.

To further these efforts, the SFY 2020 VOCA Grant Program has adopted the overall outcome of **Increased Victim Safety**. Nebraska utilizes surveys as a best practice for program evaluation and determination of consumer (victims, employees, stakeholders, etc.) satisfaction. Subgrantee agencies should utilize the evaluations to continuously make any needed adjustments to meet the overall outcome of increasing victim safety. Programs will be required to explain how the services are evaluated to assure the safety of victims.

Eligibility Information

APPLICANT ELIGIBILITY

For the purposes of this funding opportunity only programs that are part of a federal or state recognized American Indian or Alaska Native Tribe or operating on tribal lands are eligible.



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Applicant must:

- Provide a Tribal Resolution: A Tribal Resolution supporting this application is required at the time of submission. The Tribal Resolution must: (1) Acknowledge this application submission to the Nebraska Crime Commission; (2) Identify how the VOCA funds will be used to support victims of crime; and (3) Identify, by name and position, the person Authorized as the Certifying Official, including the scope of their decision authority. For example, can the named Authorized Certifying Official sign grant award documents, request changes, and represent the Tribe at meetings? Are there other individuals, by title position that can also represent the Tribal VOCA program?
- Operate as a public or nonprofit organization, or a combination thereof, and provide direct services to crime victims. Eligible organizations include victim services organizations whose sole purpose is to provide direct services to crime victims. These organizations include, but are not limited to victim/witness units, Court Appointed Special Advocates, domestic violence/sexual assault programs, child advocacy centers, centers for missing children, mental health services, legal services and other community-based victim coalitions and support organizations including those who serve survivors of homicide victims.
- Public and nonprofit organizations that have components which offer services to crime victims are eligible if the funds are used to expand or enhance the delivery of crime victim services. These entities include but are not limited to criminal justice agencies, faith-based organizations, state Crime Victim Reparations agency, hospitals and emergency medical facilitates and others (see below for details).
- Established programs must demonstrate a record of providing effective services to crime victims, by demonstrating support and approval of its direct services by the community and a proven history of providing direct services in a cost-effective manner AND have financial support from sources other than VOCA.
- **All** programs must have Substantial financial support from sources other than VOCA by demonstrating that a minimum of 25% of their financial support comes from other funding sources in the previous fiscal year.
- Meet the match requirement of 20% cash or in-kind from non-federal sources of the total project costs or have been granted a waiver of match requirement. **For Native**



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American tribes/organizations or Non-Profit Organizations providing services on Tribal Land the match requirement is exempt.

- Maintain appropriate programmatic and financial records.
- Utilize volunteers as required by the Nebraska Crime Commission. The volunteer requirement is to have at least one (1) volunteer that is supporting the victim service project. If the volunteer is not used as Match the duties do not have to be those that are allowable under VOCA, however, they do have to support the intent of the project.
- Provide services to victims of federal crimes on the same basis as victims of state and local crimes.
- Promote coordinated public and private efforts to aid crime victims within the community served.
- Assist victims in seeking available crime victim compensation benefits.
- Provide services to crime victims, at no cost, through the VOCA-funded project.
- Maintain confidentiality.
- Comply with Federal Civil Rights Laws to include the prohibition of discrimination

Child Advocacy Centers: Any Child Advocacy Center that is a recipient of VOCA funds must be fully established and operational, meet all the standards for full membership as set forth by the National Children's Alliance and participate as an active member in the Nebraska State Chapter of Child Advocacy Centers.

Criminal Justice Agencies: Agencies such as law enforcement, prosecutors' offices, courts, corrections departments and probation and paroling authorities are eligible to receive funds to provide for victims' services. Prosecutor based victim services may include victim witness programs, victim notification and impact statements. Corrections based victims' services may include victim notification, restitution advocacy and victim impact panels. Police-based victim services may include victim/witness units or victim advocates and victim registration and notification.

Faith-Based and Community Organizations: Consistent with Executive Order 13279, December 12, 2002 and 28 CFR Part 38, it is the policy of the Nebraska Crime



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Commission that faith-based and community organizations that statutorily qualify as eligible applicants under VOCA are invited and encouraged to apply for assistance awards to fund eligible grant activities. Faith-based and community organizations will be considered for awards as are other eligible applicants, and if they receive assistance awards, will be treated on an equal basis with all other grantees in the administration of such awards. No eligible applicant or grantee will be discriminated against on the basis of its religious character or affiliation, or religious name. Faith-based and community organizations are required to abide by the same regulations and requirements specifically associated with the program under which they are awarded a grant, as any other agency awarded funding.

Hospitals and Emergency Medical Facilities: These types of organizations must offer crisis counseling, support groups and/or other types of direct victim services.

Others: State and local public agencies such as mental health service organizations, state/local public child and adult protective services, 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.

INELIGIBLE Recipients of VOCA funding:

Federal agencies including the U.S. Attorneys' Office and FBI field offices

In-patient Treatment Facilities such as those designed to provide substance abuse and/or mental-health treatment

Compliance Requirements

COMPLIANCE

1. Nebraska Crime Commission - Grant Procedures - Operating Instruction No. 10

2. VOCA Requirements

The subrecipient agrees to comply with applicable portions of the Victims of Crime Act (VOCA) of 1984, 34 U.S.C., Chapter 201 and the Victims of Crime Act Victim Assistance Program Rule.

- **Direct Services** – Services to victims must be activities that directly benefit individual crime victims and help them with recovering and seeking justice. VOCA



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*funds are **not** for the purpose of providing services to businesses **unless** an individual or individuals within the business are victims of a crime.*

- **Coordination** – Promoting, within the community, coordinated public and private efforts to aid crime victims is required. It is expected that funded projects collaborate with other victim serving agencies, as well as with law enforcement and other criminal justice entities. Coordination activities include but are not limited to participation on state, federal, local and tribal task forces, commissions, working groups and coalitions in addition to other efforts that contribute to better and more comprehensive services to crime victims. This requirement of coordination is intended to also help agencies and communities ensure that the limited resources dedicated to crime victims are not unnecessarily duplicated across providers of services. To avoid any such duplication, grant funding decisions under VOCA funds may take into consideration the applicant’s identified geographic area(s) to be served, the type of services provided and the types of crime victims to be served.
- **Victim/Witness Programs** - The purpose of a Victim/Witness Program is to advocate for victims and provide timely assistance to individual victims of crime. Advocacy should begin within 72 hours or the next business day after the incident for all serious crimes (homicide, sexual assault, assaults) and most crimes against the elderly. These types of programs must have processes in place to receive law enforcement incident reports for victims of serious crimes and crimes against the elderly so that advocacy services begin within 72 hours or sooner. Written policies and procedures are required that must outline these processes and when and how victim contact and follow-up contact will be made.
- **Volunteers** – VOCA funded projects must utilize volunteers unless the Crime Commission has determined there is compelling reason to waive this requirement. A waiver to request excusal from the use of volunteers must accompany the grant application. All applicants must include volunteer job descriptions as an attachment to the applications. Agencies may have multiple job descriptions dependent upon the services the volunteer provides. Volunteers may be used as a source of in-kind match (refer to match section).

3. Compliance with the DOJ Grants Financial Guide

The subrecipient agrees to comply with the DOJ Grants Financial Guide as posted on the OJP website in 2017 **DOJ Grants Financial Guide**” including any updated version



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that may be posted during the period of performance, and all financial and administrative guidance provided by VAD during the period of performance.

- **Fiscal Requirements - Commingling of funds on either a program-by-program or project-by-project basis is prohibited.** The subrecipient's accounting system must maintain a clear audit trail for each source of funding for each fiscal budget period and include the following:
 - Separate accountability of receipts, obligations, expenditures of all grant funds, disbursements, and balances.
 - Itemized records supporting all grant receipts, expenditures and match contributions in sufficient detail to show exact nature of activity.
 - Data and information for each expenditure and match contribution with proper reference to a supporting voucher or bill properly approved.
 - Hourly timesheets describing work activity, signed by the employee and supervisor, to document hours personnel worked on grant related activities. Match hours must be documented in same manner.
 - Maintenance of payroll authorizations and vouchers.
 - Maintenance of records supporting charges for fringe benefits.
 - Maintenance of inventory records for equipment purchased, rented, and contributed.
 - Maintenance of billing records for consumable supplies (i.e., paper, printing) purchased.
 - Provisions for payment by check.
 - Maintenance of travel records (i.e., mileage logs, gas receipts).
 - Lease Agreements, contracts services, and purchases of equipment that adhere to established procurement processes.
- State agencies are governed by procedures of the Department of Administrative Services (DAS), these are located at <http://das.nebraska.gov/materiel/purchasing.html>



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- Counties must follow the process outlined in Nebraska statute located at <http://www.nebraskalegislature.gov/laws/statutes.php?statute=23-3108&print=true>
- All other agencies (i.e., nonprofit, city) must adhere to the written process of the agency or if none exists, it reverts back to the Crime Commission's process (i.e. the DAS Procurement Process)
- **Equipment** (including replacements) purchased in whole or in part with VOCA funds must be maintained, at a minimum, meeting the following requirements: (To fully benefit project purchases should be made at the beginning of the project period.)
 - Maintain property records which include all of the following:
 - Description of the property
 - Serial number or other identification number
 - Source of the property Identification of the title holder
 - Acquisition date
 - Cost of the property
 - Percentage of Federal participation in the cost of the property
 - Location of the property
 - Use and condition of the property
 - Disposition data, including the date of disposal and sale price
 - A physical inventory of the property and reconcile the results with the property records at least once every 2 years.
 - Loss, damage, or theft:
 - A control system must be in place with adequate safeguards to prevent these occurrences.
 - Promptly and properly investigate any loss damage, or theft.
 - Establish and use adequate maintenance procedures to keep the property in good condition.
 - If authorized or required to sell the property, a proper sales procedure must be establishing to ensure the highest possible return.



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- Original or replacement equipment acquired under the funded project that is no longer needed for the original project must be disposed. This is also true when equipment acquired under the funded project will be used for other activities. The following must be adhered to in equipment disposition:
 - If the item to be disposed of has a current per -unit fair market value of less than \$5,000, it may be retained, sold, or otherwise disposed of with no further obligation to the Crime Commission.
 - If the item has a current per -unit fair market value of \$5, 000 or more, it may be retained and sold, but the Crime Commission will have a right to a specific dollar amount.
- **Positions** – Any position 100% funded through grant funds and/or match must be 100% dedicated to the grant program allowable activities. Bi-Annual Certifications that certify all activities performed in the previous six months was spent on allowable activities must be completed and submitted with reimbursement documentation.

4. Special Conditions - Awarded applicants must sign Special Conditions that include but are not limited to requirements under federal and state laws in addition to requirements for accounting, data collection and reporting. Victim assistance programs must maintain nondiscrimination information on victims (race, national origin, sex, age and handicap). This information will be inputted on the Performance Measurement Tool by the subgrantee on a quarterly basis.

- **Office of Civil Rights** - Pursuant to 28 CFR Section 42.302, all recipients of federal funds must be in compliance with EEO and Civil Rights requirements. All programs that receive VOCA funds or are subawarded VOCA funds via program agreements are required to conform to the grant program requirements. If there is a violation to this, it may result in suspension or termination of funding, until such time as the recipient is in compliance.
- **Nondiscrimination (Civil Rights)** – Federal laws prohibit recipients of financial assistance from discriminating on the basis of race, color, national origin, religion, sex, or disability in funded programs or activities, not only in respect to employment practices but also in the delivery of services or benefits. Federal law also prohibits funded programs or activities from discriminating on the basis of age in the delivery of services or benefits. All subgrantees must prepare a written policy regarding



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how the agency will actively notify staff and program participants of nondiscrimination policies.

- **Limited English Proficiency (LEP) Individuals** – In accordance with Department of Justice Guidance pertaining to Title VI of the Civil Rights Act of 1964, 42 U.S.C. § 2000d, recipients of federal assistance must take reasonable steps to provide meaningful access to their programs and activities for persons with Limited English proficiency. All subgrantees must develop a written LEP plan. For more information access: <http://www.lep.gov>.
- **Equal Employment Opportunity Assurance of Compliance** – Compliance is required with the following federal laws which prohibit discrimination on the basis of race, color, national origin, religion, sex, age or disability. These are Title VI of the Civil Rights Act of 1964; Omnibus Crime Control and Safe Streets Act of 1968; Section 504 of the Rehabilitation Act of 1973; Title II of the Americans with Disabilities Act of 1990; Age Discrimination Act of 1975; and the Title IX of the Education Amendments of 1972. All subgrantees must prepare an Equal Opportunity Employment Plan of Certification form and a written policy regarding how the agency will actively notify staff of nondiscrimination policies. An EEO Reporting Tool is available at: <https://ocr-eeop.ncjrs.gov>

Cost Sharing & Matching Requirements

Indian Tribes or Native American Organizations: The match requirement is exempt for any new or existing VOCA funded project that is a federally recognized American Indian or Alaska Native tribe, or projects that operate on tribal lands.

MATCH REQUIREMENTS

Match (cash or in-kind) must directly relate to the project goals and objectives. All match funds must be financially documented in the same manner as grant funds and expended within the project period. Designated match is restricted to only allowable activities and costs under VOCA funding.

Waiver of Match: The following match requirements for applicants are required unless the project has been granted a Waiver of Match. Only the federal Office of Victim of Crime may waive the match requirement and only for subgrantees that can provide documentation of **extraordinary need as outlined in 28 CFR 94.118(b)(3) of the VOCA Victim Assistance Final Program Guidelines** for such a waiver. To request a Waiver of Match the applicant must submit a letter with the grant application. This letter



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should be addressed to the Crime Commission, on the applicant's agency letterhead and clearly indicate or describe the hardship and/or type of circumstances that will hinder the applicant's ability to provide the required level of match. Continuation projects are expected to provide the level of match provided for FY 2017. A match waiver request should address why the waiver is necessary; explain the need for increased funding; and outline the issues related to the project's lack of resources (volunteers, other funding, in-kind donations). This letter will be forwarded by the Crime Commission for review to the federal Office of Victims of Crime for approval. Please be aware that approval from OVC may not be received prior to the execution of a grant award. If this is the case, there will be a Special Condition on the award that if the match waiver is not approved the program will need to come up with the additional match or reduce federal funding to the proportionate amount of match provided.

Match Calculation: A 20% match of the total project budget is required by VOCA. Subgrantees need to develop a budget for the total project that meets the needs of the direct services program and include only VOCA allowable activities. Match does not need to be provided for each line item. For example, if the program has a high utilization of volunteers all of the Match could be met through the use of volunteer hours. Match amounts available to the agency over 20% of the total project cost are not to be reported on the application budget. However, this type of information may be useful in the applicant's Agency Budget section of the proposal to show financial support of 25% from non VOCA funds.

Match Calculation Example:

The amount of required match (20%) can be calculated by dividing the requested amount by 4.

Step 1: \$75,000 in federal VOCA funds requested for the project

Step 2: $\$75,000 \div 4 = \$18,750$ (required match amount)

Step 3: $\$75,000 + \$18,750 = \$93,750$ (total project)

Indian Tribes or Native American Organizations: The match requirement is exempt for any new or existing VOCA funded project that is an Indian tribe or a Native American organization on a reservation.

In-kind Match: Consists of donations to project activities other than cash and may include donations of expendable equipment, office supplies, workshop or classroom



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materials, discounted prices, work space, or 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 the funded project. The value or depreciation value of furniture or equipment is not an eligible match.

Value of Volunteers: The monetary value placed on volunteer services provided as in-kind match shall be consistent with the rate of compensation paid for similar work in the applicant's organization and/or at an equitable fair market value. If the volunteer requires specialized training in victim services, then the agency may use a comparable fair market rate or a rate of compensation not to exceed **\$22.25/hour**. All other volunteer hours may not exceed **\$15.00/hour**. For the purpose of match, volunteers who are on-call for a 24-hour period may be shown as having worked a 16-hour shift and volunteers who are on-call for 16 hours may be shown as having worked 8 hours. However, all actual time spent in providing direct services to victims can be counted. Records must be maintained that indicate how the rate of compensation was determined and to document all service delivery and hours.

Assurance & Certifications

VOCA CERTIFIED ASSURANCES SFY 2020

These certified assurances are for VOCA Subgrants funded in whole or in part under 2016-VA-GX-0067, 2017-VA-GX-0010 or 2018-V2-GX-0021 effective 7/1/2019. Hyperlinks to important federal laws can be found throughout this document. Click on the blue links to open the hyperlink and read the corresponding federal law and/or grant requirements pertaining to each of the certified assurances. This document should be signed by the Authorizing Official, Project Point of Contact, and Fiscal Point of Contact listed on the VOCA Grant. In addition, this document should be shared with VOCA grant-funded staff.

All applicants are required to sign [VOCA Certified Assurances SFY 2020](#) and submit at the time of application submittal.

Reporting Requirements

- **Performance Measurement Tool-** VOCA requires all funded agencies (subrecipients) to submit statistical data on a quarterly basis using the on-line Performance Measurement Tool (PMT) system. Each subrecipient must designate a point of contact within their agency to enter the required data. The individual assigned as a point of contact will be assigned a unique log in and password to access the system. Agencies will be required to create internal data collection



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processes to collect the specific data points for reporting on the PMT system. In addition to the quarterly statistical data, funded agencies must report on specific qualitative data in narrative form at the end of every Federal fiscal year. Information regarding the process to access the PMT system will be provided upon receipt of a Nebraska Crime Commission grant award.

- **Confidentiality** – VOCA funded projects must maintain confidentiality as required by state and federal law and may not disclose, reveal or release personally identifiable information or statistical information collected in connection with VOCA-funded services requested, utilized, or denied. Regardless whether such information is encoded, encrypted, hashed or otherwise protected. At no time shall a victim's name, address, phone number or other identifying information be divulged to another individual or agency unless the victim has given prior voluntary written consent for such release of information. All agencies must develop a written confidentiality policy and applicable written releases of information that are time limited and include provisions to whom and the type of information that can be shared with outside parties. Victims of crime cannot be required to provide a consent to release personally identifying information in order to receive VOCA funded services. Under no circumstances may any personally identifying information be shared to comply with reporting, evaluation or data-collection requirements of any program. Programs receiving funding will be required to have a written plan in place to address any breach of victim PII (Personally Identifying Information) within 30 days of the award.
- **Financial Reporting-** Funded projects will be required to submit transactions and request reimbursement of funds on a monthly basis in the online grant management system.
- **Program Reporting-** Funded projects will be required to update progress on the approved objectives on a monthly basis in the online grant management system. This reporting will coincide with the financial reporting deadlines.

Application Submission Process

SUBMISSION PROCESS

This application is intended for applicants who wish to apply for funds under the Federal Victims of Crime Act (VOCA) formula grant program to provide direct services to victims of crime.



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This section describes in detail what an application should include. If an applicant fails to submit an application that contains **all** of the specified elements, it may negatively affect the eligibility and review of its application; and, should a decision be made to make an award, it may result in the inclusion of award conditions that preclude the recipient from accessing or using award funds until the recipient satisfies the conditions.

NOTE: NCC has combined the Budget Detail Worksheet and Budget Narrative in a single document collectively referred to as the NCC Budget Template. A link to download this template may be found at the top of this announcement or by using this link <https://ncc.nebraska.gov/grants#tab-1-9>

NCC requires applicants to complete the NCC Objective Template. A link to download this template may be found at the top of this announcement or by using this link <https://ncc.nebraska.gov/grants#tab-1-9>

NCC requires applicants to use appropriately descriptive file names (e.g., "Program Narrative," "Budget Template," "NCC Objective Template"). NCC also recommends that applicants include Job Descriptions in a single file.

Content and Form of Application

VOCA Grant Requirements & Content Description:

Proof of Non-profit Status - Non-profit organizations must submit a copy of their non-profit certification with their application for VOCA funding along with the most recent IRS Form 990. This can include: 1) a copy of 501(c)(3) designation letter; 2) a letter from the state taxing body or attorney general stating that the applicant is a non-profit organization operating within the state; or 3) a copy of the state certificate of incorporation that substantiates the applicant's non-profit status.

In addition, all non-profits applicants who are funded will be required to make their financial statements available online (either on the organization's website or another publicly available website).

DUNS Number – All applicants are required to include a DUNS (Data Universal Numbering System) number in their application. This unique nine-digit sequence number is recognized as the universal standard for identifying and keeping track of entities receiving federal funds. It is used for tracking purposes and to validate the address and point of contact information for federal assistance applicants, recipients,



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and subrecipients. Obtaining a DUNS number is a free, simple, one-time activity. To obtain a DUNS number or to see if the applicant agency already has a DUNS number, call 1-866-705-5711 or go to: <http://fedgov.dnb.com/webform>.

System for Award Management (SAM) Registration – All applicants must be registered on the SAM (formerly Central Contractor Registration/CCR) database. This is the repository for standard information about federal financial assistance applicants, recipients, and subrecipients. If you had an active CCR, you have an active record in SAM. Applicants must update or renew their SAM registration. Information to register or update your entity records can be accessed at <http://www.sam.gov/>.

Certified Assurances and Certifications Regarding Lobbying; Suspension and Other Responsibility Matter; and Drug Free Workplace - As recipients of federal funds, the Crime Commission must sign and pass on certain Certified Assurances and requirements to subgrantees. Certified Assurances and Certifications Regarding Lobbying; Suspension and Other Responsibility Matter; and Drug Free Workplace must be signed and returned with the grant application.

Supplemental Funding – Agencies must provide information on the entire budget and sources of funding for the victim services program.

Supplanting - To deliberately reduce state or local funds because of the existence of federal funds. A state or local government agency cannot use federal funds to supplant (replace) other existing funds. Any request to support a state or local government agency with federal funds must address how the request is NOT supplanting of funds. Supplanting must also be addressed when a non-profit submits a project that includes any type of contract or subaward with a state or local government entity. In that case, the portion of the request to support the state or local government agency must address supplanting by clearly outlining the following:

- how the costs were previously funded;
- why the funds are no longer available; and
- when the funds ended and/or any temporary funding agreements or arrangements.

Nebraska defines a local government or political subdivision as any unit of government within the state including villages, cities of all classes, counties, school districts, learning communities, public power districts, and entities created pursuant to the Interlocal Cooperation Act or Joint Public Agency Act.



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Applicant Disclosure of Pending Applications – Applicants are to disclose whether they have any pending application for federally and/or state funded grants that include requests for funding to support the same project being proposed under this solicitation and will cover the identical cost items outlined in the budget in the application under this solicitation. The Crime Commission seeks this information to help avoid any inappropriate duplication of funding. Applicants that have pending applications as described above are to provide the following information about pending applications submitted within the last 12 months:

- federal or state funding agency;
- solicitation name/project name; and
- point of contact information at the application funding agency.

If the applicant does not have any pending applications indicate “None” on the document.

Allowable Uses of Funds:

Services which immediately respond to the health and safety including but not limited to, crisis intervention services; accompaniment to hospitals for medical exams; crisis line support; emergency food, clothing, transportation and temporary shelter for victims (including emergency, short-term nursing home shelter for elder abuse victims for who no other safe, short term residence is available); and other emergency services intended to restore the victims sense of security. This includes services which offer immediate measures of safety to crime victims such as replacing or repairing locks.

Repairs and/or replacement of items that contribute to maintaining a healthy and/or safe environment for crime victims are allowable in an existing shelter or a facility currently funded with VOCA dollars. The subgrantee must own the shelter or facility or lease the shelter or facility from a government entity. The lease cannot be with a private landlord and the lease with the government entity must continue for a minimum of five years following completion of the repair; maximum of \$15,000.00.

Legal services that are directly related to the victimization to include, emergency legal assistance such as filing for restraining orders and emergency custody/visitation orders. This includes legal services that are non-emergency such as proceedings for protective/restraining orders or campus administrative protection/stay-away orders; family, custody, housing and dependency matters, particularly for intimate partner violence, child abuse, sexual assault, elder abuse and human trafficking. Immigration assistance for victims of human trafficking, sexual assault, and domestic



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violence. Intervention with creditors, law enforcement and other entities on behalf of victims of identity theft and financial fraud. VOCA funds may also be used to allow victims to file a motion to vacate and/or expunge certain convictions based on their status of being victims.

Service and activities that assist victims of crime in understanding and recovering from the trauma such as short-term therapy (up to 12 months), peer support and groups provided by trained, licensed professionals. Therapy refers to treatment for individuals, couples and family members to provide emotional support and trauma informed care for crises arising from the occurrence of crime. Services include evaluation of mental health needs, as well as the actual delivery of counselling services. Substance abuse treatment so long as it is directly related to the victimization. Peer Support, including, but not limited to activities that provide opportunities for victims to meet with other victims, share experiences, and provide self-help, information and emotional support.

Services directed to the needs of victims who participate in the criminal justice system. These include advocacy on behalf of crime victims; accompaniment to criminal justice offices and court; transportation to court; child care or respite care to enable victims to attend court; notification of victims regarding court dates; case disposition information; parole procedures; and assistance with victim impact statements.

Services that assist victims with managing practical problems created by the victimization such as acting on behalf of the victim with creditors and employers; providing parenting and/or life skills classes that help to stabilize a victim's life; assisting victims with applying for compensation benefits; assisting the victim to recover property that is retained as evidence and helping to apply for public assistance.

Costs necessary and essential to providing direct services such as pro-rated rent, telephone, transportation costs for victims to receive services and enable victims to participate in the criminal justice system, and local travel expenses for service providers while providing services to victims. Costs to cover needs necessary to provide services to crime victims with specific or special needs such as interpreters for non-English speaking victims or for equipment such as TTY/TTD machines for the deaf or minor building alterations/improvement that make victims services more accessible to persons with disabilities.



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Costs directly related to providing direct services through staff:

- Costs of advertising to recruit VOCA funded personnel.
- Staff salaries and fringe benefits. Fringe benefits are allowed but limited by the Crime Commission to basic benefits of insurance offered by the agency (health, life, professional liability, etc.), FICA, unemployment, workers compensation insurance, costs of leave per applicant agency policy and pension/retirement.
- Training costs for paid staff and volunteers so that they are better equipped to provide quality services to crime victims. Costs can include funds necessary to attend victim service related training to include: travel, meals, lodging and registration fees; resource materials needed to train direct service personnel; and the costs of a trainer for in-service staff development. **Out of state travel will be limited to (1) training per year per position.**
- **Restorative Justice efforts including opportunities for crime victims to meet with perpetrators, if such meetings are requested or voluntarily agreed to by the victim** and have possible beneficial or therapeutic value for a crime victim. For Restorative Justice efforts the following must be considered: a) safety and security of the victim; b) benefit or therapeutic value to the victim; c) procedures for ensuring participation of the victim and offender are voluntary and all participants understand the nature of the meeting; d) provision of appropriate support and accompaniment for the victim; e) appropriate debriefing opportunities for the victim after the meeting or panel; f) credentials of the facilitators; and g) opportunity for a crime victim to withdraw from the process at any time.
- **Medical Costs** for non-prescription and prescription medication, prophylactic or other treatment to prevent HIV/AIDS infection or other infectious diseases, durable medical equipment (such as wheelchairs, crutches, eyeglasses) and other healthcare items are allowable. **These costs are allowable provided the following is true:** the victim does not have access to health insurance, Medicaid, Crime Victim Reparations, or other healthcare funding source to meet the emergency needs of the victim (typically within 48 hours of the crime.)
- **Relocation** is allowable with the following parameters established by the Crime Commission: a) eligible crimes: domestic violence, sexual assault, human trafficking, elder abuse (this list may not be all inclusive as other situations may arrive that relocation is necessary for the immediate safety of the victim, contact VOCA Administrator for approval of these situations) b) relocation within the state of Nebraska is limited to three (3) months of rent and utilities c) relocation outside the



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state of Nebraska is limited to one time costs (i.e. deposit and/or first month rent, utility deposits) d) other allowable expenses include: reasonable moving expenses, storage unit; rental expenses; and security deposits.

Other Allowable Costs and Services:

The services, activities and costs listed here are often necessary and essential to providing direct services however; alone they are generally not considered direct crime victim services. Given the nature of these items they should not be the primary focus of a VOCA project request and any request, the applicant will need to provide evidence that no other resources are available to support such activities.

- Supervision of direct service providers when such supervision is necessary and essential to providing direct services to crime victims.
- Contracted specialized services however, the majority of VOCA funds for contracted services cannot contain administrative, overhead, and other indirect costs included in the hourly or daily rate.
- Items that provide or enhance direct services to crime victims and repair or replacement of essential items that contribute to maintaining a healthy and/or safe environment for crime victims. Examples of allowable costs may include security equipment, equipment needed for interviewing children, furniture and equipment for shelters, work spaces, victim waiting rooms and children's play areas. Funds cannot support the entire cost of items that are not used exclusively for victim-related activities.
- Pro-rated operating costs such as supplies, postage, equipment use fees (when supported by usage logs), printing brochures which describe available services, and audits for agencies required to conduct a single audit.
- Technology (including internet access) that increases a project's ability to reach and serve crime victims.
- Funds may be used to support presentations that are made in schools, community centers, or other public forums, and are designed to identify crime victims and provide or refer them to needed services. VOCA funds cannot be used to simply raise the public's consciousness or for education regarding victim issues. However, funds can be used to promote public awareness for matters of describing services available, how to access program assistance and to identify and refer crime victims to needed services.



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- Purchase or lease of a vehicle if it can be demonstrated that such expenditure is essential to delivery services to crime victims. In the event that a vehicle is purchased with VOCA funds, related items, such as routine maintenance and repair costs, and automobile insurance are allowable.
- Cost to attend national training (i.e. National Organization for Victim Assistance, National Victim Assistance Academy) will be considered on an individual basis. Requests must justify a need not available in the state and only one training per person will be considered, individual must provide direct services.
- Reasonable salary increases for existing staff currently paid by VOCA funds and for costs associated with increasing part-time workers to full-time or for additional staffing, if statistical data indicates a need
- Coordination of activities that facilitate the provision of direct services, include but are not limited to, State-wide coordination of victim notification systems, crisis response teams, multi-disciplinary teams, coalitions to support and assist victims, and other such programs, and salaries and expenses of such coordinators.
- **Indirect Costs:** Agencies that request indirect cost funding must be able to report their indirect cost rate as it applies to the agency. Indirect costs are those costs that are general or centralized expenses necessary for the overall administration of an organization. They are costs of an organization that are not readily assignable to a particular project costs but are necessary to the operation of the organization and the performance of the project. The cost of operating and maintaining facilities, depreciation, rent, supplies, telephone expenses, and administrative salaries are examples of the types of costs that are usually treated as indirect costs. For organizations that have an established federally approved indirect cost rate for Federal awards, indirect costs mean those costs that are included in the organization's established indirect cost rate. Such costs are generally identified with the organization's overall operations and are further described in the Office of Management and Budget Circulars 2 CFR 200.

For the purposes of this grant program, projects are permitted an allocation for administrative costs under one of the following options:

Federally Approved Indirect Cost Rates: Agencies who have an established federally approved indirect cost rate agreement in place may include the allocation for indirect



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costs. These agencies must provide a copy of their current federally approved indirect cost rate agreement with the budget request for funding.

OR ...

De Minimis Rate: Agencies who have NEVER had a federally approved indirect cost rate agreement can elect to charge a de minimis rate of 10% of the modified total direct costs (MTDC) which may be used indefinitely. Costs must be consistently charged as either indirect or direct (not both). Agencies must provide: a) list of the requested administrative costs items and the corresponding cost of each item; b) a copy of the agency's written allocation policy for the costs; and c) a written certification that the agency has never had a federally approved indirect cost rate agreement.

OR ...

Pro-rating: Projects can pro-rate various administrative and general expenses up to 10% (which is consistent with the de minimus rules). These types of allocations must identify the specific costs involved and indicate the percentage allocated of the total costs. All costs must be considered necessary, allowable, reasonable and allocable. Additional project allocations can be made; however, they must be for the provision of direct services. For example, the position of Executive Director could be allocated up to 10% for the administrative tasks conducted that are necessary to the project's success. These costs still must be justified. An additional percentage of this position's time could be allocated to the project if the position conducts direct services activities. In this case, a job description would be required outlining the percentages of time that the position spends in various administrative duties versus direct services tasks.

Not Allowed:

- Victim-offender meetings that serve to replace criminal justice proceedings. Funds **can** cover costs associated with Restorative Justice for the victim ONLY. Any costs associated with the perpetrator's involvement in Restorative Justice efforts **cannot** be paid with VOCA funds. Funds **cannot** be used for Restorative Justice efforts or victim-offender mediation with the community as a whole.
- Any activity or expense that is the responsibility of the prosecutor or the law enforcement agency including any activities directed at prosecuting an offender and/or improving the criminal justice system's effectiveness and efficiency; gathering evidence; witness management and notification (VOCA funds may only be used to



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notify witnesses who are also a victim of the crime); expert testimony at trials; victim witness protection costs and subsequent lodging and meal expenses.

- No funds (federal and/or match) can be used to purchase food and/or beverages for any meeting, conference, training or other event and all such events must be approved by the Crime Commission before any contracts are signed or arrangements finalized. This would include food for groups of any kind. Therefore, food and beverage costs are now unallowable under any grant, cooperative agreement and/or contract. This restriction does not impact direct payment of per diem amounts to individuals attending a meeting or conference, as long as they fall within the guidelines.
- Unallowable activities with federal dollars include but are not limited to lobbying, administrative advocacy, fundraising, and research projects.
- Construction and physical modification to buildings excluding minor repairs for accessibility purposes. For repairs and/or replacement of items see allowable uses of VOCA funds.
- Federal funds cannot be used to match other federal funds.
- VOCA funds cannot be used for community education, crime prevention activities and education presentations. It is allowable to use funds for public awareness to promote programs and services that are provided to crime victims.
- Reimbursement to crime victims for expenses incurred as a result of a crime such as insurance deductibles, replacement of stolen property, funeral expenses, lost wages and medical bills is not allowable unless indicated otherwise.
- VOCA funds cannot pay for nursing home care (emergency short-term (45 days) nursing home shelter as previously described is allowable), home health-care costs, hospital care and other types of emergency care, and non-emergency medical and/or dental treatment.
- Capital expenditures and land acquisition is not permitted.
- Administrative staff expenses such as salaries, fees, training costs 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.



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- Costs associated with the development of protocols, interagency agreements, and other working agreements are not allowable.
- Activities exclusively related to crime prevention or the costs of sending individual crime victims to conferences.
- Legislative and administrative duties of staff and individual membership dues.
- Costs of needs assessments, surveys, evaluation or studies. Funds cannot be used to pay for efforts conducted by individuals, organizations, task forces, or special commissions to study and/or research particular crime victim issues. VOCA funds can be used for the purposes of program evaluation.
- Perpetrator rehabilitation and counseling or any other activities involving or relating to perpetrators are not allowable.
- VOCA funds for the sole purpose of funding items such as equipment or for making repairs will not be considered unless they are requested as a part of a programmatic request.
- Transitional housing is not allowable for the purposes of this solicitation.

Please see Federal Register notice for further information regarding allowable and unallowable costs: <https://www.gpo.gov/fdsys/pkg/FR-2016-07-08/pdf/2016-16085.pdf>

Electronic Application Submission Instructions

All applicants applying to the SFY 2020 Traditional VOCA Funding Opportunity Announcement, shall submit an application proposal using the NCC Grants Management System. This is the link to the NCC application submission website hosted by GrantVantage NCC.grantvantage.com

Prior to applying, prospective applicants must register their organization and complete the Organization Profile in the NCC Grants Management system. Organization Profile data includes: EIN, DUNS, Mailing Address, Physical Address, Website, Organization Primary phone number, and the name, email and contact information for the following positions.

Enter Contact Record for the following positions:

(1) Primary Grantee Program Manager



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(2) Authorized Certifying Official

(3) Financial Point of Contact

Applicants will be required to read and respond to questions, upload documents, signed certifications and representations, complete Excel Objective and Budget templates.

For software technical support, applicants may contact GrantVantage directly at support@grantvantage.com by 11:59 pm CST on Thursday March 7, 2019 to ensure timely submission of application.

- Required Forms**

SFY 2020 VOCA Application Checklist

Required Applicant Documents & Information

Document Links

Prior to beginning the application process, Applicants may want to gather the following information and download documents for review and completion.

1	Federal Employer ID#	Applicant to provide data
2	Single Audit or Audit Waiver	Applicant to provide document
3	FFATA Memo on Agency Letterhead	Applicant to provide document
4	Application Proposal	Applicant to provide document
5	PDF of SAM Registration (Reflecting Active DUNS#)	https://SAM.gov/SAM
6	Equal Employment Opportunity Plan (EEOP)	https://ncc.nebraska.gov/sites/ncc.nebraska.gov/files/eeop-cert-form_5.pdf
7	VAD Organizational Questionnaire (1st and 2nd Tier Applicants)	https://ncc.nebraska.gov/sites/ncc.nebraska.gov/files/VAD%20Organizational%20Questionnaire.pdf



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|----|---|---|
| 8 | VOCA Certified Assurances SFY 2020 | https://ncc.nebraska.gov/sites/ncc.nebraska.gov/files/NE%2020%20VOCA%20Certified%20Assurances_0.pdf |
| 9 | FY 2020 Debarment Certification | https://ncc.nebraska.gov/sites/ncc.nebraska.gov/files/FY%2020%20Debarment%20%20Certification.pdf |
| 10 | SFY 2020 GrantVantage VOCA Webinar Certification | https://ncc.nebraska.gov/sites/ncc.nebraska.gov/files/GrantVantage%202020%20VOCA%20Webinar%20Certification.pdf |
| 11 | Budget Template | Link can be found within the posted Application |
| 12 | Match Waiver Request | Applicant to provide on organization letterhead |
| 13 | Deminimus Certification - Indirect Cost Rate Certification | https://ncc.nebraska.gov/sites/ncc.nebraska.gov/files/De_MinimisCertification.pdf |
| 14 | Objectives Template | Download template and submit with Application Link can be found within the posted Application |
| 15 | LEP Plan | Applicant to provide document |
| 16 | Job Descriptions: VOCA Funded/Match Employees & Volunteers | Applicant to provide documents |
| 17 | Letters of Support / Memorandum of Understanding | Applicant to provide documents |
| 18 | Established Financial Policy and Procedures | Applicant to provide documents |
| 19 | Drug-Free Workplace Policy Certification | https://ncc.nebraska.gov/sites/ncc.nebraska.gov/files/2020%20FY%20-%20Drug%20Free%20Workplace%20Policy.pdf |
| 20 | Organizational Chart | Applicant to provide document |
| 21 | Volunteer Waiver, if Applicable | Applicant to provide document |



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22	Sustainability Plan	Applicant to provide document
23	Anti-Discrimination Policy	Applicant to provide document
24	Confidentiality Policy	Applicant to provide document
25	Office of Civil Rights, Office of Justice Programs (OCR)	https://goo.gl/aZrXG3
26	2017 DOJ Financial Guide	https://ojp.gov/financialguide/doj/pdfs/DOJ_FinancialGuide.pdf

Accepted Documents & File Formats

The Budget and Objective Templates must be submitted in EXCEL.

All other documents must be submitted in PDF versions.

Application / Proposal Format

Please organize your project proposal in the following format.

During the application submission process, you will be prompted to upload the Project Proposal in **one** complete PDF document with subject headings. Please use 12-point Times New Roman (or similar) font, double spaced with 1" margins. Be sure to include page numbers. Other documents are required (see: SFY 2020 VOCA Request for Proposal Checklist) to have the application be considered complete.

Application Project Proposal Format

- I. Project Title Page - include applicants name, address, Name of Authorized Official, and phone number
- II. Table of Contents - Ensure all pages in the proposal are numbered
- III. Project Introduction: Provide a concise introduction and overview of your project. **(1 paragraph)**
- IV. Program Narrative: **(not to exceed 5 pages)**



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The program narrative will provide an overview of your program (agency) to grant reviewers. This information is not to focus only on the VOCA funded project, rather, the agencies services as a whole. If the agency provides services other than victim services, provide a brief overview of those services. However, for the purposes of this section reviewers will be most interested in the programs experience providing services to victims of crime.

- A) Program History (established date, expansion of services and other relevant history)
 - B) Program Services (explain all services provided as explained above)
 - C) Population/Service Area of the Program (describe the population and service area of the program; utilizing census data is helpful and explain barriers to services)
 - D) Program Outreach (explain how outreach is done for the services provided and discuss any challenges experienced)
- V. Problem Statement: **(not to exceed 6 pages)**
- A) Issue (explain the issue that grants funds are being applied for, include any available data or sources of information to support the issue)
 - B) Solution (provide a detailed explanation of how the proposed project and funds will address the stated issue)
- VI. Sustainability Plan (explain how the project is or will be planning for sustainability given that grant funds are unpredictable; utilize the Sustainability Plan template and information provided below) **(not to exceed 4 pages)**
- VIII. Agency Budget & Funding Sources (provide a complete chart of program financial support to identify source of funds and amount received based on the agencies prior Fiscal Year; agencies that provide services other than for victims of crime will only count the victim services portion of their program)
- IX. Applicant Disclosure of Pending Applications



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Objectives/Outcomes

Please download and complete the [Objective Template](#).

The Objective Template includes instructions.

The Objective Template will be submitted during the application process in the Excel Format provided. Applicant will upload the Objective Template when prompted during the application submission process.

Objectives must tie directly to the project that funding is requested for. Reviewers must be able to make the connection between: issue, solution, budget and objectives to adequately support the justification for the proposed project.

Project Sustainability Plan

SUSTAINABILITY

INTRODUCTION

A sustainability plan describes the prospects for continued funding of a project if grant funds are unavailable. It explains the efforts that will be continued or the ideas, methods, techniques and operational continuity of services an organization will have when the grant funded project concludes or is interrupted. Sustainability is not an afterthought that the organization works on as the project comes to an end or grant funds dwindle. It is an essential component of the grant project design. How will the organization sustain services?

PLANNING FOR SUSTAINABILITY

Sustainability is as much a result of the process used in project development as it is a result of the project's design. Who you involve in developing the project and the role of each participant in project development is a factor in determining project sustainability. The community's support for and involvement in project development results in the support for and involvement in project continuation.



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All NCC applications for funding must include a Sustainability Plan

Below are some thoughts to assist you in the design of project and sustainability plan

When designing your project, think about strategies to secure and leverage other monetary resources, engage volunteers, and develop strong community partners.

Leveraging Resources

The key element to sustainability of services is leveraging resources. Leveraging community and partner resources allows the organization to multiply the limited resource base through creative approaches. When designing your project and developing the organization's Sustainability Plan, think about how you can leverage resources.

To effectively leverage resources, the organization will want to develop a network of individuals, organizations, government agencies, and large and small businesses that work together towards a common goal. Meet with individuals, convene meetings to discuss common issues of interest, cultivate trust, and collaborate generously.

Bringing the right people together requires looking at individuals, organizations, government, and businesses that represent all parts of the local and extended community that have a vested interest in a common goal.

Building trust with community partners does not mean that everyone has to agree all the time about how to do things, but it does mean they will work together as they have shared values and are working toward a common goal. Sustained relationships are the foundation of all successful collaborative efforts and to secure partners and leveraged resources, organizations must trust the groups they work with and they must trust you. Trust is the key for successful collaboration.

Coordinate actions by identifying and coordinating work that is already being done which allows you to leverage organizational resources, collaborate around common goals, and avoid duplication of efforts.

Collaborate generously is giving to others that you are collaborating with and not just taking or only giving in equal amounts. It is always looking for ways to work with others that support the common goal.

The Value of Volunteers



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One key to sustainability for any organization is volunteers. Organizations and projects that have a strong volunteer component more effectively address community needs. When an organization leverages volunteers and manages them effectively, the organization is in a better position to grow and the project or services are valued in the community.

To grow an organization/project must recognize the value and contribution of both paid staff and volunteers. Simply recruiting large numbers of volunteers, however, does not translate into success. Successful results are achieved when an organization is able to support, mobilize, and manage its volunteer resources for the greatest possible impact.

Volunteers offer great value to organizations and can be a key component to achieving sustainability goals. Consider that volunteers are conduits to the community and volunteers that are effectively managed save money and can be highly effective at helping the organization leverage community and regional resources. In the Sustainability Plan, you will need to describe the organizations volunteer program.

The most important step in designing your project is the volunteer component. It must be a part of the overall project/organization human capital planning and analysis. When evaluating essential job functions necessary to achieve the project's goal, assess what responsibilities can be filled by staff and what responsibilities can be supported by volunteers.

Formal Partnerships

Partners are key to sustaining a project or organization. A formal partnership is a collaborative relationship between organizations that have a formal written agreement to work together on shared objectives through a mutually agreed division of labor." The benefit of establishing formal strategic partners is simple; there is added value in working with other organizations, governmental units, and businesses. The organization's leadership must dedicate time to build, sustain, and evaluate partners.

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SUSTAINABILITY PLAN TEMPLATE

I. Summarize the Organization's Sustainability Plan



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- a. What is the organization's mission?
- b. What are the organization's goals?
- c. How will the organization sustain itself without NCC grant funds?

II. How does the organization leverage resources?

- a. List other leverage resources the organization has access to, and the purpose of the funding.
- b. Does the organization combine multiple sources of funding to deliver services?
- c. Will the leveraged resources described above be available to the organization if grant funds are not available?
- d. Describe how the organization will proactively leverage community and regional resources to support the project when grant funding is not available? If the organization does not have other funding resources, what will the organizational leadership do to identify and actively pursue other resources?
- e. Identify partner organizations and community groups that the organization has a "formal" partnership with, and what goods and services the partner will provide.
- f. Describe the opportunities and options the organization offers individuals to donate cash, goods or services.

III. Volunteer Program

- a. Describe your current volunteer program. If you do not have a volunteer program, then explain how and when you will implement a volunteer program.
- b. How does (or will) the organization recruit prospective volunteers?
- c. Describe the process used to interview, screen, and selecting volunteers.
- d. Describe how the organization orients and trains volunteers.
- e. Describe how the organization supervises and manages volunteers.
- f. Describe the policies and procedures in place for volunteers.
- g. Describe how the organization develops and positively recognize volunteers.
- h. Describe how the organization documents, measures impact, and evaluates volunteer contributions.



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Budget

Agency Budget and Funding Sources:

1. Agency budget should include all sources of funding to support all victim services provided by the program. Add lines as necessary under each category of funding source.

Total Agency Victim Services Budget FY 2017/2018 (October 2017-June 2019)

Funding Source	Amount Received
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VOCA

OTHER FEDERAL (list below)

STATE (list below)

LOCAL (list below)

OTHER (list below)

2. Does the agency expect any significant decreases and/or increases from prior year's funding sources for fiscal year 2020 (July 2019-June 2021)? If yes, note funding source and reasons for the expected change.

Applicant Disclosure of Pending Applications

1. Identify any pending applications for federally and or state funded grants submitted within the last 12 months that include requests for funding to support the same project being proposed under this solicitation and will cover the identical cost items outlined in the budget in the application under this solicitation.



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2. Provide the following information about pending applications submitted:
 - 1) Federal or state funding agency;
 - 2) Solicitation name/project name; and
 - 3) Point of contact information at the application funding age

o **Budget Justification**

Please download and complete the [Budget Template](#).

The Budget Template will be submitted during the application process in the Excel Format provided. Applicants will upload the Budget Template when prompted during the application submission process.

Budget Workbook Instructions

Utilize the information below to ensure that you have a complete Budget Template as the Examples in the template are generic and not specific to the needs of the Nebraska Crime Commission VOCA program.

Each line item listed on a budget worksheet must have a corresponding budget narrative that is thorough and includes all required information. Items with an incomplete budget narrative will not be awarded. All narratives must address the following components: Justification of the line item to the project, basis for calculation (how was the cost pro-rated to the grant, this may require FTE information in the narrative), sources of Match, and supplanting. Calculations are only needed in the narrative if the line item in the budget worksheet does not provide adequate information for reviewers to determine how the cost was calculated.

Category A-Personnel

Personnel are the wages for regular full-time or part-time salaried employees. All volunteer in-kind matches **MUST** be listed under the personnel category. Funding requests for positions that are not on the regular payroll or are not volunteers must be classified either as contracts and/or consultants.

Salaries cannot exceed those normally paid for comparable positions in the community and/or the unit of government.



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1. Wages/ Salaries

Indicate title/position and full-time or part-time for each employee involved in the project including new positions to be filled.

Indicate if position is New (N) or Existing (E).

- New positions are additional personnel to the agency requested through the current funding application.
- If request is for an existing position, the narrative must explain how the position was funded prior to this request to ensure the funding request complies with non-supplanting requirements. For a position that is existing, provide both current annual salary and requested annual salary amounts for the next fiscal year.
- For each position listed, indicate the TOTAL hours of the personnel's work week and the percent of the time to be allocated/devoted to the project. VOCA funding can only support the percentage of personnel time that is allocated/devoted to the VOCA project.
- In narrative section, outline the job duties/responsibilities for each position and indicate their relevance to the project.
- Volunteers used as in-kind must be listed under personnel. Monetary value of volunteer services can be calculated at a rate consistent with the rate of compensation paid for similar work in the applicant's organization. If the required skills are not found in the organization, the rate of compensation cannot exceed an hourly wage of \$15.00/hour for volunteers not requiring specialized training and \$22.25 for volunteers that do require special training such as on-call Advocates. Use hourly rate multiplied by the number of hours of service to be contributed for amount to enter on Budget Sheet.
- Raises must be indicated and provide justification for the pay increases to include any agency wide cost of living increases.

Category B- Fringes

- All fringe benefits are to be based on the **employer's share only**. Fringe benefits can only be requested for the personnel positions that are also requesting funding for wages at the percent allocated to VOCA.
- Only basic fringe benefits of insurance offered by the agency (health, life, professional liability, etc.), FICA, unemployment insurance, workers compensation, costs of leave (must be identified and consistent with established applicant agency



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policies) and pension/retirement can be included. The employee's share is to be withheld from their wages.

- Funds to support cafeteria plans are not allowed by the Crime Commission.
- Vacation and leave time are included in normal working hours (FTE 2,080 hours/year) and are not considered added benefits to the point that they are accrued per agency policy.
- Narratives should include all components of the fringe benefits to provide a lump sum percentage of the VOCA devoted salary calculated for fringes. See the Example tab on the Budget Template.
- Workman's Comp and other fringes not calculated specific to each position must be shown as an Operating Expense in Category I-Other

Category C – Travel Expenses

Each line item in travel must have an associated narrative. Do not lump costs together. For example: baggage fees for air travel are separate from the cost of the airline ticket.

Expenses: List expenses by purpose (i.e., training, conference, daily travel for job) and complete the applicable expenses associated with the purpose (i.e., mileage, air fare, meals, lodging, other). If destination or training is unknown, indicate that prior approval will be received by NCC.

- a. Mark the travel as local, in-state or out-of-state and the departure and destination points.
- b. Calculate the costs by completing the areas relevant to travel for each purpose.
- c. Use current GSA rates

Travel Expenses Narrative: For each travel purpose complete a budget narrative explaining the purpose, the position traveling and how this travel relates and is necessary to the project. The narrative must include the allocation and calculation of each line item if not clearly identifiable in the budget worksheet.

Category D - Equipment

Purchases of equipment must adhere to established procurement processes and equipment purchased must be managed in accordance with Federal Property and Equipment guidelines. For capitalized expenses, recipients must follow the policy



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developed by the agency. If the recipient agency does not have a written capitalization policy, it will be required to follow the state's capitalization policy. It is strongly recommended that agencies adopt a policy in-line with the federal policy which allows equipment items costing under \$5,000.00 to be included in supplies. Equipment procurement and management standards are outlined in the Grant Requirements section of this document. Refer to grant program guidelines for allowable items. Items requiring bids will not be funded absent a showing that bids were obtained as required by law, rules or regulations.

Equipment Narrative:

For all equipment expenses requested, include a budget narrative to address the following:

- a. Describe all equipment expenses. Explain why the requested expenses are necessary to support the project and will be utilized to directly serve victims of crime
- b. Explain the cost breakdown and how match funds were determined (i.e., whether based on actual prior year's costs and justification of any increases for the next fiscal year)
- c. For existing equipment expenses, describe how this funding request complies with non-supplanting requirements.

Category E – Supplies

Supplies: Includes office supplies, forms, operating supplies, books, subscriptions, repair or maintenance supplies, and other items utilized to directly serve victims of crime. Supply costs encompass materials which are expendable or consumed during the course of the project. Lists supply items by type (e.g., postage, office supplies, training materials), quantity, unit costs and total costs. Note that daily costs, such as office supplies, do not have to be itemized separately in the budget but must be described in the narrative to verify reasonableness of the costs. (i.e., office supplies can be budgeted together in one category and do not need to be broken into individual budget line items such as pens, paper, folders, etc.) Higher cost items should be listed separately and identified (e.g. items such as computers, copiers, etc.) and a procurement process should be developed to justify the selection of the budget item upon purchase.

An agency's capitalization policy will determine whether equipment items are listed in this category or under Category D - Equipment. If an agency has no written policy, then they will be required to follow the state's policy which currently carries a higher level of



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restrictions then the federal policy. Should an agency base a written policy on the federal policy then equipment in this category will have a useful life of more than one year with a fair market value of under \$5,000 per item.

Pro-rating of expenses must be explained in the narrative and adequately demonstrated in the budget fields. See the Example tab for further illustration.

2. Supplies Narrative:

For all supplies and operating expenses requested, include a budget narrative to address the following:

- a. Describe all supply expenses. Explain why the requested expenses are necessary to support the project and will be utilized to directly serve victims of crime
- b. Explain the cost breakdown and how match funds were determined (i.e., whether based on actual prior year's costs and justification of any increases for the next fiscal year) to include the basis for the pro-rated amount and calculation of each line item if not clear on the budget template;
- c. For existing supplies expenses, describe how this funding request complies with non-supplanting requirements.

Category F-Construction

This category is not allowable for the purposes of this grant announcement.

Category G-Subawards (Subgrants)

Subaward: Name the agency or organization.

1. Purpose: Agency's role in this project.
2. Type of Agency: Check one. If government agency identity the type of government agency.
3. Budget Categories: Summary of the agency's (subaward) requested budget.



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Subaward Narrative: Include narrative on the following for each position:

- Supplanting – Any request to support a position employed by a state or local (City, County) government agency will need to address in the budget narrative how the request is NOT supplanting of funds.
- Expected deliverables; the services and/or product the consultant or contractor will provide.
- How the services, product, or positions relate and will impact the project.
- For consultant and contracts provide a description of the selection process to verify that the procurement procedure was fair, equitable and free from conflicts of interest and/or personal gain by any entity or representative within the organization.
- Breakdown of how the consultant fees were calculated (e.g., 500-hour x \$75 per hours =\$37,500).
- Description of the specific duties for **each** position funded including primary responsibilities.
- Narratives of subawards must explain costs and breakdown expenses.

Category H-Procurement Contracts

Applicants are required to ensure that DOJ Consultant Rates of \$61.25/hr. or \$650/day (8-hour day) are not exceeded without prior approval. This does not mean that above rate can or should apply to all consultants. The rate must be established based on the skills, qualifications and similar services in the marketplace.

Consultant/Contract Narrative: Include narrative on the following for each line item:



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- Supplanting – Any request to support a position employed by a state or local (City, County) government agency will need to address in the budget narrative how the request is NOT supplanting of funds.
- Expected deliverables; the services and/or product the consultant or contractor will provide.
- How the services, product, or positions relate and will impact the project.
- Provide a description of the selection process to verify that the procurement procedure was fair, equitable and free from conflicts of interest and/or personal gain by any entity or representative within the organization.
- Breakdown of how the consultant fees were calculated (e.g., 500-hour x \$75 per hours =\$37,500).

Category I-Other Costs

For any applicable “other” budget items, list each item and the total estimated costs with the breakdown utilizing the computation fields available. Pro-rating of expenses must be explained in the narrative and adequately demonstrated in the budget fields. See the Example tab for further illustration.

Examples of costs in this category:

- Rent
- Utilities
- Copying
- Printing
- Janitorial
- Direct Victim Assistance
- Relocation
- Workman’s Comp
- Single Audit (if required and only the pro-rated share according to total federal funds received by the agency)



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Other Costs Narrative:

For all expenses requested, include a budget narrative to address the following:

- Describe all other costs expenses. Explain why the requested expenses are necessary to support the project and will be utilized to directly serve victims of crime
- Explain the cost breakdown and how match funds were determined to include the allocation and calculation for each line item
- For existing “other” costs, describe how this funding request complies with non-supplanting requirements.

Category J- Indirect Costs

Agencies may choose to request funding for indirect costs. This rate is determined by either establishment of a federally approved indirect cost rate agreement or a “de minimis” rate of 10% if the agency has never had a federally negotiated indirect cost rate. If the agency is applying the “De Minimis” rate the De Minimis Certification form must be completed and submitted with the application. The certification can be found on along with the Application and Instructions for this project on the Nebraska Crime Commission website. If the agency has a federally approved indirect cost rate, applicants must provide a copy of the current federal agreement with their application for VOCA funding.

Indirect Costs Narrative

For all indirect costs requested, complete the budget chart and narratives to address the following:

Explain how the indirect cost rate was determined (Federally approved or 10% “de minimis”).

- If using a Federal approved indirect cost rate, indicate if which rate is being used; provisional, fixed or final.
- If using a de minimis rate a detailed list of the expenses that are included in the modified indirect cost rate and the amounts must be provided in addition to an assurance that these expenses are not included elsewhere in the budget. This chart must be submitted as an Attachment with the application along with the Certification.



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Example for calculating 10% De Minimis Rate for Indirect Costs:

Direct Costs: The amount listed here must match the Budget Summary. Please note that the Budget Summary amounts must match the corresponding budget sheets and budget narratives.

Budget Category	Amount Requested	Comments
Personnel	\$244,000	200,000 Advocate Salaries, \$44,000 Advocate Fringe Benefits
Consultants/Contracts (including subawards)	\$100,000	3 Partner Agency's: #1 receives \$30,000; #2 receives \$28,000 and #3 receives \$42,000
Travel	\$10,000	Training and Outreach
Supplies/Operating	\$4,000	Office Supplies
Equipment		
Other		
Total Direct Costs	\$358,000	

Modified Total Direct Costs (MTDC): Calculations

Total Direct Costs	\$358,000	
Subtract the amounts over \$25,000 for each consultant (these are the 3 Partner Agencies under Consultants/Contracts)	$\$358,000 - \$25,000 = \$333,000$	#1: $\$30,000 - 25,000 = 5,000$ #2: $\$28,000 - 25,000 = 3,000$ #3: $\$42,000 - 25,000 = 17,000$ Total = \$25,000
10% of \$333,000	\$33,300	Modified Indirect Cost Rate
Requested Direct Amount	\$358,000	
Requested Indirect Amount	\$33,300	
Total Federal Request	\$391,300	

Federal SAM Requirements

All applicants are required to submit proof of their Federal System Award Management (SAM) registration. A PDF copy of the applicant's current SAM Registry must be downloaded from the [System for Award Management \(SAM\)](#) website and attached to the proposal for funding. The applicant must be the entity or organization that will



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receive and disburse grant funds. DUNS#/SAM Registration must be that of the applicant.

Submission Dates & Times

Proposals are due March 11, 2019 at 5:00pm CST

Only electronic submission through the GrantVantage Grant Management Solution will be accepted.

No in-process applications will be accepted after 5:00pm CST on March 11, 2019. GrantVantage will offer technical support during the application process **until** March 10, 2019 at 5:00 pm CST.

No technical support will be offered the day this application is due.

Below is a tentative timeline for what to expect after completing this RFP.

Dates	Objective
January 30	Launch of Request for Funding Proposal
	Webinar on Application and Instructions & Technical Assistance GoTo Meeting, 1:00pm Central Time *Viewing is Mandatory, it was recorded and will be available online.
January 24	There is a Webinar Certification form that must be completed
March 11	Applications Due by 5pm Central Time
March 12	Technical Administrative Review
April 08-09	Staff Review
May 06-07	CC Funding Panel Review
May 07-08	Letters emailed to applicants advising of final funding determinations.
May 24	Award Contingencies due to the Crime Commission
June-July	Grant Award document mailed and due to NCC within 30 days