

NEBRASKA

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COMMISSION ON LAW ENFORCEMENT
AND CRIMINAL JUSTICE

**Federal Grants and
Programs Division:
Victims of Crime Act (VOCA)
Transitional Housing Application**

AWARD PERIOD

July 1, 2020– June 30, 2022

AWARD AMOUNT

\$1,000,000

DEADLINE

All applications are due by 5:00 p.m. (CST) on Wednesday May 13, 2020

CONTACT INFORMATION

For assistance with the requirements of this solicitation, contact:

Jeff Mueri Grant Section Administrator | 402.471.3409 | jeff.mueri@nebraska.gov

In accordance with the Americans with Disabilities Act, Nebraska will provide reasonable accommodation with respect to a grant application to persons with disabilities. If you need a reasonable accommodation, please contact the Nebraska Crime Commission at 402.471.2194. (TTY 711 or TDD 1.800.833.7352)

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Introduction:

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

Funds Available (estimates):

The Nebraska Crime Commission will award no more than \$1,000,000 for this solicitation that covers a 24 month (2 year) project period.

Applicants are advised to continue to strategically plan for future program development and sustainability of programs independent of federal VOCA funding to ensure long-term success of their victim services programs. Projects requesting one-time expenses (such as equipment and technology needs) will need to integrate those into the first quarter of the 24-month budget to ensure that the project can fully benefit from these types of purchases.

Project Period: July 1, 2020-June 30, 2022**Projects:**

- Projects for Transitional Housing will be reviewed as competitive applications.
- Start date for the initial year can be no earlier than 7/1/2020 with an end date of 6/30/2022.
- Projects with unspent funds at the end of the fiscal year (6/30/2022) will be required to de-obligate those dollars.
- New applicant organizations will have a Pre-Award On-site visit the week of April 27, 2020 to be scheduled by the Grant Section Administrator. The Project Point of Contact listed on the grant must be present.

Grant Commencement and Duration:

All funded projects are required to be implemented within 30 days from the start date listed on the Grant Award or another date as specified by the grant administrator. Failure to implement a project within the time frame, or time frame agreed upon by the grant administrator, may result in the loss of grant funds. Please note that all grant correspondence will be sent to the Project Director listed on the Application Information Page.

Funding Process and Tentative Timeline: (listed times are CST) (Subject to change, updates will be posted on NCC Website)

April 2	Solicitation Announced
April 6	Schedule a Technical Assistance call with Grant Section Administrator if needed
May 13	All Applications Due in the Crime Commission office by 5 p.m.
May 14	Technical/Administrative Review begins
May 18-20	Pre-Award Site Visits (or web meeting)
May 22	Staff Review conducted
May 29	Crime Commission Funding Panel Review (final determination)
June 1	Letters mailed to applicants advising of funding determination
June 15	Award Contingencies due to the Crime Commission
June/July	Grant Award documents mailed and due to NCC within 30 days

FEDERAL - VICTIMS OF CRIME ACT (VOCA)

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.

Eligibility:

Applicant must:

- 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, domestic violence/sexual assault programs, child advocacy centers, centers for missing children, mental health 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 facilities 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.
- New 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.
- 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 (refer to Match Section on pg. 17). For Native American tribes/organizations located on the reservations the match requirement is exempt.
- Maintain appropriate programmatic and financial records.
- Utilize volunteers.
- 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

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 as victims of federal crimes, human trafficking, robbery, assault, burglary, arson, homicide,

elder abuse, stalking, kidnapping and intoxicated drivers. Populations identified as underserved are minorities (people of 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. 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

- The Priority Spending Area Objectives will be entered in GrantVantage for reporting on all Objectives is to be done on a monthly basis. Each month, the NCC Grant Manager assigned to your organization will review the progress of the VOCA project meeting its priority spending area allocation objectives. Reimbursement of expenses will not be made unless a monthly update on Objectives is completed within the NCC grant management system (GrantVantage). We understand that some programs may need to report a month or two behind in order to compile the information; this is acceptable as long as consistent monthly reporting is being made that does not exceed two months.

In regards 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; federal VOCA funds managed by the Nebraska Crime Commission for this purpose and VINE would be limited to no more than 10% of the state's federal grant amount.

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 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. Sub grantee agencies should utilize the evaluations to continuously make any needed adjustments to meet the overall outcome of increasing victim safety. [Copies of the survey tools utilized and a written policy regarding administering surveys will be required to be submitted by all agencies who are awarded VOCA funding. Programs will be required to submit a copy of the survey and written policy within 60 days of the grant award being signed.](#)

For purposes of this solicitation additional priority areas are as defined below:

- **Service Area:** All service areas are encouraged to apply as funding will be considered for all areas with a demonstrated need.
- **Victim Type:** Human Trafficking and Domestic Violence victims of crime are the priority focus for this VOCA funded program.

In support of the development of projects that are based on effective practices and outcomes, the following links are provided as possible resources:

- <http://ovc.ncjrs.gov/vision21/> (Office of Justice Programs-Vision 21: Transforming Victim Services)
- <https://www.ovcttac.gov/> (Office for Victims of Crime Training and Technical Assistance Center)
- <http://ovc.ncjrs.gov/ovcproviderforum/index.asp> (OVC Message Board to Help Exchange Lessons and Practices (HELP) in Victim Services)
- <http://www.evawintl.org/Best-Practices> (End Violence Against Women International-Best Practices)
- <http://www.justice.gov/ovw> (Office on Violence against Women)

- http://www.nsvrc.org/sites/default/files/nsvrc_publications_article_sadi_building-comprehensive-sexual-assault-programs.pdf

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 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

Grant Requirements:

Program Requirements

The purpose of this request for proposals is to fund transitional housing services for victims of domestic violence, including intimate partner violence, and human trafficking.

Completed applications should be reflective of the following program requirements:

- Staffing to support all clients. Every client must be assigned a case manager who coordinates assessments and services.

- Housing units and services offered for a minimum of 24 months. Exceptions may be made when non-VOCA funding sources conflict with this requirement.
- Letters of Commitment from every collaborative partner organization whose services meet your transitional housing client's needs as described in the Program Narrative.
- The following support services offered to clients participating in your proposed program. These services may be offered by your program or a collaborating partner organization.
 - Employment assistance: Helping a client implement an employment plan. This may include linking client to a job training program, helping client complete a job application or resume, or completing an employment action plan that supports the client's goals.
 - Education assistance: Helping a client implement education plans. This may include helping a client complete a GED application, providing assistance with enrolling a client or his/her child(ren) into school, linking to local community college's child care program so parent can attend classes, or developing an education plan that supports the client's goals.
 - Housing advocacy: Helping a client implement a plan for obtaining housing. This may include accompanying a client to the housing authority office to apply for Section 8 housing or helping a client identify available rental units, complete a tenant application, or develop a housing plan that supports the client's goals.
 - Economic assistance: Helping a client implement plans to improve financial status. This may include helping a client create a budget or learn how to repair credit, advocating to receive public benefits, linking to a tax assistance center, or helping to develop an economic action plan that supports the client's goals.
 - In-person counseling: In-person, client-centered counseling that addresses the violence and related issues in client's life and fosters self-determination.
 - Children's services (if program serves parents with children): Services must be available for a client's child(ren) that address violence and related issues and foster healthy growth and development. Such services may include individual, group, or family counseling, education assistance (as described above), or therapeutic activities such as art therapy.
- **Direct Services** – Services to victims must be activities that directly benefit individual crime victims and help them with recovering and seeking justice. *VOCA 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.

- **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 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.
- **Proof of Non-profit Status** - Non-profit organizations must submit a copy of their non-profit certification with their application for VOCA funding. 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 publically available website). Those organizations that have federal 501(c)(3) tax status will be considered in compliance with this requirement, to the extent that the organization files IRS Form 990 or equivalent, as several sources already provide searchable online databases of such financial statements.

- **Surveys**- Surveys administered to victims or other consumers (employees, training participant, stakeholders, etc.) must be utilized in the evaluation of whether the subgrantee agency is mindful and continuously making adjustments if necessary to meet the overall outcome of increasing victim safety. Copies of the survey tools utilized and a written policy regarding administering surveys will be required to be submitted by all agencies who are awarded VOCA funding. Agencies should develop a system of distributing and collecting consumer satisfaction feedback if they have not done so already. Programs will be required to do so within 60 days of the signed grant award.
- **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).
- **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 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.ncirs.gov>
- **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, 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>. **All applicants must provide a PDF copy of their SAM registration that shows the current status of the registered entity. The name of the applicant organization must match what is on the SAM registration.**
- **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:
 - a) how the costs were previously funded;
 - b) why the funds are no longer available; and
 - c) 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.

- **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.
- **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.
- **Fiscal Requirements - Commingling of funds on either a program-by-program or project-by- project basis is prohibited.** The subrecipients accounting system must maintain a clear audit trail for each source of funding for each fiscal budget period and include the following:
 - a) Separate accountability of receipts, obligations, expenditures of all grant funds, disbursements, and balances.
 - b) Itemized records supporting all grant receipts, expenditures and match contributions in sufficient detail to show exact nature of activity.
 - c) Data and information for each expenditure and match contribution with proper reference to a supporting voucher or bill properly approved.
 - d) 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.
 - e) Increased oversight of Pro-rating of costs that are pro-rated to grant are required to be calculated by utilizing the Proration of Costs Spreadsheet and submitting this spreadsheet with every monthly drawdown request that those expenses are being requested. The NCC Grant Manager assigned to your organization will ensure that only the actual costs for that reporting period are reimbursed.
 - f) Maintenance of payroll authorizations and vouchers.
 - g) Maintenance of records supporting charges for fringe benefits.
 - h) Maintenance of inventory records for equipment purchased, rented, and contributed.
 - i) Maintenance of billing records for consumable supplies (i.e., paper, printing) purchased.
 - j) Provisions for payment by check.
 - k) Maintenance of travel records (i.e., mileage logs, gas receipts).
 - l) 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>
 - 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.)
 - a) Maintain property records which include all of the following:
 - b) Description of the property
 - c) Serial number or other identification number
 - d) Source of the property Identification of the title holder
 - e) Acquisition date
 - f) Cost of the property
 - g) Percentage of Federal participation in the cost of the property
 - h) Location of the property
 - i) Use and condition of the property
 - j) Disposition data, including the date of disposal and sale price
 - k) A physical inventory of the property and reconcile the results with the property records at least once every 2 years.
 - l) 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 the ft.
 - 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 establish to ensure the highest possible return.
 - m) 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.
 - **Payments** – All payments from the Crime Commission will be on a reimbursement basis. Required documentation must be submitted by the 15th of the month following the month to be reimbursed in the online grant management system. Reimbursement will not be made until all required documentation has been approved.
 - **Positions** – Any position 100% funded through grant funds and/or match must be 100% dedicated to the grant program allowable activities.
 - **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 form.

Allowable Uses of Funds:

1. **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 whom no other safe, short-term residence is available); and other emergency services intended to restore the victim’s 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 sub grantee 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.

2. **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 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.

3. **Service and activities that assist victims of crime in understanding and recovering from the trauma** such as short-term therapy (up to 12 months) 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.

4. **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.

5. **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.

6. **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.

7. 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 (holidays, sick leave, vacation) and pension/retirement.
- Training costs for VOCA paid staff and volunteers so that they are better equipped to provide quality services to crime victims. Costs can include funds necessary to attend the NE Victims Assistance Academy; 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.

8. 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.

9. 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.)

10. Transitional Housing: Personnel to provide case management, advocacy and therapy; travel for the delivery of direct victim services; minimal travel for training may be allowed IF funds available; rent assistance with utilities for client; housing deposits; equipment for program delivery will be allowed dependent upon availability of funds, and reasonable furniture and small household items used to house clients.

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.

1. Supervision of direct service providers when such supervision is necessary and essential to providing direct services to crime victims.
2. 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.
3. 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.

4. 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 an A-133.
5. Technology (including internet access) that increases a project's ability to reach and serve crime victims.
6. 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.
7. 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.
8. Costs 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 within the state and only one training per person will be considered, individual must provide direct services.
9. 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.
10. 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.
11. **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 means 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. **Please note that the Nebraska Crime Commission does not negotiate Indirect Cost Rates.**

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 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. An example for calculating a 10% de minimis rate is provided on page 26.

OR ...

- Pro-rating: Projects can pro-rate various administrative and general expenses up to 10% (which is consistent with the de minimis 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 and 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 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, group, training or other event and all such events must be approved by the Crime Commission before any contracts are signed or arrangements finalized. 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, inpatient treatment 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.
- 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 project evaluation to determine the effectiveness of a specific project.

- 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.
- VOCA funds are not to be used to fund client phone or any cable services.

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>

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. To request a Waiver of Match the applicant must submit a letter with the grant application. This letter 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. 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). Match Waiver determinations will be decided by the Nebraska Crime Commission Federal Grants and Programs Director. The Funding Determination notification will include the decision of Match Waiver.

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 sustainability 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 ÷ 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 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 duties performed by volunteers are not similar to paid positions of the organization, then the agency may use

a comparable fair market rate or a rate of compensation not to exceed **\$22.25/hour for volunteers requiring specialized training in victim services**. All other volunteer hours cannot 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.

Letters of Support and Memorandums of Understanding: Letters of Commitment are required for this program.

1. Letters received separately from the grant application will not be considered or returned. Applicant will not be notified letters have been received. It is the applicants' responsibility to assure all letters are attached to the application.
2. All letters must remove or black out identifying information of any crime victims.
3. To demonstrate coordination and cooperation, applicants are required to include at a minimum of 3, maximum of 5 letters of support from law enforcements, criminal justice agencies, other victim service organizations and community stakeholders. Letters should be signed by an agency lead such as the Chief of Police, Sheriff, County Attorney or Executive Director. It is acceptable for agencies that serve multiple counties to have a Letter of Support that is signed by all county agency leads. Letters of support from employees or commissioners of the Crime Commission will not be accepted.
4. Letters of Commitment with coordinating partners should be submitted to demonstrate support of the vital functions of the agency to carry out the Transitional Housing Program.

APPLICATION SUBMISSION

Applications will only be accepted through the online grant application system (**available April 6, 2020**): <https://ncc.grantvantage.com/account/Announcement>

Applicant agencies must be registered in the system. If your agency applied for VOCA SFY 2020 last year in the application system, you will need to re-register as the system has been revised since that time. However, if your agency has applied for: Community-Based Aid; Juvenile Services; STOP or the Law Enforcement E-Citation Grant since December 2019 then your agency is registered in the system. If you currently receive funding from Nebraska Crime Commission, this is not the same GrantVantage system that your grant is managed in.

NOTE: There will not be technical assistance provided after 24 hours before the application is due. Please be sure to log in to the system in advance to ensure there are no issues. If you have technical issues with the system please email: support@grantvantage.com. The system will close at the date and time indicated preventing applications to be submitted after that time.

If an applicant fails to submit an application containing all the specified elements and the attachments listed below, it may negatively affect the eligibility and review process. If an award is granted, it may result in conditions that preclude the recipient from accessing or using award funds until conditions are satisfied.

Application Format:

Please note that Crime Commission applications change from year to year.

- ✓ Must be typewritten.
- ✓ Re-created applications must adhere (word-for-word and design) to the Crime Commission's official application format and layout. Do not remove sections of budget worksheets, assure each budget sheet is on ONE page.
- ✓ Federal Identification Number must be included on the application. Applicant must be the entity that will receive and disburse grant funds. The Federal ID Number must be that of the applicant.
- ✓ No cover letters.
- ✓ Use 12 point font, number pages in lower right hand corner and adhere to page limits.
- ✓ Sources of data and/or statistics must be cited immediately following the information or under the graph/chart provided.
- ✓ Budget figures must be in whole numbers, no cents. PLEASE check all calculations.
- ✓ Additional information in the form of Appendixes will not be accepted.
- ✓ Include ALL Required Forms (Certified Assurances, Drug Free Workplace form, Debarment form, Lobbying form) with appropriate signatures of the authorized official (i.e., county board chair, mayor, city administrator, chair or vice-chair of a non-profit agency)

Training and Technical Assistance:

1. A **Technical Assistance Call** by **REQUEST only** will be available on **Monday April 6, 2020** at a time TBD once call is confirmed with Grant Section Administrator Jeff Mueri. Please email Jeff Mueri at jeff.mueri@nebraska.gov to schedule a call if needed. Technical Assistance can be requested after this date by contact Jeff Mueri.
2. **Grant Management Training (GMT)** is required for new projects, continuation projects who have not attended GMT since 2017 and those with new project personnel (Project Director, Coordinator, and Fiscal Officer). Others are welcome to attend. The date of this training will be announced in successful applicants' award letter.

Applicant Information

Provide all requested information in the SFY 2021 Transitional Housing Application document. The applicant must be the agency that will receive and disburse the grant funds. The Federal Identification Number and the DUNS number must be that of the applicant. Project must provide separate individuals for each project position (Director, Coordinator, Fiscal Officer, and the Authorized Official).

Project Summary is a concise statement, of 150 words or less, highlighting the major aspects of the proposed project.

Section I: Project Description

Community Description (Limit 3 pages)

Complete the questions as indicated on the application document. Include an accurate and descriptive picture of the service area for this project. The application should speak to any issues that are relevant to the area such as poverty, unemployment, lack of housing, cultural demographics, etc so that reviewers not familiar with the area will have an understanding of the community dynamics.

Problem Statement (Limit 5 pages total)

The Problem Statement consists of four (4) questions for the applicant to complete in the application document. This information will help reviewers understand the problem and outline the need for the services and the project request. The statistic chart does not count toward the 5 page limit.

Solution (Limit 4 pages)

The solution section of the application document has seven (7) questions to be answered within the narrative. All seven questions must be addressed and included in the response for the application to be considered complete. There is a chart to complete that to identify community coordination with other programs and/or services, this chart must identify at least one coordinated effort, and no more than seven. The chart does not count toward the 4 page limit.

Section II: Sustainability

Agency Budget and Funding Sources

The chart must be completed and indicative of funding for all victim services provided by the program. If your agency provides services other than victim services, only indicate the funding received for the victim services. One eligibility requirement for VOCA is that programs receive at least 25% of their funding from sources other than the Crime Victims Fund (VOCA), this chart is utilized to determine eligibility.

Sustainability (Limit 3 pages)

The three questions in the applicant document should be answered completely and provide detailed information on sustainability efforts that the program has in place. This could include but is not limited to fundraising activities, diversification of funding sources, use of volunteers, and partnerships with other programs.

Applicant Disclosure of Pending Applications

Applicants are required to disclose any pending applications for federal and/or state grants that include requests for funding to support the same activities under this application. Complete the chart with all information requested. If there are not any pending applications please mark "NONE" on the chart.

Additional Templates to be submitted

Budget Template

All costs must be necessary, reasonable, allowable, allocable and substantiated.

Please download and complete the Budget Template.

The Budget Template will be submitted in the Excel Format provided. Title the document "Agency Name-Budget Template".

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.

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 (if included), 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.

NOTE: Under the VOCA Rule pro-rating costs to the benefit of victim services provided is allowable (other than Administrative costs i.e. Executive Director salary, Liability Insurance) to the extent that it is solely for victim services.

Category A- Wages/ Salaries

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.

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 Transitional Housing project.
- In narrative section, outline the job duties/responsibilities for each position and indicate their relevance to the project.
- Raises must be indicated and provide justification for the pay increases to include any agency wide cost of living increases.

Category B- Fringe Benefits

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 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.
- Additional types of leave must be included in the budget narrative and supported with submission of the agency leave policy. (i.e. Administrative leave, maternity leave, etc)
- 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.

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.

1. **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.
2. Mark the travel as local, in-state or out-of-state and the departure and destination points.
3. Calculate the costs by completing the areas relevant to travel for each purpose.
4. Use current GSA rates: [GSA Per Diem 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 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 on page 11 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.

Enter the total costs for the appropriate items. Provide breakdown of the costs by the amount requested, the amount matched and the total costs. Enter the total costs for Equipment. Also enter these totals on the Budget Summary page.

Equipment Narrative:

For all equipment expenses requested, attach 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

1. **Supplies:** Includes office supplies, forms, operating supplies, books, subscriptions, repair or maintenance supplies, and other items utilized. 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 E - 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 restrictions than 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.

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
- 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.

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

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

- 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 \$81.25/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:

- 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
- Programming funds (i.e. group activities)
- Workman’s Comp
- Single Audit (if required and only the pro-rated share according to total federal funds received by the agency)
- Direct Victim Assistance (identification records, child care, education or job expenses, food, etc)

Other Costs Narrative:

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

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

1. Operating Expenses: Includes rental arrangements, utilities and purchase of non-consultant type services which are allowable under VOCA and are utilized to directly serve victims of crime.

The cost of an audit is allowable if the agency is required to complete a Single Audit and then, the costs must be a pro-rated according to the total federal funds received by the agency.

2. Transitional Housing expenses:

- Identify the type and number of single family units requested for the project to show calculations by unit. Rent and utilities must be in line with the HUD Fair Market Rent (FMR) rates for the service area and are

limited to: efficiencies, 1 bedroom, 2 bedroom and 3 bedroom units. FMR rates can be found at: https://www.huduser.gov/portal/datasets/fmr/fmrs/FY2018_code/select_Geography.odn

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:

- a) Explain how the indirect cost rate was determined (Federally approved or 10% “de minimis”).
- b) 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. The chart below must also be provided with the application. It would be best to copy into a Word document and attach the completed chart along with the Budget Template.

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	

Objectives Template

Projects must indicate how the services provided are impacting and making a difference in the Nebraska criminal justice system. Do not focus on the organizational needs of the program, rather, how that need will make an impact on criminal justice.

The application includes an Objectives Template, in the form of an excel document. For each Objective listed there must be clearly stated performance measures and activities to demonstrate the project's progress towards achieving the stated Objective.

- The broad goals that the project is seeking to achieve.
- A means to measure and enhance decision-making.
- Considered the project priorities.
- Goals that the project has the most direct influence in achieving.

Objectives:

To develop measurable objectives first review the project activities to determine what types of data will need to be tracked about services and those served to show the project's effectiveness.

Criteria for developing measures:

1. Does the measure reflect an important organizational-wide performance dimension?
2. Is the data on this measure likely to lead to improvement?
3. Does the measure reflect stakeholder needs?
4. Can the measure be communicated to and understood by a wide audience?
5. Does it reflect how the project will assist in reaching stated goal(s)?
6. Can units accountable for providing the data be identified?
7. Will the measure be sustainable over a period of years?

An objective must indicate **what will be done**, utilizing the grant funds, **what will be the measure** (percent) and within **what time frame**.

Measurable objectives **increase, decrease** or **maintain** something and are not activity statements such as *to provide (event), to train* or *to establish*.

Additional Required Forms

1. Certified Assurances
2. **Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matter; and Drug-Free Workplace Requirements** (1 page each)
 - Both forms must be signed by the Authorized Official and dated.
3. Applicant Disclosure of Pending Applications (1 page)
 - 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.
 - Provide the following information about pending applications submitted:
 - a) Federal or state funding agency;
 - b) Solicitation name/project name; and
 - c) Point of contact information at the application funding agency.

Attachments

All attachments are to be submitted in the following format: **Agency Name-Document name**
(For example: *Nebraska Crime Commission-Organizational Chart*)

NOTE: Letters that come into the Crime Commission separately will not be considered and will not be returned.

For a complete list of all required documents see page 28

- Volunteer Job Descriptions
- Employee Job Descriptions (for any positions for which funds are requested, must include job qualifications and % of time spent on job duties).
- Letters of Support (Minimum of 3, Maximum of 5 letters of support)
- Memorandums of Understanding (if applicable)
- Indirect Cost Rate agreement (If applicable)
- Non-Profit status verification (If applicable)
- PDF of current SAM Registration

Application Forms & Instructions

Applicants must submit a fully executed application to the Crime Commission, including all required supporting documentation. Do not include other documents in addition to those specified in these instructions. Do not submit the checklist below. Incomplete applications will not be considered for funding.

Date Completed	SECTION NAME & ORDER	PAGE LIMITS
	Grant Applicant Information (see Application Form)	Pages as provided
	Problem Statement	5 pages
	Solution	4 pages
	Agency Budget & Funding Sources	Chart as provided
	Sustainability	3 pages
	Applicant Disclosure of Pending Applications	Form provided
	Signed & Dated Certified Assurances	Form provided
	Budget Template to include narratives	N/A-Excel document
	Goals, Objectives & Performance Measures	N/A-Excel document
	Signed & Dated Debarment and Drug-Free Workplace Forms	Forms provided
	ATTACHMENTS	
	SAM Registration	PDF of SAM Registration
	Volunteer & Employee Job Descriptions	Required for all agencies (separate PDF)
	Letters of Support	Submit 5 letters of support (separate PDF)
	Memorandums of Understanding	If applicable (separate PDF)
	Indirect Cost Rate Verification, if applicable	Copy of federally approved indirect cost rate agreement (separate PDF)
	De minimus Certification	If applicable, form provided
	Non-profit Status Verification, if applicable	Copy of 501(c)(3) designation letter or other verification (separate PDF)
	Most recent 990 if Non-profit	Copy of most recent filed IRS form 990
	Organization Chart	PDF of most recent Organization chart for applicant program
	Most recent Single Audit or Audit Waiver	
	Equal Employment Opportunity Plan (EEO) Compliance	Verified by PDF of most recent submitted document at the federal site EEO Reporting Tool if received any federal funding in FY 2019
	Organizational Questionnaire	PDF form provided to be completed on all direct applicants and any associated sub-applicants.