



Federal Grants & Programs Division

Victims of Crime Act (VOCA)

SFY 2024 VOCA Funding Announcement

AWARD PERIOD (TWO YEARS)

July 1, 2023– June 30, 2025

YEAR 1 AWARD AMOUNT

\$6,800,000 (\$6.8 million)

DEADLINE

March 15, 2023 by 5:00 PM (CST)

[Apply for SFY 2024 VOCA](#)

CONTACT INFORMATION

For assistance with the requirements of this solicitation, contact:

Alexandra Beck, Director of Federal Grants & Programs | 402.471.3413 | alexandra.beck@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 solicitation is for applicants who wish to apply for competitive funds under the Federal Victims of Crime Act (VOCA) Formula Grant Program (Statutory Authority 34 U.S.C. § 20103(a)). Nebraska's funds for the solicitation are from the Crime Victims Fund, which is made up primarily of federal criminal fines and penalties, not taxpayer dollars. Grants under this program are subject to the VOCA rule, which can be found at [Federal Register :: Victims of Crime Act Victim Assistance Program](#).

Included in the distribution of these funds are State Victim Assistance funds designated for a public or private nonprofit agency that serves victims of all types and at a minimum provides services as stated in NE Statute 81-1847. The State Victim Assistance is governed by NE Statutes 81-1843 – 81-1848.

The Nebraska Crime Commission (NCC) is the State Administering Agency for VOCA. The Federal Grants & Programs Division (FG&P) administers the grant funds under this program. Information about NCC and its various grants and other resources can be found at <https://ncc.nebraska.gov/>.

Purpose

Victims of Crime Act (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 grant funds are to support the provision of services to victims.** Services, as outlined by VOCA Program Guidelines, are 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.

VOCA Required Priority Areas

States are mandated 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 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.

VOCA Aid & NCC Programs

Regarding 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 NCC for this, and other direct service purposes would be limited to no more than 10% of the state's federal grant amount.

Applicant 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, criminal justice agencies, faith-based organizations, state Crime Victim Reparations agency, hospitals and emergency medical facilities, 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.
 - **Child Advocacy Centers:** Any Child Advocacy Center that is a recipient of VOCA funds must 1) be fully established and operational, 2) meet all the standards for full membership as set forth by the National Children’s Alliance, and 3) 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 victim 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.

- 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. For Native American tribes/organizations located on the reservations the match requirement is exempt. **Match requirements for Year 1 are waived due to the impact of the global pandemic.** However, applicants should have a plan in place to meet match requirements for Year 2 of the project (July 1, 2023-June 30, 2024).
- 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

Ineligible Recipients of VOCA funding

The following applicants are not eligible for funding:

- Federal agencies including the U.S. Attorneys' Office and FBI field offices
- In-patient treatment facilities such as those designed to provide substance use and/or mental- health treatment

Project & Budget Periods

SFY 2024 VOCA has an overall project period of two years - July 1, 2023 to June 30, 2025. The project will be split into two separate budget periods: Year 1, ending on June 30, 2024, and Year 2, ending on June 30, 2025. **Applicants should develop a budget for Year 1 (July 1, 2023 to June 30, 2024 or no more than 12 months of operations).** The project period for Year 1 must start on or after July 1, 2023 and end by June 30, 2024.

Year 2 award amounts will be determined based on availability of funds and successful operations of Year 1. **Projects with unspent funds at the end of each budget period will be required to deobligate those dollars.**

Funds Available (Estimated)

The Nebraska Crime Commission will award no more than \$6,800,000 for this solicitation that covers Year 1 of a two-year project period. Funding for Year 2 will be determined by availability of funds and the project's successful grant management. Successful grant management of Year 1 is generally defined as reporting at least 90% of expenditures of awarded funds and meeting at least 90% of Performance Measures in Year 1, unless extenuating circumstances are communicated to your Grant Manager.

It is important to note that the award amount for this solicitation is \$4,100,000 less than the SFY 2022 VOCA solicitation, so **there is approximately a 40% reduction in funds available this project period.** Applicants are asked to keep this in mind when developing the application. 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.

Match Requirement

Per VOCA requirements, **funded projects shall contribute (i.e., match) 20% of the total project cost,** unless a match waiver is applied. **Matching requirements are automatically waived for subrecipients that are federally-recognized American Indian or Alaska Native tribes, or projects that operate on tribal lands.** NCC's VOCA match waiver policy can be found on the NCC website ([Federal Grants and Programs | Nebraska Crime Commission](#)).

Per federal guidelines, **match requirements for VOCA will be automatically waived until at least a year after the end of the pandemic national emergency.** In accordance with this guideline, **match waivers for Year 1 will be automatically issued to all funded applicants. Match for Year 1 does not need to be budgeted nor a waiver requested.** However, applicants should have a plan in place for providing match in Year 2 since there may be a match requirement then.

Year 1 (July 1, 2023 – June 30, 2024) – No match required due to pandemic status.

Year 2 (July 1, 2024 – June 30, 2025) – Projects should be prepared to meet the match requirement.

Application and Funding Timeline (Tentative)

Dates/times are subject to change. Updates will be posted on NCC Website. [Listed times are Central Time Zone.](#)

February 1, 2023	FG&P SFY 2024 Funding Opportunities Announced
February 3, 2023	FG&P SFY 2024 Applicant Training – 9:30 AM
February 24, 2023	FG&P SFY 2024 Application Q&A – 10:00 AM
March 15, 2023	FG&P SFY 2024 Applications due by 5:00 PM
March 16, 2023	NCC Technical/Administrative Review begins
March 20-24, 2023	Pre-Award Site Visits (or web meetings) for NEW Applicants
April 12-14, 2023	NCC Staff Review (funding recommendations)
April 27, 2023	Crime Commission Funding Panel Review (final determination)
May 11, 2023	Funding determination letters sent by NCC
June 1, 2023	Award contingencies due to NCC
June 2023	Grant awards issued by NCC
July 2023	Grant projects begin

Correspondence

All application and grant correspondence will include the applicant's identified Project Point of Contact. Contacts such as the Financial Point of Contact, the Authorized Official or other applicant-designated individuals may be included in correspondence as deemed appropriate.

AmpliFund

AmpliFund is the online grant management system currently utilized by NCC. Applications must be submitted within AmpliFund at the following link. Funded projects will receive additional information and system permissions to report on project activities and expenditures once awards have been issued and approved.

<https://ne.amplifund.com/Public/Opportunities/Details/6715c056-8a7b-49ea-b834-234c8fc2075c>

Applicant Training and Technical Assistance

- **FG&P SFY 2024 Applicant Training**
Friday, February 3, 2023
9:30 AM– 11:00 AM (CST)

Join 02/03 Zoom Meeting at:
[FG&P SFY 2024 Applicant Training](#)

Webinar can be accessed using the above link. For additional webinar access information or a calendar meeting invitation, contact Alexandra Beck. The webinar will be recorded. Recording and associated webinar materials will be subsequently posted at: <https://ncc.nebraska.gov/grant-apps>.

- **FG&P SFY 2024 Application Q&A**

Friday, February 24, 2023

10:00 PM – 11:00 AM (CST)

Join 02/24 Zoom Meeting at:
[FG&P SFY 2024 Application Q&A](#)

Webinar can be accessed using the above link. For additional webinar access information or a calendar meeting invitation, contact Alexandra Beck. The webinar will be recorded. Recording and associated webinar materials will be subsequently posted at: <https://ncc.nebraska.gov/grant-apps>.

- For assistance or questions regarding the VOCA Grant Program, please contact Alexandra Beck, Federal Grants and Programs Director at (402) 471-3413 or alexandra.beck@nebraska.gov.
- For assistance with AmpliFund, reach out to Nebraska AmpliFund Support at (844) 735-0239 or support@ne-amplifund.zendesk.com. Applicants may also access resources and chat with AmpliFund Support staff through the AmpliFund Customer Support Portal at <https://ne-amplifund.zendesk.com>.

Application Review Process

- **Applications for transitional housing services for victims of domestic violence, including intimate partner violence, and human trafficking, will be accepted under this solicitation. The transitional housing application must be submitted separately as another proposed project.**
- Projects will be reviewed as competitive applications.
- Review will be based on the following criteria: applicant eligibility, adherence to requirements and guidelines, ability and capacity of the proposed project to make an impact on the identified problem, availability of other resources to address the problem or need of the proposed project, cost effectiveness of the proposed project, amount of grant funds available, and the performance and/or ability of the applicant to manage a grant program.
- Applications will also be considered according to the VOCA priority areas (sexual assault, spousal abuse, child abuse, and underserved).
- **New applicant organizations can expect an on-site visit or virtual meeting the week of March 20, 2023.** The individual listed as the Project Point of Contact on the application must be present. Arrangements will be made by NCC.

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. Projects should utilize the evaluations to continuously make any needed adjustments to meet the overall outcome of increasing victim safety.

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

- <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)
- [Building Comprehensive Sexual Assault Programs | National Sexual Violence Resource Center \(NSVRC\)](#)

Grant Application and Implementation Requirements

System for Award Management (SAM) Registration

All applicants must be registered in the SAM database. This is the repository for standard information about federal financial assistance applicants, recipients, and subrecipients. **Applicants must update or renew their SAM registration annually.** Information to register or update your entity records can be accessed at <http://www.sam.gov/>. **Applicants are highly encouraged to start the SAM registration process or check on the status of your SAM registration as soon as possible since there could be difficulties or delays with this system.**

Proof of Non-Profit Status

Non-profit organizations must submit the following documentation with the application for VOCA funding: 1) [A copy of their non-profit certification](#) **AND** 2) [their most recent 990 or equivalent](#).

All non-profits funded are required to make their financial statements available online (either on the non-profit organization's website or another publicly available website). 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.

Certified Assurances

As a recipient of federal funds, the Crime Commission must sign and pass on certain grant requirements to subgrantees. The FG&P Certified Assurances addressing these requirements can be found within AmpliFund. Certified Assurances must be signed by the applicant's Authorized Official and submitted with the grant application.

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.

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 or 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/>.

Employment Eligibility Verification

Award recipients (at any tier) must properly verify the employment eligibility of the individual who is being hired, consistent with the provisions of 8 U.S.C. § 1324a(a)(1) and (2).

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 of 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.

Determinations of suitability to interact with participating minors

Award recipients (at any tier) must make determinations of suitability before certain individuals may carry out project funded activities that involve interacting with individuals under the age of 18. This requirement applies regardless of an individual's employment status. The details of this requirement are posted here: <https://ojp.gov/funding/Explore/Interact-Minors.htm>

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 effective and is mindful of 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 must 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. Volunteers do not necessarily have to be providing grant allowable activities to meet this requirement, but there must be a benefit to the VOCA funded program by the use of volunteers. In Nebraska it is required that there is at least one volunteer providing at least one hour of volunteer services per year. If a non-profit organization has a volunteer Board of Directors, the volunteer requirement is met. [If the agency does not utilize volunteers, a volunteer waiver request must be submitted with the grant application.](#)

Subawards

Subawards, also referred to as sub-subawards or pass-through-funds, involve the passing down of federal funds to a partner agency to conduct activities that assist in the overall achievement of project outcomes. The lead agency identified in the application will issue the subaward and reimburse the partner agency for actual costs. The lead agency is also responsible for monitoring the partner agency's compliance with grant requirements. If the subaward activities will benefit individuals under 18 years of age, the applicant agrees to pass down the condition to the partner agency to determine suitability to interact with minors.

All subawards must have specific Crime Commission authorization. Each partner agency subawarded funds under this project must have a signed subaward and special conditions with the lead agency. **Prior to issuing**

funds to partner agencies, the lead agency must check for suspension or debarment. The lead agency/subrecipient must provide a copy of the signed subaward and special conditions before receiving reimbursement for subaward expenses from the Crime Commission.

Transitional Housing Program Requirements

Transitional housing programs shall adhere to the following program requirements:

- a) Every client must be assigned a case manager who coordinates assessments and services.
- b) Housing units and services offered for a minimum of 24 months. Exceptions may be made when non-VOCA funding sources conflict with this requirement.
- c) 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, aiding with enrolling a client and/or children into school, linking to local community college's childcare 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 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 assisting: 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.

Agency Audits & Documentation

Agencies receiving federal funds from various sources totaling \$750,000 or more during their fiscal year are required to have a Single Audit. This single organization-wide audit shall be conducted in accordance with the provisions of Title 2 CFR Subpart F and a copy shall be provided to the Crime Commission.

If less than \$750,000 is expended in one year, then the agency is exempt from federal audit requirements. However, it is highly recommended that a complete agency audit complying with Title 2 CFR Subpart F is

conducted once every three years.

Authorized representatives of the Crime Commission or federal representatives shall have the right to examine all records related to this grant for the purpose of audit and examinations. Types of documentation that must be maintained are detailed in the following section.

Financial Requirements

Supplanting

Supplanting is to deliberately reduce state or local funds because of the existence of federal funds. **A recipient cannot use federal funds to supplant (replace) other existing funds.** Any request to support a project with federal funds must address how the request is NOT supplanting of funds. The applicant must address supplanting by clearly addressing the following:

- a) How the costs were previously funded.
- b) Why the funds are no longer available.
- c) When the funds ended and/or any temporary funding agreements or arrangements.

Accounting System and Records

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 with details of project activities, signed by the employee and supervisor**, to document hours personnel worked on grant related activities. Match hours must be documented in the same manner. Payroll expenses claimed for reimbursement must correspond with actual time spent on the project, as supported by timesheets.
- e) Prorated costs are required to be calculated and documented monthly by utilizing the Proration of Costs Spreadsheet. This spreadsheet must be submitted with every applicable monthly drawdown request. The NCC Grant Manager assigned to your organization will review to 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 must adhere to the written process of the agency. If an agency doesn't have a written policy, it should plan to follow state procedure (i.e., the DAS Procurement Process).

Equipment

Equipment (including replacements) purchased in whole or in part with VOCA funds must be maintained and the following requirements must be followed.

- a) 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
- b) Conduct a physical inventory of the property and reconcile the results with the property records at least once every 2 years.
- c) 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 established to ensure the highest possible return.
- d) 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 NCC.

- If the item has a current per-unit fair market value of \$5,000 or more, it may be retained and sold, but NCC will have a right to a specific dollar amount.

Contracts

Contracts must adhere to established procurement processes. Any request for a noncompetitive approach for a contract of \$250,000 or more will require additional approval from the federal Office of Justice Programs.

Fully Funded Positions

Any position 100% funded through grant funds and/or match must be 100% dedicated to the grant program allowable activities.

Match

Subgrantees need to develop a total budget for the project that meets the needs of the direct services program and include only VOCA allowable activities. A 20% match of the total project budget (federal + match) is required by VOCA, unless the project is exempt from match or has been granted a match waiver. Match amounts available to the agency over 20% of the total project cost should not be budgeted or reported. 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 can be provided as cash match from non-federal sources or in-kind match (i.e., volunteer hours or donations). Match must directly relate to the project goals and objectives and is restricted to allowable activities and costs under VOCA. Designated match must follow all program guidelines, be financially documented in the same manner as grant funds and be expended within the same project period. Match allocated for VOCA cannot be used as match for other federal awards.

- **Match Waiver:** the following match requirements are required for all applicants, unless the project is exempt from match or has been granted a match waiver. **Note: these requirements are shared for Year 2 preparation purposes. Applicants are not to include match in the budget or submit a match waiver requires since match is automatically waived for Year 1.**

To request a match waiver, a signed letter on agency letterhead must be submitted to the Crime Commission. The letter must clearly indicate or describe the hardship and/or type of circumstance that hinders the agency's ability to provide the required level of match. The match waiver 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 Calculation:** The match requirement can be calculated by dividing the requested amount by 4.

If \$75,000 in federal VOCA funds is requested for the project, the match requirement is \$18,750 ($\$75,000 \div 4$).
The total project cost is \$93,750 ($\$75,000 + \$18,750$).

The 20% match requirement has been met since \$18,750 is 20% of the \$93,750 total project cost.

- **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, workspace, 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 allowable as 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/hour. For the purpose of match, volunteers who are on-call for a 24-hour period may contribute 16 hours towards match and volunteers who are on-call for a 16 hours may contribute 8 hours towards match. However, all actual time spent in providing direct services to victims can be counted as match. Records must be maintained that indicate how the rate of compensation was determined and to document all service delivery and hours.

Grant Commencement and Management

Special Conditions and Implementation

Awarded applicants must sign Special Conditions issued with the award that include requirements under federal and state laws in addition to requirements for accounting, data collection and reporting.

Funded projects must be implemented within 30 days from the start date listed on the grant award or another date specified upon issuance of the grant award. Failure to implement a project within the time frame, or a time frame agreed upon by the grant administrator, may result in the loss of grant funds. **Purchases for budgeted one-time expenses (such as equipment and technology needs) should be made in the first quarter** to ensure that the project fully benefits from the purchase.

FG&P Grant Management Training (GMT)

Project Points of Contact (PPOCs) and Financial Points of Contact (FPOCs) are required to complete GMT. PPOCs and FPOCs for new projects, continuation projects whose personnel haven't attended GMT since 2019, and those with new project personnel will need to complete GMT at this time. **New PPOCs and FPOCs are required to complete GMT within 120 days.** For newly funded projects, the timeframe for completing GMT is the latter of 120 days after receiving the grant award or 120 days from the beginning of the project. In the event of personnel changes, new PPOCs and FPOCs are required to complete GMT within 120 days from the effective date of taking the position. **All PPOCs and FPOCs are required to retake GMT every three years.**

This training is also recommended (but not required) for other staff supporting the project as applicable. More information on completing GMT will be provided to funded projects.

Monthly Financial and Performance Reporting (AmpliFund)

Monthly reporting on project expenditures and objectives is to be completed within AmpliFund. Monthly reporting is due on the 15th of the following month. All payments will be issued on a reimbursement basis.

Required documentation must be submitted and approved for payment to be processed.

Projects will also be required to report on their **Priority Spending Area Objectives** every month. In order to receive reimbursement of expenses, this reporting requirement must first be met. Some projects may need to report a month or two behind to compile the required information. This is acceptable if the monthly reporting is completed consistently and does not exceed the two-month timeframe.

Quarterly Performance Reporting (NCVRS & PMT System)

VOCA requires all funded agencies (subrecipients) to submit statistical data on a quarterly basis using the on-line Performance Measurement Tool (PMT) system. Victim assistance programs must maintain nondiscrimination information on victims (race, national origin, sex, age and handicap). Agencies will be required to create internal data collection processes to collect the specific data points for quarterly reporting in the PMT system and designate a point of contact within the agency to enter the data. 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. Additional information on PMT reporting and accessing the PMT system will be provided to funded projects.

In conjunction with the quarterly PMT system reporting, **agencies must also submit client service data through the Nebraska Crime Victim Reporting System (NCVRS)**. The purpose of completing NCVRS reporting in addition to PMT reporting is to allow for more accurate PMT reporting and to also provide the Crime Commission more robust information on victim services provided. Data can be entered directly into NCVRS or can be imported from an existing case management system. NCVRS will then generate numbers for the quarterly PMT report based on the data submitted. The data import option may require mapping or configuration between systems. Specification on this option can be provided upon request. **Costs associated with this software development may be requested as part of the proposed budget.**

Allowable Uses of Funds

2. **Transitional Housing ***NEW to SFY 2024***.** Transitional Housing is allowable for the SFY 2024 VOCA solicitation. The purpose of this specific project type should be to fund transitional housing services for victims of domestic violence, including intimate partner violence, and human trafficking. Allowable transitional housing expenses include personnel to provide case management, advocacy, and therapy; travel for the delivery of direct victim services; rent assistance with utilities for client; housing deposits; equipment for program delivery; and reasonable furniture and small household items used to house clients.
3. **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.

4. **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.
5. **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 use 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.
6. **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; childcare 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.
7. **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.
8. **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. Necessary costs to provide services to crime victims with specific or special needs such as interpreters for non-English speaking victims, equipment such as TTY/TTD machines for the deaf, or minor building alterations/improvement that make victims services more accessible to persons with disabilities.
9. **Costs directly related to providing direct services through staff:**
 - a) Costs of advertising to recruit VOCA-funded personnel.
 - b) Staff salaries and fringe benefits. Only basic fringe benefits are considered allowable by the Crime Commission. This includes insurance benefits offered by the agency (health, life, professional liability,

etc.), FICA, unemployment insurance, workers compensation, pension/retirement, and costs of leave (vacation, sick, holiday, etc.).

- c) 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.

10. 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
- g) opportunity for a crime victim to withdraw from the process at any time

11. 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).

12. Relocation expenses are 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 arise that relocation is necessary for the immediate safety of the victim, contact the assigned Grant Manager for approval of these situations)
- b) relocation within the state of Nebraska is limited to three months of rent and utilities
- c) relocation outside the state of Nebraska is limited to one-time costs (i.e., deposit and/or first month's 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.

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, workspaces, 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. Prorated operating costs such as supplies, postage, equipment use fees (when supported by usage logs), printing brochures which describe available services, and audit costs for agencies required to conduct a Single Audit.
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 for an individual providing direct services 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 for training not available within the state and only one training per person will be considered.
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, Statewide 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 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 agreement. 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 costs.

OR

- **De Minimis Rate:** Agencies who do not currently have 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).

OR

- **Pro-rating:** Projects can prorate 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 service 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.

Projects using prorating methods must submit a Proration of Costs Spreadsheet (provided by the Crime Commission) with every reimbursement request in order to verify actuals. Method of prorating (FTEs, square footage, etc.) must be consistently applied and cannot vary from month to month.

Not Allowed

In addition to the items listed below, further information regarding allowable and unallowable costs is available in the Federal Register at <https://www.gpo.gov/fdsys/pkg/FR-2016-07-08/pdf/2016-16085.pdf>

1. 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.
2. 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.

3. 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, provided they fall within the guidelines.
4. Unallowable activities with federal dollars include but are not limited to lobbying, administrative advocacy, fundraising, and research projects.
5. 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.
6. Federal funds cannot be used to match other federal funds.
7. 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.
8. 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.
9. 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.
10. Capital expenditures and land acquisition is not permitted.
11. 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.
12. Costs associated with the development of protocols, interagency agreements, and other working agreements are not allowable.
13. Activities exclusively related to crime prevention or the costs of sending individual crime victims to conferences.
14. Legislative and administrative duties of staff and individual membership dues.
15. 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.
16. Perpetrator rehabilitation and counseling or any other activities involving or relating to perpetrators are not allowable.
17. 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.

18. VOCA funds are not to be used to fund phones for clients (unless it is a critical safety need for the victim due to the victimization) or any cable services.
19. Given the reductions in VOCA funding, applications that are solely for the coordination of services to victims of crime will not be funded. All VOCA funded programs must be providing services directly to victims of crime.

Application Submission Requirements & Deadlines

Only electronic submissions through the AmpliFund application platform will be accepted for **SFY 2024 VOCA**. Applicants may use the following link to apply: [Apply for SFY 2024 VOCA](#). This state fiscal year, traditional VOCA and VOCA Transitional Housing requests for funding will be combined under this solicitation. However, **two separate applications must be submitted if your agency is seeking funding for a traditional VOCA project and a transitional housing VOCA project**.

Access to the application within AmpliFund closes at the time and date of the deadline indicated on the cover page of this document. No applications or attachments will be accepted once the system closes. Failure to submit all documentation and/or information required for the proposed project will negatively affect the applicant's eligibility and award 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.

It is recommended that the application submission process be completed 72 hours prior to the deadline to avoid delays that may result from technical difficulties. Log in to the system well in advance to ensure there are no issues. This platform requires users/organizations to register. If you already have a profile in the system, do not create a new one. If you are unsure about the status of your profile or your organization's registration, are having trouble logging in, or are encountering any other technical issues with the system, submit a ticket to the AmpliFund Help Desk to inquire (support@amplifund.zendesk.com). AmpliFund help desk hours are Monday-Friday 7am-7pm (Central Time).

Standardized grant application, instructions, and forms for the SFY 2024 VOCA Grant Program are available at <https://ncc.nebraska.gov/grant-apps> and in the AmpliFund platform.

Application format:

1. Use only the provided forms and instructions for the SFY 2024 VOCA Grant Program.
2. No cover letters.
3. Use no less than an 11-point font and adhere to space limits.
4. Cite all sources of data and any statistics.
5. Additional information in the form of appendixes is not accepted.

[Application Instructions - SFY 2024 VOCA \(via AmpliFund\)](#)

Refer to the NE CC Applicant User Guide (SFY 2024 VOCA) provided by AmpliFund for detailed instructions on accessing and submitting the application. User Guides will be posted at <https://ncc.nebraska.gov/grant-apps> after the FG&P SFY 2024 Applicant Training Session on Friday, February 3rd.

Project Information page – fill out the general application information as required by AmpliFund, including the name of the project, the federal amount requested, and contact information for the person completing the agency’s application. Please use “[SFY 2024 VOCA – AGENCY NAME](#)” or “[SFY 2024 VOCA TH – AGENCY NAME](#)” for the application name.

From the menu on the Application Forms page, select [SFY 2024 VOCA - Application Form](#) to access the application and provide the following information. Necessary attachments that are not requested on this form may be provided under the [SFY 2024 VOCA – Document Uploads](#) form.

Program Information

Select if you are applying for **SFY 2024 VOCA** or **SFY 2024 VOCA Transitional Housing**. Fill in your project title. Select the best option to complete the statement, “If awarded, these funds will...”

NOTE – Agencies must submit two separate applications if requesting for funding for both VOCA and VOCA Transitional Housing projects.

Applicant and Contact Information

The applicant must be the agency that will receive and disburse the grant funds. Select the type of agency. If your agency is a Nonprofit/501(c)(3) organization, you are required to upload your nonprofit verification and the most recent IRS Form 990 or equivalent proof of their financial statements being available online.

The federal Employee Identification Number (EIN) and the SAM Unique Entity Identification (UEI) number must be that of the applicant. Each applicant is required to attach a downloaded PDF copy of the applicant’s SAM registration.

The application must identify a Project Point of Contact, a Financial Point of Contact, and an Authorized Official for the proposed project. Each position must be assigned to a different individual. These persons are responsible for oversight of the project and will need to complete various responsibilities, including completing certifications, throughout the course of the project. Changes in these positions will require a project change request identifying the new personnel.

- **Project Point of Contact (PPOC):** primary contact for the project, responsible for overall project management and correspondence with the Crime Commission.
- **Financial Point of Contact (FPOC):** responsible for financial reports and fiscal oversight of the project.
- **Authorized Official (AO):** individual representing the applicant agency who possesses the authority to sign contracts and agreements on behalf of the agency. The Authorized Official is typically considered to be the City Mayor, the Chair of County Board/Council, the Board President of a non-profit organization, or Designee through Tribal Resolution. If the person identified as the Authorized Official has another position, a copy of the agency policy or bylaws supporting their signing authority shall be provided.

Community / Service Area Description

Information provided should be specific to the service area identified by counties and/or cities served by the project. **The demographic information requested in Tables 1 and 2 is required.**

The information requested in Table 3 on marginalized and underserved populations is optional. However, this information should be provided as applicable to the proposed project and should be reflective of the local service area.

Sustainability

To address the level of stability of the proposed program beyond VOCA funding, address the applicant organization's mission and purpose; length of time in operation; numbers of agency staff and volunteers; organization structure; current scope of services or operations; agency accreditations, etc.; and recent milestones related to sustaining the agency or the agency's services. **The table providing information on agency staff and volunteers is required.**

Also explain any recent or upcoming problems, barriers, or challenges faced by the agency (including a reduction in available VOCA funding). Discuss how these concerns have been or will be addressed and the end or potential results.

Supplemental Funding Chart

Agencies must provide information on the entire operating budget and sources of funding for the victim services program in the most recently completed 12-month budget. Complete the chart to show total program income from all sources as well as other funds available to this project. Applicants who are State, County, or City entities with much larger scopes should complete information based on where the proposed project will operate from such as a division, department, unit, etc. All other applicants or lead agencies should complete information based on the agency's total budget.

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 identical cost items outlined in the budget in the application under this solicitation. NCC 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:

1. Identify any pending applications 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 identical cost items included in the budget for this application.
2. Provide the following information about pending applications submitted within the last 12 months:
 - a. Federal or state funding agency
 - b. Agency point of contact information (name, phone number, email address)
 - c. Solicitation name

d. Project or application name

If the applicant does not have any pending applications, indicate “None” on the application form.

Project Narrative

Address the following information for the proposed project in AmpliFund.

1. **Project Period** – SFY 2024 VOCA will have a two-year project period of July 1, 2023 to June 30, 2025. All projects must start on or after July 1, 2023. All Year 1 projects must end by June 30, 2024. Indicate your Year 1 Project start and end dates to include month, day, and year.
2. **Project Summary** – provide a concise statement (150 words or less) highlighting the major aspects of the proposed project.
3. **Problem Statement** – a concise description of the social problem(s) the project will address. Include local crime rate information/data. If the project is a statewide effort, statewide crime rates are acceptable. Discuss any lack of available services and barriers victims and survivors experience when accessing needed services and help.
4. **Description of Services**
 - a) Indicate the population(s) to be served.
 - b) List the services the project will provide, along with a brief description. Explain procedures or methods if screening / assessment tools or criteria are utilized to determine eligibility for receiving services.
 - c) Outline outreach efforts the project will use and how outreach to marginalized and underserved populations will be accomplished.
 - d) Describe safety planning and any best practices that will be used to serve victims and survivors.
 - e) Describe how volunteers will be utilized.
Note: if volunteers will not be utilized, a volunteer waiver request must be submitted.
 - f) In addition to volunteers and VOCA funded employees included in the proposed budget, describe any other individuals that will be supporting the project.
 - g) Discuss how feedback about services received will be gathered from program participants and how this feedback will be integrated into service delivery?
 - h) List, by agency name, up to seven other programs and/or services operating within the community or service area that contribute to the solution of the stated problem. Indicate how this project coordinates with those programs/services (i.e., how does the domestic violence agency coordinate with the Victim/Witness Unit, with law enforcement, etc.). *REQUIRED.

5. Transitional Housing – Additional Project Information

Provide the following information for the proposed transitional housing project.

- a) Identify the types of victims to be served with the project.
- b) Provide statistical documentation of the problem (see charts in AmpliFund for specific data requested) and a brief explanation of the statistics.

- c) Describe transitional housing program policies and participant requirements.

SFY 2024 VOCA Required Uploads & Attachments

All necessary application documents that support the proposed project are to be uploaded/attached to the online application within AmpliFund as either a PDF, Word or Excel file. It is suggested that documents be labeled in the following format: **Agency Name-Document Name** (For example: *Nebraska Crime Commission-Organizational Chart*). **Once documents have been uploaded into AmpliFund, open the file to ensure that the correct, intended items properly loaded.**

- **SAM Registration (Required)** – All applicants must provide a downloaded PDF copy of their current and active SAM registration. The legal name of the applicant organization must exactly match the name associated with the SAM registration.
- **Non-Profit Verification (Required - NON-PROFIT ONLY)** – 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.
- **IRS Form 990 OR equivalent (Required - NON-PROFIT ONLY)** – All non-profit applicants must provide a copy of their most recent 990 or equivalent.
- **Certified Assurances (Required)** – Download the *SFY 2024 Certified Assurances Template* provided in AmpliFund and have it completed by the Authorized Official listed on the application. Attach the completed form to the application.
- **Organizational Questionnaire (Required)** – Download the *Organizational Questionnaire* form provided in AmpliFund and have it completed by the Financial Point of Contact listed on application. Attach the completed form and any corresponding documentation to the application.
- **Board of Directors or Tribal Council Membership List (Required)** – Provide a complete list of Board of Directors or Tribal Council Membership. List should include board title, term served, professional position/organization, and contact information.
- **Organizational Chart (Required)** – Provide an Organizational Chart that reflects the current leadership structure of the applicant agency.
- **Letters of Support (3-5 Required)** – To demonstrate coordination, applicants are required to include to include letters of support from law enforcement agencies, criminal justice agencies, and/or other victim service organizations and community stakeholders.
 - **Letters of support should be specific to the application and the proposed project.** Agencies that apply for both VOCA and VOCA Transitional Housing funding must submit distinct letters from coordinating partners demonstrating support of the applicant agency being vital to carrying out the proposed project.
 - Letters should be on agency letterhead and signed by an agency lead, such as the Chief of Police, Sheriff, County Attorney, or Executive Director. It is acceptable for agencies that serve

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- 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 Nebraska Crime Commission will not be accepted.
 - All letters must remove or redact identifying information of any crime victims.
 - **At least three letters are required for a complete application. No more than five letters will be accepted.**
- **Memorandum of Understanding (MOU)** – Required of an agency when an application for funds includes an explicit non-financial collaboration with partnering organizations. The MOU provides documentation that demonstrates that the partnered organizations consulted and coordinated the responsibilities of their project activities. The MOU must be signed by all partners. Signatories must be officially authorized to sign on behalf of the agency (Authorized Official). Attach MOU agreements related to this project.
 - **Job Descriptions (Required)** – Attach Job Descriptions for all employees and volunteers contributing to the project as a single document.
 - Each position included in the proposed budget must have a corresponding job description. All applicants must also submit volunteer job descriptions (unless a volunteer waiver is requested). Agencies may have multiple volunteer job descriptions, depending on the volunteer services provided.
 - Job descriptions should outline the position’s Fair Labor Standards Act (FLSA) classification (i.e., exempt or non-exempt), necessary qualifications, primary responsibilities, and specific job duties related to the project. The percentage of time spent on overall tasks should also be indicated.
 - **Volunteer Waiver Request** – If your agency will not be utilizing volunteers as required by VOCA, a volunteer waiver request must be submitted. This request can be a signed letter on agency letterhead and must explain a compelling reason for not using volunteers.
 - **Agency Policies** – Attach agency policies that are applicable to the proposed project. If no policy is submitted, the Crime Commission will default to the policy of the State of Nebraska. The following policies may be required (see SFY 2024 VOCA Application Budget section for more details).
 - Personnel Policy (regarding leave) (**Required**)
 - Travel Policy
 - Capitalization or Equipment Policy
 - Client Assistance Policy
 - **Indirect Cost Rate Agreement** – Required for agencies that have a federally approved indirect cost rate agreement. Attach a copy of your agency’s current Federally Approved Indirect Cost Rate Agreement.
 - **De Minimis Certification of Indirect Costs** – Required for all agencies that are requesting 10% de minimis. If applicable, download and attach the completed form to the application.
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- **Indirect Costs Calculator** – Required for all agencies that have a federally approved Indirect Cost Rate Agreement or are requesting 10% de minimis. If applicable, download and attach the completed form to the application.
- **Other Attachments** – Provide any other needed attachments corresponding with your application here, such as a copy of agency bylaws if needed to confirm the Authorized Official listed.

SFY 2024 VOCA Application Budget

Timeframe – Year 1 (July 1, 2023 to June 30, 2024). Applicant should develop a project budget for no more than 12 months of operations.

Budget Narrative and Parameters – All costs must be necessary, reasonable, allowable, allocable and substantiated. Each line item in the budget must have a corresponding narrative address the information required. Items with incomplete narratives may not be awarded. Narratives should address the following:

1. Justification of the line item – why is the cost necessary and how will it benefit the project?
2. Explain how the request is not supplanting of federal funds.
3. Basis for the calculation - explain how the total cost of the line item was determined and how the cost was prorated for the project (or provide justification for not prorating).
4. Identify the source of any match provided.

With the goal of efficient grant management for all parties involved, applicants are encouraged to streamline their budget as much as possible. This is particularly important in the current situation of drastically reduced funding. Agencies are encouraged to be mindful of the types of expenses that generally require the most review by NCC (i.e., travel and client assistance) when developing their budget. Agencies are also encouraged to consider whether charging costs indirectly instead of directly would be beneficial.

Budget Categories – expenses in the following budget categories may be included with this application.

- **Personnel:** covers the wages requested for agency employees. Volunteer in-kind match is also included in this budget category. Funding requests for positions that are not on the regular payroll or are not volunteers must be classified as contractors or consultants.

Salaries cannot exceed those normally paid for comparable positions in the community and/or unit of government. Salary increases requested under the grant must be consistent with agency policy and positions with other funding. Wages claimed for reimbursement under the grant cannot exceed 1.5% over the budgeted salary levels without a budget revision.

Occasional overtime may be allowed, if it's specifically written into the budget. Estimated overtime hours and rate of pay must be included in the narrative and budget calculations.

- **Fringe Benefits:** covers the corresponding fringe benefits for positions included under Personnel. Fringes must be equitably allocated to all funding sources according to the actual payroll percentages. Fringe benefits should be based in the employer's share only since the employee's share is to be withheld from their wages.

Only basic fringe benefits are considered allowable by the Crime Commission. This includes insurance benefits offered by the agency (health, life, professional liability, etc.), FICA, unemployment insurance, workers compensation, costs of leave, and pension/retirement. Cafeteria or opt out plans, benefits, or incentives are not considered allowable expenses and will not be reimbursed. This applies even if the agency has optional fringe benefits approved under Section 125 of the IRS Internal Regulations.

The cost of fringe benefits in the form of regular compensation paid to employees during periods of authorized absences from the job, such as for annual leave, family-related leave, sick leave, holidays, court leave, military leave, administrative leave, and other similar benefits are allowable if the following criteria is met:

1. The leave is provided under established written leave policies.
2. The costs are equitably allocated to all related activities, including federal awards.
3. The accounting basis (cost or accrual) utilized for claiming each type of leave is consistently followed.

Leave time will not be included in the budget for fringe benefits since it's included in the normal working hours budgeted under personnel. However, the types of leave offered as fringe benefits must be identified in the narrative. A copy of the agency leave policy will also need to be provided.

- **Travel:** necessary travel expenses for the project may be requested. Expenses budgeted cannot exceed current GSA rates, which can be found at <https://www.gsa.gov/>. Travel expenses may be claimed according to the agency's written travel policy or the State of Nebraska policy, which can be found at [Nebraska Statute § 81-1174](#). Per State of Nebraska policy, a per diem for meals and incidentals (M&I) is provided at 70% of the GSA rate. The per diem is provided in lieu of reimbursement of actual expenditures, so receipts are not required to substantiate M&I expenses.

The travel policy utilized will need to be identified in the budget narrative. If applicable, a copy of the agency travel policy will need to be provided. Note that it continues to be FG&P policy that M&I expenses for day travel with no overnight stay are not allowable, regardless of whether the agency's travel policy allows it.

- **Equipment:** items with a useful life of more than one year and a per-unit acquisition cost exceeding the capitalization threshold are considered equipment. Agencies may use their own capitalization policy for classification of equipment and supplies, but only if the capitalization threshold is less than the federal and state policy threshold of \$5,000. Items under \$5,000 are considered supplies per state policy, although lower-cost items may be considered equipment per agency policy.

Purchases of equipment must adhere to established procurement processes and equipment must be managed in accordance with Federal Property and Equipment guidelines. Equipment procurement and management standards are outlined in the Financial 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.

- **Supplies:** includes items or materials which are expendable or consumed during the project (i.e., office supplies, postage, computers, training materials, books, etc.). The agency's capitalization policy will

determine whether higher-cost items should be classified as equipment or supplies. For purchases of items that are considered substantial (i.e., computers, printers, appliances, furniture), but do not meet the threshold for procurement requirements, agencies should follow “best practices” for determining reasonable costs. In these cases, at least three comparable price listings should be obtained and retained in agency records.

- **Procurement Contracts:** contracts are utilized to purchase specific services and are based on set fees. Contracts, including those with consultants, must adhere to established and standardized procurement processes. Funded contracts must have an open and fair selection process that is void of conflicts of interest, set reasonable pay rates, and offer specific verifiable work products or services. Contract rates must be reasonable and consistent with those paid for similar services in the marketplace and align with the work proposed.
 - Any request for a noncompetitive approach for a contract of \$250,000 or more will require federal approval from the Office of Justice Programs.
 - Fees for individual consultant services are subject to the DOJ Consultant Rate prior approval threshold of \$81.25/hour or \$650/day (8-hour day). Rates requested for reimbursement cannot exceed this threshold without prior written approval, which would require additional justification. This threshold should not be considered the maximum limit for all consultants though. The rate should be established according to skills, qualifications, and similar services in the marketplace.
 - Contractor consultant travel expenses budgeted cannot exceed current GSA rates, which can be found at <https://www.gsa.gov/>.
- **Subawards:** involve the passing down of federal funds to a partner agency to conduct activities that assist in the overall achievement of project outcomes. The lead agency identified in the application will issue the subaward and reimburse the partner agency for actual costs.

All subawards must have specific Crime Commission authorization. Each partner agency subawarded funds under this project must have a signed subaward and special conditions with the subrecipient. The subrecipient must provide a copy of the signed subaward and special conditions before receiving reimbursement for subaward expenses from the Crime Commission.

- **Other Costs:** applicable “other” expenses necessary for the project may be requested in this category. Examples of costs in this category include:
 - Rent and utilities
 - Copying and printing
 - Janitorial expenses
 - Agency insurance
 - Training registration fees
 - Programming funds (i.e., group activities)
 - Single Audit
 - Victim Assistance (hotel, identification records, childcare, education or job expenses, food, etc.)

- Transitional Housing expenses (rent and utilities)

The cost of an audit is only allowable if the agency is required to complete a Single Audit. Cost of a Single Audit must be prorated according to the total federal funds received by the agency.

Programs using funds for victim/client assistance (i.e., gas, food, clothing) must have specific written policies or protocols in place to ensure that funds are utilized as intended. A copy of the agency's policy regarding client assistance must be submitted if this is included in the proposed budget. Gift cards are not allowed. Additional information regarding client assistance can be found in the FG&P Guidebook.

Rent and utilities for transitional housing expenses 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: [FY 2022 Final Fair Market Rents Documentation System – Select Geography \(huduser.gov\)](#).

- **Indirect Costs:** costs of an organization that are not readily assignable to a particular project 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 indirect costs. Agencies may request funding for indirect costs by either establishment of a federally approved indirect cost rate agreement or by a “de minimis” rate, if eligible. The Crime Commission encourages agencies to use the 10% de minimis rate if eligible and charging costs indirectly would benefit your program. It may also be possible to negotiate an indirect cost rate with the Crime Commission upon request.

In addition to the information provided in the budget, agencies requesting indirect costs must provide the following supplemental documentation. These documents will need to be updated and resubmitted periodically over the course of the project.

1. Support for Indirect Costs

- Agencies with a federally approved indirect cost rate must provide a copy of the current federal agreement, which indicates the status of the requested rate (provisional, fixed, or final).
- Agencies requesting de minimis indirect costs must provide a signed copy of the De Minimis Certification form (template provided within AmpliFund application).

2. Indirect Costs Calculator (template provided within AmpliFund application).

Prorating Costs for VOCA – under the VOCA rule, the base for allocation of costs to a VOCA grant can be the victim services provided. For agencies solely providing victim services or costs that are solely for victim services, 100% of these costs can be claimed under VOCA (other than administrative costs such as the Executive Director's salary and fringe benefits, etc.).

Some costs may still need to be prorated because they aren't solely for victim services or because they must be based on actual VOCA expenditures. Fringe benefits must be allocated according to actual VOCA payroll costs. Other prorated costs may be charged by the most applicable actual VOCA percentage as determined by

FTEs, square footage, call logs, etc. The most applicable VOCA percentage may differ with various costs since the allocation (showing the corresponding benefit to the project) depends on the type of cost and how it benefits the project. The method of prorating each cost, however, must be consistently applied and cannot vary from month to month.

A Proration of Costs spreadsheet, which is provided by the Crime Commission, will need to be submitted to support the actual percentage of expenses charged to the grant each month. This spreadsheet must be regularly submitted regardless of OAT level.

Submitting the SFY 2024 Budget in AmpliFund

Applicants are encouraged to develop the project budget and corresponding narratives prior to entering the information into AmpliFund, so that the information can be easily copied and updated outside of the system. Applicants can refer to the AmpliFund user guides for specific instructions on submitting the budget within AmpliFund. **Please use whole numbers.** See the following sections for details on what information must be included in the budget.

Personnel Instructions

1. Enter the position title as the title for the budget line item. Each position must be budgeted separately, so repeat steps as needed for additional line items.
2. Enter the total wage amount requested for the position.
3. Include the following narrative information supporting the request in the text box.
 - a. Identify whether each position is a new or existing position and the staff member's name (if known). New positions are those that result in an increase to the agency's overall FTEs while existing positions do not.
 - i. New position: explain the necessity for the new position.
 - ii. Existing position: explain how the position was funded previously and address supplanting.
 - b. Outline the job duties or responsibilities for each position and indicate their relevance to the project.
 - c. Identify the salary level requested in the budget.
 - i. For existing positions, identify the current salary level and justify any salary adjustments or raises. Clarify the process used by the agency for determining salary increases and who provides approval.
 - d. Indicate the total work week hours for each position and the percentage of time allocated or devoted to the project. Funding can only support the percentage of personnel time that is devoted to the VOCA project.
 - e. Provide the calculation corresponding with the VOCA wages requested (i.e., annual salary x VOCA devotion OR hourly rate of pay x annual hours worked x VOCA devotion = amount requested).
 - f. Identify other sources of funding for the position (if applicable) and the source of any match provided.

4. A job description for each position will need to be provided as an attachment.

Fringe Benefits Instructions

1. Enter the position title as the title for the budget line item. Fringes must be budgeted separately for each position, so repeat steps as needed for additional line items.
2. Enter the total fringe amount requested for the position.
 - a. Note that all individual fringes budgeted for a position should be consolidated under a single line item. A fringe benefit such as worker's compensation that is prorated at the agency level instead of the individual level may be entered as a separate line item though.
3. Include the following narrative information supporting the request in the text box.
 - a. List the staff member's name (if known) and identify each of the fringe benefits budgeted for the position.
 - i. Clarify if there are any new fringe benefits offered.
 - ii. Explain how existing fringe benefits were funded previously and address supplanting.
 - b. Provide the calculation corresponding with the total budget request. This should be a lump sum percentage of the VOCA devoted salary for fringes (i.e., salary request under VOCA x total fringe percentage = fringe benefits requested). To calculate the total percentage of all fringe benefits:
 - i. Add up the dollar amount of all fringe benefits (total fringes). Provide the breakdown of the fringes and corresponding amounts included (i.e., FICA = annual salary x 7.65%, health insurance = agency's share of monthly premium x 12).
 - ii. Divide the total fringes by the total salary for the position. Round the percentage to no more than 2 decimal points. See example calculation provided below.

Position 1: annual salary is \$40,000, of which \$30,000 (75%) is devoted to VOCA.

Total fringes: \$5,487
 FICA – \$40,000 x 7.65% = \$3,060
 IRA - \$40,000 x 3% = \$1,200
 Unemployment – 0.3% on first \$9,000 in wages = \$27
 Health insurance - \$100/month for agency share x 12 = \$1,200

 Total percentage of fringe benefits: \$5,487 / \$40,000 = 13.72%
 Fringe benefits requested under VOCA: \$30,000 x 13.72% = \$4,116

- c. Identify the other sources of funding for fringes (if applicable) and the source of any match provided.
 - d. Identify the types of leave offered by the agency.
4. A copy of the agency's personnel policy detailing types of leave offered will need to be provided as an attachment.

Travel Instructions

1. Enter the specific travel expenses as the title for the budget line item. Different travel expenses may need to be budgeted separately, so repeat steps as needed for additional line items.
 - a. List expenses by purpose (i.e., training, conference, daily travel) and by type.
 - b. Do not lump costs together. For example, baggage fees for air travel need separated from the cost of the airline ticket.
Example titles for budget line items: Local Mileage; In State Training – Mileage; In State Training – Meals; National Training 1 – Airfare; National Training 1 – Baggage Fees; National Training 1 – Taxi.
2. Enter the amount requested for the specific travel expense.
3. Include the following narrative information supporting the request in the text box.
 - a. Note if the travel is local, in-state, or out-of-state and the departure and destination points. If the destination for out of state travel is unknown, indicate that prior approval from NCC will be requested.
 - b. Explain the purpose of travel, the position(s) traveling, and the benefit or necessity of the travel for the project.
 - c. Identify the travel policy followed (i.e., agency policy or State of Nebraska policy).
 - d. Address supplanting. For recurring travel expenses such as local mileage, explain how the expenses were previously funded.
 - e. Include the allocation and detailed calculation of the specific travel expense. Explain how the total and budgeted amounts were determined (i.e., based on prior year's costs) and any applicable basis for prorating.
 - f. Identify the other funding sources for travel (if applicable) and the source of any match provided.
4. If applicable, a copy of the agency's travel policy should be provided as an attachment.

Equipment Instructions

1. Enter the specific equipment as the title for the budget line item. Different equipment expenses may need to be budgeted separately, so repeat steps as needed for additional line items.
2. Enter the total amount requested for the equipment.
3. Include the following narrative information supporting the request in the text box.
 - a. Describe all equipment expenses. Explain how each item is relevant and necessary to the project. If applicable, identify who will be using the equipment or benefitting from it.
 - b. Identify the capitalization threshold and whether agency or state policy is followed. If agency equipment policy is followed, please provide a copy of the policy as an attachment.
 - c. Summarize the bidding process to be used.
 - d. Address supplanting. For existing or recurring equipment expenses, explain how the expenses were previously funded.

- e. Include the allocation and detailed calculation of the equipment. Explain how the total and budgeted amounts were determined and any applicable basis for prorating.
- f. Identify the other funding sources for the equipment (if applicable) and the source of any match provided.

Supplies Instructions

1. Enter the type of supply as the title for the budget line item. Different types of supplies may need to be budgeted separately, so repeat steps as needed for additional line items.
 - a. Everyday costs such as office supplies do not have to be itemized separately in the budget and do not need to be broken into separate line items such as pens, papers, etc. Items included must be described in the narrative though.
 - b. Higher cost items that are considered substantial (i.e., computers, printers, appliances, furniture) should be budgeted under separate line items.
2. Enter the total amount requested for the type of supply.
3. Include the following narrative information supporting the request in the text box.
 - a. Describe all supply expenses and explain why they are necessary for the project. If a certain type of supplies is budgeted under a single line item, describe all the items included.
 - b. Address supplanting. Explain how existing or recurring supply expenses were previously funded.
 - c. Include the allocation and detailed calculation of the supplies. Explain how the total and budgeted amounts were determined (i.e., based on prior year's actual costs) and any applicable basis for prorating.
 - d. Identify the other funding sources for the type of supply (if applicable) and the source of any match provided.

Procurement Contracts Instructions

1. Enter the type of contract as the title for each budget line item. Different contracts may need to be budgeted separately, so repeat steps as needed for additional line items.
2. Enter the total amount requested for the contract.
3. Include the following narrative information supporting the request in the text box.
 - a. The expected deliverables or product/services that the consultant or contract will provide. Explain why the contract is necessary for the project.
 - b. Identify who the consultant or contractor is and how they are associated with the agency. Provide a description of the selection process to verify that the procurement process is fair, equitable, and free from conflicts of interest and/or personal gain by any entity or representative within the organization.
 - c. Address supplanting. Explain how existing or recurring contract expenses were previously funded.
 - d. Include the allocation and detailed calculation of each line item. Explain how the total and budgeted amounts were determined (i.e., 100 hours x \$75/hour = \$7,500) and any applicable basis for

prorating. Provide justification or an explanation of the requested rate.

- e. Identify the other funding sources for the contract (if applicable) and the source of any match provided.

Subawards Instructions

1. Enter the partner agency's name as the title for each budget line item. Different subawards must be budgeted separately, so repeat steps as needed for additional line items.
2. Enter the total amount requested for the subaward.
3. Include the following narrative information supporting the request in the text box.
 - a. Explain the necessity or purpose of the subaward and the partner agency's role.
 - b. Expected deliverables or services that the subaward will provide and how they'll impact the project.
 - c. Address supplanting. Explain how existing or recurring subaward expenses were previously funded.
 - d. Provide a summary of the subaward budget and an itemized breakdown of requested expenses. Include the allocation and detailed calculation of each line item and describe the specific duties for each position requested.
 - e. Identify the other funding sources for the subaward (if applicable) and the source of any match provided.

Other Costs Instructions

1. Enter the specific type of cost as the title for each budget line item. Different costs may need to be budgeted separately, so repeat steps as needed for additional line items.
2. Enter the total amount requested.
3. Include the following narrative information supporting the request in the text box.
 - a. Describe the expense and the necessity to the project.
 - b. Address supplanting. Explain how existing or recurring costs were previously funded.
 - c. Include the allocation and detailed calculation of each line item. Explain how the total and budgeted amounts were determined (i.e., based on prior year's actual costs) and any applicable basis for prorating.
 - d. Identify the other funding sources for the type of cost (if applicable) and the source of any match provided.

Indirect Costs Instructions

1. Add a line item for indirect costs.
2. Enter the total amount requested.
3. Include the following narrative information supporting the request in the text box.
 - a. Explain how the indirect cost rate was determined (federally approved or 10% de minimis). Indicate which federal rate is being used (provisional, fixed, or final) and the expiration date.

- b. If the agency elects to apply a lower indirect cost rate due to budget constraints or other reasons, an explanation or justification for determining the lower rate should be included.
 - c. Identify the other funding sources for the indirect costs (if applicable) and the source of any match provided.
4. The **Indirect Costs Calculator** form must be completed according to your agency’s budget and submitted with either an **Indirect Cost Rate Agreement** or **De Minimis Certification of Indirect Costs**. This paperwork will need to be periodically updated and resubmitted over the course of the project. An example for completing the Indirect Costs Calculator form using the Modified Total Direct Costs (MTDC) indirect cost distribution base is included below.

Budgeted Direct Costs

The amounts listed here must match the current or requested grant budget. *See chart on page 2 of form.*

Budget Category	Total Amount	Budget Details / Notes
Personnel	\$250,000	Staff salaries (Advocate, Case Manager)
Fringe Benefits	\$50,000	Staff fringes (Advocate, Case Manager)
Travel	\$12,000	Local mileage
Supplies	\$8,000	Office supplies
Equipment	\$5,000	New server
Procurement Contracts	\$60,000	Legal contract = \$45,000; Therapy = \$15,000
Subawards	\$60,000	Partner agency subaward = \$60,000
Other Costs	\$30,000	Rental costs = \$10,000; other misc. costs = \$20,000
Total Direct Costs	\$475,000	

Budgeted Indirect Costs & Total Budget

The distribution base and rate referenced here for indirect costs must match corresponding documentation. See chart on page 4 of form and additional information included on page 3 of form.

	Total Amount	Budget Details / Notes
Total Direct Costs	\$475,000	
Direct Costs Excluded from Indirect Cost Distribution Base	\$70,000	Excluded from MTDC: \$5,000 of equipment; \$20,000 for legal contract in excess of \$25,000; \$35,000 for partner agency subaward in excess of \$25,000; and \$10,000 in rental costs
Indirect Cost Distribution Base	\$405,000	\$475,000 - \$70,000
Indirect Cost Rate %	10%	De minimis
Total Indirect Costs	\$40,500	\$405,000 x 10%
Total Federal Budget	\$515,500	\$475,000 direct + \$40,500 indirect

SFY 2024 VOCA Performance Plan

The applicant's proposed goals and objectives for the project are to be entered into the [AmpliFund Performance Plan Template](#). Applicants can refer to the AmpliFund user guides for specific instructions on submitting the goals/objectives within AmpliFund. Objectives should directly correlate to the project's proposed budget and the project services outlined in the Project Narrative.

Timeframe – Year 1 (July 1, 2023 to June 30, 2024). Applicant should develop a project goals and objectives for no more than 12 months of operations. These will guide the project through Year 1 of a two-year plan. In developing Year 1, applicants should take into consideration what the objectives will look like for Year 2. Projects will have the opportunity to adjust objectives for Year 2, however, overall goals should be consistent with Year 1.

Strategies – Broad statements summarizing the overarching purpose(s) of the project. The number of strategies will depend on the size of the proposed project. At a minimum, VOCA projects are required to have the pre-assigned strategy of [Increased Victim Safety](#). Applicants must enter their own measurable goals/objectives that will advance the project toward achieving the overarching strategy. Any additional strategies entered by the applicant will require corresponding goals/objectives.

Goals/Objectives – Each strategy should have 2-5 goals or objectives that clearly state what is planned for the project's activities and achievements. Goals must be measurable and state **what will be done** utilizing the grant funds, **what will be measured**, and within **what timeframe**. Goals will need to have a goal type identified for the goal to be properly reported on and tracked. The goal types are as follows:

1. **Narrative:** allows you to set a goal and track the progress of the goal by writing out narratives.
2. **Numeric:** allows you to set a planned number to be achieved. You will be able to track the actual numbers achieved vs. the goal's planned number.

3. **Percent Achieved:** this goal type allows you to set a goal percentage that you hope to achieve. You will be able to track the actual percentage achieved vs. the goal's planned percentage.

Measurable performance indicators **increase, decrease, or maintain** something and are not activity statements such as *to provide (event), to train, retain employees or to establish*. For example, if the *strategy* is for "victims and survivors to know more ways to gain personal safety and wellbeing," then the *goal/objective* could be the number of victims self-reporting increased awareness of their surroundings, or the number of safety plans developed.

If percentage changes are referenced in objectives, actual numbers will also need to be included. For example, if the goal is to "increase numbers served by 25%", it should be stated as "to increase numbers served by 25%, from 80 to 100". For ease of reporting, this performance measure should be entered as a "number" type of measure with 100 as the planned goal.

When developing goals/objectives, consider the following:

- How will the victims to be served benefit?
- By receiving this service, what will be the outcome for victims?

If the funding proposal increases the number of staff, the goals/objectives should indicate how the increased staff will improve outcomes for victims served. Examples: victims/survivors that know their rights will increase by 25%; victims/survivors that have supports within the community at discharge will increase by 10%.