



March 1, 2016

To: COUNTY VICTIM SERVICES PROVIDERS

Subject: COUNTY VICTIM SERVICES (XC) PROGRAM
FISCAL YEARS 2016/2017 & 2017/2018 REQUEST FOR APPLICATION

The California Governor's Office of Emergency Services (Cal OES), Criminal Justice/Emergency Management & Victim Services Branch, is pleased to announce the release of the County Victim Services (XC) Program Request for Application (RFA) for fiscal years (FY) 2016/2017 and 2017/2018.

The purpose of the XC Program is to provide one-time, federal Victims of Crime Act (VOCA) funding to each of California's 58 counties, and the City of Los Angeles, to help each fill victim services gaps/needs. The performance period for the XC Program will begin July 1, 2016, and end June 30, 2018. This is a one-time, two-year Grant Subaward.

In December 2014, President Obama signed into law the "Consolidated and Further Continuing Appropriations Act, 2015." This bill raises the Crime Victims Fund cap from \$745 million to \$2.361 billion, allowing awards to states through the Victims of Crime Act Victim Assistance Formula Grant Program to quadruple for 2015. It is unknown if this funding level will be sustained for future years, therefore, Cal OES is increasing services for victims through one-time, 24-month grants.

There is approximately \$40,000,000 (plus match) of federal 2015 VOCA funds available for the XC Program. To be considered for funding, a complete application must be submitted to Cal OES no later than **Tuesday, April 12, 2016**. Please note that the accurate, timely and complete submission of the required documents will expedite the processing of your application.

Should you have questions or require assistance, please contact Jennifer Fowler at (916) 845-8741, or jennifer.fowler@caloes.ca.gov. Thank you for your interest and we look forward to working with you.

Sincerely,

MARK S. GHILARDUCCI
Director

COUNTY VICTIM SERVICES (XC) PROGRAM

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COUNTY VICTIM SERVICES PROGRAM

PART I – OVERVIEW

- A. INTRODUCTION
 - B. CONTACT INFORMATION
 - C. APPLICATION DUE DATE AND SUBMISSION OPTIONS
 - D. ELIGIBILITY
 - E. FUNDS
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-

A. INTRODUCTION

This Request for Application (RFA) provides the information and forms necessary to prepare an application for California Governor’s Office of Emergency Services’ (Cal OES’s) grant funds. The terms and conditions described in this RFA supersede previous RFAs and conflicting provisions stated in the *Subrecipient Handbook*. The *Subrecipient Handbook* provides helpful information for developing the application and is accessible on our website at www.caloes.ca.gov. Select “Cal OES Divisions,” scroll down to “Grants Management,” on the right-hand side, click on “Criminal Justice, Emergency Management & Victim Services Grant Programs,” then select “Handbooks, Reports & Publications.”

B. CONTACT INFORMATION

Questions concerning this RFA, the application process, or Programmatic issues should be submitted by telephone, fax or e-mail to:

Jennifer Fowler, Program Specialist
Criminal Justice Unit
(916) 845-8741
Jennifer.fowler@caloes.ca.gov

C. APPLICATION DUE DATE AND SUBMISSION OPTIONS

One original and one copy of the application must be delivered to Cal OES’s Criminal Justice/Emergency Management & Victim Services Branch, by the date and time indicated below. Submission options are:

Regular or overnight mail, postmarked by **Tuesday, April 12, 2016**, **OR** hand-delivered by 5:00 p.m. on **Tuesday, April 12, 2016**, to:

California Governor’s Office of Emergency Services
Criminal Justice/Emergency Management & Victim Services Branch
3650 Schriever Avenue
Mather, CA 95655
Attn: County Victim Services Program – Criminal Justice Unit

D. ELIGIBILITY

Each county, and the City of Los Angeles, is eligible to submit an application for the County Victim Services (XC) Program to fill victim services gaps/needs.

Specific criteria for eligibility include:

- Each county, and the City of Los Angeles, must implement a “Victim Services Steering Committee” (VSSC). The VSSC will be tasked with identifying victim services gaps/needs in their jurisdictions. The VSSC will also collectively establish a plan, to include measurable objectives, to address the identified victim services gaps/needs, keeping in mind that funding for this Program is limited to a two-year period.
- The plan for each county, and the City of Los Angeles, must be a cooperative and collaborative approach.

The plan submitted with the application must include the following information:

- The victim services gaps/needs identified by the VSSC.
 - The plan to address the identified victim services gaps/needs (plan must include measurable objectives).
 - The name of the county agency (or in the case of the City of Los Angeles, the city agency) selected to administer the XC Grant Subaward from Cal OES and act as the single point of contact for the grant. The agency selected must be a county victim services provider (or in the case of the City of Los Angeles, a city victim services provider) and provide direct services to victims.
 - The plan should address how the county agency selected to administer the XC Grant Subaward from Cal OES will use a volunteer(s) as part of meeting their objectives. Using a volunteer(s) is a VOCA funding requirement.
 - Distribution of funds (i.e., even if the Mental Health Department is selected by a county’s VSSC to administer the XC grant for that county, funding can still be “shared” with other county victim services providers and/or community-based organizations [that provide direct services to victims] within that county).
 - Original signatures of all mandatory VSSC members are required on the plan. No exceptions will be made.
- Each county Steering Committee **must** include mandatory representation from the following entities:
 - Adult Protective Services
 - Child Protective Services
 - Courts
 - District Attorney
 - Mental Health Department
 - Police Department (at least one)
 - Probation
 - Sheriff
 - Cal OES-funded Victim/Witness Program Project
 - Cal OES-funded Domestic Violence Assistance Program Project
 - Cal OES-funded Rape Crisis Program Project

- In addition to the mandatory representation listed above, each county is **strongly encouraged** to add representation from the following entities:
 - Office of the Ombudsman
 - Disabilities Community
 - Emerging Victim Populations
 - Hospitals/Medical Providers
 - School Districts/Schools
 - Teen/Transitioning-Age Youth
 - Tribes/Tribal Groups

- The City of Los Angeles's Steering Committee **must** include mandatory representation from the following entities:
 - City of Los Angeles's Department of Aging
 - Child Protective Services
 - Los Angeles City Attorney's Office
 - Mental Health Department
 - Los Angeles Police Department
 - Cal OES-funded Victim/Witness Program Project
 - Cal OES-funded Domestic Violence Assistance Program Project
 - Cal OES-funded Rape Crisis Program Project

- In addition to the mandatory representation listed above, the City of Los Angeles is **strongly encouraged** to add representation from the following entities:
 - Office of the Ombudsman
 - Disabilities Community
 - Emerging Victim Populations
 - Hospitals/Medical Providers
 - School Districts/Schools
 - Teen/Transitioning-Age Youth
 - Tribes/Tribal Groups

E. FUNDS

1. Fund Source

The XC Program is supported with federal Victims of Crime Act (VOCA) Victim Assistance Formula Grant Program (Formula Grant Program) funds. The VOCA Formula Grant Program is authorized by the Victims of Crime Act of 1984 as amended, 42 U.S.C. 10601, *et seq.*

In December 2014, President Obama signed into law the "Consolidated and Further Continuing Appropriations Act, 2015." This bill raised the Crime Victim Fund cap from \$745 million to \$2.361 billion, allowing awards to states through the VOCA Victim Assistance Formula Grant Program to quadruple for 2015. It is unknown if this funding level will be sustained for future years, therefore, Cal OES is increasing funding for ongoing programs for 2015-2016 and also funding additional one-time, 24-month projects, like the XC Program.

a. Purpose

VOCA authorizes federal financial assistance to states through the Formula Grant Program for the purpose of supporting eligible crime victim assistance programs that:
1) respond to the emotional and physical needs of crime victims; 2) help primary and

secondary victims of crime to stabilize their lives after a victimization; 3) help victims to understand and participate in the criminal justice system; and 4) provide victims with a measure of safety and security.

VOCA Allowable Costs for Direct Services include: Immediate Health and Safety; Mental Health Assistance; Assistance with Participation in Criminal Justice Proceedings; Forensic Examinations; Costs Necessary and Essential to Providing Direct Services; Special Services; Personnel Costs; Restorative Justice; Skills Training for Staff; Training Materials; Training-Related Travel; Equipment and Furniture; Purchasing or Leasing Vehicles; Advanced Technologies; Contracts for Professional Services; Operating Costs; Supervision of Direct Service Providers; Repair and/or Replacement of Essential Items; and Public Presentations (see pages 33 – 36 for complete definitions of each).

VOCA Non-Allowable Costs and Activities include: Lobbying and Administrative Advocacy; Perpetrator Rehabilitation and Counseling; Needs Assessments, Surveys, Studies; Prosecution Activities; Fundraising Activities; Some Indirect Organizational Costs (such as: capital improvements, body guards, mortgage payments, etc.); Property Loss; Most Medical Costs; Costs of Sending Individual Crime Victims to Conferences; and Activities Exclusively Related to Crime Prevention (see page 37 for complete definitions of each).

b. Match

VOCA requires a cash and/or in-kind match equal to 20 percent of the total project cost. When used to augment the project, expenditures for items such as personnel, operating expenses or equipment are considered match if not supplanting.

Projects **must** clearly identify staff positions, including match, in the budget pages. VOCA funds and the required match are restricted to direct services to crime victims. In addition, services to witnesses other than the crime victim are prohibited with VOCA funds and their required match.

c. Guidelines/Restrictions

- Volunteers must be utilized unless there is a compelling reason to waive this requirement.
- Victims cannot be charged for services provided by programs supported with VOCA funds.
- VOCA funds and the required match are restricted to **direct** services to crime victims (see VOCA Allowable Costs for Direct Services attachment that begins on page 36).
- Services to witnesses other than the crime victim are prohibited with VOCA funds and their required match.
- Original publications (written, visual, or sound) produced in whole or in part must contain the following statement: “Funding made possible through the

United States Department of Justice, Victims of Crime Act, 2015-VA-GX-0058.”

- The Code of Federal Domestic Assistance (CFDA) number for the VOCA Formula Grant Program is 16.575. Additional information can be found at www.cfda.gov.

2. Funding Amount/Performance Period

There is \$40,000,000 (plus match) available for the XC Program. Cal OES will fund all 58 counties and the City of Los Angeles for one, 24-month performance period beginning July 1, 2016, and ending June 30, 2018.

See chart below for funding and match amounts. Allocations were calculated using a \$125,000 base (in the case of Los Angeles County and the City of Los Angeles, the \$125,000 was split evenly between the two), with the remaining funds allocated based on population (Population as of 1/1/15 provided by the Department of Finance, Demographic Research Unit) and violent crime – homicide, rape, robbery, assault and kidnapping (2014 Violent Crime Arrests provided by the Attorney General’s Criminal Justice Statistics Center).

	2015 VOCA Funding	Match Requirement	Total Project Cost
Alameda	\$1,329,781	\$332,445	\$1,662,226
Alpine	\$126,234	\$31,559	\$157,793
Amador	\$151,752	\$37,938	\$189,690
Butte	\$318,321	\$79,580	\$397,901
Calaveras	\$171,661	\$42,915	\$214,576
Colusa	\$146,490	\$36,623	\$183,113
Contra Costa	\$957,742	\$239,436	\$1,197,178
Del Norte	\$163,137	\$40,784	\$203,921
El Dorado	\$272,638	\$68,160	\$340,798
Fresno	\$1,186,442	\$296,611	\$1,483,053
Glenn	\$151,127	\$37,782	\$188,909
Humboldt	\$256,588	\$64,147	\$320,735
Imperial	\$289,327	\$72,332	\$361,659
Inyo	\$145,465	\$36,366	\$181,831
Kern	\$1,103,201	\$275,800	\$1,379,001
Kings	\$270,816	\$67,704	\$338,520
Lake	\$197,121	\$49,280	\$246,401
Lassen	\$154,525	\$38,631	\$193,156
Los Angeles	\$5,362,382	\$1,340,596	\$6,702,978
City of Los Angeles	\$3,341,767	\$835,442	\$4,177,209
Madera	\$260,356	\$65,089	\$325,445
Marin	\$306,240	\$76,560	\$382,800

Mariposa	\$141,488	\$35,372	\$176,860
Mendocino	\$223,504	\$55,876	\$279,380
Merced	\$373,681	\$93,420	\$467,101
Modoc	\$137,786	\$34,447	\$172,233
Mono	\$136,229	\$34,057	\$170,286
Monterey	\$508,500	\$127,125	\$635,625
Napa	\$244,678	\$61,170	\$305,848
Nevada	\$197,979	\$49,495	\$247,474
Orange	\$2,262,560	\$565,640	\$2,828,200
Placer	\$388,062	\$97,016	\$485,078
Plumas	\$145,882	\$36,471	\$182,353
Riverside	\$1,867,343	\$466,836	\$2,334,179
Sacramento	\$1,537,708	\$384,427	\$1,922,135
San Benito	\$187,808	\$46,952	\$234,760
San Bernardino	\$2,290,212	\$572,553	\$2,862,765
San Diego	\$2,825,903	\$706,476	\$3,532,379
San Francisco	\$771,298	\$192,825	\$964,123
San Joaquin	\$809,874	\$202,469	\$1,012,343
San Luis Obispo	\$336,874	\$84,219	\$421,093
San Mateo	\$634,350	\$158,588	\$792,938
Santa Barbara	\$493,165	\$123,291	\$616,456
Santa Clara	\$1,496,058	\$374,015	\$1,870,073
Santa Cruz	\$348,668	\$87,167	\$435,835
Shasta	\$269,086	\$67,272	\$336,358
Sierra	\$128,288	\$32,072	\$160,360
Siskiyou	\$176,745	\$44,186	\$220,931
Solano	\$532,430	\$133,108	\$665,538
Sonoma	\$524,487	\$131,122	\$655,609
Stanislaus	\$694,077	\$173,519	\$867,596
Sutter	\$224,981	\$56,245	\$281,226
Tehama	\$182,741	\$45,685	\$228,426
Trinity	\$140,159	\$35,040	\$175,199
Tulare	\$613,381	\$153,345	\$766,726
Tuolumne	\$169,706	\$42,427	\$212,133
Ventura	\$793,763	\$198,441	\$992,204
Yolo	\$311,551	\$77,888	\$389,439
Yuba	\$215,882	\$53,971	\$269,853

F. PROGRAM INFORMATION

The purpose of the County Victim Services (XC) Program is to support each of California’s 58 counties, and the City of Los Angeles, in providing direct services to victims. Cal OES recognizes that there are unmet gaps/needs at the county level in regards to providing these direct services. This one-time, two-year Program will allow each county the opportunity to identify these gaps/needs in victim services and develop a plan (plan must include measurable objectives) to meet these gaps/needs. Projects will be required to track their objectives/services provided in the following ways:

1. Reporting Requirements

Subrecipients are required to complete reports for both Cal OES and the Office of Victims of Crime (OVC).

a. Cal OES Progress Reports

There are four Progress Reports required for the XC Program. See chart below for report periods and due dates.

Report	Report Period	Due Date
1 st Report	July 1, 2016 – December 31, 2016	January 31, 2017
2 nd Report	Jan 1, 2017 – June 30, 2017	July 31, 2017
3 rd Report	July 1, 2017 – December 31, 2017	January 31, 2018
Final Report	Jan 1, 2018 – June 30, 2018	July 31, 2018

b. OVC Reports

There are two, one-line OVC reports Subrecipients will need to complete:

1) Subgrant Award Report (SAR)

This report is due at the time funds are awarded. Cal OES will initiate access and the Subrecipient must complete the remainder of the report in the OVC Performance Measurement Tool.

2) Subgrantee Report

The Subrecipient must complete this report no later than three weeks following the end of each quarter.

COUNTY VICTIM SERVICES PROGRAM

PART II – RFA INSTRUCTIONS

- A. PREPARING AN APPLICATION
 - B. CERTIFICATION OF ASSURANCE OF COMPLIANCE
 - C. PROJECT NARRATIVE
 - D. PROJECT BUDGET
 - E. APPLICATION APPENDIX
-

A. PREPARING AN APPLICATION

The instructions in this section correspond to each of the application components and to the forms required to complete the application.

The Applicant must use the forms provided in Part IV of this RFA or on our website at www.caloes.ca.gov. The forms must be printed on plain white 8½” x 11” paper for the application. The Project and Budget Narrative templates provided on the website are formatted to Cal OES’s standards. If you create your own Project and/or Budget Narrative forms, the format must duplicate the Cal OES templates and not allow for more space than provided by Cal OES. If a space limitation is specified for a component, strict adherence to the space limitation is required.

Please provide the twelve [12] required application components in the order listed below:

- Application Cover Sheet (included in Part IV)
- Grant Subaward Face Sheet (Cal OES 2-101)
- Project Contact Information (Cal OES 2-102)
- Signature Authorization and Instructions (Cal OES 2-103)
- Certification of Assurance of Compliance – VOCA (Cal OES 2-104f)
- Project Summary Form (Cal OES 2-150)
- Project Narrative (Cal OES 2-108)
- Victim Services Steering Committee (VSSC) Plan – Application must include:
 - The victim services gaps/needs identified by the VSSC.
 - The plan to address the identified victim services gaps/needs (plan must include measurable objectives).
 - The name of the county agency (or in the case of the City of Los Angeles, the city agency) selected to administer the XC Grant Subaward from Cal OES and act as the single point of contact for the grant. The agency selected must be a county victim services provider (or in the case of the City of Los Angeles, a city victim services provider) and provide direct services to victims.
 - The plan should address how the county agency selected to administer the XC Grant Subaward from Cal OES will use a volunteer(s) as part of meeting their objectives. Using a volunteer(s) is a VOCA funding requirement.
 - Distribution of funds (i.e., even if the Mental Health Department is selected by a county’s VSSC to administer the XC grant for that county, funding can still be “shared” with other county victim services providers and/or community-based organizations [that provide direct services to victims] within that county).
 - Original signatures of all mandatory VSSC members are required on the plan. No exceptions will be made.

- Project Budget (Cal OES 2-106a – with Match)
- Budget Narrative (Cal OES 2-107)
- Project Service Area Information (Cal OES 2-154)
- Application Appendix (refer to Part II, E)

Click the link below to access Cal OES’s forms or go to www.caloes.ca.gov, Select “Cal OES Divisions,” scroll down to “Grants Management,” on the right-hand side, click on “Criminal Justice, Emergency Management & Victim Services Grant Programs,” then select “Forms.” Or, paste the following link into your browser:

<http://www.caloes.ca.gov/cal-oes-divisions/grants-management/criminal-justice-emergency-management-victim-services-grant-programs/forms>

NOTE: Pay special attention to the required forms. Failure to submit the correct forms will result in the application being returned.

Copies of the application must be assembled separately and individually fastened in the upper left corner. ***Do not bind the application.***

B. CERTIFICATION OF ASSURANCE OF COMPLIANCE (Cal OES 2-104F)

Cal OES is required by law to obtain written certifications of compliance. The Certification of Assurance of Compliance form is a binding affirmation that the Subrecipient will comply with the following regulations and restrictions:

- State and Federal civil rights laws;
- Drug Free Workplace;
- California Environmental Quality Act;
- Federal grant fund requirements;
- Lobbying restrictions;
- Debarment and Suspension requirements; and
- Proof of Authority documentation from the city council/governing board.

This document becomes a part of the Cal OES Grant Subaward. Two individuals must sign the Certification of Assurance of Compliance (Cal OES 2-104). The designated individual authorized to sign the Grant Subaward (see Section 2113) and the individual granting that authority: the City/County Financial Officer, the City/County Manager, or the Governing Board Chair. The second signature is not required for State Agencies.

C. PROJECT NARRATIVE

The Project Narrative is the main body of information describing the problem to be addressed, the plan to address the identified problem through appropriate and achievable objectives and activities, and the ability of the Applicant to implement the plan.

1. Problem Statement

The Problem Statement should include:

- a description of your county’s demographics (for City of Los Angeles, a description of the city’s demographics);
- a description of the crime type(s) and victim demographic information that the agencies receiving XC funding serve;
- a description of the nature and extent of your victim services gaps/needs affecting your county/City of Los Angeles; and
- the anticipated impact of this funding in addressing your gaps/needs.

2. Plan

As previously stated, the county, and the City of Los Angeles, must implement a “Victim Services Steering Committee” (VSSC). The VSSC will be tasked with identifying victim services gaps/needs in their jurisdictions. The VSSC will also collectively establish a plan, to include measureable objectives, to address the identified victim services gaps/needs, keeping in mind that funding for this Program is limited to a two-year period.

- The plan for each county, and the City of Los Angeles, must be a cooperative and collaborative approach.

The plan submitted with the application must include the following information:

- The victim services gaps/needs identified by the VSSC.
 - The plan to address the identified victim services gaps/needs (plan must include measurable objectives).
 - The name of the county agency (or in the case of the City of Los Angeles, the city agency) selected to administer the XC Grant Subaward from Cal OES and act as the single point of contact for the grant. The agency selected must be a county victim services provider (or in the case of the City of Los Angeles, a city victim services provider) and provide direct services to victims.
 - The plan should address how the county agency selected to administer the XC Grant Subaward from Cal OES will use a volunteer(s) as part of meeting their objectives. Using a volunteer(s) is a VOCA funding requirement.
 - Distribution of funds (i.e., even if the Mental Health Department is selected by a county’s VSSC to administer the XC grant for that county, funding can still be “shared” with other county victim services providers and/or community-based organizations [that provide direct services to victims] within that county).
 - Original signatures of all mandatory VSSC members are required on the plan. No exceptions will be made.
- Each Steering Committee **must** include mandatory representation from the following entities:
 - Adult Protective Services
 - Child Protective Services

- Courts
 - District Attorney
 - Mental Health Department
 - Police Department (at least one)
 - Probation
 - Sheriff
 - Cal OES-funded Victim/Witness Program Project
 - Cal OES-funded Domestic Violence Assistance Program Project
 - Cal OES-funded Rape Crisis Program Project
- In addition to the mandatory representation listed above, each county is **strongly encouraged** to add representation from the following entities:
 - Office of the Ombudsman
 - Disabilities Community
 - Emerging Victim Populations
 - Hospitals/Medical Providers
 - School Districts/Schools
 - Teen/Transitioning-Age Youth
 - Tribes/Tribal Groups
 - The City of Los Angeles’s Steering Committee **must** include mandatory representation from the following entities:
 - City of Los Angeles’s Department of Aging
 - Child Protective Services
 - Los Angeles City Attorney’s Office
 - Mental Health Department
 - Los Angeles Police Department
 - Cal OES-funded Victim/Witness Program Project
 - Cal OES-funded Domestic Violence Assistance Program Project
 - Cal OES-funded Rape Crisis Program Project
 - In addition to the mandatory representation listed above, the City of Los Angeles is **strongly encouraged** to add representation from the following entities:
 - Office of the Ombudsman
 - Disabilities Community
 - Emerging Victim Populations
 - Hospitals/Medical Providers
 - School Districts/Schools
 - Teen/Transitioning-Age Youth
 - Tribes/Tribal Groups
3. Capabilities

This section of the application should address your ability to implement the plan. Describe how you are coordinating with other entities that provide direct services to victims.

- Organizational Description

Provide a narrative that describes the relationship between the Victim Services Steering Committee entities and your entity. Describe your organizational framework, listing all funded and donated positions assigned to the project.

- Organizational Chart

Provide an organizational chart illustrating the relationship between the Victim Services Steering Committee and your entity, and if applicable, the project components, project staff and other participating agencies. Clearly highlight grant-funded positions, including those donated. Titles for individuals should match the budget.

D. PROJECT BUDGET

The purpose of the Project Budget is to demonstrate how the Applicant will implement the Plan with the funds available through this Program. The budget is the basis for management, fiscal review, and audit. Project costs must be directly related to the objectives and activities of the project. The budget must cover the entire grant period. In the budget, include *only* those items covered by grant funds, including match funds when applicable. Projects may supplement grant funds with funds from other sources. However, since approved line items are subject to audit, Applicants should not include in the Project Budget matching funds (if applicable) in excess of the required match. Budgets are subject to Cal OES modifications and approval.

Cal OES requires the Applicant to develop a *line-item* budget which will enable the project to meet the intent and requirements of the Program and ensure the successful and cost-effective implementation of the project. The Applicant should prepare a realistic and prudent budget avoiding unnecessary or unusual expenditures which detract from the accomplishment of the objectives and activities of the project.

Note: The following information is provided to assist in the preparation of the budget:

- Strict adherence to required and prohibited items is expected.
- Where the Applicant does not budget for a required item, the Applicant assumes responsibility.
- Failure of the Applicant to include required budget items does not eliminate responsibility to comply with those requirements during the implementation of the project.

The Applicant should refer to the *Subrecipient Handbook* for additional information concerning Cal OES's budget policy or to determine if specific proposed expenses are allowable. The *Subrecipient Handbook* is accessible on our website at www.caloes.ca.gov. Select "Cal OES Divisions," scroll down to "Grants Management," on the right-hand side, click on "Criminal Justice, Emergency Management & Victim Services Grant Programs" then select "Handbooks, Reports & Publications." Should you have additional budget questions, contact the person listed in Part I, Section B.

1. Budget Narrative

The Applicant is required to submit a narrative with the Project Budget. The narrative must be typed and placed in the application preceding the budget pages, describing:

- How the project’s proposed budget supports the Program’s objectives and activities;
- How funds are allocated to minimize administrative costs and support direct services;
- The duties of project-funded staff, including qualifications or education level necessary for the job assignment (this does not take the place of the brief justification required in the line-item budget);
- How project-funded staff duties and time commitments support the proposed objectives and activities;
- Proposed staff commitment/percentage of time to other efforts, in addition to time allocated to this project;
- The necessity for subcontracts and unusual expenditures; and
- The mid-year salary range adjustments.

Necessary costs may include prorated costs for rent, telephone service, and transportation costs for victims and local travel expenses for direct service providers, costs directly related to providing direct services through staff, including salaries and fringe benefits, preparation, publication, and distribution of informational material that explains services offered to victims of crime.

The following services, activities, and costs are not generally considered direct crime victim services, but are often a necessary and essential activity to ensure that quality direct services are provided. These costs may be considered for coverage under the program, provided that direct services to crime victims cannot be offered without support for these expenses, the grantee has no other source of support for them, and only limited amounts of federal program funds will be used for the following purposes: skills training for staff; equipment and furniture; contracts for professional services; operating costs such as supplies, printing, postage, brochures that describe available services, books, and other victim-related materials; supervision of direct service providers such as volunteer coordinators; and repair or replacement of essential items.

2. Specific Budget Categories

In Part IV of this RFA, or on our website, you can access Excel spreadsheets (Cal OES 2-106a) for each of the following three budget categories:

A. Personal Services – Salaries/Employee Benefits

1) Salaries

Personal services include services performed by project staff **directly employed by the Applicant** (all other county staff and/or CBO staff belong in the Operating Expenses Category) and must be identified by position and percentage of salaries. They may be salaried or hourly, full-time or part-time positions. Sick leave, vacation, holidays, overtime, and shift differentials must also be budgeted as a part of salaries. If the Applicant’s personnel have accrued sick leave or vacation time prior to the

approval of grant funding, they may not take time off using project funds. Salaries for staff not directly employed by the Applicant must be shown as participating staff (see *Subrecipient Handbook*, Section 4500) in the Operating Expenses Category. Consultant services remain under Operating Expenses (refer to Part II, D.2.b. - Operating Expenses - paragraph two).

2) Benefits

Employee benefits must be identified by type and percentage of salaries. The Applicant may use fixed percentages of salaries to calculate benefits. Budgeted benefits cannot exceed those already established by the Applicant.

Employer contributions or expenses for social security, employee life and health insurance plans, unemployment insurance, and/or pension plans are allowable budget items. Benefits, such as uniforms or California Bar Association dues are allowable budget items if negotiated as a part of an employee benefit package.

A line item is required for each different position/classification, but not for each individual employee. If several people will be employed full-time or part-time in the same position/classification, provide the number of full-time equivalents (e.g., three half-time clerical personnel should be itemized as 1.5 clerical positions).

B. Operating Expenses

Operating expenses are defined as necessary expenditures other than personal salaries, benefits, and equipment. Such expenses may include specific items directly charged to the project, and in some cases, when permitted by the funding source, an indirect cost allowance. The expenses must be grant-related (i.e., to further the Program objectives as defined in the Grant Subaward) and be encumbered during the grant period.

The following items fall within this category: consultant services such as subcontractors, **participating staff who are not employed by the Applicant**, travel, office supplies, training materials, research forms, equipment maintenance, software equipment rental/lease, telephone, postage, printing, facility rental, vehicle maintenance, answering service fees, and other consumable items. Furniture and office equipment with a cost of less than \$5,000 (excluding tax,) and/or with a useful life of less than one year fall within this category. Otherwise, these fall under equipment expenses.

Salaries for staff not directly employed by the Applicant must be shown as consultant and/or participating staff costs (whichever is applicable per *Subrecipient Handbook*, Sections 3710 and 4500), under the Operating Expenses category. These costs must be supported by an Operational Agreement (OA), which must be kept on file by the Subrecipient and made available for review during a Cal OES site visit, a monitoring visit, or an audit. In the case of grants being passed through a Subrecipient to be operated by another agency, the staff from the second agency will be shown in the Operating Expenses Category.

Budget for anticipated training related to the project. The Applicant must include sufficient per diem and travel allocations for person(s) to attend required Cal OES training conferences or workshops.

C. Equipment

Equipment is defined as nonexpendable tangible personal property having a useful life of more than one year and a cost of \$5,000 or more per unit (excluding tax).

A line item is required for different types of equipment, but not for each specific piece of equipment (e.g., three laser jet printers must be one line item, not three).

NOTE: The left column of each budget category on the Spreadsheet requires line-item detail including the calculation and justification for the expense. Enter the *whole dollar amount only* (no cents) on each line item and the match amount (if applicable) in the correct column of the Budget Category form. You may add extra rows if necessary. The spreadsheets automatically calculate the subtotal at the end of each budget category and provide the total of the three spreadsheets at the bottom of the Equipment page. The total of the budget including each funding source and/or match amount must correspond to the amount of the Total Project Cost (Block 12G) on the Grant Subaward Face Sheet.

E. APPLICATION APPENDIX

The application appendix provides Cal OES with additional information from the Applicant to support components of the application. The following must be included:

- Organizational Chart:
The Organizational Chart must illustrate the relationship between the Victim Services Steering Committee and your entity, and if applicable, the project components, project staff and other participating agencies. Clearly highlight grant-funded positions, including those donated. Titles for individuals should match the budget.
- Operational Agreement (OA) [Section 4300]:
These documents must demonstrate a formal system of networking and coordination with other agencies and the Applicant. Please refer to the Subrecipient Handbook, Section 4300 for the list of required elements.
- Noncompetitive Bid Request (Cal OES 2-156) [if applicable]
- Out-of-State Travel Request (Cal OES 2-158) [if applicable]
- Emergency Fund Procedures (Cal OES 2-153) [if applicable]
- Computer and Automated Systems Purchase Justification Guidelines (Cal OES 2-157) [if applicable]

Click the link below to access Cal OES's forms or go to www.caloes.ca.gov. Select "Cal OES Divisions," scroll down to "Grants Management," on the right-hand side, click on "Criminal Justice, Emergency Management & Victim Services Grant Programs," then select "Forms." Or, paste the following link into your browser:

<http://www.caloes.ca.gov/cal-oes-divisions/grants-management/criminal-justice-emergency-management-victim-services-grant-programs/forms>

COUNTY VICTIM SERVICES PROGRAM

PART III – POLICIES AND PROCEDURES

NOTE: The Applicant is strongly encouraged to review the following sections before preparing the application:

- A. FINALIZING THE GRANT SUBAWARD
 - B. ADMINISTRATIVE REQUIREMENTS
 - C. BUDGET POLICY
-

A. FINALIZING THE GRANT SUBAWARD

1. Standard Project Funding Authority

Allocation of funds is contingent on the enactment of the State Budget.

Cal OES does not have the authority to disburse funds until the budget is passed and the Grant Subaward is fully executed. Expenditures incurred prior to authorization are made at the Subrecipient's own risk and may be disallowed. Cal OES employees are not able to authorize an Applicant to incur expenses or financial obligations prior to the execution of a Grant Subaward. However, once the Grant Subaward is finalized the Subrecipient may claim reimbursement for expenses incurred on, or subsequent to, the start of the Grant Subaward period.

If, during the term of the Grant Subaward, the state and/or federal funds appropriated for the purposes of the Grant Subaward are reduced or eliminated by the California Legislature or the United States Government, or in the event revenues are not collected at the level appropriated, Cal OES may immediately terminate or reduce the Grant Subaward by written notice to the Subrecipient. However, no such termination or reduction shall apply to allowable costs already incurred by the Subrecipient to the extent state or federal funds are available for payment of such costs.

Cal OES Grant Subawards are subject to applicable restrictions, limitations, or conditions enacted by the California Legislature and/or the United States Government, subsequent to execution of the Grant Subaward.

2. Processing Grant Subaward

a. Grant Subaward Conditions

Cal OES may add Grant Subaward Conditions to the Grant Subaward prior to or after funding. If conditions are added, these will be discussed with the Applicant and a copy of the conditions will be sent to the Subrecipient when the conditions are made part of the Grant Subaward. Grant Subaward Conditions may include requirements for sole source justification, a computer feasibility study, or other requirements deemed necessary by Cal OES.

b. Grant Subaward Amounts

When the amount of funds available is limited, Cal OES may reduce the amount of the Grant Subaward from the amount requested by the Applicant. In addition,

Cal OES reserves the right to negotiate budgetary changes with the Applicant prior to executing the Grant Subaward. If either of these actions is required, Cal OES will notify the Applicant prior to executing the Grant Subaward.

c. Grant Subaward

A copy of the executed Grant Subaward and pertinent attachments will be sent to the Project Director. When the executed grant is received a Report of Expenditures and Request for Funds (Cal OES 2-201) may be submitted for reimbursement.

B. ADMINISTRATIVE REQUIREMENTS

The following requirements apply to projects selected for funding and are explained below for the Subrecipient's planning purposes:

1. The *Subrecipient Handbook (SRH)*

The *Subrecipient Handbook* is accessible on our website at www.caloes.ca.gov. Select "Cal OES Divisions," scroll down to "Grants Management," on the right-hand side, click on "Criminal Justice, Emergency Management & Victim Services Grant Programs" then select "Handbooks, Reports & Publications." The *Subrecipient Handbook* contains administrative information and requirements necessary to implement the project. Subrecipients must administer their grants in accordance with the *Subrecipient Handbook* requirements. Failure to comply with these requirements can result in the withholding or termination of the Grant Subaward.

2. Communications (*SRH 11500*)

Projects must maintain a current telephone number and internet access with an e-mail address (see Section 2340.1), as well as a current postal address and physical location within the State of California.

3. Progress Reports and Data Collection (*SRH 10100*)

Funded projects are required to participate in data collection and to submit Progress Reports required by the Program. Projects are required to keep accurate records to document the information reported in the Progress Reports. The records must be kept by the project for a period of seven years. During site/monitoring visits, Cal OES will review these records for accuracy and compare them with the reported data submitted on the Progress Reports.

4. Monthly/Quarterly Report of Expenditures and Request for Funds (*SRH 6310*)

Community-based organizations (CBOs) shall submit a monthly Report of Expenditures and Request for Funds (Cal OES 2-201) unless they request a quarterly reporting period. Government and education agencies receiving funds will be required to report on a quarterly basis. This form is due within 30 calendar days of the end of the reporting period and must be submitted whether or not the project has incurred expenses. Delays in submitting the form Cal OES 2-201 will result in the withholding of funds and may result in the recommendation to the Cal OES Director for termination of the Grant Subaward.

5. Technical Assistance and Site Visits (*SRH 10200/10300*)

Funded projects are assigned a Cal OES Program Specialist to oversee the progress of the project in achieving its goals, objectives, and compliance with the Grant Subaward. Program Specialists are available to assist the Subrecipient in the successful implementation of the project and in meeting the administrative requirements of the Grant Subaward. New projects should expect a site visit from the assigned Program Specialist within the first six months of the grant period. Follow-up site visits will be conducted periodically throughout the life of the grant. Projects may request a site visit to obtain technical assistance.

6. Monitoring Requirements (*SRH 10400*)

A monitoring visit is an on-site assessment by staff to determine if the project is in compliance with the terms of the Program, the Grant Subaward, the Program Guidelines (if applicable), the RFA/RFP, and the *Subrecipient Handbook*. Projects will be monitored on a random or as-needed basis.

7. Audit Requirements (*SRH 8100*)

To safeguard Cal OES's assets and to ensure that all funds are accounted for, Cal OES requires that organizations receiving Cal OES Grant Subaward(s) be audited in accordance with the *Subrecipient Handbook*.

8. Source Documentation (*SRH 10111*)

Subrecipients will be required to maintain source documentation to support claimed expenditures and project accomplishments. Source documentation is defined as records used to validate project activities and achievements pertaining to the objectives outlined in the Grant Subaward. Subrecipients are to retain source documentation for Progress Reports on a quarterly basis, regardless of submission requirements. Requirements and definitions for Program specific source documentation are delineated in the RFA instructions. Subrecipients will be required to have written job descriptions on file for positions funded by Cal OES detailing specific grant-related activities to achieve project objectives.

9. Fidelity Bond (*SRH 2160*)

Private CBOs and American Indian organizations are required to obtain and send to Cal OES a copy of a blanket fidelity bond or equivalent insurance contract applicable to officials and employees of Cal OES-funded projects within 60 days of the signed Grant Subaward. Failure to comply with this requirement may result in the withholding of grant funds or termination of the Grant Subaward. The beneficiary named on the bond or an endorsement must include the "State of California, California Governor's Office of Emergency Services" and include the Grant Subaward number for identification purposes.

The time period covered by the bond must include the effective date and total time period of the grant, including extensions. The bond must be in an amount equal to 50 percent (50%) of the total Grant Subaward and may have a deductible in an amount not to exceed one percent (1%) of the bond.

A bond is not required of a Subrecipient sponsored by units of government. CBOs sponsored by units of government may submit documentation indicating this in lieu of the bond or

insurance contract, unless specifically required by terms of the Program or Grant Subaward Conditions.

10. Copyrights, Rights in Data, and Patents (*SRH 5300-5400*)

Cal OES owns rights of and reserves a royalty-free, nonexclusive, and irrevocable license to reproduce, publish, and use, in whole or in part, material produced by activities supported by a Grant Subaward. These ownership rights are detailed in the *Subrecipient Handbook*.

C. BUDGET POLICY

This document summarizes information on Cal OES Budget Policy contained in the *Subrecipient Handbook*. Additional information may be obtained by accessing the *Subrecipient Handbook* at www.caloes.ca.gov. Select “Cal OES Divisions,” scroll down to “Grants Management,” on the right-hand side, click on “Criminal Justice, Emergency Management & Victim Services Grant Programs” then select “Handbooks, Reports & Publications.”

1. Supplanting Prohibited (*SRH 1330*)

Grant funds must be used to supplement existing funds for Program activities and *not replace* funds appropriated for the same purpose. If selected for funding, a written certification must be provided to Cal OES indicating grant funds will not be used to supplant existing funds. Potential supplanting will be the subject of application review, post-award monitoring, and audit.

2. Project Income (*SRH 6610*)

Project income, such as client fees and fees for services provided by the Subrecipient (i.e., training, presentations, etc.), asset forfeitures, profits from the sale of project products, and conference proceeds as the result of a direct trade of time or products for money must be used to offset or augment the grant, unless otherwise specified in the RFA instructions. Project income cannot be used as matching funds, unless otherwise specified in the RFA instructions.

3. Methods of Contracting and/or Procurement (*SRH 3400*)

A competitive bid process is required to purchase equipment or consultant services with grant funds. Noncompetitive bid contracts are disfavored. Noncompetitive bid request approval by Cal OES Program staff is required prior to the purchase of equipment in excess of \$5,000, or to hire a specific consultant charging over \$5,000. Local units of government may use their approved procurement policy except for contracts over \$50,000 which requires prior Cal OES approval. For organizations without a written procurement policy, a competitive bid process involves determining the specifications for the items needed and obtaining at least three bids from different vendors. Whenever a specific individual/organization name is identified in the Project Budget, a narrative describing the competitive bid process or a sole-source procurement (noncompetitive bid) request will be required. Cal OES will provide assistance in submitting a noncompetitive bid request if the proposal is selected for funding and if Cal OES determines it is in the best interest of the project. These procedures do not apply to funds shared with participating agencies under the terms of an Operational Agreement (see Section 4500, *Subrecipient Handbook*).

4. Match Requirements (*SRH 6500*)

The RFA Instructions (Part II) may specify a cash or in-kind match. When used to augment the project, expenditures for items such as Personal Services, Operating Expenses, or Equipment are considered match if not in violation of the prohibition on supplanting. Match must be specified in the budget and will become part of the Grant Subaward. Specific instructions for calculating the match are provided below. There are examples of how to calculate the match requirement in Sections 6550-6550.2 of the *Subrecipient Handbook*.

a. State Funds Matching State or Federal Funds (*SRH 6522*)

State and/or federal funds can be used to match other state and/or federal funds *only* if the following conditions have been met:

- 1) The other funding source does not prohibit this practice;
- 2) The funds are to be used for identical activities (e.g., to augment the project); and
- 3) The project has obtained prior written approval from Cal OES or the terms of the Program allow this practice.

b. Type of Match

1) Cash Match (*SRH 6511*)

Cash match, also known as hard match, is often derived from the local funding resources committed to a project such as county general fund revenue, United Way contributions, private donations or profits from fund-raising events. When used to augment the project, cash expenditures for items such as personnel, facilities and supplies may be considered cash match if not in violation of the prohibition on supplanting. A cash match must be specifically identified by line item as match in the budget.

2) In-Kind Match (*SRH 6512*)

In-kind match, also known as soft match, is the project's contribution of non-cash outlay of materials or resources to support a percentage of Cal OES's Grant Subaward activities. It may include non-cash outlay contributed by other public agencies and institutions, private organizations, and individuals. Examples include donated office supplies, equipment, professional services, and volunteer time. In general, the value of in-kind contributions is determined by fair market value, which must be specifically identified by line item as in-kind match in the budget.

5. Travel Policies

The following is Cal OES's current travel policy:

a. Travel and Per Diem (*SRH 2236*)

The Applicant may prepare the budget using its own travel policy or the state travel policy according to the following guidelines. Travel reimbursement will only be allowed based on actual costs.

1) Units of Government (*SRH 2236.21*)

Units of government may use their own written travel policy or the state policy.

2) Community-Based Organizations (CBOs) (*SRH 2236.22*)

A community-based organization may use the state travel policy or the Applicant's written policy up to the maximum rates allowed by the state travel policy.

3) Out-of-State Travel (*SRH 2236.11*)

Out-of-state travel is restricted and only allowed in exceptional situations. Requests for approval for out-of-state travel must be submitted for Cal OES approval.

b. State Travel and Per Diem Policy (*SRH 2236.2*)

Use the following state travel policy for budgeting travel expenses:

1) Meals and Incidentals

a) Breakfast \$7.00

Breakfast may be claimed when travel commences at or prior to 6:00 a.m. Breakfast may be claimed on the last fractional day of a trip of more than 24 hours if travel terminates at or after 8:00 a.m.

b) Lunch \$11.00

Lunch may not be claimed for travel less than 24 hours. Lunch may be claimed if the trip begins at or before 11:00 a.m. and may be claimed on the last fractional day of a trip of more than 24 hours if the travel terminates at or after 2:00 p.m.

c) Dinner \$23.00

Dinner may be claimed if the trip begins at or before 5:00 p.m. Dinner may be claimed when travel terminates at or after 7:00 p.m., whether on a one-day trip or on the last day of a trip of more than 24 hours.

d) Incidentals \$5.00

Incidentals may be claimed for trips of 24 hours or more.

e) Total Per Diem

The maximum is \$46.00 for a 24-hour period.

2) Lodging

The maximum allowed lodging expense is \$90.00 per night, plus applicable taxes, (except as noted below). All lodging rates are per night and receipts are required for reimbursement.

3) Special Lodging Rates

- Statewide (excluding counties identified below): \$90.00, plus tax
- Napa, Riverside, and Sacramento Counties: \$95.00, plus tax
- Los Angeles, excluding the City of Santa Monica, Orange, Ventura Counties and Edwards AFB: \$120.00, plus tax
- Alameda, Monterey, San Diego, San Mateo, and Santa Clara counties: \$125.00, plus tax
- City & County of San Francisco and the City of Santa Monica: \$150.00, plus tax

4) Mileage

When a privately owned vehicle is utilized on project-related business, a maximum of 57.5 cents per mile is allowed, unless a higher rate is justified. Documentation justifying a higher rate must be on file and available for audit, but should not be submitted with the application.

5) Other

Taxi, airport shuttle, etc., which exceed \$3.50 must be supported by receipt. Parking in excess of \$10.00 must be supported by receipt.

6. Participating Staff (*SRH 4500*)

The term “participating staff” refers to salaried employees of a participating agency assigned to work with the Subrecipient on the implementation of a project. The agreement between the Subrecipient and the participating agency concerning participating staff must be reflected in the OA. Grant-related costs associated with participating staff must be itemized in the Operating Expenses category of the grant budget.

7. Independent Contractor/Consultant Services (*SRH 3710*)

Services are provided on a contractual basis by individuals or organizations not directly employed by the Applicant. Independent contractors/consultants must not be used in lieu of employees and are defined as individuals or organizations meeting some or all of the following criteria:

- Produce a specific product or service;
- Work independently without direct supervision from the Applicant;

- Work on specific projects;
- Provide services for a limited number of hours or period of time; and/or
- Have no agency management or oversight responsibilities directed toward the financial success or direction of the agency.

a. Rates (*SRH 3710.1*)

The maximum rate for independent contractors/consultants is \$650 (excluding travel and per diem costs) for an eight-hour day. An eight-hour day may include preparation, evaluation, and travel time in addition to the time required for actual performance. A request for compensation for over \$650 a day must have **prior approval** from Cal OES and additional justification.

1) Independent Contractors/Consultants Employed by State and Local Government (*SRH 3710.1.1*)

Compensation for independent contractors/consultants will be allowed when the unit of government will not provide its services without cost. In these cases, the rate of compensation is not to exceed the daily salary rate paid by the unit of government.

b. Expert Witness Fees (*SRH 3710.2*)

Projects, which routinely utilize “expert witnesses” as independent contractors or consultants to conduct evaluations and provide expert testimony in the courtroom, may budget for this expense. However, the project may only be charged for costs above what the jurisdiction is required to cover. Unless otherwise prohibited, the maximum allowable rate for such witness fees is \$250 per hour, and is not to exceed \$2,000 per day. The total amount budgeted for expert witness fees must not exceed 10 percent (10%) of the project’s total budget. Requests for proposed expert witness costs must be accompanied by written justification indicating the following:

- Qualifications, training, and experience of the expert(s), including a statement regarding recognition by the court of the individual as an expert;
- Specialized certification/licensure [e.g., Masters in Social Work (MSW); Licensed Clinical Social Worker (LCSW), Marriage and Family Therapist (MFT); Medical Doctor (MD)];
- Rate of pay per hour including documentation of a survey of the availability of similar consultants, the current “going rate,” and the proposed rate of pay with a cost breakdown if expert is paid according to services (e.g., mileage, waiting time, court testimony);
- Proposed services to be provided (e.g., analysis of forensic evidence, psychological evaluation); and
- Justification why this cost cannot be paid with other funds (attach the justification to Cal OES 2-106a).

8. Facility Rental (*SRH 2232*)

Up to \$21.00 per square foot annually (\$1.75 per square foot per month) is allowed for facility rental. If the rental cost for office space exceeds this rate, it must be consistent with the prevailing rate in the local area. This documentation must be on file and available for audit. Exceptions to the above rates and/or square footage must be approved by Cal OES and requires appropriate justification.

- Rental Space for Training, Shelter, Counseling Rooms, and other required space (*SRH 2232.1*)

Rental space for training and individual and/or group counseling rooms may also be charged to the grant, providing the charge is based on actual costs and not reimbursed by another source.

9. Rented or Leased Equipment (*SRH 2233*)

An explanation and cost analysis is required when equipment is rented or leased. This analysis must demonstrate that it is more cost-effective to rent or lease the equipment than it is to purchase it, and must be approved by Cal OES prior to the execution of a rental or lease agreement.

10. Indirect Costs/Administrative Overhead (*SRH 2188 & SRH 2188*)

Indirect costs are shared costs that cannot be directly assigned to a particular activity, but are necessary to the operation of the organization and the performance of the project. The costs of operating and maintaining facilities, accounting services, and administrative salaries are examples of indirect costs.

- a. Subrecipients do not have to budget for indirect costs.
- b. Subrecipients that budget for indirect costs must:
 - use their approved Indirect Cost Rate (ICR) that has been established by the Subrecipient's cognizant federal agency (Cal OES will not act as a cognizant agency); or
 - use an amount up to the ten percent (10%) de Minimis rate of the Subrecipient's Modified Total Direct Costs (MTDC) base. MTDC includes the cost of salaries, wages and benefits of personnel that work directly on the project, and other operational costs that are directly related to the project. The MTDC base cannot include any distorting costs such as equipment, capital expenditures, or any Subawards, contracts, or consultant beyond the first \$25,000.

Subrecipients, who request Cal OES funds for indirect costs, must provide a method of calculation that shows what direct costs were used to calculate their indirect budgeted amount. The Subrecipient can then charge up to that budgeted amount on the subaward.

11. Audit Costs (*SRH 8150*)

Subrecipients expending less than \$750,000 in federal funds annually cannot use federal funds to reimburse for costs associated with audits. Subrecipients expending \$750,000 or more in federal grant funds annually are required to secure an audit pursuant to 2 CFR Part 200 Uniform Guidance and are allowed to utilize federal grant funds to budget for the audit costs.

Specifically, the allowable audit costs are as follows:

- If the total project cost is less than or equal to \$150,000, the project may budget up to \$2,000 for the financial audit cost; or
- If the total project cost is greater than \$150,000, the project may budget up to one and a half percent (1.5%) of the total project cost for financial audit costs.

12. Equipment (*SRH 2300*)

Equipment is defined as nonexpendable tangible personal property having a useful life of more than one year and a cost of \$5,000 or more per unit (excluding tax).

A line item is required for different types of equipment, but not for each specific piece of equipment (e.g., three laser jet printers should be one line item, not three).

a. Allowable Expenses

Equipment used solely for project activities may be budgeted if it is essential to the implementation of the project. Grant funds may not be used to reimburse the Subrecipient for equipment already purchased.

Rented or leased equipment must be budgeted as an Operating Expense. Lease-to-purchase agreements are generally not allowable. If a lease-to-purchase is requested, the project will be required to submit justification, including cost-effectiveness, with the Grant Subaward Forms Package. Prior approval by Cal OES is required.

b. Computers and Automated Equipment (*SRH 2340*)

1) Community-Based Organizations (*SRH 2342.1*)

CBOs may budget up to \$25,000 in computer equipment, software, and related costs. Justification will be required if the proposal is selected for funding. Cal OES will evaluate the proposed purchase on the basis of grant-related need. Prior approval by Cal OES is required.

2) Units of Government (*SRH 2342.2*)

Units of government may budget for computer equipment, software, and related costs. Justification will be required if the proposal is selected for funding. Cal OES will evaluate the proposed purchase on the basis of grant-related need. Cal OES must give approval prior to purchase.

3) Computer Purchase Justification (*SRH 2341*)

Approval for purchases of computers and automated equipment is contingent on the Applicant's ability to demonstrate cost-effective, project-related need which is best demonstrated by clearly relating each computer system or component to the grant objectives and activities. If selected for funding, the Applicant will be sent instructions for preparing the justification.

13. Prohibited Expense Items (*SRH 2240*)

a. Bonuses/Commissions (*SRH 2241*)

Projects are prohibited from paying any bonuses/commissions to any individual, organization, or firm unless specifically authorized by the terms of the Program.

b. Lobbying (*SRH 2242*)

Refer to *SRH 2242.1* for an extensive list of prohibited activities.

c. Fundraising (*SRH 2243*)

Cal OES grant funds cannot be used for organized fundraising including financial campaigns, endowment drives, solicitation of gifts and bequests, or similar expenses incurred solely to raise capital or obtain contributions.

d. Real Property and Improvements (*SRH 2244*)

Real property, including land, land improvements, structures and their attachments, and structural improvements and alterations are not allowable expenditures unless specifically authorized in the RFA instructions.

e. Interest (*SRH 2245*)

The cost of interest payments is only allowable if the cost is a result of a lease/purchase agreement.

f. Charges, Fees, and Penalties (*SRH 2245*)

Finance charges, late payment fees, penalties, and returned check charges are not allowable expenditures.

g. Food and Beverages (*SRH 2246*)

The cost of food and/or beverages at grant-sponsored conferences, meetings, or office functions is not an allowable expenditure.

h. Weapons and Ammunition (*SRH 2247*)

The cost of weapons and/or ammunition of any type is not an allowable expenditure, unless it is part of a governmental negotiated benefit package or is specifically authorized in the RFA instructions.

i. Membership Dues (*SRH 2248*)

The cost of membership dues for the licensing or credentialing of professional personnel is not an allowable expenditure unless it is part of a governmental negotiated benefit package or is specifically authorized in the RFA instructions.

j. Professional License (*SRH 2248*)

The cost of a professional license is not an allowable expenditure unless specifically authorized in the RFA instructions.

k. Annual Professional Dues or Fees (*SRH 2248*)

The cost of professional dues or fees is not an allowable expenditure unless it is part of a governmental negotiated benefit package or is specifically authorized by the RFA instructions.

l. Depreciation (*SRH 2249*)

Equipment costs may not include additional costs calculated for depreciation.

m. Automobiles (*SRH 2331*)

Automobiles are not allowable items under this Program.

COUNTY VICTIM SERVICES PROGRAM

PART IV – ATTACHMENTS

NOTE: The Applicant is strongly encouraged to review the following sections before preparing the application:

- A. APPLICATION FORMS (including web links)
 - B. GLOSSARY OF TERMS
-

APPLICATION FORMS

Click the link below to access Cal OES’s forms or go to www.caloes.ca.gov. Select “Cal OES Divisions,” scroll down to “Grants Management,” on the right-hand side, click on “Criminal Justice, Emergency Management & Victim Services Grant Programs,” then select “Forms.” Or, paste the following link into your browser:

<http://www.caloes.ca.gov/cal-oes-divisions/grants-management/criminal-justice-emergency-management-victim-services-grant-programs/forms>

COUNTY VICTIM SERVICES PROGRAM

GLOSSARY OF TERMS

TERM	DEFINITION
Activity	The specific steps or actions that a project takes to achieve a measurable objective.
Administrative Agency or Subrecipient	The agency or organization designated on the Grant Subaward Face Sheet that receives grant funds and is responsible to accomplish the planned objectives and Program goals (e.g., County of Alameda, City of Fresno, State Department of Justice, Fairfield Youth Services Bureau). The Subrecipient was formerly referred to as the “Grantee.”
Application	Once selected for funding, the original proposal plus any additional forms as required by Cal OES becomes the application.
CFR	Code of Federal Regulations
Community-based Organization (CBO)	A nonprofit, public benefit corporation.
Competitive Bid	A contract process used when all suppliers are equally or nearly equally qualified to provide the services.
Equal Employment Opportunity Plan (EEOP)	A comprehensive plan that analyzes the agency’s workforce and all agency employment practices to determine their impact on the basis of ethnicity and gender. The objective of the EEOP is to ensure nondiscrimination in all areas of employment (recruitment, hiring, promotions, etc), and in the delivery of services and benefits.
Equal Employment Opportunity (EEO) Checklists	The EEO Checklist is a document used by Program staff while conducting site/monitoring visits. The checklists (A and B) were prepared to assist Cal OES in verifying that Subrecipients are in compliance with State and Federal Civil Rights Laws.
Grant Subaward	The signed final agreement between Cal OES and the local government agency or organization authorized to accept grant funding.
Grant Funding Cycle	The number of years a Program may be funded without competition.
Grant Funding Period	The period of time, determined by the Request for Proposal (RFP) or the Request for Application (RFA), which the Project Narrative, objectives, activities, and budget cover. The time period is usually one year, and is shown on the Grant Subaward Face Sheet (Cal OES 2-101).
Implementing Agency	The agency or organization designated on the Grant Subaward Face Sheet that is responsible for the day-to-day operation of the project (e.g., probation department, district attorney, sheriff).
Monitoring Report Response	Form sent to the Subrecipient with the Monitoring Report. The form is

Form	completed by the Subrecipient and returned to the Cal OES Local Assistance Monitoring Branch (LAMB), indicating the Monitoring Report is accurate or inaccurate as of the date of the Monitoring.
Noncompetitive Bid (NB)	A contract for goods or services, where only a single source that can provide the services or goods is afforded the opportunity to offer a price for the specified services or goods (contracts sometimes include goods as well as services, and this definition will also apply to those circumstances)
Nonprofit Organization (aka Community-Based Organization)	<p>A nonprofit, public benefit corporation as defined in the federal regulation of 28 C.F.R. Part 38, Department of Justice. This modifies the need to be recognized by the Internal Revenue Service as a 501(c)(3) for Subrecipients of faith-based organizations. All organizations may qualify for nonprofit status using any one of the four following methods:</p> <p>(1) Proof that the Internal Revenue Service recognizes the Applicant has the status of a 501(c)(3).</p> <p>(2) A statement from a state taxing body or the state Secretary of State certifying that (i) the Organization is a nonprofit organization operating within the state; and (ii) No part of its net earnings may lawfully benefit any private shareholder or individual.</p> <p>(3) A certified copy of the Applicant’s certificate of incorporation or similar document that clearly establishes the nonprofit status of the Applicant.</p> <p>(4) Any item described in (1) through (3) if that item applies to a state or national parent organization, together with a statement by the state or parent organization that the Applicant is a local nonprofit affiliate.</p>
Objectives	A set of quantifiable projections to be carried out in order to accomplish the Program goals.
On Site	Refers to the location of operation of the Grant Subaward Subrecipient. If multiple sites exist, the site that provides the project Subrecipients with Program direction qualifies as the “on site location.”
Operational Agreement (OA)	A formal agreement between two or more agencies, which specifies the responsibilities of each agency in implementing the project. The term Operational Agreement also includes documents entitled Memorandum of Understanding, Letters of Intent, or other titles that serve the same purpose.
Participating Agency	An organization that receives grant funds through an Operational Agreement to participate in achieving the goals of a project. The participating agency must be a unit of government or a community-based organization.

Participating Staff	A salaried employee of a Participating Agency.
Program	A specific set of goals and objectives established pursuant to legislative, congressional, or administrative action identifying an unmet need of the criminal justice system or victim services and supported by a set appropriation from state or federal funding sources.
Project	The implementation of a Program by a Subrecipient. The project includes all of the grants implemented by the Subrecipient under that Program regardless of the year of implementation.
Proposal	The packet of forms and narrative as requested by the RFA and submitted to Cal OES that specified the priorities, strategies, and objectives of the Applicant.
Request for Application (RFA)	The RFA is a noncompetitive process issued by Cal OES to obtain applications from Applicants previously selected for funding.
Request for Proposal (RFP)	The RFP is issued by Cal OES to solicit competitive proposals in order to select projects for funding.
Single Source	This term has been replaced by the term "noncompetitive bid."
Sole Source	This term has been replaced by the term "noncompetitive bid."
Source Documentation	Records that validate project activities and achievements as they pertain to the objectives outlined in the Grant Subaward.
Subrecipient or Administrating Agency	The agency or organization designated on the Grant Subaward Face sheet that receives the grant funds and is will be responsible for accomplishing the planned objectives and Program goals (e.g., County of Alameda, City of Fresno, State Department of Justice, and Fairfield Youth Services Bureau).
Subrecipient Handbook	This handbook outlines the terms and conditions required of grant projects. Funded projects must administer their grants in accordance with these administrative and fiscal conditions. The <i>Subrecipient Handbook</i> is accessible at www.caloes.ca.gov . Select "Cal OES Divisions," scroll down to "Grants Management," on the right-hand side, click on "Criminal Justice, Emergency Management & Victim Services Grant Programs" then select "Handbooks, Reports & Publications." The <i>Subrecipient Handbook</i> was previously called the <i>Grantee Handbook</i> .
Supplanting	To reduce federal, state, or local funds because of the existence of Cal OES funds. Supplanting occurs when a Subrecipient deliberately replaces its non-Cal OES funds with Cal OES funds, thereby reducing the total amount available for the stated purpose.

Terms of the Program	The applicable Program Guidelines, application requests [Request for Proposal (RFP)/Request for Application (RFA)], Grant Subaward, Cal OES policy statements, and applicable statutes. In the event the Terms of the Program are inconsistent with the provisions of the Subrecipient Handbook, the Terms of the Program shall be interpreted and construed as superseding the provisions of the Subrecipient Handbook.
USC	United States Code

VOCA Allowable Costs for Direct Services

The following is a listing of services, activities, and costs that are eligible for support with VOCA Victim Assistance Grant funds within a Subrecipient's organization:

- a. **Immediate Health and Safety.** Those services which respond to the immediate emotional and physical needs (excluding medical care) of crime victims such as crisis intervention; accompaniment to hospitals for medical examinations; hotline counseling; emergency food, clothing, transportation, and shelter (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 that are intended to restore the victim's sense of security. This includes services which offer an immediate measure of safety to crime victims such as boarding-up broken windows and replacing or repairing locks. Also allowable is emergency legal assistance such as filing restraining orders and obtaining emergency custody/visitation rights when such actions are directly connected to family violence cases and are taken to ensure the health and safety of the victim.
- b. **Mental Health Assistance.** Those services and activities that assist the primary and secondary victims of crime in understanding the dynamics of victimization and in stabilizing their lives after a victimization such as counseling, group treatment, and therapy. "Therapy" refers to intensive professional psychological/psychiatric treatment for individuals, couples, and family members related to counseling to provide emotional support in crises arising from the occurrence of crime. This includes the evaluation of mental health needs, as well as the actual delivery of psychotherapy.
- c. **Assistance with Participation in Criminal Justice Proceedings.** In addition to the cost of emergency legal services noted above in section a. "Immediate Health and Safety", there are other costs associated with helping victims participate in the criminal justice system that also are allowable. These services may include advocacy on behalf of crime victims; accompaniment to criminal justice offices and court; transportation to court; child care or respite care to enable a victim to attend court; notification of victims regarding trial dates, case disposition information, and parole consideration procedures; and assistance with victim impact statements. State Grantees may also fund projects devoted to restitution advocacy on behalf of specific crime victims. VOCA funds cannot be used to pay for non-emergency legal representation such as for divorces, or civil restitution recovery efforts.
- d. **Forensic Examinations.** For sexual assault victims, forensic exams are allowable costs only to the extent that other funding sources (such as state compensation or private insurance or public benefits) are unavailable or insufficient and, such exams conform with state evidentiary collection requirements. State Grantees should establish procedures to monitor the use of VOCA victim assistance funds to pay for forensic examinations in sexual assault cases.
- e. **Costs Necessary and Essential to Providing Direct Services.** This includes pro-rated costs of rent, telephone service, transportation costs for victims to receive services, emergency transportation costs that enable a victim to participate in the criminal justice system, and local travel expenses for service providers.
- f. **Special Services.** Services to assist crime victims with managing practical problems created by the victimization such as acting on behalf of the victim with other service providers, creditors, or employers; assisting the victim to recover property that is retained as evidence; assisting in filing for compensation benefits; and helping to apply for public assistance.

- g. **Personnel Costs.** Costs that are directly related to providing direct services, such as staff salaries and fringe benefits, including malpractice insurance; the cost of advertising to recruit VOCA-funded personnel; and the cost of training paid and volunteer staff.
- h. **Restorative Justice.** 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 to crime victims.

State Grantees that plan to fund this type of service should closely review the criteria for conducting these meetings. At a minimum, the following should be considered: (1) the safety and security of the victim; (2) the benefit or therapeutic value to the victim; (3) the procedures for ensuring that participation of the victim and offender are voluntary and that everyone understands the nature of the meeting, (4) the provision of appropriate support and accompaniment for the victim, (5) appropriate "debriefing" opportunities for the victim after the meeting or panel, (6) the credentials of the facilitators, and (7) the opportunity for a crime victim to withdraw from the process at any time. State Grantees are encouraged to discuss proposals with OVC prior to awarding VOCA funds for this type of activity. VOCA assistance funds cannot be used for victim-offender meetings which serve to replace criminal justice proceedings.

Other VOCA Allowable Costs and Services

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

- a. **Skills Training for Staff.** VOCA funds designated for training are to be used exclusively for developing the skills of direct service providers including paid staff and volunteers, so that they are better able to offer quality services to crime victims. An example of skills development is training focused on how to respond to a victim in crisis.

VOCA funds can be used for training both VOCA-funded and non-VOCA-funded service providers who work within a VOCA recipient organization, but VOCA funds cannot be used for management and administrative training for executive directors, board members, and other individuals that do not provide direct services.

- b. **Training Materials.** VOCA funds can be used to purchase materials such as books, training manuals, and videos for direct service providers, within the VOCA-funded organization, and can support the costs of a trainer for in-service staff development. Staff from other organizations can attend in-service training activities that are held for the Subrecipient's staff.
- c. **Training Related Travel.** VOCA funds can support costs such as travel, meals, lodging, and registration fees to attend training within the State or a similar geographic area. This limitation encourages State Grantees and Subrecipients to first look for available training within their immediate geographical area, as travel costs will be minimal. However, when needed training is unavailable within the immediate geographical area, State Grantees may authorize using VOCA funds to support training outside of the geographical area. For example, VOCA Grantees may benefit by attending national conferences that offer skills building training workshops for victim assistance providers.

- d. **Equipment and Furniture.** VOCA funds may be used to purchase furniture and equipment that provides or enhances direct services to crime victims, as demonstrated by the VOCA Subrecipient.

VOCA funds cannot support the entire cost of an item that is not used exclusively for victim-related activities. However, VOCA funds can support a prorated share of such an item. In addition, Subrecipients cannot use VOCA funds to purchase equipment for another organization or individual to perform a victim-related service. Examples of allowable costs may include beepers; typewriters and word processors; video-tape cameras and players for interviewing children; two-way mirrors; and equipment and furniture for shelters, work spaces, victim waiting rooms, and children's play areas.

The costs of furniture, equipment such as Braille equipment or TTY/TTD machines for the deaf, or minor building alterations/improvements that make victims services more accessible to persons with disabilities are allowable. Refer to the OJP Financial Guide, effective edition, before these types of decisions are made.

- e. **Purchasing or Leasing Vehicles.** Subrecipients may use VOCA funds to purchase or lease vehicles if they can demonstrate to the State VOCA administrator that such an expenditure is essential to delivering services to crime victims. The VOCA administrator must give prior approval for all such purchases.
- f. **Advanced Technologies.** At times, computers may increase a Subrecipient's ability to reach and serve crime victims. For example, automated victim notification systems have dramatically improved the efficiency of victim notification and enhanced victim security.

In order to receive a grant for advanced technologies, each Subrecipient must meet the program eligibility requirements set forth in section IV.B. of the Guidelines, Subrecipient Organization Eligibility Requirements. In making such expenditures, VOCA Subrecipients must describe to the State how the computer equipment will enhance services to crime victims; how it will be integrated into and/or enhance the Subrecipient's current system; the cost of installation; the cost of training staff to use the computer equipment; the ongoing operational costs, such as maintenance agreements, supplies; and how these additional costs will be supported. Property insurance is an allowable expense as long as VOCA funds support a prorated share of the cost of the insurance payments.

State Grantees that authorize equipment to be purchased with VOCA funds must establish policies and procedures on the acquisition and disbursement of the equipment, in the event the Subrecipient no longer receives a VOCA grant. At a minimum, property records must be maintained with the following: a description of the property and a serial number or other identifying number; identification of title holder; the acquisition date; the cost and the percentage of VOCA funds supporting the purchase; the location, use, and condition of the property; and any disposition data, including the date of disposal and sale price. (See OJP Financial Guide, effective edition.)

- g. **Contracts for Professional Services.** VOCA funds generally should not be used to support contract services. At times, however, it may be necessary for VOCA Subrecipients to use a portion of the VOCA grant to contract for specialized services. Examples of these services include assistance in filing restraining orders or establishing emergency custody/visitation rights (the provider must have a demonstrated history of advocacy on behalf of domestic violence victims); forensic examinations on a sexual assault victim to the extent that other funding sources are unavailable or insufficient; emergency psychological or psychiatric services; or sign and/or interpretation for the deaf or for crime victims whose primary language is not English.

Subrecipients are prohibited from using a majority of VOCA funds for contracted services, which contain administrative, overhead, and other indirect costs included in the hourly or daily rate.

- h. **Operating Costs.** Examples of allowable operating costs include supplies; equipment use fees, when supported by usage logs; printing, photocopying, and postage; brochures which describe available services; and books and other victim-related materials. VOCA funds may support administrative time to complete VOCA-required time and attendance sheets and programmatic documentation, reports, and statistics; administrative time to maintain crime victims' records; and the prorated share of audit costs.
- i. **Supervision of Direct Service Providers.** State Grantees may provide VOCA funds for supervision of direct service providers when they determine that such supervision is necessary and essential to providing direct services to crime victims. For example, a State Grantee may determine that using VOCA funds to support a coordinator of volunteers or interns is a cost-effective way of serving more crime victims.
- j. **Repair and/or Replacement of Essential Items.** VOCA funds may be used for repair or replacement of items that contribute to maintaining a healthy and/or safe environment for crime victims, such as a furnace in a shelter. 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. State Grantees are cautioned to scrutinize each request for expending VOCA funds for such purposes to ensure the following: (1) that the building or vehicle is owned by the Subrecipient organization and not rented or leased, (2) all other sources of funding have been exhausted, (3) there is no available option for providing the service in another location, (4) that the cost of the repair or replacement is reasonable considering the value of the building or vehicle, and (5) the cost of the repair or replacement is prorated among all sources of income.
- k. **Public Presentations.** VOCA funds may be used to support presentations that are made in schools, community centers, or other public forums, and that are designed to identify crime victims and provide or refer them to needed services. Specifically, activities and costs related to such programs including presentation materials, brochures, and newspaper notices can be supported by VOCA funds.

VOCA Non-Allowable Costs and Activities

The following services, activities, and costs, although not exhaustive, cannot be supported with VOCA Victim Assistance Grant funds at the subgrantee level:

- a. **Lobbying and Administrative Advocacy.** VOCA funds cannot support victim legislation or administrative reform, whether conducted directly or indirectly.
- b. **Perpetrator Rehabilitation and Counseling.** Subrecipients cannot knowingly use VOCA funds to offer rehabilitative services to offenders. Likewise, VOCA funds cannot support services to incarcerated individuals, even when the service pertains to the victimization of that individual.
- c. **Needs Assessments, Surveys, Studies.** VOCA program funds may not be used to pay for efforts conducted by individuals, organizations, task forces, or special commissions to study and/or research particular crime victim issues.
- d. **Prosecution Activities.** VOCA funds cannot be used to pay for activities that are directed at prosecuting an offender and/or improving the criminal justice system's effectiveness and efficiency, such as witness notification and management activities and expert testimony at a trial. In addition, victim witness protection costs and subsequent lodging and meal expenses are considered part of the criminal justice agency's responsibility and cannot be supported with VOCA funds.
- e. **Fundraising Activities.**
- f. **Some Indirect Organizational Costs.** The costs of liability insurance on buildings; capital improvements; security guards and body guards; property losses and expenses; real estate purchases; mortgage payments; and construction may not be supported with VOCA funds.
- g. **Property Loss.** Reimbursing 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 allowed.
- h. **Most Medical Costs.** VOCA funds cannot pay for nursing home care (emergency short-term nursing home shelter as described in section IV.E.1.a. is allowable), home health-care costs, in-patient treatment costs, hospital care, and other types of emergency and non-emergency medical and/or dental treatment. VOCA victim assistance grant funds cannot support medical costs resulting from a victimization, except for forensic medical examinations for sexual assault victims.
- i. **Costs of Sending Individual Crime Victims to Conferences.**
- j. **Activities Exclusively Related to Crime Prevention.**