



ORIENTATION FOR FY 2019 VICTIMS OF  
CRIME ACT (VOCA)  
REQUESTS FOR PROPOSALS (RFP)

Department of Attorney General  
Crime Prevention and Justice Assistance Division

# VOCA Preliminary Information

- Federal Victims of Crime Act “VOCA”
- Funded by fines assessed against federal criminals
- Administered by Office of Victims of Crime, Department of Justice
- Annual award to States by formula
- State Administering Agency “SAA” for Hawaii: Department of Attorney General “Department,” Crime Prevention and Justice Assistance Division

# Request for Proposals “RFP” FY 2019

- Contracts for up to two years
- Important that the applicant timely and properly obligates and/or expends funds made available under an awarded contract
  - *If grant monies are not timely obligated or expended, monies may lapse and/or need to be returned to the Department.*
  - *The lapsing and/or return of monies may adversely affect the Department’s ability to secure additional federal grant monies, which is not in the State’s best interest.*

# Request for Proposals “RFP” FY 2019

- Should there be a substantial balance (50% or more) of unobligated funds remaining after the end of the first fiscal year without adequate justification, the Department reserves the right to *unilaterally* reduce the amount of funds made available to the applicant for the second year.

# Request for Proposals “RFP” FY 2019

- Due **3/25/2020**
- Postmarked by deadline date if mailed
- Hand delivered by 4:00 pm deadline date\*
- **PLEASE READ RFP THOROUGHLY AND CAREFULLY**

*\*Delivery by private carriers such as UPS are considered hand deliveries and must be received by the deadline date.*

# VOCA Funds for RFP

- **FY 2019**

***\$6,451,072***

# Project Period FY 2019

- 2 year length of project:

July 1, 2020 – June 30, 2022

**NO EXTENSIONS ALLOWED BY**  
**VOCA STATUTE**

# VOCA FY 2020

- FY 2020 allocation will likely be reduced; estimated at \$8 million for total federal award



# Authorities

- VOCA Rules, 28 C.F.R. Part 94

<https://www.federalregister.gov/documents/2016/07/08/2016-16085/victims-of-crime-act-victim-assistance-program>

- Department of Justice Financial Guide

[https://ojp.gov/financialguide/DOJ/pdfs/2015\\_DOJ\\_FinancialGuide.pdf](https://ojp.gov/financialguide/DOJ/pdfs/2015_DOJ_FinancialGuide.pdf)

- Relevant Hawaii laws, including State Procurement

<http://spo.hawaii.gov/references/hrs>

- VOCApedia

<https://www.ovc.gov/VOCA-Administrators/110119.html>

# VOCA requirements to receive funds

Applicant shall:

- Be a nonprofit or government agency
- Demonstrate record of providing direct services to victims
- Demonstrate that it is capable of providing 20% match and limited VOCA allowable expenses
- Assist victims in applying for crime victim compensation (Crime Victim Compensation)
- Promote within community served coordinated public and private efforts to aid crime victims
- Comply with nondiscrimination laws

# VOCA Requirements

- Use volunteers unless a waiver from this requirement is approved
- Provide services to federal victims of crime
- Provide services at no charge unless prior approval is obtained from the Department
- Protect confidentiality and privacy of individual receiving services and shall not disclose personally identifiable or individual client information without consent of individual
- Serve victims regardless of immigration status

# Match Requirement

- 20% match
- Cash or in-kind
- In-kind subject to same restrictions and uses as VOCA funds
- Most common in-kind contribution: staff salary and fringes
- Non federal funding sources

# Match Computation

- Example:

**Federal request:** \$400,000

*Divide your federal request by 4 to get match requirement*

$$\$400,000/4 = \$100,000$$

**Match requirement:** \$100,000

**Project Total:** \$500,000

# Match Waiver

*If meeting the 20% match requirement will cause a significant financial hardship, the applicant may request a match waiver.*

- Option to request a Full or Partial Waiver; Waivers are granted in 25% increments
- Granted on a case-by-case bases by the Department
- Approval Not Guaranteed
- Request for a Match Waiver may result in a delay in the awarding of funds while Match Waiver applications are reviewed.
- Applicants should not assume a match waiver will be granted as requested. Applicants will be responsible for the full match amount until the waiver is approved.

# Request for Match Waiver

- 1) Must be submitted with the proposal application
- 2) Attach a Match Waiver Request Form answering the 8 questions on how the match is currently provided (if applicable) and the justification for the Match Waiver.
- 3) Match waiver requests must be supported by statistics, relevant calculations, funding information, agency annual budgets or other written documentation to be considered.

*NOTE: See Attachment J of the RFP Service Specifications for the Match Waiver Request form and Match Waiver Policy*

# Federal and State Requirements for Funding

- DUNS number
- SAM registration
- Hawaii State Procurement Office requirements, including maintenance of insurance with specific coverage and limits for the contract period



# VOCA Definition: Crime Victim

- Crime Victim: A person who has suffered physical, sexual, financial or emotional harm as result of commission of crime
- A screening tool required to ensure clients served with VOCA funds meet the criteria for crime victim

NOTE: *Crime does not need to be reported to police*

# VOCA Definition: Direct Victim Services

- Respond to emotional, psychological, or physical needs of crime victims
- Assist victims to stabilize lives after victimization
- Assist victims to understand and participate in criminal justice system
- Restore a measure of security and safety for victim

VOCA Rules, 28 CFR 94.102

# VOCA Definition: Child Abuse

Victim of crime ages 17 yr. old or younger who:

Meets definition of Hawaii child abuse statute, H.R.S. Chapter 350, defined as child who has experienced:

- *Physical, sexual or emotional abuse*
- *Child pornography-related offenses*
- *Neglect*
- *Commercial sexual exploitation*

# VOCA allowable services and costs

- Immediate emotional, psychological, physical health and safety
  - Crisis intervention
  - Accompaniment to hospitals for medical examinations
  - Hotline counseling
  - Safety planning

# VOCA allowable services and costs

- Emergency food, shelter, clothing and transportation
- Up to 45 days, short term in home care for victims to stay in their homes when offender is removed
- Up to 45 days, short term nursing home, adult foster care or group home when there is NO OTHER safe, short term residence

# VOCA allowable services and costs

- Window, door or lock replacement for safety
- Immediate medical costs when health insurance is not readily available to QUICKLY meet EMERGENCY needs, including medicine, treatment to prevent HIV/AIDS, durable goods like wheelchairs, hearing aids, etc.
- Emergency legal assistance, such as filing for a TRO

# VOCA allowable services and costs

- Personal advocacy and emotional support
  - Working with victim to assess impact of crime
  - Identification of victim's needs, resources available, and provision of information, referrals, advocacy
  - Case management
  - Management of practical problems created by victimization

# VOCA allowable services and costs

- Traditional/cultural and/or alternative therapy/healing, like art therapy or yoga, IF serves programmatic purpose and supported by evidence based and trauma informed or therapeutic standards, excluding “entertainment . . . amusement, diversion, social activities and associated costs” (tickets to sports events, meals, etc.)

DOJ Financial Guide



# VOCA allowable services and costs

- Mental health counseling, outpatient therapy/counseling, such as substance abuse treatment meeting local professional standards
- Peer support activities
- Facilitation of participation in criminal justice and other public proceedings arising from crime
- Accompanying victim to offices and court

# VOCA allowable services and costs

- Transportation, meals and lodging to allow victim who is NOT witness to participate in proceeding
- Interpreting for non-witness who is deaf or LEP
- Providing child care so victim can attend proceedings

# VOCA allowable services and costs

- Legal assistance, other than criminal prosecution and defense and tort action, where reasonable and need arises as a *direct* result of victimization
- Forensic medical evidence collection examinations IF other funding sources, such as State appropriations, are insufficient

# VOCA allowable services and costs

- Forensic interviews, IF
  - Results of the interviews used for law enforcement and prosecution purposes AND for identification of victim needs
  - Interviews are conducted by multi-disciplinary investigation and diagnostic team, or in a specialized setting such as a child advocacy center AND

# VOCA allowable services and costs

- Interviewer trained to conduct forensic interviews appropriate to the developmental age and abilities of children, or the developmental, cognitive, and physical or communication disabilities presented by adults
- Transportation of victims

# VOCA allowable services and costs

- Public awareness and education presentations, designed to inform **victims** of specific rights and services and provide them with or refer them to services and assistance
  - General outreach and education events do not qualify
- Transitional housing and incidental expenses
- Relocation, moving expenses, security deposits, rental and utility start-up costs

# VOCA allowable support activities

Must be related to *direct* services of victims and agency must still qualify for VOCA funds

- Coordination of activities, including crisis response teams, multidisciplinary teams, coalitions to support and assist victims, and the salaries and expenses of the coordinators
- Supervision of direct service providers
- Multi-disciplinary response to crime victims needs

# VOCA allowable support activities

- Contracts for professional services, such as psychological/psychiatric consultation, legal services, and interpreters, not to exceed reasonable market rate, and not available in-house (See consultant rate, Slide 47)



# VOCA allowable support activities

- Automated systems and technology that support delivery of direct services, including automated information and referral systems, email systems among victim service providers, smartphones, computer equipment and victim notification systems, procurement of personnel, hardware and other items, subject to DOJ Financial Guide and relevant laws relating to acquisition, use and disposition of property purchased with federal funds, *CONSIDERING*

# VOCA allowable support activities

- Whether the procurement will enhance direct victim services
- How any acquisition will be integrated into and/or enhance the program's current system;
- The cost of installation
- The cost of training staff to use the system or technology AND
- How additional costs relating to such acquisition will be supported

# VOCA allowable support activities

- Volunteer training to provide direct services to victim when services primarily provided by volunteers
- Restorative justice meeting with perpetrators where there is a demonstrated beneficial or therapeutic value to victims, subject to review and approval by Department

# VOCA allowable administrative costs

Must be directly related to providing direct services

- Personnel costs directly related to providing direct services and supporting activities, such as staff and coordinator salaries and fringe benefits and a prorated share of liability insurance;
- Skills training for staff, exclusively for developing skills for direct service providers

# VOCA allowable administrative costs

- Training related travel for paid direct service staff, in and out of State, including meals, lodging and registration fees; out of State training must be approved by Department
- Organization expenses that are necessary and essential to providing direct services and other allowable victim services
- Prorated rent and utilities (pro rata should be consistent to FTEs in budget)

# VOCA allowable administrative costs

- Local travel for VOCA staff
- Required minor building adaptations necessary to meet the standards of the Department of Justice in implementing the Americans with Disabilities Act and/or modifications that would improve the program's ability to provide services to victims
- CAPITAL EXPENSES ARE NOT ALLOWED

# VOCA allowable administrative costs

- Equipment and furniture that facilitate the delivery of direct services, on PRORATED basis if the item is not used exclusively for victim-related activity
- Operating costs on a PRORATED basis if the item is not used exclusively for victim-related activity
  - Supplies
  - Equipment use fees
  - Property insurance
  - Printing, photocopying and postage
  - Courier service

# VOCA allowable administrative costs

- Brochures that describe available services
- Books and other victim-related materials
- Computer backup files/tapes and storage
- Security systems
- Design and maintenance of websites and social media
- Essential communication service, such as web hosts and mobile device services.



# VOCA allowable administrative costs

- Administrative time for VOCA funded staff, a PRORATED basis if the item is not used exclusively for victim-related activity
- Completing VOCA required time and attendance sheets and programmatic documentation, reports and statistics
- Collecting and maintaining crime victims' records
- Conducting victim satisfaction surveys and needs assessments to improve victim services delivery in the project
- Funding the prorated share of audit costs

# VOCA allowable administrative costs

- Leasing car, if shows
  - That public or other transportation are not practical;
  - Use of the vehicle is limited to transportation of victims;
  - The applicant has a method of documenting the use of the vehicle by staff, date, time, beginning and end destinations traveled, and; mileage per trip; and

*Other information as required by the Department*

- Maintenance, repair or replacement of essential items that contribute to a healthy or safe environment for victims
- Project evaluations to determine project effectiveness.

# Limitations on funding

- Lobbying: lobbying or advocacy activities with respect to legislation or administrative changes to regulations to administrative policy, directly or indirectly
- Research and studies, except for project evaluations which are expressly allowed in 28 C.F.R. § 121(j)

# Limitations on funding

- Active investigation and prosecution of criminal activities, except for the provision of victim assistance services, like services the Victim Witness staff of the Prosecutors' offices
- Fundraising activities, except fee-based or similar programs as allowed by the Department

# Limitations on funding

- Capital expenses, including capital improvements, property losses and expenses, real estate purchases, mortgage payments, construction, except as expressly allowed under VOCA Rules
- Compensation for crime victims (Crime Victim Compensation Commission)

# Limitations on funding

- Medical care, except for forensic examinations and emergency medical costs expressly allowed under VOCA Rules, 28 C.F.R. § 94.119
- Salaries, fringe benefits, furniture, equipment and expenses of management, including executive directors, board members and other administrators, except as may be expressly allowed by VOCA Rules

# Consultant rate

- Federal standard:  
\$81.25/hr. not to exceed \$650/day
- If rate is higher, need written study, including local market rate

# 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
- Generally identified with the organization's overall operation
- Example: cost of operating and maintaining facilities, depreciation, and administrative salaries
- Federally approved rate
- 10% de minimis

See p. 2-20 for explanation

\*\*\* If indirect cost rate is used, provide breakdown of what costs were considered and how rate was computed in proposed budget



# VOCA Priority areas

Under VOCA Rules, a minimum of 10% of the total grant award to the State will be allocated to the following crime areas:

- Sexual Assault
- Domestic Violence
- Child Abuse
- Underserved Populations

## VOCA Priority Areas:

# Underserved Definition (victims of violent crime)

- Survivors of Negligent Homicide Victims
- Tourist/Visitor Victims
- Victims with Disabilities
- Elderly Victims
- Victims of Sex Trafficking
- Immigrant and LEP victims
- Lesbian, gay, bisexual, transgendered, queer and questioning (LGBTQQ)
- Victims of Violent Property Crime
- Victims residing in rural or geographically rural areas (as defined in the RFP)

# Underserved Definition (victims of violent crime)

- Homeless Victims
- Native Hawaiian Victims
- Victims with Mental Health and/or Substance Abuse Issues
- Youthful Victims (13-24 years old) Aging Out of the Foster Care System
- Youth Offenders (13-24 years old) Who Are Also Victims

Serving Underserved Population may be worth more points

# VOCA Set Asides

## ■ The Child Abuse Set Aside

- Dedicated to *Victims of Child Abuse*
- \$700,000 set aside for projects and/or initiatives

## ■ The Geographic Set Aside

- Dedicated to *Victims Residing in the counties of Hawaii Kauai, and/or parts of Maui County*
- \$300,000 set aside for projects and/or initiatives for each county

# Requirement: VOCA Training Set Aside

- Required for all VOCA FY 2019 RFP Proposals
- All budget proposals must include a set aside minimum of \$250 to a maximum of \$1,000 for each VOCA funded staff and volunteer
- Training set aside will count towards maximum grant cap amount of \$400,000 per year
- The Department will host the Hawaii State Victim Assistance Academy in 2020-2021, The 1st academy will be held May 2020 on Oahu

# VOCA Reporting and Monitoring Requirements

- Subgrant Award Report (SAR)
- Quarterly Performance Measurement Tool (PMT)
- Semi-annual Performance Output Report (POR)
- Grantee Report (OVC's State Annual Performance Report)
- Periodic on-site monitoring visits & desk monitoring

# Compensation and Reimbursement

- Funds available on reimbursement basis
- Monthly request for funds due every month on the 15<sup>th</sup> day
- Quarterly expenditures due every quarter starting in January on 15th day

# Questions?

- Written questions until 3/2/20, response by or on 3/9/20
- Response posted as Addenda on SPO/HANDS website
- Need a refresher on grant writing? Visit <http://ag.hawaii.gov/cpja/gp/effective-grant-writing-training/>



# Common Mistakes

May result in rejection of proposal or delayed contracting:

- Not following instructions
- Recycling or re-using an old application with no updates to meet VOCA grant requirements
- Unclear, inconsistent or unallowable target population (crime victims)
- Activities that do not relate to direct services to victims
- Unallowable or unsupported costs in budgets
- Inconsistent pro rata or wrong budget calculations

# VOCA staff contact information

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