



# ORIENTATION FOR FY 2022 VICTIMS OF CRIME ACT (VOCA) REQUESTS FOR PROPOSALS (RFP)

Department of Attorney General  
Crime Prevention and Justice Assistance Division (CPJAD)  
February 22, 2023

# Housekeeping

- Participants muted
- Chat box for questions, monitored by staff
- Questions addressed orally, not considered formal responses
- Written questions due 3/2/23 @ 1:00 p.m.
- Written responses, including from the Orientation, posted on SPO/HANDS as Addendum by or on 3/10 - 14/23

# Orientation Content

- Highlights of RFP

RFP – State Procurement Office HANDS,  
[https://hands.ehawaii.gov/hands/opportunities/opportunity-  
details/22486](https://hands.ehawaii.gov/hands/opportunities/opportunity-details/22486)

Application on CPJAD eGrants,  
<https://cpjadegrants.intelligrants.com>

Questions on eGrants: [amy.k.tatsuno@hawaii.gov](mailto:amy.k.tatsuno@hawaii.gov)

# RFP & CPJAD eGrants

- RFP provides instructions and information for application
- CPJAD eGrants provides method for applying
- IMPORTANT TO REVIEW BOTH RFP AND CPJAD e-GRANTS

# VOCA Preliminary Information

- Federal Victims of Crime Act “VOCA”
- Funding from fines assessed against federal criminal defendants
- 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”

- Due **3/24/2023 @ 4:30 p.m.**
- Submitted online on CPJAD eGrants,  
<https://cpjadegrants.intelligrants.com>
- PLEASE READ RFP THOROUGHLY AND CAREFULLY

# VOCA Funds for RFP

## ■ FUNDS FOR RFP (approximate)

**\$3,300,000**

CAP FOR TOTAL BUDGET

\$500,000 for 2-yr. contract

CAP FOR TRAINING RELATED TRAVEL

\$5,000 for mainland travel

\$2,000 for interisland travel

CAP FOR EQUIPMENT/FURNITURE

\$2,000 each

# Project Period

- 2-year length of project:

July 1, 2023 – June 30, 2025



# 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 Grants Financial Guide

<https://https://www.ojp.gov/funding/financialguidedojo/overview>

- Relevant Hawaii laws, including State Procurement

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

# VOCA Requirements to Receive Funds

Applicant shall:

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

# VOCA Requirements (cont.)

- Use volunteers unless a waiver from this requirement is approved
- Provide services to federal victims
- Provide services at no charge unless prior approval is obtained from the Department (excludes accepting insurance reimbursement for mental health counseling services)
- Protect confidentiality and privacy of individual receiving services, will not disclose personally identifiable or individual client information without consent of individual

# VOCA Requirements (cont.)

- Serve victims regardless of immigration status
- Describe how proposal will improve criminal justice system AND what is sustainability plan for services after grant funding is exhausted

# Eligible Applicants

## ■ Eligible Applicants

Government and Non-Profit Organizations providing direct services to crime victims

Excluded:

- County Prosecutors' Office and Department of Public Safety
- FY 2021 RFP awardees with contracts ending 6/30/24 IF requesting supplemental funding

# Eligible Applicants (cont.)

FACTORS IN DETERMINING “currently awarded FY 21 VOCA projects ending 6/30/24 requesting supplemental funding” INCLUDE but are not limited to:

- Same agency or organization
- Same target population
- Same delivery of services
- Same cost items
- Same staff positions
- Same resumes
- Other relevant factors

# Match Requirement

- NO MATCH REQUIRED for this contract

# Federal and State Requirements for Funding

- Unique Entity Identifier (UEI) number
- System for Award Management (SAM) registration
- Hawaii State Procurement Office requirements, including maintenance of insurance with specific coverage and limits



# VOCA Definition: Crime Victim

- Crime Victim: A person who has suffered physical, sexual, financial or emotional harm as result of commission of crime

VOCA Rules, 28 CFR Section 94.102

*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 Section 94.102

# Application Sections

- Title Page
- Description of Project
- Budget Detail – YR 1; YR 2; Budget Summary
- Other Requirements

# Instructions

- Submit applications online only on CPJAD eGrants
- Do NOT submit a hard copy of the application or attachments
- Provide written or numerical response for each item, narrative box or table marked with red asterisk \* - if not answered you will not be able to submit application
- Submit only information requested for each item, in each narrative box or table – irrelevant information not considered
- Observe character limits of narrative box – see pp. 3-2 - 3 for table of character limits
- Upload required documents

# 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 (cont.)

- 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 (cont.)

- 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 (cont.)

- 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 (cont.)

- 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 per DOJ Financial Guide, “entertainment . . . amusement, diversion, social activities and associated costs” (tickets to sports events, meals, etc.)

# VOCA Allowable Services and Costs (cont.)

- 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 (cont.)

- 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 childcare so victim can attend proceedings

# VOCA Allowable Services and Costs (cont.)

- 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 (cont.)

- 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 (cont.)

- 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 (cont.)

- 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
- 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

- 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-system, interagency, multi-disciplinary response to crime victim



# VOCA Allowable Support Activities (cont.)

- 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 49)
- 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 Grants Financial Guide and relevant laws relating to acquisition, use and disposition of property purchased with federal funds, **CONSIDERING**

# VOCA Allowable Support Activities (cont.)

- 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 (cont.)

- 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 (cont.)

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 so they are better able to provide quality direct services

# 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 (*NOTE CAPS*)
- Organization expenses that are necessary and essential to providing direct services and other allowable victim services
- *Prorated* rent and utilities (*prorata* rate should be consistent to FTEs in budget)

# VOCA Allowable Administrative Cost (cont.)

- 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 (cont.)

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

# VOCA Allowable Administrative Costs (cont.)

- 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.
- Administrative time for VOCA funded staff, a *PRORATED* basis if not exclusively for VOCA victim-related activity



# VOCA Allowable Administrative Costs (cont.)

- 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 victims services delivery in the project
- Funding the *prorated* share of audit costs

# VOCA Allowable Administrative Costs (cont.)

- Leasing car, if
  - Use of the vehicle is limited to transportation of victims;
  - Public or other transportation is not practical;
  - 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 (cont.)

- 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

# Limitations on Funding (cont.)

- 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 (cont.)

- 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 OR 10% de minimis

See RFP p. 2-21 for explanation



# Indirect Costs (cont.)

- Provide breakdown of what costs were considered and how rate was computed in proposed budget;
  
- Upload either
  - INDIRECT COSTS COMPUTATION WORKSHEET
  
  - OR*
  
  - DOCUMENTATION OF FEDERALLY APPROVED INDIRECT COST RATE

# VOCA Priority Areas

*10% of total award must be allocated to each priority area*

1. Child abuse
2. Sexual Assault
3. Domestic Violence
4. Victims of Violent Crime in 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

# Underserved Definition (cont.)

- Victims residing in rural or geographically isolated areas (as defined in the RFP p. 2-12, Footnote 8)
- 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

# RFP Additional Points

- Child Abuse (up to 5)
- Sexual Assault (up to 5)
- Victims Residing in Rural or Geographically Isolated Area (up to 2)

*100% target population meets priority area definition*

# Requirement: VOCA Training Set Aside

- Required for all FY 2022 proposals

*All budget proposals must include a set aside minimum of \$250 to a maximum of \$500 for each VOCA funded staff and volunteer*

- Training set aside will count towards maximum grant cap amount of \$500,000

# VOCA Reporting and Monitoring Requirements

- Subgrant Award Report (SAR)
- Quarterly Performance Measurement Tool (PMT)
- Semi-annual Performance Output Report (POR) AND Source Documentation Review
- Grantee Report (OVC's State Annual Performance Report)

# VOCA Reporting and Monitoring Requirements (cont.)

- Periodic monitoring includes review of compliance with
  - Written Language Access Plan
  - Requirement for Written Determination of Suitability to Interact with Participating Minors



# 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 in January, April, July and October on 15th day

# Evaluation of proposal

- See Table Evaluation Categories, p. 4-2
- Budget reminders
- Budget items are reasonable and necessary for the execution and completion of activities listed in the service delivery section. *For example, if the position is vacant, the applicant shall indicate a realistic date of hire after the start of the contract.*
- Calculations are correct, and appropriate formulas provided showing how the totals were determined, including prorata shares.
- All costs are allowable under VOCA.

# Questions?

- Written questions due 3/2/23 @ 1:00 pm
- Response by or on 3/10 -14/23
- Response posted as Addendum on SPO/HANDS website

# VOCA staff contact information

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