



STATE OF INDIANA



Eric J. Holcomb, Governor
Devon McDonald, Executive Director

2020-2022 Victims of Crime Act Grant (VOCA) Program Solicitation

Request for Proposals

The Indiana Criminal Justice Institute (ICJI) is now accepting applications for the 2020-2022 Victims of Crime Act Grant (VOCA). This grant is being released through the IntelliGrants System. All applications must be submitted online through this system. Late or incomplete applications will not be accepted.

Applicants must be registered in IntelliGrants in order to access the electronic application.

Applications must be submitted via IntelliGrants on or before

11:59 P.M. (ET) on Wednesday, April 1st, 2020

Applicants are strongly encouraged to submit applications 48 hours prior to the deadline.

Award Period: October, 2020 – September 30, 2022

For technical assistance with submitting an application, contact the ICJI Helpdesk at CJIHelpDesk@cji.in.gov. ICJI Helpdesk hours are Monday – Friday 8:00 am to 4:30 pm ET, except State holidays.

ICJI is not responsible for technical issues with grant submission within 48 hours of grant deadline.

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Overview

The Victims of Crime Act (VOCA) of 1984 established the Crime Victims Fund in the U.S. Treasury. The Fund is financed by fines and penalties paid by convicted federal offenders, not from tax dollars. It includes deposits from federal criminal fines, forfeited bail bonds, penalties, and special assessments collected by U.S. Attorney's Offices, federal U.S. courts, and the Federal Bureau of Prisons. Federal revenues deposited into the Fund also come from gifts, donations, and bequests from private parties. This fund provides the sources of funding for carrying out all of the activities authorized by VOCA.

The purpose of VOCA is to support the provision of services to victims of crime throughout the nation. "Crime Victim" is defined as a person who has suffered physical, sexual, financial, and/or emotional harm as the result of the commission of a crime. Services are defined as those efforts that (1) respond to the emotional, psychological, and/or physical needs of crime victims; (2) assist victims to stabilize their lives after victimization; (3) assist victims to understand and participate in the criminal justice system; and (4) restore a measure of safety and security for the victim.

VOCA is administered at the federal level through the U.S. Department of Justice, Office for Victims of Crime, which annually awards a grant to each state, the District of Columbia, and the U.S. Territories.

Program Scope

Activities supported by this program are determined by statute, federal regulations, and ICJI policies. If an applicant receives an award, the funded project is bound by the provisions of this solicitation and the DOJ Financial Guide, including updates to the guide after an award is made. All grants from ICJI Victim Services are reimbursement grants. Verification of expenses along with verification of payment of expenses must be provided to ICJI on a monthly or quarterly basis prior to reimbursement of expenses.

Eligibility

VOCA Program Guidelines establish eligibility criteria that must be met by all organizations that receive VOCA funds. These funds are to be awarded to subrecipients only for providing direct services to victims of crime through their staff. Each subrecipient organization shall meet the following requirements:

1. Organizations must show that **25%** or more of their funding comes from non-federal sources in order to apply.
2. Organizations must demonstrate a **record of providing effective services** to crime victims. This includes having the support and approval of its services by the community, a history of providing direct services in a cost-effective manner, and financial support from other sources.
3. Subrecipients must use **volunteers** unless the State determines there is a compelling reason to waive this requirement. The volunteers are not required to provide direct service or to be providing volunteer services in the program funded by VOCA funds. A VOCA waiver request is included in the appendix.

4. Subrecipients must promote, with the community, coordinated public and private efforts to aid crime victims. **Coordination** may include, but is not limited to, serving on state, federal, local, or Native American task forces, commissions, working groups, coalitions and/or multi-disciplinary teams. Coordination efforts also include developing written agreements that contribute to better and more comprehensive services to crime victims. Coordination efforts qualify an organization to receive VOCA victim assistance funds, **but are not activities that can be supported with VOCA funds.**
5. Subrecipients must provide assistance to potential recipients of **crime victim compensation** benefits. Such assistance may include identifying and notifying crime victims of the availability of compensation, assisting them with application forms and procedures, obtaining necessary documentation, and/or checking on claim status. Assistance must not be limited to supplying application.
6. Services must be provided to victims at **no charge** through any VOCA funded program. Any deviation from this requires prior approval by the state. The purpose of the VOCA victim assistance grant program is to provide services to all crime victims regardless of their ability to pay for services rendered or availability of insurance or third-party payment resources.
7. Subrecipients are required to perform **background checks** on all employees and volunteers who work directly with victims. At a minimum, agencies should complete a background check through Indiana State Police. ICJI will verify background checks have been completed during on-site and/or desk review monitoring.
8. VOCA funds must be used to enhance or expand (supplement) existing funds for program activities and **may not replace (supplant)** non-federal funds that they have appropriated for the same purpose.

In addition, an entity may apply, but will not be eligible for a grant until the entity has prequalified through a series of threshold requirements including:

1. **DUNS** Number: To enable state agencies that receive federal awards to report this information, subgrantees (i.e. subrecipients) are required to obtain and report a DUNS number. A DUNS number is obtained through Dun & Bradstreet (D&B) and is a unique nine digit identification number that is assigned for FREE for all businesses required to register with the U.S. Federal government for contracts or grants. A DUNS number is required for this grant and is reported in *Project Information* section of the application. For more information and/or to obtain a DUNS number, go to the following website: <http://fedgov.dnb.com/webform>.
2. System for Award Management (**SAM**) Registration: To enable ICJI to report subawards in a timely manner, subrecipients are also required to register with System for Award Management (SAM). SAM is a federally owned and operated free website, and it will be used to populate the information needed to report subaward information. In order to register, you must have a DUNS

number. Registration can be done at <https://sam.gov/SAM/>.

3. Review of agency's good standing with Indiana Department of Revenue (**DOR**), Indiana Department of Workforce Development (**DWD**) and Secretary of State (**SOS**).

Eligible Entities

Eligible organizations who provide services to crime victims and be operated by a public agency, nonprofit organization, American Indian Tribe or a combination of such agencies or organizations. In addition to victim services organizations, whose sole purpose is to serve crime victims, there are many other public and nonprofit organizations that have components which offer services to crime victims. These organizations are eligible to receive VOCA funds, if the funds are used to expand or enhance the delivery of services to crime victims. These organizations include, but are not limited to, the following:

- Criminal Justice Agencies
 - Law Enforcement Organizations
 - Prosecutor Offices
 - Courts
 - Correction Departments
 - Probation and Parole Authorities
- Hospital and Emergency Medical Facilities who offer crisis counseling, support groups, and/or other types of victim services
- Non-profit Agencies
 - Mental Health Agencies
 - Human Trafficking Agencies
 - Rape Crisis Centers
 - Domestic Violence Agencies
- Child Abuse Agencies
 - Child Advocacy Centers
 - Court Appointed Special Advocate Agencies

Funding Availability

Awards will be funded with the State's current award for FY2020, any potential decrease in VOCA funds given to states will not effect this application or awards amounts given. All current recipients of VOCA Transitional Grants should also apply for funding under this announcement. Agencies can choose to complete multiple VOCA applications if they would like to keep individual programs separated.

Application Submission

Completed applications and all required documentation are to be submitted through IntelliGrants no later than 11:59 pm (ET) on April 1, 2020. Please note that original signatures are not required due to online submission of the grant application.

IntelliGrants is an end-to-end solution for the administration of grants. Everything from the grant application, reports, and fiscal drawdowns will occur online within IntelliGrants. Applicants must register in IntelliGrants in order to apply for funding opportunities. Instructions can be found on the ICJI website at <https://www.in.gov/cji>.

It is recommended that subgrantees review IntelliGrants training materials before logging in for the first time. The Training Webinar and Subgrantee User Manual are available on the ICJI website and on the training tab in IntelliGrants. ICJI is not responsible for applicants who fail to submit a timely application due to technical difficulties that occur within 48 hours of the deadline.

Award Period

The award period for this grant shall be October 1, 2020 – September 30, 2022. Projects should begin on October 1, 2020 and must be in operation no later than 60 days after this date. Failure to have the funded project operational within 60 days from October 1, 2020 will result in the cancellation of the grant and the de-obligation of all awarded funds. Projects must conclude no later than September 30, 2022. Funding obligations must be made prior to September 30, 2022, all outstanding expenses must be paid and the Final Fiscal Report submitted via IntelliGrants within 30 day from September 30, 2022 (grant end date). Late Fiscal and Programmatic Reports will not be accepted.

Purpose Areas

This grant program is authorized and funded by the Victims of Crime Act (VOCA) of 1984 (34 U.S.C. § 20103). The State must use a minimum of 40% of the VOCA grant in the following purpose areas:

Minimum % of awarded funds	Description
10%	Programs that support Child Abuse victims
10%	Programs that support Domestic Violence victims
10%	Programs that support Sexual Assault victims
10%	Programs that support Under Served victims

Underserved populations include but are not limited to: Hispanic/Latino, immigrant, Deaf/hard hearing, LGBTQ, and elderly victims.

OVC Areas of Emphasis

OVC encourages states to support programs in the following areas:

- **Law Enforcement and Victim Services-** to assist law enforcement agencies to better coordinate with community-based victim service programs to more quickly and effectively serve victims, and connect them sooner to crime victim compensation, as appropriate.
- **Responding to the Opioid Crisis-** while VOCA funding cannot be used for prevention or general drug treatment programs, a gap OVC and its grantees can fill is assisting the children who are

crime victims as a result of their parent's or caretaker's substance abuse. Examples of programs that may already be assisting young crime victims affected by opioid abuse include, but are not limited to, school-based programs, foster care or child welfare programs, counseling and assistance programs, child advocacy centers, court-appointed special advocates, civil legal assistance, mentoring and tutoring programs, hospital and medical-based programs, and faith-based services. Supporting these young crime victims and leveraging community partnerships is essential per OVC.

- **Hospital-Based Victim Services-** hospital-based violence intervention programs have produced effective results in preventing injury recidivism for victims of violent injury. Hospitals can be a critical entry point for trauma-informed services to help victims and connect them with vital services, yet many medical facilities and public health departments are not woven into the strategy for victim assistance. Among the array of services hospitals can offer (and/or connect victims to) include safety planning, crisis intervention, referrals to community-based victim services and social services, information about crime victim compensation, and victim advocacy and emotional support.
- **Rural Victims of Crime-** unfortunately, rural areas face significant economic and geographic challenges and often are unable to recruit and retain the right personnel, making it difficult to develop and sustain victim assistance services. VOCA funds can be used to create, strengthen, and expand services to victims in rural areas by looking for ways to work with service providers to overcome geographical isolation, increase community resources for victims by forming cooperative partnerships, expand the use of technology to support the delivery of victim services, develop innovative methods for rural victims to access services, and increase efforts to educate and train rural law enforcement and prosecutors on a variety of topics including victims' rights.
- **Faith-Based Organizations-** houses of worship and other faith-based programs can serve an essential role when Americans are suffering emotionally and/or physically in the aftermath of crime. Survivors may seek spiritual guidance, support, and information from clergy or other faith leaders in times of personal crisis. Partnerships with faith-based programs can assist victims of crime, and possibly offer training programs to clergy and faith leaders about the needs of crime victims. Also, developing networks with houses of worship and community and system-based victim service programs can help create a "safety net" for urgent needs.
- **Human Trafficking-** VOCA funds can be used to enhance the quality and quantity of comprehensive and specialized services available to human trafficking victims, provide training and technical assistance to providers and allied professionals, and to promote innovative ways to provide trauma-informed services to survivors of human trafficking.

Statewide STOP Implementation Plan 2017-2020

Every four years, Indiana submits a thorough, strategic, and collaborative implementation plan to address violence against women for the STOP Grant Program. Indiana's STOP Implementation Plan for 2017 through 2020 includes the following goals:

Goal 1: Reduce domestic violence related homicides by 10% in the State of Indiana over the four-year plan period;

Goal 2: Reach out and increase funding to programs that serve underserved populations*, i.e. Hispanic/Latino, immigrant, Deaf/hard hearing, LGBTQ, and elderly victims.

***Underserved Populations**

The term “underserved populations” means populations who face barriers in accessing and using victim services, and includes populations underserved because of geographic location, religion, sexual orientation, gender identity, underserved racial and ethnic populations, populations underserved because of special needs (such as language barriers, disabilities, alienage status, or age), and any other population determined to be underserved by the Attorney General or by the Secretary of Health and Human Services, as appropriate. See 42 U.S.C. § 13925(a)(39).

Goal 3: Increase the number of sexual assault programs that provide core services and develop enhanced and comprehensive *services for sexual assault victims*.

Program Requirements

Confidentiality

(a) *Confidentiality.* SAAs and sub-recipients of VOCA funds shall, to the extent permitted by law, reasonably protect the confidentiality and privacy of persons receiving services under this program and shall not disclose, reveal, or release, except pursuant to paragraphs (b) and (c) of this section –

1. Any personally identifying information or individual information collected in connection with VOCA-funded services requested, utilized, or denied, regardless of whether such information has been encoded, encrypted, hashed, or otherwise protected; or
2. Individual client information, without the informed, written, reasonably time-limited consent of the person about whom information is sought, except that consent for release may not be given by the abuser of a minor, incapacitated person, or the abuser of the other parent of the minor. If a minor or a person with a legally appointed guardian is permitted by law to receive services without a parent's (or the guardian's) consent, the minor or person with a guardian may consent to release of information without additional consent from the parent or guardian.

(b) *Release.* If release of information described in paragraph (a)(2) of this section is compelled by statutory or court mandate, SAAs or sub-recipients of VOCA funds shall make reasonable attempts to provide notice to victims affected by the disclosure of the information, and take reasonable steps necessary to protect the privacy and safety of the persons affected by the release of the information.

(c) *Information sharing.* SAAs and sub-recipients may share –

(1) Non-personally identifying data in the aggregate regarding services to their clients and non-personally identifying demographic information in order to comply with reporting, evaluation, or data collection requirements;

(2) Court-generated information and law-enforcement-generated information contained in secure governmental registries for protection order enforcement purposes; and

(3) Law enforcement- and prosecution-generated information necessary for law enforcement and prosecution purposes.

(d) Personally identifying information. In no circumstances may -

(1) A crime victim be required to provide a consent to release personally identifying information as a condition of eligibility for VOCA-funded services;

(2) Any personally identifying information be shared in order to comply with reporting, evaluation, or data-collection requirements of any program;

(e) Mandatory reporting. Nothing in this section prohibits compliance with legally mandated reporting of abuse or neglect.

Religious Beliefs

The subrecipient understands and agrees that award funds may not be used to discriminate against or denigrate the religious or moral beliefs of victims who participate in programs for which financial assistance is provided from those funds, or of the parents or legal guardians of such victims.

Annual Audit

If you are a non-Federal entity that expended \$750,000 or more in Federal funds (from all sources including pass-through subawards) in your organization's fiscal year (12-month turnaround reporting period), then you are required to arrange for a single organization-wide audit.

Allowable Activities

The following is a list of allowable activities:

- **Civil Legal Services for Victims.** Allowable when the need for such services arises as a direct result of the victimization. The following are illustrative examples of some circumstances where civil legal services may be appropriate: protective and restraining orders against a stalker or abuser; campus administrative protection or stay away order proceedings; family, custody, contract, housing, and dependency matters for victims of intimate partner violence, child abuse, sexual assault, and elder abuse; immigration assistance for victims of human trafficking and

domestic abuse victims; intervention with creditors, law enforcement (e.g., to obtain police reports), and other entities on behalf of victims of identity theft and financial fraud; intervention with administrative agencies, schools/colleges, tribal entities, and other circumstances where legal advice or intervention would assist in addressing the consequences of a person's victimization.

- **Facilitation of participation in criminal justice and other public proceedings arising from the crime.** The provision of services and payment of costs that help victims participate in the criminal justice system and in other public proceedings arising from the crime (e.g., juvenile justice hearings, civil commitment proceedings), including, but not limited to: (1) Advocacy on behalf of a victim; (2) Accompanying a victim to offices and court; (3) Transportation, meals, and lodging to allow a victim who is not a witness to participate in a proceeding; (4) Interpreting for a non-witness victim who is deaf or hard of hearing, or with limited English proficiency; (5) Providing child care and respite care to enable a victim who is a caregiver to attend activities related to the proceeding; (6) Notification to victims regarding key proceeding dates (e.g., trial dates, case disposition, incarceration, and parole hearings); (7) Assistance with Victim Impact Statements; (8) Assistance in recovering property that was retained as evidence; and (9) Assistance with restitution advocacy on behalf of crime victims.
- **Forensic Interviews.** VOCA funding may be used for forensic interviews of children and adults only when the results of the interview will be used not only for law enforcement and prosecution purposes, but also for identification of needs such as social services, personal advocacy, case management, substance abuse treatment, and mental health services; interviews are conducted in the context of a multidisciplinary investigation and diagnostic team, or in a specialized setting such as a child advocacy center; the interviewer is 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.
- **Immediate Emotional, Psychological and Physical Health and Safety.** Services that respond to immediate needs of crime victims include, but are not limited to: (1) Crisis intervention services; (2) Accompanying victims to hospitals for medical examinations; (3) Hotline counseling; (4) Safety planning; (5) Emergency food, shelter, clothing, and transportation; (6) Short-term (up to 45 days) in-home care and supervision services for children and adults who remain in their own homes when the offender/caregiver is removed; (7) Short-term (up to 45 days) nursing home, adult foster care, or group-home placement for adults for whom no other safe, short-term residence is available; (8) Window, door, or lock replacement or repair, and other repairs necessary to ensure a victim's safety. (9) Costs of the following, on an emergency basis (i.e., when the State's compensation program, the victim's (or in the case of a minor child, the victim's parent's or guardian's) health insurance plan, Medicaid, or other health care funding source, is not reasonably expected to be available quickly enough to meet the emergency needs of a victim (typically within 48 hours of the crime): Non-prescription and prescription medicine, prophylactic or other treatment to prevent HIV/AIDS infection or other infectious disease, durable medical equipment (such as wheelchairs, crutches, hearing aids, eyeglasses), and other healthcare items are allowed; and (10) Emergency legal assistance, such as for filing for restraining or protective orders, and obtaining emergency custody orders and visitation rights.
- **Legal Assistance for Victims.** Legal assistance services (including, but not limited to, those

provided on an emergency basis), where reasonable and where the need for such services arises as a direct result of the victimization. Such services include, but are not limited to: (1) Those (other than criminal defense) that help victims assert their rights as victims in a criminal proceeding directly related to the victimization, or otherwise protect their safety, privacy, or other interests as victims in such a proceeding; (2) Motions to vacate or expunge a conviction, or similar actions, where the jurisdiction permits such a legal action based on a person's being a crime victim; and (3) Those actions (other than tort actions) that, in the civil context, are reasonably necessary as a direct result of the victimization.

- **Mental Health Counseling and Care.** Mental health counseling and care, including, but not limited to, outpatient therapy/counseling (including, but not limited to, substance-abuse treatment so long as the treatment is directly related to the victimization) provided by a person who meets professional standards to provide these services in the jurisdiction in which the care is administered.
- **Peer-Support.** Including, but not limited to, activities that provide opportunities for victims to meet other victims, share experiences, and provide self-help, information, and emotional support.
- **Personal Advocacy and Emotional Support.** Personal advocacy and emotional support, including, but not limited to: (1) Working with a victim to assess the impact of the crime; (2) Identification of victim's needs; (3) Case management; (4) Management of practical problems created by the victimization; (5) Identification of resources available to the victim; (6) Provision of information, referrals, advocacy, and follow-up contact for continued services, as needed; and (7) Traditional, cultural, and/or alternative therapy/healing (e.g., art therapy, yoga). Personal advocacy may also include: 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.
- **Relocation Expenses.** Generally, relocation is appropriate where needed for the safety and well-being of a victim, including, but not limited to, reasonable moving expenses security deposits on housing, rental expenses, and utility startup. Arrears for utilities are an allowable expense if the cost was incurred during the grant period. Programs approved to provide relocation services to crime victims will be asked to submit agency policies that identify the criteria that must be met for a victim to be eligible for relocation assistance.
- **Services to Incarcerated Individuals.** Victim service providers may provide services to incarcerated individuals, the services must address issues directly arising from the victimization and not the crime for which that individual was incarcerated. The rule does not mandate that states make funding available for services to incarcerated victims, but rather, merely permits them to do so; therefore, the ICJI will make a determination regarding the appropriate delegation of responsibility (and fiscal burden) between victim service agencies/organizations and detention/correctional facilities with regard to caring for this victim population.
- **Transitional Housing.** Transitional housing is generally allowed for those who have a particular need for such housing, and who cannot safely return to their previous housing, due to the

circumstances of their victimization. Transitional housing may include travel expenses, rental assistance, security deposits, utilities, and other costs incidental to the relocation to such housing, as well as voluntary support services such as childcare and counseling. Transitional housing will be viewed as appropriate for victims of domestic violence and their dependents, victims of human trafficking, victims with disabilities abused by caretakers, and other victims who have a particular need for transitional housing, and who cannot (or should not) return to their previous housing situation due to the circumstances of their victimization. Programs approved to provide transitional housing to crime victims will be required to submit agency policies that identify the criteria that must be met for a victim to be eligible for transitional housing assistance.

- **Transportation.** Transportation is allowable for victims to receive services and to participate in criminal justice proceedings.

Eligible Costs

1. **Personnel Costs-** The costs directly related to providing direct services, such as staff salaries and employee benefits, including malpractice insurance, the cost of advertising to recruit VOCA-funded personnel, and the cost of training paid and volunteer staff. Overtime is an allowable expense but must be on a separate line item in the budget that includes the overtime rate of pay.
2. **Costs Necessary to Providing Direct Service-** This includes prorated costs of rent, telephone services, 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.
3. **Skills Training for Staff-** Developing the skills of direct services providers so that they are better able to offer quality services to crime victims. VOCA funds can be used for training both VOCA funded and non-VOCA funded service providers who work within a VOCA subrecipient organization and provide VOCA allowable services. Volunteers can be included in VOCA supported training.
4. **Training Material-** Purchase materials such as books, training manuals, and videos for direct service providers, within the VOCA funded organization, and can support the costs for in-service staff development. Any printed material must include the federal award that paid for the material.
5. **Equipment-** Purchase of furniture and equipment that provides or enhances direct services to crime victims, as demonstrated by the VOCA subrecipient. Costs must be prorated if the equipment is not used exclusively for VOCA victim-related activities. Equipment is defined as tangible non-expendable personal property having a useful life of more than one year and an acquisition cost of \$500.00 or more per unit. Three bids or quotes are required for all equipment.
6. **Repair and/or Replacement of Essential Items-** 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.” The cost of the repair or replacement must be prorated among all sources of income.

7. **Public Presentations and Awareness-** Presentations in public forums, such as schools and community centers that are designed to identify crime victims and refer them to needed services. These costs may include staff time, materials, brochures, and advertising costs. Costs for food, gifts or honorariums are **not** allowable expenses under VOCA.
8. **Operating and Supply Costs-** Prorated Operating costs are allowable if costs are part of an approved project and are necessary to the project implementation and operation. Examples of allowable costs include office supplies, equipment use fees when supported by usage logs, printing/photocopying, postage, brochures which describe available services, and books and other victim related materials. Supplies that will not benefit victims are not allowable such as kitchenette supplies (coffee, cups, and napkins).
9. **Administrative Time-** Administrative time to complete VOCA-required time and attendance sheets and programmatic documentation, reports, and required statistics; administrative time to collect and maintain crime victims’ satisfaction surveys and needs assessments used to improve victim services delivery within the VOCA funded project; and the prorated share of audit costs. Administrative costs should be no more than 10% of the award amount.
10. **Professional Fees-** Any contract entered into by a subrecipient using federal funds must follow the rules covering Procurement as described in 2 CFR Part 200 and the current version of the OJP Financial Guide. Individual consultant fees, under VOCA, are limited to \$650 per day or \$81.25 per hour; this includes legal, medical and psychological.
11. **Supervision of Direct Service Providers-** Supervision of direct service providers when it is “necessary and essential to providing direct services to crime victims”.

Ineligible Activities and Costs

The activities listed below are out of the program scope, and they will not be supported by this program’s funding.

1. Research projects,
2. Construction or capital improvement,
3. Land acquisition (purchase of real property),
4. Supplanting,
5. Bonuses or commissions,
6. Lobbying,
7. Fundraising (including financial campaigns, endowment drives, solicitation of gifts and bequests, and similar expenses incurred solely to raise capital or obtain contributions) and time spent procuring funding including completing federal and state funding applications,

8. Entertainment costs,
9. State and local taxes,
10. Legal fees,
11. Costs associated with Boards including Insurance and Fees,
12. Costs not associated with direct services to victims,
13. Hosting Conferences,
14. Alcohol or food except for emergency food for victims,
15. Any expenses incurred prior to the grant award date,
16. Management or administrative training,
17. Substance abuse counseling for victims when not related to victimization,
18. Costs incurred outside the project period,
19. Perpetrator Rehabilitation,
20. Needs Assessments, Surveys, Evaluations and Studies,
21. Prevention of crime activities,
22. Direct cash assistance to victims,
23. Most medical costs (including nursing home care, in-patient treatment, hospital and non-emergency medical or dental treatment),
24. Property Loss such as replacement of stolen or damaged property,
25. Inherently (or explicitly) religious activities,
26. Indirect administrative costs over 10% of the total grant budget

Contracts & Consultants/Contractors

When a subrecipient contracts for work or services, the following is required:

1. All consultant and contractual services shall be supported by written contracts stating the services to be performed, rate of compensation, and length of time over which the services will be provided.
2. A copy of all written contracts for contractual or consultant services shall be attached in IntelliGrants to the grant file upon their ratification.
3. Payments shall be supported by statements outlining the services rendered and supporting the period covered.
4. Any consultant costs exceeding those allowable by the DOJ Financial Grants Management Guide (maximum of \$81.25 per hour or \$650 per day) will not be allowed.

Indirect Costs

Subrecipients are not permitted to charge indirect costs to a VOCA grant such as liability insurance on buildings, capital improvements, security guards and body guards, property losses and expenses, real estate purchases, mortgage payments, and construction costs. If the applicant agency has a federally approved indirect cost rate, ICJI will accept this rate. You must provide ICJI with a copy of the approval letter showing the rate and effective date. Your detailed budget should reflect the items that the rate is to be applied to and a complete description of what your total indirect cost plan encompasses.

If you are a non-Federal entity and have never received a negotiated indirect cost rate, except for those non-Federal entities described in Appendix VII to 2 C.F.R. Part 200, you may elect to charge a de minimis rate of 10% of modified total direct costs (MTDC) which may be used indefinitely. When using this method, costs must be consistently charged as either indirect or direct costs, but may not be double charged or inconsistently charged as both. Also, if this method is chosen, then it must be used consistently for all federal awards. Intention to use this rate must be in the Budget Narrative section of the application and an attachment must be included to specify the costs included as indirect.

Attachments Required with Application

1. Total Agency Budget – If the applicant agency is a nonprofit, nongovernmental entity, please complete and upload a “Subgrantee Basic Budget (non-profit Applicant budget form)”. Be sure to complete both the Organizational tab and the Employee tab. The form can be found on the ICJI website at <https://www.in.gov/cji/2344.htm> (non-profit applicant budget). ***This does not apply to units of government.***
2. Indirect Cost Rate – If the applicant agency has a **federally approved** indirect cost rate, ICJI will accept this rate. You must provide ICJI with a copy of the approval letter showing the rate and effective date.
3. Sustainability Plan – Please attach a document detailing the Applicant’s plan to maintain the program once the grant fund period expires.
4. Timeline – Please attach a timeline for the completion of the Project and/or expenditure of the grant funds.
5. Letters of Endorsement - Please attach at least one letter of endorsement evidencing community support for the Applicant’s program.
6. Miscellaneous
 - a. Completed and signed EEOP certification. Form can be found at: <https://www.ojp.gov/about/ocr/pdfs/cert.pdf>
 - b. If applying for Personnel attach job descriptions.
 - c. If applicable, attach other requested information.

Match

There is a 20% match requirement imposed on grant funds under the VOCA Program. A grant made under this program may not cover more than 80% of the total costs of the project being funded. The applicant must identify the source of the **20% non-Federal** portion of the budget and how match funds will be used. Applicant may satisfy the required match with either cash or in-kind services. All match amounts must be VOCA allowable expenses and are subject to the same requirements, restrictions, and conditions as the federal VOCA funds.

Subgrantees may apply for a partial match waiver with their application documenting the extraordinary need for a waiver. Waivers are not a guarantee and will be reviewed on a case by case basis. Applicants will be notified of waiver requests prior to the start of the grant period. The match waiver form can be found in Appendix C.

Match Formula:

(Total Federal Funds Portion ÷ Federal Percentage) – Federal Funds Portion = Required Match

(\$12,000 ÷ 80%) - \$12,000 = \$3,000

Travel Costs

Expenses and reimbursements for in state and out of state travel must follow the most current Indiana Department of Administration State Travel Policy or the subrecipients travel policy, whichever is more restrictive (https://secure.in.gov/sba/files/fmc_2017-2.pdf).

Program Costs

Costs must meet the following criteria:

1. Costs must be necessary and reasonable for the stated purpose of the grant
2. Costs must be in accordance with generally accepted accounting principles: <http://www.fasab.gov/accounting-standards/>
3. Costs must conform to any limitations or exclusions
4. Costs must be consistent with policies and procedures of the SASP Grant Program, and applied uniformly
5. Costs must be adequately documented with supporting materials including: receipts, invoices, timesheets, paystubs, etc.

Application Review

Pursuant to 2 C.F.R. Part 200, the State will review and score all grant applications as part of the competitive application process. The State will assess:

- The completeness of the grant application;
- Whether the grant application is within the purpose areas of the funding;
- The Applicant's eligibility;
- Whether the grant application, the Applicant, and the Project are in compliance with all federal and state laws, regulations, and rules;
- Whether the proposed expenditures set forth in the Project Budget are allowable and allocable;
- Any potential conflicts of interest;
- Whether the Applicant has any federal and/or state debt delinquency;
- The Applicant's ability to successfully pass clearance checks from the DOR, DWD and SOS.
- Any and all risk associated with granting funds to the Applicant;
- Whether the Applicant is debarred or suspended by any federal or state department or agency; and
- Whether the Applicant maintains a current registration in SAM and has an active DUNS number.

Contract Requirements

All applicants awarded funding from ICJI must agree to the following:

1. Enter into a Grant Agreement between ICJI and the applicant agency and agree to abide by all provisions of the Grant Agreement.
2. Enter into agreement to abide by all Special Conditions detailed in the Certified Assurances and Special Conditions.
3. Submit all reports in the prescribed format and time frames determined by ICJI.
4. Comply with federal guidelines contained 2 CFR 200 found at: <https://www.govinfo.gov/app/details/CFR-2014-title2-vol1/CFR-2014-title2-vol1-part200/context> and the Office of Justice Programs, Office of the Chief Financial Officer Financial Guide at https://www.ojp.gov/financialguide/doj/pdfs/DOJ_FinancialGuide.pdf.

5. Along with completing quarterly Fiscal and Program Reports in IntelliGrants submission of data for the quarterly PMT report.

Supplanting

Federal funds must be used to supplement existing funds for program activities and cannot replace or supplant nonfederal funds that have been appropriated for the same purpose.

Monitoring

All grant awards will be monitored by an ICJI Grant Manager and/or ICJI Compliance Monitoring team using a combination of desk reviews and site visits. Additionally, the Grant Manager will review all submitted reports for timeliness and accuracy. Delinquencies and report contents will be addressed as needed by ICJI staff. Late and repeated incorrect reports could disqualify subrecipients from future funding.

Audit Requirements

Pursuant to 2 C.F.R. Part 200, specifically, § 200.500 *et.seq*, recipients of federal funds are subject to annual audit requirements.

1. *Audit required.* A non-Federal entity that expends \$750,000 or more during the non-Federal entity's fiscal year in Federal awards must have a single or program-specific audit conducted for that year in accordance with the provisions of this part.
2. *Single audit.* A non-Federal entity that expends \$750,000 or more during the non-Federal entity's fiscal year in Federal awards must have a single audit conducted in accordance with §200.514 Scope of audit except when it elects to have a program-specific audit conducted in accordance with paragraph (3) of this section.
3. *Program-specific audit election.* When an entity expends Federal awards under only one Federal program (excluding research and development) and the Federal program's statutes, regulations, or the terms and conditions of the Federal award do not require a financial statement audit of the entity, the entity may elect to have a program-specific audit conducted in accordance with §200.507 Program-specific audits. A program-specific audit may not be elected for research and development unless all of the Federal awards expended were received from the same Federal agency, or the same Federal agency and the same pass-through entity, and that Federal agency, or pass-through entity in the case of a subrecipient, approves in advance a program-specific audit.
4. *Exemption when Federal awards expended are less than \$750,000.* A non-Federal entity that expends less than \$750,000 during the non-Federal entity's fiscal year in Federal awards is exempt

from Federal audit requirements for that year, except as noted in §200.503 Relation to other audit requirements, but records must be available for review or audit by appropriate officials of the Federal agency, pass-through entity, and Government Accountability Office (GAO).

5. *Federally Funded Research and Development Centers (FFRDC)*. Management of an entity that owns or operates a FFRDC may elect to treat the FFRDC as a separate entity for purposes of this part.
6. *Subrecipients and Contractors*. An entity may simultaneously be a recipient, a subrecipient, and a contractor. Federal awards expended as a recipient or a subrecipient are subject to audit under this part. The payments received for goods or services provided as a contractor are not Federal awards. Section §200.330 Subrecipient and contractor determinations sets forth the considerations in determining whether payments constitute a Federal award or a payment for goods or services provided as a contractor.
7. *Compliance responsibility for contractors*. In most cases, the entity's compliance responsibility for contractors is only to ensure that the procurement, receipt, and payment for goods and services comply with Federal statutes, regulations, and the terms and conditions of Federal awards. Federal award compliance requirements normally do not pass through to contractors. However, the entity is responsible for ensuring compliance for procurement transactions, which are structured such that the contractor is responsible for program compliance or the contractor's records must be reviewed to determine program compliance. Also, when these procurement transactions relate to a major program, the scope of the audit must include determining whether these transactions are in compliance with Federal statutes, regulations, and the terms and conditions of Federal awards.
8. *For-profit subrecipient*. Since this part does not apply to for-profit subrecipients, the pass-through entity is responsible for establishing requirements, as necessary, to ensure compliance by for-profit subrecipients. The agreement with the for-profit subrecipient must describe applicable compliance requirements and the for-profit subrecipient's compliance responsibility. Methods to ensure compliance for Federal awards made to for-profit subrecipients may include pre-award audits, monitoring during the agreement, and post-award audits. See also §200.331 Requirements for pass-through entities.

APPENDIX A: Applicable Laws and Mandatory Requirements

General

This award is governed by 2 C.F.R. Part 200 and the 2017 DOJ Grants Financial Guide. All applicants must adhere to all provisions set forth in federal and state statute, regulation, or rule. Failure to abide by the federal and state mandates may, at the discretion of the State, be considered to be a material breach. The consequences of a material breach include, but are not limited, to:

- The Applicant becoming ineligible for this grant funding opportunity;
- Requiring repayment of any grant funds already received;
- The de-obligation of grant funds; and
- The material breach becoming a factor in the scoring process for future grant applications.

Furthermore, the Applicant may not obligate, expend or draw down grant funds until the Federal Office of the Chief Financial Officer notifies the State that the grant has been awarded to Indiana. The State shall not reimburse an Applicant for expenditures outside the grant period of performance.

Pursuant to 2 C.F.R. Part 200, all applicants are required to establish and maintain grant accounting systems and financial records to accurately account for funds awarded to them.

The Applicant understands and agrees that it cannot use federal funds from different funding sources for one or more of the identical cost items, in whole or in part. If this scenario presents itself, the Applicant must contact the ICJI program manager in writing and refrain from the expenditure, obligation, or drawn down of any federal funds awarded from ICJI concerning the identical cost items.

Civil Rights Laws and Requirements

Recipients of federal grants are required to adhere to all federal and state laws concerning civil rights including, but not limited to, the laws set forth below.

➤ **Nondiscrimination.**

Pursuant to the Indiana Civil Rights Law, specifically including IC §22-9-1-10, and in keeping with the purposes of the federal Civil Rights Act of 1964, the Age Discrimination in Employment Act, and the Americans with Disabilities Act, the Applicant covenants that it

shall not discriminate against any employee or applicant for employment relating to this grant with respect to the hire, tenure, terms, conditions or privileges of employment or any matter directly or indirectly related to employment, because of the employee or applicant's race, color, national origin, religion, sex, age, disability, ancestry, status as a veteran, or any other characteristic protected by federal, state, or local law ("Protected Characteristics"). Furthermore, Applicant certifies compliance with applicable federal laws, regulations, and executive orders prohibiting discrimination based on the Protected Characteristics in the provision of services.

Applicant covenants that it shall not discriminate against any individual based on actual or perceived race, color, national origin, religion, sex, disability, sexual orientation, or gender identity as outlined in the Violence Against Women Act Reauthorization Act of 2013.

The Applicant understands that the State is a recipient of federal funds, and therefore, where applicable, Applicant and any subcontractors shall comply with requisite affirmative action requirements, including reporting, pursuant to 41 C.F.R. Chapter 60, as amended, and Section 202 of Executive Order 11246 as amended by Executive Order 13672.

➤ **Services to Limited English Proficiency (LEP) Individuals.**

In accordance with Department of Justice (DOJ) guidance pertaining to Title VI of the Civil Rights Act of 1964, 42 U.S.C. § 2000d, recipients of federal financial assistance must take reasonable steps to provide meaningful access to their programs and activities for persons with limited English proficiency (LEP). See U.S. Department of Justice, Guidance to Federal Financial Assistance Recipients Regarding Title VI Prohibition Against National Origin Discrimination Affecting Limited English Proficient Persons, 67 Fed. Reg. 41, 455 (2002). For more information on the civil rights responsibilities that recipients have in providing language services to LEP individuals, please see the website <http://www.lep.gov>.

➤ **Ensuring Equal Treatment for Faith-Based Organizations.**

Faith-based organizations are prohibited from using financial assistance from the DOJ to fund inherently (or explicitly) religious activities. While faith-based organizations can engage in non-funded inherently religious activities, they must hold them separately from the program funded by this grant, and recipients cannot compel beneficiaries to participate in these activities. The Equal Treatment Regulation also makes it clear that organizations participating in programs funded by the DOJ are not permitted to discriminate in the provision of services on the basis of the beneficiary's religion. For more information on the regulation, please see the Office of Civil Rights (OCR) website at http://www.ojp.usdoj.gov/about/ocr/equal_fbo.htm.

Faith-based organizations should also note that the Omnibus Crime Control and Safe Streets Act (Safe Streets Act) of 1968, as amended, 42 U.S.C. § 3789(c); the Victims of Crime Act of 1984, as amended, 42 U.S.C. § 10604(e); the Juvenile Justice and Delinquency Prevention Act of 1974, as amended, 42 U.S.C. § 5672(b); and the Violence Against Women Act Reauthorization Act of 2013, Pub. L. no. 113-4, sec. 3(b)(4), 127 Stat. 54, 61-62 (to be codified at 42 U.S.C. § 13925(b)(13)) contain prohibitions against discrimination on the basis of religion in employment. Despite these nondiscrimination provisions, the DOJ has concluded that it may construe the Religious Freedom Restoration Act (RFRA) on a case-by-case basis to permit some faith-based organizations to receive DOJ funding while taking into account religion when hiring staff, even if the statute that authorizes the funding program generally forbids recipients from considering religion in employment decisions. Please consult with the OCR if you have any questions about the regulation or the application of RFRA to the statutes that prohibit discrimination in employment.

➤ **Using Arrest and Conviction Records in Making Employment Decisions.**

The OCR issued an advisory document for recipients on the proper use of arrest and conviction records in making hiring decisions. See Advisory for Recipients of Financial Assistance from the U.S. Department of Justice on the U.S. Equal Opportunity Commission's Enforcement Guidance: Consideration of Arrest and Conviction Records in Employment Decisions Under Title VII of the Civil Rights Act of 1964 (June 2013), available at http://www.ojp.usdoj//about/ocr/pdfs/UseofConviction_Advisory.pdf. Recipients should be mindful that the misuse of arrest or conviction records to screen either applicants for employment or employees for retention or promotion may have a disparate impact based on race or national origin, resulting in unlawful employment discrimination. In light of the advisory, recipients should consult local counsel in reviewing their employment practices. If warranted, recipients should also incorporate an analysis of the use of arrest and conviction records in their Equal Opportunity Plans (EEOs).

➤ **Complying with the Safe Streets Act.**

An organization that is a recipient of financial assistance subject to the nondiscrimination provisions of the Safe Streets Act, must meet two obligations: (1) complying with the federal regulation pertaining to the development of an EEO (see 28 C.F.R. pt.42, subpt. E) and (2) submitting to the OCR findings of discrimination (see 28 C.F.R. §§ 42.204(c), .205(c)(5)).

➤ **Meeting the EEO Requirement.**

If your organization has less than fifty employees or receives an award of less than \$25,000 or is a nonprofit organization, a medical institution, an educational institution, or an Indian tribe, then it is exempt from the EEO requirement. To claim the exemption, your

organization must complete and submit Section A of the Certification Form, which is available online at <http://www.ojp.usdoj.gov/about/ocr/pdfs/cert.pdf>.

If your organization is a government agency or private business and receives an award of \$25,000 or more, but less than \$500,000, and has fifty or more employees (counting both full- and part-time employees but excluding political appointees), then it has to prepare a Utilization Report (formerly called an EEOP Short Form), but it does not have to submit the report to the OCR for review. Instead, your organization has to maintain the Utilization Report on file and make it available for review on request. In addition, your organization has to complete Section B of the Certification Form and return it to OCR. The Certification Form is available at <http://www.ojp.usdoj.gov/about/ocr/pdfs/cert.pdf>.

If your organization is a government agency or private business and has received an award for \$500,000 or more and has fifty or more employees (counting both full- and part-time employees but excluding political appointees), then it has to prepare a Utilization Report (formerly called an EEOP Short Form) and submit it to OCR for review within sixty days from the date of the award. For assistance in developing a Utilization Report, please consult the OCR's website at <http://www.ojp.usdoj.gov/about/ocr/eeop.htm>. In addition, your organization has to complete Section C of the Certification Form and return it to the OCR. The Certification Form is available at <http://www.ojp.usdoj.gov/about/ocr/pdfs/cert.pdf>.

To comply with the EEOP requirements, you may request technical assistance from an EEOP specialist at the OCR by telephone at (202) 307-0690, by TTY at (202) 307-2027, or by e-mail at EEOSubmission@usdoj.gov.

➤ **Ensuring Access to Federally Assisted Programs.**

Federal laws that apply to recipients of federal grant awards prohibit discrimination on the basis of actual or perceived race, color, national origin, religion, sex, disability, sexual orientation, or gender identity in funded programs or activities, not only in employment but also in the delivery of services or benefits. Federal law also prohibits recipients from discriminating on the basis of age in the delivery of services or benefits.

➤ **Enforcing Civil Rights Laws.**

All recipients of federal financial assistance, regardless of the particular funding source, the amount of the grant award, or the number of employees in the workforce, are subject to prohibitions against unlawful discrimination. Accordingly, the OCR investigates recipients that are the subject of discrimination complaints from both individuals and groups. In addition, based on regulatory criteria, the OCR selects a number of recipients each year for compliance reviews, audits that require recipients to submit data showing that they are

providing services equitably to all segments of their service population and that their employment practices meet equal opportunity standards.

➤ **Meeting the Requirement to Submit Findings of Discrimination.**

If in the three years prior to the date of the grant award, your organization has received an adverse finding of discrimination based on race, color, national origin, religion, or sex, after a due-process hearing, from a state or federal court or from a state or federal administrative agency, your organization must send a copy of the finding to OCR. A copy must also be sent to the State.

State Laws and Requirements

Recipients of grant funds from the State are required to adhere to all state laws concerning the receipt and use of grant funds from federal and state funding sources. Those laws include, but are not limited to, the laws set forth below.

➤ **State Ethical Requirements.**

The Applicant and its agents shall abide by all ethical requirements that apply to persons who have a business relationship with the State as set forth in IC §4-2-6, *et seq.*, IC §4-2-7, *et seq.* and the regulations promulgated thereunder. If the Applicant has knowledge, or would have acquired knowledge with reasonable inquiry, that a state officer, employee, or special state appointee, as those terms are defined in IC § 4-2-6-1, has a financial interest in the grant, the Applicant shall ensure compliance with the disclosure requirements in IC § 4-2-6-10.5 prior to the execution of this grant. If the Applicant is not familiar with these ethical requirements, the Applicant should refer any questions to the Indiana State Ethics Commission or visit the Inspector General's website at <http://www.in.gov/ig/>. If the Applicant or its agents violate any applicable ethical standards, the State may, in its sole discretion, terminate this grant immediately upon notice to the Applicant. In addition, the Applicant may be subject to penalties under IC §§4-2-6, 4-2-7, 35-44.1-1-4, and under any other applicable laws.

➤ **Indiana Secretary of State.**

Pursuant to Indiana Code Title 23, applicant must be properly registered and owes no outstanding reports to the Indiana Secretary of State.

➤ **Telephone Solicitation of Consumers; Automatic Dialing Solicitations.**

As required by Indiana Code §5-22-3-7,

(1) the Applicant and any principals of the Applicant certify that
(A) except for de minimis and nonsystematic violations, it has not violated the terms of:
 (i) IC §24-4.7 [Telephone Solicitation Of Consumers];
 (ii) IC §24-5-12 [Telephone Solicitations]; or
 (iii) IC §24-5-14 [Regulation of Automatic Dialing Machines];
in the previous three hundred sixty-five (365) days, even if IC § 24-4.7 is preempted by federal law; and
(B) the Applicant will not violate the terms of IC §24-4.7 for the duration of this Grant Agreement, even if IC §24-4.7 is preempted by federal law.

(2)The Applicant and any principals of the Applicant certify that an affiliate or principal of the Applicant and any agent acting on behalf of the Applicant or on behalf of an affiliate or principal of the Applicant, except for de minimis and nonsystematic violations,
(A) has not violated the terms of IC §24-4.7 in the previous three hundred sixty-five (365) days, even if IC §24-4.7 is preempted by federal law; and
(B) will not violate the terms of IC §24-4.7 for the duration of the grant agreement even if IC §24-4.7 is preempted by federal law.

➤ **Drug-Free Workplace Certification.**

Applicant hereby covenants and agrees to make a good faith effort to provide and maintain a drug-free workplace as required by Executive Order 90-5, April 12, 1990. Executive Order 90-5 applies to all individuals and private legal entities who receive grants or contracts from State agencies. This clause was modified in 2005 to apply only to Contractor's employees within the State of Indiana and cannot be further modified, altered or changed. Applicant will give written notice to the State within ten (10) days after receiving actual notice that the Applicant, or an employee of the Applicant in the State of Indiana, has been convicted of a criminal drug violation occurring in the workplace. False certification or violation of the certification may result in sanctions including, but not limited to, suspension of grant payments, termination of the grant and/or debarment of grant opportunities with the State of Indiana for up to three (3) years.

In addition to the provisions of the above paragraphs, if the total amount set forth in this Grant Agreement is in excess of \$25,000.00, the Applicant certifies and agrees that it will provide a drug-free workplace by:

A. Publishing and providing to all of its employees a statement notifying them that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the Applicant's workplace and specifying the actions that will be taken against employees for violations of such prohibition; and

B. Establishing a drug-free awareness program to inform its employees of (1) the dangers of drug abuse in the workplace; (2) the Applicant's policy of maintaining a drug-free workplace; (3) any available drug counseling, rehabilitation, and employee assistance

programs; and (4) the penalties that may be imposed upon an employee for drug abuse violations occurring in the workplace; and

C. Notifying all employees in the statement required by subparagraph (A) above that as a condition of continued employment the employee will (1) abide by the terms of the statement; and (2) notify the Applicant of any criminal drug statute conviction for a violation occurring in the workplace no later than five (5) days after such conviction; and

D. Notifying in writing the State within ten (10) days after receiving notice from an employee under subdivision (C)(2) above, or otherwise receiving actual notice of such conviction; and

E. Within thirty (30) days after receiving notice under subdivision (C)(2) above of a conviction, imposing the following sanctions or remedial measures on any employee who is convicted of drug abuse violations occurring in the workplace: (1) take appropriate personnel action against the employee, up to and including termination; or (2) require such employee to satisfactorily participate in a drug abuse assistance or rehabilitation program approved for such purposes by a federal, state or local health, law enforcement, or other appropriate agency; and

F. Making a good faith effort to maintain a drug-free workplace through the implementation of subparagraphs (A) through (E) above.

➤ **Employment Eligibility Verification.**

As required by IC §22-5-1.7, the Applicant hereby swears or affirms under the penalties of perjury that:

A. The Applicant has enrolled and is participating in the E-Verify program;

B. The Applicant has provided documentation to the State that it has enrolled and is participating in the E-Verify program;

C. The Applicant does not knowingly employ an unauthorized alien; and

D. The Applicant shall require its contractors who perform work under this Grant Agreement to certify to Applicant that the contractor does not knowingly employ or contract with an unauthorized alien and that the contractor has enrolled and is participating in the E-Verify program. The Applicant shall maintain this certification throughout the duration of the term of a contract with a contractor.

The State may terminate for default if the Applicant fails to cure a breach of this provision no later than thirty (30) days after being notified by the State

APPENDIX B: Match Waiver Form



VOCA Match Waiver Request

Name of Agency:

Date:

Grant Amount Being Requested:

20% Match Amount:

Requested Match Percentage: %

Summary of VOCA Program:

If currently receiving VOCA funds, how is match being met currently:

What extenuating circumstances exist that impede the agency's ability to meet the VOCA required match amount of 20% of program costs?

What sources of match and methods has your agency considered in meeting the match requirement?

What steps does your agency plan to take in order to meet the match requirement in the future?

If the match waive is approved, does the agency anticipate that your agency will require a match waiver in the next application?

YES

NO

How would the denial of a match waiver request impact the VOCA project?

Would the program have to decline all or part of the award if a match waiver is not approved?

YES

NO

APPENDIX C: Volunteer Waiver Request



STATE OF INDIANA



Eric J. Holcomb, Governor
Devon McDonald, Executive Director

REQUEST FOR VOLUNTEER WAIVER

The Victims of Crime Act (VOCA) statute requires all eligible victim assistance programs to use volunteers in providing victim assistance services "unless and to the extent the chief executive determines that compelling reasons exist to waive this requirement." [42 U.S.C. 10603 (b) (1) (C)]. The OVC Guidelines define a "compelling reason" as "...a statutory or contractual provision concerning liability or confidentiality of counselor/victim information, which bars volunteers for certain positions, or the inability to recruit and maintain volunteers after a sustained and aggressive effort."

If you are requesting a waiver for the use of volunteers, complete and upload this form in the documents section in the Grants Management System.

Provide a detailed explanation for such request.

1. In the case of statutory or contractual provisions that prohibits the use of volunteers, attach a copy of the applicable statute or contract.
2. In the case of a lack of volunteers, if you list this as a reason for the waiver request, you must document the efforts made to recruit volunteers.

Signed,

Authorized Official

Date

Approved: Yes or No

Signature of Division Director

Date