

TENNESSEE  
**Grant Solicitation Packet**



**Fiscal Year 2016/2017**  
**Victims of Crime Act (VOCA) Grant Program**  
**CFDA 16.575**

**Legal Aid to Victims Enhancement Grant**

*Prepared by:*

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## VICTIMS OF CRIME ACT (VOCA) GRANT PROGRAM (CFDA 16.575) INSTRUCTIONS

### I. INTRODUCTION

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. Attorneys' Offices, federal U.S. courts, and the Federal Bureau of Prisons. Federal revenues deposited into the Fund also come from gifts, donations, and bequests by private parties. This fund provides the source of funding for carrying out all of the activities authorized by VOCA.

The purpose of the Victims of Crime Act (VOCA) is to support the provision of services to victims of crime throughout the Nation. Services are defined as those efforts that (1) respond to the emotional and physical needs of crime victims; (2) assist primary and secondary victims of crime to stabilize their lives after a victimization; (3) assist victims to understand and participate in the criminal justice system; and (4) provide victims of crime with a measure of safety and security. Priority is given to victims of child abuse, domestic violence, sexual assault, and victims of violent crime who were previously underserved.

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 U.S. Territories. The Governor of each state designates the state agency that will administer the Victims of Crime Act (VOCA) victim assistance grant program. The Office of Criminal Justice Programs, in the Tennessee Department of Finance and Administration, has been designated as the state agency responsible for administering this grant program in Tennessee.

### II. ELIGIBILITY

Eligible subrecipients are limited to legal aid agencies. These funds are to be used to expand the current delivery of legal services to crime victims. Current OCJP funded legal aids are eligible, in addition to those not currently funded.

**Restriction:** Eligible applicants may request funds to increase the number of attorney and/or paralegal staff, up to one attorney and one paralegal per office site. Applications may be submitted for additional staff positions as deemed necessary to the extent that the need is supported in the problem statement of the grant narrative. All requested positions must represent an increase to the agency's total number of staff positions as demonstrated by an agency organization chart detailing the positions and supervision plan for the newly funded staff. OCJP will only fund additional staffs that are performing 100% VOCA allowable activities.

While many different types of organizations are generally eligible for VOCA funding, only Legal Aid Agencies are eligible under this specific solicitation.

### III. PROGRAM PURPOSE

The primary purpose of the Victims of Crime Act (VOCA) Grant Program is to support the provision of services to victims of crime and previously underserved victims throughout the state. The Victims of Crime Act (VOCA) assists public agencies and nonprofit organizations in carrying out specific projects related to direct victim services.

A legal aid agency is an organization whose purpose is to serve financially challenged people who need legal help. Such agencies determine if the person has a legitimate need for legal services, give counseling, provide mediation, prepare and file legal documents, and provide attorneys for free legal assistance. These agencies focus on assistance in civil matters, and for the purposes of this solicitation, they mustonly provide legal assistance for victims of crime.

VOCA Legal Aid applications should include proposals which address the OCJP/VOCA priority of expanding services to victims of crime in unserved, underserved or enhancing inadequately served populations and service areas. The goal of this priority area is to implement, expand, and establish efforts and projects to provide legal assistance for victims through provision of direct legal services on behalf of victims.

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- Those efforts that respond to the emotional and physical needs of crime victims;
- Those efforts that assist primary and secondary victims of crime to stabilize their lives after victimization, such as legal aids;
- Those efforts that assist victims to understand and participate in the criminal justice system; and
- Those efforts that provide victims of crime with a measure of safety and security such as boarding up broken windows and replacing or repairing locks.

This solicitation is specifically for non-profit legal aid agencies who demonstrate need for increased attorney and/or paralegal staff.

**Priority** will be given to agencies who demonstrate need, at minimum, by addressing the following questions:

- Does the agency have a waiting list for client services? If so, how long are clients waiting?
- How many clients were turned away for services in the past year due to capacity issues?
- Of the counties in the agency's coverage area, which counties have the most services available and which counties have no services or are lacking services?

**Priority** will be given to agencies who propose to use grant funds to provide for an attorney to be assigned to a Family Justice Center.

**Priority** will be given to agencies who propose to use grant funds for fulltime dedicated positions.

#### **IV. LENGTH OF PROJECT SUPPORT**

The Office of Criminal Justice programs will confirm, through a contract the length of project support, but even this is contingent upon the availability of funds. The availability of funds is ultimately dependent upon Federal appropriations from the U.S. Department of Justice. Grant recipients should never have an expectation that funds would continue beyond the length of time designated in the grant contract.

Projects funded under this solicitation may apply for two years of funding commencing on July 1, 2016 and ending June 30, 2018.

#### **V. REVIEW AND EVALUATION OF PROPOSALS**

Each application will be rated, utilizing a “weighted” review tool, based on need and the applicant agency’s ability to provide a logical description of how their project theoretically works to benefit the target group. The project description must tie goals, activities, outputs, and outcomes together in a logical fashion. Applications will be reviewed for financial and programmatic completeness by OCJP staff with expertise in grant requirements and program design. The applications will be rated and funding will be determined through a competitive review process by a review team of professionals knowledgeable in applicable subject material. Grants will be awarded based on current funding patterns, the availability of funds, and the above cited criteria.

All competitive applications will undergo a final review by OCJP Staff and applicants will be notified of approval or denial prior to the contract start date. If an application is approved, the contract between the state and the subrecipient will be emailed with the approval letter. The contract must be signed by the Authorized Official and returned to the Office of Criminal Justice Programs for approval by the Commissioner of Finance and Administration. After the Commissioner approves the contract, an executed original contract will be emailed to the subrecipient.

For non-profit agencies, the authorized official must be the President/Chairperson of the Board of Directors who will be signing the grant on behalf of the agency governing board. If necessary, the Board President may legally designate another board officer or the Executive Director to sign the contract in his/her absence.

#### **VI. PROGRAM REQUIREMENTS**

##### **VOCA Program Requirements**

The intent of the Victims of Crime Act (VOCA) Grant Program is to provide direct services to victims of crime.

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

Public or Nonprofit Organizations:

Organizations must be operated by public or nonprofit organizations, or a combination of such organizations, and provide services to crime victims in order to receive VOCA funds.

Record of Effective Services:

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.

Volunteers:

Subrecipients must use volunteers unless the state determines there is a compelling reason to waive this requirement.

Promote Community Efforts to Aid Crime Victims:

Subrecipients must promote, within 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.**

Help Victims Apply for Compensation Benefits:

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.

Comply with Federal Rules Regulating Grants:

Subrecipients must comply with the applicable provisions of VOCA, the program guidelines (found at <http://www.ovc.gov/voca/vaguide.htm>), and the requirements of the OJP Financial Guide, which includes maintaining appropriate programmatic and financial records that fully disclose the amount and disposition of VOCA funds received. This includes: Financial documentation for disbursements, daily time and attendance records specifying time devoted to allowable VOCA victim services, client files, the portion of the project supplied by other sources of revenue, job descriptions, contracts for services, and other records which facilitate an effective audit.

Maintain Civil Rights Information:

Maintain statutorily required civil rights statistics on victims served by race, national origin, sex, age, and disability, within the timetable established by the state grantee, and permit reasonable access to its books, documents, papers, and records to determine whether the subrecipient is complying with applicable civil rights laws. This requirement is waived when providing a service, such as telephone counseling, where soliciting the information may be inappropriate or offensive to the victim.

Services to Victims of Federal Crimes:

Victims of federal crimes must be provided services on the same basis as victims of state and local crimes. Federal crimes include human trafficking, bank robbery, kidnapping, etc. as well as crimes

committed on federal property such as military installations, national parks and certain Indian reservations.

No Charge to Victims for VOCA Funded Services:

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 other third-party payment resources.

Confidentiality of Research Information:

Except as otherwise provided by federal law, no recipient of VOCA funds shall use or reveal any research or statistical information furnished under this program by any person to any specific private person for any purpose other than the purpose for which such information was obtained in accordance with VOCA. Such information shall be immune from legal process and shall not, without the consent of the person furnishing such information, be admitted as evidence or used for any purpose in any action, suit, or other judicial, legislative, or administration proceeding.

The subrecipient must allow the Office for Victims of Crime (OVC) and/or the Office of the Chief Financial Officer (OCFO) access to and the right to examine all records, books, paper or documents related to the VOCA grant.

VOCA Publications Statement:

All reports, studies, notices, informational pamphlets, press releases, signs, and similar public notices (written, visual or sound) prepared and released by the Grantee with VOCA funds shall include the statement:

**“This project is funded under an agreement with the State of Tennessee.”**

Any such notices by the Grantee shall be approved by OCJP.

Additionally, studies and research/report type publications expressing the direction of project activity must also contain the following federal funding statement:

**“The opinions, findings, conclusions or recommendations contained within this document are those of the author and do not necessarily reflect the views of the Department of Justice or the State of Tennessee, Office of Criminal Justice Programs”.**

Compliance with Federal VOCA Special Conditions:

Compliance with federal VOCA Special Conditions is required for all subgrantees. The VOCA federal grant award received by OCJP contains a list of special conditions which must be adhered to by both the OCJP and all subrecipients. These special conditions are listed as a certification packet with this application for funding. As an agency receiving federal dollars from OCJP, you are required to acknowledge and comply with these special conditions. The Certification Regarding VOCA Special Conditions packet must be signed by the Authorized Official and returned with the application packet.

Non-Profit Agency Financial Statements:

All non-profit sub-recipients of VOCA Assistance funding under this award must make their financial statements available online (either on the sub-recipient’s or another publicly available website). OVC will consider sub-recipient organizations that have Federal 501(c)(3) tax status as in compliance with this requirement, with no further action needed, to the extent that such organization files IRS Form 990 or

similar tax document (e.g., 990-EZ), as several sources already provide searchable online databases of such financial statements.

#### Certification of Non-Profit Status:

All non-profit sub-recipients of VOCA Assistance funding under this award must certify their non-profit status. Sub-recipients may certify their non-profit status by submitting a statement to the recipient (to be placed in the grant file) affirmatively asserting that the sub-recipient is a non-profit organization, and indicating that it has on file, and available upon audit, either – 1) a copy of the recipient’s 501(c)(3) designation letter; 2) a letter from the recipient’s state/territory taxing body or state/territory attorney general stating that the recipient is a non-profit organization operating within the state/territory; or 3) a copy of the recipient’s state/territory certificate of incorporation that substantiates its non-profit status. Sub-recipients that are local non-profit affiliates of state/territory or national non-profits should have available proof of (1), (2) or (3), and a statement by the state/territory or national parent organization that the recipient is a local non-profit affiliate.

#### **Other Program Requirements**

##### Confidentiality:

Subrecipients receiving VOCA funds must protect the confidentiality and privacy of persons receiving services to ensure their safety and their families’ safety. Please see the *OCJP Administrative Manual*, Chapter XX. Retention of and Access to Records, Section D. Confidentiality Policy for more information pertaining to ‘personally identifying information.’ <https://tn.gov/lawsandpolicies/topic/ocjp-chapter-xx.-retention-of-and-access-to-records>

##### Evidence-based Programming:

Agencies should employ evidence-based programming in their grant project or use best practices (as identified in research) in the implementation of their proposed project. The Office of Justice Program’s website [www.CrimeSolutions.gov](http://www.CrimeSolutions.gov) is one resource that applicants may use to find information about evidence-based programs in criminal justice, juvenile justice, and crime victim services.

##### Mandatory Reporting of Child Abuse and Adult Abuse:

Agencies must comply with Tennessee Code Annotated, Sections 37-1-403 and 37-1-605 by reporting suspected cases of child abuse to the Department of Children’s Services and with Tennessee Code Annotated 71-6-103 by reporting cases of adult abuse to the Department of Human Services as required by law.

##### Limited English Proficiency:

National origin discrimination includes discrimination on the basis of limited English proficiency (LEP). To ensure compliance with Title VI of the Civil Rights Act and the Omnibus Crime Control and Safe Streets Act, recipients are required to take reasonable steps to ensure that LEP persons have meaningful access to their programs. Meaningful access may entail providing language assistance services, including interpretation and translation services, where necessary. Subrecipients are encouraged to consider the need for language services for LEP persons served or encountered both in developing their proposals and budgets and in conducting their programs and activities. Reasonable costs associated with providing meaningful access for LEP individuals are considered allowable program costs. The U.S. Department of Justice has issued guidance for subrecipients to assist them in complying with Title VI requirements. The guidance document can be accessed at [www.lep.gov](http://www.lep.gov) or by contacting the OJP’s Office for Civil Rights at 202-307-0690.

### Civil Rights Compliance:

All recipients of Federal grant funds are required to comply with nondiscrimination requirements contained in various Federal laws. In the event that a court or administrative agency makes a finding of discrimination on the grounds of race, color, religion, national origin, gender, disability, or age against a recipient of funds after a due process hearing, the recipient must agree to forward a copy of the finding to Office of Criminal Justice Programs within 45 days. All applicants should consult the Certifications and Assurances required with the application to understand the applicable legal and administrative requirements. Additional information and requirements can be found in Chapter XXII of the OCJP Administrative Manual located at the following link: [OCJP Administrative Manual](#).

Federal Funding Accountability and Transparency Act of 2006 (FFATA), Public Law 109-282: All applicants are required to have a DUNS number, register via SAM, and provide employee compensation information (if applicable) to be eligible for this funding.

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 US Federal government for contracts or grants A DUNS number is required for this grant and is reported on Attachment A of your 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 OCJP 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 that consolidates the capabilities of CCR/Fed Reg, ORCA and EPLS, 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://www.sam.gov/portal/public/SAM/>. **Your SAM expiration date must be reported on Attachment A – Intent to Apply form.**
3. **Executive Compensation Reporting:** FFATA now requires a subgrantee of a federal award to report the names and total compensation of the most highly compensated executives (i.e., officers, managing partners, or any other employees in management positions) if they meet the following criteria:
  - 80 percent or more of the subgrantee’s annual gross revenues from Federal procurement contracts and Federal financial assistance subject to the Transparency Act, as defined at 2 CFR 170.320; and
  - \$25,000,000 or more in annual gross revenues from Federal procurement contracts, and Federal financial assistance subject to the Transparency Act; and
  - The public does not have access to information about the compensation of the executives through periodic reports filed under section 13(a) or 15(d) of the Securities Exchange Act of 1934 (15 U.S.C. 78m(a), 78o(d)) or section 6104 of the Internal Revenue Code of 1986. (To determine if the public has access to the compensation information, see the U.S. Security and Exchange Commission total compensation filings at <http://www.sec.gov/answers/execomp.htm>).

### ACORN:

Subrecipient understands and agrees that it cannot use any federal funds, either directly or indirectly, in support of any contract or subaward to either the Association of Community Organizations for Reform

Now (ACORN) or its subsidiaries, without the express written approval of the federal Office of Justice Programs.

Text Messaging While Driving:

Pursuant to Executive Order 13513 of October 1, 2009, "Federal Leadership on Reducing Text Messaging While Driving," all Department of Justice (DOJ) recipients and subrecipients are encouraged to adopt and enforce policies banning employees from text messaging while driving any vehicle during the course of performing work funded by this grant, and to establish workplace safety policies and conduct education, awareness, and other outreach to decrease crashes caused by distracted drivers.

Religious and Moral Beliefs:

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

Additional Federal Funds Received:

The subrecipient agrees that if it currently has a contract with OCJP and receives additional federal funding, outside OCJP, and those funds are to be used, in whole or in part, for one or more of the identical cost items for which funds are being provided under the OCJP contract, the subrecipient will promptly notify the OCJP program manager in writing.

Computer Network Requirements:

The subrecipient understands and agrees that (a) No award funds may be used to maintain or establish a computer network unless such network blocks the viewing, downloading, and exchanging of pornography, and (b) Nothing in subsection (a) limits the use of funds necessary for any Federal, State, tribal, or local law enforcement agency or any other entity carrying out criminal investigations, prosecution, or adjudication activities.

Non-Disclosure Prohibited:

No recipient or subrecipient under this award, or entity that receives a contract or subcontract with any funders under this award, may require an employee or contractor to sign an internal confidentiality agreement or statement that prohibits, or otherwise restricts, or purports to prohibit or restrict, the reporting (in accordance with law) of waste, fraud, or abuse to an investigative or law enforcement representative of a federal department or agency authorized to receive such information.

Tennessee Department of Revenue Registration:

Pursuant to Tennessee Code Annotated (TCA) 12-3-306 all subrecipients must comply with the Retailers' Sales Tax Act compiled in TCA 67-6-101 et seq. All subrecipients are therefore required to either register a sales and use account with the Department of Revenue or seek an exemption from the same.

Information on this process can be found at: [Sales and Use Registration](#)

**Applications must include sales/use registration information or exemption letter. Requests for this registration or exemption should be initiated at least two (2) business days prior to the application due date.**

## **VII. FINANCIAL REQUIREMENTS**

OCJP grants awarded under this VOCA Program are governed by the provisions of the Office of Management and Budget (OMB) circulars applicable to financial assistance. Please note that OCJP will

be awarding grants from the VOCA awards FFY 2014 and the FFY 2015. For the VOCA 2015 funding, OMB has issued the Uniform Administrative Requirements, Cost Principles, and Audit Requirements. The VOCA 2014 funding will continue to follow the appropriate circulars prior to the new Uniform Guidance. These circulars, along with additional information and guidance, are contained in the VOCA portion of the OCJP Administrative Manual available from the Office of Criminal Justice Programs upon award of grant funds or by referring to the VOCA portion of the OCJP Administrative Manual on the Office of Criminal Justice Programs website. This policy manual provides information on allowed costs, methods of payment, audit requirements, accounting systems, and financial records. Specific requirements include:

- A. Multiple Year Contracting:** Multiple year contracting reduces unneeded paperwork and duplication for OCJP, as well as the subrecipient's office. This reduction in bureaucratic paperwork allows the subrecipient more time to spend on project implementation and evaluation, while allowing OCJP more time to provide oversight, technical assistance and evaluation of individual projects and OCJP programs. *Multiple year contracts will remain contingent, as always, on the availability of U.S. Department of Justice federal appropriations.*
- B. State Agency Applicants:** State agency applicants (executive, judicial or legislative branch agencies) must notify their Department of Finance and Administration budget analyst at the time the OCJP application is submitted of their intentions to apply for a grant. This Division of Budget notification is required so that necessary steps can be taken to include the grant in the agency's state budget should the state agency receive an award granted from OCJP.

**NOTE:** *State agencies procuring information technology must obtain formal support of procurement from the Office of Information Resources in the Department of Finance and Administration prior to the signing of the grant contract with OCJP.*

- C. Match:** There is a 20% match requirement on grant funds under the VOCA Program. Federal funds may be used to pay for up to 80% of the cost of the project. Applicants may satisfy the required match with either cash contributions or in-kind contributions.

All **match** must be VOCA allowable and is subject to the same requirements, restrictions and conditions as the federal VOCA funds. For example, volunteers used as project match must provide direct victim assistance services, which means that volunteer members of a Board of Directors, or volunteers who assist with fundraising cannot be used as VOCA project match. Subrecipients must maintain records that clearly show the source, the amount, and the period during which the match was allocated. The basis for determining the value of personal services, materials, equipment, and space must be documented.

Match Formula

The formula for calculating the required match is:

Federal Funds ÷ **80%** (Federal Share) = Total Project Costs

Total Project Costs x **20%** (Subrecipient Share) = Total Match Amount

Federal funds may be used to pay up to 80% of the cost of a project. **The remaining share must be a cash match (from non-federal funds) or in-kind match (from non-federal funds).**

In the event that the agency has a documented and demonstrable financial hardship, notify an OCJP program manager when the letter of intent is submitted or as soon as possible. **OCJP will**

**conduct fiscal audits to ensure financial viability and the inability to match funding for those agencies requesting a match waiver and further verify non-supplanting of funds.**

**For further program requirements please refer to the VOCA portion of the OCJP Administrative Manual on the Office of Criminal Justice Programs website at the following link: [OCJP Administrative Manual](#)**

## **VIII. ALLOWABLE AND UNALLOWABLE USE OF VOCA FUNDS:**

VOCA subrecipients must meet all allowable and unallowable cost requirements listed in the [VOCA Federal Guidelines: Chapter IV. PROGRAM REQUIREMENTS](#), E. Services, Activities, and Costs at the Subrecipient Level.

VOCA subrecipients must also adhere to all requirements in the applicable OMB Circulars and Common Rules ([Appendix T](#)), the [2014 OJP Financial Guide](#), [2015 DOJ Financial Guide](#), and the [OMB Uniform Guidance](#) depending on the federal award funding the grant.

In addition, costs must be reasonable, allocable, and necessary to the project. State specific requirements and clarification are listed below. Any questions about allowable use of funds should be directed to the Office of Criminal Justice Programs prior to application submission.

### **A. Supplanting:**

- Federal funds must be used to **supplement** existing State and local funds for program activities and must not supplant those funds that have been appropriated for the same purpose. Supplanting will be reviewed during the application process, post-award monitoring, and audit.

### **B. Prior Approval**

Training Related Travel: VOCA funds can support costs such as travel, meals, lodging, and registration fees to attend training within the state or a similar geographical area. Subrecipients are encouraged to first look for available training within their immediate geographical area. However, when needed training is unavailable within the immediate area, OCJP must be contacted for prior approval for travel outside the state. Expenses and reimbursements for all in state and out of state travel must follow the State of Tennessee Comprehensive Travel Regulations or the subrecipient travel regulations/rates, if lower.

See All Fund Sources: Chapters [XIV. Allowable Costs](#) and [XV. Unallowable Costs](#) for more information.

## **IX. REPORTING REQUIREMENTS**

The recipient must collect, maintain, and provide to OCJP, data that measure the performance and effectiveness of activities under this award, in the manner, and within the timeframes, specified in the program solicitation, or as otherwise specified by OCJP. Data collection supports compliance with the Government Performance and Results Act (GPRA) and the GPRA Modernization Act, and other applicable laws.

Complete reporting requirements can be found in the [VOCA Fund Source Chapter](#) of the OCJP Administrative Manual and in the [VOCA Reporting Table](#). The data collected should support the information submitted on the reports and OCJP may periodically request to see the back-up data that supports the information submitted.

### **Programmatic Reporting:**

#### **Subgrant Award Report (SAR):**

This report is required for each organization that receives VOCA funding. The SAR must be completed in the online PMT system within 30 days of the start date of an award of funding, and within 30 days of the start date of each subsequent project year. The information in the report is a projection of how funding will be allocated to victim services for the year.

#### **Subgrantee Data Report (Output Report):**

The VOCA Subgrantee Data Report is required to be completed in the online PMT system **quarterly**.

The Family Violence Prevention Services Program (FVPSA) requires OCJP to report output data for all shelter programs, regardless of fund source. **All Domestic Violence Shelter and Dual Agencies receiving VOCA funds will be required to complete output reports for both VOCA and FVPSA.** The FVPSA Annual Output Report is required at the end of each contract year and covers the period of July 1 through June 30 of the fiscal year for which the report is submitted. The report is submitted online to OCJP by July 31.

**The Subgrant Award Report (SAR) and the Subgrantee Data Report (Output) are completed online utilizing the Office for Victims of Crime, [Performance Measurement Tool \(PMT\)](#).**

#### **Client Outcome Survey Report:**

The Annual Client Outcome Survey Report is required at the end of each contract year and covers the period of July 1 through June 30 of the fiscal year for which the report is submitted.

#### **Training Participant Survey Report:**

The Annual Training Survey Outcome Report is required at the end of the year when VOCA funds are used to provide training to allied professionals who provide direct services within a VOCA funded agency. It covers the period of July 1 through June 30 of the fiscal year for which the report is submitted.

### **Fiscal Reporting:**

#### **Tennessee Department of Finance and Administration Invoice for Reimbursement (non-state agencies):**

The invoice is used to request monthly reimbursement. Funds can only be distributed to subrecipients upon receipt of a properly prepared and signed invoice. The invoices are emailed to the Office of Business and Finance of the Department of Finance and Administration.

#### **State of Tennessee Inter/Unit Journals (State Agencies Only):**

This method of payment is used for grants funded to State agencies. This payment method reimburses the subrecipient based upon actual costs incurred by the subrecipient in carrying out the activity of the grant. As the subrecipient incurs costs, those costs are conveyed to the funding source (OCJP) following the State of Tennessee Inter/Unit Journal process described below. Following the IU processing, deposits (reimbursement) via the recognition of revenue are made to the account of the state subrecipient.

***NOTE: Subrecipient agencies must request reimbursement at least once per quarter based on expenditures incurred. However, it is recommended that agencies invoice monthly, when monthly expenditures are incurred.***

**Quarterly Program Income Summary Report (State and Local Governments Only):**

The Quarterly Program Income Summary Report is due quarterly no later than fifteen (15) calendar days after the close of each State fiscal year quarter (July 1 - September 30), (October 1 - December 31), (January 1 - March 31), (April 1 - June 30). If the VOCA project does not earn income, then the agency may submit an annual report due no later than fifteen (15) days after the end of the fiscal year or end of the grant period. These reports are completed online at the following link: [Income Summary Report](#).

**Policy 03 Quarterly Expense and Revenue Report (Non-profit Agencies Only):**

This report consists of the Program Expense Report (Schedule A), the Program Revenue Report (Schedule B), and the Final Program Expense Summary Page (Schedule C). Schedule A is used for submitting detailed and total expense budgets and for detailed and total expense reports. Schedule B is used for submitting revenue budgets and for revenue reports by source with reconciliation between total expense and reimbursable expenses. Program Income, if any, is reported on line 39 of Schedule B. Schedule C is intended to recap all direct expenses in one column, as well as determine a grand total of all expenses. Policy 03 Quarterly Expense and Revenue Reports are due no later than thirty (30) calendar days following the end of the quarter for which the report is completed. These reports are sent to the Fiscal Manager at OCJP at [OCJP.P3@tn.gov](mailto:OCJP.P3@tn.gov). (See [OCJP Policy 03](#)).

NOTE: Non-Profit subrecipients should review reporting requirements as specified in [Accounting and Financial Reporting for Not-For-Profit Recipients of Grant Funds in Tennessee](#) issued by the Comptrollers Office.

**Project Equipment Summary Report:**

This report is completed on an annual basis, if equipment or “Sensitive Minor Equipment” (see Chapter X-Property and Equipment for definition) is purchased with grant funds during the current fiscal year. It is due to OCJP no later than thirty (30) calendar days past the end of the State fiscal year or July 31st. For new projects, the Project Equipment Summary Report should list new or start-up equipment purchases. For multi-year projects, the Project Equipment Summary Report should specifically identify any purchases that have been made for equipment, either totally or in part with grant money, since the last fiscal year. This report is available for online submission at <http://tn.gov/finance/article/fa-ocjp-reporting>.

**X. FISCAL AND PROGRAM MONITORING**

The Office of Criminal Justice Programs employs program managers and fiscal monitors to provide routine program and fiscal monitoring of all OCJP contracts. This monitoring provides program and fiscal contract compliance review, much needed information on how the program is actually being implemented, and assists in identifying sub-recipients experiencing problems requiring corrective action. If through monitoring a problem area is identified and corrective action is requested, OCJP sub-recipients must adhere to the corrective action requirements identified in the OCJP Administrative Manual within the time period required.

**XI. INSTRUCTIONS FOR APPLICANT’S PROPOSED SCOPE OF SERVICE/NARRATIVE**

The Office of Criminal Justice Programs has provided a word document for use in constructing an application under this solicitation.

**Scope of Service/Project Narrative:** The “Word” document for the Legal Aid application is located at the following link: [NARRATIVE – Legal Aid Enhancement Grant](#). First save this document to your computer before completing it. The Scope of Service/Narrative contains the following headers and will be evaluated based upon the point-values assigned.

First save this document to your computer before completing it.

**Problems for Intervention and Needs to be Improved (35 pts.)**  
**Activities (20 pts.)**  
**Data Collection (10 pts.)**  
**Inputs (35 pts.)**

See Section XIV for information on how to submit your application.

## **XII. INSTRUCTIONS FOR COMPLETING BUDGET SUMMARY AND LINE- ITEM DETAIL**

**Begin by saving this document to your computer and then fill in the budget detail and then the summary of this spreadsheet.** Please use whole numbers. [Budget](#)

### **NOTES:**

- **Thoroughly read the instruction tab of the budget spreadsheet before preparing the budget.**
- **The Project Title at the top of the budget summary page must match the title submitted in Attachment A and on your Scope of Service/Narrative.**

Each fiscal year project budget consists of two components: the Summary Budget Amounts for the Federal, and Line Item total for each line item; and the Budget Narrative for each line item where narrative detail is required. **All budgeted line items must be reasonable, necessary, and allocable directly to the project.**

See Section XIV for information on how to submit your application.

## **XIII. VOCA PROGRAM CONTACTS**

### **Legal Aid Program Manager(s)**

Rebekah Provost-Emmons      [Rebekah.Provost-Emmons@tn.gov](mailto:Rebekah.Provost-Emmons@tn.gov)      (615) 770-3986

OCJP will make reasonable attempts to respond with an answer to all questions within two business days of receiving the question at OCJP.

## **XIV. VOCA APPLICATION PROCESS**

1. The first step to the VOCA application process is to submit Attachment A through the following on-line link: [Attachment A](#) by **April 13, 2016** as your intent to apply for this grant.
2. Initiate Department of Revenue registration or exemption process for sales/use accounts.

**This process should be initiated at least two (2) business days prior to application due date.**

Note that this exemption is not the same as a “sales tax exemption” and a failure to follow the process described may result in the disqualification of this application.

If you previously possessed a grant with the Office of Criminal Justice Programs (OCJP) or other state entity and created a sales/use account or received an exemption then that documentation can be submitted to satisfy this requirement.

3. The next step is to create a project narrative by using the word forms document found at the following link: [NARRATIVE – Legal Aid Enhancement Grant](#).
4. The next step is to create a budget using the excel budget sheet(s) at the following link: [Budget](#). **(instructions are included in the workbook). Complete one budget per each year of funding.**
5. Complete the Other Grant Funds – Application Attachment provided at the following link: [Other Grant Funds](#). **(please follow instructions at this link)**
6. Complete the Non-Supplanting Certification found at the following link: [Non-Supplanting Certification](#)
7. Use the attached checklist at the end of this application and submit all required documents (except attachment A which is an online document), via e-mail to [Rebekah.Provost-Emmons@tn.gov](mailto:Rebekah.Provost-Emmons@tn.gov) . To ensure prompt processing all e-mails should be titled ‘**GRANT APPLICATION: Your Agency Name**’. Include only the e-mail for the assigned program manager.

**All applications are due by April 22, 2016.** Late applications will not be accepted. To ensure prompt processing all e-mails should be titled ‘**GRANT APPLICATION: Your Agency Name**’. Include only the e-mail for the assigned program manager.

**Application Completion Check-off  
(Retain for your own purposes)**

- Attachment A Cover Page (Applicant Contact & Profile Information) completed online**
- Scope of Service/Narrative logic model completed on the forms document and e-mailed**
- Budget Summary and Detail completed on the excel forms document and e-mailed**
- Department of Revenue registration or exemption letter**
- Other Grant Funding Table**
- Agency Organizational Chart**
- Job Descriptions for Grant Funded Staff (including any Staff supported with Cash Match)**
- Proof of 501(c)(3) status must be submitted by any nonprofit organization applying for VOCA funding**
- Non-Supplanting Certification**

**Applications must be submitted in accordance with Section XIV.**

**If you have done the above your application is complete.**