

VOCA 2016 RENEWAL

VOCA RENEWAL SEMINAR
MAY 1, 2015



CVSU STAFF

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What is VOCA?

- **The Victims of Crime Act of 1984 was passed by Congress to assist states in providing high quality services that are directly related to the emotional healing and recovery of crime victims.**
- **Source = fines, penalties & forfeitures collected from persons convicted of offenses against the U.S.**

Primary Purpose of VOCA

- **Provide direct services to victims of crime**
- **Assist victims of crime as soon as possible**
- **Provide on-going support to the victim**

Services to Victims of Crime Are Defined As:

Those efforts that:

- Provide a response to the emotional and physical needs of crime victims
- Assist primary and secondary victims of crime to stabilize their lives after a victimization
- Assist victims to understand and participate in the criminal justice system
- Provide victims of crime with a measure of safety

Fund Allocation

- **10% - 3 priority categories**
 - Victims of sexual assault
 - Victims of domestic violence
 - Victims of child abuse
- **10% to programs that provide services to underserved victims**

Underserved Victims

NATURE OF CRIME

- Victims of drunk driving crashes
- Survivors of homicide victims
- Adult survivors of incest
- Victims of burglary

DEMOGRAPHICS

- Elderly
- Disabled persons
- Racial or ethnic minorities
- Rural or urban residents
- Non-English speaking or LEP residents

Match Requirements

- **20% of the total project cost must be from non-federal/non-state sources**
- **Cash or in-kind**
- **Match restricted to same use as federal dollars**

Agencies must have:

- Support & approval of community
- History of being cost-effective
- Financial support from non-federal sources

Record Keeping - Match

- **Source, amount & when allocated**
- **Basis for determining value**
- **Volunteer time documented by activity**

Eligible Match – In Kind

Volunteer time

(activity timesheets must be kept)

- Direct services to victims
- \$9.50/hour
- Volunteers = non-employees
- On-call Volunteer time will be limited to 50% of total match required.

Loaned/donated equipment

- Fair market value

Space

- Fair market value as determined by appraisal or realtor
- Cannot donate space to self

Other non-monetary contributions / donations

Eligible Match - Cash

Attributable to line items in grant budget

- Salary
- Fringe benefits
- Mileage, etc
- Office Supplies

Eligibility Requirements

- **Public or non-profit organization**
 - Non-profit must have 501(c)(3)
- **Provide services to victims of crime**
- **Record of effective services**

Eligibility Requirements

- **New programs:**
 - 35% of agency budget must come from non-federal / non-state sources
- **Provide 20% match**
- **Use of volunteers by the agency in provision of direct services (must be documented with timesheets)**

Eligibility Requirements

- **Promote community efforts to aid victims of crime**
 - Not on grant time
- **Help victims apply for CVC benefits**
- **Comply w/ federal and state criteria**

Eligibility Requirements

- **Provide services to Fed. crime victims**
- **No charge to victims for VOCA services**
 - Includes 3rd party payors (insurance, medicare/medicaid, etc.)
- **Maintain client-counselor confidentiality**
- **Maintain confidentiality of research info**

Eligible Organizations

Victim service organizations

- Sole purpose is to serve crime victims

Other organizations:

- Criminal Justice agencies
- Religiously affiliated organizations
- Hospitals/emergency medical facilities
- Others
 - Mental health service orgs
 - Legal service agencies

Ineligible Organizations of VOCA Funds

- **Federal agencies**
- **In-patient treatment facilities**

MCADSV Service Standards

If VOCA funding is used to provide services to victims of domestic and/or sexual violence and their children, service definitions set forth in the MCADSV Service Standards & Guidelines for Domestic Violence and/or Sexual Violence Programs must be followed

MoCVSU Program Standards

ALL other agencies (those NOT primarily serving victims of domestic and/or sexual violence) will be required to comply with the Missouri Department of Public Safety Crime Victim Services Unit (CVSU) Program Standards and Guidelines

***Standards & Guidelines can be downloaded from our website; links are provided on website**

CODE OF ETHICS

- **MoCVSU has adopted a code of ethics that ALL agencies must comply with**
 - By signing the Certified Assurances, agencies agree to abide by the Code of Ethics
 - The Code of Ethics can also be downloaded from our website

Allowable Services, Activities, Costs

Direct services:

- Immediate health and safety
- Mental health assistance
- Assist w/ participation in CJ proceedings
- Personnel costs

What are direct services?

- Some examples of direct services
 - Victim advocacy, court accompaniment, counseling services for victims, assisting victims with Crime Victim Compensation application/process

Allowable Costs

Travel

- Miscellaneous training must be pre-approved
 - Requests for pre-approval must be submitted at least 30 days in advance
- State per diem guidelines must be followed, unless the agency policy is more restrictive
 - Please read & familiarize yourselves with the DPS Sub-Recipient Travel Policy
 - The policy can be found under the VOCA link on our website:
<http://www.dps.mo.gov/dir/programs/cvsu/>

Allowable Costs

Printing/Media

- Must acknowledge Funding Source
- Language may be found in DPS/CVSU Financial and Administrative Guidelines

Contractual Expenses

- Copy of current contract must be uploaded to WebGrants system before these costs can be reimbursed
- Fee's for services cannot exceed \$56.25/hr or \$450/day.

Other Allowable Costs

Non-direct services:

- Skills training for DS (direct service) staff
- Training materials for DS providers
- Equipment and furniture for DS providers
- Contracts for professional services

Ineligible Services/Activities

Lobbying / administrative advocacy

Perpetrator rehabilitation & counseling

Needs assessments, surveys, etc.

Prosecution activities

Ineligible Services

- **Participation in community coordination efforts**
- **Fundraising activities**
- **Indirect organizational costs**
- **Property loss**

Ineligible Services

- **Relocation expenses**
- **Most administrative staff expenses**
- **Most medical costs**

Ineligible Services

- **Development of protocols, interagency agreements and other working agreements**
- **Cost to send crime victims to conferences**
- **Activities exclusively related to crime prevention and awareness**

Ineligible Cost Items

- **Construction or renovation**
- **Acquisition cost of real estate**
- **Large items of equipment**

Ineligible Cost Items

- **Professional dues, memberships, etc.**
- **Employee bonuses**
- **Indirect organizational costs**

Renewal Contract Period

October 1, 2015

To

March 31, 2016

**You survived the VOCA review
portion of the seminar!**

What's next?

No VOCA application due in May!

What next?

- **The 2016 VOCA Renewal will be a contract adjustment.**
- **Existing VOCA contracts will be “adjusted” to add six months to the existing contract.**

Contract Adjustment?

**But contract adjustment justifications are
such a hassle**

CVSU has prepared the contract adjustment justification for you!

How do I do a contract adjustment?

STEP 1: My Grants

Missouri Department of
Public Safety

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Welcome TEST TEST

Main Menu
Click Help above to view instructions. Go to "My Profile" to reset password.

- Instructions
- Reviewer Instructions
- My Profile
- Funding Opportunities
- My Applications
- My Grants** ←
- Conflicts of Interests
- My Reviews



STEP 2: Select Contract Title



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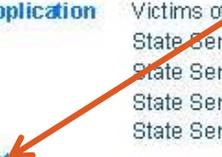
Grant Tracking

Current Grants

[Closed Grants](#) | [Claims](#)

Grants in the status Underway or Suspended appear on this list. To view other Grants, click the closed Grants link.

ID	Status	Year	Title	Program Area	Grant Administrator	Grant Amount
2014-LLEBG-001	Underway	2015	Safety First	Local Law Enforcement Block Grant (LLEBG)	Heather Haslag	\$9,999.95
49118	Underway	2015	Test for Meetings	Edward Byrne Memorial Justice Assistance Grant (JAG)	Heather Haslag	\$145,836.00
2015-SCCG-TEST	Underway	2015	SCCG Test Application #001	State Cyber	Heather Haslag	\$55,812.49
27561	Underway	2014	One APP test	Crime Vict	Marc Peoples	\$128,260.00
26023	Underway	2014	2014 - 2015 STOP Test 2	STOP Viol	Marc Peoples	\$130,185.26
21638	Underway	2013	People of Hope VOCA Test Application	Victims of	Marc Peoples	\$98,436.45
18840	Underway	2013	Test 14 SAMII STL CVAC	State Serv	Marc Peoples	\$70,410.06
2001-SSVC-001-NW	Underway	2012	Test 14 SAMII STL CVAC	State Serv	Kristina Kirchoff	\$70,665.06
415	Underway	2011	Test 9	State Services to Victims Fund (SSVF)	Marc Peoples	\$0.00
783-SSVF-2000	Underway	2011	Test 11	State Services to Victims Fund (SSVF)	Kristina Kirchoff	\$70,665.06
2001-VOCA-001-STL	Underway	2011	2011 Victims of Crime Act Test Application	Victims of Crime Act (VOCA)	Marc Peoples	\$83,422.30
2001-SSVF-002-SE	Underway	2011	Test 13 SAMII STL Fam Adv	State Services to Victims Fund (SSVF)	Marc Peoples	\$59,300.36
02110	Underway	2011	STOP Test 2	STOP Violence Against Women Grant (VAWA)	Marc Peoples	\$130,185.26
Total						\$1,053,178.25



STEP 3: Select “Contract Adjustments” from list of components



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Grant Tracking

Grant 2001-VOCA-001-STL - 2011 Victims of Crime Act Test Application - 2011

Status: Underway
Program Area: Victims of Crime Act (VOCA)
Grantee Organization: BaseLine Organization
Program Officer: Marc Peoples
Awarded Amount: \$83,422.30

Instructions

The grant forms appear below.

Grant Components

You can define your own alerts in the Alerts section.



- [General Information](#)
- [Claims](#)
- [Contact Information](#)
- [Correspondence](#)
- [Budget](#)
- [Contract Adjustments](#)
- [Contract Adjustment Notices](#)
- [VOCA Data Form](#)
- [Status Reports](#)
- [Site Visits](#)
- [Award Documents - Need Signatures](#)
- [Award Documents - Final](#)
- [Attachments](#)
- [Closeout](#)
- [Opportunity](#)
- [Application](#)

Last Edited

07/02/2013

06/19/2011

05/10/2013

12/05/2013

09/26/2011

STEP 4: Click “Add”

Missouri Department of Public Safety

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Grant Tracking

Grant 2001-VOCA-001-STL - 2011 Victims of Crime Act Test Application - 2011

Status: Underway
Program Area: Victims of Crime Act (VOCA)
Grantee Organization: BaseLine Organization
Program Officer: Marc Peoples
Awarded Amount: \$83,422.30

Instructions

Contractors shall submit a **Contract Adjustment** request to the MO Department of Public Safety for any program revisions or budget revisions within 30 days prior to the proposed change taking effect, and at least 30 to 60 days prior to the end of the contract (depending on your source of funds).

Program revisions may include, but not be limited to:

- 1) Change in project site or service area
- 2) Change in scope of programmatic activities or purpose of the project
- 3) Change in applicant agency
- 4) Other changes that may affect the approved program

Budget revisions may include, but not be limited to:

- 1) Changes that increase or decrease the cost and/or number of units of an item within a budget category
- 2) Addition of a new line item in any budget category
- 3) Change in expenditure amounts from budget category to budget category

There are multiple forms to complete for a contract adjustment. All applicable forms must be marked complete before the request may be submitted. Once the request is submitted, the appropriate person(s) at DPS will be notified to review the request. Follow-up action will depend on the type of request submitted but the Contractor will be notified accordingly.

Prior approval in the form of a Contract Adjustment Notice form must be received from the MO Department of Public Safety for any program or budget revisions. Final, signed Contract Adjustment Notices will be uploaded under the **Contract Adjustment Notice** component of WebGrants.

Contract Adjustments

ID	Type	Status	Submitted Date
2001-VOCA-001-STL - 01	Budget Revision	Editing	
2001-VOCA-001-STL - 02	0	Withdrawn	02/23/2012
2001-VOCA-001-STL - 03	0	Editing	
2001-VOCA-001-STL - 04	Budget Revision	Editing	
2001-VOCA-001-STL - 05	Budget Revision	Correcting	07/24/2012
2001-VOCA-001-STL - 06	Program Revision	Editing	
2001-VOCA-001-STL - 07	Budget Revision	Editing	
2001-VOCA-001-STL - 08	Budget Revision	Editing	

[Return to Components](#) | [Add](#)



STEP 5: Select “Budget Revision”

Missouri Department of
Public Safety

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Grant Tracking

General Information

Contract Amendment Type:



STEP 6: Return to Components



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Grant Tracking

General Information

ID: 51757

Amendment Type: Budget Revision

[Return to Components](#)

Last Edited By: TEST TEST, 04/30/2015



STEP 7: Contract Adjustment Request



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Contract Adjustment

Contract Adjustment: 12

Grant: [2001-VOCA-001-STL-2011 Victims of Crime Act Test Application](#)

Status: Editing

Program Area: Victims of Crime Act (VOCA)

Grantee Organization: BaseLine Organization

Program Manager: Marc Peoples

Submitted Date:



Components

Name	Complete?	Last Edited
General Information		
Contract Adjustment Request	<input checked="" type="checkbox"/>	04/30/2015
Attachments		

[Preview](#) | [Submit](#)

STEP 9: Copy and Paste to Justification

Missouri Department of Public Safety

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Contract Adjustments

Contract Adjustment: 12

Grant: 2001-VOCA-001-STL-2011 Victims of Crime Act Test Application
 Status: Editing
 Program Area: Victims of Crime Act (VOCA)
 Grantee Organization: BaseLine Organization
 Program Manager: Marc Peoples
 Submitted Date:

Contract Adjustment Justification [Mark as Complete](#) | [Return to Components](#)

Justification*

Please explain the reason for the requested adjustment and include the effective date. State the need for the change and how the requested revision will further the objectives of the project.

Budget Adjustment

COMPLETE THIS SECTION IF YOU SELECTED "BUDGET REVISION".

Row	Current Budget	Revised Amount	Net Change
Personnel	\$0.00	\$0.00	\$0.00
Personnel Benefits	\$0.00	\$0.00	\$0.00
Personnel Overtime	\$0.00	\$0.00	\$0.00
Personnel Overtime Benefits	\$0.00	\$0.00	\$0.00
PRN Time	\$0.00	\$0.00	\$0.00
PRN Benefits	\$0.00	\$0.00	\$0.00
Volunteer Match	\$0.00	\$0.00	\$0.00
Travel/Training	\$0.00	\$0.00	\$0.00
Equipment	\$0.00	\$0.00	\$0.00
Supplies/Operations	\$0.00	\$0.00	\$0.00
Contractual	\$0.00	\$0.00	\$0.00
Renovation/Construction	\$0.00	\$0.00	\$0.00
Totals	\$0.00	\$0.00	\$0.00

Federal/State and Local Match Share

COMPLETE THIS SECTION IF YOU SELECTED "BUDGET REVISION".

Row	Current Budget	Current Percent	Revised Amount	Revised Percent	Net Change
Total Federal/State Share	\$0.00	0%	\$0.00	0%	\$0.00
Total Local Match Share	\$0.00	0%	\$0.00	0%	\$0.00

Confirmation

Your typed name as the applicant authorized official, in lieu of signature, represents your legally binding acceptance of the terms of this application and your statement of the veracity of the representations made in this application. You must include your title, full legal name, and the current date.

Authorized Official Name:*

Title:*

Date:*



STEP 10: Enter Current Budget and Revised Amount + 6 Months

Contract Adjustment Details [Print to PDF](#)

2001-VOCA-001-STL-2011 Victims of Crime Act Test Application

Victims of Crime Act (VOCA)

Contract Adjustment ID:	12	Submitted By:	
Contract Adjustment Type:	Budget Revision	Submitted Date:	
Status:	Editing		
Organization:	BaseLine Organization		

Contract Adjustment Justification

Justification*

Please explain the reason for the requested adjustment and include the effective date. State the need for the change and how the requested revision will further the objectives of the project.

Budget Adjustment

Row	Current Budget	Revised Amount	Net Change
Personnel	\$0.00	\$0.00	\$0.00
Personnel Benefits	\$0.00	\$0.00	\$0.00
Personnel Overtime	\$0.00	\$0.00	\$0.00
Personnel Overtime Benefits	\$0.00	\$0.00	\$0.00
PRN Time	\$0.00	\$0.00	\$0.00
PRN Benefits	\$0.00	\$0.00	\$0.00
Volunteer Match	\$0.00	\$0.00	\$0.00
Travel/Training	\$0.00	\$0.00	\$0.00
Equipment	\$0.00	\$0.00	\$0.00
Supplies/Operations	\$0.00	\$0.00	\$0.00
Contractual	\$0.00	\$0.00	\$0.00
Renovation/Construction	\$0.00	\$0.00	\$0.00
Totals	\$0.00	\$0.00	\$0.00

Federal/State and Local Match Share

Row	Current Budget	Current Percent	Revised Amount	Revised Percent	Net Change
Total Federal/State Share	\$0.00	0%	\$0.00	0%	\$0.00
Total Local Match Share	\$0.00	0%	\$0.00	0%	\$0.00

Confirmation

Your typed name as the applicant authorized official, in lieu of signature, represents your legal/ binding acceptance of the terms of this application and your statement of the

Contract Adjustment Timeline

- **Beginning May 15, 2015 CVSU Staff will begin contacting each agency about the contract adjustment**
- **Through July 31, 2015 CVSU Staff will be approving contract adjustments**
- **All contract adjustments should be completed by early August 2015**
- **Your program representative will be working with agencies individually to complete this process**
- **If you have questions contact your program representative directly**

VOCA Compliance

Agency Correspondence

Any information pertaining to your VOCA Contract MUST be submitted through Correspondence

- The Correspondence link is under Grant Components
- Please do not use the “Reply” feature in your e-mail to respond to a Correspondence – it does NOT go to your Regional Representative
- Remember to sign your name/agency in the correspondence

Financial Requirements

Accurate financial records must be maintained

Record retention

- 5 years minimum from date of last audit **or** resolution of findings

Audit requirements

- Federal funding based on organization
- Federal funds received during the FY

FINANCIAL REQUIREMENTS CONT.

Audit requirements

- Must comply with audit requirements outlined in OMB circular A-133
- \$500,000 or more in Federal Funds.
- Must be submitted to DPS upon completion
- Must be agency wide, not grant-by-grant
- Audits should be uploaded as an attachment in a Correspondence

Timesheets

REQUIRED for all VOCA funded staff

- Regardless of % of time on grant
- Must be submitted w/ monthly claim report
- Includes any staff/volunteers used as match

Timesheets must capture:

- **ALL** time worked (not just VOCA time)
- Activities/duties performed for time worked
- Attendance at training claimed as allowable hours must include title/description

Local Match

Local match restrictions

- Same use as federal funds
- Expended/obtained during contract period

Records of match maintained

- Source, Amount, Period Expended

Reporting match

- Report as incurred
- Do NOT wait until the end to report match
- Insufficient match = Repayment to DPS

Obligation of Funds

Reimbursement basis only

- Services must be provided prior to receiving reimbursement

Purchase Orders

- When a purchase order is issued, funds are considered obligated

Travel expenses including registration fees cannot be claimed until after travel has taken place

- Travel must be completed within the same grant year it is being claimed

Eligibility

Coordination and Integration with other community service providers

- Prerequisite to receiving VOCA funds
- Not allowable on VOCA time

Utilization of Direct Service Volunteers

- VOCA requirement
- Must document time and activities

Crime Victims Compensation

- VOCA Requirement

Monitoring

On-Site

- Contacted by DPS to set up an appointment
- Confirmation letter of date/time sent through Correspondence
- The Site Visit Status Report must be completed and submitted prior to the scheduled visit

Desk-top

- Contacted by DPS
- Info and required documentation needs to be sent to DPS for review

Monitoring

Purpose of Monitoring

- Meet grant staff
- Provide technical assistance
- Ensure compliance with Federal/State guidelines
- Provide programmatic assistance
- This is your opportunity to ask questions,
- show off your facilities, and seek guidance

Monitoring

What if Compliance Issues are found?

- Notification – agency will receive notification through the WebGrants system of the results of their monitoring visit
- Any corrections that need to be made will be explained

Reporting Requirements

VOCA Annual Performance Reports

- Due October 15, 2015 and October 15, 2016
- Numeric and anecdotal data
- Report of Success
- Late reports will result in suspension of reimbursement or contract
- **Start tracking NOW**
 - Trust us, it will make things easier in the long run!

Why the 6 month renewal?

- A sizeable VOCA increase is coming our way!
- We want your agency to have time to plan
- We want you to have more time to write the VOCA application
- We want to allow the opportunity for training

**No really, it's great
news!**

VOCA Summit and Training Opportunities

- **Check Webgrants Correspondence, E-mail, and the DPS Website to stay up to date on VOCA Planning and Training Opportunities**

New VOCA Timeline

- **August 21, 2015 – VOCA Competitive Pre-Bid**
 - This is for an 18 month contract
- **October 1, 2015 – 6 Month Renewal (Contract Adjustment) Begins**
- **October 9, 2015 - VOCA Application Due**
 - 18 months
- **February 1-5, 2016 – VOCA Grant Review Panel Meets**
- **Early March 2016 – VOCA comments go out for corrections**
- **April 1, 2016 – VOCA 18 month contract begins**

QUESTIONS?