The North Dakota Department of Corrections and Rehabilitation is announcing a funding opportunity for the FY 2020 VOCA Regionalization Grant.

**Performance Period:**
- January 1, 2020 through December 31, 2020

**IMPORTANT DATES**

**VOCA Grant Solicitation:**
- October 21, 2019 through November 13, 2019 at 12:00 noon

**VOCA Grant Application Due:**
- November 13, 2019 at 12:00 noon

**CONTACT INFORMATION**

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(701) 328-6195 
[docrgrants@nd.gov](mailto:docrgrants@nd.gov)
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<th>CONTACT INFORMATION</th>
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<tr>
<td>North Dakota Department of Corrections and Rehabilitation (ND DOCR)</td>
<td><a href="mailto:DOCRgrants@nd.gov">DOCRgrants@nd.gov</a></td>
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<thead>
<tr>
<th>GRANT PROGRAM STAFF</th>
<th>NAME</th>
<th>CONTACT INFORMATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Grants &amp; Victim Compensation Manager</td>
<td>Tyler Spomer</td>
<td>701-328-6195 Office</td>
</tr>
<tr>
<td>Administrative Assistant</td>
<td>Stacy High</td>
<td>701-328-6638 Office</td>
</tr>
<tr>
<td>Administrative Services Director</td>
<td>Amy Vorachek</td>
<td>701-328-6198 Office</td>
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<tr>
<th>WEB-BASED GRANT MANAGEMENT SYSTEM</th>
<th>CONTACT INFORMATION</th>
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<tr>
<td>COSMOS</td>
<td><a href="https://apps.nd.gov/docr/cosmos/menu/">https://apps.nd.gov/docr/cosmos/menu/</a></td>
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<tr>
<th>SUBGRANTEE DOCR WEBSITE</th>
<th>CONTACT INFORMATION</th>
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<tbody>
<tr>
<td>ND DOCR Victim Services Website</td>
<td><a href="https://docr.nd.gov/victims-services/grant-information">https://docr.nd.gov/victims-services/grant-information</a></td>
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<tr>
<th>OTHER AGENCIES</th>
<th>CONTACT INFORMATION</th>
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<tbody>
<tr>
<td>Office of Justice Programs (OJP)</td>
<td>U.S. Department of Justice 810 Seventh Street NW Washington, DC 20531 <a href="https://ojp.gov/about/ocr/complaint.htm">https://ojp.gov/about/ocr/complaint.htm</a></td>
</tr>
<tr>
<td>Office for Civil Rights (OCR)</td>
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<tr>
<th>Office for Victims of Crime (OVC) Performance Measurement Tool (PMT)</th>
<th></th>
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<tbody>
<tr>
<td>Help Desk Telephone Number 1-844-884-2503</td>
<td><a href="mailto:ovcpmt@usdoj.gov">ovcpmt@usdoj.gov</a></td>
</tr>
<tr>
<td>Help Desk Email</td>
<td><a href="mailto:ovcpmt@usdoj.gov">ovcpmt@usdoj.gov</a></td>
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INTRODUCTION

This document provides information and guidance for the application process for the FY 2020 VOCA Regionalization Grant. This Grant is administered by the North Dakota Department of Corrections and Rehabilitation (ND DOCR). The performance period begins January 1, 2020 and ends December 31, 2020. All agency and general eligibility requirements outlined below must be met before applicants may apply. Proof of meeting these requirements is part of the application process.

The ND DOCR will be awarding up to $2.0 million for the FY 2020 VOCA Regionalization Grant through this Notice of Funding Opportunity. The ND DOCR makes an effort to continue funding organizations that remain both eligible and effective in providing victims’ services from year to year. However, agencies must show evidence of their eligibility and effectiveness each year in the application process. The ND DOCR does not guarantee any agency will continue to receive funding from one year to the next. This VOCA Regionalization Grant is competitive and should be considered one-time funds for a special project that aligns with the goals outlined below. All awards are subject to the availability of appropriated funds and any modifications or additional requirements that may be imposed by Federal or State law.

VOCA Regionalization Grant Goals:
- Increasing access to relevant, victim-centered services;
- Promoting courageous organizational leadership;
- Encouraging meaningful, positive change;
- Improving culturally specific or equal access to services;
- Demonstrating positive, measurable impacts;
- Fostering solution-based modernization of services.

Five key needs of crime victims have been identified include:
- **Resources that support transitioning to safety.** Survivors leaving a violent relationship need the economic resources to access affordable housing, childcare, medical and civil legal services and the lack of critical resources become motivating factors for staying in, or return to, an abusive relationship.
- **Programs that successfully bridge distance and culture.** Survivors depend on service delivery models specifically designed in response to the diversity of their needs, cultural foundations, and experience of violence.
- **Refreshed advocacy around technology and the vastly different expectations of Millennials.** Today’s technology allows perpetrators ongoing access to survivors. Programs often struggle to meet Millennials expectations of immediacy in resolving violent relationships.
- **Programs designed to support survivors post separation.** Survivors who have left a violent relationship and must still remain in contact with their abusive partners are desperate for low cost civil remedies, visitation centers, and ongoing support that is relevant and accessible.
- **Advocacy models designed for non-residential populations and survivors who remain in relationships.** Survivors living in abusive or violent relationships need ongoing advocacy, innovative approaches to safety needs, and solid connections with family and friends.

Strategies for service delivery may include the following:
- **Satellite offices;** establish presence that draws on local resources to carry out the agency mission at-a-distance.
- **Mobile advocacy;** send advocates out to meet in public spaces that are close and convenient for clients, have a therapist travel from region to region
- **Transportation;** Formalize agreements with partners to provide transportation
- **Shared shelter services**: Akin to a hub-and-spoke structure, the idea is to structure a group of agencies to provide needed services as a group, rather than expecting each agency to provide all services.
- **Centralization of administrative responsibilities**: contract an agency to provide administrative services for a group of shelters, rather than expect individual agencies to expend this time.
- **Technology**: improving or increasing capacity of programs to provide outreach and/or services for victims using technology

The Regionalization Grant applications will be ranked based on the overall application to include, responses to questions within the application, budget narrative, budget outline, project plan, and any other supplemental documents or information submitted with the application. Applicants should be as detailed as possible in their applications.

**ELIGIBILITY REQUIREMENTS**

**AGENCY REQUIREMENTS:**
To be eligible for VOCA grant funding, a subrecipient must be operated by a criminal justice, governmental unit, public, or private non-profit or tribal agency (see below for definitions). Providing direct services to crime victims shall be a core component of the agency’s mission and operations.

1. **CRIMINAL JUSTICE AGENCIES:**
   This category includes state and local law enforcement agencies, prosecutor’s offices and correction departments are eligible to receive VOCA grant funding to pay for crime victims services. Grants made to law enforcement agencies must be used for direct services to crime victims, such as crime victim crisis response units.

2. **PRIVATE NON-PROFIT AGENCIES:**
   This category includes shelters, safe houses, rape crisis centers, faith-based agencies, neighborhood programs, and mental health agencies. In addition to the general eligibility requirements, a private non-profit agency must have obtained 501(c)(3) non-profit status.

3. **AMERICAN INDIAN OR ALASKA NATIVE TRIBES:**
   This category includes federally-recognized American Indian or Alaska Native tribes, or projects that operate on tribal lands.

4. **OTHER AGENCIES:**
   This category includes state and local public agencies that provide services specifically designed to serve crime victims.

**GENERAL REQUIREMENTS:**
1. The subrecipient shall be located in North Dakota and primarily serve North Dakota residents.
2. The subrecipient shall comply with all of the provisions outlined in the VOCA Grant Subrecipient Agreement.
3. A subrecipient receiving VOCA grant funding shall have financial support from other sources in addition to VOCA grant funding and shall provide cash or an in-kind match contribution, or a combination of both. The total project cost is the amount of the Federal VOCA funds plus the match amount. Federal funds may not be used for the cash match.
4. The subrecipient shall use volunteers throughout the performance period, unless the ND DOCR has granted a waiver for this requirement. A request for a volunteer waiver must outline significant and specific reasons why volunteers cannot be used.
5. The subrecipient shall provide services to crime victims of federal crimes on the same basis as crime victims of state or local crimes.
6. The subrecipient shall not use or reveal any research or statistical information identifiable to any specific individual, for any purpose other than for which such information was obtained.
7. The subrecipient shall provide assistance to potential recipients of crime victim compensation benefits (including potential recipients who are victims of a federal crime) to apply for benefits.
8. The subrecipient shall demonstrate and promote a record of providing effective direct services to crime victims, including support from sources other than VOCA in a cost-effective manner.
9. The subrecipient shall be required to cooperate with all VOCA Grant audit reviews.

APPLICATION PROCESS

COSMOS GRANT MANAGEMENT SYSTEM:
All applicants shall utilize COSMOS to review the application documents and apply for the VOCA Grant. Subrecipients will be required to acknowledge acceptance of the Subrecipient Agreement by electronic signature. Subrecipients will also utilize COSMOS to submit reimbursement requests and required reports per the Reporting Schedule. Training is essential for system access, grant application, fiscal management and reporting in the COSMOS system. COSMOS on-line training is available on the ND DOCR Victim Services website at https://docr.nd.gov/victims-services/grant-information

Access the COSMOS system and download all of the application documents. It is expected that all subrecipients will read and understand the requirements outlined in this document and the FY 2020 VOCA Subrecipient Agreement, and Exhibits.

The list of documents outlined below shall accompany, as applicable, and be attached to all applications for the FY 2020 VOCA Regionalization Grants. Also, the Certifications as outlined in the next section must also be submitted with each VOCA Grant application. Failure to submit a complete application may result in an application being rejected or denied.

ARTICLES OF INCORPORATION 501(c)(3):
In addition to the general eligibility requirements, a private non-profit agency shall also have obtained Articles of Incorporation 501(c) (3) certifying that the agency is registered with the North Dakota Office of the Secretary of State, as a private non-profit agency at: http://sos.nd.gov/office-secretary-state/contact-us.

BOARD OF DIRECTORS:
Provide a list of names, addresses and telephone numbers of the current board of directors. This is only required if your agency is claiming non-profit status.

CURRENT AGENCY STAFF:
Provide current staff, job titles and job descriptions for positions that are VOCA funded. Job descriptions shall be specific to the individual and only include allowable activities to be supported with VOCA funds.

DATA UNIVERSAL NUMBERING SYSTEM (DUNS) NUMBER & SYSTEM FOR AWARD MANAGEMENT (SAM) REGISTRATION:
The subrecipient must complete registration and obtain a DUNS number and then register with SAM prior to accessing COSMOS and applying for a VOCA grant. DUNS numbers are free of charge and must be renewed annually. DUNS Number and SAM registration information are located at https://www.grants.gov/web/grants/applicants/organization-registration/step-1-obtain-duns-number.html
CERTIFICATIONS

Applicants will be required to certify their compliance with several Federal requirements. Those requirements are outlined below. The Certification Forms are attached to the VOCA Subrecipient Agreement as Exhibits and will need to be submitted with the application.

LOBBYING; DEBARMMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS; DRUG-FREE WORKPLACE REQUIREMENTS:
Federal funds may not be used by the State, or any subrecipient, at any tier, either directly or indirectly, to support or oppose the enactment, repeal, modification or adoption of any law, regulation, or policy, at any level of government. Should any questions arise as to whether a particular use of federal funds by a recipient (State) or subrecipient would or might fall within the scope of this prohibition, the recipient (State) is to contact The Office of Justice Programs (OJP) for guidance, and may not proceed without the express prior written approval of OJP.

The State and subrecipient receiving Department of Justice funding, such as Victim of Crime Act (VOCA) funding, is required to complete Certifications regarding Lobbying; Debarment, Suspension and other Responsibility Matters; and Drug-free Workplace Requirements. Applicants will need to complete the Certification Form, attached as Exhibit B, and submit with their application.

EQUAL OPPORTUNITY EMPLOYMENT PLAN:
An Equal Employment Opportunity Plan (EEOP) is a work force report that agencies shall complete as a condition for receiving Justice Department funding authorized by the Omnibus Crime Control and Safe Streets Act of 1968 (42 U.S.C. § 3789d.) The purpose of the EEOP is to make sure the subrecipient receiving financial assistance from the Justice Department is providing equal employment opportunities to men and women regardless of age, race, sex or gender identity, national origin, religion or disability. The federal regulations establishing the EEOP requirements also link a diverse workforce to effective law enforcement. The experience of the [Justice Department] in implementing its responsibilities under the U.S. Crime Control and Safe Streets Act as amended, has demonstrated that the full and equal participation of women and minority individuals in employment opportunities in the criminal justice system is a necessary component to the Safe Streets Act of 1968’s program to reduce crime and delinquency in the United States at 28 C.F.R. § 42. The Justice Department regulations pertaining to the development of a comprehensive EEOP can be found at 28 C.F.R. § 42.301-308.

To determine if your agency is required to complete and submit an EEOP Certification or EEOP Utilization Report, access the OJP information at http://ojp.gov/about/ocr/faq_eeop.htm Review the information and instructions under the EEOP Reporting Tool Job Aid. Applicants will need to complete the Certification Form, attached as Exhibit D, and submit with their application.

OFFICE OF MANAGEMENT AND BUDGET (OMB) CIRCULAR A-133 AUDIT:
Any governmental unit (state or local) or private non-profit agency expending less than $750,000 in federal funds in any fiscal year are exempt from a single A-133 audit. A single A-133 audit must be submitted online to the Federal Audit Clearinghouse (FAC) for any governmental unit (state or local) or private nonprofit organization expending $750,000 or more of federal funds. Single audit submission is required under the Single Audit Act of 1984 (amended in 1996), OMB Circular A-133, and the Office of Management and Budget (OMB) Title 2 U.S. Code of Federal Regulations (CFR) Part 200, Uniform Administrative Requirements for Federal Awards (Uniform Guidance). The Internet Data Entry System (IDES) is the place to submit the single audit reporting package and can be accessed at https://harvester.census.gov/facides/Account/Login.aspx The Single audit submission is due nine (9) months after the end of the fiscal year. Applicants will need to complete the Single Audit Certification Letter, attached as Exhibit C, and submit with their application.

FEDERAL CIVIL RIGHTS TRAINING:
The subrecipient receiving financial assistance from the Office of Justice Programs (OJP), must comply with the Federal statutes and regulations that prohibit discrimination in federally assisted programs or activities. The subrecipient may not discriminate in employment on the basis of age, race, sex or gender identity, national
origin, religion or disability. The subrecipient also may not discriminate in the delivery of services or benefits on the basis of age, race, sex or gender identity, national origin, religion, or disability. The Office of Civil Rights (OCR) has developed online civil rights training curriculum for grantee agencies and subrecipients. OJP Civil Rights Non-Discrimination Online Training shall be completed prior to receiving VOCA funding by accessing the training modules at http://ojp.gov/about/ocr/ocr-training-videos/video-ocr-training.htm.

At this time, there is no certification form required for completion of Federal Civil Rights Training.

APPLICATION DOCUMENTS

The following documents must be submitted with each application:

- Articles of Incorporation 501(C)(3) Required if applicant is Private Non Profit
- Board of Directors Required if applicant is Private Non Profit
- Lobbying and Debarment Certification Required for all applicants
- EEOP Certification Required for all applicants
- Single Audit Certification Required for all applicants
- Budget Narrative Required for all applicants
- Budget Detail Required for all applicants
- Volunteer job descriptions Required for all applicants without a volunteer waiver
- Job descriptions for VOCA paid staff Required for all applicants
- Letter of Collaboration Required for all applicants
- Documentation supporting Match Required for all applicants

BUDGET NARRATIVE: The Budget Narrative within COSMOS is limited on space. There will be the option of submitting supplemental documentation in COSMOS should additional space be needed for the Budget Narrative. The Budget Narrative needs to match the Budget Detail.

BUDGET DETAIL: A detailed budget outline will be required for all applicants. When preparing your budget for the VOCA Regionalization Grant, each agency will need to have a basis for how they arrive at the figures in the budget. If you budget a certain amount for utilities, you should be able to demonstrate how you arrived at that specific figure. Below is an example of the information necessary to establish a basis to claim $1,120 for utilities expenses:

- Yearly utilities expenses are approximately $3,200 or $266.67 per month. VOCA funds make up approximately 35% of the total agency budget. Therefore, utilities expenses billable to VOCA should be approximately 35% of $3,200 or $1,120 for the year.

VOLUNTEER JOB DESCRIPTIONS: A job description will be required for any duties performed by volunteers.

JOB DESCRIPTIONS FOR VOCA PAID STAFF: A job description will be required for each staff member included in the budget.

LETTER(S) OF COLLABORATION: A letter of collaboration between the agencies applying for the regionalization project is required and must include the following:

1. Identify the agency and provide a brief history of the collaborative relationship, including when and under what circumstances the relationship began.
2. Clearly state the roles and responsibilities each agency will assume to ensure the success of the proposed project.
3. Demonstrate the capacity of the grant-funded staff to successfully implement project activities.
4. Describe the resources each partner would contribute to the project, either through time, in-kind contributions, or grant funding.
5. Demonstrate a commitment to work together to achieve stated project goals and objectives.

DOCUMENTATION SUPPORTING MATCH: Applicants will need to provide documentation supporting their match figures.

APPLICATION QUESTIONS

1. TITLE FOR YOUR REGIONALIZATION PROJECT: Provide the title for your regionalization project and list all agencies that are to be included under this project title.
2. DESCRIBE YOUR COMMUNITY: Describe your region’s service area including the demographics, needs and assets. If you’ve conducted a needs assessment or participated in a community readiness assessment, reference the relevant data in this section.
3. DESCRIBE YOUR ORGANIZATION & PARTNERSHIPS: Describe your organization & if any new/expanded partnerships are created as a result of this project. Describe existing relationships & collaboration with the organization(s). What does each organization bring to the project? Outline expectations for all partners, including what each person & organization(s) will be responsible for.
4. WHAT PROBLEM DOES YOUR PROJECT SOLVE: Provide specific detail about the problem your regionalization project is trying to solve. How long has this issue been affecting the organization or region? Have others attempted to solve the problem before?
5. DESCRIBE YOUR MOVE TOWARD COLLABORATION/GROWTH: Describe your bold move or idea. How will the regionalization project benefit both communities and/or region? What will be different? In the short term? Long term? How will the lives of survivors be changed? How will your community (s) change? How does your project support one of the Victim Services Collaborative’s goals (refer to page 4 of the NOFO for GOALS).
6. PROGRAM PLAN: Demonstrate a very clear & strategic plan on how the partnering organization(s) are working together to achieve success. What are key milestones of this project? How will your project impact the communities you described previously? Include specific and measurable goals, objectives, and timeline. How will you measure your progress and results? What do you anticipate as short-term impacts? Long term outcomes? What are the challenges or barriers to your success and how will you address them?
7. COMMUNICATION PLAN: Describe your communication plan. How will it be implemented? How often will you meet? How will you make decisions? How will you problem solve? Describe how you will communicate with potential clients about this new way of delivering services.
APPLICATION TIMETABLE

These dates are approximate and provide subrecipients with an estimated timeline regarding the application approval/denial process.

<table>
<thead>
<tr>
<th>TIMETABLE FOR APPLICATION REVIEW AND GRANT AWARDS</th>
<th>ACTIVITY</th>
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<tbody>
<tr>
<td>Monday, October 21, 2019</td>
<td>VOCA Regionalization Grant Solicitation Released</td>
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<tr>
<td>Wednesday, November 13, 2019</td>
<td>Applications Due in COSMOS by Noon</td>
</tr>
<tr>
<td>Wednesday, November 20, 2019</td>
<td>Applications accepted in COSMOS by DOCR</td>
</tr>
<tr>
<td>November 20 – December 2, 2019</td>
<td>Applications reviewed by Crime Victim’s Services Board Members</td>
</tr>
<tr>
<td>Tuesday, December 3, 2019</td>
<td>Crime Victim’s Services Board meets to recommend projects and funding levels</td>
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<tr>
<td>Friday, December 13, 2019</td>
<td>Award Decisions made and Federal Award Information released</td>
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<tr>
<td>January 1, 2020</td>
<td>FY 2020 VOCA Regionalization Grant period of performance begins</td>
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RISK ASSESSMENT

As required by 2CFR 200.331, the ND DOCR will be conducting a risk assessment of each subrecipient after the award amount has been determined. The subrecipient is required to assist and comply with the completion of the risk assessment. The following questions will be asked as part of the risk assessment.

1. Has your entity previously received grant funds from DOCR?
2. Does your entity have a policy regarding conflict of interest?
   a. If yes, has any conflict of interest been disclosed between your entity and DOCR?
2. Does the grant administrator have more than 3 years of experience in managing the objectives expected under this grant program?
3. Does the grant administrator, and the financial staff who will oversee this grant, have more than one-year prior federal grant award experience?
4. Do you anticipate contracting services to carry out the grant with these funds?
5. Does your entity have written policies and procedures for following business processes that meet the minimum federal requirements?
   a. Grant compliance
   b. Procurement
   c. Fixed Assets & Inventory

Accounting Systems & Financial Information

1. What was the total budget for your agency in most recent fiscal year?
2. Which of the following best describes your entity’s accounting system? Manual Automated Combination
3. Does the accounting system identify the deposits and expenditures of program funds for each grant separately?
4. Are timesheets completed for an employee who receives funding from multiple sources?
5. Does your entity have any concerns regarding the ability to provide the required match?
6. Did an independent certified public accountant audit your organizations financial statements?
7. If your entity received over $750,000 in federal funds from all sources last year, was a single audit conducted on the entity per 2 CFR200.501? If yes, were there any audit findings regarding program non-compliance and/or significant internal control deficiency?
8. Are there currently any unresolved audit issues?

REPORTING SCHEDULE

PERFORMANCE PERIOD: JANUARY 1, 2020 - DECEMBER 31, 2020

All subrecipients shall submit required statistical and narrative data per the VOCA Grant Reporting Schedule outlined below. Subrecipients shall upload a copy of each PMT quarterly report into a COSMOS communication note.

<table>
<thead>
<tr>
<th>DUE DATE Federal Fiscal Year</th>
<th>TYPE OF REPORT</th>
<th>DOCUMENTATION</th>
<th>SUBMISSION</th>
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<tbody>
<tr>
<td>Thirty (30) days from the date of the subaward</td>
<td>Subgrantee Award Report (SAR)</td>
<td>Subrecipients proposed activities to be implemented with VOCA and match funding</td>
<td>OVC PMT <a href="https://ojpsso.ojp.gov/">https://ojpsso.ojp.gov/</a></td>
</tr>
<tr>
<td>5th day of the month or the following Monday if the 5th falls on a weekend. Must be submitted quarterly, at a minimum.</td>
<td>Reimbursement Requests</td>
<td>Your agency is required to maintain individual receipts for a period of six years</td>
<td>COSMOS <a href="https://apps.nd.gov/docr/cosmos/menu/">https://apps.nd.gov/docr/cosmos/menu/</a></td>
</tr>
<tr>
<td>04/15/20</td>
<td>1st Quarterly Performance Measures Report</td>
<td>Demographic and service information for the period of 1/1/20 - 3/31/20</td>
<td>OVC PMT <a href="https://ojpsso.ojp.gov/">https://ojpsso.ojp.gov/</a></td>
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<tr>
<td>07/15/20</td>
<td>2nd Quarterly Performance Measures Report</td>
<td>Demographic and service information for the period of 4/01/20 - 6/30/20</td>
<td>OVC PMT <a href="https://ojpsso.ojp.gov/">https://ojpsso.ojp.gov/</a></td>
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<td>10/15/20</td>
<td>3rd Quarterly Performance Measures Report</td>
<td>Demographic and service information for the period of 7/01/20 - 9/30/20</td>
<td>OVC PMT <a href="https://ojpsso.ojp.gov/">https://ojpsso.ojp.gov/</a></td>
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<td>1/15/21</td>
<td>4th Quarterly Performance Measures Report</td>
<td>Demographic and service information for the period of 10/01/20 - 12/31/20</td>
<td>OVC PMT <a href="https://ojpsso.ojp.gov/">https://ojpsso.ojp.gov/</a></td>
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<td>1/15/21</td>
<td>Subgrantee Annually Reported Questions</td>
<td>Annual narrative questions for the period of 1/1/20 - 12/31/20</td>
<td>OVC PMT <a href="https://ojpsso.ojp.gov/">https://ojpsso.ojp.gov/</a></td>
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<tr>
<td>1/15/21</td>
<td>Annual Closeout Report</td>
<td>Statistical and narrative information for the period of 1/1/20 - 12/31/20</td>
<td>COSMOS <a href="https://apps.nd.gov/docr/cosmos/menu/">https://apps.nd.gov/docr/cosmos/menu/</a></td>
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MATCH

A subrecipient receiving VOCA grant funding shall have financial support from other sources in addition to VOCA grant funding and shall provide a match contribution (cash or an in-kind, or a combination of both). Documentation supporting Match shall be attached to the application in COSMOS.

The total project cost is the amount of the Federal VOCA funds plus the match amount. Federal funds may not be used for the cash match. An agency with previous VOCA subawards shall use a 20% cash or in-kind match, or combination of both. An agency new to VOCA shall use a 25% cash or in-kind match, or combination of both. American Indian or Alaska Native Agencies are exempt from project match requirements.

**Step 1.** Award Amount ÷ % of Federal Share = Total (Adjusted) Project Cost  
**Step 2.** Total (Adjusted) Project Cost x % of Recipient’s Share = Required Match

So, for example, if the VOCA subaward amount is $80,000 and the match is 20%:

**Step 1.** $80,000 / .80 = $100,000 (Total adjusted project cost)  
**Step 2.** $100,000 x .20 = $20,000 (required match)

Any agency requiring a match waiver should contact the ND DOCR for further information.

REIMBURSEMENT REQUESTS

Clear and concise documentation will be required when submitting reimbursement requests. The ND DOCR must be able to easily reconcile the documents submitted with the dollar amount requested. The ND DOCR understands there are many different accounting systems in use by subrecipients. At this time the ND DOCR is not mandating the use of specific forms for submitting reimbursement requests, however, as a best practice, subrecipients are encouraged to use the Subrecipient Reimbursement Request Template that is included with this Notice of Funding Opportunity. If subrecipients choose not to use the Subrecipient Reimbursement Request Template, the same information must be provided.

Receipts will be required for all expenses submitted and must include a notation on the receipt indicating what portion is being claimed under VOCA and what budget category the expense is for.

Timesheets documenting the actual hours worked and rate of pay will be required. The timesheet should be signed and certified by the employee and approved by the supervisor. The timesheet must also note the VOCA and non-VOCA time, if applicable. Example timesheets or templates are included with this Notice of Funding Opportunity. If an employee’s time is split between multiple grants where direct services to victims are eligible expenses, then the time should be divided based on what percent VOCA is of the total budget.

OFFICE FOR VICTIMS OF CRIME (OVC) PERFORMANCE MEASURES TOOL (PMT)

Training is essential for system access and reporting in the PMT system. It is recommended that the subrecipients complete all training prior to starting any reporting in the PMT system. Training and reporting may be accessed at [http://ojppso.ojp.gov](http://ojppso.ojp.gov). Proceed to the “Need Help” tab and click directly on the tab itself. All training and resources are available under this tab.

All federal reporting is required to be completed in the OVC PMT system. If your agency established an account through a previous VOCA grant, your information automatically transfers and your access to the PMT...
system should still be active. If your agency is new to the PMT system, your agency’s authorized representative should contact the ND DOCR for initial instructions to establish a new PMT account.

The subrecipient shall submit all required PMT statistical data and narrative reporting information per the VOCA Grant Reporting Schedule. Failure to complete reports per the VOCA Grant Reporting Schedule, may affect future monitoring activities (such as more audits) and could affect future awards.

PMT SUBGRANT AWARD REPORT (SAR):
The SAR consists of the subrecipients proposed activities from the VOCA Grant Application to be implemented within the performance period. The SAR shall be completed by the subrecipient within thirty (30) days of the VOCA Grant subaward. Any SAR changes during the performance period must be completed in PMT within thirty (30) days of the change.

PMT QUARTERLY PERFORMANCE MEASURE REPORTS:
The subrecipient is required to submit quarterly performance measure reports on the performance metrics identified by OVC, and in the manner required by OVC. The quarterly performance measure report contains demographic and direct services information on age, race, sex or gender identity, national origin, religion or disability collected by the subrecipient during each of the four quarters and submitted through the PMT system within fifteen (15) days after the close of each quarter. Subrecipients shall upload the completed quarterly report into a COSMOS communication note.

PMT SUBGRANTEE ANNUALLY REPORTED QUESTIONS:
Data and narrative questions required for performance and effectiveness under the award. The subrecipient shall collect and maintain data that measures the performance and effectiveness of the activities under this award. The subrecipient Annually Reported Questions are located at the end of the Fourth Quarterly Performance Measures Report and shall be submitted through the PMT system within fifteen (15) days after the end of the performance period.

CLOSEOUT REPORT
The following information is required as part of the closeout process for the FY 2020 VOCA Regionalization Grant. The Closeout Report provides information to the ND DOCR regarding the progress, performance narrative, and statistical data gathering completed during the performance period. The Closeout Report shall be completed by the subrecipient and submitted through COSMOS within fifteen (15) days after the close of the performance period.

Also, a copy of each quarterly report from the PMT system shall be uploaded into COSMOS during Closeout.

1. Provide the total number of crime victims and victimization types your agency served during the performance period. Please refer to the information below for this question.
2. Explain the method(s) of collection your agency used to collect and maintain statistical information regarding crime victim(s) data.
3. Explain what method(s) your agency used to assist crime victims in seeking benefit and referral information to apply for compensation benefits.
4. Describe how your agency used volunteers within the performance period, including the number of volunteers, their job descriptions, number of hours of mandatory training, and number of hours worked.
5. Describe the type of survey or evaluation method(s) your agency utilized to evaluate crime victim services, and how the evaluation information is used to measure outcomes and future program revisions if needed.
6. Describe in detail any internal or external challenges or barriers encountered which prevented services from being provided and what method or strategy was used to overcome the challenges or barriers.

7. Describe in detail how your agency made a genuine effort to collaborate with local and state agencies to receive support regarding projects or performance of direct services during the performance period.

8. Describe the progress your agency has made toward achieving financial sustainability from other sources in addition to VOCA Grant funding.

9. State how your agency progressed toward or achieved success in meeting the proposed performance goals stated in your VOCA Grant Application.

10. Include two case illustrations showing how VOCA funds have been used to assist crime victims. To maintain confidentiality of victim(s) use Jane Doe or John Doe in your examples, not fictitious names.

POPULATION DEMOGRAPHIC CATEGORIES: SELF REPORTED

RACE/ETHNCITY:
1. American Indian or Alaska Native
2. Asian
3. Black or African American
4. Hispanic or Latino
5. Native Hawaiian, Pacific Islander or Other (Description Required)
6. White Non-Latino or Caucasian
7. Other Race
8. Multiple Races

GENDER IDENTITY:
1. Male
2. Female
3. Other (Description Required)

VICTIMIZATION TYPES:
1. Adult Physical Assault, Aggravated or Simple Assault
2. Adult Sexual Assault
3. Adults Sexually Abused/Assaulted as Children
4. Arson
5. Bullying Verbal, Cyber, or Physical
6. Burglary
7. Child Physical Abuse or Neglect
8. Child Pornography
9. Child Sexual Abuse/Assault
10. Domestic and/or Family Violence
11. DUI/DWI Incidents
12. Elder Abuse or Neglect
13. Hate Crime Racial, Religious, Gender, Sexual Orientation, Other: Explain
14. Human Trafficking: Sex or Labor
15. Identity Crime Theft, Fraud, or Financial
16. Kidnap Custodial Non-Custodial
17. Mass Violence Domestic or International
18. Other: Explain
19. Other Vehicular Victimization: Hit and Run
20. Robbery
21. Stalking or Harassment
22. Survivors of Homicide Victims
23. Teen Dating Victimization
24. Terrorism: Domestic or International

VICTIMIZATION TYPES BY SPECIAL CLASSIFICATION OF INDIVIDUALS:
1. Deaf or Hard of Hearing
2. Homeless
3. Immigrants, Refugees, Asylum Seekers
4. LGBTQ2S-Lesbian, Gay, Bisexual, Transsexual, Queer, Two Spirits (indigenous people with both male/female traits)
5. Veterans
6. Victims with Cognitive, Physical or Mental Disabilities
7. Victims with Limited English Proficiency
8. Other (Explanation Required)

VICTIMS - CONSIDERED SECONDARY VICTIMS CHILD, CHILDREN, OR OTHER INDIVIDUALS shall be counted only if:
1. The crime was perpetrated upon the child or children also; or if they received direct contact by one of your staff members; or benefitted directly from services provided by your agency.
2. If a child or children are listed on a protection order, the child or children may be counted as a victim if he or she is being provided a direct service. The mere listing of a child or children on a protection order does not mean that the child or children are being provided a service. Use your best judgment in determining whether the child or children are in need of and being provided a direct service.

SCENARIO EXAMPLES:
1. In a crisis intervention situation, mom and four children were placed at a shelter. The number of victims counted is five.
2. Mom is at the subrecipient agency for support group and is benefiting from counseling. The three children in her custody and the family have not received other direct services. The number of victims counted is one.
3. Mom and two children required food assistance and paying the utility bill. If mom is a victim of crime, the number of victims counted will be three; the children would benefit directly from the food and heat.
4. A non-custodial mom of three children received emergency shelter. The number of victims counted is one.

VICTIMS - COUNTING VICTIMS WITHOUT DUPLICATION:
All victims shall be counted only once during the performance period, except when a victim receives services for a separate and unrelated crime.

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<tr>
<th>DUE DATE</th>
<th>TYPE OF REPORT</th>
<th>DOCUMENTATION</th>
<th>SUBMISSION</th>
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<tbody>
<tr>
<td>1/15/21</td>
<td>Closeout Report</td>
<td>Statistical and narrative information for the period of 1/1/20 - 12/31/20</td>
<td><a href="https://apps.nd.gov/docr/cosmos/menu/">https://apps.nd.gov/docr/cosmos/menu/</a></td>
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ELIGIBLE DIRECT SERVICES & COSTS

ACTIVE INVESTIGATION AND PROSECUTION OF CRIMINAL ACTIVITIES:
Victim assistance services (e.g. emotional support, advocacy and legal services) to crime victims.

ADVOCACY AND PARTICIPATION IN CRIMINAL AND PUBLIC PROCEEDINGS:
The provision of services and payment of costs that assist victims to participate in the criminal justice system and other public proceedings arising from the crime include: advocacy on behalf of the crime victims, accompanying crime victims to court; transportation, meals, lodging to allow crime victims (who are not witnesses) to participate in a court proceeding; interpreting for a limited English or disabled crime victims; providing childcare, assistance with crime victim impact statements.

CRISIS INTERVENTION SERVICES:
In-person crisis intervention, emotional support, guidance and counseling provided by advocates, counselors, mental health professionals, or peers. Crisis intervention services may occur at the scene of a crime, immediately after a crime, or ongoing as needed after the crime.

CRISIS HOTLINE COUNSELING:
Telephone service offered twenty-four hours per day, seven days per week providing counseling, guidance, emotional support, and information and referral services.

CRIMINAL JUSTICE PARTICIPATION SUPPORT/ADVOCACY:
Provision of services and payment of costs to assist crime victim participation in the criminal justice system and other public proceedings arising from a crime including, but not limited to:

1. Advocacy on behalf of the crime victim(s)
2. Accompanying crime victim(s) to office appointments or court
3. Assistance with Victim Impact Statements; recovering property; restitution advocacy
4. Child and respite care to enable a caregiver crime victim to attend legal proceedings
5. Interpreting services for a non-witness crime victim who is deaf, hard of hearing, or limited English proficiency
6. Notification to crime victims regarding court proceeding dates (e.g., trial dates; case disposition; incarceration; parole hearings)
7. Transportation, meals, lodging to allow crime victim(s) who are not witness to participate in court proceeding.

EMERGENCY ASSISTANCE:
Emergency assistance is offered after victimization to prevent re-victimization (e.g. security lock replacement, etc.)

EMERGENCY FINANCIAL ASSISTANCE:
Transportation, food, clothing, and emergency housing.

EMERGENCY LEGAL ADVOCACY:
Filing temporary restraining orders, protective orders, and obtaining emergency custody orders and visitation rights.

FOLLOW-UP CONTACT:
In-person contacts, telephone contacts, and written communications with crime victims to offer emotional support, provide empathetic listening, periodic checks on a crime victim’s progress, etc.
FORENSIC INTERVIEW COSTS:
Allowable with the following parameters:

1. Interview results are distributed to law enforcement, prosecution, social services, personal advocacy, case management, substance abuse treatment and mental health services.
2. Interviews shall be conducted in the context of a multi-disciplinary investigation and diagnostic team, or in a specialized setting such as a child advocacy center.
3. Interviewers shall be 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.

FRINGE BENEFITS:
Prorated portion of fringe benefits for direct service providers whose salaries are funded, in part, by the VOCA grant is an allowable cost. It is important to justify the amount budgeted for fringe benefits.

GROUP TREATMENT:
Coordination and provision of supportive group activities, includes self-help, peer support group, social support, etc.

HEALTH INSURANCE:
A portion of applicable fringe benefits for direct service providers, whose salaries are funded in part with VOCA grant funding, may include health insurance.

IMMEDIATE EMOTIONAL, PSYCHOLOGICAL AND PHYSICAL HEALTH AND SAFETY:
Services responding to the immediate needs of crime victims, including but not limited to:

1. Accompany crime victim(s) to hospital for medical examinations
2. Crisis intervention services
3. Emergency food, shelter, clothing and transportation
4. Emergency legal assistance. Filing for a restraining order or protective order, and obtaining emergency custody orders and visitation rights.
5. Hotline counseling
6. Medical Care – emergency basis. If the crime victim’s health care funding source is not expected to meet emergency needs of the crime victim (within 48 hours of the crime) including the ND State Compensation Program; the crime victim’s health insurance plan (in the case of a minor child, the child’s parent or guardian); or Medicaid
7. Nonprescription and prescription medicine; prophylactic or other treatment to prevent HIV/AIDS infection or other infectious disease; durable medical equipment (e.g., crutches, wheelchair, hearing aids, eyeglasses and other healthcare items)
8. Safety planning
9. Short-term (up to 45 days) in-home care or supervision services for children and adults who remain in their own home when the offender/caregiver is removed
10. 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
11. Window, door or lock replacement or repair, and other repairs necessary to ensure victim’s safety

INFORMATION/REFERRAL-IN PERSON:
Refers to in-person contact with victims during which time, services and available support are identified.

INSURANCE:
Buildings, security guards, or vehicles shall be covered by liability insurance.
LEGAL ASSISTANCE SERVICES:
Allows for legal assistance services (including, but not limited to, those provided on an emergency basis), where reasonable, and where a need for services arises as a direct result of victimization (e.g. assert victim rights in a criminal proceeding directly related to the victimization, or otherwise protect their safety, privacy, or other interests as victims in such a proceeding; motions to vacate or expunge a conviction, or similar actions, where the jurisdiction permits such a legal action based on a person being a crime victim; and those actions (other than tort actions) that, in civil context, are reasonably necessary as a direct result of the victimization.

MENTAL HEALTH COUNSELING AND CARE:
Out-patient therapy, counseling, and substance abuse treatment (treatment is directly related to the victimization) and provided by a trained individual with professional standards to provide services in the jurisdiction in which care is administered.

PEER SUPPORT:
Activities that provide opportunities for victims to meet other victims, share experiences and provide self-help, information and emotional support.

PERPETRATOR REHABILITATION AND COUNSELING:
Victimization of an incarcerated individual, whose need for victim assistance services is not directly related to the crime for which the individual was incarcerated.

PERSONAL ADVOCACY AND EMOTIONAL SUPPORT:
Assisting and working with crime victim(s) to:
1. Assess the impact of the crime
2. Identification of the crime victim's needs
3. Case management
4. Management of practical problems created by the victimization
5. Identification of resources available to the crime victim
6. Provision of information, referral, advocacy, and follow-up contact for continued services
7. Transitional, cultural, alternative, or healing therapy

PRINTING, POSTAGE, ADVERTISING AND BROCHURES:
Reasonable costs for printing and postage of brochures describing the program's direct services and how to obtain services to be distributed or available for victims of crime.

PUBLIC AWARENESS AND EDUCATIONAL PRESENTATIONS:
The development of presentation materials, brochures, newspaper notices and public service announcements to be distributed in schools, community centers and other public forums designed to inform crime victims of their rights and provide referral services or assistance.

RELOCATION OF CRIME VICTIMS:
Subject to restrictions on amount, length of time and eligible crimes, set by the ND DOCR. Relocation of crime victim(s) may be necessary for their safety and well-being, including, but not limited to reasonable moving expenses, security deposits for housing, rental expenses and utility start-up costs.

RENT, TELEPHONE AND UTILITIES:
A subrecipient may prorate the reasonable cost of items for a VOCA funded project. The rental charge must be consistent with the prevailing rental rate in the local area.

RESEARCH STUDIES:
Information shall be used for program or project evaluation only and any confidential information shall be redacted.
SALARY OR APPLICABLE PORTION OF SALARY:
Employees providing direct services to crime victims only. Salaries for other employees, whose functions are strictly administrative or operational, are not eligible (e.g. program administrators, bookkeepers, secretaries.) Gross salary (before taxes) amounts are to be used when budgeting for salary.

SHELTER/SAFE HOUSE:
Short-term and long-term housing and related support services to crime victims and their families following victimization.

SUPPLIES:
A subrecipient may prorate the reasonable cost of items attributed to direct services.

TELEPHONE CONTACT INFORMATION/REFERRAL:
Contacts with crime victims during which time services and available support are identified. This does not include calls during which counseling is the primary function of the telephone contact.

THERAPY:
Therapy including intensive professional therapy, psychological and/or psychiatric treatment for individuals, couples, and family members relating to counseling; to provide emotional support in a crisis arising from the occurrence of a crime. This includes the evaluation of mental health needs, as well as the actual delivery of psychotherapy.

TRAINING FOR EMPLOYEE DEVELOPMENT:
In-state training costs for salaried employees, volunteers (if reasonable and directly related to the skills required to provide direct services to crime victims) is allowable under VOCA Grant guidelines (e.g. training to provide skills to employees to enable them to effectively and directly assist individual crime victims.) Out-of-state training shall be approved in advance by the ND DOCR.

TRAINING MANUALS, BOOKS AND MATERIALS:
Training resources shall be essential in the training and management of staff, and volunteers.

TRANSITIONAL HOUSING COSTS:
Crime victims who have particular needs for housing and cannot safely return to their previous housing due to victimization. Crime victims in need of transitional housing would be victims of human trafficking; victims with disabilities or elderly victims abused by caretakers; domestic violence victims and their dependents and sexual assault victims. Costs would include travel, rental assistance, security deposits, utilities and other costs related to relocation, as well as voluntary support services, including childcare and counseling.

TRANSPORTATION OF CRIME VICTIMS:
Crime victims shall be provided transportation to receive services and participate in criminal justice proceedings.

TRAVEL - IN STATE:
In-state travel shall include providing direct services to crime victims for emergency transportation. Any necessary and reasonable participation in eligible training for direct service employees requiring in-state travel does not require approval from the ND DOCR.

TRAVEL - OUT OF STATE:
Any necessary and reasonable participation in eligible training for direct service employees requiring out-of-state travel, shall require written preapproval from the ND DOCR.

VEHICLE LEASE OR PURCHASE:
Vehicles may be leased or purchased by the subrecipients authorized representative, as long as the vehicle is used to provide direct services to crime victims.
INELIGIBLE DIRECT SERVICES AND COSTS

ACTIVE INVESTIGATION OR PROSECUTION OF CRIMINAL ACTIVITIES:
Ineligible services or costs with the exception of the provision of crime victim assistance services, emotional support, advocacy, and legal services to crime victims.

ADVERTISING:
All areas of crime prevention distributed through literature and advertisements.

CAPITAL EXPENDITURES:
Capital improvements, property losses, expenses, real estate purchases, mortgage payments and construction are prohibited.

COMPENSATION FOR CRIME VICTIMS:
Reimbursement of expenses incurred as the result of a crime, are prohibited to crime victims through VOCA grant funding.

CRIME PREVENTION PROGRAMS:
All activities involving or relating to crime prevention are prohibited.

CRIMINAL JUSTICE IMPROVEMENTS:
Improvements (where crime victims are not the sole or primary beneficiaries of direct services) are ineligible.

FUNDRAISING:
Any activities related to fundraising, including financial support for a charity, cause, or other enterprise and fundraiser salary are prohibited.

LOBBYING OR ADVOCACY ACTIVITIES:
Conducted directly or indirectly, with respect to legislation or to administrative changes to regulations, or administrative policies are prohibited.

MEDICAL CARE:
Costs for or related emergency or non-emergency medical care.

NEEDS ASSESSMENTS, SURVEYS, EVALUATIONS, RESEARCH AND STUDIES:
Crime victim issues or data shall not be researched by individuals, organizations, task forces, or special commissions, except for project evaluation only.

PROFESSIONAL SERVICES OF ATTORNEYS AND PHYSICIANS:
Activities directed at prosecuting an offender and/or improving the criminal justice system’s effectiveness or efficiency (e.g. witness notification, management activities and expert testimony at trial.)

SALARY, FRINGE BENEFITS AND EXPENSES OF MANAGEMENT:
Expenses for salaries, fringe benefits, fees, furniture, equipment, technology and other expenses of executive board of directors, board members, and other administrators that do not provide direct services are prohibited.