

## NOTICE OF FUNDING OPPORTUNITY

The North Dakota Department of Corrections and Rehabilitation is announcing a funding opportunity for the July-Dec 2023 Crime Victim's Account (CVA) Grant.

**Performance Period:**

- July 1, 2023, through December 31, 2023

## IMPORTANT DATES

**CVA Grant Solicitation:**

- April 1, 2023, through 12:00 noon on April 28, 2023

**CVA Grant Application Due:**

- 12:00 noon on April 28, 2023

## CONTACT INFORMATION

Sue Howard  
(701) 328-6195  
[docrgrants@nd.gov](mailto:docrgrants@nd.gov)



## CVA GRANT PROGRAM CONTACT INFORMATION

GRANT PROGRAM STAFF	NAME	CONTACT INFORMATION	
Administrator of Grants and Victims Compensation	Sue Howard	701-328-6195 Office	<a href="mailto:DOCRgrants@nd.gov">DOCRgrants@nd.gov</a>
Chief Financial Officer	Michele Zander	701-328-6656 Office	<a href="mailto:DOCRgrants@nd.gov">DOCRgrants@nd.gov</a>
GRANT MANAGEMENT SYSTEM	CONTACT INFORMATION		
COSMOS Grant Management System	<a href="https://apps.nd.gov/docr/cosmos/menu">https://apps.nd.gov/docr/cosmos/menu</a>		
GRANTING AGENCY	CONTACT INFORMATION		
North Dakota Department of Corrections and Rehabilitation (ND DOCR) VICTIMS SERVICES WEBSITE	<a href="https://docr.nd.gov/grant-information">https://docr.nd.gov/grant-information</a>		

## CVA GRANT REPORTING SCHEDULE

**PERFORMANCE PERIOD: JULY 1, 2023, THROUGH DECEMBER 31, 2023**

DUE DATE State Fiscal Year	APPLICATION AND REPORTING	SYSTEM DOCUMENTATION
<b>April 1st – April 28<sup>th</sup> at Noon Solicitation</b>	Review Application Requirements	ND DOCR Victim Services website <a href="https://docr.nd.gov/grant-information">https://docr.nd.gov/grant-information</a>
	Submit Completed Application	COSMOS <a href="https://apps.nd.gov/docr/cosmos/menu">https://apps.nd.gov/docr/cosmos/menu</a>
<b>May/June</b>	Notification of Subaward	
<b>May/June</b>	Complete Grant Agreement	
<b>Submission by the 15<sup>th</sup> day of the month</b>	Reimbursement Requests	
<b>01/30/2024</b>	Closeout Report Statistical and Narrative Information for the period of 7/01/2023 - 12/31/2023	

## INTRODUCTION

**SCOPE OF SERVICE** The *subrecipient* shall use CVA Grant funding to provide authorized direct services to crime victims of federal and state crimes on the same basis, without a charge, and shall manage funding as directed in the CVA Grant Notice of Funding Opportunity and Subrecipient Agreement.

The Jul-Dec 2023 CVA Grant shall be awarded for the time period July 1, 2023, through December 31, 2023. The Grant is a competitive process, based upon agency and general eligibility requirements; submission of a complete application, contract and required certifications; and a goal orientated project or plan showing progress, enrichment, or expansion of direct services.

## ELIGIBILITY REQUIREMENTS

1. **AGENCY REQUIREMENTS** To be eligible for CVA Grant funding, a *subrecipient* must be operated by a criminal justice, governmental unit, public, private non-profit, or tribal agency or a combination thereof. Providing direct services to victims of crime shall be a core component of the agency's mission and operations; however, serving crime victims need not be an agency's sole purpose. Agencies also included may be rape crisis centers, domestic violence shelters, child abuse treatment facilities, or community-based victim service agencies.

## GENERAL REQUIREMENTS

1. **GENERAL REQUIREMENTS** A *subrecipient* should review the general eligibility requirements listed below prior to submitting an application for CVA Grant funding.
  - a. The *subrecipient* shall be located in North Dakota and primarily serve North Dakota residents.
  - b. A *subrecipient* receiving CVA Grant funding shall have financial support from other sources in addition to CVA Grant funding and shall provide a cash match contribution of fifteen percent (15%). The total project cost is the amount of the state CVA funds plus the match amount. *State funds may not be used for the cash match.*
  - c. The *subrecipient* receiving CVA Grant funding shall abide by additional eligibility or service requirements as established by the ND DOCR within the performance period, including submission of fiscal, statistical, and programmatic reporting through COSMOS.

Documentation for CVA Grant Application Submission
<b>Current Agency Staff List</b>
<b>Board of Directors List, if applicable</b>
<b>NON-PROFIT ORGANIZATIONS ONLY</b> IRS Department of the Treasury 501(c)(3) <a href="https://www.irs.gov/businesses/small-businesses-self-employed/apply-for-an-employer-identification-number-ein-online">https://www.irs.gov/businesses/small-businesses-self-employed/apply-for-an-employer-identification-number-ein-online</a> <b>or</b> ND Secretary of State Certificate of Good Standing <a href="http://sos.nd.gov/office-secretary-state/contact-us">http://sos.nd.gov/office-secretary-state/contact-us</a>

2. **INDIRECT COSTS** Calculate as listed below.
  - Up to eight percent (8%) of the CVA Grant subaward.
  - If salary is requested, fringe benefits up to twenty percent (20%) of salary may be included.

- Up to fifty percent (50%) of costs for one out of state training conference with prior approval of the ND DOCR.

3. **CASH MATCH** A *subrecipient* receiving CVA Grant funding is required to have financial support from other sources in addition to CVA Grant funding. The total project cost is the amount of the State CVA funds plus the cash match amount of fifteen percent (15%). *State funds may not be used for the cash match amount.*

**EXAMPLE OF HOW TO FIGURE CASH MATCH**

	\$ 6,250.00	Subaward Amount Requested
<b>Match is 15% (.85)</b>	<u>\$ 7,353.00</u>	<b>Divide by .85 and subtract</b> from Subaward Amount Requested
	\$ 1,103.00	Required Match Amount

4. **COSMOS GRANT MANAGEMENT SYSTEM** The *subrecipient* shall utilize COSMOS to review the application packet including eligibility requirements, application requirements; completion of the application and contract; budget revisions and fiscal management; reimbursement requests and reporting. Training is essential for navigating COSMOS and is accessible through the Power Point presentation located on the ND DOCR Victim Services website at <https://docr.nd.gov/grant-information>. The *subrecipient* shall participate in all training, as it applies to CVA Grant funding, upon request of the ND DOCR.

5. **STAFF, FULL-TIME (FTE) EMPLOYEES, CONTRACTORS AND CONSULTANTS** All FTE staff, employees, contractors and consultants shall be included in the “Paid Staff FTE’s for all paid support and direct staff”. To calculate, take the total the number of hours staff are paid to work for one year and divide by 2080. This formula shall provide the FTEs for one year. 2080 hours is equal to 40 hours per week multiplied by 52 weeks in the year.

6. **REIMBURSEMENT REQUESTS** Documentation required with reimbursement requests includes paystubs for each employee. Documentation showing how much of the employees’ salary is being claimed is required. All receipts will be required for any operating expenses claimed. Timesheets will be required.

**ELIGIBLE DIRECT COSTS AND SERVICES**

1. **ACTIVE INVESTIGATION AND PROSECUTION OF CRIMINAL ACTIVITIES** for the provision of victim assistance services (e.g. emotional support, advocacy, and legal services) to crime victims.
2. **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 victims; accompanying victims to court; transportation, meals, lodging to allow victims (who are not witnesses) to participate in a court proceeding; interpreting for limited English or disabled victims; providing childcare, respite care to attend proceedings; assistance with victim impact statements, recovering property, and restitution advocacy.
3. **CRISIS COUNSELING** refers to in-person crisis intervention, emotional support, guidance, and counseling provided by advocates, counselors, mental health professionals, or peers. Crisis counseling may occur at the scene of a crime, immediately after a crime, or ongoing as needed after the crime.
4. **CRISIS HOTLINE COUNSELING** refers to the operation of a 24-hour seven day per week telephone service which provides counseling, guidance, emotional support, information, and referral services.

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

Advocacy on behalf of the victim(s)	Accompanying victim to offices or court	Assistance with: Victim Impact Statements, Recovering property, Restitution advocacy	Child and respite care to enable a caregiver victim to attend legal proceedings
Interpreting for a non-witness victim who is deaf, hard of hearing, or limited English proficiency	Notification to victims regarding proceeding dates (e.g. trial dates, case disposition, incarceration, parole hearings)		Transportation, meals, lodging to allow a victim who is <u>not</u> a witness to participate in a proceeding

6. **EMERGENCY ASSISTANCE** is offered after victimization to prevent re-victimization (e.g., security lock or window replacement, etc.).
7. **EMERGENCY FINANCIAL ASSISTANCE** refers to cash outlays for transportation, food, clothing, and emergency housing.
8. **EMERGENCY LEGAL ADVOCACY** refers to filing temporary restraining orders, injunctions, other protective orders, and elder and child abuse petitions; however, does not include criminal prosecution or the employment of attorneys for non-emergency purposes such as custody disputes, civil suits, etc.
9. **FOLLOW-UP CONTACT** refers to in-person contacts, telephone contacts, and written communications with victims to offer emotional support, provide empathetic listening, review victim’s progress, etc.
10. **FORENSIC INTERVIEW COSTS** are allowable with the following parameters:
- Interview results are distributed to law enforcement, prosecution, social services, case management, substance abuse treatment, and mental health services.
  - Interviews shall be conducted in the context of a multi-disciplinary investigation and diagnostic team, or in a specialized child advocacy center.
  - Interviewer 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.
11. **FRINGE BENEFITS** Prorated portion of fringe benefits including health insurance for direct service providers whose salaries are funded in part by the CVA Grant is an allowable cost. It is important to justify the amount budgeted for fringe benefits. List items individually that comprise the total.
12. **GROUP TREATMENT** Coordination and provision of supportive group activities includes self-help, peer support group, social support, etc.
13. **INCARCERATED VICTIM(S) SERVICES** The ND DOCR has sole discretion to determine the amount of CVA Grant funding awarded. Services to incarcerated victims may or may not be provided. The costs permitted for direct services to incarcerated victims are the same as those costs permitted for direct services to any crime victim. CVA Grant funding is not subject to mandated reduction or reallocation for non-compliance under PREA.

14. **IMMEDIATE EMOTIONAL, PSYCHOLOGICAL, AND PHYSICAL HEALTH AND SAFETY** are direct services that respond to the immediate needs of crime victims, including but not limited to:

Accompany victims to hospital for medical examinations	Crisis intervention services	Emergency food, shelter, clothing, transportation	Emergency legal assistance. Filing for a restraining, protective order, emergency custody order, and visitation rights	Hotline counseling
Medical Care -Emergency basis. If the victim's health care funding source is not expected to meet emergency needs of the victim (within 48 hours of the crime) including the State compensation program; the victim's health insurance plan (in the case of a minor child, the child's parent or guardian); Medicaid			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)	Safety planning
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		Short-term (up to 45 days) nursing home, adult foster care, or group home placement for adults for whom no other safe residence is available		Window, door or lock replacement/repair or other repairs necessary to ensure victim's safety

15. **INFORMATION/REFERRAL - IN PERSON** refers to in-person contacts with victims during which time, services and available support are identified.
16. **INSURANCE** Buildings, security guards, or vehicles shall be covered by liability insurance.
17. **LEGAL ASSISTANCE SERVICES** Allows for legal assistance services on a non-emergency and 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; motions to vacate/expunge a conviction based upon an individual being a crime victim; and those civil actions that are reasonably necessary as a direct result of the victimization).
18. **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 the services in the jurisdiction in which care is administered.
19. **PEER SUPPORT** Activities that provide opportunities for victims to meet other victims, share experiences and provide self-help, information, and emotional support.
20. **PERSONAL ADVOCACY AND EMOTIONAL SUPPORT** refers to working with a victim to:

Assess the impact of the crime	Identification of victim's needs	Case management	Management of practical problems created by the victimization
Identification of resources available to the victim	Provision of information, referral, advocacy, and follow-up contact for continued services		Transitional, cultural and/or yoga, art alternative therapy, healing therapy

21. **PRINTING, POSTAGE, ADVERTISING AND BROCHURES** Reasonable costs of printing and postage of brochures describing the program's direct services and how to obtain services to be distributed or available for victims.
22. **PUBLIC AWARENESS AND EDUCATIONAL PRESENTATIONS** includes 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.

23. **RELOCATION OF VICTIMS** is subject to restrictions on amount, length of time and eligible crimes, set by the ND DOCR. Relocation of victims may be necessary for the safety and well-being of a victim, including but not limited to reasonable moving expenses, security deposits for housing, rental expenses, and utility start-up costs.
24. **RENT, TELEPHONE AND UTILITIES** A *subrecipient* may prorate the reasonable cost(s) of items for a CVA funded project. The rental charge must be consistent with the prevailing rental rate in the local area.
25. **RESEARCH STUDIES** shall be used for program and/or project evaluation only.
26. **SALARY OR APPLICABLE PORTION OF SALARY** Employees providing direct services to victims of crime. 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.
27. **SHELTER/SAFE HOUSE** refers to offering short-term and long-term housing and related support services to victims and their families following victimization.
28. **SUPPLIES** A *subrecipient* may prorate the reasonable cost(s) of items attributed to direct services.
29. **TELEPHONE CONTACT INFORMATION/REFERRAL** refers to contacts with 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.
30. **THERAPY** refers to intensive professional psychological and/or psychiatric treatment for individuals, couples, and family members related to counseling to provide emotional support in a crisis arising from the occurrence of a crime. This includes the evaluation of mental health needs and actual delivery of psychotherapy.
31. **TRAINING FOR EMPLOYEE DEVELOPMENT** In-state training costs for salaried employees, volunteers (if reasonable and directly related to the skill required to provide direct services to victims) is allowable (e.g., training to provide skills to employees to enable them to effectively and directly assist individual crime victims).
32. **TRAINING MANUALS, BOOKS AND MATERIALS** Training resources shall be essential in the training and management of staff and volunteers.
33. **TRANSITIONAL HOUSING COSTS** Victims in need of transitional housing would be victims who cannot safely return to their previous housing due to victimization, victims of human trafficking, victims with disabilities or elderly abused by caretakers, domestic violence 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 such as childcare and counseling.
34. **TRAVEL (IN-STATE)** Shall include providing direct services to victims for emergency transportation; to receive necessary and reasonable services and participate in criminal justice proceedings. Any necessary and reasonable participation by direct service employees for eligible training programs is also allowed.
35. **TRAVEL (OUT OF STATE)** Any necessary and reasonable participation by direct service employees for eligible training programs requiring out of state travel is allowed with prior approval of the ND DOCR.
36. **VEHICLE LEASE OR PURCHASE** Vehicles may be leased or purchased and used for providing direct services only.

## CVA GRANT CLOSEOUT REPORT REQUIREMENTS

The *subrecipient* shall submit all required statistical and narrative data specific to the CVA Grant Closeout Reporting Schedule (see below) through COSMOS, including Closeout Reports and any other reports required or requested by the ND DOCR throughout the performance period.

**CLOSEOUT REPORT** The Closeout Report may be comprised of questions regarding the progress, performance, and statistical data completed during the performance period. The Closeout Report shall be completed by the *subrecipient* and submitted through COSMOS within thirty (30) days after the end of the performance period.

### **POPULATION DEMOGRAPHIC CATEGORIES – SELF REPORTED**

#### **RACE/ETHNICITY**

American Indian or Alaska Native	Asian	Black or African American	Hispanic or Latino
Native Hawaiian, Pacific Islander or Other (Description Required)	White Non-Latino or Caucasian	Other Race	Multiple Races

#### **GENDER IDENTITY**

Male	Female	Other (Description Required)
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#### **VICTIMIZATION TYPES**

Adult Physical Assault Aggravated or Simple Assault	Adult Sexual Assault	Adults Sexually Abused/Assaulted as Children	Arson	Bullying Verbal, Cyber or Physical	Burglary
Child Physical Abuse or Neglect	Child Pornography	Child Sexual Abuse/Assault	Domestic and/or Family Violence	DUI/DWI Incidents	Elder Abuse or Neglect
Hate Crime Racial, Religious, Gender, Sexual Orientation, Other: Explain		Human Trafficking: Sex or Labor	Identity Crime Theft, Fraud, or Financial		Kidnapping Custodial Non-Custodial
Mass Violence Domestic or International	Other: Explain	Other Vehicular Victimization: Hit and Run	Robbery	Stalking or Harassment	
Survivors of Homicide Victims	Teen Dating Victimization		Terrorism: Domestic or International		

#### **VICTIMIZATION TYPES BY SPECIAL CLASSIFICATION OF INDIVIDUALS**

Deaf or Hard of Hearing	Homeless	Immigrants, Refugees, Asylum Seekers	LGBTQ2S-Lesbian, Gay, Bisexual, Trans-sexual, Queer, Two Spirits (indigenous people with both male and female traits)	Veterans
Victims with Cognitive, Physical or Mental Disabilities		Victims with Limited English Proficiency		Other (Explanation Required)

**SECONDARY VICTIMS: CHILD, CHILDREN, OR OTHER INDIVIDUALS** shall be counted only if:

1. The crime was perpetrated upon the child(ren) 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(ren) are listed on a protection order, the child(ren) may be counted as a victim if he or she is being provided a direct service. The mere listing of a child(ren) on a protection order does not mean that the child(ren)



is/are being provided a service. *Use your best judgment in determining whether the child(ren) is/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* for support group and is benefiting from counseling. The three children in her custody and the family have not received any 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 children would benefit directly from the food and heat.  
*The number of victims counted will be three;*
4. A non-custodial mom of three children received emergency shelter.  
*The number of victims counted is one.*

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