

## NOTICE OF FUNDING OPPORTUNITY

The North Dakota Department of Corrections and Rehabilitation is announcing a funding opportunity for the FY 2024 VOCA Assistance Grant.

**Performance Period:**

- October 1, 2023, through September 30, 2024

## IMPORTANT DATES

**VOCA Grant Solicitation:**

- July 1, 2023, through July 31, 2023, at 12:00 noon

**VOCA Grant Application Due:**

- July 31, 2023, at 12:00 noon

## CONTACT INFORMATION

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# CONTACT INFORMATION

GRANTEE AGENCY	CONTACT INFORMATION	
North Dakota Department of Corrections and Rehabilitation (ND DOCR)	<a href="mailto:DOCRgrants@nd.gov">DOCRgrants@nd.gov</a>	
GRANT PROGRAM STAFF	NAME	CONTACT INFORMATION
Administrator of Grants & Victim Compensation	Sue Howard	701-328-6195 Office
Administrative Assistant	Annette Tait	701-328-6638 Office
Chief Financial Officer	Michele Zander	701-328-6656 Office
WEB-BASED GRANT MANAGEMENT SYSTEM	CONTACT INFORMATION	
COSMOS	<a href="https://apps.nd.gov/docr/cosmos/menu/">https://apps.nd.gov/docr/cosmos/menu/</a>	
SUBGRANTEE DOCR WEBSITE	CONTACT INFORMATION	
ND DOCR Victim Services Website	<a href="https://docr.nd.gov/victims-services/grant-information">https://docr.nd.gov/victims-services/grant-information</a>	
OTHER AGENCIES	CONTACT INFORMATION	
Office of Justice Programs (OJP) Office for Civil Rights (OCR)	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>	
Office for Victims of Crime (OVC) Performance Measurement Tool (PMT)	<a href="https://ojpsso.ojp.gov/">https://ojpsso.ojp.gov/</a> Help Desk Telephone Number 1-844-884-2503 Help Desk Email <a href="mailto:ovcpmt@usdoj.gov">ovcpmt@usdoj.gov</a>  <a href="mailto:ovcpmt@usdoj.gov">ovcpmt@usdoj.gov</a>	

# INTRODUCTION

The ND DOCR will be awarding up to \$5.3 million for the VOCA Assistance Grant. There will be two grant applications open in COSMOS under this single solicitation. Existing VOCA Grant subrecipients will receive specific instructions on which grant to apply for. **Agencies who are not existing VOCA Grant subrecipients, must contact the ND DOCR for specific instructions on which grant to apply for. Failure to follow instructions on which grant to apply for may impact your funding.**

This Notice of Funding Opportunity provides information and guidance for the VOCA Assistance Grant.

The performance period begins October 1, 2023 and ends September 30, 2024. 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.

VOCA Assistance Grant funding is meant to provide victim service agencies with a source of funding to help sustain programs by covering personnel and operational expenses. Direct services to victims of crime are generally considered eligible expenses for reimbursement.

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. 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.

## 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 must 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 must be located in North Dakota and primarily serve North Dakota residents.
2. The subrecipient must comply with all of the provisions outlined in the VOCA Grant Subrecipient Agreement.

3. A subrecipient receiving VOCA grant funding must 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. **NOTE:** For the 10/1/2023 to 9/30/2024 VOCA Assistance award, the match is waived.
4. The subrecipient shall use volunteers throughout the performance period. If an agency is not able to meet this requirement, a request for a volunteer waiver must outline significant and specific reasons why volunteers cannot be used. ND DOCR may grant a waiver for this requirement.
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. Applicants 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 the application documents. It is expected that all subrecipients will read and understand the requirements outlined in this document.

The list of documents outlined below shall accompany, as applicable, and be attached to all applications for the VOCA Grant. 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: <https://sos.nd.gov/index.html>.

### 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.

### UNIQUE ENTITY IDENTIFIER (UEI), FORMERLY KNOW AS DATA UNIVERSAL NUMBERING SYSTEM (DUNS) NUMBER & SYSTEM FOR AWARD MANAGEMENT (SAM) REGISTRATION:

The subrecipient must complete registration and obtain a UEI/DUNS number and then register with SAM prior to accessing COSMOS and applying for a VOCA grant. UEI/DUNS number and SAM registration information is 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 must be submitted with the application.

### LOBBYING; DEBARMENT, 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 must 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](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 must 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 based on age, race, sex or gender identity, national origin, religion, or disability. The subrecipient also may not discriminate in the delivery of services or benefits based on 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 expectations	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, each agency will need to have a basis for how they arrives 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 billed to VOCA should be approximately 35% of \$3,200 or \$1,120 for the year.

**Indirect and Administrative Costs Methods -**

If a recipient does not have an approved indirect cost rate, an agency may request the de minimus rate of 10% or Direct Allocation Method (indirect costs that support the program may be listed by budget category).

**Indirect Cost Rate:** A recipient may include their approved indirect cost rate in a grant application. The approved Indirect Cost Rate Agreement must be attached to the grant application.

**10% De Minimus Rate:** If a recipient elects to use the 10 percent de minimis rate, the Uniform Guidance requires that you use Modified Total Direct Costs (MTDC) as the cost base. MTDC includes all direct salaries and wages, applicable fringe benefits, materials and supplies, services, travel, and up to the first \$25,000 of each subaward (regardless of the period of performance of the subawards under the award).

A recipient that is eligible under the Part 200 Uniform Requirements and other applicable law to use the "de minimis" indirect cost rate described in 2 C.F.R. 200.414(f), and that elects to use the "de minimis" indirect cost rate, must advise OJP in writing of both its eligibility and its election, and must comply with all associated requirements in the Part 200 Uniform Requirements. Attach letter to the grant application.

**Direct Allocation Method:** Direct allocation treats ALL costs except administration and other general expenses as direct costs. Joint costs are prorated individually as direct costs to each category and to each award or other activity using a base most appropriate to the particular cost being prorated.

**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 is required and must include the following:

Identify the agency and provide a brief history of the collaborative relationship, including when and under what circumstances the relationship began.

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

**DOCUMENTATION SUPPORTING MATCH:** Applicants must provide documentation supporting their expectations for match.

## **APPLICATION QUESTIONS**

1. Describe the geographic area and specific community demographic the project will serve.
2. Provide a comprehensive description of why the victim services are needed and how the services will address the community needs.
3. Provide details of your agency's proposed project plan using SMART (Specific, Measurable, Attainable, Research-based, Timely) goals and quarterly benchmarks towards meeting the objective(s).
4. Describe the method(s) your agency plans for collaboration with local and state partners to accomplish the proposed goals in your agency's VOCA Grant application.
5. Describe how proposed VOCA Grant funding will correlate with your agency's project goals to achieve success within the performance period.



6. Should VOCA Grant funding decrease, or is no longer available, explain how your agency would continue direct services identified in your proposed VOCA Grant application.
7. Describe the method(s) your agency plans to use to collect statistical information, measure progress, and determine success with proposed VOCA Grant funding.
8. Explain how your agency plans to assist crime victims with the Crime Victims Compensation Program.
9. Describe how your agency will use volunteers within the performance period.
10. The National Emergency for the COVID-19 Pandemic expired May 11, 2023. There is a one-year grace period that ND DOCR is required to waive match for VOCA subrecipients unless specifically requested not to do so. If your agency does NOT want the National Emergency Pandemic Mandatory VOCA Match Waiver Process waived, please indicate here.

## APPLICATION TIMETABLE

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

TIMETABLE FOR APPLICATION REVIEW AND GRANT AWARDS	ACTIVITY
July 1, 2023	VOCA Grant Solicitation Released
July 31, 2023	Applications Due in COSMOS by Noon
August 5, 2023	Applications accepted in COSMOS by DOCR
August 24 - 31, 2023	Applications reviewed by Crime Victim’s Services Board Members
September 1, 2023	Crime Victim’s Services Board meets to recommend projects and funding levels (approximate)
September 8, 2023	Award Decisions made and Federal Award Information released
October 1, 2023	Period of performance begins

## 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, or 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: OCTOBER 1, 2023 - SEPTEMBER 30, 2024

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 the COSMOS Filing Cabinet.

DUE DATE Federal Fiscal Year	TYPE OF REPORT	DOCUMENTATION	SUBMISSION
October 16, 2023	Subgrantee Award Report (SAR)	Subrecipients proposed activities to be implemented with VOCA and match funding	<b>OVC PMT</b> <a href="https://ojpsso.ojp.gov">https://ojpsso.ojp.gov</a>
15 <sup>th</sup> day of the month or the following Monday if the 15 <sup>th</sup> falls on a weekend. Must be submitted quarterly, at a minimum.	Reimbursement Requests	Your agency is required to maintain individual receipts for a period of <b><u>six years</u></b>	<b>COSMOS</b> <a href="https://apps.nd.gov/docr/cosmos/menu/">https://apps.nd.gov/docr/cosmos/menu/</a>
01/15/24	1st Quarterly Performance Measures Report	Demographic and service information for the period of 10/1/23 - 12/31/23	<b>OVC PMT</b> <a href="https://ojpsso.ojp.gov">https://ojpsso.ojp.gov</a>
01/15/24	Copy of PMT Report	Submitted in COSMOS	<b>COSMOS</b> <a href="https://apps.nd.gov/docr/cosmos/menu/">https://apps.nd.gov/docr/cosmos/menu/</a>
04/15/24	2nd Quarterly Performance Measures Report	Demographic and service information for the period of 01/01/24 - 03/31/24	<b>OVC PMT</b> <a href="https://ojpsso.ojp.gov">https://ojpsso.ojp.gov</a>
04/15/24	Copy of PMT Report	Submitted in COSMOS	<b>COSMOS</b> <a href="https://apps.nd.gov/docr/cosmos/menu/">https://apps.nd.gov/docr/cosmos/menu/</a>

07/15/24	3rd Quarterly Performance Measures Report	Demographic and service information for the period of 04/01/24 - 06/30/24	OVC PMT <a href="https://ojpsso.ojp.gov/">https://ojpsso.ojp.gov/</a> COSMOS <a href="https://apps.nd.gov/docr/cosmos/menu/">https://apps.nd.gov/docr/cosmos/menu/</a>
07/15/24	Copy of PMT Report	Submitted in COSMOS	
10/15/24	4th Quarterly Performance Measures Report	Demographic and service information for the period of 07/01/24 - 09/30/24	OVC PMT <a href="https://ojpsso.ojp.gov/">https://ojpsso.ojp.gov/</a> COSMOS <a href="https://apps.nd.gov/docr/cosmos/menu/">https://apps.nd.gov/docr/cosmos/menu/</a>
10/15/24	Copy of PMT Report	Submitted in COSMOS	
10/15/24	Subgrantee Annually Reported Questions	Annual narrative questions for the period of 10/1/23 - 09/30/24	OVC PMT <a href="https://ojpsso.ojp.gov/">https://ojpsso.ojp.gov/</a>
10/15/24	Annual Closeout Report	Statistical and narrative information for the period of 10/1/23 - 09/30/24	COSMOS <a href="https://apps.nd.gov/docr/cosmos/menu/">https://apps.nd.gov/docr/cosmos/menu/</a>

## MATCH

Documentation supporting match shall be submitted in COSMOS quarterly, at a minimum.

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.

**NOTE:** For the 10/1/2023 to 9/30/2024 VOCA Assistance award, the match is waived. The National Emergency for the COVID-19 Pandemic expired May 11, 2023. There is a one-year grace period that ND DOCR is required to waive match for VOCA subrecipients unless specifically requested not to do so. This match waiver is in effect for the entire award period.

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)

# REIMBURSEMENT REQUESTS

**Reimbursement Requests are required to be submitted quarterly, at a minimum. Failure to submit, per the required schedule, may result in sanctions as detailed below, in Subrecipient Non-Compliance. Reimbursement Requests are due on the 15<sup>th</sup> of the month.**

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, which can be downloaded from <https://www.docr.nd.gov/grant-information> under VOCA Links. 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. Employee timesheets will be required per the requirements outlined in the Subrecipient Manual. The Subrecipient Manual can be found on the ND DOCR website <https://www.docr.nd.gov/grant-information>, under VOCA Links.

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

**Failure to submit PMT Reports, per the required schedule, may result in sanctions, as detailed below in Subrecipient Non-Compliance.**

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://ojpsso.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. 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 COSMOS.

#### 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

**Failure to submit the Closeout Report, per the required schedule, may result in sanctions, as detailed below in Subrecipient Non-Compliance.**

The following information is required as part of the closeout process for the VOCA 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/ETHNICITY:

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 Other Race
7. 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. Kidnapping 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.

DUE DATE Federal Fiscal Year	TYPE OF REPORT	DOCUMENTATION	SUBMISSION
10/15/24	Closeout Report	Statistical and narrative information for the period of 10/1/23 - 09/30/24	<a href="https://apps.nd.gov/docr/cosmos/menu/">https://apps.nd.gov/docr/cosmos/menu/</a>

## SUBRECIPIENT NON-COMPLIANCE

The Department of Corrections and Rehabilitation (DOCR) will make multiple attempts to correct and resolve compliance issues with subrecipients. The DOCR can add Specific Conditions to any VOCA Subrecipient Agreement to address compliance issues. However, continued violation of the VOCA Subrecipient Agreement could result in one or more sanctions, as authorized under 2 CFR 200.338 outlined in paragraph 5, Risk Assessments, Monitoring, and Remedies, of the VOCA Grant Subrecipient Agreement.

Sanction(s) may be imposed for one or more of the violations below:

1. Failure to submit three Performance Measure Tool reports by the required deadline within any 18-month period.
2. Failure to submit a reimbursement request for two successive quarters, or any three quarters in any 18-month period.
3. Failure to complete a closeout report prior to the deadline.
4. Failure to complete the PMT annually reported questions prior to the deadline.
5. Failure to comply with completing the SAR or Risk Assessment prior to the deadline.
6. Failure to comply with any portion of the Subrecipient Agreement, Exhibits, and Specific Conditions.



The authorized sanctions may include one or more of the following:

Temporarily withhold reimbursements pending correction of the deficiency by the non-Federal entity, or more severe enforcement action by the Federal awarding agency or pass-through entity.

1. Disallow (that is, deny both use of funds and any applicable matching credit for) all or part of the cost of the activity or action not in compliance.
2. Wholly or partly suspend or terminate the Federal award.
3. Initiate suspension or debarment proceedings as authorized under 2 CFR part 180 and Federal awarding agency regulations (or in the case of a pass-through entity, recommend such a proceeding be initiated by a Federal awarding agency).
4. Withhold further Federal awards for the project or program.
5. Take other remedies that may be legally available.

Should the DOCR decide to partly suspend the Federal award, the following graduated sanctions may be used. The sanction should be based on the number of violations. Multiple violations can be counted as separate incidents, therefore increasing the severity of the sanction.

- First incident – minimum of \$1,000 partial suspension or 1% of the award, whichever is greater.
- Second incident – minimum of \$5,000 partial suspension or 5% of the award, whichever is greater.
- Third incident – termination of Federal award.

The DOCR shall impose a partly suspended Federal award no later than the beginning of the 4<sup>th</sup> quarter of the performance period and will affect the funding within that performance period. The DOCR shall make all reasonable efforts to reallocate funding to another subrecipient within 15 days.

## **INDIVIDUAL COSMOS USER ACCOUNTS**

Subrecipients will be required to establish individual user accounts by the end of the performance period for all staff with access to COSMOS. This provides an additional level of security for subrecipients and makes it easier to manage when a staff member leaves the organization.

## **ELIGIBLE DIRECT SERVICES & COSTS**

### **PROSECUTION OF CRIMINAL ACTIVITIES:**

Victim assistance services (e.g. emotional support, advocacy and legal services) to crime victims. Assistance to witnesses are not eligible expenses, unless the witness is also a crime victim.

### **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 witnesses 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, if 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.