



Office of the Governor  
**Criminal Justice Division**

Funding Announcement:  
***General Victim Assistance  
Direct Services Program***

December 30, 2015

## Opportunity Snapshot

Below is a high-level overview of many of the elements of this opportunity. Full information is provided in the funding announcement that follows.

### Purpose

The purpose of this program is to provide services and assistance directly to victims of crime to speed their recovery and aid them through the criminal justice process.

### Funds Available

It is anticipated that up to \$120 million may be funded under this announcement. Non-profit agencies should submit only one application in the COG region in which their main offices reside.

### Budget

The minimum allowed under this program is \$10,000 and there is no limit on the amount of funding an applicant can request. Applicants are strongly cautioned to only apply for the amount of funding they can responsibly expend in the grant period. CJD will be tracking expenditure rates throughout the life of the grants and may take action to avoid large de-obligations at the end of grant periods.

### Match

Grantees must provide matching funds equal to 20% of the CJD award amount. The match requirement can be met through cash or in-kind contributions.

### Project Periods

Continuation projects may not exceed a 24-month period. First-year projects may not exceed a 12-month period.

### Organizational Eligibility

Applications may be submitted by state agencies, units of local government, hospital districts, nonprofit corporations, Native American tribes, universities, colleges, community supervision and corrections departments, appropriate councils of governments, appropriate hospital and emergency medical facilities, and faith-based non-profit organizations.

### Contact Information

If additional information is needed, contact the eGrants help desk at [eGrants@gov.texas.gov](mailto:eGrants@gov.texas.gov) or (512) 463-1919.

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# General Victim Assistance Direct Services Program

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The goal of the Criminal Justice Division (CJD) is to provide needed funding to improve public safety and support victims of crime by filling system gaps and promoting innovative solutions to common problems. The purpose of this program is to provide services and assistance for victims of crime to speed their recovery and aid them through the criminal justice process. Services may include the following:

- responding to the emotional and physical needs of crime victims;
- assisting victims in stabilizing their lives after a victimization;
- assisting victims to understand and participate in the criminal justice system; and
- providing victims with safety and security.

If you are interested in applying for a grant under this program, follow the four-step process outlined below.

- **Step One - Review the Process:** Get familiar with the funding announcement and the process used for this particular program.
- **Step Two - Consider the Requirements:** Consider the eligibility requirements as well as what will be required of successful applicants.
- **Step Three - Apply in eGrants.** Compile and submit your grant application. To understand how to apply online or to register for the system go to <https://eGrants.gov.texas.gov>.
- **Step Four – Funding Decisions and Grant Acceptance.** Await the funding decision, which is provided through a grant award or other notice from CJD. If you receive an award, complete the acceptance process to access funds.

## Step 1: Review the Process

### Timeline

Action	Date
Funding Announcement Release	12/21/2015
Online System Opening Date	12/30/2015
Final Date to Submit an Application	02/26/2016 at 5:00PM CST
Earliest Start Date	10/01/2016
Latest Start Date	12/01/2016

## Submission Method

Applicants must submit applications through via eGrants (<https://eGrants.gov.texas.gov>) by the deadline listed above.

## Step 2: Consider the Requirements

### Organizational Eligibility

Applications may be submitted by state agencies; units of local government; hospital districts; nonprofit corporations with an active charter number from the Texas Secretary of State; Native American tribes; universities; colleges; community supervision and corrections departments; councils of governments that offer direct services to victims of crime; hospital and emergency medical facilities that offer crisis counseling, support groups; or other types of victims services; and faith-based organizations that provide direct services to victims of crime. Faith-based organizations must be tax-exempt nonprofit entities as certified by the Internal Revenue Service. Preference will be given to applicants with a demonstrated record of providing effective victim services. Those programs that have not yet demonstrated a record of providing services may be eligible to receive VOCA funding, if they can demonstrate that 25 percent of their financial support comes from non-federal sources. It is important that organizations have a variety of funding sources besides federal funding in order to ensure their financial stability.

**Please Note: Recipients funded for 25 months in the previous grant cycle are not eligible to apply under this funding announcement.**

### Funding and Project Period Limits

**Funding Limits.** The minimum award under this program is \$10,000 and there is no limit on the amount of funding that can be requested. Cost-effectiveness will be a significant factor in selection and regional councils of governments are authorized to request changes to the amount to fit within regional priorities and funding allocations.

**Project Period.** Continuation projects may not exceed a 24-month period. First-year projects may not exceed a 12-month period.

**Available Funding.** It is anticipated that up to \$120 million may be funded under this announcement. The number of awards will depend upon the number of eligible applicants and the availability of funding.

**Source of Funding.** Federal funding is authorized for these projects under the Victims of Crime Act of 1984 (VOCA) as amended, 42 U.S.C. 10601, and under the Violence Against Women Act of 2013 Pub. L. No. 113-4 (VAWA 2013). Congress has not finalized federal appropriations for federal fiscal year 2016. All awards are subject to the availability of appropriated federal funds and any modifications or additional requirements that may be imposed by law.

## Match Requirement

Grantees must provide matching funds equal to 20% of any CJD award amount. The match requirement can be met through cash or in-kind contributions.

## Eligible Expenses

- Crisis Services;
- Forensic Interviews;
- Legal Advocacy;
- Multi-Disciplinary Teams and Case Coordination;
- Peer Support Groups;
- Professional Therapy and Counseling;
- Protective Order Assistance;
- Public Presentations (designed to help identify victims);
- Shelter; and
- Victim-Offender Meetings

## Ineligible Costs and Activities

Grant funds may not be used to support the following services, activities, and costs:

1. supplanting or use of grant funds to replace any other existing federal, state or local funds;
2. inherently religious activities such as prayer, worship, religious instruction, or proselytization;
3. lobbying;
4. fundraising;
5. membership dues for individuals;
6. promotional gifts;
7. construction, renovation, or remodeling;
8. medical services;
9. any other prohibition imposed by federal, state or local law or regulation;
10. Entertainment, including amusement, diversion, social activities, and any associated costs (i.e. tickets to shows or sports events, meals, lodging, rentals, transportation, and gratuities) unless there is a clear programmatic purpose and the costs are approved in advance by CJD;
11. any portion of the salary of, or any other compensation for an elected or appointed government official;

12. non-law enforcement vehicles or equipment for government agencies that are for general agency use;
13. transportation, lodging, per diem or any related costs for participants, when grant funds are used to develop and conduct training;
14. administrative costs;
15. expenses for non-forensic investigatory functions;
16. processing DNA evidence;
17. research or statistical projects or activities;
18. employee allowances covering routine expenses (i.e. cell phone allowances or vehicle allowances);
19. purchasing prepaid credit/debit or store cards for either agency or victim use;
20. salaries for licensed peace officers funded at greater than 90% of overall salary;
21. chemical dependency or alcohol abuse programs for offenders;
22. services to any person incarcerated for committing a crime of domestic violence, dating violence, sexual assault, or stalking;
23. legal assistance and representation in civil matters other than protective orders;
24. creation of a voucher program where victims are directly given vouchers for such services as housing or counseling;
25. activities that may compromise victim safety;
26. law enforcement equipment that is standard department issue including uniforms, safety vest, shields, weapons and ammunition;
27. job skills training;
28. in-patient alcohol and drug abuse treatment;
29. victim-offender meetings that serve to replace criminal justice proceedings;
30. needs assessments, surveys, evaluations, and studies;
31. purchase or leasing of vehicles;
32. development of protocols, interagency agreements and other working agreements
33. cash payments to victims, gift cards or fuel vouchers;
34. prosecution or investigative activities; and

### Reporting Requirements

**Financial and Progress Reports.** At the end of each quarter of state fiscal year during the one-year grant period, grantees will be required to submit a financial status report via eGrants and quarterly progress reports via <https://cjd.tamu.edu/> in the format required by CJD.

## Program-Specific Requirements

**Eligible Funding Areas.** Applicants must meet one of the following statewide funding areas:

- Provide direct services to victims of child abuse and neglect.
- Provide direct services to victims of family violence.
- Provide direct services to victims of sexual assault.
- Provide direct services to victims of human trafficking.
- Provide direct services to victims of other types of violent crime.

**Eligible Activities.** Activities are restricted to:

- Crisis services
- Forensic interviews
- Legal advocacy
- Multi-disciplinary teams and case coordination
- Peer support groups
- Professional therapy and counseling
- Protective order assistance
- Public presentations designed to help identify victims;
- Shelter
- Victim-offender meetings

**Cultural Competency.** Applicants must be culturally competent when providing services to victims. Victim service providers must have the ability to blend cultural knowledge and sensitivity with victim restoration skills for a more effective and culturally appropriate recovery process. Cultural competency occurs when: a) cultural knowledge, awareness and sensitivity are integrated into action and policy; b) the service is relevant to the needs of the community and provided by trained staff, board members, and management; and c) an advocate or organization recognizes each client is different with different needs, feelings, ideas and barriers.

**Required Certifications.** Applicants must certify that they will comply with the following requirements:

- Services to Victims of Crime - Applicant agrees to provide services to victims of crime which include: responding to the emotional and physical needs of crime victims; assisting victims in stabilizing their lives after victimization; assisting victims to understand and participate in the criminal justice system; and providing victims with safety and security.
- Effective Services - Applicant must demonstrate a record of providing effective services to crime victims. If the applicant cannot yet demonstrate a record of providing effective

services, the applicant must demonstrate that at least 25 percent of its financial support comes from non-federal sources.

- Volunteers - Applicant agrees to use volunteers to support either the project or agency-wide services, unless CJD determines that a compelling reason exists to waive this requirement.
- Community Efforts - Applicant agrees to promote community efforts to aid crime victims. Applicants should promote, within the community, coordinated public and private efforts to aid crime victims. Coordination efforts qualify an organization to receive these funds, but are not activities that can be supported with these funds.
- Crime Victims' Compensation - Applicant agrees to assist crime victims in applying for crime victims' compensation benefits.
- Records - Applicant agrees to maintain daily time and attendance records specifying the time devoted to allowable victim services.
- Civil Rights Information - Applicant agrees to maintain statutorily required civil rights statistics on victims served by race, national origin, sex, age, and disability of victims served, within the timeframe established by CJD. This requirement is waived when providing services, such as telephone counseling, where soliciting the information may be inappropriate or offensive to the crime victim.
- Victims of Federal Crime - Applicant agrees to provide equal services to victims of federal crime. (Note: A victim of a federal crime is a victim of an offense that violates a federal criminal statute or regulation. Federal crimes also include crimes that occur in an area where the federal government has jurisdiction, such as Indian reservations, some national parks, some federal buildings, and military installations.)
- No Charge - Applicant agrees to provide grant-funded services at no charge to victims of crime.
- Confidentiality - Applicant agrees to maintain the confidentiality of client-counselor information and research data, as required by state and federal law.
- Discrimination - Applicant agrees not to discriminate against victims because they disagree with the State's prosecution of the criminal case.
- Forensic Medical Examination Payments – Health care facilities shall conduct a forensic medical examination of a victim of an alleged sexual assault if the victim arrived at the facility within 96 hours after the assault occurred and the victim consents to the examination. The victim is not required to participate in the investigation or prosecution of an offense as a condition of receiving a forensic medical examination, nor pay for the forensic examination or the evidence collection kit. The evidence collection portion of the exam is to be paid by law enforcement per state law. Crime Victim Compensation funds may be used to pay for the medical portion of the exam unless the victim of sexual assault is required to seek reimbursement for the examination from their insurance carrier. If a health care facility does

not provide diagnosis or treatment services for sexual assault victims, the facility is required to refer the victim to a facility that provides those services.

- Protective Orders – Victims applying for a protective order or their attorney may not bear the costs associated with the filing of an order of protections.
- Nondisclosure of Confidential or Private Information – Personally identifying information or individual information collected in connection with services requested, utilized, or denied may not be disclosed; or, individual client information may not be revealed without informed, written, reasonably time-limited consent of the person about whom information is sought. If release of information is compelled by statutory or court mandate, reasonable attempts to provide notice to victims affected by the disclosure of information will be made and steps necessary will be taken to protect the privacy and safety of the persons affected by the release of information.

**Program income.** Applicant must agree to comply with all federal and state rules and regulations for program income and agrees to report all program income that is generated as a result of the project's activities. Applicant must also agree to report program income to CJD through a formal grant adjustment, to secure CJD approval prior to use of the program income, to use program income only for allowable costs, and to expend program income immediately after CJD's approval of a grant adjustment and prior to requesting reimbursement of CJD funds. For the purposes of this program, the deduction method applies unless prior approval is given by CJD for a different method. Program income from asset seizures and forfeitures is considered earned when the property has been adjudicated to the benefit of the plaintiff (e.g., law enforcement entity).

### Standard CJD Requirements

**CJD Regulations.** Grantees must comply with the standards applicable to this funding source cited in the Texas Administrative Code (1 TAC Chapter 3), and all statutes, requirements, and guidelines applicable to this funding.

**Uniform Crime Reports.** Eligible applicants operating a law enforcement agency must be current on reporting Part I violent crime data to the Texas Department of Public Safety for inclusion in the annual Uniform Crime Report (UCR) and must have been current for the three previous years. Native American tribes are exempt from this requirement.

**Criminal History Reporting.** The county (or counties) in which the applicant is located must have a 90% average on both adult and juvenile criminal history dispositions reported to the Texas Department of Public Safety for calendar years 2010 through 2014.

**Immigration and Customs Enforcement Requests** If the applicant organization is a sheriff's department or the project is providing direct resources to or is being implemented by a sheriff's department, the following certification applies. "I certify that the applicant sheriff's department (department) participates fully, and will continue throughout the grant period to participate fully, in all aspects of the programs and procedures utilized by the U.S. Department of Homeland Security (DHS) to (1) notify

DHS of all information requested by DHS related to illegal aliens in the custody of the department, and (2) detain such aliens in accordance with requests by DHS. I further certify that the department has no policy, procedure, or agreement that limits or restricts the department's full participation in all aspects of the programs and procedures utilized by DHS to (1) notify DHS of all information requested by DHS related to illegal aliens in the custody of the department, and (2) detain such aliens in accordance with requests by DHS. I agree that failure to comply with this certification will result in CJD terminating the grant and the department shall return all funds received to CJD. Additionally, I agree that the department will remain ineligible for future CJD funding until it can provide satisfactory evidence that the jurisdiction has been in compliance with this requirement for a period of at least one year."

### Step 3: Apply via eGrants

#### Basics

To apply to CJD for these grants, you must complete or make sure you have already completed some standard requirements. All of the following are needed to apply within eGrants:

- Applicants must have a DUNS (Data Universal Numbering System) number assigned to its agency (to request a DUNS number, go to (<http://fedgov.dnb.com/webform/displayHomePage.do>)).
- Applicants must be registered in the federal System for Award Management (SAM) database located at <https://www.sam.gov/> and maintain an active registration throughout the grant period.
- Applicants must have or register for an account in [egrants.gov.texas.gov](http://egrants.gov.texas.gov).

#### Program-Specific Questions

The eGrants system will provide additional information about the requirements of applying and contents of the application. Answer these questions in Section 1, Project-Specific Questions under the Narrative tab. Following are some key aspects:

**Cultural competency.** Applicants must describe how their organization is culturally competent. (See Program-Specific requirements under Step 2 above.)

**Focus Area.** Applicants must indicate the percentage (%) of the project that benefits victim services, law enforcement, prosecution, court, or other areas that indirectly affect victims.

**Culturally Specific and Underserved Population.** Applicants must indicate whether or not there is a primary focus on serving a culturally specific population.

**Victim Referral Process.** Applicants must describe the referral process for their agency.

**Sustainment.** Applicants must be able to provide the number of years that are planned to request for continuation funding, a longer term sustainment plan or why a plan is not possible.

## Project Narrative

Within eGrants, applicants will complete several narrative fields. Below is each area along with specific instructions on the minimum requirements.

**Project Abstract.** Provide a brief summary of the proposed project. Do not share new information here that you do not include in the questions below. This abstract is a description of your project and intended for the public and policy makers. Be sure that the summary is easy to understand by a person not familiar with your project. (Limit to 1500 characters.)

**Problem Statement.** Provide a description of the nature and scope of the problem that this project will address. This must be a statement of the core, underlying problem. A lack of resources is not, in and of itself, a problem.

**Supporting Data.** Provide supporting data, including baseline statistics and the sources of your data, to provide evidence that the problem exists, its size and scope, and its effects on the target population. Do not use statewide data for a local problem or national data for a statewide problem.

**Project Approach & Activities.** Provide the core information needed to understand the methodologies, approaches, and activities to be employed by the project. A reader should also be able to understand how the approach ties to solving the stated problem.

**Capacity & Capabilities.** Describe the applicant organization's background as well as organizational and staff capabilities and qualifications to carry out this specific project using the methods provided above.

**Performance Management.** Provide an understanding of how the applicant organization will measure success for this project. What are the project's goals and objectives and what are the project's performance measures, both output and outcome? How do these goals, objectives, and measures tie to the problem that the project seeks to solve? What is the current baseline information for these measures as well as the goals for the project period?

- Goals are broad statements that indicate the general intentions of the project to achieve some outcome. They do need to be measurable in and of themselves and may be abstract in nature.
- Objectives are clear, tangible, and specific statements of what the project is trying to achieve. Objectives should be expressed in the following form: To [reduce/increase/enhance/etc.] [something], by [x amount], by [dd/mm/yy date]. A project can have multiple objectives.
- Measures use data to provide verifiable, numeric information that tie to one or more objectives and indicate progress toward its achievement. Measures might include volume, time savings, cost savings, resource savings, success rates, conformance rates, timeliness, perception shifts, or other factors. (The most relevant and impactful project-specific measures must be included under the Measures tab in eGrants.)

**Data Management.** Provide an understanding of how the applicant organization plans to track and maintain the data needed to determine whether the project is meeting the goals, objectives, and measures stated above.

**Target Group.** Describe the population that this project plans to help or support. For direct service projects, describe the size and basic demographics for the people served. For other projects, describe the specific geographic and demographic populations to be impacted, affected, or helped by this project. Be specific and use supporting data.

**Evidence-Based Practices.** Describe the research or evidence that led the applicant organization to select the methods described above. Wherever possible, provide at least one citation or link to a supportive evaluation or research study. If the project approach and activities described above are not based on existing evidence, describe why the applicant organization believes the method to be promising.

## Step 4: Funding Decisions and Grant Acceptance

### Selection Criteria

**Local projects.** For local projects, the appropriate Criminal Justice Advisory Committee sponsored by a regional council of governments (COG) will consider each application based on regional priorities and eligibility or other criteria established by CJD and provide a ranked list of applications to CJD. The COG may contact applicants to negotiate funding amounts or manage other questions or issues. CJD will use the recommendations of the CJAC as transmitted from the COG as a primary decision making factor.

**Statewide projects.** The CJD executive director will assign a group to review all applications for quality, capability, and reasonableness of budget and to assign scores to applications. These scores or input will be a significant decision making factor.

**Final decisions.** CJD will review all applications for quality, capability, and past performance and may consider other factors in determining which programs to fund such as geographic distribution, fairness among different sizes of population areas, need based on crime rate or other similar factors, including economic factors. If the interest in grant funds exceeds available funding, CJD may not fund all applications or may only award part of the amount requested. All decisions of the CJD executive director are final.

### Announcements

After CJD makes final funding decisions, each applicant will receive either an unfunded notice or a preliminary decision notification or final grant award. The award will provide all of the conditions and requirements of the grant. Release of final grant awards are always contingent on CJD's receipt of the federal grant award under which the program is funded and CJD cannot release or guarantee funding to any applicant until that award is received and acceptance is processed and a determination is made that adequate funding is available.

## About CJD

Our mission at the Criminal Justice Division is to direct much needed resources to those who are committed to making Texas a safer place and those who help victims of crime to recover and feel safe again. In carrying out this mission, we are committed to helping our grantees by actively finding ways for them to accomplish their goals and by making sure that we always have our eye to identifying the approaches that work best. We envision positive and beneficial working relationships with our grantees where we provide as much assistance as is needed and where we are always ready with answers, not burdensome restrictions or requirements.

CJD is providing over \$250 million in funding to hundreds of organizations during state fiscal year 2016 for juvenile justice, delinquency prevention, victims services, law enforcement, prosecution, courts, specialty courts, prevention of child sex trafficking, and other types of projects to benefit Texans.

