STATE OF NEW HAMPSHIRE



**DEPARTMENT OF JUSTICE**

## Victims of Crimes Act (VOCA)

***State Fiscal Year 2021-2022 VOCA Application***

***Solicitation# 2020VOCA01***

**Victims of Crime Act**

**Section 1: General Information**

Agency Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Grant Starting Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Ending Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

DUNS #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ SAM Expiration: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Total Federal Funds Requested $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Yr. 1 $\_\_\_\_\_\_\_\_\_\_ Yr.2 $\_\_\_\_\_\_\_\_\_\_

Chief Elected Official/Head of Agency:

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Telephone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ E-mail: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Project Director

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Telephone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ E-mail: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Financial Officer

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Telephone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ E-mail: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 **Certification Required:**

 As the signing authority for this grant project, I hereby certify that I have read and understand the documents included in this application.

Signature of signing authority: \_\_\_\_\_\_\_\_\_\_ \_\_Date: \_\_\_\_\_\_\_\_\_

**SUB-GRANT APPLICATION INSTRUCTIONS**

**Program Description**

The main objective of the VOCA grant is to support programs providing direct services to crime victims. The VOCA program is designated to be used to assist victims with their crime-related losses, and to support organizations providing direct services to victims of crime. These services include personal advocacy, emergency shelter, safety planning, support groups, transportation and material goods, courtroom advocacy, and many other life-changing and life-saving services.

**Priority Areas**

Please see the Request for Proposal (RFP) linked to this application for additional specific instructions and requirements. The RFP identifies victim services in Legal Services, Mental Health Services, and Housing Assistance as targets for this application.

**Selection Criteria**

(12 point-font with 1-inch margins and page numbered)

**Section 2: Narrative (10 page limit)**

 Problem Statement (20 Points)

 This section should describe the nature and extent of the problem to be addressed and improvements needed to address the problem. The description of the problem should be supported by an analysis of statistical information and/or other factual information or relevant literature. The purpose of this section of the Application Narrative is to develop a clear, concise picture of the problem or gap in services or benefits that will be addressed using grant funds

 Project/Program Design, and Implementation (40 Points)

 This section should provide a detailed description of the proposed solution to your above problem statement. Please detail the services/activities your program will provide including the staff requirements to meet your projected services. Include project goals, objectives, and the activities that will ensure goals are accomplished. Goals and objectives outlined in this section should be clearly defined and quantifiable. Each goal should be fully described along with its accompanying objectives, activities, and performance measures. Goals should represent general statements of the desired results or outcomes of the project. Goals should be both realistic and achievable. Activities are performed to accomplish the objectives; they are the key operational elements of the project and must be specific and measurable. Describe in detail the applicant’s capabilities for financial management in the oversight of federal grant funds.

 Sustainability and Evaluation Plan (10 Points)

 **As federal funding is generally considered ‘seed money’, successful applicants should include a description of how they intend to continue efforts initiated through this request at the conclusion of the grant period.** Recipients are encouraged to leverage other grant funding and existing resources already in the community to help in strengthening and sustaining the proposed program. Explain applicant’s plan for sustainability of the proposed project should federal VOCA funds no longer be available. Applicants should also develop a plan for evaluating their programs to determine success or failure. Finally, applicants must describe a process through which required grant related data can be gathered and reported to the New Hampshire Department of Justice.

**Section 3: Budget**

 Budget Detail (20 points)

 A separate budget detail for each year of the two-year grant must be provided. If a budget detail is only included for one year then the project will only be funded for one year. The budget for each year will be treated independently. Budgeted funds will only be carried forward from year one to year two of this funding under limited circumstances and if funds remain available.

 Federal Funds for VOCA programs must be used to **supplement**, **not supplant, existing subgrantee programs and services**. Supplanting means that if an entity is currently paying for specific services with local funding, they cannot request federal funds to pay for that same service. Applicants may request funding to pay for an enhancement to that service, however only the enhancement will be eligible for funding and the original services must remain locally funded. VOCA funds may only be used to support allowable VOCA activities. The VOCA grants require a matching CASH and/or IN-KIND contribution of 20% of the Total Budget (Total Budget equals the Federal amount requested plus the match amount). All funds designated as match are restricted to the same uses as the grant funds and must be expended within the grant period. Match must be identified in a manner that guarantees its accountability during an audit. NOTE: Funds from other Federal sources may not be used to meet the match requirement.

**The formula for calculating the required match is:**

**Award Amount / 80% Federal Share = Adjusted Project Costs**

**Adjusted Project Costs x 20% Recipient’s Share = Required Match**

**Federal award amount of $350,000, required match would be calculated as follows:**

**$350,000 / 80% = $437,500**

**$437,500 x 20% = $87,500 Required Match**

 You must attach a copy of your most recent independent or single audit. Audits will be taken into consideration when scoring the budget category. The budget worksheet is provided. Please review and follow the directions in the provided budget worksheet.

 5. Budget Narrative (10 points)

 The budget narrative should provide the justification for the expenses itemized in the budget. For each of your budget categories, provide a brief narrative explaining and justifying the itemized expenses. For example, for the Personnel category, list the personnel, their program job functions, and any pertinent explanatory information. Include job descriptions and resumes of all personnel requested to be funded by this grant. Include a breakdown of the source (whether value of In-Kind or Cash) and the amount of your proposed matching funds and an explanation of the In-Kind Match and how its cash value was calculated.

 Please note that for this specific grant application 10% of the budget is required to be allocated for enhancing accessibility and outreach to victims so that they are aware of the services available to them. The applicant must demonstrate the use of 10% of their budget for enhancing accessibility and outreach to victims. Outline how this will accomplished in this section.

**APPLICATION CHECKLIST**

Please be sure that the following sections are completed and returned with your VOCA grant application. Please include a completed copy of this checklist in your application.

 **Documents/Attachments due with the application:**

 **\_\_\_\_ General Information Cover Page (Section 1)**

 **\_\_\_\_ Application Narrative (Section 2)**

 **\_\_\_\_ Budget Detail and Narrative (Section 3)**

 **\_\_\_\_ Independent Audit**

 **\_\_\_\_ Single Audit, if applicable**

 **\_\_\_\_ IRS 990 (non-profits)**

 **\_\_\_\_ Application Checklist**

 **\_\_\_\_ Resume and job descriptions of grant funded staff**

Please submit your completed application electronically

to NHDOJ by December 02, 2019 at 4:00 PM to:

**Grants.Apps@doj.nh.gov**

If you have any questions regarding this application kit or the application process, please contact Tanya Pitman within the allowed applicant inquiry period at:

(603) 271-1261 or email: Tanya.Pitman@doj.nh.gov

For general grant information you may access our webpage at <https://www.doj.nh.gov/grants-management/index.htm>

Thank you for your interest in providing services to Victims of Crime in New Hampshire.