

## General Victim Assistance – Direct Services Program Request for Applications

The Criminal Justice Division (CJD) of the Governor's Office is soliciting applications for projects that provide services to victims of crime under the state fiscal year 2016 grant cycle.

**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. Services may include the following:

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

**Available 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 2015. All awards are subject to the availability of appropriated federal funds and any modifications or additional requirements that may be imposed by law.

**Funding Levels:**

Minimum : \$5,000

Maximum: None

**Required Match:** Grantees, other than Native American Tribes, may be required to provide matching funds of at least twenty percent (20%) of total project expenditures. Native American Tribes may be required to provide a five percent (5%) match. This requirement may be met through either cash or in-kind contributions or a combination of both. Please note: projects that are awarded with match above the required amount will be held to the higher amount.

**Standards:** 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.

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

- 1) inherently religious activities such as prayer, worship, religious instruction, or proselytization;
- 2) lobbying and administrative advocacy;
- 3) perpetrator rehabilitation and counseling or services to incarcerated individuals;
- 4) needs assessments, surveys, evaluations, and studies;
- 5) prosecution activities;
- 6) reimbursement to crime victims for expenses incurred as a result of the crime, such as insurance deductibles, replacement of stolen property, funeral expenses, lost wages, and medical bills;
- 7) most medical costs. Grantees may not use grant funds for nursing-home care (except for short-term emergency), home health-care costs, in-patient treatment costs, hospital care, or other types of emergency or non-emergency medical or dental treatment.
- 8) relocation expenses, for crime victims such as moving expenses, security deposits on housing, rent, and mortgage payments;
- 9) administrative staff expenses. Grantees may not use grant funds to pay salaries, fees and reimbursable expenses associated with administrators, board members, executive directors, consultants, coordinators, and other individuals unless the grantee incurs the expense while providing direct services to crime victims;
- 10) costs of sending individual crime victims to conferences;
- 11) activities exclusively related to crime prevention or community awareness;
- 12) non-emergency legal representation such as for divorces, court ordered mediation or civil restitution recovery efforts;
- 13) victim-offender meetings that serve to replace criminal justice proceedings;
- 14) management and administrative training for executive directors, board members, and other individuals that do not provide direct services;
- 15) training to persons or groups outside the applicant agency;
- 16) indirect organization costs, such as liability insurance on buildings, capital improvements, security guards and body guards, property losses and expenses, real estate purchases, mortgage payments, renovations and construction of any kind.

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- 17) any activities or related costs for diligent search;
- 18) job skills training;
- 19) in-patient alcohol and drug abuse treatment;
- 20) fundraising activities;
- 21) property loss; any portion of the salary of, or any other compensation for, an elected or appointed government official;
- 22) purchase or leasing of vehicles;
- 23) purchase of equipment for governmental agencies that are for general agency use;
- 24) admission fees or tickets to any amusement park, recreational activity, or sporting event;
- 25) promotional gifts, cash payments, gift cards or fuel vouchers;
- 26) non-emergency food, meals, beverages, or other refreshments;
- 27) membership dues or professional fees for individuals;
- 28) development of protocols, interagency agreements and other working agreements;
- 29) generated program income;
- 30) employee allowances covering routine expenses (i.e. cell phone allowances or vehicle allowances);
- 31) purchasing prepaid credit/debit or store cards for either agency or victim use; and
- 32) salaries for licensed peace officers funded at greater than 90% of overall salary; and
- 33) any expense or service that is readily available at no cost to the grant project or that is provided by federal, state, or local funds (i.e. supplanting); and
- 34) any other prohibitions imposed by federal, state, or local law.

### **Eligible Applicants:**

- 1) State agencies;
- 2) Units of local government;
- 3) Hospital districts;
- 4) Nonprofit corporations with an active charter number from the Texas Secretary of State;
- 5) Native American tribes;
- 6) Universities;
- 7) Colleges;
- 8) Community supervision and corrections departments;
- 9) Councils of governments that offer direct services to victims of crime;
- 10) Hospital and emergency medical facilities that offer crisis counseling, support groups, and/or other types of victims services; and
- 11) 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.

**Note:** Agencies applying for funds to support a CASA or Children's Advocacy Center program must apply through either Texas CASA, Inc. or Children's Advocacy Centers of Texas.

### **Eligible Activities:**

- 1) Crisis Services;
- 2) Forensic Interviews;
- 3) Legal Advocacy;
- 4) Multi-Disciplinary Teams and Case Coordination;
- 5) Peer Support Groups;
- 6) Professional Therapy and Counseling;
- 7) Protective Order Assistance;
- 8) Public Presentations (designed to help identify victims);
- 9) Shelter; and
- 10) Victim-Offender Meetings

### **Eligibility Requirements:**

- 1) In order for an applicant to be eligible, the county (or counties) in which the applicant is located must have a 90% average on both adult and juvenile criminal history dispositions to the Texas Department of Public Safety for calendar years 2009 through 2013. This requirement must be met by August 1, 2015.

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- 2) Eligible 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>.
- 3) Eligible applicants must be registered in the federal system for award and management (SAM) database located at <http://www.sam.gov> and maintain an active registration throughout the grant period.
- 4) Applicants must explain how their organization is culturally competent when providing services to victims. Here are some guidelines to follow: 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.
- 5) Applicants must certify that they will comply with the following requirements:
  - a) 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.
  - b) 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.
  - c) 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.
  - d) 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.
  - e) Crime Victims' Compensation - Applicant agrees to assist crime victims in applying for crime victims' compensation benefits.
  - f) Records - Applicant agrees to maintain daily time and attendance records specifying the time devoted to allowable victim services.
  - g) 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.
  - h) 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.)
  - i) No Charge - Applicant agrees to provide grant-funded services at no charge to victims of crime.
  - j) Confidentiality - Applicant agrees to maintain the confidentiality of client-counselor information and research data, as required by state and federal law.
  - k) Discrimination - Applicant agrees not to discriminate against victims because they disagree with the State's prosecution of the criminal case.
  - l) 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.
  - m) 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.
  - n) 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,

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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.

- 6) Applicants must meet one of the following statewide priorities:
  - a) Provide direct services to victims of child abuse and neglect.
  - b) Provide direct services to victims of family violence.
  - c) Provide direct services to victims of sexual assault.
  - d) Provide direct services to victims of human trafficking; or
  - e) Provide direct services to victims of other types of violent crime.

**Project Period:** Grant-funded projects must begin on or after September 1, 2015, and expire on or before August 31, 2016.

**Application Process:** Applicants must access CJD's eGrants website at <https://eGrants.governor.state.tx.us> to register and apply for funding.

**Preferences:** Preference will be given to applicants that provide core services to victims and that promote comprehensive victim restoration while incorporating an emphasis on cultural competency in underserved populations. Applicants are also strongly encouraged to streamline administrative and reporting processes by consolidating grant requests whenever possible in lieu of submitting multiple applications.

**Closing Date for Receipt of Applications:** All applications must be certified via CJD's grant management website on or before February 27, 2015.

### **Selection Process:**

- 1) For eligible local and regional projects:
  - a) Applications will be forwarded by CJD to the appropriate regional council of governments (COG).
  - b) The COG's criminal justice advisory committee will prioritize all eligible applications based on State priorities, identified community priorities, cost and program effectiveness.
  - c) CJD will accept priority listings that are approved by the COG's executive committee.
  - d) CJD will make all final funding decisions based upon eligibility, approved COG priorities, reasonableness of the project, availability of funding, and cost-effectiveness.
- 2) For state discretionary projects, applications will be reviewed by CJD staff members or a review group selected by the executive director. CJD will make all final funding decisions based on eligibility, reasonableness, availability of funding, and cost-effectiveness.

**Contact Information:** If additional information is needed, contact the eGrants help desk at [eGrants@governor.state.tx.us](mailto:eGrants@governor.state.tx.us) or (512) 463-1919.