

TENNESSEE  
**Grant Solicitation Packet**



**Fiscal Year 2016/2017**  
**Victims of Crime Act (VOCA) Grant Program**  
Victim Assistance Discretionary Grant Training Program  
**Organizational Capacity Building Training and Technical Assistance Program**  
**CFDA 16.575**

*Letter of Intent Due: August 16, 2016*  
*Completed Application Due: September 1, 2016*

*Prepared by:*

State of Tennessee  
**Office of Criminal Justice Programs**  
Department of Finance and Administration  
312 Rosa L. Parks Avenue  
William R. Snodgrass Tennessee Tower, Suite 1800  
Nashville, Tennessee 37243-1102

# **VICTIMS OF CRIME ACT (VOCA) GRANT PROGRAM (CFDA 16.575) INSTRUCTIONS**

## **I. INTRODUCTION**

The Victims of Crime Act (VOCA) of 1984 established the Crime Victims Fund in the U.S. Treasury. The Fund is financed by fines and penalties paid by convicted federal offenders, not from tax dollars. It includes deposits from federal criminal fines, forfeited bail bonds, penalties, and special assessments collected by U.S. Attorneys' Offices, federal U.S. courts, and the Federal Bureau of Prisons. Federal revenues deposited into the Fund also come from gifts, donations, and bequests by private parties. This fund provides the source of funding for carrying out all of the activities authorized by VOCA.

The purpose of the Victims of Crime Act (VOCA) is to support the provision of services to victims of crime throughout the Nation. Services are defined as those efforts that (1) respond to the emotional and physical needs of crime victims; (2) assist primary and secondary victims of crime to stabilize their lives after they have been victimized; (3) assist victims to understand and participate in the criminal justice system; and (4) provide victims of crime with a measure of safety and security. Priority is given to victims of child abuse, domestic violence, sexual assault, and victims of violent crime who were previously underserved.

VOCA is administered at the federal level through the U.S. Department of Justice, Office for Victims of Crime which annually awards a grant to each state, the District of Columbia and U.S. Territories. The Governor of each state designates the state agency that will administer the Victims of Crime Act (VOCA) victim assistance grant program. The Office of Criminal Justice Programs, in the Tennessee Department of Finance and Administration, has been designated as the state agency responsible for administering this grant program in Tennessee.

This grant is funded through the Victims of Crime Act of 1984. The purpose of this program is to provide each state and territory with funding to support training and technical assistance for victim assistance grantees and others who work with crime victims.

## **II. ELIGIBILITY**

Eligible organizations could include victim services organizations whose sole mission is to provide services to crime victims, to specialized populations, coalitions, and public or nonprofit organizations whose missions is to provide statewide training and technical assistance.

Eligible sub-recipients will have a demonstrable history of providing high quality training and technical assistance.

**Priority** will be given to applicants who include evidence-based or evidence-informed practices or programs in the training curriculum.

*Additional eligibility criteria can be found in Section III and VI below.*

### **III. PROGRAM PURPOSE**

The purpose of this program is to provide support training and technical assistance for victim assistance grantees and others who work with crime victims. In Tennessee, these funds will support statewide training and technical assistance initiatives that will build the capacity of private and public organizations and enhance services to special populations. These areas of focus were chosen through extensive strategic planning with key stakeholders from throughout the state. The goal of this program is to provide training and technical assistance to VOCA victim assistance direct- service providers and others who work with crime victims.

#### **Organizational Capacity Building**

Victim service agencies throughout the country continuously struggle to balance the demands of effective service delivery with the operational considerations inherent to maintaining those services. An agency's ability to focus on such macro-level issues as continuous quality improvement, financial resource development, program evaluation, staff training, supervision, and transition planning often take a back seat to the more immediate concerns of serving victims while dealing with limited staff and operational resources. However, an increased emphasis on agency capacity building efforts can yield great returns in effectiveness, work environment and sustainability for an agency that is willing to invest in these items.

During this funding cycle the Office of Criminal Justice Programs will fund programs to provide training and technical assistance in the area of Organizational Capacity Building. Under this purpose area projects may apply for funding to provide training and technical assistance to Tennessee's victim services organizations to improve their organizational and administrative oversight capacity. Priority will be given to projects that provide multiple regional trainings throughout the state, provide one on one technical assistance with organizations and provide the tools and materials necessary for attendees to initiate Capacity Building efforts within their own agency.

Priority will be given to projects that provide training and technical assistance on all of the following topics:

- Board Development, including an online training for new Board Members orienting them to Board Member responsibilities.
- Data Collection and analysis for program improvement
- Strategic Planning, including programmatic and financial planning
- Leadership Development / Succession Planning
- Supervision of staff
- Quality assurance of service delivery and documentation
- Organizational wellness

It is required that projects include a planning committee comprised of experts in the field who will assist in the planning and development of the training plan. The planning committee members must be named in the application. The applicant is required to provide customer

references from individuals for projects similar to the training and technical assistance sought in this solicitation and which represent:

- three (3) completed projects, within the last three (3) years.

References from at least three (3) different agencies are required to satisfy the requirements above. The standard reference questionnaire, which must be used and completed, is provided in a link in the application checklist at the end of the solicitation. References that are not completed and submitted by the date the application is due to OCJP may be deemed non-responsive and may not be considered.

Preference will be given to applicants that have a demonstrated history of providing training and technical assistance on the above topics across the victim services sector.

#### **IV. LENGTH AND AMOUNT OF PROJECT SUPPORT**

The Office of Criminal Justice Programs will provide written notification to grantees of this solicitation identifying the length of project support. *Multi-year contracts will remain contingent, as always, on the availability of U.S. Department of Justice federal appropriations.*

Projects will apply for a **21 month grant** for funding **starting on October 1, 2016 and ending on June 30, 2018.**

Capacity Building Projects are to be no more than \$120,000 for the twenty one month project period. It is expected that a full time staff member will be dedicated to this project.

Match is not required.

In reviewing applications, attention will be paid to how the services will be provided, whether the applicant has a history in training nonprofits, the length of the history that an applicant has in providing training and technical assistance in the area chosen, how the applicant will involve the community to be served in planning for the delivery of the trainings, and whether there will be outreach to that community regarding the availability of the services.

#### **V. REVIEW AND EVALUATION OF PROPOSALS**

Each application will be rated, utilizing a “weighted” review tool, based on the applicant agency’s ability to provide a logical description of how their project theoretically works to benefit the target group. The project description must tie goals, activities, outputs, and outcomes together in a logical fashion. Applications will be reviewed for financial and programmatic completeness by OCJP staff with expertise in grant requirements and program design. The applications will be rated and funding will be determined through a competitive review process by a review team of professionals knowledgeable in applicable subject material. Grants will be awarded based on current funding patterns, the availability of funds, and the above cited criteria.

All competitive applications will undergo a final review by OCJP Staff and applicants will be notified of approval or denial prior to the contract start date. If an application is approved, the contract between the state and the sub-recipient will be emailed with the approval letter. The contract must be signed by the Authorized Official and returned to the Office of Criminal Justice Programs for approval by the Commissioner of Finance and Administration. After the Commissioner approves the contract, an executed original contract will be emailed to the sub-recipient.

Applicants for grants beginning on October 1, 2016 will be notified whether their application is approved prior to that date.

For non-profit agencies, the authorized official must be the President/Chairperson of the Board of Directors who will be signing the grant on behalf of the agency governing board. If necessary, the Board President may legally designate another board officer or the Executive Director to sign the contract in his/her absence. Written documentation of the Board Chair's authorization for legal signature designation must be remitted with the signed contract.

## **VI. PROGRAM REQUIREMENTS**

### **VOCA Program Requirements**

The intent of the Victims of Crime Act (VOCA) Grant Program is to provide direct services to victims of crime.

VOCA establishes eligibility criteria that must be met by all organizations that receive VOCA funds. These funds are to be awarded to sub-recipients only for providing training and technical assistance from high quality professionals to agencies providing direct services to victims of crime. Each sub-recipient organization shall meet the following requirements:

#### **Public or Nonprofit Organizations:**

Organizations must be operated by public or nonprofit organizations, or a combination of such organizations.

#### **Record of Effective Services:**

Organizations must demonstrate a record of providing effective training to the victim service field. This includes being recognized in the field of victim services as an expert, having effective training curriculum, having the support and approval of its training by the victim services community and a history of providing training in a cost-effective manner.

#### **Comply with Federal Rules Regulating Grants:**

Sub-recipients must comply with the applicable provisions of VOCA, the program guidelines (found at <http://www.ovc.gov/voca/vaguide.htm>), and the requirements of the OJP Financial Guide, which includes maintaining appropriate programmatic and financial records that fully disclose the amount and disposition of VOCA funds received. This includes: Financial documentation for disbursements, daily time and attendance records specifying time devoted to allowable VOCA victim services, client files, the portion of the project supplied by other sources

of revenue, job descriptions, contracts for services, and other records which facilitate an effective audit.

Maintain Civil Rights Information:

Maintain statutorily required civil rights statistics on victims served by race, national origin, sex, age, and disability, within the timetable established by the state grantee, and permit reasonable access to its books, documents, papers, and records to determine whether the sub-recipient is complying with applicable civil rights laws. This requirement is waived when providing a service, such as telephone counseling, where soliciting the information may be inappropriate or offensive to the victim.

Training to Victim Service Providers:

VOCA funded organization service providers' will be given priority to attend trainings and receive technical assistance funded under this grant.

No Charge to Training Attendees for VOCA Funded Training:

Training must be provided to attendees at no charge through VOCA funded training programs. Any deviation from this requires prior approval by the state. The sub-recipient must allow the Office for Victims of Crime (OVC) and/or the Office of the Chief Financial Officer (OCFO) access to and the right to examine all records, books, paper or documents related to the VOCA grant.

VOCA Publications Statement:

All reports, studies, notices, informational pamphlets, press releases, signs, and similar public notices (written, visual or sound) prepared and released by the Grantee with VOCA funds shall include the statement:

**“This project is funded under an agreement with the State of Tennessee.”**

Any such notices by the Grantee shall be approved by OCJP.

Additionally, studies and research/report type publications expressing the direction of project activity must also contain the following federal funding statement:

**“The opinions, findings, conclusions or recommendations contained within this document are those of the author and do not necessarily reflect the views of the Department of Justice or the State of Tennessee, Office of Criminal Justice Programs”.**

Compliance with Federal VOCA Special Conditions:

Compliance with federal VOCA Special Conditions is required for all sub-grantees. The VOCA federal grant award received by OCJP contains a list of special conditions which must be adhered to by both the OCJP and all sub-recipients. These special conditions are listed as a certification packet with this application for funding. As an agency receiving federal dollars from OCJP, you are required to acknowledge and comply with these special conditions. The Certification Regarding VOCA Special Conditions packet must be signed by the Authorized Official and returned with the application packet.

#### Non-Profit Agency Financial Statements:

All non-profit sub-recipients of VOCA Assistance funding under this award must make their financial statements available online (either on the sub-recipient's or another publicly available website). OVC will consider sub-recipient organizations that have Federal 501(c)(3) tax status as in compliance with this requirement, with no further action needed, to the extent that such organization files IRS Form 990 or similar tax document (e.g., 990-EZ), as several sources already provide searchable online databases of such financial statements.

#### Certification of Non-Profit Status:

All non-profit sub-recipients of VOCA Assistance funding under this award must certify their non-profit status. Sub-recipients may certify their non-profit status by submitting a statement to the recipient (to be placed in the grant file) affirmatively asserting that the sub-recipient is a non-profit organization, and indicating that it has on file, and available upon audit, either – 1) a copy of the recipient's 501(c)(3) designation letter; 2) a letter from the recipient's state/territory taxing body or state/territory attorney general stating that the recipient is a non-profit organization operating within the state/territory; or 3) a copy of the recipient's state/territory certificate of incorporation that substantiates its non-profit status. Sub-recipients that are local non-profit affiliates of state/territory or national non-profits should have available proof of (1), (2) or (3), and a statement by the state/territory or national parent organization that the recipient is a local non-profit affiliate.

### **Other Program Requirements**

#### Mandatory Reporting of Child Abuse and Adult Abuse:

Agencies must comply with Tennessee Code Annotated, Sections 37-1-403 and 37-1-605 by reporting suspected cases of child abuse to the Department of Children's Services and with Tennessee Code Annotated 71-6-103 by reporting cases of adult abuse to the Department of Human Services as required by law.

#### Limited English Proficiency:

National origin discrimination includes discrimination on the basis of limited English proficiency (LEP). To ensure compliance with Title VI of the Civil Rights Act and the Omnibus Crime Control and Safe Streets Act, recipients are required to take reasonable steps to ensure that LEP persons have meaningful access to their programs. Meaningful access may entail providing language assistance services, including interpretation and translation services, where necessary. Sub-recipients are encouraged to consider the need for language services for LEP persons served or encountered both in developing their proposals and budgets and in conducting their programs and activities. Reasonable costs associated with providing meaningful access for LEP individuals are considered allowable program costs. The U.S. Department of Justice has issued guidance for sub-recipients to assist them in complying with Title VI requirements. The guidance document can be accessed at [www.lep.gov](http://www.lep.gov) or by contacting the OJP's Office for Civil Rights at 202-307-0690.

### Civil Rights Compliance:

All recipients of Federal grant funds are required to comply with nondiscrimination requirements contained in various Federal laws. In the event that a court or administrative agency makes a finding of discrimination on the grounds of race, color, religion, national origin, gender, disability, or age against a recipient of funds after a due process hearing, the recipient must agree to forward a copy of the finding to Office of Criminal Justice Programs within 45 days. All applicants should consult the Certifications and Assurances required with the application to understand the applicable legal and administrative requirements. Additional information and requirements can be found in Chapter XXII of the OCJP Administrative Manual located at the following link: [OCJP Administrative Manual](#).

Federal Funding Accountability and Transparency Act of 2006 (FFATA), Public Law 109-282:  
All applicants are required to have a DUNS number, register via SAM, and provide employee compensation information (if applicable) to be eligible for this funding.

1. **DUNS Number:** To enable state agencies that receive federal awards to report this information, sub-grantees (i.e., Sub-recipients) are required to obtain and report a DUNS number. A DUNS number is obtained through Dun & Bradstreet (D&B) and is a unique nine digit identification number that is assigned for FREE for all businesses required to register with the US Federal government for contracts or grants A DUNS number is required for this grant and is reported on Attachment A of your application. For more information and/or to obtain a DUNS number go to the following website: <http://fedgov.dnb.com/webform>.
2. **System for Award Management (SAM) Registration:** To enable OCJP to report sub-awards in a timely manner, Sub-recipients are also required to register with System for Award Management (SAM). SAM is a federally owned and operated free website that consolidates the capabilities of CCR/Fed Reg, ORCA and EPLS, and it will be used to populate the information needed to report sub-award information. In order to register you must have a DUNS number. Registration can be done at <https://www.sam.gov/portal/public/SAM/>. **Your SAM expiration date must be reported on Attachment A – Intent to Apply form.**
3. **Executive Compensation Reporting:** FFATA now requires a sub-grantee of a federal award to report the names and total compensation of the most highly compensated executives (i.e., officers, managing partners, or any other employees in management positions) if they meet the following criteria:
  - 80 percent or more of the sub-grantee’s annual gross revenues from Federal procurement contracts and Federal financial assistance subject to the Transparency Act, as defined at 2 CFR 170.320; and
  - \$25,000,000 or more in annual gross revenues from Federal procurement contracts, and Federal financial assistance subject to the Transparency Act; and
  - The public does not have access to information about the compensation of the executives through periodic reports filed under section 13(a) or 15(d) of the Securities Exchange Act of 1934 (15 U.S.C. 78m(a), 78o(d)) or section 6104 of the

Internal Revenue Code of 1986. (To determine if the public has access to the compensation information, see the U.S. Security and Exchange Commission total compensation filings at <http://www.sec.gov/answers/excomp.htm>).

ACORN:

Sub-recipient understands and agrees that it cannot use any federal funds, either directly or indirectly, in support of any contract or sub-award to either the Association of Community Organizations for Reform Now (ACORN) or its subsidiaries, without the express written approval of the federal Office of Justice Programs.

Text Messaging While Driving:

Pursuant to Executive Order 13513 of October 1, 2009, "Federal Leadership on Reducing Text Messaging While Driving," all Department of Justice (DOJ) recipients and sub-recipients are encouraged to adopt and enforce policies banning employees from text messaging while driving any vehicle during the course of performing work funded by this grant, and to establish workplace safety policies and conduct education, awareness, and other outreach to decrease crashes caused by distracted drivers.

Religious and Moral Beliefs:

The sub-recipient understands and agrees that award funds may not be used to discriminate against or denigrate the religious or moral beliefs of students who participate in programs for which financial assistance is provided from those funds, or of the parents or legal guardians of such students.

Additional Federal Funds Received:

The sub-recipient agrees that if it currently has a contract with OCJP and receives additional federal funding, outside OCJP, and those funds are to be used, in whole or in part, for one or more of the identical cost items for which funds are being provided under the OCJP contract, the sub-recipient will promptly notify the OCJP program manager in writing.

Computer Network Requirements:

The sub-recipient understands and agrees that (a) No award funds may be used to maintain or establish a computer network unless such network blocks the viewing, downloading, and exchanging of pornography, and (b) Nothing in subsection (a) limits the use of funds necessary for any Federal, State, tribal, or local law enforcement agency or any other entity carrying out criminal investigations, prosecution, or adjudication activities.

Non-Disclosure Prohibited:

No recipient or sub-recipient under this award, or entity that receives a contract or subcontract with any funders under this award, may require an employee or contractor to sign an internal confidentiality agreement or statement that prohibits, or otherwise restricts, or purports to prohibit or restrict, the reporting (in accordance with law) of waste, fraud, or abuse to an investigative or law enforcement representative of a federal department or agency authorized to receive such information.

Tennessee Department of Revenue Registration:

Pursuant to Tennessee Code Annotated (TCA) 12-3-306 all sub-recipients must comply with the Retailers' Sales Tax Act compiled in TCA 67-6-101 et seq. All sub-recipients are therefore required to either register a Sales and Use tax account with the Department of Revenue or seek an exemption from the same.

Information on this process can be found at: [Sales and Use Registration](#)

**Applications must include sales/use registration information or exemption letter. Requests for this registration or exemption should be initiated at least two (2) business days prior to the application due date.**

## VII. FINANCIAL REQUIREMENTS

OCJP grants awarded under this VOCA Program are governed by the provisions of the Office of Management and Budget (OMB) circulars applicable to financial assistance. Please note that OCJP will be awarding grants from the VOCA awards FFY 2014 and the FFY 2015. For the VOCA 2015 funding, OMB has issued the Uniform Administrative Requirements, Cost Principles, and Audit Requirements. The VOCA 2014 funding will continue to follow the appropriate circulars prior to the new Uniform Guidance. These circulars, along with additional information and guidance, are contained in the VOCA portion of the OCJP Administrative Manual available from the Office of Criminal Justice Programs upon award of grant funds or by referring to the VOCA portion of the OCJP Administrative Manual on the Office of Criminal Justice Programs website. This policy manual provides information on allowed costs, methods of payment, audit requirements, accounting systems, and financial records. Specific requirements include:

- A. Multiple Year Contracting:** Multiple year contracting reduces unneeded paperwork and duplication for OCJP, as well as the sub-recipient's office. This reduction in bureaucratic paperwork allows the sub-recipient more time to spend on project implementation and evaluation, while allowing OCJP more time to provide oversight, technical assistance and evaluation of individual projects and OCJP programs. *Multiple year contracts will remain contingent, as always, on the availability of U.S. Department of Justice federal appropriations.*
- B. State Agency Applicants:** State agency applicants (executive, judicial or legislative branch agencies) must notify their Department of Finance and Administration budget analyst at the time the OCJP application is submitted of their intentions to apply for a grant. This Division of Budget notification is required so that necessary steps can be taken to include the grant in the agency's state budget should the state agency receive an award granted from OCJP.

***NOTE: State agencies procuring information technology must obtain formal support of procurement from the Office of Information Resources in the Department of Finance and Administration prior to the signing of the grant contract with OCJP.***

For further program requirements please refer to the VOCA portion of the OCJP Administrative Manual on the Office of Criminal Justice Programs website at the following link: [OCJP Administrative Manual](#)

#### VIII. ALLOWABLE AND UNALLOWABLE USE OF VOCA FUNDS:

Sub-recipients must adhere to all requirements in the [2015 DOJ Financial Guide](#), and the [OMB Uniform Guidance](#).

In addition, costs must be reasonable, allocable, and necessary to the project. State specific requirements and clarification are listed below. Any questions about allowable use of funds should be directed to the Office of Criminal Justice Programs prior to application submission.

##### ALLOWABLE:

- A. General Salaries and Personnel Costs:** Payment of personnel costs is allowable if costs are a part of an approved project and are necessary and incidental to project implementation and operation. *Overtime pay will only be approved by OCJP on a case-by-case basis.*
- B. Operational Costs:** Payment of operational costs is allowable if costs are part of an approved project and are necessary to the project implementation and operation. Operational costs may include supplies, telecommunication costs, postage and shipping, printing and publications costs, rent, equipment rental costs and insurance costs. Costs for a program must be prorated across all fund sources.
- C. Professional Fees:** If the implementing governmental agency or non-profit organization is entering into a sub-contractual relationship with an entity that is providing project based professional services for the project, a subcontract will be required between the implementing agency and the subcontracting entity. Sub-recipients should check the Administrative Manual as many items in this line item require a **pre-approved Subcontract**. Enter the name of the individual or company being used, the number of hours or days for the fiscal year and the total cost. Consultant rates of payment are to be reasonable and consistent with fees for similar services in the market place. Individual consultant fees cannot exceed \$650 per day or \$81.25 per hour; this includes legal, medical, psychological, training, and accounting consultants.
- D. Publication of Documents and Electronic Media:** Project directors are encouraged to make the results and accomplishments of their activities available to the public. A sub-recipient who publicizes project activities and results shall adhere to the following:
  - i) Responsibility for the direction of the project should not be ascribed to the Department of Justice or the Tennessee Office of Criminal Justice Programs.

- ii) All reports, studies, notices, informational pamphlets, press releases, signs, billboards, DVDs, public awareness kits, training curricula, webinars, websites, and similar public notices (written, visual or sound) prepared and released by the Grantee shall include the statement:

**“This project is funded under an agreement with the State of Tennessee.”**

Additionally, studies and research/report type publications expressing the direction of project activity must also contain the following federal funding statement:

**“The opinions, findings, conclusions or recommendations contained within this document are those of the author and do not necessarily reflect the views of the Department of Justice or the State of Tennessee, Office of Criminal Justice Programs.”**

- E. **Travel:** Expenses and reimbursements for in state and out of state travel must follow the most current comprehensive [State of Tennessee Travel Rules and Regulations](#).
- F. **Training, Conferences, and Meetings:** Training, Conferences, and Meetings which are part of an approved project, if necessary and allocable to that project, are allowable expenses. The following cost thresholds are in place.
- a. Meeting Room/Audio Visual Services: Lesser of \$25 per day per attendee or \$20,000.
  - b. Logistical Planners: Lesser of \$50 per attendee or \$8,750.
  - c. Programmatic Planners: Lesser of \$200 per attendee or \$35,000.
  - d. Food and Beverage: Not allowed.
  - e. Refreshments: Not allowed.

#### **UNALLOWABLE COSTS:**

- A. **Food and beverages:** Food, snacks, and beverages are not allowed under VOCA funding.
- B. **Construction:** Use of grant funds for construction projects is prohibited under both state and federal guidelines for this program.
- C. **Vehicle Purchase:** Vehicle purchases with grant funds are prohibited.
- D. **Land Acquisition:** Acquisition of land with grant funds is prohibited.
- E. **Supplanting:** Federal funds must be used to **supplement** existing State and local funds for program activities and must not supplant those funds that have been appropriated for the same purpose. Supplanting will be reviewed during the application process, post-award monitoring, and audit.

**F. Clothing and furniture costs:** Clothing and furniture are not allowable under this grant solicitation.

**G. Equipment:** Equipment expenses are not allowable under this grant solicitation.

**G. Other Unallowable Expenses:**

1. Legal Fees
2. Costs in applying for this grant
3. Any expenses prior to the grant award date
4. Lobbying or advocacy for particular legislative or administrative reform
5. First class travel
6. Entertainment
7. Management studies or research and development
8. Honorariums
9. Fines and penalties
10. Fund raising and any salaries or expenses associated with it
11. Losses from uncollectible bad debts
12. Memberships and agency dues
13. Contributions and donations
14. Sole source contractors (without prior written approval from the Office of Criminal Justice Programs)

Please Note: This list is NOT ALL-INCLUSIVE. For further clarification, contact OCJP or refer to the VOCA portion of the OCJP Administrative Manual at the following link: [OCJP Administrative Manual](#).

**IX. REPORTING REQUIREMENTS**

The recipient must collect, maintain, and provide to OCJP, data that measure the performance and effectiveness of activities under this award, in the manner, and within the timeframes, specified in the program solicitation, or as otherwise specified by OCJP. Data collection supports compliance with the Government Performance and Results Act (GPRA) and the GPRA Modernization Act, and other applicable laws.

The data collected should support the information submitted on the reports and OCJP may periodically request to see the back-up data that supports the information submitted.

**Programmatic Reporting:**

Training Output Report

The Training Output Report is required to OCJP, 30 days following each training sessions that is funded through this grant. Funded agencies will be sent the link to the report after contracts are executed.

### Training Survey Outcome Report

The Training Survey Outcome Report is required to OCJP, 30 days following each training session that is funded through this grant. Funded agencies will be sent the link to the report after contracts are executed.

### **Fiscal Reporting:**

#### Tennessee Department of Finance and Administration Invoice for Reimbursement (non-state agencies):

The invoice is used to request monthly reimbursement. Funds can only be distributed to sub-recipients upon receipt of a properly prepared and signed invoice. The invoices are emailed to the Office of Business and Finance of the Department of Finance and Administration.

#### State of Tennessee Inter/Unit Journals (State Agencies Only):

This method of payment is used for grants funded to State agencies. This payment method reimburses the sub-recipient based upon actual costs incurred by the sub-recipient in carrying out the activity of the grant. As the sub-recipient incurs costs, those costs are conveyed to the funding source (OCJP) following the State of Tennessee Inter/Unit Journal process described below. Following the IU processing, deposits (reimbursement) via the recognition of revenue are made to the account of the state sub-recipient.

***NOTE: Sub-recipient agencies must request reimbursement at least once per quarter based on expenditures incurred. However, it is recommended that agencies invoice monthly, when monthly expenditures are incurred.***

#### Quarterly Program Income Summary Report (State and Local Governments Only):

The Quarterly Program Income Summary Report is due quarterly no later than fifteen (15) calendar days after the close of each State fiscal year quarter (July 1 - September 30), (October 1 - December 31), (January 1 - March 31), (April 1 - June 30). If the VOCA project does not earn income, then the agency may submit an annual report due no later than fifteen (15) days after the end of the fiscal year or end of the grant period. These reports are completed online at the following link: [Income Summary Report](#).

#### Policy 03 Quarterly Expense and Revenue Report (Non-profit Agencies Only):

This report consists of the Program Expense Report (Schedule A), the Program Revenue Report (Schedule B), and the Final Program Expense Summary Page (Schedule C). Schedule A is used for submitting detailed and total expense budgets and for detailed and total expense reports. Schedule B is used for submitting revenue budgets and for revenue reports by source with reconciliation between total expense and reimbursable expenses. Program Income, if any, is reported on line 39 of Schedule B. Schedule C is intended to recap all direct expenses in one column, as well as determine a grand total of all expenses. Policy 03 Quarterly Expense and Revenue Reports are due no later than thirty (30) calendar days following the end of the quarter for which the report is completed. These reports are sent to the Fiscal Manager at OCJP at [OCJP.P3@tn.gov](mailto:OCJP.P3@tn.gov). (See [OCJP Policy 03](#)).

NOTE: Non-Profit sub-recipients should review reporting requirements as specified in [Accounting and Financial Reporting for Not-For-Profit Recipients of Grant Funds in Tennessee](#) issued by the Comptroller's Office.

**X. FISCAL AND PROGRAM MONITORING**

The Office of Criminal Justice Programs employs program managers and fiscal monitors to provide routine program and fiscal monitoring of all OCJP contracts. This monitoring provides program and fiscal contract compliance review, much needed information on how the program is actually being implemented, and assists in identifying sub-recipients experiencing problems requiring corrective action. If through monitoring a problem area is identified and corrective action is requested, OCJP sub-recipients must adhere to the corrective action requirements identified in the OCJP Administrative Manual within the time period required.

**XI. INSTRUCTIONS FOR APPLICANT'S PROPOSED SCOPE OF SERVICE/NARRATIVE**

The Office of Criminal Justice Programs has provided a word document for use in constructing an application under this solicitation.

**The template to be used for the Organizational Capacity Building Training and Technical Assistance Program application is located at the following link: [Organizational Capacity TA Grant Scope and Services](#)**

First save this document to your computer before completing it.

**The Scope of Service/Narrative contains the following headers and will be evaluated based upon the point-values assigned.**

- PROBLEMS AND NEEDS (35 PTS)**
- PURPOSE (5 PTS)**
- INPUTS (40 PTS)**
- ACTIVITIES (15 PTS)**
- TIMELINE (15 PTS)**
- INTENDED OUTPUTS (Products) (5 PTS)**
- INTENDED OUTCOMES (Results) (5 PTS)**
- DATA COLLECTION PROCEDURE (5 PTS)**

See Section XIV for information on how to submit your application.

**XII. INSTRUCTIONS FOR COMPLETING BUDGET NARRATIVE AND LINE- ITEM BUDGET**

**Begin by saving this document to your computer and then fill in the OCJP Summary spreadsheet followed by the Budget Narrative as required. Please use whole numbers.**

## NOTES:

- **Thoroughly read the instruction tab of the budget spreadsheet before preparing the budget.**
- **The Project Title at the top of the budget summary page must match the title submitted in Attachment A and on your Scope of Service/Narrative.**

Each fiscal year project budget consists of two components: the Summary Budget Amounts for the Federal, and Line Item total for each line item; and the Budget Narrative for each line item where narrative detail is required. **All budgeted line items must be reasonable, necessary, and allocable directly to the project.**

See Section **XIV** for information on how to submit your application.

### **XIII. VOCA PROGRAM CONTACTS**

#### **Program Manager(s)**

Shayla Sullivan

[Shayla.sullivan@tn.gov](mailto:Shayla.sullivan@tn.gov)

(615) 360-4394

OCJP will make reasonable attempts to respond with an answer to all questions within two business days of receiving the question at OCJP.

### **XIV. VOCA APPLICATION PROCESS**

1. The first step to the VOCA application process is to submit Attachment A through the following on-line link: [Attachment A](#) by **August 16, 2016** as a letter of your intent to apply for this grant.
2. Initiate Department of Revenue registration or exemption process for sales/use accounts. Information on this process can be found at: [Sales and Use Registration](#)

**This process should be initiated at least fifteen (15) business days prior to application due date. You must submit proof of registration with your application packet.**

Note that this exemption is not the same as a “sales tax exemption” and a failure to follow the process described may result in the disqualification of this application.

If you previously possessed a grant with the Office of Criminal Justice Programs (OCJP) or other state entity and created a sales/use account or received an exemption then that documentation can be submitted with your completed application packet to satisfy this requirement.

3. The next step is to create a project narrative on the template found at the following link: [Organizational Capacity TA Grant Scope and Services](#) (See section **XV**)

4. The next step is to create a budget using the excel budget sheet(s) at the following link: [Budget](#). **(instructions are included in the workbook). Complete one budget per each year of funding.**
5. Send Reference Questionnaire to three references. [Reference Questionnaire](#)
6. Complete the Other Grant Funds – Application Attachment provided at the following link: [Other Grant Funds](#). **(please follow instructions at this link)**
7. Complete the Non-Supplanting Certification found at the following link: [Non-Supplanting Certification](#)
8. Use the attached checklist at the end of this application and submit all required documents via **Shayla.sullivan@tn.org**. To ensure prompt processing all e-mails should be titled ‘**GRANT APPLICATION: Your Agency Name**’. Include only the e-mail for the assigned program manager.
9. **All applications are due no later than midnight on September 1, 2016 to be eligible for funding.**

**Application Completion Check-off**  
(Retain for your own purposes)

- Attachment A Cover Page (Applicant Contact & Profile Information) completed online no later than August 16, 2016.**
- Scope of Services/Narrative completed on the forms document and e-mailed**
- Budget Summary and Detail completed on the excel forms document and e-mailed**
- Department of Revenue registration or exemption letter**
- Other Grant Funding Table**
- Proof of nonprofit status must be submitted by any nonprofit organization applying for VOCA funding**
- Non-Supplanting Certification**
- [References Questionnaires](#), which are submitted by 3 references themselves, are due on or before September 1, 2016.**
- Written documentation of the Board Chair's authorization for legal signature designation**

**Applications must be submitted by midnight on September 1, 2016.**

**If you have done the above your application is complete.**