



Grant Solicitation Training

Office of Criminal Justice Programs

2019



What all goes into an Application?

TENNESSEE Grant Solicitation Packet



**Fiscal Year 2020
Victims of Crime Act (VOCA) Grant Program
CFDA 16.575**

*Released on: February 15, 2019
Intent to Apply due: March 1, 2019
Completed applications due: March 29, 2019*

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Office of Criminal Justice Programs
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Required Application Documents:

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

- [Intent to Apply](#) completed and submitted online no later than .
- Department of Revenue registration or exemption letter (Except DTFs and State and Local Law Enforcement)
- Scope of Services/Program Narrative** completed on the forms document and e-mailed
- [Budget with Match Summary and Detail](#) completed on the excel spreadsheet (one for each year of funding requested) and e-mailed. See [Budget with Match Instructions](#).
- [Match Source Certification](#) emailed
- [Other Grant Funding](#) emailed
- [Non-Supplanting Certification](#) emailed
- [High Risk Designation Certification](#) emailed
- [Certifications and Assurances - Non Profits](#)
- [Certifications and Assurances - Government](#)
- Agency Organizational Chart
- Current organization's most recent audit or a copy of the agency's general ledger. (Non-Profit Only)
- Most recent approved Cost Allocation Plan**
- Approved Indirect Cost Rate (if applicable)**
- [Certification of De Minimis Indirect Cost Rate Form \(if applicable\)](#)
- Only if requesting a match waiver:
 - [Match Waiver Request](#) on Agency Letterhead and copy of most recent balance sheet, income statement, audit report, or Form 990 (if applicable). emailed
 - [Match Waiver Certification](#) emailed
- Proof of 501(c)(3) status must be submitted by any nonprofit organization applying for funding (Non-Profit Only)
- Attach Letters of Support or MOUs (if required by the Collaboration section of the Scope of Service/Narrative).
- Complete and submit the VOCA Subgrant Award Report (SAR) online form at https://stateofennessee.formstack.com/forms/subgrant_award_report_sar.





Project Narrative

- Problem/Needs Statement
- Purpose
- Activities
- Implementation Timeline
- Intended Outputs
- Intended Outcomes
- Inputs
- Data Collection
- Collaboration



What is a Project Narrative?

A Framework for Project Development and Project Evaluation

- ✓ A basis for evaluation of process and performance (Agency & OCJP)
- ✓ To justify a request for funding
- ✓ To serve as a contract document
- ✓ A tool for monitoring and oversight

Narratives Should:

- Tell a little bit about your agency:
 - Lays the logical foundation for the rest of your grant application;
 - Reflects the nature of the challenges faced by your community/people served.

- Provide data that supports the ask;
 - Utilizes data from the problem statement to identify resource gaps

- Actually states what the project is i.e. - What do want to utilize the monies for?
 - Should be fact-based and data driven
 - Justifies the request for funding

- How will this expand services / help victims / meet solicitation requirements?

What the Solicitation says:

FY 2019 VOCA Enhancement Open Solicitation:

1.1. **Eligibility**

Victim Service agencies that are currently funded by OCJP that do not have any (full or partial) VOCA match waivers in place are eligible to apply.

1.3. **Program Purpose**

The goal of this solicitation is to provide victim service agencies with needed vehicles, equipment, supplies, and/or furniture with the purpose of enhancing and impacting victim service project delivery.

Priority will be given to the following projects:

Victim Transportation Vehicles

Sexual Assault/Forensic Exam Equipment

Agency Database Upgrades

Example of a Funded Agency Narrative:

Entire Statement:

PROBLEMS FOR INTERVENTION AND NEEDS TO BE IMPROVED

AGENCY is located in a very rural area in the heart of the Appalachian Mountains. There is no form of affordable public transportation within our 3 county service areas of Carter, Greene and Unicoi Counties. This includes public transit/bus, taxi, and Uber. The average cost for Uber from Erwin to Johnson City is \$35.00 one way and \$40 one way by taxi. Most clients have appointments for housing and employment in the Johnson City area as it has more resources.

Since the beginning of the current fiscal year, AGENCY has sheltered 29 adults. 22 of those adults had no vehicle or form of transportation. This is not uncommon for rural areas. This is a very common form of control in the rural populations. Clients depend on AGENCY staff for transportation in order for them to achieve personal goals. Staff transports to human resource appointments, health department, medical appointments, employment and housing related appointments, legal proceedings, etc. Reliable transportation is key to the clients success. Once employment is secured, clients are often able to save enough funds to purchase an automobile to ensure success once transitioned out of shelter. This however takes time.

AGENCY shelter has twelve beds and they are filled with individuals that rely on AGENCY for transportation. Even though AGENCY currently has a 2011 Dodge Caravan with approx 80,000 miles, it is becoming unreliable due to mechanical issues. The van was in the shop earlier in the year for a couple of weeks due to a blown head gasket. This was under warranty at the time but the warranty has since then expired. Currently the transmission is shifting hard which leads me to believe it is only a matter of time until this also needs repair, the battery will not stay charged due to a faulty alternator which needs to be replaced immediately. Without considering the mechanical issues, one van is also simply not enough to meet the transportation requests submitted each day. We often have multiple clients that need to be in different counties at the same time. This poses a hard ship on the client and staff.

The number of services provided increases each year, making it more difficult to keep up with transportation demands with only one company vehicle. From fiscal year 2016-2017 to fiscal year 2017-2018 AGENCY staff transported an average of 500 more times. It is expected that this number will increase even further during the current fiscal year.

Having a second form of transportation that is available to clients will increase their ability to succeed. It will decrease the number of times the client must reschedule due to lack of transportation availability. There are often missed opportunities for employment and housing due to this lack in transportation. This further slows the clients progress and increases shelter bed nights as they are not able to transition out as quickly.

Example of Not Funded Agency Narrative:

Excerpt:

PROBLEMS FOR INTERVENTION AND NEEDS TO BE IMPROVED

For FY 2016-2017, the AGENCY reported 14,421 children in custody. In the eastern part of the state alone, AGENCY reported 830 children in the East TN region, 1,305 in the Northeast region, and 1,395 children in the Smoky Mountain region. Statewide, 83% of children in custody were classified as dependent/neglected as opposed to delinquent or unruly. Children in this category of placement come from high-risk home environments characterized by instability, poverty, and/or parents/caregivers with poor psychological well-being (Kortenkamp & Ehrle, 2002). Additionally, many of these children have experienced significant trauma. Apart from traumas stemming from family and community, placement into custody itself produces trauma due to separation of the child from their family and movement within the foster system. This compounding trauma leaves children in the foster system in an extremely vulnerable position and at a high risk for physical and mental health concerns (TDMHSAS, 2013).

Providing Common Sense Parenting training in both East and West TN VOCA service delivery areas, along with support and engagement through peer support with training in motivational interviewing techniques, and resource coordination support through a wraparound approach can provide long-term changes in parent strategies and family dynamic that serve as protective factors for the child long-term.

Common Sense Parenting (CSP) is a parenting program that can be applied to every family. The program's easy-to-learn techniques address issues of communication, discipline, decision making, relationships, self-control and school success. The proactive skills and techniques taught in Common Sense Parenting classes have helped parents from diverse backgrounds create healthy family relationships that foster safety and well-being at home, in school and in the community. Common Sense Parenting classes help parents:

- Build strong, healthy relationships
- Correct and change problem behavior
- Minimize problems that disrupt family life
- Raise responsible, caring children
- Communicate effectively
- Avoid power struggles
- Control emotions
- Balance discipline with affection
- Praise a child's good behavior

Another Example of a Funded Narrative:

PROBLEMS FOR INTERVENTION AND NEEDS TO BE IMPROVED:

AGENCY works to provide trained community volunteers to advocate for the best interests of children who come to the attention of the Juvenile Court primarily as a result of abuse or neglect. The impact of these volunteers is felt by the children they serve, the families involved, foster parents, and professionals who interact with these families. CASA volunteers gather information, document court findings in the form of court reports, explain what is going on to the child, recommend services, monitor case plans and court orders, as well as keeping the court informed.

As of October 20, 2018, in AGENCY there were 107 children in foster care due to abuse and neglect. Of the 107 children, 87% are of Caucasian descent and 13% are either African-American or racially mixed descent. 47% are male and 53% are female. 54% are under the age of 6 years.

As of October 20, 2018, AGENCY is serving 53 children in foster care in ABC County due to abuse and neglect. This is 49% of all children in foster care in ABC County. At present AGENCY has a full time Executive Director, a part time Advocate Supervisor and 22 active volunteers. The volunteers and staff have worked tirelessly over the last two years to cultivate relationships in the community and raise awareness about child abuse. As AGENCY continues to grow we need an additional full-time Volunteer Coordinator to meet the demand of children in foster care who need a voice and a stable consistent adult in their lives. Currently there are 10 children on a waiting list to receive a CASA advocate in ABC County. Unfortunately, our current staff are at full capacity and we are not able to meet this need.

- What does the agency do for children who are victims of abuse?
- What do they want?
- Why do they want it?

Example of a Not Funded Narrative:

PROBLEMS FOR INTERVENTION AND NEEDS TO BE IMPROVED:

Problem Description – AGENCY has children who are victims of abuse and neglect going through our court system. These children often do not have a voice to speak up for them during these hearings. AGENCY will provide trained volunteer advocates who will support the child and the court through court hearings by advocating for their best interest through reports to the court, working with others such as DCS and Guardian ad litem, and home visits with the child to create a better result and outcome for the child, including a decreased chance of the child returning to the court due to abuse or neglect, and the child receiving a permanent placement faster.

- What does the agency do for children who are victims of abuse?
- What do they want?
- Why do they want it?



What goes into a Project Narrative?

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Purpose: Goals

- ✓ BROAD but MEASUREABLE statements about what the project intends to accomplish long term
- ✓ Should flow directly from the needs statement
- ✓ Should align with agency mission
- ✓ No more than 3 goals (preferably 1-2)

Goals from Funded Narratives:



Legal Aid:

Project Goal: Enhance the safety and well-being of victims of domestic and sexual violence by providing access to comprehensive free legal resources.

CASA:

Project Goal: Every abused child referred by Juvenile Court in ABC County who needs a special advocate to speak for him in court will be assigned a CASA volunteer.



Purpose: Objectives

- ✓ What the project intends to achieve
- ✓ Specific, Measureable, and focused on the immediate or short term outcomes of the project

**** Should include:**

Who: Target Population

What: Desired, Measurable Change

How: Project Activity

Legal Aid:



Project Goal: Enhance the safety and well-being of victims of domestic and sexual violence by providing access to comprehensive free legal resources.

Objective 1: Increase access to relief by providing legal representation at no cost.

Objective 2: Increase access to legal representation, victim advocacy, and community referrals in domestic violence, family law, and related civil legal matters.

Objective 3: Increase access to information and services by providing bilingual, translation, and interpretation services.

Objective 4: Increase victim's sense of safety and security through safety planning and crisis legal services.

Objective 5: Increase effective service delivery by providing legal assistance in a timely manner to ensure victims are receiving effective intervention and wrap-around care.

CASA:



Project Goal: Every abused child referred by Juvenile Court in ABC County who needs a special advocate to speak for him in court will be assigned a CASA volunteer.

Objective 1.1: One hundred percent of abused children that come to Agency, who are referred to CASA will be assigned a trained CASA volunteer who has the responsibility to advocate for that child.

Objective 1.2: One hundred percent of abused children that come to Agency, who are referred to CASA will have a trained volunteer present with them when they appear before the Court and at meetings relevant to the case (e.g., CFTM).

Objective 1.3: One hundred percent of abused children that come to Agency, who are assigned a CASA will have their voices heard through reports to the court and when requested, testimony provided by the trained CASA volunteer assigned to them.



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Activities

- ✓ Efforts conducted to achieve the project objectives
- ✓ You must describe how the activities will be implemented (activity) and to whom/how many (output)
- ✓ Activities are measured through Outputs



Objectives vs. Activities

Objectives are often confused with Activities

Objective words: Increase, Decrease, Improve

Ex: Increase victim sense of safety and security through crisis counseling and personal advocacy.

Activity words: Provide, Train, Establish

Ex: Crisis Counseling and Personal Advocacy – An advocate will assist victims with identifying a support system and safety resources. Advocate will assist with development of a safety plan.

Legal Aid:



Project Goal: Enhance the safety and well-being of victims of domestic and sexual violence by providing access to comprehensive free legal resources.

Objective 1: Increase access to relief by providing legal representation at no cost.

Activity 1.1: Expand services, provide representation and legal advice to underserved populations in rural communities.

Activity 1.2: Expand services, provide representation and legal advice to underserved populations, including immigrant populations, victims with physical/mental disabilities, LGBTQ, non-English speaking persons, and elder abuse victims.

Activity 1.3: Provide free legal services to victims with contract attorneys at no cost to victims.

CASA:



Project Goal: Every abused child referred by Juvenile Court in ABC County who needs a special advocate to speak for him in court will be assigned a CASA volunteer.

Objective 1.1: One hundred percent of abused children that come to Agency, who are referred to CASA will be assigned a trained CASA volunteer who has the responsibility to advocate for that child.

Activity 1.1: Agency staff will provide information about the CASA child advocacy program through their website, various social media outlets, presentations at community groups, and special events – all designed to recruit CASA volunteers in sufficient numbers to serve 100% of the abused children assigned to them. See also Activity for Objective 2.1

Activity 1.2: A trained CASA volunteer, accompanied by a ABC County CASA staff person, will be present with the abused child (children) to whom the CASA is assigned during all court hearings and other related meetings (such as Child-Family-Team meetings), as dates are known.

Activity 1.3: A detailed, written report providing information about the child and current recommendations to meet the child's particular needs (developed by the CASA and reviewed by a CASA Program Director) will be submitted to the Court for consideration prior to each Court appearance.



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Implementation Timeline

- ✓ Is marking points in time that key elements of the project or strategy will be achieved.
- ✓ Is identifying when you expect large pieces of the project to be completed
- ✓ Will identify periods of time activities will occur.
- ✓ They are primarily driven by the activities.

Activity/ Output	Position of Person Completing	Due Date for Completion

Legal Aid Funded Timeline:

Activity/ Output	Position of Person Completing	Due Date for Completion
Outreach and education in identified communities and populations to provide information to targeted population to serve.	Attorneys, Advocates & other staff in local offices	Ongoing
Legal representation, advocacy, and advice for identified needs.	Attorneys and advocates	12 months after initial contact
Referrals to supportive services	Attorneys and advocates	3 months after initial contact
Legal representation, advocacy, and advice in other civil legal cases	Attorney and advocates	6 months after initial contact
Safety planning	Attorneys and advocates	1 month after initial contact
Community education sessions and materials	Community educator	Ongoing

CASA Funded Timeline:

Activity/ Output	Position of Person Completing	Due Date for Completion
Hire Full Time Volunteer Coordinator	Executive Director	February 28, 2019
Client Outcome Survey Collection	Volunteer Coordinator	Within 72 hours of case closures
New Advocate Training	Volunteer Coordinator and Executive Director	July 30, 2019 July 30, 2020 July 30, 2021
New Advocate Training	Volunteer Coordinator and Executive Director	December 30, 2019 December 30, 2020 December 30, 2021
Attend TOF	Volunteer Coordinator	June 30, 2019
Recruit volunteers	Volunteer Coordinator and Executive Director	Monthly for duration of contract
Hold inservice training events	Volunteer Coordinator and Executive Director	April 2019 July 2019 October 2019 December 2019 April 2020 July 2020 October 2020 December 2020 April 2021 July 2021 October 2021 December 2021 April 2022
Attend National CASA Conference	Volunteer Coordinator and Executive Director	June 2019 June 2020 June 2021 June 2022



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Outputs

- ✓ Outputs are the direct products of your activities.
- ✓ They measure the implementation of the program.
- ✓ Output projections should be realistic.

IF the Activities are
completed

THEN the
Outputs are
Produced



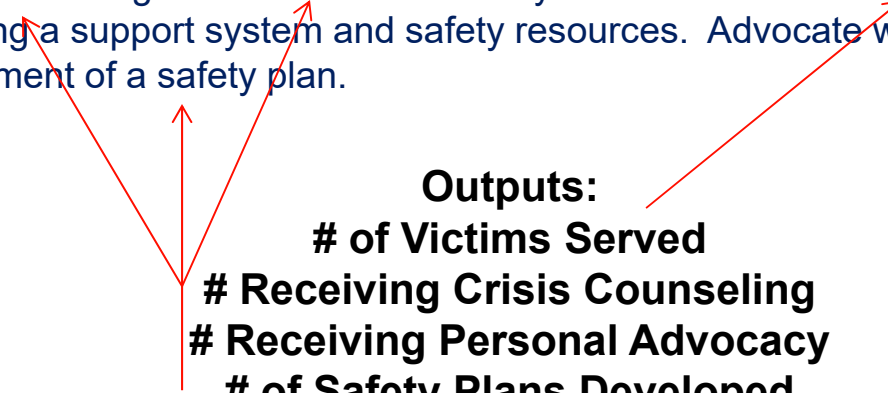
Example

Goal: To improve quality of life for victims of crime through an increased sense of safety and security.

Objective: Enhanced crisis counseling and personal advocacy.

Activity: Crisis Counseling and Personal Advocacy – An advocate will assist victims with identifying a support system and safety resources. Advocate will assist with development of a safety plan.

Outputs:
of Victims Served
Receiving Crisis Counseling
Receiving Personal Advocacy
of Safety Plans Developed



Outputs from Funded Narratives:



Activity 1.1: Agency staff will provide information about the CASA child advocacy program through their website, various social media outlets, presentations at community groups, and special events – all designed to recruit CASA volunteers in sufficient numbers to serve 100% of the abused children assigned to them. See also Activity for Objective 2.1

Activity 1.3: A detailed, written report providing information about the child and current recommendations to meet the child’s particular needs (developed by the CASA and reviewed by a CASA Program Director) will be submitted to the Court for consideration prior to each Court appearance.

Activity 1.2: A trained CASA volunteer, accompanied by a CASA of Dickson County CASA staff person, will be present with the abused child (children) to whom the CASA is assigned during all court hearings and other related meetings (such as Child-Family-Team meetings), as dates are known.

Victims Served: Projected Number of Unduplicated Victims Served by VOCA Project:

Child Physical Abuse	70
Child Sexual Assault	8
DUI/DWI Crashes	
Domestic Violence	
Adult Sexual Assault	
Elder Abuse	
Adults Molested as Children	
Survivors of Homicide Victims	
Robbery	
Assault	
Other Crimes	
Total Number of VOCA Victims Served	70

VOCA Services Provided: Projected Number of Unduplicated Clients to Receive Each VOCA Service:

Crisis Counseling	
Follow-up Contact	
Therapy	
Group Treatment/Support	
Shelter/Safe house	
Information/Referral (in person)	
Criminal Justice Support/Advocacy	
Emergency Financial Assistance	
Emergency Legal Assistance	
Victim's Compensation Information	
Personal Advocacy	70
Telephone Contact Information/Referral	
Other Services (Specified below)	

Outputs from Funded Narratives:



Activity 1.1: Expand services, provide representation and legal advice to underserved populations in rural communities.

Activity 1.2: Expand services, provide representation and legal advice to underserved populations, including immigrant populations, victims with physical/mental disabilities, LGBTQ, non-English speaking persons, and elder abuse victims.

Projected number of individuals who will receive services based on the presenting victimization type during the reporting period.

Adult Physical Assault (Includes Aggravated and Simple Assault)	
Adult Sexual Assault	82
Adults Sexually Abused/Assaulted as Children	
Arson	
Bullying (Verbal, Cyber or Physical)	
Burglary	
Child Physical Abuse or Neglect	
Child Pornography	
Child Sexual Abuse/Assault	
Domestic and/or Family Violence	366
DUI/DWI Incidents	

Activity 1.3: Provide free legal services to victims with contract attorneys at no cost to victims.

Personal Advocacy/Accompaniment services annually through this project:

Victim advocacy/accompaniment to emergency medical care	0
Victim advocacy/accompaniment to medical forensic exam	0
Law enforcement interview advocacy/accompaniment	0
Individual advocacy (e.g., assistance in applying for public benefits, return of personal property or effects)	233
Performance of medical or nonmedical forensic exam or interview or medical evidence collection	0
Immigration assistance (e.g., special visas, continued presence application, and other immigration relief)	0
Intervention with employer, creditor, landlord, or academic institution	18
Child or dependent care assistance (includes coordination of services)	0
Transportation assistance (includes coordination of services)	4

**** There can be multiple categories under Outputs ranging from the type of Victimization to Shelter/Housing Services.**



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- ✓ Intended Outputs
- ☐ Intended Outcomes
- ☐ Inputs
- ☐ Data Collection
- ☐ Collaboration



Outcomes

- ✓ Short-term Outcomes are used to **measure achievement** of objectives and progress toward goals.
- ✓ Long-term Outcomes typically represent changes that are larger in scope and often times go beyond what is with-in your control alone.
- ✓ Represent Actual Change
 - Client
 - System
- ✓ Directly related to Goals and Objectives.




Example

Goal: To improve quality of life for victims of crime through an increased sense of safety & security.

Objective: Enhanced crisis counseling and personal advocacy.

Activity: Crisis Counseling and Personal Advocacy – An advocate will assist victims with identifying a support system and safety resources. Advocate will assist with development of a safety plan.

Output: # Victims served, # receiving Crisis Counseling, # receiving Personal Advocacy, # of Safety Plans Developed

 **Outcome:**
% will report that they know more ways to plan for their safety
% will report that they feel safer

Outcome from Funded Narratives:



Activity 1.1: Expand services, provide representation and legal advice to underserved populations in rural communities.

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Activity 1.3: Provide free legal services to victims with contract attorneys at no cost to victims.

INTENDED OUTCOMES (Results)

All clients will be surveyed using the following questions with the optional responses "Strongly agree," "Agree," "Neutral," "Disagree" or "Strongly disagree." They will be given the opportunity to provide additional comments.

Victims report that their sense of safety and security has increased.

"My immediate sense of safety and security has increased as a result of the services I received from this program."

Victims report an increase in knowledge about victim services.

"This program has helped me learn how to access benefits or community resources."

Victims report an increase in knowledge about the criminal justice system.

"I have an increased knowledge about the criminal justice system."

Victims express satisfaction with services.

"I am satisfied with the services I have received through this program."

Victims report a decrease in the level of vulnerability by identifying a support system. (Decrease in isolation).

"I have identified a support system to help me address my victimization."

Victims report that their quality of life is improved because set goals have been accomplished. (Increase in victims' perceived quality of life).

"My quality of life is improved because set goals have been accomplished."

Outputs from Funded Narratives:



Activity 1.1: Agency staff will provide information about the CASA child advocacy program through their website, various social media outlets, presentations at community groups, and special events – all designed to recruit CASA volunteers in sufficient numbers to serve 100% of the abused children assigned to them. See also Activity for Objective 2.1

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Inputs

Once the project has been logically planned, you should identify the resources necessary to carry out that plan:

- ✓ Contribution of Agency Resources
- ✓ External Factors
- ✓ Budget

Inputs from Funded Narratives:

Agency utilizes the **National CASA Volunteer Manual & Resource Materials** in all trainings. This evidence- informed training manual includes specific training on cultural competency and understanding our local populations needs. Each staff person and volunteer are required to complete this training which is 30 hours in length as well as a court observation at the ABC County Juvenile Court. Through community support and financial assistance CASA of ABC County has been able to provide advocates to 49% of all children in foster care due to abuse and neglect.

Organization Chart: The board of directors establishes policies, provides oversight and directs the Executive Director. The Executive Director supervises the Volunteer Coordinators. The Executive Director is also ultimately responsible for the overall management of Agency. The Volunteer Coordinators provide supervision to the CASA advocates. The Volunteer Coordinator will be supervising volunteers in accordance with CASA's values, policies, and standards. The CASA advocates then advocate on behalf of children in foster care due to abuse and neglect in ABC County.

The grant funded position will be the **Volunteer Coordinator**. This position will require a bachelor's degree in Communications, Human Services, or Social Work-related field or (4) years equivalent combination of training and experience. Responsibilities include:

Advocate Supervision:

1. Review new cases and assign volunteers based on set criteria
2. Maintain at least monthly contact with each assigned volunteer
3. Provide supervision, assistance, and consultation for CASA volunteers
4. Review/Edit monthly hearing reports of assigned CASA volunteers
5. Conduct annual evaluations for assigned CASA volunteers

Case Management:

1. Maintain a calendar of court dates and inform volunteers of dates in a timely manner
2. Demonstrate ability to communicate with court staff, attorneys, and case managers in a professional and respectful manner
3. Appear for volunteers at court dates, hearings, and meetings when necessary



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Data Collection

- ✓ How will the data be collected?
- ✓ When will the data be collected?
- ✓ Who will collect the data?
- ✓ Where will the data be stored?



Data Collection

A well planned narrative must include a **systematic process** for data collection:

- ✓ Identify data that will be doable to your organization
- ✓ Create a plan for extraction of the data required for annual reporting to OCJP and federal funders
- ✓ Identify a process for reviewing data within your organization. Is the Board or others involved?
- ✓ This should be part of the agency strategic planning process and should inform continuous improvement.

Example of Data Collection:

DATA COLLECTION PROCEDURE – OUTPUTS:

Process for collecting required output data at individual client level:

DEMOGRAPHIC DATA:

When children are referred to Agency by the Court, their demographic information is obtained and entered into CASA Manager by the Program Manager or Advocate Supervisor. CASA volunteer demographic information is obtained and entered into **CASA Manager by the VOCA Volunteer Coordinator**. Once a child is entered, their assigned volunteer can be added to the record, and staff can indicate that the child (client) is a VOCA recipient and the type of abuse can be selected. To ensure there are no duplicates, a name search is conducted prior to the client being entered into CASA Manager. CASA Manager is software developed to assist program staff in tracking demographic and service data and other identifying information regarding clients served by Agency. **The CASA Executive Director utilizes all aggregated data for reporting and program improvement, and provides oversight and monitoring.**

Process for reviewing aggregate output data:

DEMOGRAPHIC DATA:

CASA staff are responsible for ensuring the accuracy of the data. **The CASA Executive Director provides oversight and monitoring by reviewing reports and meeting with staff about questionable data prior to reporting.** CASA staff are responsible for reviewing data and ensuring its accuracy. The CASA Executive Director provides oversight and monitoring, **meets with staff regarding any questions, and utilizes aggregated data for reporting and program improvement.**

Example of Data Collection:

DATA COLLECTION PROCEDURE - OUTCOMES:

Process for collecting required outcome data at individual client level:

Outcome data is measured by a Client Outcome Survey. Surveys are presented to the client (or the client's guardian, if the client is too young) by the CASA volunteer or a court-based staff member, **in person**, once the case has closed. If the client or his/her guardian is not available when the case is closed, the VOCA Volunteer Coordinator will **telephone** the client or his/her guardian to complete the survey over the phone, unless the client requests the survey be sent by **mail**. Completion of the survey by the client in person when the case closes is the preferred method of data collection. A telephone survey is preferred over mailing the survey. If the survey is mailed, a stamped self-address envelope is included for returning the survey.

For overall program outcomes, our most effective tool in measuring our impact is evaluating how often CASA volunteers' recommendations are adopted by the Court, tracked by staff via court hearing notes. We also use court hearing notes to track the types of placements kids in our supervision have at case closure. Additionally, we document how long a child is under Juvenile Court jurisdiction, how many kids have closure due to permanency, and how many maintain that permanency. Data is maintained in CASA of East Tennessee's CASA Manager software and in a spreadsheet.

Process for reviewing aggregate outcome data:

Agency's VOCA Volunteer Coordinator will be responsible for maintaining and reviewing the surveys collected in person by volunteers or court-based staff, or by phone, or by mail. Aggregate data will be maintained via spreadsheet and **reviewed by the Executive Director and Volunteer Coordinator on a monthly basis for reporting and continual program improvement**.

Example of Funded Data Collection:

DATA COLLECTION PROCEDURE

To ensure the highest level of quantitative methodologies for recording output data, LAS uses **LegalFiles case management** software. LegalFiles is used to record, track, and report on all cases handled by LAS staff, including case type, outcome, and client demographic. LegalFiles is accessible from all LAS computers and any data can be retrieved by authorized LAS staff.

Demographic data is generally collected at the victim's **initial intake interview**. Additional demographic data may be collected in subsequent consultations or interviews with the victim. All demographic information is collected and entered into LegalFiles.

The staff attorney will collect and enter information into LegalFiles not only from clients, but from families, law enforcement, the court system, and collaborating agencies that are involved with the client. **Referrals, contacts, court dates, and significant events are recorded** in order to coordinate client services and to respond to changing circumstances and needs. All documents are uploaded into the database case file. Once a case is opened, a paper file may be created, which contains all the information in the database as well as hard copies of most documents associated with the case. The contract attorney will provide updates on the case progress with invoices monthly. If there is no activity on a case staff will follow up for status updates on progress of the case.

Staff will enter client satisfaction surveys into Survey Monkey online for client feedback and incorporation into program services as appropriate.

LAS staff will pull data from LegalFiles and from Survey Monkey to complete the quarterly Performance Measurement Tool Reports and the OCJP Annual Report and will use all **data collected to evaluate the progress of the project and revise as necessary.**





What goes into a Project Narrative?

- ✓ Problem/Needs Statement
- ✓ Purpose
- ✓ Activities
- ✓ Implementation Timeline
- ✓ Intended Outputs
- ✓ Intended Outcomes
- ✓ Inputs
- ✓ Data Collection
- Collaboration



Coordination vs. Collaboration

- ✓ Identify collaborators / working partners
- ✓ Describe collaboration efforts / goals
- ✓ Discuss results of collaboration efforts
- ✓ CCR

Funded Collaboration Narrative:

COLLABORATION ACTIVITIES

Agency will continue to collaborate with the **Probate & Juvenile Court of ABC County**. The current **MOU** outlines this working relationships and allows for the court or CASA to address concerns or issues that may arise during the year. CASA advocates provide written court reports regarding the needs of the child. These reports are read and taken into consideration by the judge during each proceeding. The reports are also provided to all attorneys prior to the court date.

CASA advocates will also continue their collaboration with other helping professionals during **Child and Family Team Meetings**, as well as other meetings on behalf of the children they are advocating. These relationships include working closely with the **Department of Children Services, Mental Health Professionals, and local schools**. At these meetings the CASA advocate is able to ensure that all parties are aware of the child's desire's and that goals which are set during meetings are appropriate for the child's well being.

Agency is also a member and in good standing with the National CASA Association, the Tennessee CASA Association, the Chamber of Commerce in ABC County and the Center for Non Profit Management in Nashville, TN.



Example of Collaboration Narrative:

COLLABORATION ACTIVITIES

This project will collaborate with the local Family Justice Center (FJC) for referrals of victims to Agency for legal assistance and referral of victims to the FJC for counseling and other victim-related services.

→ Supportive services will be seamless as Agency and Wo/Men's Resource and Rape Assistance Program (WRAP), a domestic violence and sexual assault services agency, share office space in our rural offices and are co-located at the FJC. Agency serves on the Jackson Mayor's Council on Domestic and Sexual Violence, an advisory group established to promote community awareness and appropriate responses to domestic and sexual violence, and the subcommittee of the Jackson Mayor's Council for Elder Abuse, an advisory group established to promote community awareness and appropriate responses to elder abuse. This involvement will further increase victim referrals to this project and provide additional resources available for victims.

Internally, this project will collaborate closely with our current domestic violence, sexual assault, and intimate partner stalking VOCA project for facilitation of referrals of former clients who need assistance enforcing or modifying court orders or establishing or modifying parenting plans, support, and other victim-related family law issues. The projects will work seamlessly to facilitate holistic civil legal assistance for victims of domestic violence, sexual assault, and intimate partner stalking.

The project will also collaborate with the Northwest and Southwest Area Agencies on Aging (AAAD), specifically their Collaborative Response to Elder and Vulnerable Adult Abuse (CREVAA) projects, to facilitate appropriate services available for victims. The AAADs include programs that could be utilized for victims, including the OPTIONS Program, which provides homemaker services, home-delivered meals, and personal care assistance for the aged and disabled. The project manager serves on the advisory council for Southwest AAAD, which will further facilitate communication and referrals between the agencies.

Finally, this project will collaborate with local law enforcement, District Attorneys, and victim coordinators. Prior to 2015, Agency's VOCA project focused solely on violent crime, mainly in the 26th judicial district. Collaborative relationships with law enforcement and district attorneys were established over the course of the prior project, and since 2015, with law enforcement and district attorneys in all 17 counties (24th, 25th, 26th, 27th, 28th, and 29th Judicial Districts) served by Agency. If this project is funded, Agency will reestablish a referral network with these agencies as related to violent crime victims.



What goes into a Project Narrative?

- ✓ Problem/Needs Statement
- ✓ Purpose
- ✓ Activities
- ✓ Implementation Timeline
- ✓ Intended Outputs
- ✓ Intended Outcomes
- ✓ Inputs
- ✓ Data Collection
- ✓ Collaboration



Allowable and Unallowable

- Allowable

<https://tn.gov/lawsandpolicies/topic/ocjp-chapter-xiv.-allowable-costs>

- Unallowable

<https://tn.gov/lawsandpolicies/topic/ocjp-chapter-xv.-unallowable-costs>



Supplanting

- ✓ Federal funds must be used to supplement existing funds for program activities and not replace those funds, which have been appropriated for the same purpose.
- ✓ Potential supplanting will be the subject of application review, as well as pre-award review, post-award monitoring, and audit.
- ✓ If there is a potential presence of supplanting, the subrecipient will be required to supply documentation demonstrating that the reduction in non-Federal resources occurred for reasons other than the receipt or expected receipt of Federal funds.



Match

Match can be cash or in-kind

Match is restricted to the same use of funds as allowed for the Federal funds. Match must be directly related to the project goals and objectives and must be documented in the same manner as grant funded activities.

Match cannot be from another federal source and cannot be used to match another grant.

Cash match is budgeted in the line in which it is expended – not in the in kind line. For example, if the cash match was used for supplies, it should be in that line; if it was used for specific assistance, it is budgeted in that line...and so on.

Cash match must be documented and verifiable.



In Kind Match

Donations:

- ✓ Cannot be counted as match until it is used in the project (for example, donated goods given to a client);
- ✓ Document methodology for value placed on donated goods (Goodwill).
- ✓ You must be able to track: when the item was donated, the value of the item, when it is issued to the client and the client name (by initial or client number)

Supplies:

- ✓ Computer, Pencils, etc.

Space:

- ✓ Value placed on donated space must be consistent with fair market value and documented (comps from a Realtor).

Value of time contributed by volunteers:

- ✓ Value placed on donated labor must be market value for similar work and must be documented in the same manner as paid staff (time sheets).



Budgets

How to Calculate 20%:

Federal \$ / .80 = (Total Project) \$ x .20 =
Match \$

How to Calculate 25%:

Federal \$ / .75 = (Total Project \$) x .25



Salary Can be written as:

SALARIES, BENEFITS & TAXES	AMOUNT
Attorney/Jackson: Salary and Benefits est. 10% Time (5 Months) (Match)	\$4,386

SALARIES, BENEFITS & TAXES	AMOUNT
Position 1: Victim Witness Coordinator- Salary \$45,080 and Benefits\$7.839 (match) estimated (100% project)	\$52,919.00

Occupancy should be prorated:

SUPPLIES (includes "Sensitive Minor Equipment"), TELEPHONE, POSTAGE & SHIPPING, OCCUPANCY, EQUIPMENT RENTAL & MAINTENANCE, PRINTING & PUBLICATION	AMOUNT
Occupancy: Utilities & Maintenance prorated at 6% of \$76,272 (5 months) (Match)	\$1,906

SUPPLIES (includes "Sensitive Minor Equipment"), TELEPHONE, POSTAGE & SHIPPING, OCCUPANCY, EQUIPMENT RENTAL & MAINTENANCE, PRINTING & PUBLICATION	AMOUNT
Occupancy: Security - Prorated (\$22,538.45 / 16 x 2.9 FTEs)	\$1,021.00

CASH MATCH SHOULD BE REFLECTED IN THE TOTAL PROJECT AMOUNT IN THE SUMMARY AND DETAIL PAGES WHEN APPLICABLE

GRANT BUDGET LINE-ITEM DETAIL:

AGENCY NAME:
FUND SOURCE:
PROJECT TITLE:

SALARIES, BENEFITS & TAXES	AMOUNT
Summary of Individual positions that will support project activities. Review Instructions for examples.	\$0.00
Position 1: Job Title Salary / Benefits, Estimated Percentage of Time	\$0.00
Position 2: Job Title Salary / Benefits, Estimated Percentage of Time	\$0.00
Position 3: Job Title Salary / Benefits, Estimated Percentage of Time	\$0.00
Repeat row(s) as Necessary	\$0.00
TOTAL	\$0.00

Note: Benefits must be calculated at the same or lesser percentage as the salary for each position.

PROFESSIONAL FEE, GRANT & AWARD	AMOUNT
Repeat row(s) as Necessary	\$0.00
TOTAL	\$0.00

SUPPLIES (Includes "Sensitive Minor Equipment"), TELEPHONE, POSTAGE & SHIPPING, OCCUPANCY, EQUIPMENT RENTAL & MAINTENANCE, PRINTING & PUBLICATION	AMOUNT
Occupancy:	\$0.00
Supplies:	\$0.00
Sensitive Minor Equipment:	\$0.00
All Other Items:	\$0.00
Repeat row(s) as Necessary	\$0.00
TOTAL	\$0.00

TRAVEL, CONFERENCES & MEETINGS	AMOUNT
Local Travel:	\$0.00
Training and Conferences Attended by Agency Staff:	\$0.00
Training and Conferences Implemented by Agency:	\$0.00
Repeat row(s) as Necessary	\$0.00
TOTAL	\$0.00

INSURANCE	AMOUNT
Description of Insurance	\$0.00
TOTAL	\$0.00

SPECIFIC ASSISTANCE TO INDIVIDUALS	AMOUNT
Description of Specific Assistance to Individuals	\$0.00
Repeat row(s) as Necessary	\$0.00
TOTAL	\$0.00

DEPRECIATION	AMOUNT
Description of Depreciation	\$0.00
TOTAL	\$0.00