



Office of the Governor

## Criminal Justice Division

Funding Announcement:

***General Victim Assistance Program***

December 1, 2017

## Opportunity Snapshot

Below is a high-level overview. Full information is in the funding announcement that follows.

### Purpose

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

### Eligible Purpose Areas

Projects must fall under one of five purpose areas: General Victim Services, Transitional Housing and Support Services, College Campus Victim Assistance, Sexual Assault Forensic Services, or Victim Assistance System Improvement.

### Organizational Eligibility

Applications may be submitted by state agencies, public and private non-profit institutions of higher education, independent school districts, Native American tribes, councils of governments, non-profit corporations (including hospitals and faith-based organizations) and units of local government, which are defined as a non-statewide governmental body with the authority to establish a budget and impose taxes (includes hospital districts). Other local governmental agencies should apply through an associated unit of local government. See the [Eligible Organizations](#) section for more information.

### Project Periods

First-year projects may not exceed a 12-month period, except Transitional Housing projects must have a 24-month project period. Continuation projects may not exceed a 24-month period. Projects receiving a 24-month award in 2017 may not apply for continuation funding.

### Budget

The minimum budget under this program is \$10,000 and there is maximum funding request.

### Match

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

### Process

Applications under this funding announcement must be submitted in eGrants at [eGrants.gov.texas.gov](http://eGrants.gov.texas.gov)

### Timelines

Action	Date
Online System Opening Date	12/18/2017
Final Date to Submit an Application	02/20/2018 at 5:00PM CST
Earliest Project Start Date	10/01/2018 (exceptions for College Campus projects)
Latest Project Start Date	12/01/2018 (exceptions for College Campus projects)

### Contact Information

For more information, contact the eGrants help desk at [eGrants@gov.texas.gov](mailto:eGrants@gov.texas.gov) or (512) 463-1919.

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# General Victim Assistance Program

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## Overview of Application Process

Applicants should carefully review the application process as outlined below. CJD will not consider applications that fail to adequately address the application requirements and prompts, including those that have been previously approved for funding and/or are recommended for funding by local Criminal Justice Advisory Committees.

### □ **Step 1 – Review eligibility and requirements:**

- The [Eligibility](#) section outlines who may apply, which purpose areas will be considered, and the expenses and activities eligible to be included.
- The [Program-Specific Details](#) section has information on timelines, reporting, and funding.
- The [Standard CJD Requirements](#) section addresses application and project requirements.

### □ **Step 2 – Contact your regional criminal justice planner (local and regional projects only):** The regional Council of Governments' (COG) Criminal Justice Advisory Committee will review local and regional applications first, and some COGs have additional, mandatory application procedures. Applicants should contact their COG's criminal justice planner early as possible. A directory is available at <http://txregionalcouncil.org/regional-programs/criminal-justice/cjcontacts/>.

### □ **Step 3 – Develop your project:** Before starting your application, applicants should develop a concrete understanding of their project and read CJD's *Developing a Good Project Narrative* at <http://gov.texas.gov/cjd/resources>, which details how to explain:

- **What the project will accomplish:** What problem will the project solve? Who is the targeted population to serve and/or prosecute? What does success look like and how do you measure it?
- **How the project will help:** What specifically will you do? What standards or evidence says it's an effective approach? What capabilities are needed to succeed?
- **What is required for success:** What resources (including funding) does the project require?

### □ **Step 4 - Apply in eGrants:** Compile and submit your grant application via eGrants, at <http://eGrants.gov.texas.gov>. For more instructions and information, see *How to Apply for a CJD Grant*, available at <http://gov.texas.gov/cjd/resources>.

### □ **Step 5 - Funding Decisions and Grant Acceptance:** Await the funding decision, which is provided through a grant award or other notice from CJD. If you receive an award, complete the acceptance process to access funds.

## Application Resources

CJD has published several resources to assist applicants in understanding and applying for funding, all of which can be found at <http://gov.texas.gov/cjd/resources>

- ***Developing a Good Project Narrative:*** Guidance on how to formulate an effective project, and how to communicate it clearly in the application’s narrative prompts.
- ***How to Apply for a CJD Grant:*** Instructions on how to file an application in eGrants.
- ***Guide to Grants:*** CJD policies and guidance on common grant issues.
- ***Grantee Conditions and Responsibilities:*** A compendium of CJD and Homeland Security Grants Division policies for all grantees.
- ***Standard Certifications and Requirements:*** CJD’s standard requirements that the Authorized Official must certify upon applying for a grant.
- ***CJD Grant Activities and Measures:*** A reference for applicants on the activities allowed for different project types and the measures associated with each.

## Eligibility

### Eligible Organizations

Applications may be submitted by state agencies, public and private non-profit institutions of higher education, independent school districts, Native American tribes, councils of governments, non-profit corporations (including hospitals and faith-based organizations) and units of local government, which are defined as a non-statewide governmental body with the authority to establish a budget and impose taxes (includes hospital districts).

Other local governmental agencies must be submitted by a unit of government affiliated with the agency, including an authorizing resolution from that unit of government. For example, police departments must apply through their municipal government; and community supervision and corrections departments and district attorneys must apply through their affiliated county government (or one of their affiliated counties, in the case of agencies that serve more than one county).

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.

**Special eligibility restrictions apply to the Transitional Housing and Support Services, College Campus Victim Assistance, and Sexual Assault Forensic Services Purpose Areas. See [Eligible Purpose Areas](#) for more information.**

### Eligible Activities and Costs

The following list of eligible and ineligible activities and costs apply generally to all projects under this announcement. **However, some purpose areas eligible under this funding announcement have special allowed or disallowed activities and costs – see the purpose-area sections below.** For definitions, see *CJD Grant Activities and Measures* (available at <http://gov.texas.gov/cjd/resources>)

**Eligible:**

1. Casework, non-licensed counseling, individual advocacy, or other support (including peer support groups, crisis services, system advocacy, accompaniment, emotional support, multi-disciplinary teams and case coordination, etc.);
2. Counseling, therapy, or other care performed by a licensed (or certified) professional (including forensic interviews of victims not performed by law enforcement officers or prosecutors);
3. Emergency shelter or transportation;
4. Equipment and technology (including vehicle purchases – see [Program-Specific Requirements](#) below for special conditions for vehicle purchases);
5. General law enforcement or public safety (public presentations or outreach designed to help identify victims or develop victim assistance programs only);
6. Legal assistance (for civil legal issues such as protective order assistance);
7. Program evaluation and assessment; and
8. Training, professional development, or technical assistance – received from others or performed in-house.

**Ineligible:**

1. Counseling or treatment for substance abuse (activities with a primary purpose – general counseling that includes a component addressing substance abuse is eligible);
2. Remodeling and construction;
3. Instruction and support for academic programs;
4. Instruction and support for employment or workforce programs;
5. Instruction and support for life, social, or emotional skills;
6. Prosecutions or investigations (does not include forensic services explicitly allowed by this announcement under “counseling, therapy, or other care performed by a licensed professional);
7. Victim-offender meetings that serve to replace (or as a part of) criminal justice proceedings;
8. Services to incarcerated individuals;
9. Medical training;
10. Medical services other than forensic medical examinations and prophylaxis;
11. Forensic medical evidence collection;
12. Cash payments to victims, gift cards, or fuel vouchers;
13. Creation of a voucher program where victims are directly given vouchers for such services as housing or counseling;
14. Transportation, lodging, per diem or any related costs for third-party participants to attend a training, when grant funds are used to develop and conduct training;
15. Leasing of vehicles;

16. Research and studies, except for project evaluations under 28 CFR § 94.121(j);
17. Activities that may compromise victim safety; and
18. Any other prohibition imposed by federal, state, or local law or regulation.

## Eligible Purpose Areas

Applications must designate in eGrants which of the following purpose areas corresponds to their project:

- **General Victim Services**
- **Transitional Housing and Support Services**
- **College Campus Victim Assistance**
- **Sexual Assault Forensic Services**
- **Victim Assistance System Improvement**

Applications must also contain target measures that demonstrate the scope of the project. These targets will be one measure of project success and grantees will be required to report periodic progress towards them. Each of the purpose areas have measures that correspond to them and specific activities. For a list of the measures and activities for this funding announcement, see *CJD Grant Activities and Measures*, available at <http://gov.texas.gov/cjd/resources>.

Each eligible purpose area also has associated requirements that apply during the application process and/or grant project. See [Program-Specific Requirements](#) for more information.

### General Victim Services

General Victim Services projects provide direct services to victims of crime, with the goal of speeding their recovery and aiding them through the criminal justice process. This purpose area covers most grants under this funding announcement.

General Victim Services projects are typically the primary grant for service providers, but eligible organizations may also apply for additional grants under the Transitional Housing and Support Services, Sexual Assault Forensic Services, or Victim Assistance System Improvement purpose areas to augment their primary services.

### Transitional Housing and Support Services

Transitional Housing & Support Services Initiative projects are eligible for funding for expanded housing and services, but only organizations that offer or will offer extensive services are eligible. These projects are often layered on top of a General Victim Services project, and must be applied for separately.

These projects should focus on a victim-centered, trauma-informed approach to providing transitional housing services that improve the well-being and stability of adult survivors of domestic violence, sexual assault, dating violence, stalking, and/or human trafficking. Transitional housing programs, in addition to providing for basic shelter needs of survivors, provide direct service supports such as counseling, case management, and parenting classes to support survivors in achieving their goals.

Transitional housing is defined by CJD as non-emergency housing that may last for a period of 6 to 18 months. Residents must all have their own private living space, which may include apartments, rooms in a house, or other arrangement. There may be communal living areas such as kitchens and living rooms, however residents may not be required to share all spaces. The program provides for the reasonable safety and privacy needed by victims/survivors and shall offer access to necessary furniture and equipment.

**Special organizational eligibility:**

Applications may only be submitted by rape crisis centers, emergency shelters and other non-profit, non-governmental organizations or tribal programs (e.g. transitional housing) with a primary focus of providing direct supportive services to domestic violence, sexual assault, and human trafficking victims/survivors.

For the purpose of this grant, applicants must have existing facilities that either already serve as transitional housing or that can be easily converted to serve such a purpose (i.e., a floor or level of an existing shelter), or be prepared and able to lease apartments under the agency. This grant will not fund agencies without a record of effectiveness with CJD, nor will it finance the purchase of property, renovations, or other capital expenses. Transitional housing is not emergency shelter.

**Special additional eligible costs:**

1. Transitional housing and relocation, including victims' utility costs, rental assistance, and security deposits (individuals may receive housing for a maximum of 18 months); and
2. Support services that foster stability and independence, such as childcare.

**Special additional ineligible costs:**

1. Emergency shelter;
2. Victim-offender meetings;
3. Forensic interviews; and
4. Administrative costs.

**Special project periods and budget limits:**

Projects must be for a 24 month period. The minimum award is \$10,000 and there is no maximum.

**Special required program services:**

All Transitional Housing and Support Services applicants must written documentation prior to the project start date (but may be submitted after the application) certifying that if they do not currently offer all of the following services, the applicant will provide all such services within 30 days of the project start date or prior to the delivery of services, whichever occurs earlier: Employment assistance, education assistance, housing advocacy, economic assistance, in-person counseling, support groups, childcare, children's services, and safety planning.



Program service definitions and the certification form are available at [http://gov.texas.gov/cjd/transitional\\_housing](http://gov.texas.gov/cjd/transitional_housing).

**Prohibition on mandatory participation and charging rent:**

Programs may not make participation in support services or other agency programs mandatory to receive transitional housing assistance. Programs may not charge victims for rent.

**College Campus Victim Assistance**

Colleges and universities applying to provide direct services to victims must select this purpose area. This allows CJD to tailor assistance and oversight to the special needs existing on campuses, and requires applicants to offer and promote confidential access to services. CJD's goal is to build a culture for victim services on Texas campuses that centers on readily meeting victims with empathy and support to quicken their recovery process, not bureaucratic requirements that hinder receiving services.

**Special organizational eligibility:**

All public and private, non-profit institutions of higher education applying to provide direct victim services on campuses or related to campuses must apply under this purpose area.

**Special additional eligible activities and costs:**

- Transitional housing and relocation (including victims' utility costs, rental assistance, and security deposits); and
- Support services that foster stability and independence, such as childcare.

**Special additional ineligible costs:**

None.

**Special project periods and budget limits:**

Projects may not exceed a 12 month period. Projects must start on either August 1, 2018, or January 1, 2019. The minimum award is \$40,000 and there is no maximum.

**Special program requirement – Confidential Direct Service Providers:**

All personnel compensated under these projects must follow CJD's Confidential Direct Service Provider procedures. To verify this requirement, grantees must upload to eGrants a letter signed by the project's Authorized Official certifying this fact prior to commencing grant activities.

Details on Confidential Direct Service Providers and the text of the certification is available at [http://gov.texas.gov/cjd/college\\_campus\\_victim\\_assistance](http://gov.texas.gov/cjd/college_campus_victim_assistance).

**Special program requirement – awareness campaign for confidential services:**

To maximize the utilization of the confidential services provided through grant awards, CJD these grantees to submit a plan detailing efforts to raise awareness among students of 1) the confidentiality protections offered by campus Confidential Direct Services Providers; and 2) where and when

confidential services are available, how to access them, and which service providers and authorities are covered by confidentiality provisions and which are not. These activities may include inclusion in student orientations, campus-wide emails, pamphlet materials, and/or outreach to peer leaders/influencers.

Plans must be submitted to CJD via an upload to eGrants within 90 days of the beginning of the project period in order to continue receiving reimbursements.

## **Sexual Assault Forensic Services**

Sexual Assault Forensic Services projects are eligible for expanded equipment and activities related to Sexual Assault Nurse Examiners (SANE) and Sexual Assault Response Teams (SART). Grantees under this purpose area are required to either include a victim advocate (a best practice for SARTs and SANEs) in their application or certify that they already have an advocate in place.

Through these projects, CJD seeks to improve and expand the support services associated with sexual assault forensic exams available to victims in the immediate aftermath of the crime by supporting the expansion of – and reinvestment in – sexual assault forensic service programs and the adoption of SANE and SART best practices. By increasing the availability and quality of immediate forensic services, the initiative will improve the long-term health and safety outcomes for survivors of sexual assault.

For more information on SANEs, SARTs, and this grant program, go to <http://gov.texas.gov/cjd/SAFS>.

### **Special organizational eligibility:**

Applications may only be submitted by rape crisis centers, emergency shelters and other non-profit, non-governmental organizations or tribal programs (e.g. transitional housing) with a primary focus of providing direct supportive services to sexual assault and human trafficking victims/survivors. For the purpose of this grant, applicants may have existing SART or SANE teams or may use funding to start programs. Funding may also be used for related crisis services and programs. In cases where funding is used to establish new programs, applicants must demonstrate that the agency housing or sponsoring the program (i.e., a rape crisis center housing a SANE program) has a proven track record of providing effective victim services and that staff are qualified to establish such programs.

### **Special additional eligible activities and costs:**

These projects may generally include funds for other services associated with the first-96-hours response to sexual assaults (excluding those prohibited under the general Eligible Activities and Costs), including:

1. Equipment, technology, and supplies used in the provision of forensic medical services (such as colposcopes or high-definition cameras);
2. Activities performed by SANE nurses that are not medical or legal services (such as emotional support, advocacy, or program coordination); and
3. Program coordination for Sexual Assault Response Teams.

**Special additional ineligible activities and costs:**

While funding may be used to cover some costs associated with forensic services, grant funds may not be used to supplant funding from law enforcement or other agencies that currently reimburse service providers for forensic exams and other expenses, or other such funding required to be provided under statute. Grant funds may also not be used to supplant Crime Victims’ Compensation (CVC) funds.

Grant funds may also not be used for administrative costs.

**Special project periods and budget limits:**

Projects may not exceed a 12-month period. The minimum award is \$10,000 and there is no maximum.

**Special program requirement – victim advocate:**

Applicants must either include at least one victim advocate in their project budget or upload a certification to eGrants that they already have such advocates in-place. For the text of the certification, go to: <http://gov.texas.gov/cjd/SAFS> .

## Victim Assistance System Improvement

Victim Assistance System Improvement projects are those that do not provide direct services to victims but seek to improve the overall system of victim assistance, including providing training or other support to direct services providers. However, research projects are not eligible.

**Special additional eligible activities and costs:**

1. Materials and curriculum development; and
2. Training, professional development, or technical assistance – provided to others.

**Special additional ineligible activities and costs:**

1. Direct victim services.

**Special project periods and budget limits:**

Projects may not exceed a 24-month period. There are no special budget limits.

## Program-Specific Details

### Timeline

Action	Date
Funding Announcement Release	12/01/2017
Online System Opening Date	12/18/2017
Final Date to Submit an Application	02/20/2018 at 5:00PM CST
Earliest Project Start Date	10/01/2018 (exceptions for College Campus projects)
Latest Project Start Date	12/01/2018 (exceptions for College Campus projects)

## Funding and Reporting Details

Category	Detail
Funds Available	Up to \$130 million <sup>1</sup>
Budget Minimum	\$10,000
Budget Maximum	None
Match Requirement	20% of total project cost <sup>2</sup>
Project Period	- Continuation projects: 24 months - First-year projects: 12 months - Projects receiving a 24-month award in 2017 are not eligible for continuation funding, but current grantees may apply for new and substantially dissimilar projects.
Funding Source	Federal: Authorized under the Victims of Crime Act of 1984 (VOCA) as amended, 42 U.S.C. 10601.
Financial Reporting	At least quarterly, submitted via Financial Status Reports in eGrants
Financing method	Reimbursement-for-costs basis
Progress Reporting	- Quarterly, submitted via the Public Policy Research Institute at Texas A&M University at <a href="http://cjd.tamu.edu">http://cjd.tamu.edu</a> - Additional reports may be required

- 1) VOCA funds are made available through a Congressional appropriation. All awards are subject to the availability of federal funds and any modifications or additional requirements that may be imposed by law.
- 2) Total project cost is the aggregate of OOG grant funds, cash match, and in-kind match. Go to the Guide to Grants, available at <http://gov.texas.gov/cjd/resources> for more information.

## Program-Specific Requirements

In addition to the special requirements for specific purpose areas detailed above, all projects under this funding announcement must meet these requirements:

### **Budgeting requirement:**

Applicants are strongly cautioned to only apply for the amount of funding they can responsibly expend in the grant period. CJD will be tracking expenditure rates throughout the life of the grants and may take action to avoid large de-obligations at the end of grant periods.

### **Demonstrated capabilities or funding:**

Applicants must have a demonstrated record of providing effective victim services. In rare cases where services are critically needed, CJD may award funds to entities that have not yet demonstrated a record of providing services, if they can demonstrate that (1) 25 percent of their financial support comes from non-federal sources (to demonstrate financial stability); and (2) the entity is already operational at the time of application.

Applicants must submit adequate information in the “Capacity & Capabilities” section of the eGrants application to determine which of these conditions they are applying under.

**Cultural competency:**

Applicants must be culturally competent when providing services to victims. Victim service providers must have the ability to blend cultural knowledge and sensitivity with victim restoration skills for a more effective and culturally appropriate recovery process. Cultural competency occurs when: (1) cultural knowledge, awareness and sensitivity are integrated into action and policy; (2) the service is relevant to the needs of the community and provided by trained staff, board members, and management; and (3) an advocate or organization recognizes each client is different with different needs, feelings, ideas and barriers.

**Victim services assessment survey:**

All recipients of funding under this announcement may be required to participate in a victim services assessment during their grant period, as directed by CJD.

**Special requirements for vehicle purchases:**

Only non-profits will be eligible to purchase vehicles under this funding announcement. The vehicles must be for the purpose of transporting victims to receive various services. Applicants must explain where prompted on the Narrative tab of their eGrants application how the vehicles will be utilized and how that strengthens their delivery of victim services.

## Standard CJD Requirements

When accepting an award under this funding announcement, the grantee agrees to comply with a variety of state and federal laws and regulations, including requirements related to Uniform Crime Reports, criminal history reporting, and immigration and customs enforcement requests. For more information see the following documents, available at <http://gov.texas.gov/cjd/resources>.

- *Standard Certifications and Requirements*
- *Grantee Conditions and Responsibilities*
- *Guide to Grants*

## Selection Process

**Application Screening:** CJD will screen all applications to ensure that they meet the requirements included in the funding announcement. Applications that meet those requirements will move forward to the merit review phase.

**Merit Review – Local Projects:** Projects with a local impact will be reviewed by a panel appointed by the local Council of Governments using their own criteria. The merit review panels will assess the applications for quality and rank by priority, and then report their findings to the CJD executive director.

**Merit Review – Statewide Projects:** Projects with a statewide impact will be reviewed by a panel appointed by the CJD executive director in an effort to prioritize funding. The merit review panel will assess and score each application on a 100-point scale, and then report its findings to the executive

director. Scores will be based on standard criteria. For more information, see *How to Apply for a CJD Grant*, available at <http://gov.texas.gov/cjd/resources>.

**Final Decisions – All Projects:** The executive director will consider merit review rankings along with other factors and make all final funding decisions. Other factors may include cost effectiveness, overall funds availability, CJD or state government priorities and strategies, legislative directives, need, geographic distribution, balance of focuses and approaches, or other relevant factors.

CJD may not fund all applications or may only award part of the amount requested. Per Rule 3.9 of the Texas Administrative Code, all funding decisions made by the executive director are final and are not subject to appeal. The receipt of an application by CJD does not obligate CJD to fund the grant or to fund it at the amount requested.

## Announcements

After CJD makes final funding decisions, each applicant will receive either an unfunded notice or a preliminary decision notification or final grant award. Release of final grant awards for federally funded programs are always contingent on CJD's receipt of the federal grant award for that program and CJD cannot release or guarantee funding to any applicant until it has received and accepted the federal award and a determination is made that adequate funding is available.

## About CJD

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

CJD will make over \$275 million in funding available to hundreds of organizations during state fiscal year 2018 for juvenile justice, delinquency prevention, victims services, law enforcement, prosecution, courts, specialty courts, prevention of child sex trafficking, and other types of projects to benefit Texans.