

**Request for Agreement Renewal  
FY 2010/2011  
RECOVERY ACT  
DPS-VOCA CRIME VICTIM ASSISTANCE GRANTS  
Award Period: October 1, 2010 thru September 30, 2011  
Victims of Crime Act (VOCA) Assistance Funds  
CFDA 16.801**

***The Department of Public Safety's Administration of VOCA Funds***

The mission of the Department of Public Safety's Crime Victim Services Unit (DPS/CVS) is to support the provision of a full range of direct services to victims of crime in Arizona. This is accomplished by assisting, training, and monitoring crime victim service providers throughout the state. It is enabled by the Federal Victims of Crime Act (VOCA) assistance grant.

***What is the Victims of Crime Act (VOCA)?***

The Victims of Crime Act (VOCA) was signed into law in 1984. The Act created a fund, administered by the Department of Justice (DOJ), for victim assistance grants to the states. Federal funding received for victim service programs varies from year to year, depending on the amount of federal fines collected, using no tax dollars.

***How does VOCA Recovery Act Funding Differ from Annual Awards to States?***

On February 17, 2009, the President signed into law the landmark American Recovery and Reinvestment Act of 2009 (the "Recovery Act"). As one of its many elements, the Recovery Act provides the DOJ with funding for grants to assist victims of crime. Specifically, the DOJ, Office for Victims of Crime (OVC) awarded each eligible state assistance program a Recovery Act - VOCA victim assistance formula grant to support the provision of services to victims of crime.

***What Will This FY 2010/2011 Recovery Act-VOCA Assistance Request for Grant Application (RFGA) Fund?***

Projects supported under the Recovery Act DPS-VOCA RFGA must adhere to the primary principles of this Act, to include (1) *creation of jobs* and (2) *preservation of jobs*. **Those agencies meeting the DPS-VOCA eligibility requirements may request funding in support of salary and associated fringe benefit expense for direct service positions that were newly created in FY 2009/2010 or retained/staffed. No other line item requests will be considered for funding.** Other VOCA eligible line items may be utilized to meet the match requirement, which is 20% for Non-profit and Government agencies, and 5% for Tribal Organizations.

***What Other Priorities Have Been Established for This FY 2010/2011 Recovery Act-VOCA Assistance RFGA?***

As with annual DPS-VOCA grant awards, priority shall be given to victims of sexual abuse, domestic abuse, child abuse, and previously underserved populations, with a minimum of 10% of each federal fiscal year's grant being allocated to each of these crime victim categories. A crime victim is defined as a person who has suffered physical, sexual, financial, or emotional harm resulting from the commission of a crime.

***Are There Any Additional Reporting Requirements for This FY 2010/2011 Recovery Act Funding?***

The Recovery Act places great emphasis on accountability and transparency in the use of taxpayers' dollars. In addition to established reporting requirements as outlined in the DPS-VOCA Guidelines, recipients of these funds shall comply with special record keeping and reporting requirements under the Recovery Act. At a minimum, sub-recipient agencies (1) receiving over \$25,000 in Recovery Act funds must have a Data Universal Numbering System (DUNS) number ([www.dnb.com/US/duns\\_update](http://www.dnb.com/US/duns_update)) and must be registered with the Central Contractor Registration ([www.ccr.gov](http://www.ccr.gov)); (2) must maintain separate cost centers for and not commingle funds received from this grant with funds from any other source, including other VOCA funds; (3) shall provide quarterly program activity reports to DPS within five(5) calendar days of the last day of the quarter in which services are provided; and (4) are subject to audit by appropriate federal and/or state entities, including DPS.

If awarded a contract, by accepting funds under this grant, the subrecipient agrees to comply with the requirements of the Recovery Act, Victims of Crime Act, and DPS VOCA Program, and all applicable federal and state statutes, regulations and guidelines.

Additional reporting requirements relating to the Recovery Act may be issued by the federal government or federal agencies, including but not limited to the Office for Management and Budget, the Government Accountability Office, and the U.S. Department of Justice, Office for Victims of Crime. An awarded subrecipient agrees that any such supplementary guidance, clarifications, provisions, or reporting requirements shall become terms and conditions of this award.

***Who is Eligible to Apply for FY 2010/2011 Recovery Act - VOCA Assistance?***

Eligible nonprofit 501(c)3 and government programs provide **direct** dedicated services to victims of crime including, but not limited to, sexual assault victims, survivors of homicide victims, victims of robbery, DUI accident victims, domestic violence victims, and physically and sexually abused children. Direct services under this grant program 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 a victimization; (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.

The following **cannot** be funded with VOCA **or** matching funds: administrative/clerical positions, grant writing, protocol development, criminal justice investigative efforts, needs assessment, prevention or offender related programs, or mandated services.

To receive VOCA funding, the agency must already be a proven service provider. The intent of the DPS-VOCA project is not to overlap the Department of Economic Security, Arizona Criminal Justice Commission, or the Attorney General's Office grants in supporting basic shelter services or criminal justice notification requirements. Rather its emphasis is to support program enhancements to assist victims in achieving positive

outcomes in four basic need areas: Healing, Safety, Justice, and Economic Restabilization.

***Award Period***

Award Agreements that are issued as the result of this Request for Grant Application (RFGA) shall be authorized by and subject to the American Recovery and Reinvestment Act of 2009 (Public Law 111-5) (the “Recovery Act”) and the Victims of Crime Act of 1984 (VOCA), 42 USC 10603(a) for the term of one year, **October 1, 2010 thru September 30, 2011.**

**FY 2010/2011 Agreement Renewal Process**

As indicated in the FY 2009/2010 Request for Grant Application, FY 2010/2011 will be a renewal year. Only those agencies awarded FY 2009/2010 VOCA Recovery Act grant funds may apply for FY 2010/2011 VOCA Recovery Act funding. There will not be a competitive application process conducted.

**Recovery Act - VOCA Victim Assistance Grant Funding Schedule:**

July 22, 2010	Request for Renewal
August 16, 2010, 3 p.m. MST	Renewal Deadline
September 3, 2010	FY 2010/2011 Agreements Mailed
October 1, 2010 to September 30, 2011	Recovery Act VOCA Agreement Fiscal Year

Because this is a renewal process, a Pre-Application Conference will not be conducted. Please contact your DPS-VOCA Grant Coordinator with any questions you have regarding the process.

Current DPS-VOCA sub-recipients may request an application to renew their 2009/2010 Recovery Act Agreements by following the instructions provided below:

1. Access the DPS Web-based Automated Grants System (WAGS) via the AZ Victims Website: <http://www.azvictims.org>
2. Click on “Request a New VOCA Recovery Act Grant Application” link located under the VOCA Recovery Act Grant Application sub-heading. ***The Request for Agreement Renewal information provided here will appear. It is recommended that you print this screen prior to continuing.***
3. Now click on the Continue button at the bottom of the screen.
4. The Eligibility Requirements screen will appear. Once completed, you must attest to the declaration statement at the bottom of the screen.
5. The next available screen will allow you to Request a Web-Based Automated Grants System Application. You must check the radio box and Enter (your agency’s) Existing Login and Password.
6. The next screen allows your agency to base your application for funding on a current (listed as previous) agreement. A drop down box is available, listing your agency’s current (FY 2009/2010) DPS-VOCA Recovery Act agreements by project title. Select the

agreement you wish to copy and click on the Continue button.

7. The system will make a copy of your FY 2009/2010 Application for funding, and you will receive an Application Request Confirmation. As a reminder, because the system is set up to copy your original application, changes made during the year will not be reflected in the copy that is made. DO NOT make any changes not listed below.

8. You may now access your FY 2010/2011 DPS-VOCA Recovery Act application, which will appear as a green link on the Make a Selection screen.

**ONLY** the following screens included in the FY 2010/2011 DPS-VOCA Recovery Act application for renewed funding are to be updated / completed:

#### FORMS

1. Applicant Summary – update agency information
2. Certification Information – update Project Director, Financial Contact, and Authorizing Official
3. Source of Funding – provide anticipated source(s) and funding level(s) for FY 2010/2011

#### NARRATIVES

1. Performance Measures – provide statistical information for 2009 and projected numbers / percentages for 2011. ONLY update the statistical information, DO NOT update/make changes to the performance measure verbiage.

#### Budget

Currently blank; use the Budget Recommendation from last year's application, which can be found at the bottom right of the Main Menu of your closed FY 2010 (gray) Application. Complete only the following screens:

1. Salaries and Wages
2. Fringe Benefits
3. Travel (MATCH ONLY)
4. Professional and Outside Services (MATCH ONLY)
5. Equipment (MATCH ONLY)
6. Training and Related Travel (MATCH ONLY)
7. Other Operating Expenses (MATCH ONLY)
8. Match
9. Budget Prioritization and Justification

**NOTE:** Agencies cannot request more than was approved for this project in FY 2009/2010

#### **DO NOT MAKE ANY CHANGES NOT LISTED ABOVE.**

If you have questions regarding the FY 2010/2011 renewal process, contact your DPS-VOCA grant coordinator.

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DPS is an Equal Employment Opportunity Agency.