



State of Idaho

Victims of Crime Act (VOCA) & Family Violence Prevention & Services Act (FVPSA) Subgrantee Grant Administration Manual

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Introduction

Idaho Council on Domestic Violence and Victim Assistance (ICDVVA) created this manual to help subgrantees navigate some of the complexities associated with their Victims of Crime Act (VOCA) and Family Violence Prevention and Services Act (FVPSA) grants. This manual is **not comprehensive** and you may still encounter issues or questions related to managing your grant that are not covered here. **This manual does not replace the requirements in your special conditions.** These conditions still govern your use of VOCA and FVPSA funds. However, this manual should help you implement and abide by those special conditions more effectively.

This manual is one of many tools to guide the administration of your FY2020 VOCA subgrant. What follows is a detailed, though not exhaustive, description of the programmatic and financial guidelines you must follow to administer your grant funds successfully. The information contained in this manual is based on the https://ojp.gov/financialguide/doj/pdfs/DOJ_FinancialGuide.pdf. ICDVVA encourages subgrantees to download this manual and refer to it as often as they need to when they encounter questions or concerns related to their VOCA grant.

Please note that ICDVVA may also update this manual from time to time as legislation changes, new policies or guidance comes from DOJ and/or HHS, new reimbursement or grant management policies are instituted at ICDVVA, or to address emerging issues subgrantees face. Staff will do their best to alert subgrantees about changes in this manual. You will know which version of the manual is the most recent by looking in the footer of each page.

We have also tried to make this manual as user-friendly as possible. All of the text that is hyperlinked in this manual is fully functional – to go to the webpage containing the information that is referred to in the text, simply click on the hyperlinked text.

If you feel the Council has not covered a certain topic thoroughly enough, or you see a gap in the topics covered in this manual, please give your feedback to one of the staff members listed on the cover page.

Thank you for all the work you do on behalf of victims of crime in the state of Idaho. We appreciate your service and dedication.

Overview of ICDVVA

The Idaho Council on Domestic Violence and Victim Assistance

The Idaho Council on Domestic Violence and Victim Assistance (ICDVVA) is the state of Idaho's advisory body for programs and services affecting victims of domestic violence and other crimes in Idaho. (Pursuant to Idaho code title 39-5201.)

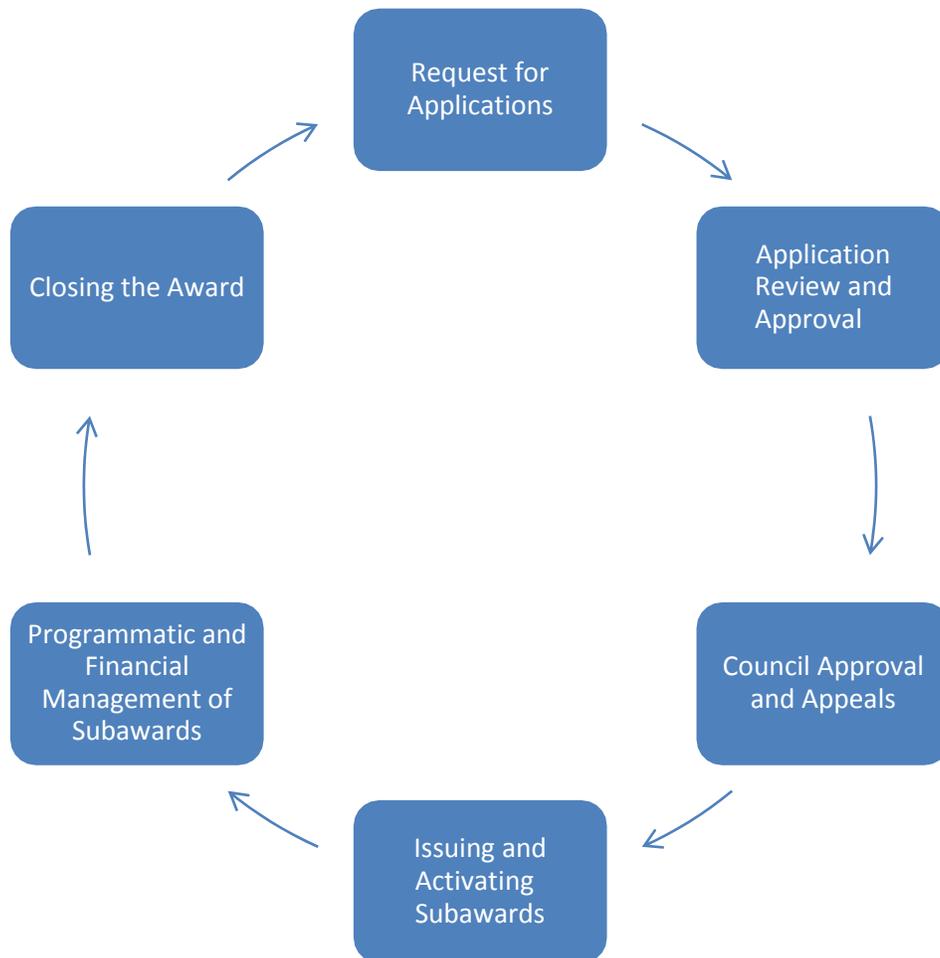
The Idaho Council on Domestic Violence and Victim Assistance funds, promotes, and supports quality services to victims of crime throughout Idaho.

ICDVVA manages and subgrants federal formula funds allocated to the State of Idaho Domestic Violence Project Fund. In addition to managing these formula grants, ICDVVA also applies for competitive funding in partnership with subgrantee and local agencies through the Office for Victims of Crime, Family and Youth Services Bureau, and others as appropriate.

Grant Administration Overview

As the State Administering Agency for VOCA funds & FVPSA funds, ICDVVA provides financial and programmatic management of your VOCA & FVPSA subaward. ICDVVA produces Requests for Proposal (RFPs) each year, collects and reviews applications, and makes award recommendations to the governing Council. Upon the Council's approval, ICDVVA is also responsible for opening and closing each subaward in accordance with federal guidelines. To ensure continuity of funds and victim service provision, the stages in the process overlap with each grant year. Usually, applications are collected, reviewed, and approved from January-May so that awards can be issued and activated when the state of Idaho fiscal year begins, July 1st.

Life Cycle of a VOCA Subaward



Financial management encompasses the following activities:

- Budget review and approval during the application process
- Activating awards through the award packet issuance, review and approval process
- Budget management through Subgrant Adjustment Requests (SAR)
- Reviewing, approving and processing payments via Subgrant Expenditure Requests (SERs)
- Closing awards at the end of the state fiscal year (June 30th)

ICDVVA provides programmatic management through the following activities:

- Program activity review and approval during the application process
- Reporting on service outputs and outcomes
- Fidelity to VOCA & FVPSA guidelines on allowable activities
- Adherence to core services
- Ensuring availability and accessibility of services across the state
- Facilitating communication and coordination of ICDVVA funded programs with other stakeholders

ICDVVA also provides grants management to its subgrantees by conducting compliance monitoring activities such as site visits and desk reviews and providing Training and Technical Assistance.

More information on each aspect of the grants management process is included in the subsequent sections. The appendix also includes numerous guides and resources to help you manage your agency's award.

Applying for ICDVVA Funds

ICDVVA posts a Request for Proposal (RFP) each year. Once the RFP is posted on the ICDVVA's website, applicants have 2 months to complete and submit applications to the ICDVVA's staff. The RFP contains all information required for each application, including application instructions and guidelines on allowable and unallowable costs. Generally, the application requires basic agency information, contact information, brief narratives on program activities and target population demographics, and a budget for the use of VOCA & FVPSA funds. The application also requires submission of data on VOCA & FVPSA purpose areas, underserved populations, agency financial information, and other documentation as requested.

Once the application system has closed, staff review applications and make award recommendations to the governing Council. The review process typically takes eight (8) weeks before recommendations go to the Council, who approve or deny staff recommendations for funding.

Activating Your ICDVVA Award

After the Council staff and members have met and discussed each application, they will determine the allocation of awards. The results will be distributed to grantees within seven (7) days. You will also be notified by mail of the grant award. If you elect to accept the grant award, you will be asked to sign a contract. The contract will be submitted to the Department of Health and Welfare for processing. Upon acceptance of the terms and conditions of the award by both parties, final processing of the contract will occur. Once the process is completed, the new contract will go into effect and expenses will be reimbursed. Expenses incurred outside of a contract period or prior to the final completion of the contract process, will not be reimbursed.

Programmatic Requirements

Victims of Crime Act (VOCA) Victims Assistance Grants

The VOCA Formula Grant Program, created under the 1984 Victims of Crime Act 42 .S.C. § 10601, et seq., provides federal funding to support victim assistance and compensation programs to benefit victims, to provide training for diverse professionals who work with victims, to develop projects to enhance victims' rights and services, and to undertake public education and awareness activities on behalf of crime victims. The Victims of Crime Act established the Crime Victims Fund, which is the funding source for state formula VOCA grants.

VOCA is the largest federal victims' services funding stream in Idaho. This funding supports direct services to crime victims (i.e. persons who have suffered physical, sexual, financial, or emotional harm as a result of the commission of a crime). The federal Office for Victims of Crime (OVC) makes annual formula grants to states, which in turn are sub-granted to local organizations, to ensure that crime victims' rights are upheld and that they play a meaningful role in the criminal justice process. VOCA funds help local agencies comply with the requirements in Idaho's Crime Victim's Bill of Rights (Article 1, § 22), Idaho Code 39-5201-5213, along with providing services that help crime victims confront the trauma and hardship associated with victimization. VOCA funds may be used to serve victims of many different types of crime including (but not limited to) child abuse, child sexual abuse, domestic violence or intimate partner violence, sexual assault, physical and financial elder abuse, identity theft, robbery, and burglary.

According to the [VOCA Program Guidelines](#), 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 a victimization;
- 3) help victims understand and participate in the criminal justice system; and
- 4) provide victims of crime with a measure of safety and security.

For the VOCA crime victim assistance grant program, a crime victim is a person who has suffered physical, sexual, financial, or emotional harm as a result of the commission of a crime. Funding cannot be used for the investigation of crimes or collection of evidence to further the prosecution of crimes. By statute, funding priorities are given to programs serving victims of sexual assault, domestic violence and child abuse.

VOCA Purpose Areas

VOCA is aimed at helping agencies provide core services to crime victims so they can heal from the emotional, psychological, and physical trauma associated with victimization. Additionally, VOCA funds are meant to help victims play a meaningful role in the criminal justice system.

Direct victim services should accomplish at least one, if not more, of the following objectives:

- 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) help victims understand and participate in the criminal justice system; and
- 4) provide victims of crime with a measure of safety and security.

Statistical Reporting

Once your agency has been notified of its subgrant award, you should begin tracking financial expenditures and program activities according to ICDVVA guidelines. Please utilize the following template for tracking statistics: <https://icdv.idaho.gov/downloads/FY20-Grant-Worksheet.xlsx>

ICDVVA require quarterly reports from VOCA & FVPSA subgrantees. Refer to ICDVVA's website for a copy of the VOCA and FVPSA reports.

You should only report data that reflects the use of VOCA funds in your VOCA reports and You should only report data that reflects the use of FVPSA funds in your FVPSA reports. In the fourth quarter (October-December), subgrantees must also complete the section of narrative questions. Please visit the ICDVVA's website for the annual narrative report.

https://icdv.idaho.gov/grantee_forms_reports.html

Dates for submitting VOCA & FVPSA **Quarterly** Reports are as follows. Please be sure to add these to your agency's calendar:

Quarter 1:	July-September	Due: October 15
Quarter 2:	October-December	Due: January 15
Quarter 3:	January-March	Due: April 15
Quarter 4:	April-June	Due: July 15

If your agency has multiple grants and receives funding to provide direct victim services through VOCA and FVPS, you **must report your statistics for each program separately**. Please be sure that whichever data collection method you use can track the clients you serve with either your VOCA or FVPSA grant **separately**.

There will be no extensions to accommodate late report submissions unless a waiver is requested.

For more information or technical assistance about collecting or reporting your outcome measure statistics, please contact the ICDVVA Grants/Contracts Officer for assistance.

Tardy Programmatic Reports or Continuation Applications: Delays in programmatic reports can cause ICDVVA to be late in its reporting requirements to our federal partners. Therefore, ICDVVA takes timeliness in programmatic reports very seriously. Please refer to your special conditions for the progressive sanctions imposed for chronic tardiness in programmatic or fiscal reports.

The subgrantee is responsible for abiding by all special conditions, reporting requirements, and deadlines. Tardy continuation applications will also result in an automatic recommendation to ICDVVA's governing council to put subgrantees funding on hold.

Family Violence Prevention and Services Act (FVSPA) Grants

This FVPSA funding opportunity announcement (FOA), administered through the Administration on Children, Youth and Families' (ACYF) Family and Youth Services Bureau (FYSB), is designed to assist states in their efforts to support the establishment, maintenance, and expansion of programs and projects to: 1) prevent incidents of family violence, domestic violence, and dating violence; 2) provide immediate shelter, supportive services, and access to community-based programs for victims of family violence, domestic violence, or dating violence, and their dependents; and 3) provide specialized services for children exposed to family violence, domestic violence, or dating violence including victims who are members of underserved populations (45 CFR § 1370.10(a)).

The FVPSA state formula grant funds shall be used to identify and provide subgrants to eligible entities for programs and projects within the state that are designed to prevent incidents of family violence, domestic violence, and dating violence by providing immediate shelter and supportive services; and that may include paying for the operating and administrative expenses of the facilities for a shelter, for adult and youth victims of family violence, domestic violence, or dating violence, and their dependents; and that may be used to provide prevention services to prevent future incidents of family violence, domestic violence, and dating violence (42 U.S.C. § 10408(a) and 42 U.S.C. § 10408(b)(1)(A)).

FVPSA funds awarded to subgrantees shall be used for but are not limited to:

- Provision, on a regular basis, of immediate shelter and related supportive services to adult and youth victims of family violence, domestic violence, or dating violence, and their dependents, including paying for the operating and administrative expenses of the facilities for such shelter (42 U.S.C. § 10408(b)(1)(A));
- Assistance in developing safety plans and supporting efforts of victims of family violence, domestic violence, or dating violence to make decisions related to their ongoing safety and well-being (42 U.S.C. § 10408(b)(1)(B));
- Provision of individual and group counseling, peer support groups, and referral to community-based services to assist family violence, domestic violence, and dating violence victims, and their dependents, in recovering from the effects of the violence (42 U.S.C. § 10408(b)(1)(C));
- Provision of services, training, technical assistance, and outreach to increase awareness of family violence, domestic violence, and dating violence, and increase the accessibility of family violence, domestic violence, and dating violence services (42 U.S.C. § 10408(b)(1)(D));
- Provision of culturally and linguistically appropriate services (42 U.S.C. § 10408(b)(1)(E));

- Provision of services for children exposed to family violence, domestic violence, or dating violence, including age-appropriate counseling, supportive services, and services for the non-abusing parent that support that parent's role as a caregiver, which may, as appropriate, include services that work with the non-abusing parent and child together (42 U.S.C. § 10408(b)(1)(F));
- Provision of advocacy, case management services, and information and referral services concerning issues related to family violence, domestic violence, or dating violence intervention and prevention, including: 1) assistance in accessing related federal and state financial assistance programs; 2) legal advocacy to assist victims and their dependents; 3) medical advocacy, including provision of referrals for appropriate health care services (including mental health, alcohol, and drug abuse treatment), which does not include reimbursement for any health care services; 4) assistance locating and securing safe and affordable permanent housing and homelessness prevention services; 5) provision of transportation, child care, respite care, job training and employment services, financial literacy services and education, financial planning, and related economic empowerment services; and 6) parenting and other educational services for victims and their dependents (42 U.S.C. § 10408(b)(1)(G)); and
- Provision of prevention services, including outreach to underserved populations (42 U.S.C. § 10408(b)(1)(H));

In the distribution of FVPSA grant funds, the state must ensure that not less than 70 percent of the funds distributed are used for the primary purpose of providing immediate shelter and supportive services to adult and youth victims of family violence, domestic violence, or dating violence, and their dependents; not less than 25 percent of the funds will be used for the purpose of providing supportive services and prevention services (42 U.S.C. § 10408(b)(2)); and not more than 5 percent of the FVPSA grant funds may be used for state administrative costs (42 U.S.C. § 10406(b)(1)).

Pursuant to 42 U.S.C. § 10407(b)(2), the state will give special emphasis to the support of community-based projects of demonstrated effectiveness that are carried out by nonprofit private organizations and that have as their primary purpose the operation of shelters for victims of family violence, domestic violence, and dating violence, and their dependents; or provide counseling, advocacy, and self-help services to victims of family violence, domestic violence, and dating violence, and their dependents.

Financial Requirements

PROJECT MATCH POLICIES AND PROCEDURES FOR FUNDED PROGRAMS

Match Requirement:

As a condition to receive VOCA Crime Victim Assistance (VOCA) and/or Family Violence Prevention Services (FVPSA) funds, it is a requirement that all subgrantees provide matching contributions of 20 percent of the total cost of each project (VOCA/FVPSA grant plus match), which must be derived from non-Federal sources. Those receiving State Domestic Violence Funds are required to provide a matching contribution of 25% of the total cost of each State Domestic Violence Project.

Cash or In-Kind Project Match:

Project match may be in the form of either cash or in-kind contributions. Cash contributions refer to an applicant's cash outlay, including non-Federal money contributions from public agencies and institutions and private organizations and individuals. In-kind contributions refer to the value of the noncash contributions such as donations of expendable equipment, office supplies, workshop or classroom materials, and work space, or the monetary value of time contributed by professionals, technical personnel, and other skilled and unskilled labor if the services they provide are integral part of a funded project. Organizations are encouraged not to match in excess of the amount required so as not to unnecessarily restrict resources that could be used for other purposes.

Assessing Match Value:

The value placed on a donated service must be consistent with the rate of compensation for similar work in the subgrantee's organization. If the required skills are not found in the subgrantee's organization, the rate of compensation must be consistent with the labor market. In either case, fringe benefits may be included in the valuation. The value placed on lent or donated equipment may not exceed its fair market value. The value of donated space may not exceed the fair rental value of comparable space as established by an independent appraisal of comparable space and facilities in privately owned building in the same locality.

Calculating Project Match:

The method of calculation is the same for all three grants. Here we will use a VOCA grant as an illustration. If the VOCA award is \$30,000, the 20 percent match is computed by dividing the amount of the award by 0.80 and subtracting the amount of the award from the figure obtained. Thus an organization that receives a \$30,000 VOCA award would be required to provide \$7500 in match ($\$30,000/0.80 = \$37,500$, less the \$30,000 award amount, for a match totaling \$7500).

Match Use Restrictions:

All funds designated as match are restricted to the same uses as the VOCA/FVPSA/State funds and must be expended within the grant period. Match must be provided on a project by project basis.

Match Documentation:

Subgrantees must maintain records that clearly show the source, the amount, and the period during which the match was allocated. The basis for determining the value of personal service, materials, equipment, and space must be documented. Volunteer services must be documented utilizing timesheets and a supervisors' signature. Match documentation must be submitted with the quarterly financial reports.

All matching contributions must be:

- Verifiable from the applicant's records.
- Not included as a contribution for any other Federal funds.
- Necessary and reasonable to accomplish the project's goals.
- Allowable charges.
- Not paid by the applicant from Federal funds received under another agreement.
- Included in the budget approved by ICDVVA.
- In accordance with all other Federal and State requirements.

Budget Categories – Allowable and Unallowable Costs

Subgrantees are encouraged to refer to http://www.doj.state.or.us/wp-content/uploads/2017/09/voca_allowable_unallowable_costs_services.pdf (as applicable to your organization) for a detailed discussion of allowable and unallowable costs on federal grants. Subgrantees should note that they cannot request reimbursement for items not listed in their budgets throughout the course of the grant. If a subgrantee wants to add, change, or remove an item from any of the budget categories approved with their award package, they must submit a Budget Revision Form.

What follows below is a brief description of the budget categories:

(1) Administrative Services:

All administrative costs must go in this category. The costs of applying for a grant from the ICDVVA are not reimbursable. Benefits follow the employee. Do not include benefits for direct services personnel in this section. If you will be requesting ICDVVA funds for administrative costs, please be aware of the following: VOCA funds cannot be used for administrative costs. If you qualify and receive Family Violence Funds, you can use up to five percent (5%) of the Family Violence award for administrative costs. Please keep this in mind as you prepare your budgets. Please prorate the cost associated with these positions among all funding sources. Only request funding levels for the positions that are directly attributable to the ICDVVA grants.

(2) Indirect Services

Though not direct victim services, these activities are often necessary to ensure that quality direct services are provided. Before these costs can be supported with VOCA funds, these costs must be approved by the ICDVVA. The ICDVVA and grantee must agree that: (1) Direct services to the crime victim cannot be offered without VOCA support of these expenses; (2) The Grantee has no other source of support for them; and (3) Only limited amount of VOCA funds will be used for these purposes:

- **Operating Costs:** Examples of allowable operating costs include supplies, equipment use fees, when supported by usage logs; printing, photocopying, and postage; brochures that describe available services.
- **Skills Training for Staff:** VOCA Funds designated for training are to be used exclusively for developing the skills of direct service providers, including paid staff and volunteers, so they can offer quality services to crime victims. VOCA funds can be used for training both VOCA-funded and Non-VOCA-funded service providers who work within a VOCA recipient organization. VOCA funds cannot be used for management and administrative training of Executive Directors, Board Members, and other individuals who do not provide direct services.
- **Idaho Safety & Resilience Conference:** The ICDVVA presents a training conference on crime victim assistance each year. Attendance is not mandatory, but highly recommended.
- **Supplemental Conferences:** Grantees may utilize limited funds to attend training that improves skills and victim services.
- **Training Materials:** ICDVVA funds can be used to purchase materials, such as books, training manuals, and videos for direct service providers, and can support the costs of a trainer for in-service staff development.
- **Equipment and Furniture:** The ICDVVA requires pre-approval of individual purchases and an asset acquisition form. The request must be directly related to the provision of victim services. ICDVVA funds may be used to buy furniture and equipment that provide or enhance direct services to crime victims. The ICDVVA cannot support the entire cost of an item that is not used exclusively for victim related activities but can support a prorated share of such an item. A detailed description of the furniture or equipment item to be purchased must be provided. Examples of allowable costs may include: computers, camcorders, and VCR's for interviewing children, two-way mirrors, and equipment and furniture for shelters, work spaces, victim waiting rooms, and children's play areas.
- **Advanced Technologies:** This includes use of funds for Internet connections for submission of the ICDVVA required reports.
- **Repairs or Replacement of Essential Items:** Preapproval is required: Submit Repairs/Replacement Form

(3) Direct Victim Services:

Staff, Salaries, and Benefits: This includes any employee of the program who would be involved in direct victim services. DO NOT include payments for administrative services. Specify the hourly rate of pay for each person funded. If your program serves recipients, not designated as victims, secondary victims or provides services that are ineligible for reimbursement, pro-rate these wages/salaries based on the amount of time providing eligible services. Accurate time and attendance records must be maintained for each position budgeted under this grant. Benefits follow the employee. Include benefits for direct services personnel in this section.

Request for Reimbursement

Cost & Billing Procedure:

Expenses occurring prior to ICDVVA signature date shall not be charged to this subgrant. Expenses charged to this subgrant must be reasonable and allowable under the appropriate funding source. The ICDVVA reserves discretion over final determination of allowable expenditures.

Adjustments to the budget line-item categories in excess of five hundred dollars (\$500.00) must be pre-approved by the ICDVVA, supported with documentation, and in writing. During the subgrant, programs may make one adjustment of less than five hundred dollars (\$500.00) without pre-approval however ICDVVA shall be notified of the adjustment.

All requests for reimbursement shall be accompanied by documentation of expenditures (i.e. Invoices, checks, payroll ledgers, etc.). All requests must be allowable under ICDVVA guidelines.

Expense periods and requests for reimbursement shall not exceed forty-five (45) calendar days. If the period exceeds forty-five (45) calendar days it will be viewed as a non-compliance issue. ICDVVA reserves the right to deny reimbursement.

The ICDVVA retains the right to refuse reimbursement and reserves the right to determine reasonableness of an expense.

1. Reimbursement of expenses by ICDVVA shall be made upon submission of mandatory forms supplied by the ICDVVA.
2. The Subgrantee understands that any unspent funds on hand at the end of a grant period will be retained by ICDVVA.
3. ICDVVA reserves the right to deny reimbursement.

In order to reimburse fees incurred that are the result of attending ICDVVA mandatory training, a predetermined amount is incorporated into this subgrant. This sum is not an award to the Subgrantee and is not to be included within the subgrant budget. The sum is exclusively for the ICDVVA's internal subgrant.

Request for reimbursement shall be mailed or emailed to:
Idaho Council on Domestic Violence & Victim Assistance
PO Box 83720
Boise, Idaho 83720-0036
info@icdv.idaho.gov

Subgrant Adjustment Requests (SARs) & Budget Revisions

Subgrantees must use subgrant adjustment requests to alert their Grant Specialist about any substantive changes related to their grants.

SARs should be submitted to alert ICDVVA about any of the following changes to your grant:

- A change in the agency director;
- A change in the contact information for the Agency Point of Contact
- Changes in program scope or activities.

Budget Revisions should be submitted to alert ICDVVA about any of the following changes to your grant:

- Changes in budget allocations;
 - All changes to budget allocations must be pertinent to the original project scope. If the budget reallocation request results in a substantial change in your program's scope, it may be disallowed.
 - All budget allocation changes must be submitted **thirty (30) days prior** to the grant period end.
- Changes in program scope or activities.

NOTE: All SARs & budget revisions (except for final budget revisions) must be submitted for any change **30 days prior** to that change taking effect. If you know that a staff member is leaving the organization or that the grant point of contact will change, please alert ICDVVA 30 days prior to this change so that staff can ensure the new point of contact receives proper technical assistance to manage your VOCA grant.

Compliance Monitoring Activities and Other Requirements

As part of its grant monitoring functions, ICDVVA is required to perform compliance monitoring activities of its subgrantees on at least a biennial basis. There are two types of compliance monitoring activities that ICDVVA conducts. Site visits give ICDVVA the opportunity to see all our subgrantees' important work up close, meet the program staff and tour the facility after reviewing all grant-related documents. Desk reviews occur when ICDVVA staff review all grant-related documents at ICDVVA and conduct conference calls with the agency's personnel. Generally, ICDVVA determines if an agency is due for a site visit or a desk review based on either on a risk assessment of subgrantee financial and programmatic viability, subgrantee requests for technical assistance, or a request from ICDVVA's governing Council.

ICDVVA staff will alert the subgrantee about an upcoming site visit or desk review at least two (2) weeks prior to the visit. The subgrantee's authorized official will receive an announcement letter and document preparation checklists that they must complete prior to the visit. The agency's Executive Director will also receive this communication. Below is a list of record-keeping requirements that will make your site visit a success and keep your agency in compliance with the guidelines in the federal circulars cited above:

- Maintain all records related to a subgrant for three (3) years after the grant is closed. The clock for record-keeping for a particular grant starts from the date of notification that the grant has been closed fiscally and programmatically;
- Keep all receipts related to any supplies or equipment purchases made with grant funds;
- Maintain an inventory list of all equipment and the grant funds used to pay for each;
- Ensure you have timesheets for all grant-funded personnel during the grant period;
- Ensure you have policies and procedures that separate accounting duties within your organization;
- Ensure you have an Equal Employment Opportunity Plan, that you have filed this with the Office of Civil Rights (if applicable) or that you have filed a federal [Certification Form](#). Refer to Section "A" of this form to determine if your agency is exempt or go to the Office of Justice Program's Office of Civil Rights [website](#).
- Keep copies of invoices for contractors listed on the grant and a copy of the contract between your agency and the contractor.
- Ensure your accounting system is able to separate the expenses and revenue for each of your subgrants from other general expenses and revenue or those associated with other grants;
- Ensure you have non-discrimination policies for service provision and that these policies are made available to clients and employees.

ICDVVA staff will review all documents, your accounting system, your personnel policies and procedures and a random selection of receipts and other documentation during the site visit or desk review. Staff will also address any programmatic reporting or other issues with which your agency may need technical assistance. For more information and helpful resources, please see ICDVVA monitoring policies and procedures at: <https://icdv.idaho.gov/downloads/FY20-ICDV-Grant-Monitoring.pdf>

Non-Discrimination in Service Provision

As recipients of federal funds, all subgrantees are subject to the following federal non-discrimination laws:

- Title VI of the Civil Rights Act of 1964 - 42 USC § 2000d;
- Section 504 of the Rehabilitation Act of 1973 - 29 USC §794;
- The Omnibus Crime Control and Safe Streets Act of 1968 - 42 U.S.C. § 3789d(c)(1);
- Title II of the Americans with Disabilities Act - 42 U.S.C. § 12132;
- Title IX of the Education Amendments of 1972 - 20 USC § 1681 (applicable to all subgrantees that conduct training);
- The Age Discrimination Act of 1975 - 42 USC § 6101; and,
- Equal Treatment for Faith-Based Organizations - 28 C.F.R. Part 38 (prohibits discrimination based on religious affiliation during service delivery).

Information about these laws can be found on the Department of Justice, Office of Civil Rights [website](#). Generally, to be compliant with these laws, subgrantees may not discriminate on the basis of sex, national origin, immigration status, religion, race, color, disability status, or age when providing services. Clients who feel they have been discriminated against may file a complaint with ICDVVA or the Office of Civil Rights. If a finding of discrimination is made against your agency, you must file these findings with the Office of Civil Rights and send a copy to ICDVVA.

To ensure your agency is providing the best possible services to all persons in your community, you should have a nondiscrimination policy for service provision. Disseminate the policy widely amongst your employees and clients seeking your services. An easy way to ensure all victims you serve are made aware of this policy is to include the language below in any publications or brochure about your agency that you distribute:

“The Program does not discriminate against individuals or groups on the basis of race, color, national origin, religion, sex, immigration status, or disability. If you believe you have been the target or discrimination, you have the right to file a civil rights complaint. Information on how to file a civil rights complain can be found on the Office of Justice Programs website:

<http://www.ojp.usdoj.gov/about/ocr/complaint.htm>. Adverse findings must also be sent to the Idaho Council on Domestic Violence and Victims Assistance at 1-800-291-0463.

Finally, all subgrantees must be prepared to make reasonable accommodations for persons seeking services who are either limited English proficient (LEP) or disabled to be compliant with the above nondiscrimination laws. For information and resources for providing services to LEP or disabled individuals, visit LEP.gov .

National Best Practices and Technical Assistance Websites

Please note that this is not a comprehensive listing and there may be other sites available for Best Practices and Technical Assistance.

- Office for Victims of Crime, Training and Technical Assistance Center ([OVCTTAC](#))
- National Center for Victims of Crime ([NCVC](#))
- [National Children's Alliance](#)
- National Coalition Against Domestic Violence ([NCADV](#))
- National Network to End Domestic Violence ([NNEDV](#))
- National Sexual Violence Resource Center ([NSRVC](#))
- [National Stalking Resource Center](#)
- Rape, Abuse, Incest, National Network ([RAINN](#))
- [Identity Theft Resource Center](#)

APPENDIX 1: Allowable and Unallowable Costs

Allowable Costs for Direct Service Providers (VOCA)

The following is a listing of services, activities and costs that are eligible for support with VOCA grant funds within an applicant's organization:

- **Immediate Health and Safety** - Those services which respond to the immediate emotional and physical needs (**excluding medical care**) of crime victims such as crisis intervention; accompaniment to hospitals for medical examinations; hotline counseling; emergency food, clothing, transportation, and shelter (including emergency, short term nursing home shelter for elder abuse victims for whom no other safe, short-term residence is available); and other emergency services that are intended to restore the victim's sense of security. This includes services which offer an immediate measure of safety to crime victims such as boarding-up broken window and replacing or repairing locks. Also allowable is emergency legal assistance such as filing restraining orders and obtaining emergency custody/visitation rights when such actions are directly connected to family violence cases and are taken to ensure the health and safety of the victim.
- **Mental Health Assistance** - Those services and activities that assist the primary and secondary victims of crime in understanding the dynamics of victimization and in stabilizing their lives after a victimization such as counseling, group treatment, and therapy. "Therapy" refers to intensive professional psychological/psychiatric treatment for individuals, couples, and family members related to counseling to provide emotional support in crises arising from the occurrence of crime. This includes the evaluation of mental health needs, as well as the actual delivery of psychotherapy.
- **Assistance with Participation in Criminal Justice Proceedings** - In addition to the cost of emergency legal services noted above, other costs associated with helping victims participate in the criminal justice system also are allowable. These services may include advocacy on behalf of crime victims; accompaniment to criminal justice offices and court; transportation to court; child care or respite care to enable a victim to attend court; notification of victims regarding trial dates, case disposition information, and parole consideration procedures; and assistance with victim impact statements. State administrators may also fund projects devoted to restitution advocacy on behalf of specific crime victims. **VOCA funds cannot be used to pay for non-emergency legal representation such as divorces or civil restitution recovery efforts.**
- **Costs Necessary and Essential to Providing Direct Services** - This includes pro-rated costs of rent, utilities (in certain situations, i.e. a shelter), transportation costs for victims to receive services, emergency transportation costs that enable a victim to participate in the criminal justice system and local travel expenses for service providers.
- **Special Services** - Services to assist crime victims with managing practical problems created by the victimization such as acting on behalf of the victim with other service providers, creditors, or employers; assisting the victim to recover property that is retained as evidence; assisting in filing

for compensation benefits; and, helping to apply for public assistance.

- **Personnel Costs** - Costs that are directly related to providing direct services, such as staff salaries and fringe benefits, including malpractice insurance; the cost of advertising to recruit VOCA- funded personnel; and the cost of training paid and volunteer staff.

The services, activities, and costs listed below are not generally considered direct crime victim services but often are necessary and essential activities to ensure that quality direct services are provided. Before these costs can be supported with VOCA funds, the applicant must certify that they have no other source of support for them; and that only limited amounts of VOCA funds will be used for these purposes. The following list provides examples of such items:

- **Skills Training for Staff** - VOCA funds designated for training are to be used exclusively for developing the skills of direct service providers including paid staff and volunteers, so that they are better able to offer quality services to crime victims. An example of skills development is training focused on how to respond to a victim in crisis, and the travel expenses associated with this training, provided that they meet the State of Georgia's Travel Regulations as referenced in Section 4 of this application. Please note that the ICDVVA will only reimburse these types of expenses for staff approved in the budget and for volunteers.
- **Training Materials** - VOCA funds can be used to purchase materials such as books, training manuals, and videos for direct service providers within the VOCA-funded organization and can support the costs of a trainer for in-service staff development when the amounts do not exceed federal standards. Staff from other organizations can attend in service training activities that are held for the applicant staff.
- **Equipment and Furniture** - VOCA funds may be used to purchase furniture and equipment that provides or enhances direct services to crime victims, as demonstrated by the VOCA applicant.
- VOCA funds cannot support the entire cost of an item that is not used exclusively for victim-related activities. However, VOCA funds can support a pro-rated share of such an item. In addition, applicants cannot use VOCA funds to purchase equipment for another organization or individual to perform a victim-related service. Examples of allowable costs may include beepers, typewriters, computers, video-tape cameras and players for interviewing children, two-way mirrors, equipment and furniture for shelters, work spaces, victim waiting rooms, and children's play areas.
- The cost of furniture, equipment such as Braille equipment or TTY/TTD machines for the deaf, or minor building alterations/improvements that make victim services more accessible to persons with disabilities are allowable.
- **Advanced Technologies** - At times, computers may increase an applicant's ability to reach and serve crime victims. For example, automated victim notification systems have dramatically improved the efficiency of victim notification and enhanced victim security.
 - In making such expenditures, VOCA applicants must describe to the state how the computer equipment will enhance services to crime victims; how it will be integrated into and/or

enhance the applicant's current system; the cost of installation; the cost of training staff to use the computer equipment; the on-going operational costs, such as maintenance agreements and supplies; and how these additional costs will be supported, as maintenance costs cannot be supported with VOCA funds.

- **Contracts for Professional Services** - VOCA funds generally should not be used to support contract services. At times, it may be necessary for VOCA applicants to use a portion of the VOCA grant to contract for specialized services. Examples of these services include: assistance in filing restraining orders or establishing emergency custody/visitation rights (the provider must have a demonstrated history of advocacy on behalf of domestic violence victims); emergency psychological or psychiatric services; or sign and/or interpretation for the hearing impaired or for crime victims whose primary language is not English.
 - Applicants are prohibited from using VOCA funds for contracted services which contain administrative, overhead, or other indirect costs included in the hourly or daily rate.
- **Operating Costs** - Examples of allowable operating costs include supplies; equipment use fees, when supported by usage logs; printing; photocopying, and postage; brochures which describe available services; and books and other victim-related materials. VOCA funds may support administrative time to complete VOCA-required time and attendance sheets and programmatic documentation, reports, and statistics; administrative time to maintain crime victims' records; and the pro-rated share of audit costs.
- **Supervision of Direct Service Providers** - State administrators may provide VOCA funds for supervision of direct service providers when they determine that such supervision is necessary and essential to providing direct services to crime victims. For example, a state administrator may determine that using VOCA funds to support a coordinator of volunteers or interns is a cost-effective way of serving more crime victims.
- **Repair and/or Replacement of Essential Items** - VOCA funds may be used for repair or replacement of items that contribute to maintaining a healthy and/or safe environment for crime victims, such as a furnace in a shelter. Applicants wishing to use VOCA funds for these purposes must demonstrate the following:
 - That the building is owned by the applicant organization and not rented or leased.
 - All other sources of funding have been exhausted.
 - There is no available option for providing the service in another location.
 - That the cost of the repair or replacement is reasonable considering the value of the building.
 - The cost of the repair or replacement is pro-rated among all sources of income.
- **Public Presentations** - VOCA funds may be used to support presentations that are made in schools, community centers, or other public forums and designed to identify crime victims and provide or refer them to needed services. Specifically, activities and costs related to such programs including presentation materials, brochures, and newspaper notices can be supported by VOCA funds.
- Services to crime victims, as demonstrated by the VOCA applicant.

Unallowable Costs & Activities (VOCA)

Applicants **may not** request funds for the following services or activities. NOTE: This list is not exhaustive and ICDVVA maintains discretion in allowing or disallowing budget requests:

- **Lobbying and Administrative Advocacy** - VOCA funds cannot support victim legislation or administrative reform, whether conducted directly or indirectly.
- **Perpetrator Rehabilitation and Counseling** - Applicants cannot knowingly use VOCA funds to offer rehabilitation services to offenders. Likewise, VOCA funds cannot support services to incarcerated individuals, even when the service pertains to the victim of the individual.
- **Victim-offender meetings** – Meetings that serve to replace criminal justice proceedings. Funds can cover costs associated with Restorative Justice for the victim ONLY. Any costs associated with the perpetrator’s involvement in Restorative Justice efforts cannot be paid with VOCA funds. Funds cannot be used for Restorative Justice efforts or victim-offender mediation with the community as a whole.
- **Food or beverages** - No funds (federal and/or match) can be used to purchase food and/or beverages for any meeting, conference, training or other event and all such events must be approved by the Crime Commission before any contracts are signed or arrangements finalized. Therefore, food and beverage costs are now unallowable under any grant, cooperative agreement and/or contract. This restriction does not impact direct payment of per diem amounts to individuals attending a meeting or conference, as long as they fall within the guidelines.
- **Need Assessments, Surveys, Evaluations, and/or Studies** - VOCA funds may not be used to pay for efforts conducted by individuals, organizations, task forces, or special commissions to study and/or research particular crime victim issues.
- **Prosecution Activities** - VOCA funds cannot be used to pay for activities that are directed at prosecuting an offender and/or improving the criminal justice system’s effectiveness and efficiency, such as witness notification and management activities and expert testimony at a trial. In addition, victim witness protection costs and subsequent lodging and meal expenses are considered part of the criminal justice agency’s responsibility and cannot be supported with VOCA funds.
- **Fundraising Activities.**
- **Indirect Organizational Costs** - The costs of liability insurance on buildings, capital improvements, security guards and bodyguards, property losses and expenses, real estate purchases, mortgage payments, and construction may not be supported with VOCA funds.
- **Property Loss** - Reimbursing crime victims for expenses incurred as a result of a crime such as insurance deductibles, replacement of stolen property, funeral expenses, lost wages, and medical bills are not allowable.

- **Most Medical Costs** - VOCA funds cannot pay for nursing home care (emergency short-term nursing home shelter, as discussed previously, is allowable), home health-care costs, in-patient treatment costs, hospital care, and other types of emergency and non-emergency medical and/or dental treatment. VOCA grant funds cannot support medical costs resulting from victimization.
- **Relocation Expenses** - VOCA funds cannot support relocation expenses for crime victims such as moving expenses, security deposits on housing, ongoing rent, and mortgage payments. However, VOCA funds may be used to support staff time in locating resources to assist victims with these expenses.
- **Administrative Staff Expenses** - Salaries, fees, and reimbursable expenses associated with administrators, board members, executive directors, consultants, coordinators, and other individuals are not allowable unless these expenses are incurred while providing direct services to crime victims.
- **Development of Protocols, Inter-Agency Agreements, and Other Working Agreements** - These activities benefit crime victims, but they are considered examples of the types of activities that applicants undertake as part of their role as a victim services organization, which in turn qualifies them as an eligible VOCA applicant and are therefore unallowable costs under the VOCA grant program.
- **Costs of Sending Individual Crime Victims to Conferences**
- **Activities Exclusively Related to Crime Prevention** - VOCA funds cannot be used for community education; crime prevention activities and education presentations. It is allowable to use funds for public awareness to promote programs and services that are provided to crime victims.
- **Matching other federal funds.**

Allowable Costs (FVPSA)

- **Personnel / Fringe**
Regular salaries, FICA, Employee Benefits; permanent hourly labor, temporary/casual labor
- **Travel**
Funds must be budgeted in compliance with State of GA Statewide Travel Regulations (e.g. mileage, meals, lodging, incidentals and airfare) and for business purposes (e.g. training, meetings, etc.)
- **Equipment**
Office equipment required on agency inventory and/or exceed \$5,000
- **Supplies**
Supplies (e.g. office supplies, postage, copier usage, training supplies, publications, audio/video, office furniture, computer software, educational/therapeutic supplies)
- **Printing**
Printed Items (e.g. letterhead/envelopes, business cards, training materials.)
- **Other Costs**
Office space lease and utilities, telephone, internet charges, pagers, cell phones, repairs/maintenance, insurance and bonding, dues & subscriptions, advertising, registration fees, client assistance
- **Telecommunications/Telephone**
 - Telephone, internet charges, pagers, cell phones
 - Training/Conferences
 - Registration fees or tuition
- **Travel**
Lodging, meals, use of vehicle for job-related activities mileage

Unallowable Costs (FVPSA)

- **Acquisition of land**
- **Alcoholic Beverages**
- **Automobile Purchase**
- **Awards, bonuses or commissions**
- **Cost incurred outside the award period**
- **Construction costs including capital improvements**
- **Corporate formation Entertainment**
Luncheons, dinners, banquets, receptions
- **Federal employees' compensation and travel**
- **Food**
No funding can be used to purchase food and/or beverages for any meeting, conference, training, or other event.
- **Lobbying**
- **Military-type equipment**
- **Grant funds may not be used as direct payment to any victim**
- **Direct services may not teach or promote religion**
- **Supplanting funds**
Federal funds must be used to supplement existing funds for direct service activities and must not replace those funds that have been appropriated for the same purpose.
- **Commingling of funds**
Physical segregation of cash depositions are not required, however, the accounting system of all contractors and sub-contractors must ensure that agency funds are not commingled with funds from other federal agencies. Each award must be accounted for separately. Commingling of funds is prohibited on either a program-by-program or project-by-project basis.
- **Organized fundraising activities**
Campaigns, endowment drives, and solicitation of gifts, which includes salary of any individual(s) engaged in direct fundraising activity for the organization. An organization may engage in activity to "institutionalize" the CJCC-funded project for sustainability purposes; however, CJCC funds may used for the purpose of raising funds to finance non-related grant programs and/or complementary program activities.
- **Political activities including endorsement of any political candidate or party**
Use of machinery, equipment, postage, stationary, or personnel on behalf of any candidate or any question of public policy subject to referendum, in accordance with O.C.G.A. 50-20-3(f)

APPENDIX 2: VOCA Special Conditions

IDAHO COUNCIL ON DOMESTIC VIOLENCE & VICTIM ASSISTANCE DEPARTMENT OF JUSTICE SPECIAL CONDITIONS

1) Requirements of the award; remedies for non-compliance or for materially false statements

The conditions of this award are material requirements of the award. Compliance with any certifications or assurances submitted by or on behalf of the recipient that relate to conduct during the period of performance also is a material requirement of this award.

Failure to comply with any one or more of these award requirements -- whether a condition set out in full below, a condition incorporated by reference below, or a certification or assurance related to conduct during the award period -- may result in the Office of Justice Programs ("OJP") taking appropriate action with respect to the recipient and the award. Among other things, the OJP may withhold award funds, disallow costs, or suspend or terminate the award. The Department of Justice ("DOJ"), including OJP, also may take other legal action as appropriate.

Any materially false, fictitious, or fraudulent statement to the federal government related to this award (or concealment or omission of a material fact) may be the subject of criminal prosecution (including under 18 U.S.C. 1001 and/or 1621, and/or 42 U.S.C. 3795a) also may lead to imposition of civil penalties and administrative remedies for false claims or otherwise (including under 31 U.S.C. 3729-3730 and 3801-3812).

Should any provision of a requirement of this award be held to be invalid or unenforceable by its terms, that provision shall first be applied with a limited construction to give it the maximum effect permitted by law. Should it be held, instead, that the provision is utterly invalid or -unenforceable, such provision shall be deemed severable from this award.

2) Applicability of Part 200 Uniform Requirements

The Uniform Administrative Requirements, Cost Principles, and Audit Requirements in 2 C.F.R. Part 200, as adopted and supplemented by DOJ in 2 C.F.R. Part 2800 (together, the "Part 200 Uniform Requirements") apply to this FY2017 award from OJP.

The Part 200 Uniform Requirements were first adopted by DOJ on December 26, 2014. If this FY 2017 award supplements funds previously awarded by OJP under the same award number (e.g., funds awarded during or before December 2014), the Part 200 Uniform Requirements apply with respect to all funds under that award number (regardless of the award date, and regardless of whether derived from the initial award or a supplemental award) that are obligated on or after the acceptance date of this FY 2017 award.

For more information and resources on the Part 200 Uniform Requirements as they relate to OJP awards and subawards ("subgrants"), see the OJP website at <https://ojp.gov/funding/Part200UniformRequirements.htm>.

In the event that an award-related question arises from documents or other materials prepared or distributed by OJP that may appear to conflict with, or differ in some way from, the provisions of the Part 200 Uniform Requirements, the recipient is to contact OJP promptly for clarification.

3) Compliance with DOJ Grants Financial Guide

The recipient agrees to comply with the DOJ Grants Financial Guide as posted on the OJP website (currently, the "2015

DOJ Grants Financial Guide" available at <https://ojp.gov/financialguide/DOJ/index.htm>), including any updated version that may be posted during the period of performance.

4) Required training for Point of Contact and all Financial Points of Contact

Both the Point of Contact (POC) and all Financial Points of Contact (FPOCs) for this award must have successfully completed an "OJP financial management and grant administration training" by 120 days after the date of the recipient's acceptance of the award. Successful completion of such a training on or after January 1, 2015, will satisfy this condition.

In the event that either the POC or an FPOC for this award changes during the period of performance, the new POC or FPOC must have successfully completed an "OJP financial management and grant administration training" by 20 calendar days after-- (1) the date of OJP's approval of the "Change Grantee Contact" GAN (in the case of a new POC), or (2) the date the POC enters information on the new FPOC in GMS (in the case of a new FPOC). Successful completion of such a training on or after January 1, 2015, will satisfy this condition.

A list of OJP trainings that OJP will consider "OJP financial management and grant administration training" for purposes of this condition is available at <https://www.ojp.gov/training/fmts.htm>. All trainings that satisfy this condition include a session on grant fraud prevention and detection.

- a) The recipient should anticipate that OJP will immediately withhold ("freeze") award funds if the recipient fails to comply with this condition. The recipient's failure to comply also may lead OJP to impose additional appropriate conditions on this award.

5) Requirements related to "de minimis" indirect cost rate

A recipient that is eligible under the Part 200 Uniform Requirements and other applicable law to use the "de minimis" indirect cost rate described in 2 C.F.R. 200.414(f), and that elects to use the "de minimis" indirect cost rate, must advise OJP in writing of both its eligibility and its election, and must comply with all associated requirements in the Part 200 Uniform Requirements. The "de minimis" rate may be applied only to modified total direct costs (MTDC) as defined by the Part 200 Uniform Requirements.

6) Requirement to report potentially duplicative funding

If the recipient currently has other active awards of federal funds, or if the recipient receives any other award of federal funds during the period of performance for this award, the recipient promptly must determine whether funds from any of those other federal awards have been, are being, or are to be used (in whole or in part) for one or more of the identical cost items for which funds are provided under this award. If so, the recipient must promptly notify the DOJ awarding agency (OJP or OVW, as appropriate) in writing of the potential duplication, and, if so requested by the DOJ awarding agency, must seek a budget- modification or change- of-project-scope grant adjustment notice (GAN) to eliminate any inappropriate duplication of funding.

7) Requirements related to System for Award Management and Universal Identifier Requirements

The recipient must comply with applicable requirements regarding the System for Award Management (SAM) currently accessible at <https://www.sam.gov/>. This includes applicable requirements regarding registration with SAM, as well as maintaining the currency of information in SAM.

The recipient also must comply with applicable restrictions on subawards ("subgrants") to first-tier subrecipients (first-tier "subgrantees"), including restrictions on subawards to entities that do not acquire and provide (to the recipient) the

unique entity identifier required for SAM registration.

- a) The details of the recipient's obligations related to SAM and to unique entity identifiers are posted on the OJP web site at <https://ojp.gov/funding/Explore/SAM.htm> (Award condition: System for Award Management (SAM) and Universal Identifier Requirements) and are incorporated by reference here.

This condition does not apply to an award to an individual who received the award as a natural person (i.e., unrelated to any business or non-profit organization that he or she may own or operate in his or her name).

- 8) All subawards ("subgrants") must have specific federal authorization

The recipient, and any subrecipient ("subgrantee") at any tier, must comply with all applicable requirements for authorization of any subaward. This condition applies to agreements that -- for purposes of federal grants administrative requirements -- OJP considers a "subaward" (and therefore does not consider a procurement "contract").

The details of the requirement for authorization of any subaward are posted on the OJP web site at <https://ojp.gov/funding/Explore/SubawardAuthorization.htm> (Award condition: All subawards ("subgrants") must have specific federal authorization) and are incorporated by reference here.

- 9) Specific post-award approval required to use a noncompetitive approach in any procurement contract that would exceed \$150,000

The recipient, and any subrecipient ("subgrantee") at any tier, must comply with all applicable requirements to obtain specific advance approval to use a noncompetitive approach in any procurement contract that would exceed the Simplified Acquisition Threshold (currently, \$150,000). This condition applies to agreements that -- for purposes of federal grants administrative requirements -- OJP considers a procurement "contract" (and therefore does not consider a subaward).

The details of the requirement for advance approval to use a noncompetitive approach in a procurement contract under an OJP award are posted on the OJP web site at: <https://ojp.gov/funding/Explore/NoncompetitiveProcurement.htm> (Award condition: Specific post-award approval required to use a noncompetitive approach in a procurement contract (if contract would exceed \$150,000)), and are incorporated by reference here.

- 10) Requirements pertaining to prohibited conduct related to trafficking in persons (including reporting requirements and OJP authority to terminate award)

The recipient, and any subrecipient ("subgrantee") at any tier, must comply with all applicable requirements (including requirements to report allegations) pertaining to prohibited conduct related to the trafficking of persons, whether on the part of recipients, subrecipients ("subgrantees"), or individuals defined (for purposes of this condition) as "employees" of the recipient or of any subrecipient.

The details of the recipient's obligations related to prohibited conduct related to trafficking in persons are posted on the OJP web site at <https://ojp.gov/funding/Explore/ProhibitedConduct-Trafficking.htm> (Award condition: Prohibited conduct by recipients and subrecipients related to trafficking in persons (including reporting requirements and OJP authority to terminate award)) and are incorporated by reference here.

- 11) Compliance with applicable rules regarding approval, planning, and reporting of conferences, meetings, trainings, and other events

The recipient, and any subrecipient ("subgrantee") at any tier, must comply with all applicable laws, regulations, policies, and official DOJ guidance (including specific cost limits, prior approval and reporting requirements, where applicable) governing the use of federal funds for expenses related to conferences (as that term is defined by DOJ), including the provision of food and/or beverages at such conferences, and costs of attendance at such conferences.

Information on the pertinent DOJ definition of conferences and the rules applicable to this award appears in the DOJ Grants Financial Guide (currently, as section 3.10 of "Post award Requirements" in the "2015 DOJ Grants Financial Guide").

12) Requirement for data on performance and effectiveness under the award

- a) The recipient must collect and maintain data that measure the performance and effectiveness of work under this award. The data must be provided to OJP in the manner (including within the timeframes) specified by OJP in the program solicitation or other applicable written guidance. Data collection supports compliance with the Government Performance and Results Act (GPRA) and the GPRA Modernization Act of 2010, and other applicable laws.

13) OJP Training Guiding Principles

Any training or training materials that the recipient -- or any subrecipient ("subgrantee") at any tier -- develops or delivers with OJP award funds must adhere to the OJP Training Guiding Principles for Grantees and Subgrantees, available at <https://ojp.gov/funding/ojptrainingguidingprinciples.htm>.

14) Effect of failure to address audit issues

The recipient understands and agrees that the DOJ awarding agency (OJP or OVW, as appropriate) may withhold award funds, or may impose other related requirements, if (as determined by the DOJ awarding agency) the recipient does not satisfactorily and promptly address outstanding issues from audits required by the Part 200 Uniform Requirements (or by the terms of this award), or other outstanding issues that arise in connection with audits, investigations, or reviews of DOJ awards.

15) Potential imposition of additional requirements

The recipient agrees to comply with any additional requirements that may be imposed by the DOJ awarding agency (OJP or OVW, as appropriate) during the period of performance for this award, if the recipient is designated as "high-risk" for purposes of the DOJ high-risk grantee list.

16) Compliance with DOJ regulations pertaining to civil rights and nondiscrimination - 28 C.F.R. Part 42

The recipient, and any subrecipient ("subgrantee") at any tier, must comply with all applicable requirements of 28 C.F.R. Part 42, specifically including any applicable requirements in Subpart E of 28 C.F.R. Part 42 that relate to an equal employment opportunity program.

17) Compliance with DOJ regulations pertaining to civil rights and nondiscrimination - 28 C.F.R. Part 54

The recipient, and any subrecipient ("subgrantee") at any tier, must comply with all applicable requirements of 28 C.F.R. Part 54, which relates to nondiscrimination on the basis of sex in certain "education programs."

18) Compliance with DOJ regulations pertaining to civil rights and nondiscrimination - 28 C.F.R. Part 38

The recipient, and any subrecipient ("subgrantee") at any tier, must comply with all applicable requirements of 28 C.F.R. Part 38, specifically including any applicable requirements regarding written notice to program beneficiaries and prospective program beneficiaries. Part 38 of 28 C.F.R., a DOJ regulation, was amended effective May 4, 2016.

Among other things, 28 C.F.R. Part 38 includes rules that prohibit specific forms of discrimination on the basis of religion, a religious belief, a refusal to hold a religious belief, or refusal to attend or participate in a religious practice. Part 38 also sets out rules and requirements that pertain to recipient and subrecipient ("subgrantee") organizations that engage in or conduct explicitly religious activities, as well as rules and requirements that pertain to recipients and subrecipients that are faith-based or religious organizations.

The text of the regulation, now entitled "Partnerships with Faith-Based and Other Neighborhood Organizations," is available via the Electronic Code of Federal Regulations (currently accessible at <https://www.ecfr.gov/cgi-bin/ECFR?page=browse>), by browsing to Title 28-Judicial Administration, Chapter 1, Part 38, under e-CFR "current" data.

19) Restrictions on "lobbying"

In general, as a matter of federal law, federal funds awarded by OJP may not be used by the recipient, or any subrecipient ("subgrantee") at any tier, either directly or indirectly, to support or oppose the enactment, repeal, modification, or adoption of any law, regulation, or policy, at any level of government. See 18 U.S.C. 1913. (There may be exceptions if an applicable federal statute specifically authorizes certain activities that otherwise would be barred by law.)

Another federal law generally prohibits federal funds awarded by OJP from being used by the recipient, or any subrecipient at any tier, to pay any person to influence (or attempt to influence) a federal agency, a Member of Congress, or Congress (or an official or employee of any of them) with respect to the awarding of a federal grant or cooperative agreement, subgrant, contract, subcontract, or loan, or with respect to actions such as renewing, extending, or modifying any such award. See 31 U.S.C. 1352. Certain exceptions to this law apply, including an exception that applies to Indian tribes and tribal organizations.

Should any question arise as to whether a particular use of federal funds by a recipient (or subrecipient) would or might fall within the scope of these prohibitions, the recipient is to contact OJP for guidance, and may not proceed without the express prior written approval of OJP.

20) Compliance with general appropriations-law restrictions on the use of federal funds (FY 2017)

The recipient, and any subrecipient ("subgrantee") at any tier, must comply with all applicable restrictions on the use of federal funds set out in federal appropriations statutes. Pertinent restrictions, including from various "general provisions" in the Consolidated Appropriations Act, 2017, are set out at:

<https://ojp.gov/funding/Explore/FY17AppropriationsRestrictions.htm>, and are incorporated by reference here.

Should a question arise as to whether a particular use of federal funds by a recipient (or a subrecipient) would or might fall within the scope of an appropriations-law restriction, the recipient is to contact OJP for guidance, and may not proceed without the express prior written approval of OJP.

21) Reporting potential fraud, waste, and abuse, and similar misconduct

The recipient, and any subrecipients ("subgrantees") at any tier, must promptly refer to the DOJ Office of the Inspector General (OIG) any credible evidence that a principal, employee, agent, subrecipient, contractor, subcontractor, or other

person has, in connection with funds under this award-- (1) submitted a claim that violates the False Claims Act; or (2) committed a criminal or civil violation of laws pertaining to fraud, conflict of interest, bribery, gratuity, or similar misconduct.

Potential fraud, waste, abuse, or misconduct involving or relating to funds under this award should be reported to the OIG by-- (1) mail directed to: Office of the Inspector General, U.S. Department of Justice, Investigations Division, 950 Pennsylvania Avenue, N.W. Room 4706, Washington, DC 20530; (2) e-mail to: oig.hotline@usdoj.gov; and/or (3) the DOJ OIG hotline: (contact information in English and Spanish) at (800) 869-4499 (phone) or (202) 616-9881 (fax).

a) Additional information is available from the DOJ OIG website at <https://www.usdoj.gov/oig>.

22) Restrictions and certifications regarding non-disclosure agreements and related matters

No recipient or subrecipient ("subgrantee") under this award, or entity that receives a procurement contract or subcontract with any funds under this award, may require any 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.

The foregoing is not intended and shall not be understood by the agency making this award, to contravene requirements applicable to Standard Form 312 (which relates to classified information), Form 4414 (which relates to sensitive compartmented information), or any other form issued by a federal department or agency governing the nondisclosure of classified information.

a) In accepting this award, the recipient—

- i) represents that it neither requires nor has required internal confidentiality agreements or statements from employees or contractors that currently prohibit or otherwise currently restrict (or purport to prohibit or restrict) employees or contractors from reporting waste, fraud, or abuse as described above; and
- ii) certifies that, if it learns or is notified that it is or has been requiring its employees or contractors to execute agreements or statements that prohibit or otherwise restrict (or purport to prohibit or restrict), reporting of waste, fraud, or abuse as described above, it will immediately stop any further obligations of award funds, will provide prompt written notification to the federal agency making this award, and will resume (or permit resumption of) such obligations only if expressly authorized to do so by that agency.

b) If the recipient does or is authorized under this award to make subawards ("subgrants"), procurement contracts, or both—

- i) it represents that—
 - (1) it has determined that no other entity that the recipient's application proposes may or will receive award funds (whether through a subaward ("subgrant"), procurement contract, or subcontract under a procurement contract) either requires or has required internal confidentiality agreements or statements from employees or contractors that currently prohibit or otherwise currently restrict (or purport to prohibit or restrict) employees or contractors from reporting waste, fraud, or abuse as described above; and
 - (2) it has made appropriate inquiry, or otherwise has an adequate factual basis, to support this representation; and
 - (3) it certifies that, if it learns or is notified that any subrecipient, contractor, or subcontractor entity that receives funds under this award is or has been requiring its employees or contractors to execute agreements

or statements that prohibit or otherwise restrict (or purport to prohibit or restrict), reporting of waste, fraud, or abuse as described above, it will immediately stop any further obligations of award funds to or by that entity, will provide prompt written notification to the federal agency making this award, and will resume (or permit resumption of) such obligations only if expressly authorized to do so by that agency.

23) Compliance with 41 U.S.C. 4712 (including prohibitions on reprisal; notice to employees)

The recipient (and any subrecipient at any tier) must comply with, and is subject to, all applicable provisions of 41 U.S.C. 4712, including all applicable provisions that prohibit, under specified circumstances, discrimination against an employee as reprisal for the employee's disclosure of information related to gross mismanagement of a federal grant, a gross waste of federal funds, an abuse of authority relating to a federal grant, a substantial and specific danger to public health or safety, or a violation of law, rule, or regulation related to a federal grant.

The recipient also must inform its employees, in writing (and in the predominant native language of the workforce), of employee rights and remedies under 41 U.S.C. 4712.

Should a question arise as to the applicability of the provisions of 41 U.S.C. 4712 to this award, the recipient is to contact the DOJ awarding agency (OJP or OVW, as appropriate) for guidance.

24) Encouragement of policies to ban text messaging while driving

Pursuant to Executive Order 13513, "Federal Leadership on Reducing Text Messaging While Driving," 74 Fed. Reg. 51225 (October 1, 2009), DOJ encourages recipients and subrecipients ("subgrantees") to adopt and enforce policies banning employees from text messaging while driving any vehicle during the course of performing work funded by this award, and to establish workplace safety policies and conduct education, awareness, and other outreach to decrease crashes caused by distracted drivers.

25) Requirement to disclose whether recipient is designated "high risk" by a federal grant-making agency outside of DOJ

If the recipient is designated "high risk" by a federal grant-making agency outside of DOJ, currently or at any time during the course of the period of performance under this award, the recipient must disclose that fact and certain related information to OJP by email at OJP.ComplianceReporting@ojp.usdoj.gov. For purposes of this disclosure, high risk includes any status under which a federal awarding agency provides additional oversight due to the recipient's past performance, or other programmatic or financial concerns with the recipient. The recipient's disclosure must include the following: 1. The federal awarding agency that currently designates the recipient high risk, 2. The date the recipient was designated high risk, 3. The high-risk point of contact at that federal awarding agency (name, phone number, and email address), and 4. The reasons for the high-risk status, as set out by the federal awarding agency.

26) The Grantee authorizes Office for Victims of Crime (OVC) and/or the Office of the Chief Financial Officer (OCFO), and its representatives, access to and the right to examine all records, books, paper or documents related to the VOCA grant. The State will further ensure that all VOCA subgrantees will authorize representatives of OVC and OCFO access to and the right to examine all records, books, paper or documents related to the VOCA grant.

27) The Grantee agrees to submit a Subgrant Award Report (SAR) to OVC for each subgrantee of the VOCA victim assistance funds, within ninety (90) days of awarding funds to subgrantees. States and territories are required to submit this information through the automated system.

28) VOCA Requirements

The recipient assures that the State and its subrecipients will comply with the conditions of the Victims of Crime Act (VOCA) of 1984, sections 1404(a)(2), and 1404(b)(1) and (2), 42 U.S.C. 10603(a)(2) and (b)(1) and (2) (and the applicable program guidelines and regulations), as required. Specifically, the State certifies that funds under this award will:

- a) be awarded only to eligible victim assistance organizations, 42 U.S.C. 10603(a)(2);
- b) not be used to supplant State and local public funds that would otherwise be available for crime victim assistance, 42 U.S.C. 10603(a)(2); and
- c) be allocated in accordance with program guidelines or regulations implementing 42 U.S.C. 10603(a)(2)(A) and 42 U.S.C. 10603(a)(2)(B) to, at a minimum, assist victims in the following categories: sexual assault, child abuse, domestic violence, and underserved victims of violent crimes as identified by the State.

29) Demographic Data

The recipient assures that its subrecipients will collect and maintain information on race, sex, national origin, age, and disability of victims receiving assistance, where such information is voluntarily furnished by the victim.

30) Discrimination Findings

The recipient assures that in the event that a Federal or State court or Federal or State administrative agency makes a finding of discrimination after a due process hearing on the ground of race, religion, national origin, sex, or disability against a recipient of victim assistance formula funds under this award, the recipient will forward a copy of the findings to the Office for Civil Rights of OJP.

31) The recipient understands that all OJP awards are subject to the National Environmental Policy Act (NEPA, 42 U.S.C. section 4321 et seq.) and other related Federal laws (including the National Historic Preservation Act), if applicable. The recipient agrees to assist OJP in carrying out its responsibilities under NEPA and related laws, if the recipient plans to use VOCA funds (directly or through subaward or contract) to undertake any activity that triggers these requirements, such as renovation or construction. (See 28 C.F.R. Part 61, App. D.) The recipient also agrees to comply with all Federal, State, and local environmental laws and regulations applicable to the development and implementation of the activities to be funded under this award.

32) The recipient agrees to ensure that at least one key grantee official attends the annual VOCA National Training Conference. Any recipient unable to attend must get prior approval by OVC in writing.

33) The recipient must comply with applicable requirements to report first-tier subawards ("subgrants") of \$25,000 or more and, in certain circumstances, to report the names and total compensation of the five most highly compensated executives of the recipient and first-tier subrecipients (first-tier "subgrantees") of award funds. The details of recipient obligations, which derive from the Federal Funding Accountability and Transparency Act of 2006 (FFATA), are posted on the OJP web site at <https://ojp.gov/funding/Explore/FFATA.htm> (Award condition: Reporting Subawards and Executive Compensation) and are incorporated by reference here.

This condition, including its reporting requirement, does not apply to an award made to an individual who received the award as a natural person (i.e., unrelated to any business or non-profit organization that he or she may own or operate in his or her name).

34) The recipient understands and agrees that it has a responsibility to monitor its subrecipients' compliance with applicable

federal civil rights laws. The recipient agrees to submit written Methods of Administration (MOA) for ensuring subrecipients' compliance to the OJP's Office for Civil Rights at CivilRightsMOA@usdoj.gov within 90 days of receiving the grant award, and to make supporting documentation available for review upon request by OJP or any other authorized persons. The required elements of the MOA are set forth at <https://ojp.gov/funding/Explore/SolicitationRequirements/CivilRightsRequirements.htm>, under the heading, "Civil Rights Compliance Specific to State Administering Agencies."

35) The recipient agrees to submit (and, as necessary, require sub-recipients to submit) quarterly performance reports on the performance metrics identified by OVC, and in the manner required by OVC. This information on the activities supported by the award funding will assist in assessing the effects that VOCA Victim Assistance funds have had on services to crime victims within the jurisdiction.

36) Recipient integrity and performance matters: Requirement to report information on certain civil, criminal, and administrative proceedings to SAM and FAPIIS

The recipient must comply with any and all applicable requirements regarding reporting of information on civil, criminal, and administrative proceedings connected with (or connected to the performance of) either this OJP award or any other grant, cooperative agreement, or procurement contract from the federal government. Under certain circumstances, recipients of OJP awards are required to report information about such proceedings, through the federal System for Award Management (known as "SAM"), to the designated federal integrity and performance system (currently, "FAPIIS").

a) The details of recipient obligations regarding the required reporting (and updating) of information on certain civil, criminal, and administrative proceedings to the federal designated integrity and performance system (currently, "FAPIIS") within SAM are posted on the OJP web site at <https://ojp.gov/funding/FAPIIS.htm> (Award condition: Recipient Integrity and Performance Matters, including Recipient Reporting to FAPIIS), and are incorporated by reference here.

37) The Victims of Crime Act (VOCA) of 1984 states that VOCA funds are available during the federal fiscal year of the award, plus the following three fiscal years. At the end of this period, VOCA funds will be de-obligated. OVC has no discretion to permit extensions beyond the statutory period. (E.g., VOCA funds awarded in FY 2017, are available until the end of FY 2020).

I have read the 2017-VA-GX-0056 Special Conditions for receipt of VOCA funding and agree to comply with all of the ICDVVA requirements set forth regarding the Special Conditions.

Program Name: _____

Executive Director: _____

(Printed)

Executive Director: _____

(Signature)

Date: _____

APPENDIX 3: Definitions of Service - VOCA

In-person Crisis Counseling

Refers to in-person crisis intervention, emotional support, and guidance and counseling provided by advocates, counselors, mental health professionals or peers. Such counseling may occur at the scene of a crime, immediately after a crime, or be provided on an on-going basis. Crisis Counseling also includes assisting with death notifications of families of victims.

Follow-Up Contact

Refers to in-person contacts, telephone calls, and written communications with victims to offer emotional support, provide empathetic listening, check on a victim's progress, etc.

Therapy

Refers to intensive psychological and/or psychiatric treatment from a licensed and trained professional for individuals, couples, and family members for ongoing trauma or emotional difficulty arising from the occurrence of a crime. This includes the evaluation of mental health needs, as well as the actual delivery of psychotherapy.

Group Treatment

Refers to the coordination and provision of supportive group activities and includes self-help, peer, social support, etc.

Assistance Placing Animals in Distress

Refers to assistance with placement of an animal that belongs to a victim and that may be in danger in the victim's home to a shelter or other appropriate avenue.

Assistance in Applying for TANF/Social Services

Includes making victims aware of the availability of Temporary Assistance for Needy Families (TANF) benefits and related social services, assisting the victim in completing the required forms, gathering the needed documentation, etc. It may also involve accompanying the victim to the social service agency and making follow-up contact with the social service agency on behalf of the victim.

Safe Shelter or Safe House

Refers to offering short- and long-term housing and related support services to victims and families following a victimization. Includes transitional housing. Related support services include meals, clothing, toiletries, and other supplies provided to victims and family members (children) accompanying them in shelter.

In-person Information/Referral

Refers to in-person contacts with victims during which time services and available support are identified. Includes safety planning with victim, the entire intake process, case management contacts to determine if referrals were followed up & satisfactory, etc.

Criminal Justice Support/Advocacy

Refers to support, assistance, and advocacy provided to victims at any stage of the criminal justice process, to include post-sentencing services and support. Can be provided by all victim assistance agencies. See list of specific services below provided by prosecution-based and law enforcement-based victim witness assistance programs.

Emergency Financial Support

Refers to cash outlays for transportation, food, clothing, emergency housing, etc.

Emergency and Non-Emergency Legal Advocacy

Emergency Legal Advocacy refers to filing of ex parte protection orders, injunctions, requesting bond conditions and other protective orders, elder abuse petitions, and child abuse petitions during emergency or crisis circumstances but does not include criminal prosecution or the employment of attorneys for non-emergency purposes such as custody disputes, civil suits, etc. Includes assisting victims with the warrant application process and attending related pre-warrant court hearings.

Non-emergency Legal Advocacy refers to follow-up hearings related to converting ex parte protection orders to permanent orders, assistance at hearings regarding temporary protection order violations; filing for immigration status or immigration relief; assistance with civil matters such as custody or visitation that are necessary to keep the victim safe; legal assistance with eviction or adversary employment actions arising from the victimization. Provide information and advocacy about health insurance, harassment, and related legal issues.

Assistance in Filing Victims' Compensation

Notification of Eligibility - Includes alerting the victim either in-person, via mail, via telephone, or via email about the existence of the Crime Victims Compensation Program.

Review of Eligibility Requirements - Includes explaining to the victim either in-person, via mail, via telephone, or email what kinds of crimes are eligible for compensation, what kinds of expenses are compensable, the steps necessary to initiate an application, rules regarding the timeframe within which the crime must be reported, and an explanation about the likelihood of successful appeal if the victim fails to meet one of the preliminary requirements.

Assistance Completing an Application - Includes walking the victim through completing the compensation application either in-person or via the telephone and explaining to the victim the necessary documents and fields within an application to make an application complete.

Assistance Gathering Documents for Submitting an Application - Includes helping the victim gather necessary documents such as law enforcement reports, itemized bills, and income verification forms to submit a complete victims' compensation application. Assisting the victim with gathering the documents and submitting the application, including mailing the application on the victim's behalf.

Follow-up - Includes contacting the Crime Victims Compensation Program at the Criminal Justice Coordinating Council (CJCC) to check the status of a victim's application, assisting the victim with an appeal, helping the victim respond to correspondence from the Crime Victims Compensation Program, or following up with providers regarding necessary itemized bills on the victim's behalf.

Personal Advocacy

Refers to assisting victims in securing rights, remedies, and services from other agencies; locating emergency financial assistance, intervening with employers, school administrators, creditors, bill collectors, landlords, and others on behalf of the victim; assisting in filing for losses covered by public and private insurance programs; accompanying the victim to the hospital, etc. Does not include assistance filing for unemployment benefits, TANF, and other such services which should be reported under "Assistance Applying for TANF/Social Services."

Telephone Contacts

Refers to provision of crisis hotline telephone counseling by trained professionals or volunteers on a 24 hour/7 day a week basis. Includes telephone contacts with victims during which time services and available support are identified. Includes non-emergency safety planning with victim, initial assessments interviews, case management contacts to determine if referrals were followed up & satisfactory, etc.

Forensic Interviews

Refers to the provision of a forensic interview of a victim in order to provide direct services, including referrals. This service may only be counted towards volunteer time if it meets the following criteria:

- Results of the interview will be used not only for law enforcement and prosecution purposes, but also for identification of needs such as social services, personal advocacy, case management, substance abuse treatment, and mental health services;
- Interviews are conducted in the context of a multidisciplinary investigation and diagnostic team, or in a specialized setting such as a child advocacy center;
- The interviewer is trained to conduct forensic interviews appropriate to the developmental age and abilities of children, or the developmental, cognitive, and physical or communication disabilities presented by adults; and
- VOCA victim assistance funds are not used to supplant other State and local public funding available for forensic interviews, including criminal justice funding.

Definition of Services - FVPSA

Shelter Services

Includes all types of shelter provided by the program building (managed by program) hotel nights and safe house nights.

Crisis/Hotline Calls

Calls received on any agency line that relate to an individual or family in need of some kind of service. A program does not have to have a dedicated hotline to count these calls.

Individual or Group Counseling/Support Groups

Individual or group counseling or support provided by a volunteer, staff or advocate.

Crisis Intervention

Process by which a person identifies, assesses, and intervenes with an individual in crisis so as to restore balance and reduce the effects of the crisis in her/his life.

Victim Advocacy

Actions designed to help the victim/survivor obtain needed resources or services including employment, housing, shelter services, health care, victim's compensation, etc.

Criminal/Civil Legal Advocacy

Assisting a client with civil legal issues, including preparing paperwork for protection orders; accompanying a client to a protection order hearing, or other civil proceedings; and all other advocacy within the civil justice system. This also includes accompanying a client to an administrative hearing, such as unemployment, Social Security, TANF, or food stamp hearing. Assisting a client with criminal legal issues including notifying the client of case status, hearing dates, plea agreements, and sentencing terms; preparing paperwork such as victim impact statements; accompanying a client to a criminal court proceeding or law enforcement interview; and all other advocacy within the criminal justice system.

Medical Accompaniment

Accompanying a domestic violence victim to, or meeting a victim at a hospital, clinic, or medical office.

Transportation Services

Provision of transportation; either directly or through bus passes, taxi fares, or other means of transportation.

Community Education

Presentations or trainings about domestic violence and/or services related to victims of domestic violence and their children. Some examples may be a training session for health professionals or workshop for tribal leaders. Include all presentations for a mixed-age audience. This number does not include health fairs, media interviews or advertising.

Youth Targeting Education

Presentations or trainings about domestic violence, dating violence, healthy relationships or available services for victims. Some examples may be a presentation to youth in school on healthy relationships or a workshop for youth at a Safety Day event.