



IDAHO COUNCIL ON DOMESTIC VIOLENCE AND VICTIM ASSISTANCE

GRANT FUNDING AVAILABLE

**Victims of Crime Act (VOCA)
Family Violence Prevention and Services Act (FVPSA)
FVPSA ARP Covid Testing (TVMH) Supplement
FVPSA ARP Sexual Assault (SA) Supplement
Idaho State Domestic Violence Project (State DV)
ARPA Bridge Funding**

**Grant Announcement and
Detailed Application Instructions**

**State Fiscal Year 2023 Awards
Grant Award Period: October 1, 2022 – September 30, 2023**

Proposals due: June 3, 2022 by 5:00 p.m. (MST)

Applicants assume all costs associated with the preparation of this grant application.

Contents

Grant Announcement.....	6
I. FUNDING OPPORTUNITY DESCRIPTION.....	6
A. Purpose	6
B. Expectations.....	6
II. AWARD INFORMATION	6
III. ELIGIBILITY INFORMATION	7
A. Eligible Applicants.....	7
B. Match Requirements	8
C. Volunteer Requirements.....	9
IV. APPLICATION AND SUBMISSION INFORMATION	9
V. APPLICATION REVIEW INFORMATION	9
A. Review and Selection Process.....	9
B. Award Notices	9
The schedule for the SFY2023 Grant Application process is as follows:.....	10
DETAILED APPLICATION INSTRUCTIONS	11
I. Organization Overview.....	11
II. Funding Request Summary	12
III. Victim Services and Demand.....	13
IV. Program Operations	14
V. Finances.....	16
VI. Budget Summary and Narrative	17
Appendix A: VOCA Volunteer Waiver Request.....	19
Appendix B: Signing Page for Acceptance of Assurances and Certifications Parts 1-5	19
1. Certification Regarding Environmental Tobacco Smoke	20
2. Assurances.....	20
3. Certificate Regarding Lobbying, Debarment, Suspension, and Other Responsibility Matters; and Drug-Free Workplace Requirements	20
4. ICDVVA Ownership and Investment Policy	20
5. Limited English Proficiency and LGBTQ Meaningful Access and Non-Discrimination.....	20
Appendix C: Nonprofit Status and Financial Access	20
SUBMITTING THE APPLICATION	20

Executive Summary

Application Release Date: April 1, 2022

Due Date for Applications: **June 3, 2022, 5:00 p.m. (MST)**

1. Funding Opportunity Title: OVC FY20 VOCA Victim Assistance
(2020-V2-GX-0065) CFDA 16.575

Description: This funding is to be used by eligible applicants to support the provision of direct services to victims of crime.

Anticipated Total Available Funding: \$1,615,068 - \$7,315,068

Estimated Number of Awards: 25 to 46

2. Funding Opportunity Title: Family Violence Prevention and Services/Domestic Violence Shelter and Supportive Services/Grants to States (FVPSA)
(2012IDFVPS) CFDA: 93.671

Description: This funding is to be used by eligible applicants to prevent incidents of family violence, domestic violence, and dating violence; to 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 to provide specialized services for children exposed to family violence, domestic violence, or dating violence, including victims who are members of underserved populations.

Anticipated Total Available Funding: \$1,048,140

Estimated Number of Awards: 30

3. Funding Opportunity Title: Family Violence Prevention and Services/Domestic Violence Shelter and Supportive Services/Covid Testing, Vaccines & Mobile Health (TVMH) Units Supplement (2202IDFTC6) CFDA: 93.671

Description: The purpose of these supplemental funds in the FVPSA program is to prevent, prepare for, and respond to COVID-19 with an intentional focus on increasing access to COVID-19

testing, vaccines, and mobile health units to mitigate the spread of this virus, and increase supports for domestic violence survivors. Additional information on allowable expenditures is available on our website.

Anticipated Total Available Funding: Up to \$2,000,000

Estimated Number of Awards: 30

4. Funding Opportunity Title: Family Violence Prevention and Services/Domestic Violence Shelter and Supportive Services/Grants to Sexual Assault/Rape Crisis Services and Supports (SA) (2202IDFSC6) CFDA: 93.497

Description: The purpose of the ARP Grants to Support Survivors of Sexual Assault is to 1) assist with the transition to virtual/remote services for rape crisis centers, sexual assault programs, tribal programs, and culturally specific programs that provide crisis services, support services, and assistance to survivors of sexual assault, and 2) support the increased emergency needs of sexual assault survivors as a result of the COVID-19 public health emergency.

Anticipated Total Available Funding: Up to \$891,800

Estimated Number of Awards: 20

5. Funding Opportunity Title: State American Rescue Plan (ARPA) Bridge Funding

Description: This funding is to be used by eligible applicants to support the provision of direct services to victims of crime. The same eligibility requirements used for VOCA apply to these funds.

Anticipated Total Available Funding: Up to \$6,000,000

Estimated Number of Awards: 25 to 45

6. Funding Opportunity Title: State Domestic Violence (DV) Project Grants

Description: Provides funding for projects for the purpose of aiding victims of domestic violence and other crimes.

Anticipated Total Available Funding: \$171,800 - \$345,000

Estimated Number of Awards: 25

Submit any questions to info@icdv.idaho.gov.

Grant Announcement

I. FUNDING OPPORTUNITY DESCRIPTION

A. Purpose

As the State Administering Agency for the Victims of Crime Act (VOCA), the Family Violence Prevention and Safety Act (FVPSA), and the State of Idaho Domestic Violence Project Account (DV Account) funds, the Idaho Council on Domestic Violence and Victim Assistance (ICDVVA) provides financial and programmatic management of your VOCA, FVPSA, and DV Account subawards, including any supplemental awards offered by VOCA and FVPSA that we are eligible to apply for. ICDVVA produces Requests for Proposals (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.

Applicants may apply for multiple funding streams, depending on eligibility.

B. Expectations

ICDVVA requires programs to use funding to address the immediate health and safety of crime victims. Examples of services include (but are not limited to) crisis intervention, crisis hotlines, shelters, advocacy, and emergency services that are intended to restore the victim's sense of security.

Applicants are expected to:

- Meet requirements and adhere to policies specified by ICDVVA
- Use funds to provide or improve services to victims of crimes
- **Collaborate** within the community to provide victim services, including collaborating with other victim service programs, law enforcement, healthcare, and the criminal justice system.
- **Participate in Quarterly Data Collection.** All subgrantees are required to collect and report program required data quarterly to ICDVVA, so that ICDVVA can meet its obligations under the Federal VOCA and FVPSA requirements.
- **Submit Quarterly Financial Reports.** All subgrantees are required to submit quarterly financial reports to ICDVVA.

II. AWARD INFORMATION

All grant awards are dependent upon appropriation by the Idaho Legislature in the ICDVVA FY23 Budget. Federal funding amounts are determined by the federal funder and may vary annually.

ICDVVA reserves the right to discontinue funding if a subrecipient is not in good standing.

III. ELIGIBILITY INFORMATION

A. Eligible Applicants

This funding announcement is open to both new applicants and existing VOCA, FVPSA, and DV Account subrecipients. Eligible applicants must be programs operated by a public, tribal, or nonprofit organization, or a combination of such organizations, and provide direct services to crime victims. Applicants must meet the following eligibility requirements:

1. VOCA (per 2 CFR § 94.111-94.113) and State ARP Bridge funding criteria include: a. Being operated by a public agency or nonprofit organization that provides services to victims of crime; b. Demonstrating effective victim services with financial support from non-VOCA funding; and; c. Using volunteers to provide crime victim services.
2. FVPSA recipients (per 45 CFR § 1370.1) must be one of the following: a. A local public agency, or a nonprofit private organization (including faith-based and charitable organizations, community-based organizations, tribal organizations, and voluntary associations), that assists victims of family violence, domestic violence, or dating violence, and their dependents, and has a documented history of effective work concerning family violence, domestic violence, or dating violence; or b. A partnership of 2 or more agencies or organizations that includes— i. an agency or organization described in paragraph (1); and ii. an agency or organization that has a demonstrated history of serving populations in their communities, including providing culturally appropriate services.
3. To be eligible for State DV funds (per I.C. § 39-5210), a program must provide a safe house or refuge and a crisis line. Other services which may be provided include, but are not limited to: i. Counseling; ii. Educational services for community awareness, for prevention of domestic violence and for the care, treatment and rehabilitation of parties to domestic violence; iii. Support groups; iv. Assistance in obtaining legal, medical, psychological or vocational services.
4. Additional eligibility criteria:
 - a) Victim service organization whose principal mission is to provide services to crime victims; or
 - b) A public or nonprofit organization that has a component whose principal mission is to provide services to crime victims. These organizations are eligible if the funds are used to expand or enhance the delivery of crime victim services.
 - c) A “component” is defined as follows: a specific program within the organizational framework of an agency, whose principal purpose is to provide direct services to victims of crime. The program is under the administrative structure of an established organization and the program’s goals and objectives reflect how it expands or enhances services to victims of crime.

5. Have a record of providing direct services to crime victims in a cost-effective manner.
6. Offer services to victims free of charge.
7. Assist victims in applying for victims' compensation.
8. Must be able to demonstrate collaboration within the community.
9. Current subrecipients must be in good standing with ICDVVA in order to be eligible for these funds.
10. New applicants are required to demonstrate that they have a record of providing effective direct services to crime victims and have other sources of financial support. If you are a new entity that does not have a history of providing services to crime victims you must be able to demonstrate substantial support from other sources, as defined by the federal guidelines.
11. All applicants must comply with federal civil rights law, which prohibits discrimination on the basis of disability and national origin. This includes taking reasonable steps to ensure that persons with limited English proficiency have meaningful access to the programs and activities.
12. A religiously affiliated organization must ensure that services are offered to all crime victims without regard to religious affiliation and that the receipt of services is not contingent upon participation in a religious activity or event.
13. Provide services to victims of federal crimes on the same basis as victims of state crimes.
14. Maintain confidentiality of clients as outlined in federal statutes.

B. Match Requirements

Match is required for FVPSA and State DV funding sources.* For FVPSA, an 80/20 match is required, and State DV Account subawards require a 25% match. Match may be cash or in-kind. Refer to the [Grant Administration Manual](#) for additional details regarding match calculations. For FY23, VOCA match requirements are waived and no match is required.

* Exception: Victim services provided by federally recognized tribes or on tribal reservations do not have to meet these requirements.

C. Volunteer Requirements

VOCA and State ARP Bridge Funding subgrantees are required to use volunteers,* unless compelling reasons exist to waive this requirement. The program must submit the request for a waiver in writing. This request must have written approval from ICDVVA.

IV. APPLICATION AND SUBMISSION INFORMATION

The application for both new applicants and continuing subrecipients can be found online at icdv.idaho.gov. The application is a fillable pdf, and must be submitted to info@icdv.idaho.gov when complete.

Applicants interested in applying for **State DV funds ONLY** may apply online [here](#). Applicants requesting State DV funds in addition to any of the other funding sources included in this Grant Announcement MUST use the .pdf application referenced above and available at icdv.idaho.gov.

V. APPLICATION REVIEW INFORMATION

A. Review and Selection Process

ICDVVA staff will review the applications for completeness and forward the applications to the grant reviewers for their evaluation.

Applications will be evaluated based on the application components described in this document, Grant Announcement and Detailed Application Instructions. ICDVVA Council members and employees will review and score each application.

- Each section of the application will be reviewed. Scoring information is provided in the Detailed Application Instructions in this document. Make sure to follow all instructions. Applications that do not provide the appropriate/requested information for each item will receive a lower score than those that follow the detailed instructions.
- If an applicant is not awarded funds, that applicant can request a summary of the review.

B. Award Notices

ICDVVA will determine the final allocation of awards. The results will be distributed to grantees within seven days via email and on ICDVVA's website. If you accept the grant award, you will be asked to sign a contract and the contract will then be submitted to the Department of Health and Welfare for processing. Upon

* Exception: Victim services provided by federally recognized tribes or on tribal reservations do not have to meet these requirements.

acceptance of the terms and conditions of the award by both parties, final processing of the subaward agreement will occur.

The schedule for the SFY2023 Grant Application process is as follows:

Application Released	April 1, 2022
Application Due	June 3, 2022, 5 pm MST
Application Review	June 5 – July 21, 2022
Award Determination	July 21, 2022
Award Notification	July 28, 2022
Return Signed Contracts to DHW	September 15, 2022
Contracts Finalized	October 1, 2022
Grant Period	October 1, 2022 – September 30, 2023

Grant awards are contingent upon funds appropriated by both federal funding agencies and the Idaho Legislature.

DETAILED APPLICATION INSTRUCTIONS

Application

- I. Organization Overview
- II. Funding Request Summary
- III. Victim Services and Demand
- IV. Program Operations
- V. Finances
- VI. Budget Summary and Narrative

Appendix A: VOCA Volunteer Waiver Request

Appendix B: Assurances and Certifications

1. Signed Certificate Regarding Environmental Tobacco Smoke
2. Assurances
3. Certificate Regarding Lobbying, Debarment, Suspension, and other Responsibility Matters; and Drug-Free Workplace Requirements
4. Ownership and Investment Policy
5. Limited English Proficiency and LGBTQ Meaningful Access and Non-Discrimination

Appendix C: Nonprofit Status and Financial Access

Completed applications will be evaluated on the quality of the information provided in each section. Applications will be considered based on the program's performance under their current FY22 grant award and overall quality of direct services for survivors of crime.

Scoring information is provided in each relevant section below. Please be aware that there are also bonus points awarded to those agencies who operate in geographic isolation, as well as for those who provide more than 75% of their services to underserved populations.

I. Organization Overview

For the Organization Overview section, no points are available.

Fill in Part I, Sections A-D as requested, responding to prompts for the following information:

- Date of Application
- Name of Organization
- Unique Entity Identifier – UEI(SAM)
- Organization Federal Tax ID #
- Organization Structure
- Focus of Organization
- Primary Purpose of Organization. Maximum character count: 400 (about 60 words)

- Organization Physical Address
- Organization Mailing Address (Enter “SAME” if this is the same as Item G)
- Organization Web Address and Social Media Links
- Contact Information for Executive Director, Project Director, Fiscal Officer, Board Chair, and Data Contact

Fill in Part I, Sections E-I as requested, responding to prompts for the following information:

- **Mission Statement:** Include a copy of your program’s mission statement. Maximum character count: 1250 (about 250 words).
- **Funding Status for FY22** (Indicate if you are currently funded by ICDVVA for the FY22 Grant Year.)
- **Program Duration:** Indicate how many years has your program been in operation.
- **Public Health Region(s):** If you provide services in every region, please check the Statewide box. If you are not a statewide provider, please check all the regions where you provide services, and provide the percentage of total clients served in each region.
- **Counties Served:** Either check the Statewide box or check every county you serve.

II. Funding Request Summary

This section introduces your organization/program and the project(s) for which you are requesting funds. Make sure to include the appropriate information for each of the prompts.

Section A

- **Purpose of Request:** Briefly describe the project/purpose for which you are requesting funding. This description should be specific and concise. This is NOT a place to reiterate your program’s mission or purpose, but rather should focus exclusively on the reason for your funding request. This maximum character count is 1,250 (about 250 words).
 - *The maximum points available for the Purpose of Request are 5. To achieve a maximum score, applicants should provide a response that is concise, clear, appropriate for the funding requested in the application, and is clearly linked to victim services.*

Section B

1. **Specific Funding Request:** Please enter the amounts you are requesting from each funding stream. Enter a zero if you are not requesting that funding stream. The total will auto-calculate. Please be aware that ICDVVA reserves the right to adjust funding sources as necessary to accommodate statewide needs. Answer the supporting questions about your request:
2. If the funding source(s) being requested are not available, please indicate if you would like ICDVA to consider using other funding sources on your request.

3. Are you asking for more money than in FY22? Less? Check the appropriate box and add a description (maximum of 1250 characters).
4. Please use the check boxes to indicate if you received any of the supplemental funding streams in FY22. Check all that apply and briefly list the items funded with the awards (maximum of 700 characters.)
5. Enter the percentage of your total budget that would be provided by ICDVVA if your request was awarded in full.
6. **A.** Indicate if this represents an increase or decrease from your dependence on ICDVVA funding in FY22 and **B.** Explain why (maximum of 1250 characters).
 - *The maximum points available for Question 6A are 2. ICDVVA encourages subrecipients to become less dependent on ICDVVA funding over time by increasing other development opportunities.*
7. Check all consequences that would apply to your agency if funding were significantly reduced or was denied altogether. Please understand that having this information helps bolster ICDVVA's attempts to advocate for more funding for Idaho providers.
8. Use the space provided to share any data that supports your selections in Question 7 (maximum of 1250 characters).
 - *The maximum points available for questions 5, 6B, 7 & 8 are 7. To achieve a maximum score, applicants must describe planning efforts to mitigate funding declines, demonstrated cost-cutting efforts, active pursuit of alternative funding resources, and provide data to support any negative impacts identified in Question 7.*
9. Briefly describe how your project will advance one of more of the main goals in the ICDVVA 2022 Strategic Plan (pp 18-22), which is available [on our website](#). Explain how your services are both victim-centered and trauma-informed. (Maximum of 2500 characters.)
 - *The maximum points available for this question are 15. To achieve a maximum score, applicants must draw direct connections between their services and the ICDVVA Strategic Plan, as well as explaining how their services are both victim-centered and trauma-informed.*

III. Victim Services and Demand

The maximum points available for this section are 10. Please provide answers that are complete, concise, accurate, and that directly respond to the questions asked.

- A. Services Provided:** There are six categories of services provided (Information and Referral, Personal Advocacy/Accompaniment, Emotional Support or Safety Services, Shelter/Housing Services, Criminal/Civil Justice System Assistance, and Prevention). For each category of services, select all that apply to your program. There are two boxes for each service type. Check the first box if you provide the service listed. Check the second box if you are the only program in your region who provides the service (to the best of your knowledge).

B. Victims Served: Select all victimizations served by your program. If you serve victim types not represented, please check “other” and fill in the type(s).

C. Priority Categories for ICDVVA Funding

1. Indicate all populations served by your program and estimate the percentage of victims you serve from each of the priority funding categories. Select all that apply. **Note: the total of these percentages cannot exceed 100% - total will auto-calculate.* Please do not double count any victims. Underserved takes priority over all other categories. Child Abuse takes priority over DV/SA categories. Spousal Sexual Assault would be counted under Domestic Violence. The current underserved definition used by ICDVVA has been provided in the body of the application.

2. Describe the types of underserved victims of crime you serve, using data to support your response.
 - *5 bonus points are available for agencies who serve 75% or more underserved populations (according to the ICDVVA definition provided) and provide a detailed description with supporting data.*

3. What is the total number of victims you served in the FY21 grant year (since this would be the last fully completed fiscal year: July 2020 – June 2021)?

4. Check all the reasons for unmet needs in your community that apply.

5. If the demand for your services currently exceeds your organization’s capacity, please explain how/why this is the case. (Maximum of 1250 characters.)
 - *The maximum points available for this question are 5. To achieve a maximum score, the applicant must provide a clear and detailed description of program demand for services and provide data to support the response.*

IV. Program Operations

A. Staff and Volunteers:

1. For the first section, please consider employees who worked at your organization during the FY22 grant year (July 1, 2021-Sept 30, 2022).
 - Provide the total number of **full-time** staff members at your organization, supported by any and all funding sources. Then provide the number of **full-time** staff members who are 100% funded by ICDVVA grants, and the number who are partially funded by ICDVVA grants.

 - Provide the total number of **part-time** staff members at your organization, supported by any and all funding sources. Then provide the number of **part-time** staff members

who are 100% funded by ICDVVA grants, and the number who are partially funded by ICDVVA grants.

- Provide the number of any funded but currently unfilled positions.
2. For the next section, please consider employees who you are projecting to employ during the FY23 grant year (Oct. 1, 2022 – Sept. 30, 2023).
 - Provide the total number of **full-time** staff members you expect at your organization, supported by any and all funding sources. Then provide the number of **full-time** staff members who you request to be 100% funded by ICDVVA grants, and the number who you request to be partially funded by ICDVVA grants.
 - Provide the total number of **part-time** staff members you expect at your organization, supported by any and all funding sources. Then provide the number of **part-time** staff members who you request to be 100% funded by ICDVVA grants, and the number who you request to be partially funded by ICDVVA grants.
 3. If you have had any turnover in your leadership (Executive Director or Program Director) or in key grant-funded positions during the last (FY22) grant year, please provide a brief summary including who, when, and why. (Maximum of 1250 characters.)
 4. If there is a significant change between your FY22 and FY23 staffing levels, please provide a brief explanation. (Maximum of 1250 characters.)
 5. Indicate whether or not your organization has a succession plan. If yes, provide a brief description. (Maximum of 1250 characters.)
 - *The maximum points available for this question are 3. To achieve a maximum score, the applicant must provide a detailed description of their organization's succession plan.*
 6. Describe your organization's use of volunteers: how many do you use, what kinds of tasks do they perform, about how many hours per week are they volunteering? If you do not use volunteers, explain why not. (A Volunteer Waiver form, provided at the end of the application, is required if volunteers are not used.) (Maximum of 2500 characters.)

B. Collaboration:

The maximum points available for this series of questions are 15. Please be concise but thorough in your narrative response. ICDVVA encourages a wide range of collaborations. To achieve a maximum score, applicants must provide a description that demonstrates robust collaboration with multiple organizations and prioritizes victim services.

1. Select all of the organizations that apply from the list of potential collaborators. Use the Other spaces to add additional partners.

2. Provide a brief narrative description of your collaborations for those organizations you checked. (Maximum of 2500 characters.)
3. If you do not collaborate with others in your region, please explain why. (Maximum of 1250 characters.)

V. Finances

The maximum points available for this section are 14. To achieve a maximum score, applicants must provide a detailed description of their fiscal management and/or any grant administration changes including roles and responsibilities, demonstrate significant fundraising activities and provide detailed descriptions of fundraising activities and goals.

A. Fiscal Management

- The first question is slightly different for new applicants than for those funded by ICDVVA in FY22. New applicants must provide a description of your management structure, including those positions responsible for grant management. Existing subrecipients can use this space to describe any changes to your organizational and management structure since your last application. (Maximum of 2500 characters.)
1. Provide the date of your last audit. Describe your auditing procedure and provide any open audit findings. (Maximum of 1250 characters.)
 2. Indicate whether or not your agency expended \$750,000 or more in federal funds (combined from all federal funding sources) during your last completed fiscal year (per your agency's fiscal year).
 3. If yes to #2, you must conduct a single audit and upload it to the clearinghouse. Please indicate if this has been done, if applicable.
 4. Describe your agency's auditing procedures and include information on any open audit findings.

B. Match

1. Complete the Match table for any FVPSA or State DV funds you are requesting for FY23. VOCA Match will continue to be waived in FY23, so this amount is not required in the table. FVPSA ARP funds also do not require match.
2. Any tribes applying for funds do not have to provide match.
3. Include the Source of Match (i.e., a foundation), whether they are providing cash or in-kind goods or services, and the value of the donation or grant.

C. Funding and Support

1. Complete the table by listing all expected funding sources for the upcoming FY23 grant year (October 1, 2022 – September 30, 2023). Itemize grants (VAWA, SASP, STOP, Block grants, etc.) and include fundraising activities, private or corporate donors, and any other funding sources.
 - The Known Amount column is for money you are certain to receive. The Pending/Expected Amount column is for funds you have applied for and have not yet received confirmation of an award. Please do not include long-shot possibilities here. We understand that grants don't always come through but try to use numbers that you feel comfortable projecting.
 - For the final column, calculate what percentage of your total budget each line represents. The total of all lines should add up to 100%. You can use one private donor line to represent all individual donors.
2. Briefly describe your FY22 fundraising activities, and the amount raised. (Maximum of 1250 characters.)
3. Briefly describe your FY23 fundraising plans including financial goal. (Maximum of 1250 characters.)

VI. Budget Summary and Narrative

The maximum points available for this section are 22. Please be accurate, thorough, and provide clear explanations in your narrative. Criteria used to determine scoring includes: % of funding request for direct services, % of Executive Director salary included in the request, complete descriptions for all budget line items, and thorough justifications for any new or expanded services and training requests.

- **Budget Request Table**
 - Note the following parameters:
 - At least 60% of your request must fund Direct Services.
 - Your Admin Salary line cannot exceed 5% of the total award.
 - Executive Director Salary is capped at 93% of your total award for FY23. This represents a 2% change from FY22. If this presents a hardship for your agency, you may contact your grant manager to discuss an exception. No ED will be funded at more than 95% under any circumstances.
 - Promotional Giveaways will not be covered in FY23. Printed materials and advertising can be requested under outreach activities, but no merchandise.

- Please be aware that Training Requests will be scrutinized carefully in FY23. Virtual and free trainings should be utilized whenever possible. Trainings that you plan to make available statewide will be prioritized for funding.
 - The Direct Services and Indirect Services in the first column have been listed for you. You may add other items in the lines for “Other.” If you need more lines, please contact your grant manager or info@icdv.idaho.gov for assistance.
 - For each line item, fill in the colored columns with the amount of money you are requesting from each funding stream.
- **Budget Narrative**

Every item in the table above must be addressed in the Budget Narrative, either in the Personnel Request table or the Other Expense Requests table.

- Personnel requests:
 - In the table’s first column, enter the job titles of each employee you are asking to be covered under an ICDVVA grant.
 - The second column should include the wages plus fringe and employer taxes for a full grant year. Even if you are only asking for a portion of this employee to be covered under the grant, please include the TOTAL annual amount in this column.
 - The third column should include the hourly rate for this employee. If salaried, please calculate and include an hourly rate.
 - The fourth column should indicate the percentage of the employee’s pay intended to be covered by ICDVVA grants.
 - The fifth column will automatically calculate the ICDVVA cost per year. You do not need to enter anything into this column.
 - The last column includes three checkboxes. Please check the appropriate box to indicate whether the hourly rate is the same, an increase, or a decrease from FY22.
- Other expense requests:
 - Make sure that every non-personnel expense you have asked for in your budget is addressed in this table.
 - In the first column, enter the line-item category.

- Use columns 2-4 to indicate whether each expense in this table is either (A) a continuation, (B) an expansion, or (C) a new service for your organization.
- Use the Description column to provide a thorough but concise description of the items you will be funding under each category. For example, if you have requested Utilities for your office, specify which ones. If you have requested an Equipment Lease line item, specify what equipment will be covered, etc.
- Answer the 4 questions below the tables.
 - If you indicated in the Other Expenses table that any services were new or expanded from your previous grant year, explain why this was necessary. Provide data to support your answer. (Maximum of 2500 characters.)
 - If you have requested training funds, provide information about why these funds are necessary. We support widespread training, but to conserve scarce grant funds we encourage subrecipients to seek out virtual and free trainings whenever possible, and to share sponsored/hosted trainings with other statewide providers. (Maximum of 1250 characters.)

Appendix A: VOCA Volunteer Waiver Request

This form does not need to be completed if your organization uses volunteers.

If you do not use volunteers, please complete the form by providing the reason you need a waiver.

A compelling reason may be a statutory or contractual provision concerning liability or confidentiality of counselor/victim information, which bars using volunteers for certain positions. A compelling reason may be the inability to recruit and maintain volunteers after a sustained and determined effort. Include in your description what methods your program will use to create an opportunity to utilize volunteers in the future. The waiver must have the approval of the ICDVVA.

Sign and date the form, but leave the approved/denied boxes empty for ICDVVA use.

Appendix B: Signing Page for Acceptance of Assurances and Certifications Parts 1-5

By signing and submitting this page, the applicant/grantee certifies that it will comply with the requirements of all Certifications and Assurances in Parts 1-5 of Appendix B:

1. **Certification Regarding Environmental Tobacco Smoke**
2. **Assurances**
3. **Certificate Regarding Lobbying, Debarment, Suspension, and Other Responsibility Matters; and Drug-Free Workplace Requirements**
4. **ICDVVA Ownership and Investment Policy**
5. **Limited English Proficiency and LGBTQ Meaningful Access and Non-Discrimination**

Appendix C: Nonprofit Status and Financial Access

Please indicate whether your program is a nonprofit organization. Sign and date the form.

SUBMITTING THE APPLICATION

The deadline for receipt of the application is **June 3, 2022 at 5:00 p.m. Mountain Time**. The grant application must be submitted to info@icdv.idaho.gov by this deadline in order to be considered.

Completed applications will be evaluated on the quality of the information provided in each section. Applications will be considered based on the program's direct service experience, fit with the Council's strategic plan, administrative costs, and overall quality of direct services for survivors of crime. Special consideration may be given to underserved communities and identified target populations with special needs.