

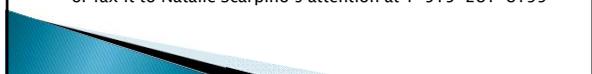
Victim Services Application Webinar

By Donna Phillips & Janelle Melohn



Letter of Intent

- ▶ Letter of Intent Due **by** December 15, 2015
 - On Your Agency Letterhead
 - Type of Service for which your agency is Applying:
 - Culturally-Specific Domestic Abuse Comprehensive (CS-DAC)
 - Culturally-Specific Sexual Abuse Comprehensive (CS-SAC)
 - Domestic Abuse Comprehensive (DAC)
 - Sexual Abuse Comprehensive (SAC)
 - Homicide/Other Violent Crime Services (HP/OVC)
 - Region, Zone or Service Area Identified.
 - Signed by Director or Board Chair
 - Must register in IowaGrant.Gov on or before Dec. 15th
 - Email letter to Natalie Scarpino at Natalie.Scarpino@iowa.gov or fax it to Natalie Scarpino's attention at 1-515-281-8199



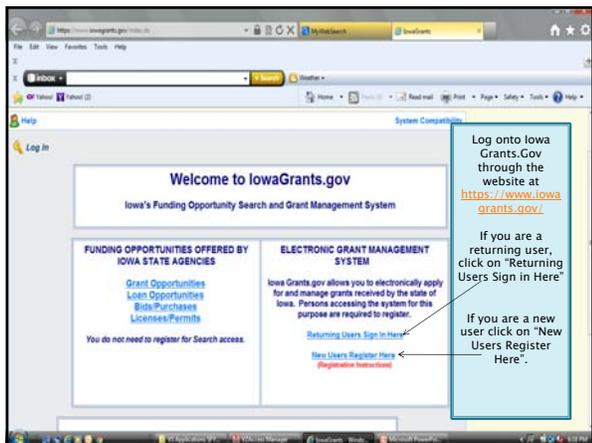
Application Cycle

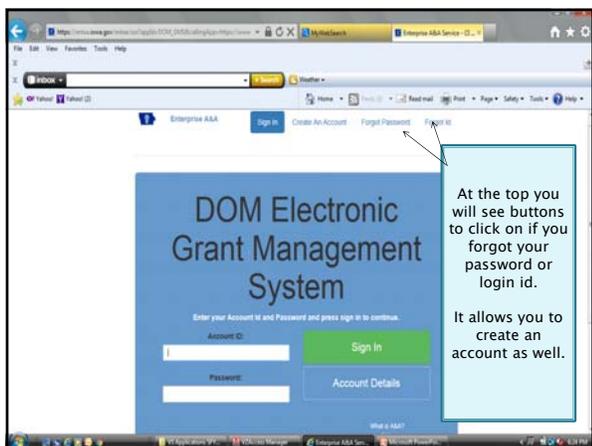
- ▶ Applications Due:
 - By 4:30 pm on January 22, 2016
 - In IowaGrants.Gov
 - Hard copy applications will not be excepted in place of online application unless otherwise directed by VSS Administrator or CVAD Director
- ▶ Application Review Committee
 - Meet March 15,16 & 17, 2016
 - Victim Services Support Program (VSS) Staff,
 - CVAD Director
 - CVAD Division Accountant
 - Team of volunteer reviewers



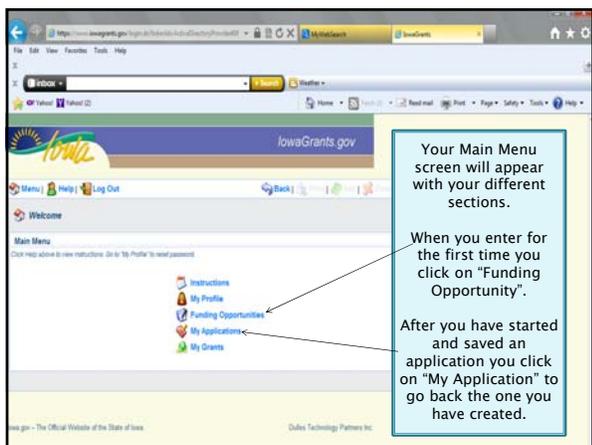
Application Cycle

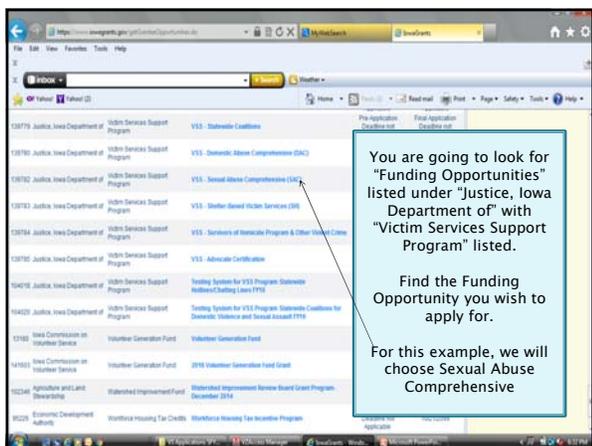
- ▶ Funding/Award Recommendations to Crime Victim Assistance Board April 15, 2016
- ▶ Award/Denial Letters Sent to All Applicants on April 21, 2016
- ▶ Appeals Due on May 5, 2016 to CVAD Director
- ▶ CVA Board Hears Appeals on June 3, 2016
- ▶ Final Contracts via IowaGrants.Gov by July 1st











Narrative Section

- ▶ Volunteer Table
 - Provide the number of volunteers
 - County of the volunteers
 - Brief description of the use of the volunteers

Narrative Section

- ▶ Support Group Table - Current
 - County
 - How many attendees
 - Duration/Length of Group
 - Demographics of Your Support Group
 - (Brief description)

Narrative Section

- ▶ Support Group Table - Projected
 - County
 - How many attendees
 - Duration/Length of Group
 - Demographics of Your Support Group
 - (Brief description)

Narrative Section

- ▶ Crime Victim Percentages Projections
 - Type of Crime
 - Percentage (%) Projected to Focus on with the VSS Funds
 - Must Add up to 100%
 - Projected Number of Victims to be Served by these Categories
- ▶ Area to be Served
 - Check Box of the Region or Zone to be served
 - Check Box if a Culturally-Specific Program Application

Narrative Section – Janelle

Narrative Answers
To the Point
Be Brief
No Fluff

Attachments

- ▶ Job Descriptions
 - ▶ Table of Organization
 - ▶ Certified Assurances
 - ▶ Total Program Budget
- On File with CVAD:**
- ▶ Articles of Incorporation (if applicable)
 - ▶ Any Insurance Coverage the applicant carries for liability or property.

New Budget Request Section

- ▶ Updated Categories
 - Payroll #1
 - Payroll #2
 - Benefits for Payroll #1
 - Benefits for Payroll #2
 - Training
 - Travel
 - Contractual Services
 - Equipment
 - Repairs & Maintenance
 - Rent
 - Utilities
 - Communications
 - Advertising
 - Supplies
 - Insurance
 - Other Direct
 - Client Assistance
 - Indirect Costs Percentage

Detailed Budget!!!

Applying for 1 Contract

Applying for 1 Contract

- ▶ We will Provide a Breakdown of Funding by Region
 - Based on Current Awards/Contracts
- ▶ We will determine how much of your funds are from each funding source.
- ▶ Match –
 - 20% of Complete Program Budget or 25% of Request
 - Victims of Crime Act (VA)
 - Family Violence Prevention & Services Act (FV)
- ▶ In Budget Justification – Explain Source of Match and how you are matching on the funds by expense.

Contract – Only 1 for each Type of Service

Payroll Section

Payroll #1

- ▶ See Services Table for a List by Funding Stream

Overview:

- ▶ Services to crime victims and their loved ones.
- ▶ Outreach and presentations to the community.
- ▶ Training to professionals.
- ▶ Participating in CCR
- ▶ Basically almost all of what an Advocate does

Payroll #2

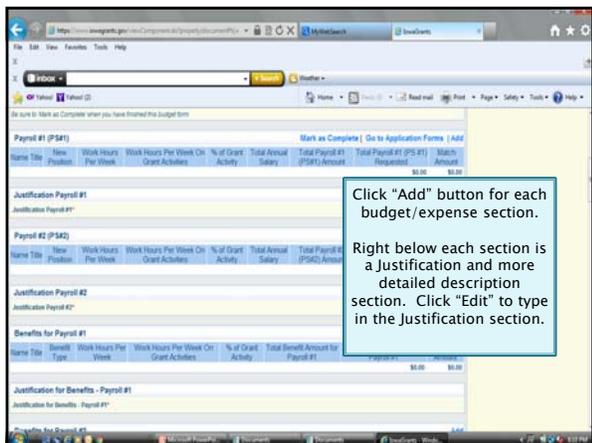
- ▶ Administrative work not specific to a funding stream.
- ▶ Prevention Activities (Prevention is allowed under FV funding).
- ▶ Fundraising

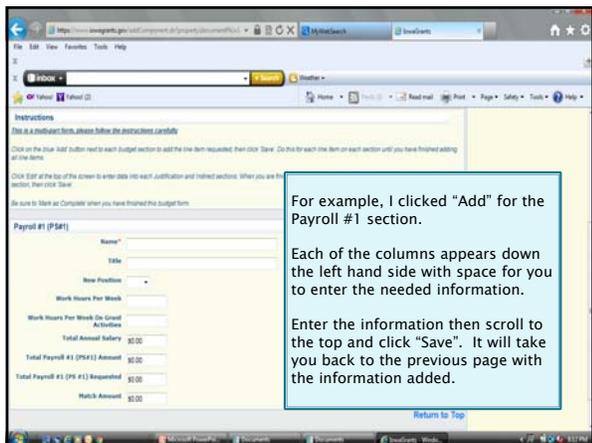
Task #1: Review Services Table

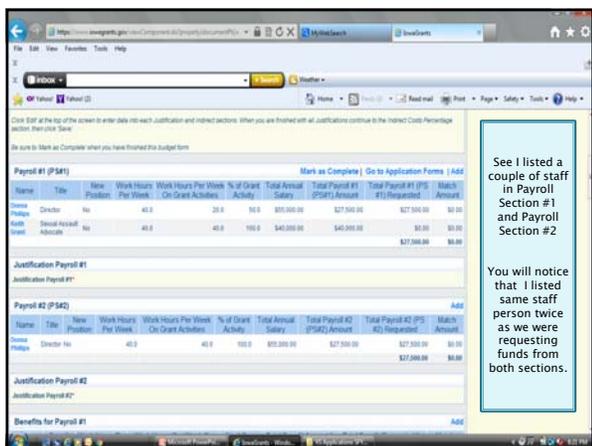
Task #2: Update staff job descriptions based on Services Table.

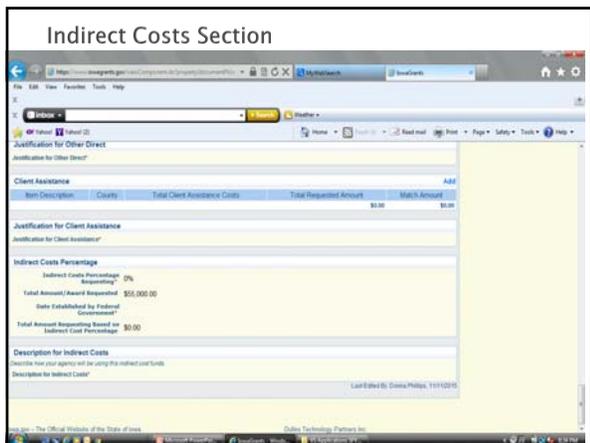
Reason #1: Can Fund Staff almost a 100% from 1 Funding Source and List under Payroll #1.

Reason #2: Can Fund Staff listed under Payroll #2 with funding for those activities.









Budget Section & Application Done

- ▶ Double Check Figures
- ▶ Click Mark As Complete
- ▶ When All Sections are Complete Click "Submit"
- ▶ Once you hit submit, you no longer will be able to edit the information.
- ▶ You will get a message on your screen that you have submitted your application.

Questions?

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Victim Services Support Staff Contact
