



Prosecuting Attorneys' Council of Georgia

Policies & Procedures

Approved October 2, 2013;
amended April 15, 2015, amended
August 24, 2016, amended July 15,
2017.

11.2

Victim Services

**Victims of Crimes Act - Funding
Conditions**

1. Purpose.

This policy establishes policies, procedures and conditions that apply to all prosecution-based victim services programs that receive funding through the Council as specified in Section 3.

2. Authority.

(a) Victim of Crimes Act (VOCA), 42 U.S.C. Chapter 112.

(b) O.C.G.A. §§ 15-18-14.2; 15-18-40(c); 15-18-73(b).

3. Scope.

(a) This policy applies to all district attorneys and solicitors-general that receive federal funding under the Victim of Crimes Act (VOCA), 42 U.S.C. Chapter 112, as amended, (hereinafter referred to as “funded offices”) that are administered by the Council pursuant to one or more grants from the Criminal Justice Coordinating Council.

(b) The provisions of this policy constitute binding special conditions that must be adhered to as a condition of the receipt of grant funds and are in addition to any other special conditions that may apply to the federal grant program.

4. Definitions.

(a) “CJCC” means the Criminal Justice Coordinating Council.

(b) “Funded office” means a district attorney’s office or a solicitor-general’s office that is receiving VOCA funds through the Council.

(c) “OJP” means the Office of Justice Programs of the United States Department of Justice.

(d) “VOCA” means the Victims of Crime Act, 42 U.S.C. Chapter 112.



Prosecuting Attorneys' Council of Georgia

Policies & Procedures

Approved October 2, 2013;
amended April 15, 2015, amended
August 24, 2016, amended July 15,
2017.

11.2

Victim Services

**Victims of Crimes Act - Funding
Conditions**

(e) “VWAP” means a prosecution-based victim-witness assistance program operated by a funded office.

5. Role of the Council.

- (a) The Council is the fiscal officer for the prosecuting attorneys and the recipient of federal funds under VOCA. The Council is responsible to the CJCC, and through them to the federal grantor agency, for providing administrative oversight and insuring that all prosecuting attorneys’ offices receiving VOCA funds comply with all state and federal statutes, rules, and regulations applicable to such grant, as well as any special conditions that apply to the grant.
- (b) The Executive Director is responsible to the Council for the proper administration of the grant and timely making any reports required by the grant. The Executive Director may designate one or more employees to perform any function necessary to administer the grant or which necessarily appertain thereto.

6. Responsibilities of District Attorneys or Solicitors-General.

- (a) The district attorney or solicitor-general of a funded office is responsible for the proper administration of the funds received by their office and compliance with this policy.
- (b) The district attorney or solicitor-general of a funded office may designate, in writing, an employee to be responsible for the administration of the grant funds and making any reports required by this policy or the grant. A copy of such designation shall be submitted to the Executive Director or his or her designee.
- (c) Each funded office agrees to adhere to the Program Guidelines for the Victims of Crime Act Victim Assistance Grant Program set forth in 28 CFR 94.101 et seq.



Prosecuting Attorneys' Council of Georgia

Policies & Procedures

Approved October 2, 2013;
amended April 15, 2015, amended
August 24, 2016, amended July 15,
2017.

11.2

Victim Services

**Victims of Crimes Act - Funding
Conditions**

- (d) Each funded office agrees to fully cooperate with any monitoring or evaluation activities, and any related training activities initiated and/or conducted by the Council or CJCC during and subsequent to the grant award period.
- (e) Each funded office agrees to obtain and maintain a Data Universal Numbering System (DUNS) number and to provide that number to the Council.
- (f) Each funded office agrees to comply with applicable requirements regarding registration with the System for Award Management (SAM).
- (g) Each funded office agrees to adhere to the provisions set forth in all executed Memoranda of Agreement and in the Special Conditions issued by CJCC or the Council.

7. Delivery of Services to Victims.

- (a) No cost for Services. Funded offices must provide services to crime victims at no charge.
- (b) Core Services. Funded offices must, at a minimum, abide by the provisions of the "Crime Victims' Bill of Rights," O.C.G.A. § 17-17-1, et seq., including, but not limited to, providing the following core services:
 - (1) Educating victims about their role in the criminal justice process.
 - (2) Stabilizing Lives:
 - (A) Funded offices shall:
 - (i) Coordinate crime scene clean-up services;
 - (ii) Provide information and assistance with the return of stolen/damaged property;



Prosecuting Attorneys' Council of Georgia

Policies & Procedures

Approved October 2, 2013;
amended April 15, 2015, amended
August 24, 2016, amended July 15,
2017.

11.2

Victim Services

**Victims of Crimes Act - Funding
Conditions**

- (iii) Provide referrals to and coordinate services with agencies that provide food, shelter, support groups, medical care, and crisis/emergency intervention and long-term therapy/counseling;
- (iv) Provide assistance with information, application, and document collection for Crime Victim Compensation, ensuring that all victims understand their rights to receive compensation, all applicable eligibility requirements, and all application procedures;
- (v) Provide assistance with information, application, and document collection for restitution in order to ensure that restitution is made a part of every applicable criminal sentence; and
- (vi) Provide assistance with other applications (TANF, Immigration, leases, etc.) and/or other paperwork relating to acquiring services as a direct result of the crime.

(B) Funded offices may:

- (i) Assist victims requesting assistance in working with bill collectors/creditors, where expenses directly resulted from the crime or loss of wages due to the crime; and
- (ii) Assist victims with employers and/or school administrators when victims lose wages, employment, or time as a direct result of the crime or cooperation with the prosecution.

(3) Meeting Emotional & Physical Needs.

(A) Funded offices shall:



Prosecuting Attorneys' Council of Georgia

Policies & Procedures

Approved October 2, 2013;
amended April 15, 2015, amended
August 24, 2016, amended July 15,
2017.

11.2

Victim Services

Victims of Crimes Act - Funding Conditions

- (i) Ensure advocates' availability to victims and law enforcement around the clock, ensuring provision of both information about victim options immediately following the crime and first-response emotional support & crisis intervention (homicide, aggravated assault and domestic/family violence cases, and crisis response);
- (ii) Assist with death and serious injury notifications for families of victims;
- (iii) Provide assistance with preparation of Victim Impact Statements and presentation of the Statements in court;
- (iv) Provide assistance with letters, Victim Impact Statements, registration for Georgia Victim Impact Panel, facilitation of/accompaniment to Victim Visitor's Day, clemency hearings and executions, etc.;
- (v) Provide follow-up services to victims at hospital facilities, coroner's offices, and/or funeral homes;
- (vi) Provide personnel availability during interviews to help victims feel more comfortable;
- (vii) Provide emotional support to victims and their families throughout the judicial process;
- (viii) Provide practical assistance to ensure necessary court appearances of victims (e.g., services for disabled victims and translators); and
- (ix) Provide appropriate post-sentence referrals and intervention if needed.

(4) Meeting Safety & Security Needs.



Prosecuting Attorneys' Council of Georgia

Policies & Procedures

Approved October 2, 2013;
amended April 15, 2015, amended
August 24, 2016, amended July 15,
2017.

11.2

Victim Services

Victims of Crimes Act - Funding Conditions

(A) Funded offices shall:

- (i) Assist victims with safety planning;
- (ii) Coordinate communication with necessary professionals concerning on-going activities of the defendant that place the victim in fear and/or physical jeopardy;
- (iii) Prompt necessary actions to expedite a stage of the case for victim protection (i.e., alert prosecutors if a case is dismissed in Magistrate Court to initiate the indictment/bond process for victim protection);
- (iv) Prompt necessary actions to initiate the process for probation revocation if defendant violates the sentence terms and jeopardizes victim safety, etc.;
- (v) Provide information and advocacy regarding Temporary Protective Orders;
- (vi) Assist victims with notification requests to the county jail, Department of Corrections, Department of Community Supervision, and State Board of Pardons and Paroles regarding the defendant's release from incarceration and/or supervision; and
- (vii) Provide a comfortable waiting area apart from defendant's family and acquaintances;

(5) Assisting with the Criminal Justice System.

(A) Funded offices shall:



Prosecuting Attorneys' Council of Georgia

Policies & Procedures

Approved October 2, 2013;
amended April 15, 2015, amended
August 24, 2016, amended July 15,
2017.

11.2

Victim Services

Victims of Crimes Act - Funding Conditions

- (i) Assist the victim and family members with understanding the criminal justice system and what to expect at each stage of the process;
- (ii) Assist the victim and family members with understanding all legal terminology and strategy during processing of the case;
- (iii) Advocate for restitution at time of sentencing);
- (iv) Coordinate victim needs for transportation and travel that may include; air, train, bus, auto, accommodations, and meals;
- (v) Assist victims with warrant application processes and attend pre-warrant court hearings;
- (vi) Serve as liaison between victims, investigators, prosecutors and court personnel;
- (vii) Provide assistance to investigators and prosecutors for initial and ongoing contact with victims (e.g., interviews and scheduling of interviews);
- (viii) Ensuring that contact information and the physical location of the victim is maintained and accurate for continuation of services;
- (ix) Provide courtroom orientation and pre-trial preparation to testifying victims;
- (x) Escort victims to court and related hearings;
- (xi) Provide ongoing communication and information regarding status of the case, bond hearings, grand jury decisions, disposition options, appellate decisions, etc.;



Prosecuting Attorneys' Council of Georgia

Policies & Procedures

Approved October 2, 2013;
amended April 15, 2015, amended
August 24, 2016, amended July 15,
2017.

11.2

Victim Services

**Victims of Crimes Act - Funding
Conditions**

- (xii) Attend hearings with victims or on behalf of victims when their presence is not required;
- (xiii) Assist victims with making contact with the Board of Pardons and Paroles and the Department of Corrections to request notification regarding a defendant's entry into the prison system and offering avenues for opinions on early parole release;

(6) Education & Collaboration:

(A) Funded offices shall have personnel:

- (i) Serve on community victim advocacy committees, boards of directors, and task forces, acting as liaison for prosecutors' offices and the judicial system (i.e., shelters, rape-crisis centers, etc.);
- (ii) Represent the office on various victims' service bodies including; child fatality review, domestic violence fatality review, sexual assault response team, elder abuse task force, domestic violence task force, various multi-disciplinary teams, etc.;
- (iii) Provide training to community, law enforcement, educational facilities and other professionals on victim assistance and victim related issues including, but not limited to, family violence, identity theft, sexual assault, child abuse, teen dating violence, elder abuse, the criminal and civil justice process, stalking, and crime prevention; and
- (iv) Provide ongoing information and literature to educate victims about the Victim Assistance Program, criminal justice process, and other relevant issues through pamphlets, handouts, presentations, referrals, internet, etc.



Prosecuting Attorneys' Council of Georgia

Policies & Procedures

Approved October 2, 2013;
amended April 15, 2015, amended
August 24, 2016, amended July 15,
2017.

11.2

Victim Services

Victims of Crimes Act - Funding Conditions

(B) Funded offices may have personnel:

- (i) Serve on a Victim Impact Panel as member or coordinator, and hold monthly meetings, and assist in recruiting, training and maintaining victim panel members and speakers.

(7) Prosecutorial Assistance:

(A) Funded offices shall:

- (i) As needed, assist investigators and prosecutors with obtaining reports from DFACS, child advocacy and assessment centers, and other agencies;
- (ii) As needed, assist investigators and prosecutors with completing referral forms and setting up forensic interviews at child advocacy and assessment centers;
- (iii) Upon request from investigators, prosecutors, or child advocacy and assessment center personnel, will attend forensic interviews and multidisciplinary team meetings (MDT);
- (iv) As needed, assist investigators and prosecutors with documentation in domestic and family violence cases (e.g. photographs of victim's injuries, statements, etc.).

(8) Post-conviction. If the accused is found guilty and sentenced to incarceration in the custody of the Georgia Department of Corrections (GDOC) or supervision by the Georgia Department of Community Supervision (GDCS) funded offices will connect the victim with the Georgia Office of Victim Services and assist the victim with registering for offender status notifications.



Prosecuting Attorneys' Council of Georgia

Policies & Procedures

Approved October 2, 2013;
amended April 15, 2015, amended
August 24, 2016, amended July 15,
2017.

11.2

Victim Services

Victims of Crimes Act - Funding Conditions

(c) Limited English Proficient Victims.

- (1) Funded offices shall provide access to services and literature in Spanish and other languages as needed
- (2) Each funded office must have a written plan that ensures that victims who are not proficient in the English language are afforded access to services as required by Executive Order 13166. At a minimum, the plan must meet the requirements set forth in U.S. Dept. Of Justice, Guidance to Federal Financial Assistance Recipients Regarding Title VI Prohibition Against National Origin Discrimination Affecting Limited English Proficient Persons. 67 Fed. Reg. 41455-41472 (June 18, 2002).
- (3) In addition, funded offices that provide hotline services will provide PAC documentation of a contract for 24-hour language interpretation services for callers who do not speak English. Funded offices that provide hotline services will ensure that TTY machines are operable at all times and that all staff, volunteers and interns who answer the hotline receive training and ongoing review of TTY answering procedures.

For information and resources for providing services to LEP or disabled individuals, visit LEP.gov or Georgia's Americans with Disabilities Act Coordinator's Office, <http://ada.georgia.gov>. You may also contact CJCC for technical assistance with questions or concerns.



Prosecuting Attorneys' Council of Georgia

Policies & Procedures

Approved October 2, 2013;
amended April 15, 2015, amended
August 24, 2016, amended July 15,
2017.

11.2

Victim Services

**Victims of Crimes Act - Funding
Conditions**

(d) Equal Opportunity.

(1) Funded offices shall provide services to all victims without regard to the victim's race, color, national origin, religion, sex or disability. Any person who believes that they have been discriminated against based on his or her race, color, national origin, religion, sex or disability has the right to file a civil rights complaint with the Office of Justice Programs.

(2) Each funded office shall display the following statement in a prominent location where it will be visible to staff and visitors to the office and include it in any publications provided to members of the public:

The Victim Witness Assistance Program does not discriminate against individuals or groups on the basis of race, color, national origin, religion, sex or disability. If you believe you have been the target of discrimination, you have the right to file a civil rights complaint. Information on how to file a civil rights complaint can be found on the Office of Justice Programs website. <http://www.ojp.gov/about/ocr/complaint.htm>

(e) Immigration status.

Funded offices that rely on in-kind (non-cash) services necessary to protect life or safety without charge based on the recipients' income shall not deny these services to any crime victim who seeks their protection based on the victim's immigration or legal status, nor shall the agency require any victim who contacts them in good faith to verify their immigration status prior to delivering services. See Department of Justice (2001), Final Specification of Community Programs Necessary for Protection of Life or Safety Under Welfare Reform Legislation, (A.G. Order No. 2353-2001) 66 FR 3613.

(f) Victims of Federal Crimes.



Prosecuting Attorneys' Council of Georgia

Policies & Procedures

Approved October 2, 2013;
amended April 15, 2015, amended
August 24, 2016, amended July 15,
2017.

11.2

Victim Services

**Victims of Crimes Act - Funding
Conditions**

Funded offices must provide services to victims of federal crimes on the same basis as victims of state and/or local crimes. A victim of a federal crime is a victim of an offense that violates a federal criminal statute or regulation. Federal crimes also include crimes that occur in an area where the federal government has jurisdiction, such as Indian reservations, some national parks, some federal buildings, and military installations.

(g) Victims of Crimes Committed by Juveniles.

Beginning January 1, 2014, funded offices must provide services to a victim of a delinquent act committed by a child which would constitute a crime if committed by an adult as required by O.C.G.A. § 15-11-481. If the funded office opts out of prosecuting delinquency cases in one or more counties in accordance with O.C.G.A. § 15-18-6.1, the funded office must provide the Council with documentation showing how victims of delinquent acts in those counties will receive services required by O.C.G.A. § 15-11-481 and this policy.

8. Use of Volunteers.

- (a) Funded offices must use volunteers unless a waiver is submitted to and approved by the Federal government that indicates that there is a compelling reason to waive this requirement. 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, or the inability to recruit and maintain volunteers after a sustained and aggressive effort.
- (b) Funded offices are required to complete an annual certification indicating the use of volunteers.
- (c) Each funded office agrees to meet any minimum volunteer requirements set forth by CJCC in the Special Conditions unless the requirement is waived in writing by CJCC.



Prosecuting Attorneys' Council of Georgia

Policies & Procedures

Approved October 2, 2013;
amended April 15, 2015, amended
August 24, 2016, amended July 15,
2017.

11.2

Victim Services

**Victims of Crimes Act - Funding
Conditions**

- (d) Funded offices shall furnish a listing of all project volunteers that provide direct services, a copy of the contract or agreement between each volunteer and the funded office identifying responsibilities for both parties, and a written job description indicating what types of direct services the volunteer will provide.
- (e) Funded offices wishing to claim volunteer hours as in-kind match may do so at the standard rate for the provision of direct services by a volunteer of \$12.00 per hour. Higher rates must be pre-approved by CJCC.
- (f) Funded offices must document direct service volunteer hours provided as in-kind match both with individual timesheets completed by each volunteer and through the use of CJCC's monthly volunteer time log or any other form or certification CJCC implements for the use of documenting volunteer time.

9. Non-Discrimination in Service Provision.

- (a) As recipients of federal funds from the Department of Justice, all funded offices are subject to the following federal non-discrimination laws:
 - (1) Title VI of the Civil Rights Act of 1964 - 42 U.S.C. § 2000d;
 - (2) Section 504 of the Rehabilitation Act of 1973 - 29 U.S.C. § 794;
 - (3) The Omnibus Crime Control and Safe Streets Act of 1968 - 42 U.S.C. § 3789d(c)(1);
 - (4) Title II of the Americans with Disabilities Act - 42 U.S.C. § 12132;
 - (5) Title IX of the Education Amendments of 1972 - 20 U.S.C. § 1681 (applicable to all funded offices that conduct training);



Prosecuting Attorneys' Council of Georgia

Policies & Procedures

Approved October 2, 2013;
amended April 15, 2015, amended
August 24, 2016, amended July 15,
2017.

11.2

Victim Services

**Victims of Crimes Act - Funding
Conditions**

(6) The Age Discrimination Act of 1975 - 42 U.S.C. § 6101; and,

(7) Equal Treatment for Faith-Based Organizations - 28 C.F.R. § 38.1 et seq. (prohibits discrimination based on religious affiliation during service delivery).

(b) In the event that a federal or state court, or federal or state administrative agency, makes an adverse finding of discrimination against a funded office, after a due process hearing, on the ground of race, color, national origin or sex, the funded office must submit a copy of the finding to the Council, the CJCC and the OJP Office of Civil Rights.

10. Local Victim Assistance Program Funding, a/k/a Five Percent (5%) Funding, Certification & Reporting.

(a) Funded offices must be certified and eligible to receive 5% funds by CJCC. Funded offices that are not certified as of the date that the funded office enters into the memorandum of agreement with Council, the county and the prosecuting attorney, must complete certification requirements prior to drawing down funds.

(b) Funded offices are required by O.C.G.A. § 15-21-132 to submit an annual report to CJCC detailing the receipt and expenditure of 5% funds by January 15 or other deadline established by CJCC of each year. This report must include the total amount of funds received pursuant to this Code section, the purposes for which the funds were expended, and the total number of victims served in each county for which the funds were received. A copy of the annual report shall also be submitted to each county governing authority from which funds were received pursuant to this Code section.



Prosecuting Attorneys' Council of Georgia

Policies & Procedures

Approved October 2, 2013;
amended April 15, 2015, amended
August 24, 2016, amended July 15,
2017.

11.2

Victim Services

**Victims of Crimes Act - Funding
Conditions**

11. Other Required Certifications.

- (a) As recipients of federal funds, funded offices are required to verify certain conditions and behaviors by completing certification requirements provided in the common rules for lobbying, drug-free workplaces, and suspension and debarment of the Office of Justice Programs (OJP).
- (b) Funded offices must complete and submit OJP Form 4061/6 entitled “Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements” to the Council with the memorandum of agreement.

12. Political Activity.

- (a) The restrictions of the Hatch Act, Pub. L. 93-433, 5 U.S.C. § 7323, (as amended), concerning the political activity of government employees are applicable to funded office staff members and other state and local government employees whose principal employment is in connection with activities financed, in whole or in part, by federal grants. Under a 1975 amendment to the Hatch Act, such state and local government employees may take an active part in political management and campaigns except they may not be candidates for office.
- (b) If any changes occur in the funded office’s lobbying status or activities, a revised Disclosure of Lobbying Activities Form must be submitted. Federal funds cannot be used, directly or indirectly, in support of the enactment, repeal, modification, or adoption of any law, regulation or policy, at any level of government, without the express prior approval of OJP.

13. Equal Employment Opportunity Plan.

Funded offices must meet the requirements of 28 C.F.R. § 42.301 et seq., Equal Employment Opportunity Plans (EEOP). The plan must cover the grant period specified in the grant



Prosecuting Attorneys' Council of Georgia

Policies & Procedures

Approved October 2, 2013;
amended April 15, 2015, amended
August 24, 2016, amended July 15,
2017.

11.2

Victim Services

**Victims of Crimes Act - Funding
Conditions**

application submitted by the Council, and an EEOC certification form be submitted directly to the Federal Government. If an office needs technical assistance in preparing an Equal Employment Opportunity Plan, they should contact the Office of Civil Rights Compliance Specialist, Office of Justice Programs, Washington, D.C., (202) 307-0690.

14. Training of Personnel.

- (a) All victim advocate staff must have completed 40 hours of training specific to providing direct victim services either through the Office for Victims of Crime, Victim's Assistance Training Online, the National Organization for Victim's Assistance (NOVA), CJCC, the Council or any other organization approved by CJCC that provides training specific to serving crime victims. New staff must complete this training within 12 months of the start of employment as a victim advocate.
- (b) Each employee providing victim services in a funded office must attend and successfully complete at least eight (8) hours of training in victim assistance annually. As part of this requirement, victim services supervisors and all fully or partially grant-funded staff in a funded office must attend a victims' compensation training approved by CJCC during the grant year. New staff (whether funded by this grant program or not) must complete this training within six (6) months of the start of employment as a victim advocate.
- (c) Funded offices understand and agree that any training or training materials developed or delivered with funding provided under this award must adhere to the OJP Training Guiding Principles for Grantees and Subgrantees, available at <http://www.ojp.gov/funding/ojptrainingguidingprinciples.htm>
- (d) The Executive Director may for good cause waive or defer the training requirements provided for in this section unless otherwise prohibited by CJCC or OJP.

15. Use of Timesheets for Personnel



Prosecuting Attorneys' Council of Georgia

Policies & Procedures

Approved October 2, 2013;
amended April 15, 2015, amended
August 24, 2016, amended July 15,
2017.

11.2

Victim Services

**Victims of Crimes Act - Funding
Conditions**

- (a) All VOCA funded staff (whether funded with Federal or matching funds) and direct victim service volunteers must maintain timesheets as specified by CJCC. Timesheets should be maintained on file where the staff member is employed and submitted to PAC or CJCC upon request.

16. Use of Federal Funds for Personnel Only

- (a) The Council requires that all Federal funds pay for costs of personnel only, unless, through a competitive process, CJCC has awarded Federal funds specifically for non-personnel items.
 - (1) Funded offices seeking an exception to use Federal funds to pay for non-personnel costs must submit their request in writing to the Council for approval prior to expending funds.
- (b) Matching funds may be used to pay for any allowable cost item, subject to limitations set forth by CJCC or the Council. Under this project, the Council specifically reserves the right to prohibit expenditures related to purchases of equipment costing \$5,000 or more.

17. Allowable Direct Service Costs.

The following costs and services may be supported by VOCA funds provided that they are included in the approved budget for the funded office and include only the pro-rated share related to providing direct victim services. Direct services for which VOCA funds may be used include, but are not limited to the following:

- (a) *Immediate Health and Safety.* Those services which respond to the immediate emotional, psychological, and physical needs (excluding medical care) of crime victims such as:
 - (1) Crisis intervention;
 - (2) Accompaniment to hospitals for medical examinations;



Prosecuting Attorneys' Council of Georgia

Policies & Procedures

Approved October 2, 2013;
amended April 15, 2015, amended
August 24, 2016, amended July 15,
2017.

11.2

Victim Services

**Victims of Crimes Act - Funding
Conditions**

- (3) Hotline counseling;
 - (4) Safety planning;
 - (5) Emergency food, clothing, transportation, and shelter
 - (6) Short-term (up to 45 days) in-home care and supervision services for children and adults who remain in their own homes when the offender/caregiver is removed;
 - (7) Short-term (up to 45 days) nursing home, adult foster care, or group home placement for adults for whom no other safe, short-term residence is available;
 - (8) Window, door, or lock replacement or repair, and other repairs necessary to ensure victim's safety;
 - (9) Emergency legal assistance, such as filing for restraining orders or protective orders, and obtaining emergency custody orders and visitation rights;
 - (10) Costs of the following, on an emergency basis (i.e., when the State's compensation program, the victim's (or in the case of a minor child, the victim's parent's or guardian's) health insurance plan, Medicaid, or other health care funding source, is not reasonably expected to be available quickly enough to meet the emergency needs of a victim (typically within 48 hours of the crime): Nonprescription and prescription medicine, durable medical equipment (such as wheelchairs, crutches, hearing aids, eyeglasses), and other healthcare items are allowed, and
- ;

(b) *Personal advocacy and emotional support.* Personal advocacy and emotional support including, but not limited to:



Prosecuting Attorneys' Council of Georgia

Policies & Procedures

Approved October 2, 2013;
amended April 15, 2015, amended
August 24, 2016, amended July 15,
2017.

11.2

Victim Services

Victims of Crimes Act - Funding Conditions

- (1) Working with a victim to assess the impact of the crime;
 - (2) Identification of victim's needs;
 - (3) Case management;
 - (4) Management of the practical problems created by the victimization
 - (5) Identification of resources available to the victim;
 - (6) Provision of information, referrals, advocacy, and follow-up contact for continued services, as needed, or;
 - (7) Traditional, cultural, and/or alternative therapy/healing (e.g. art therapy, yoga).
- (c) *Mental Health Counseling and Care.* Mental health counseling and care, including, but not limited to, outpatient therapy/counseling (including, but not limited to, substance abuse treatment so long as the treatment is directly related to the victimization) provided by a person who meets professional standards to provide these services in the jurisdiction in which the care is administered;
- (d) *Peer-support.* Including but not limited to, activities that provide opportunities for victims to meet other victims, share experiences, and provide self-help, information, and emotional support;
- (e) *Facilitation of participation in criminal justice and other public proceedings arising from the crime.* The provision of services and payment of costs that help victims participate in the criminal justice system and in other public proceedings arising from the crime (e.g. juvenile justice hearings, civil commitment proceedings), including, but not limited to:
- (1) Advocacy on behalf of the victim;



Prosecuting Attorneys' Council of Georgia

Policies & Procedures

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amended April 15, 2015, amended
August 24, 2016, amended July 15,
2017.

11.2

Victim Services

**Victims of Crimes Act - Funding
Conditions**

- (2) Accompanying a victim to offices and court;
 - (3) Transportation, meals and lodging to allow a victim who is not a witness to participate in a proceeding;
 - (4) Interpreting for a non-witness victim who is deaf or hard of hearing, or with limited English proficiency;
 - (5) Providing child care and respite care to enable a victim who is a caregiver to attend activities related to the proceedings;
 - (6) Notification to victims regarding key proceeding dates (e.g., trial dates, case disposition, incarceration, and parole hearings);
 - (7) Assistance with Victim Impact Statements;
 - (8) Assistance in recovering property that was retained as evidence, or;
 - (9) Assistance with restitution advocacy on behalf of crime victims.
- (f) *Legal assistance.* Legal assistance services (including, but not limited to, those provided on an emergency basis), where reasonable and where the need for such services arises as a direct result of the victimization. Such services include, but are not limited to:
- (1) Those (other than criminal defense) that help victims assert their rights as victims in a criminal proceeding directly related to the victimization, or otherwise protect their safety, privacy, or other interests as victims in such a proceeding, or;



Prosecuting Attorneys' Council of Georgia

Policies & Procedures

Approved October 2, 2013;
amended April 15, 2015, amended
August 24, 2016, amended July 15,
2017.

11.2

Victim Services

**Victims of Crimes Act - Funding
Conditions**

(2) Those actions (other than tort actions) that, in the civil context, are reasonably necessary as a direct result of the victimization.

(g) *Transportation.* Transportation of victims to receive services and to participate in criminal justice proceedings;

(h) *Public awareness.* Public awareness and education presentations (including, but not limited to, the development of presentation materials, brochures, newspaper notices, and public service announcements) in schools, community centers, and other public forums that are designed to inform crime victims of specific rights and services and provide them with (or refer them to) services and assistance;

(i) *Transitional housing.* Subject to any restriction on amount, length of time, and eligible crimes set forth by CJCC, transitional housing for victims (generally, those who have a particular need for such housing, and who cannot safely return to their previous housing, due to the circumstances of the victimization), including, but not limited to, travel, rental assistance, security deposits, utilities, and other costs incidental to the relocation to such housing, as well as voluntary support services such as childcare and counseling;

(j) *Relocation.* Subject to any restriction on amount, length of time, and eligible crimes set forth by CJCC, relocation of victims (generally, where necessary for the safety and well-being of a victim), including, but not limited to, reasonable moving expenses, security deposits on housing, rental expenses, and utility startup costs.

18. Allowable Costs for Activities Supporting Direct Services

The following costs and services may be supported by VOCA funds provided that they are included in the approved budget for the funded office and include only the pro-rated share related to providing direct victim services.



Prosecuting Attorneys' Council of Georgia

Policies & Procedures

Approved October 2, 2013;
amended April 15, 2015, amended
August 24, 2016, amended July 15,
2017.

11.2

Victim Services

**Victims of Crimes Act - Funding
Conditions**

The following other allowable costs and services may be supported by VOCA funds provided that they are included in the approved budget for the funded office:

- (1) *Coordination of activities.* Coordination activities that facilitate the provision of direct services, include, but are not limited to, statewide coordination of victim notification systems, crisis response teams, multi-disciplinary teams, coalitions to support and assist victims, and other such programs, and salaries and expenses of such coordinators (Please note: due to the eligibility requirements of the VOCA Assistance Grant Program, this item is not intended to allow the funding of statewide coalitions that do not provide direct services);
- (2) *Supervision of direct service providers.* Payment of salaries and expenses of supervisory staff in a project, when CJCC determines that such staff are necessary and effectively facilitate the provision of direct services;
- (3) *Multisystem, interagency, multidisciplinary response to crime victim needs.* Activities that support a coordinated and comprehensive response to crime victims needs by direct service providers, including, but not limited to, payment of salaries and expenses of direct service staff serving on child and adult abuse multidisciplinary investigation and treatment teams, coordination with federal agencies to provide services to victims of federal crimes and/or participation on statewide or other task forces, work groups, and committees to develop protocols, interagency, and other working agreements;
- (4) *Contracts for professional services.* Contracting for specialized professional services (e.g. psychological/psychiatric consultation, legal services, interpreters), at a rate not to exceed a reasonable market rate, that are not available within the organization;
- (5) *Automated systems and technology.* Subject to the provisions of the DOJ Grants Financial Guide and government-wide grant rules relating to acquisition, use and disposition of property purchased with federal funds, procuring automated systems and



Prosecuting Attorneys' Council of Georgia

Policies & Procedures

Approved October 2, 2013;
amended April 15, 2015, amended
August 24, 2016, amended July 15,
2017.

11.2

Victim Services

Victims of Crimes Act - Funding Conditions

technology that support delivery of direct services to victims (e.g., automated information and referral systems, email systems that allow communications among victim service providers, automated case-tracking and management systems, smartphones, computer equipment, and victim notification systems), including, but not limited to, procurement of personnel, hardware, and other items, as determined by CJCC after considering:

- (A) Whether such procurement will enhance direct services;
 - (B) How any acquisition will be integrated into and/or enhance the program's current system;
 - (C) The cost of installation;
 - (D) The cost of training staff to use the automated systems and technology;
 - (E) The ongoing operational cost, such as maintenance agreements or supplies, and;
 - (F) How additional costs relating to any acquisition will be supported (Please note: In an effort to avoid duplication and coordinate large scale technology projects, CJCC must pre-approve all expenditures related to automated systems and technology.
 - (G) Funding will not be approved for any computer system or software that is not capable of interfacing with the TRACKER case management system operated by the Council.
- (6) *Volunteer trainings.* Activities in support of training volunteers on how to provide direct services when such services will be provided primarily by volunteers.



Prosecuting Attorneys' Council of Georgia

Policies & Procedures

Approved October 2, 2013;
amended April 15, 2015, amended
August 24, 2016, amended July 15,
2017.

11.2

Victim Services

**Victims of Crimes Act - Funding
Conditions**

19. Allowable Administrative Costs.

The following costs and services may be supported by VOCA funds provided that they are included in the approved budget for the funded office and include only the pro-rated share related to providing direct victim services.

Administrative costs for which VOCA funds may be used by funded offices include, but are not limited to, the following::

- (1) *Personnel costs.* Personnel costs that are directly related to providing direct services and supporting activities, such as staff and coordinator salaries expenses (including fringe benefits), and a pro-rated share of liability insurance;
- (2) *Skills training for staff.* Training exclusively for developing the skills of direct service providers including paid staff (both VOCA-funded and not) and volunteers, so that they are better able to offer quality services, including, but not limited to, manuals, books, videoconferencing, electronic training resources, and other materials and resources related to training. Conferences must be pre-approved by CJCC.
- (3) *Training-related travel.* Costs such as travel (in-State, regional, and national) including meals, lodging registration fees and other travel costs for paid direct service staff (both VOCA-funded and not);
 - (A) Reimbursement of expenses for training must meet the Statewide Travel Policy promulgated by the State Accounting Office (SAO) and the Office of Planning and Budget (OPB) pursuant to O.C.G.A. § 50-5B-5 and Chapter 6 of the Council's Rules. Reimbursement rates must follow local, State or Federal rates, whichever is lowest.



Prosecuting Attorneys' Council of Georgia

Policies & Procedures

Approved October 2, 2013;
amended April 15, 2015, amended
August 24, 2016, amended July 15,
2017.

11.2

Victim Services

Victims of Crimes Act - Funding Conditions

- (4) *Organizational Expenses.* Organizational expenses that are necessary and essential to providing direct services and other allowable victim services, including, but not limited to, the prorated costs of rent; utilities; local travel expenses for service providers; and required minor building adaptations necessary to meet the Department of Justice standards implementing the Americans with Disabilities Act and/or minor modifications that would improve the program's ability to provide services to victims (Please note: construction costs are generally not allowed; please contact CJCC if you are considering applying for funds for any type of building adaptations or modifications);
- (5) *Equipment and furniture.* Subject to limitations set forth by the Council and CJCC, expenses of procuring furniture and equipment that facilitate the delivery of direct services (e.g., mobile communication devices, telephones, braille and TTY/TDD equipment, computers and printers, video cameras and recorders for documenting and reviewing interviews with children, two-way mirrors, colposcopes, digital cameras, and equipment and furniture for shelters, work spaces, victim waiting rooms, and children's play areas), except that the VOCA grant may be charged only the prorated share of an item that is not used exclusively for victim-related activities;
 - (A) Title to all equipment and/or supplies purchased with Federal funds shall vest in the Council and will be assigned for use by the funded office. An inventory of such property must be maintained in accordance with Council Policy 4.8. Such equipment and supplies will be maintained in accordance with Council Policy 4.8 long as the equipment and/or supplies are used for program related purposes. If the funded office ceases to provide victim services, the Council has the right to determine the future use of such property and to reallocate it to another funded office.
 - (B) Funded offices cannot use VOCA funds to purchase supplies for another organization or individual to perform a victim related service.



Prosecuting Attorneys' Council of Georgia

Policies & Procedures

Approved October 2, 2013;
amended April 15, 2015, amended
August 24, 2016, amended July 15,
2017.

11.2

Victim Services

**Victims of Crimes Act - Funding
Conditions**

(6) *Operating costs.* Operating costs include but are not limited to the pro-rated share of:

- (A) Supplies
- (B) Equipment use fees
- (C) Property insurance,
- (D) Printing, photocopying, and postage;
- (E) Courier service;
- (F) Brochures that describe available services;
- (G) Books and other victim-related materials;
- (H) Computer backup files/tapes and storage;
- (I) Security systems;
- (J) Design and maintenance of Web sites and social media, or;
- (K) Essential communication services such as web hosts and mobile device services.

(7) *VOCA administrative time.* Costs of administrative time spent performing the following:

- (A) Completing VOCA-required time and attendance sheets and programmatic documentation, reports, and statistics;



Prosecuting Attorneys' Council of Georgia

Policies & Procedures

Approved October 2, 2013;
amended April 15, 2015, amended
August 24, 2016, amended July 15,
2017.

11.2

Victim Services

Victims of Crimes Act - Funding
Conditions

(B) Collecting and maintaining crime victims' records;

(C) Conducting victim satisfaction surveys and needs assessments to improve victim services delivery in the project, and;

(D) Funding the pro-rated share of audit costs.

(8) *Leasing or purchasing vehicles.* Costs of leasing or purchasing vehicles, as determined by CJCC after considering, at a minimum, if the vehicle is essential to the provision of direct services;

(9) *Maintenance, repair, or replacement of essential items.* Costs of maintenance, repair, and replacement of items that contribute to maintenance of a healthy or safe environment for crime victims (such as a furnace in a shelter; and routine maintenance, repair costs, and automobile insurance for leased vehicles), as determined by CJCC after considering, at a minimum, if other sources of funding are available;

(10) *Project evaluation.* Costs of evaluations of specific projects (in order to determine effectiveness), within the limits set by CJCC. Please note: expenses of this type require pre-approval by CJCC.

20. Expressly Unallowable Costs.

No VOCA funds may be used to fund or support the following:

(1) *Lobbying.* Lobbying or advocacy activities with respect to legislation or to administrative changes to regulations or administrative policy (cf. 18 U.S.C. 1913), whether conducted directly or indirectly;



Prosecuting Attorneys' Council of Georgia

Policies & Procedures

Approved October 2, 2013;
amended April 15, 2015, amended
August 24, 2016, amended July 15,
2017.

11.2

Victim Services

**Victims of Crimes Act - Funding
Conditions**

- (2) *Research and studies.* Research and studies, except for project evaluation under 28 CFR § 94.121(j);
- (3) *Active investigation and prosecution of criminal activities.* The active investigation and prosecution of criminal activity, except for the provision of victim assistance services (e.g., emotional support, advocacy, and legal services) to crime victims under 28 CFR § 94.119, during such investigation and prosecution;
- (4) *Fundraising.* Any activities related to fundraising, except for fee-based, or similar, program income authorized by CJCC;
- (5) *Capital expenses.* Capital improvements, property losses and expenses, real estate purchases, mortgage payments, and construction (except as specifically allowed by CJCC);
- (6) *Compensation for victims of crime.* Reimbursement of crime victims for expenses incurred as a result of a crime;
- (7) *Medical care.*
- (8) *Salaries and expenses of management.* Salaries, benefits, fees, furniture, equipment, and other expenses of executive directors, board members, and other administrators.

21. Motor Vehicle Operations.

- (a) **Seat Belt Use.** Pursuant to 23 U.S.C. §§ 402 and 403, and 29 U.S.C. § 668, funded offices, as a recipient of Federal contracts, subcontracts, and grants, shall encourage adoption and enforcement of on-the-job seat belt policies and programs for its employees, contractors, and sub-recipients when operating government-owned, rented, or personally owned vehicles.



Prosecuting Attorneys' Council of Georgia

Policies & Procedures

Approved October 2, 2013;
amended April 15, 2015, amended
August 24, 2016, amended July 15,
2017.

11.2

Victim Services

**Victims of Crimes Act - Funding
Conditions**

- (b) Text Messaging While Driving. Text messaging while driving is prohibited for all personnel funded by grants administered by the Council pursuant to grants from CJCC. See Council Policy 12.2(6)(f).

22. Reporting Fraud or Criminal Activity Involving Grant Funds.

- (a) Funded offices agree to promptly refer to the U.S. Department of Justice (DOJ) Office of Inspector General (OIG) any credible evidence that a principal, employee, agent, contractor, subcontractor, or other person has either 1) submitted a false claim for grant funds under 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 involving grant funds.

- (b) Potential fraud, waste, abuse, or misconduct should be reported to the OIG by mail:

Office of the Inspector General U.S. Department of Justice Investigations Division
 950 Pennsylvania Avenue, N.W.
 Room 4706
 Washington, DC 20530
 e-mail: oig.hotline@usdoj.gov
 hotline: (contact information in English and Spanish) (800) 869-4499
 hotline fax: (202) 616-9881

- (c) Additional information is available from the DOJ OIG website at:
<http://www.justice.gov/oig/hotline/>

23. Use of psychologists, professional counselors, social workers, and marriage and family therapists.



Prosecuting Attorneys' Council of Georgia

Policies & Procedures

Approved October 2, 2013;
amended April 15, 2015, amended
August 24, 2016, amended July 15,
2017.

11.2

Victim Services

**Victims of Crimes Act - Funding
Conditions**

- (a) Funded offices agree to abide by Georgia law regarding the utilization of professional counselors, social workers, and marriage and family therapists. (O.C.G.A. § 43-10A-1, et. seq.).
- (b) Funded offices agree to abide by Georgia law regarding the utilization of psychologists. (O.C.G.A. § 43-39-1, et. seq.).

24. Compliance with Federal Uniform Guidance and Audit Requirements.

- (a) Funded offices must comply with the Uniform Administrative Requirements, Cost Principles, and Audit Requirements in 2 C.F.R. §200.0 et seq., as adopted and supplemented by the Department of Justice (DOJ) in 2 C.F.R. §2800.101 et seq. Funded offices further understand and agree that funds may be withheld, or other requirements may be imposed, if outstanding audit issues (if any) from C.F.R. §200.0 et seq. (and any other audits of OJP grant funds) are not satisfactory and promptly addressed, as further described in the current edition of the OJP Financial Guide.
- (b) The Catalog of Federal Domestic Assistance (CFDA) number for this grant program is 16.575

25. Access to Records.

Funded offices will provide the Council, the Office for Victims of Crime, the Office of the Chief Financial Officer (OCFO), CJCC and their representatives, access to and the right to examine all records, books, paper, or documents related to the VOCA grant.

26. Records & Reports; Use of TRACKER.

- (a) As used in this section:



Prosecuting Attorneys' Council of Georgia

Policies & Procedures

Approved October 2, 2013;
amended April 15, 2015, amended
August 24, 2016, amended July 15,
2017.

11.2

Victim Services

Victims of Crimes Act - Funding Conditions

- (1) "TRACKER" means the Tracker Prosecutor Case Management System, a secure, on-line computer case management system operated by the Council;
 - (2) "VSSR Data" means data that documents the number of new and existing victims served, the demographics of victims, the type of crimes involved and the number and types of services provided to victims by funded offices.
- (b) Funded offices shall utilize TRACKER to document the number of new and existing victims served, the demographics of new victims, and the number and types of services provided victims of crime. Data shall be entered into TRACKER at or near the time services are provided.
- (1) Any funded office not on TRACKER on October 1, 2013 shall, as a condition of receiving funds, take all necessary steps to begin using TRACKER by the end of the first quarter.
 - (2) Funded offices not on TRACKER as of October 1, 2013, must maintain and submit VSSR data to the Council in such form as the Director of the Information Technology Division shall prescribe until such time as TRACKER becomes available for use by that office.
 - (3) When the Executive Director determines that TRACKER is available for use within a circuit or county, failure to utilize TRACKER may result in withholding of reimbursement of expenditures or void the memorandum of agreement.
- (c) Each funded office is responsible for the accuracy of data entered into TRACKER and reported to CJCC.
- (1) The victim assistance coordinator in each funded office shall review VSSR data for completeness and accuracy at least monthly.



Prosecuting Attorneys' Council of Georgia

Policies & Procedures

Approved October 2, 2013;
amended April 15, 2015, amended
August 24, 2016, amended July 15,
2017.

11.2

Victim Services

**Victims of Crimes Act - Funding
Conditions**

(2) For offices utilizing TRACKER to manage the preparation and disposition of criminal and civil cases, the victim assistance coordinator is only responsible for the completeness and accuracy of VSSR data related to those cases.

(d) Any unauthorized use of TRACKER may result in the loss of access to the system, termination of employment, or criminal or civil prosecution.

27. Prior Approval Required for Certain Contracts or Subcontracts.

Funded offices cannot use any federal funds, either directly or indirectly, in support of any contract or subcontract to either the Association of Community Organizations for Reform Now (ACORN) or its subsidiaries without the express prior written approval of CJCC and OJP.

28. National Environmental Policy Act.

Funded offices must comply with the National Environmental Policy Act, 83 Stat. 852, 42 U.S.C. § 4321, et seq., and other related federal environmental impact analysis requirements if the funded office engages in one or more of the following activities and the activity needs to be undertaken in order to use grant funds:

(a) New construction

(b) Minor renovation or remodeling of a property that is either:

(1) Listed on or eligible for listing on the National Register of Historic Places; or

(2) Located within a 100-year flood plain.

(c) A renovation, lease, or other proposed use of a building or facility that will either:

(1) Result in a change in its basic prior use; or



Prosecuting Attorneys' Council of Georgia

Policies & Procedures

Approved October 2, 2013;
amended April 15, 2015, amended
August 24, 2016, amended July 15,
2017.

11.2

Victim Services

**Victims of Crimes Act - Funding
Conditions**

(2) Significantly change its size.

(d) Implementation of a new program involving the use of chemicals other than those:

(1) Purchased as an incidental component of a funded office; or

(2) Traditionally used, for example, in office, household, recreational or educational environments.