

**VICTIMS OF CRIME ACT  
DEFINITIONS, ALLOWABLE AND UNALLOWABLE COSTS AND SERVICES**

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## I. DEFINITIONS

1. ***Crime victim or victim of crime*** means a person who has suffered physical, sexual, financial, or emotional harm as a result of the commission of a crime.

Victim eligibility under VOCA for direct services is not dependent on the victim's immigration status.

Eligible victims may receive direct services regardless of the victim's participation in the criminal justice process.

VOCA funds may be used to provide victim services to incarcerated individuals. Services must be directly related to the victimization. The costs permitted for direct services to incarcerated victims are the same as those permitted for such services to any crime victim. VOCA funding may *not* support prison costs, such as prison guard salaries or administrative expenses.

2. ***Direct services or services to victims of crime*** means those services described in [42 U.S.C. 10603\(d\)\(2\)](#)
  - a. Crises intervention services;
  - b. Providing, in an emergency, transportation to court, short-term childcare services, and temporary housing and security measures;
  - c. Assistance in participating in criminal justice proceedings; and
  - d. Payment of all reasonable costs for a forensic medical examination of a crime victim, to the extent that such costs are otherwise not reimbursed or paid; and efforts that—
  - e. Respond to the emotional, psychological, or physical needs of crime victims;
  - f. Assist victims to stabilize their lives after victimization;
  - g. Assist victims to understand and participate in the criminal justice system; or
  - h. Restore a measure of security and safety for the victim.
3. ***Victim of child abuse*** means a victim of crime, where such crime involved an act or omission considered to be child abuse under the law of the relevant SAA jurisdiction. In addition, for purposes of this program, victims of child abuse may include, but are not limited to, child victims of: Physical, sexual, or emotional abuse; child pornography-related offenses; neglect; commercial sexual exploitation; bullying; and/or exposure to violence.
4. ***Victim of federal crime*** means a victim of an offense in violation of a federal criminal statute or regulation, including, but not limited to, offenses that occur in an area where the federal government has jurisdiction, whether in the United States or abroad, such as Indian reservations, national parks, federal buildings, and military installations.

## II. ALLOWABLE COSTS AND SERVICES

### A. ALLOWABLE DIRECT SERVICES COSTS

Direct services for which VOCA funds may be used include, but are not limited to, the following:

1. ***Immediate emotional, psychological, and physical health and safety***—Services that respond to immediate needs (other than medical care, except as allowed under (1)(i) of this section) of crime victims, including, but not limited to:
  - a. Crisis intervention services;
  - b. Accompanying victims to hospitals for medical examinations;
  - c. Hotline counseling;
  - d. Safety planning;
  - e. Emergency food, shelter, clothing, and transportation; to include tow costs for victim whose car was stolen, recovered, and impounded.
  - f. 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;
  - g. 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;
  - h. Window, door, or lock replacement or repair, and other repairs necessary to ensure a victim's safety (see ***crime scene cleanup*** below);
  - i. Costs of the following, on an emergency basis (it is considered an emergency when, for example, Crime Victims' Compensation, 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): non-prescription and prescription medicine, prophylactic or other treatment to prevent HIV/AIDS infection or other infectious disease, durable medical equipment (such as wheel-chairs, crutches, hearing aids, eyeglasses), and other healthcare items are allowed; and
  - j. Emergency legal assistance, such as for filing for restraining or protective orders, and obtaining emergency custody orders and visitation rights. ***For more information on allowable legal assistance, please consult the "Legal Assistance" subsection.***

#### ***Gift Cards:***

The primary and preferred method for Grantees to provide victims with emergency food, clothing, transportation, and other essential items is to establish a credit or charge procedure with a specific vendor(s) for specific items, or have a staff member accompany victims to purchase such items.

Grantees may only use gift cards when the use of a credit or charge process is not feasible, such as assisting a victim in an emergency relocation or assisting a victim with

travel expenses related to participating in criminal justice proceedings. Due to the complex nature of ensuring that gift cards are used only as intended, the use of gift cards is very limited. If a Grantee determines that the use of gift cards is necessary to provide services to victims, the Grantee must ensure that effective control and accountability is maintained over gift cards, including tracking and safeguarding of cards and ensuring that the cards are used solely for authorized purposes and for purposes that are otherwise an allowable use of VOCA funds.

Gift cards may be used under the following circumstances:

1. To purchase food for victims relocating for reasons directly related to the victimization or to participate in criminal justice proceedings (the purchase of any alcohol, tobacco, or related products is strictly prohibited);
2. To purchase gas for victims relocating for reasons directly related to the victimization or to participate in criminal justice proceedings; and
3. To purchase emergency clothing, hygiene, or similar items when a credit or charge procedure could not be negotiated with a vendor.

Requirements for utilizing gift cards:

1. Grantee must submit policies and procedures related to gift card use to CVSSD that includes, at a minimum, safeguarding procedures, tracking procedures, and a gift card agreement signed by the recipient. An agency policy must be **submitted and approved** prior to the purchase of any gift cards; gift card purchases made without prior approval could result in a disallowed cost.
2. Grantees must limit gift cards to vendors where unallowable items cannot be purchased, for example,
  - a. Gas and fuel vendors who are not affiliated with a market;
  - b. Food vendors that sell primarily allowed food items (restaurants and fast food outlets), that is, avoid the use of gift cards at grocery stores, big box stores, department stores, etc.; and
  - c. Emergency purchases when a credit or charge procedure could not be negotiated with a vendor, but being cautious to select vendors with items limited to those that would be allowable under VOCA guidelines.
3. While Grantees may purchase gift cards in bulk, a gift card expense can only be included on a Financial Report when actually distributed to a victim. *This reporting restriction also applies to the purchase and distribution of daily bus passes.* Grantees cannot make a bulk purchase of gift cards in the last quarter of an award period that are likely to exceed the actual distribution before the end of the grant cycle.

If a Grantee has any questions regarding this policy, please consult with your Fund Coordinator before moving forward.

***Crime Scene Cleanup:***

VOCA funds may be used as a resource of last resort for residential crime scene cleanup. "Crime scene cleanup" shall mean removing, or attempting to remove from the crime scene, blood, dirt, stains, debris, odors, or other impurities caused by the crime or the processing of the crime scene and the repair or replacement of permanent fixtures and floor coverings, soiled, damaged, or rendered unusable or uncleanable by the crime, the processing of the crime scene, or by being taken into evidence. **Grantees must ensure that the professional cleaning company is bonded and insured to perform biohazard remediation services and meets OSHA requirements.** Federal and state guidelines must be adhered to when cleaning all surfaces. See <https://www.oregon.gov/deq/Hazards-and-Cleanup/hw/Pages/Infectious-Waste.aspx>. **Total crime scene cleanup costs not to exceed \$1,500.** Grantees may request an exception to this limit from their Fund Coordinator.

***Lost Wages:***

VOCA funds may be used to pay lost wages to a primary or secondary victim of a person crime who misses work in order to participate in criminal justice proceedings (VOCA Final Rule §94.119 (e), Facilitation of participation in criminal justice and other public proceedings arising from the crime). The following activities shall be eligible for compensation under the category of lost wages: (1) time spent for pretrial preparation, including for depositions; (2) time spent in court during the trial; and (3) time spent at sentencing. Lost wage circumstances that are **not** eligible for reimbursement include, but are not limited to: (1) subpoenaed activity; (2) court activities of short duration (grand jury, probation hearing, parole hearing, etc.); (3) time spent meeting with police or other law enforcement officials; and (4) any activity compensable under the Crime Victims' Compensation Program.

Lost wages for any of the eligible activities listed above shall be reimbursed at a rate of 75% of the victim's gross income or \$100 per day whichever is less. To be eligible for a full day reimbursement of lost wages the victim must participate in eligible criminal justice proceedings for at least four hours. For participation in eligible criminal justice proceedings for less than four hours in a day the reimbursement will be limited to the equivalent of 75% of gross wages for 4 hours or \$50, whichever is less. The victim of crime is *not* required to use employer-provided paid sick or vacation leave to qualify for reimbursement of lost wages. **Maximum reimbursement is limited to \$1500.** Grantees may request an exception to this limit from their Fund Coordinator.

Verification of eligibility will be determined as follows:

1. Victim will provide agency with a copy of the most recent pay stub.
2. Victim will complete and provide agency with an Employer Verification Form to document work schedule (Appendix B).
3. Victim will complete and provide agency with the Verification of Attendance at Criminal Justice Proceedings form to document time spent in eligible criminal justice proceedings (Appendix C).

***Coordination with the Crime Victims' Compensation Program:***

VOCA funds may be used to supplement benefits received under the Crime Victims' Compensation (CVC). That is, if a victim incurs uncompensated victimization costs that exceed the maximum benefit amount provided by CVC, then VOCA Assistance funds may be used to cover **VOCA-eligible** costs not paid by CVC (CVC benefits not allowed by VOCA include, but may not be limited to, most medical and hospital expenses, rehabilitation expenses, funeral expenses, and loss of financial support).

VOCA funds *cannot* be used for any other form of medical care, such as for the cost of a doctor or hospital visit.

VOCA funds *cannot* be used to pay for any hotel damages caused by a victim who failed to comply with a hotel regulation in a VOCA-funded room.

No funds may be paid directly to a victim.

Grantees who intend to use emergency funds to meet the critical emergency financial needs of crime victims must establish written policies that specify the types of expenses to be covered by an emergency fund and the method of monitoring and accounting for such funds. Emergency payments must be itemized as to the specific nature of each emergency and the expenses paid.

If applicable, Grantees who have received approval from CVSSD to earn program income, must abide by the program income provisions included in the DOJ Grants Financial Guide ([3.4 Program Income](#)) and the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards ([Program Income](#), 2 C.F.R. §200.307).

- 2. *Personal advocacy and emotional support***—Personal advocacy and emotional support, including, but not limited to:
  - a. Working with a victim to assess the impact of the crime;
  - b. Identification of victim's needs;
  - c. Case management;
  - d. Management of practical problems created by the victimization;



- e. Identification of resources available to the victim;
- f. Provision of information, referrals, advocacy, and follow-up contact for continued services, as needed; and
- g. Traditional, cultural, and/or alternative therapy/healing (e.g., art therapy, yoga).

Examples of services that could be provided under “management of practical problems created by the victimization” include, but are not limited to:

- Parenting classes for a domestic violence victim who has not had the opportunity to parent their child(ren) outside the constraints of an abusive environment;
- Economic empowerment for a homicide survivor who was financially dependent on the homicide victim;
- Job skills training for a victim of a DUI who experienced a traumatic brain injury during the accident and is no longer able to complete certain tasks; and
- Life skills training for a foreign-born human trafficking victim who may lack familiarity with U.S. laws, rights, and culture.

Grantees choosing to use funds in this manner must have a clear justification for how the services provided directly address practical problems created by the victimization. If the service is provided in a group setting where non-victims are participating, only a prorated portion of the cost, or only the cost associated with the victim’s attendance, can be paid with VOCA funds. Services that require a financial output from the agency (beyond the cost of agency staff) should be limited to one year and should not exceed \$1,000 per victim. Grantees may request an exception to this limit from their Fund Coordinator.

Prior to developing new programs, Grantees should consider whether there are already community resources available that may effectively and efficiently address victim needs to avoid duplication of efforts.

- 3. *Mental health counseling and care***—Mental health counseling and care, including, but not limited to, out-patient therapy/counseling provided by a person who meets professional standards to provide these services in the jurisdiction in which the care is administered; traditional, cultural, and/or alternative therapy/healing (e.g. art therapy, yoga); and substance-abuse treatment so long as the treatment is directly related to the victimization. All services must be provided by licensed providers, when applicable, and delivered according to appropriate guidelines.

Outpatient care may be provided by program staff, a subcontract, or a fee for service arrangement. VOCA funds may be used to cover copays, partial payments, or the full cost of outpatient mental health counseling/care, depending on the victim’s needs. *VOCA funding for outpatient mental health counseling/care, including*

*traditional/cultural and/or alternative therapy/healing, should be **limited to one year** per victim.* Grantees may request an exception to this limit from their Fund Coordinator.

*VOCA funds may also be used for in-patient mental health treatment **for up to 90 days** per victim.* VOCA funds may be used to cover copays, partial payments, or the full cost of inpatient mental health treatment depending on the victim's needs. Grantees may request an exception to this limit from their Fund Coordinator.

VOCA funds may support the use of therapy/emotional support animals in shelters, court, child abuse intervention centers, and in therapeutic settings for victims of crime. Allowable costs include the initial cost of the animal, training, handler training, transportation, liability insurance for the animal, necessary accessories (e.g. leash, collar, tags, litter box), and grooming. Alternatively, Grantees may contract with a companion dog organization to pay a flat fee for each day that the animal is used. Costs should be prorated among other funding sources as appropriate. Vet bills and food for court/therapy animals may *not* be funded by VOCA.

VOCA funds may also be used to support housing companion animals when victims are in shelter. Emergency food supplies for animals coming into shelter are allowable. Flea medicine for companion animals may be allowable, but only when the lack of flea medicine would constitute a health or safety issue for shelter residents (e.g., when animals are sheltered in the same building as human residents).

If applicable, Grantees who have received approval from CVSSD to earn program income must abide by the program income provisions included in the DOJ Grants Financial Guide ([3.4 Program Income](#)) and the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards ([Program Income](#), 2 C.F.R. §200.307).

4. **Peer-support**—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.
5. **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:
  - a. Advocacy on behalf of a victim;
  - b. Accompanying a victim to offices and court;
  - c. Transportation, meals, and lodging to allow a victim who is not a witness to participate in a proceeding;

- d. Interpreting for a non-witness victim who is deaf or hard of hearing, or with limited English proficiency;
- e. Providing childcare and respite care to enable a victim who is a caregiver to attend activities related to the proceeding;
- f. Notification to victims regarding key proceeding dates (*e.g.*, trial dates, case disposition, incarceration, and parole hearings);
- g. Assistance with Victim Impact Statements;
- h. Assistance in recovering property that was retained as evidence; and
- i. Assistance with restitution advocacy on behalf of crime victims.

**6. *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:

- a. 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;
- b. Motions to vacate or expunge a conviction, or similar actions, where the jurisdiction permits such a legal action based on a person's being a crime victim; and
- c. Those actions (other than tort actions) which, in the civil context, are reasonably necessary as a direct result of the victimization.

Examples of allowable legal assistance, provided they are reasonably necessary as a direct result of the victimization, include:

- Civil legal assistance with divorce, child custody, and support proceedings;
- Assistance with/representation at proceedings for protective orders/restraining orders or campus administrative protection/stay-away orders;
- Assistance with family, custody, contract, housing, and dependency matters, particularly for victims of intimate partner violence, child abuse, sexual assault, elder abuse, and human trafficking;
- Immigration assistance for victims of human trafficking, sexual assault, domestic violence;
- Intervention with creditors, law enforcement (*e.g.*, to obtain police reports), and other entities on behalf of victims of identity theft and financial fraud; and
- Intervention with administrative agencies, schools/colleges, tribal entities, and other circumstances where legal advice or intervention would assist in addressing the consequences of a person's victimization.

VOCA funds may also pay court fees, filing fees, and other associated fees where needed and appropriate.

Grantees choosing to use funds in this manner should have a clear justification for how the services are reasonably necessary as a direct result of the victimization. Services that require a financial output from the agency (beyond the cost of agency staff) ***should not exceed \$5000 per victim***. Grantees may request an exception to this limit from their Fund Coordinator. Due to the high cost of, and need for, legal assistance, Grantees are encouraged to set their own funding limits in order to best assist all victims served by the program. Grantees should prioritize finding pro-bono or sliding scale assistance for victims; staff time for this is an allowable cost.

VOCA rules expressly disallow the use of VOCA funds for criminal defense and tort actions.

- 7. *Forensic medical evidence collection examinations***—Forensic medical evidence collection examinations for victims to the extent that other funding sources are insufficient. Forensic medical evidence collection examiners are encouraged to follow relevant guidelines or protocols issued by the State or local jurisdiction. Grantees are encouraged to provide appropriate crisis counseling and/or other types of victim services that are offered to the victim in conjunction with the examination. Grantees are also encouraged to use specially trained examiners such as Sexual Assault Nurse Examiners and CAIC-based medical providers.

Grantees must be prepared to provide CVSSD with documentation demonstrating that other funding sources are insufficient.

Forensic medical evidence collection examinations are allowed for both sexual and physical abuse cases.

VOCA funds may *not* pay for a medical professional's time providing witness or expert witness testimony.

If applicable, Grantees who have received approval from CVSSD to earn program income, must abide by the program income provisions included in the DOJ Grants Financial Guide ([3.4 Program Income](#)) and the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards ([Program Income](#), 2 C.F.R. §200.307).

- 8. *Forensic interviews***—Forensic interviews, with the following parameters:
- a. Results of the interview will be used not only for law enforcement and prosecution purposes, but also for identification of needs such as social services, personal advocacy, case management, substance abuse treatment, and mental health services;

- b. Interviews are conducted in the context of a multi-disciplinary investigation and diagnostic team, or in a specialized setting such as a child advocacy center; and
- c. The interviewer is trained to conduct forensic interviews appropriate to the developmental age and abilities of children, or the developmental, cognitive, and physical or communication disabilities presented by adults.

VOCA funds may be used to pay for a staff interviewer within a victim services program or pay a subcontractor to provide interviews (must be selected through procurement procedures that meet federal requirements). VOCA funds may *not* fund law enforcement or prosecution personnel to complete interviews. Additionally, VOCA funds may *not* pay for an interviewer's time providing witness or expert witness testimony.

If applicable, Grantees who have received approval from CVSSD to earn program income, must abide by the program income provisions included in the DOJ Grants Financial Guide ([3.4 Program Income](#)) and the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards ([Program Income](#), 2 C.F.R. §200.307).

**9. *Transportation***—Transportation of victims to receive services and to participate in criminal justice proceedings.

VOCA funds may also be used to relocate victims to safe housing. This may include the cost of bus tickets, taxis, gasoline costs for victims, or vehicle/gasoline costs for agency staff to provide transportation.

No funds may be paid directly to a victim.

No funds may be used to pay tips for taxis or similar transport.

Transportation costs are also allowable for staff and volunteers to attend trainings. Please see the "Training-Related Travel" subsection for more information.

**10. *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.

Promotional items are allowed under limited circumstances. The most common **allowable** costs:

- Program outreach and other specific purposes necessary to meet the requirements of the Federal award.
- Costs of communicating with the public and press pertaining to specific activities or accomplishments which result from performance of the Federal award (these costs are considered necessary as part of the outreach effort for the Federal award).

The most common **unallowable** costs:

- Costs of promotional items and memorabilia, including models, gifts, and souvenirs;
- Costs of advertising and public relations designed solely to promote the non-Federal entity.

VOCA funds *cannot* be used for awareness events that are conducted in conjunction with fundraising.

**11. Transitional housing**—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 their 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.

*Refundable security deposits for housing and utilities:* Grantees are discouraged from paying for refundable security deposits, but if a security deposit would be an insurmountable obstacle for a victim to access housing or secure or retain utilities, then such costs would be allowed as “ordinary and necessary...for the proper and efficient performance of the Federal award” (Uniform Guidance, §200.404). Grantees must exercise their “established practices and policies” (Uniform Guidance, §200.404) regarding the reimbursement of security deposit refunds to the VOCA program. A security deposit refund would not be considered program income.

VOCA *cannot* pay mortgage costs.

Grantees choosing to use funds for transitional housing should be prepared to provide CVSSD with a clear justification for how the transitional housing is reasonably necessary as a direct result of the victimization.

Transitional housing may be provided through a number of housing models, including, but not limited to, individual apartment units in the community (whether the apartment is leased to the Grantee or the victim), one or a group of apartments within a Grantee-owned building, or communal living similar to, but in a distinct separate space from, that of a shelter. Regardless of the model, support services should be made available to

victims receiving transitional housing assistance focused on assisting victims to obtain and maintain permanent housing

Transitional housing support for a victim ***should not exceed two years***. Grantees may request an exception to this limit from their Fund Coordinator. Due to the high cost and complicated nature of transitional housing services, *any Grantee proposing to fund transitional housing services for longer than 3 months must submit a transitional housing policy to CVSSD in advance of providing such housing.*

If applicable, Grantees who have received approval from CVSSD to earn program income, must abide by the program income provisions included in the DOJ Grants Financial Guide ([3.4 Program Income](#)) and the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards ([Program Income](#), 2 C.F.R. §200.307).

**12. Relocation and Housing Stabilization**—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.

VOCA funds may be used in cases where victims may need assistance to remain in their current housing (e.g. rent, utilities).

“Reasonable moving expenses” may include, but are not limited to, cost to prepare personal effects and household items for transport, cost to transport personal effects and household items, cost to rent a storage unit for up to 30 days, cost of traveling to the new location using personal or public transportation, and cost of food or lodging during the trip to the new location.

*Refundable security deposits for housing and utilities:* Grantees are discouraged from paying for refundable security deposits, but if a security deposit would be an insurmountable obstacle for a victim to access housing or secure or retain utilities, then such costs would be allowed as “ordinary and necessary...for the proper and efficient performance of the Federal award” (Uniform Guidance, §200.404). Grantees must exercise their “established practices and policies” (Uniform Guidance, §200.404) regarding the reimbursement of security deposit refunds to the VOCA program. A security deposit refund would not be considered program income.

Grantees must get advance approval from CVSSD for any relocation costs involving international travel.

VOCA *cannot* pay mortgage costs.

Grantees choosing to use funds for relocation should be prepared to provide CVSSD with a clear justification for how the relocation/housing assistance is reasonably necessary as a direct result of the victimization.

Relocation/housing assistance costs ***should not exceed two years per victim***. Grantees may request an exception to this limit from their Fund Coordinator. Due to the potentially high cost and complicated nature of relocation/housing assistance services, *any Grantee proposing to fund relocation/housing assistance for longer than 3 months for any victim, must submit a relocation/housing assistance policy to CVSSD in advance of providing such housing.*

If applicable, Grantees who have received approval from CVSSD to earn program income, must abide by the program income provisions included in the DOJ Grants Financial Guide ([3.4 Program Income](#)) and the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards ([Program Income](#), 2 C.F.R. §200.307).

## **B. ALLOWABLE COSTS FOR ACTIVITIES SUPPORTING DIRECT SERVICES**

Supporting activities for which VOCA funds may be used include, but are not limited to, the following:

- 1. *Coordination of activities***—Coordination activities that facilitate the provision of direct services, include, but are not limited to, State-wide 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.
- 2. *Supervision of direct service providers***—Payment of salaries and expenses of supervisory staff in a project, when the SAA determines that such staff is necessary and effectively facilitate the provision of direct services.  
Only a reasonable portion of a supervisor's time, directly associated with providing supervision to the VOCA-funded staff included in that Grant, may be funded.
- 3. *Multi-system, interagency, multi-disciplinary 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 multi-disciplinary 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.

Contracting may be used for medical services to provide forensic exams, forensic interviewing, mental health services, translation/interpretation, etc.

Grantees must comply with the federal procurement standards included in the DOJ Grants Financial Guide ([3.8 Procurement under Awards of Federal Assistance](#)) and Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards ([Procurement Standards](#), 2 C.F.R. § 200.317 through 2 C.F.R. § 200.326).

- 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 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 the State 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 costs, such as maintenance agreements, supplies; and
  - f. How additional costs relating to any acquisition will be supported.

Grantees must abide by the provisions for the use and disposition of property purchased with federal funds included in the DOJ Grants Financial Guide ([3.7 Property Standards](#)) and the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards ([Property Standards](#), 2 C.F.R. §200.310 through 2 C.F.R. §200.316).

- 6. *Volunteer recruitment & training***—Activities in support of recruitment and training of volunteers on how to provide direct services when such services will be provided primarily by volunteers.

All volunteers should complete the required volunteer training as outlined in the Grantee's Grant Agreement. Additional training expenses for volunteers should be limited to trainings that are relevant to services the volunteer does or will undertake.

7. **Restorative justice**— Restorative justice activities must be approved in advance by CVSSD and will be closely reviewed.

Activities in support of opportunities for crime victims to meet with perpetrators, including, but not limited to, tribal community-led meetings and peace-keeping activities, if such meetings are requested or voluntarily agreed to by the victim (who may, at any point, withdraw) and have reasonably anticipated beneficial or therapeutic value to crime victims. CVSSD will closely review the criteria for conducting these meetings. At a minimum, the following should be considered:

- a. The safety and security of the victim;
- b. The cost versus the benefit or therapeutic value to the victim;
- c. The procedures for ensuring that participation of the victim and offenders are voluntary and that the nature of the meeting is clear;
- d. The provision of appropriate support and accompaniment for the victim;
- e. Appropriate debriefing opportunities for the victim after the meeting; and
- f. The credentials of the facilitators.

## **C. ALLOWABLE OPERATING AND ADMINISTRATIVE COSTS**

Operating and administrative costs for which VOCA funds may be used by Grantees 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 prorated share of liability insurance.

Costs may also include the cost of advertising to recruit VOCA-funded personnel, state and federal taxes (including employer paid taxes), medical coverage, 401k plans, pension plans, and a prorated share of malpractice insurance.

2. **Skills training for staff**—Training exclusively for developing the skills of direct service providers, including paid staff and volunteers (both VOCA-funded and not), so that they are better able to offer quality direct services, including, but not limited to, purchase of manuals, books, videoconferencing, electronic training resources, and other materials and resources relating to such training.

Allowable costs also include, but are not limited to, registration fees, training certification fees, and venue and trainer fees associated with hosting a training (excluding food and beverages).

VOCA funds may support training outside of Oregon when the training needed is not available within the Grantee's immediate geographical area. Training outside Oregon must be approved by CVSSD in advance, unless a specific training is approved at the time of the Grant award.

VOCA funds *cannot* be used to train executive directors, board members, and other individuals who do not provide direct services. VOCA funds *cannot* be used for general management and administrative training, including grant writing, fundraising, lobbying, etc. VOCA funds *cannot* be used for training that addresses any aspect of investigation of a crime, prosecution of criminal activities, or crime prevention.

The following list is intended to clarify in which circumstances VOCA funds can be used for training. In all cases, training paid with VOCA funds must address direct victim services as defined in section I.2., "direct services".

- a. Grantees can use VOCA funds to provide direct victim services training (conducted by staff, volunteers, or a contracted trainer) to its VOCA and non-VOCA paid direct services staff and volunteers.
- b. Grantees can use VOCA funds to provide training to allied professionals who provide direct services to victims of crime. These individuals do not have to be subcontractors or volunteers, but they must deliver VOCA-eligible services to victims of crime served by the Grantee.

Allied professionals are individuals working in a specific discipline traditionally outside of the victims' assistance field, but whose specialty can assist and support the needs of victims. Allied professionals who may be providing such direct victim services include, but are not limited to, social workers, drug and alcohol counselors, mental health counselors, alternative therapy/healing providers, health care professionals, interpreters, law enforcement officers, and attorneys.

Grantees may train prosecutors and law enforcement staff if the training is to develop their skills to deliver direct victim services and not for any aspect of investigation of a crime, prosecution of criminal activities, or crime prevention.

VOCA-funded training offered to allied professionals who provide direct victim services, including subcontractors, *cannot* include training on their particular professional specialty. For example, training for mental health counselors would not include training on psychology, training for interpreters would not include training on the fundamentals of interpreting, and training for an immigration legal services provider would not include training on immigration law. Training must address topics that enhance understanding of victim specific issues, such as understanding

victimology and victimization, trauma-informed service delivery, cultural competency, or cover an area of expertise that is unique and specific to the victimization type.

Grantees *cannot* use VOCA funds to provide training to community partners who do *not* provide direct victim services unless the training is being offered to VOCA-funded agency staff and community partners are invited to attend at no additional cost (incidental training supplies are acceptable). The only exception is if the training is provided within the structure of a multi-disciplinary team, such as, MDT, SART, etc.

- c. Grantees can use VOCA funds to send its VOCA and non-VOCA paid direct services staff to a training conference (payment of registration fees, travel, lodging, and per diem costs is allowed). Grantees may also use VOCA funds to send allied professionals to a training conference if *all* the criteria described above are met.

If an individual attends a training conference that has a mix of direct victim services training and training topics not allowed under VOCA, the cost of the training will need to be appropriately prorated between VOCA and other funding sources.

- d. Grantees can consider using VOCA funds to send direct services volunteers to a training conference, however, the Grantee is encouraged to consider volunteer longevity, the number of hours the volunteer is serving, and the likelihood the volunteer will continue to serve (payment of registration fees, travel, lodging, and per diem costs is allowed).
- e. Grantees can use VOCA funds to provide training to all VOCA and non-VOCA direct services paid staff and volunteers of another VOCA-funded agency. The staff of the agency providing the training does not need to be in attendance.

If applicable, Grantees who have received approval from CVSSD to earn program income, must abide by the program income provisions included in the DOJ Grants Financial Guide ([3.4 Program Income](#)) and the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards ([Program Income](#), 2 C.F.R. §200.307).

- 3. *Training-related travel***—Training-related costs such as travel (in-State, regional, and national), meals, lodging, and registration fees for paid direct-service staff (both VOCA-funded and not).

Please see the “Skills Training for Staff” subsection for more information as to what staff may attend training using VOCA funds.

Training-related travel also includes, but not limited to, mileage, parking, airfare, and ground transportation fares.

If cars will be rented, grantee will need to provide a brief justification for why a rental car is being used instead of another form of ground transportation, such as personal vehicle, taxis, shuttles, etc., depending on the circumstance. In this case, travelers must use the least expensive compact car available, unless an exception for another class of vehicle is approved. Travelers are not to be reimbursed for purchasing pre-paid refueling options for rental cars and should refuel prior to returning the rental vehicle to the drop-off location.

Grantees must reimburse travel expenses based on the agency travel policy, but at rates that do not exceed the federal per diem rates (found at [www.gsa.gov/perdiem](http://www.gsa.gov/perdiem)) and must follow provisions included in the DOJ Grants Financial Guide ([3.9 Allowable Costs, Travel](#)) and the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards ([2 C.F.R. § 200.474](#)).

Grantees are expected to use the most economical means of travel when using VOCA funds.

No funds may be used to pay for any travel-related tips.

- 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 modifications that would improve the program's ability to provide services to victims.
- 5. *Equipment and furniture***—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, beepers, 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.

Grantees must abide by the provisions for the use and disposition of property purchased with federal funds included in the DOJ Grants Financial Guide ([3.7 Property Standards](#))

and the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards ([Property Standards](#), 2 C.F.R. §200.310 through 2 C.F.R. §200.316).

**6. *Operating costs***—Operating costs include but are not limited to:

- a. Supplies;
- b. Equipment use fees;
- c. Property insurance (includes rental insurance for leased property);
- 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; and
- k. Essential communication services, such as web hosts and mobile device services.

Agency (not individual or personal) *membership dues* in organizations which offer necessary, timely and relevant information on victim services and issues (e.g., National Organization for Victims' Assistance, National Center for Victims' of Crime, Crime Victims' Assistance Network, etc.) are allowed. Memberships in no more than three (3) eligible organizations may be paid for with VOCA funds. Membership or fees for organizations that are not exclusively related to victim assistance or that are required for professional licensing may not be charged to VOCA.

**7. *Audit costs and costs for time spent performing the following administrative tasks:***

- a. Completing VOCA-required time and attendance sheets and programmatic documentation, reports, and statistics;
- 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 prorated share of audit costs.

Needs assessments must be approved in advance by CVSSD and should be focused solely on direct victim services or prorated as appropriate. Grantees that elect to use VOCA funds for needs assessments will be expected to share the results with CVSSD.

*Indirect organizational costs.* The government-wide grant requirements in [2 C.F.R. Part 200](#) state a policy that federal awards should bear their fair share of costs, including reasonable, allocable, and allowable direct and indirect costs. VOCA funds may be used to support a Grantee's federally negotiated indirect cost rate or a de minimis indirect rate of 10% of modified total direct costs (MTDC) as defined in [2 C.F.R. §200.414](#).

- 8. *Leasing or purchasing vehicles***—Costs of leasing or purchasing vehicles is allowed in limited cases where the Grantee can substantiate to CVSSD that the vehicle is essential to, and the most cost-effective way of, providing direct services.

Grantees must get advanced written approval from CVSSD for both leasing and purchasing of vehicles.

The costs of gas and oil and other incidental maintenance costs are allowable for leased or purchased vehicles. See *Maintenance, repair, or replacement of essential items* for other items related to leased or purchased vehicles.

Grantees must abide by the provisions of the *Grant the Checklist for Vehicle Purchase and Use* which is included as Appendix A.

- 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; routine maintenance, repair costs; and automobile insurance for leased and purchased vehicles).

Grantees should consider if other sources of funding are available and whether the costs of repairs are reasonable considering the value of the building, vehicle, etc. In general, VOCA funds can only be used to repair or alter a building owned by the Grantee. Grantees must contact CVSSD prior to considering using VOCA funds to repair or alter a building not owned by the Grantee.

Grantees must comply with the federal procurement standards included in the DOJ Grants Financial Guide ([3.8 Procurement under Awards of Federal Assistance](#)) and Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards ([Procurement Standards](#), 2 C.F.R. § 200.317 through 2 C.F.R. § 200.326).

- 10. *Project evaluation***—Costs of evaluations of specific projects (in order to determine their effectiveness).

Any VOCA project evaluation should be approved in advance by CVSSD. Grantees must ensure that any project evaluation conducted maintains the confidentiality of victims' personally identifying information. Grantees that elect to use VOCA funds for project evaluation will be expected to share the results of the evaluation with CVSSD.

### III. UNALLOWABLE COSTS AND ACTIVITIES

Notwithstanding any other provision of this subpart, no VOCA funds, or other funds used as Match to the VOCA award, 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.
2. **Research and studies**—Research and studies, except for project evaluation under section II.C.10. “Project evaluation”.
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 as described under section II.A., “Allowable Direct Services and Costs”) to crime victims, during such investigation and prosecution.

Witness notification, expert witness fees or time for VOCA-funded staff to testify, victim/witness protection costs, questioning of victims and witnesses, preparation of testimony, and participation in grand jury are all examples of unallowable costs under VOCA. Additionally, VOCA funds cannot pay for transportation, meals, lodging, or interpretation services for a victim who is also a witness.

4. **Fundraising**—Any activities related to fundraising, except for fee-based, or similar, program income authorized by CVSSD.

This includes VOCA-funded personnel performing fundraising activities. For example, volunteer coordinators who coordinate or organize fundraising events should not be charging these activities to VOCA.

5. **Capital expenses**—Capital improvements; property losses and expenses; real estate purchases; mortgage payments; and construction (except as specifically allowed in section II.C. “Allowable Costs for Activities Supporting Direct Services”).

Mortgage expenses, whether they are for office space, shelter, or emergency services for victims, are unallowable.

6. **Compensation for victims of crime**—Reimbursement of crime victims for expenses incurred as a result of a crime, except as otherwise allowed by other provisions described in section II. “Allowable Costs and Services”.

Examples of expenses that are not allowed under VOCA include, but are not limited to, insurance deductibles, stolen property replacement, funeral expenses, and medical bills.



VOCA funds also cannot be used to restore the financial losses suffered by victims of fraud.

7. **Medical care**—Medical care, except as otherwise allowed by other provisions described in section II. “Allowable Costs and Services”.
8. **Salaries and expenses of management**—Salaries, benefits, fees, furniture, equipment, and other expenses of executive directors, board members, and other administrators (except as specifically allowed elsewhere in section II. “Allowable Costs and Services”).
9. **Criminal Defense and Tort Actions**—Any costs related to criminal defense and tort actions.
10. **Prison Costs**—Any prison costs, such as prison guard salaries or administrative expenses.
11. **Pet Food & Vet Bills**—pet food or vet bills except as otherwise allowed by other provisions described in section II.A.3. “Mental health counseling and care”.
12. **Costs Incurred outside the Project Period**—Any costs that are incurred either before the start of the project period or after the expiration of the project period.
13. **Food and Beverages at Meetings, Conferences, and Trainings**—No purchase of food and/or beverages for any meeting, conference, training, or other event, except when:
  - a. Sustenance is not otherwise available (e.g., extremely remote areas);
  - b. The size of the event and nearby food/beverage vendors would make it impractical to not provide meals and/or refreshments; or
  - c. A special presentation at a conference requires a plenary address where there is no other time for sustenance to be obtained.

These food and beverage restrictions do not apply to:

- a. Water provided at NO cost (the restriction does apply to any and all other refreshments, regardless of the size or nature of the meeting or event); and
- b. Direct payment of per diem amounts to individuals in a travel status under your organization’s travel policy.

Any exceptions to the purchase of food and/or beverages for any meeting, conference, training, or other event due to the circumstances outlined above require prior approval from CVSSD. If an exception is approved by CVSSD, the following restrictions will apply:

- a. Only one refreshment break a day is allowable and Grantees are strongly advised to eliminate all refreshment breaks and breakfast;
- b. The cost of a refreshment break may not exceed 11.5% of the General Services Administration (GSA) Meals and Incidental Expenses (M&IE) rate for the locality; and
- c. Any meal provided must stay at or below 150% of the applicable per diem rate, including any hotel service costs. Grantees are strongly encouraged to stay at or below 100% of the applicable per diem rate.

**14. *Management and Administrative Training***—Management and administrative training for executive directors, board members, and other individuals who do not provide direct services.

**15. *Additional unallowable costs*** can be found in [Subpart E – Cost Principles](#) of the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards and in [Section 3.13 Unallowable Costs](#) of the DOJ Grants Financial Guide. Other unallowable costs included in the DOJ Financial guide include, but are not limited to, the following:

- a. Entertainment, including amusement, diversion, social activities, and any associated costs (i.e. tickets to shows or sports events, meals, lodging, rentals, transportation, and gratuities) are unallowable. Certain exceptions may apply when such costs have a programmatic purpose and have been approved by the awarding agency;
- b. Fines and penalties (except when incurred as a result of compliance with specific provisions of an award or contract, or with written approval from the awarding agency);
- c. Credit card fees;
- d. Passport charges;
- e. Tips;
- f. Bar charges/alcoholic beverages, and
- g. Membership fees to organizations whose primary activity is lobbying.

**CHECKLIST FOR VEHICLE PURCHASE and USE**

<b>REQUIREMENT</b>	<b>YES</b>	<b>NO</b>
Agency purchased vehicle solely for reasonable anticipated needs and did not add any optional equipment unnecessary for the anticipated need.	<input type="checkbox"/>	<input type="checkbox"/>
Agency utilized and retained documentation of a procurement process to purchase the vehicle that at least meets the federal procurement requirements.	<input type="checkbox"/>	<input type="checkbox"/>
Agency maintains property records that include a description of the property and a serial number or other identifying number; identification of title holder; the acquisition date; the cost and the percentage of any federal funds supporting the purchase; the location, use, and condition of the property; and any disposition data, including the date of disposal and sale price.	<input type="checkbox"/>	<input type="checkbox"/>
Agency will maintain liability insurance coverage at the level required by Oregon law.	<input type="checkbox"/>	<input type="checkbox"/>
Agency has and adheres to vehicle maintenance policies and procedures including pre-trip inspection practices.	<input type="checkbox"/>	<input type="checkbox"/>
Agency has and adheres to vehicle usage policies and maintains vehicle usage records.	<input type="checkbox"/>	<input type="checkbox"/>
Agency ensures that only licensed and insured drivers operate the vehicle.	<input type="checkbox"/>	<input type="checkbox"/>
Agency has driver policies and procedures that include, at a minimum, safe driver training requirements, license and insurance verification policy, client transport policies, and emergency response procedures.	<input type="checkbox"/>	<input type="checkbox"/>
Agency adheres to enforces Oregon belt and child seat laws including adult belt law, child restraint law, booster seat law, and national best practices recommendations for child restraints and rear seating for children.	<input type="checkbox"/>	<input type="checkbox"/>
Agency enforces Oregon text messaging and cell phone laws that prohibit all drivers from texting while driving and prohibit the use of handheld cell phones for all drivers with the exception of police and emergency responders.	<input type="checkbox"/>	<input type="checkbox"/>
Agency has a policy for addressing transport needs for individuals with disabilities if the vehicle does not meet ADA requirements.	<input type="checkbox"/>	<input type="checkbox"/>
Agency has a complaint policy that includes any complaints related to the provision of transport services.	<input type="checkbox"/>	<input type="checkbox"/>
Agency has useful life standards and asset disposition procedures.	<input type="checkbox"/>	<input type="checkbox"/>

I hereby certify that the information contained in this form is true and accurate to the best of my knowledge.

Authorized Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Title \_\_\_\_\_

Date: \_\_\_\_\_

CRIME VICTIM ASSISTANCE PROGRAM  
 1162 Court Street NE  
 Salem, Oregon 97301  
 Tel: 503-378-5348 Fax: 503-378-5738

### EMPLOYER VERIFICATION FORM

If you choose to exercise your constitutional right to participate in criminal justice proceedings related to your victimization of a person crime and have to miss work in order to exercise this right, the Crime Victim Assistance Program under the Victims of Crime Act (VOCA) could reimburse your lost wages.

VOCA may approve lost wages for: (1) time spent for pretrial preparation, including time spent for depositions; (2) time spent in court during the trial; and (3) time spent at sentencing.

To qualify you must supply all of the following documentation (please X each box):

- This Employer Verification Form signed by your employer (or submit a tax return if self-employed)  
 A copy of most recent pay stub indicating your salary or hourly rate and the number of hours worked  
 A completed and signed Verification of Attendance of Criminal Justice Proceedings Form

Lost wages will not be processed until all requested documentation is received and verified.

Please take this form to your employer and have it completed.

#### SECTION I. APPLICANT INFORMATION

Name of Employee: \_\_\_\_\_ Job/Title: \_\_\_\_\_  
 \_\_\_\_\_

#### SECTION II. EMPLOYMENT INFORMATION

Hire Date: \_\_\_/\_\_\_/\_\_\_ Work Days:  Mon  Tue  Wed  Thu  Fri  Sat  Sun

Average number of regular hours worked per day \_\_\_ week \_\_\_ month \_\_\_

Average number of overtime hours worked per day \_\_\_ week \_\_\_ month \_\_\_

Rate of Pay: \$ \_\_\_\_\_ per  Hour  Day  Week  Month  Commission  
 Other \_\_\_\_\_

*This form was prepared by:*

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_ Date: \_\_\_\_\_

**VERIFICATION OF ATTENDANCE AT CRIMINAL JUSTICE PROCEEDINGS**

*Instructions:* Document daily attendance and submit to the Agency Advocate at the conclusion of the criminal justice proceedings.

NAME OF VICTIM OF CRIME: \_\_\_\_\_

NAME OF AGENCY ADVOCATE: \_\_\_\_\_

DATE	ACTIVITY	TIME IN	TIME OUT

The information above is a true and accurate reflection of the time I spent participating in criminal justice proceedings arising from the crime.

**SIGNATURES**

\_\_\_\_\_

Victim of crime

\_\_\_\_\_

Date

\_\_\_\_\_

Agency Advocate

\_\_\_\_\_

Date

**EMERGENCY SERVICES FAQs**

	<b>Question</b>	<b>Response</b>
1.	Can we cover the cost of purchasing and installing bars on window at an apartment? How about security cameras?	The VOCA rule only addresses “replacement and repair” under immediate safety, however, since the rule states, “Services that respond to immediate needs ...of crime victims, <u>including, but not limited to...</u> ” these services would be allowed if it is determined that such a service would address the immediate safety needs of the victim. However, if these services are to be provided on a rental property, there are other considerations: 1) a letter should be acquired from the owner stating that such installations are approved; 2) any installation that can be removed when the survivor moves must be removed (would pertain to security cameras - this might also give the program the opportunity to use the cameras again); and 3) if VOCA will be paying for contracted installation, the organization must follow its procurement procedures. This process is necessary because VOCA does not allow funds to be spent on capital improvements and security cameras could be considered a capital improvement (window bars would likely not be considered a capital improvement and if an owner were to allow these to be installed, the owner may likely remove them when the tenant moves out). Reminder - costs should be reasonable and necessary and directly related to the victimization.
2.	If a student’s abuser destroyed equipment or books etc. necessary for the student to be able to continue to participate in their academic program, can VOCA funds be used to replace such equipment and books?	This would be allowed as “management of practical problems created by the victimization”. However, remember that VOCA is considered a payer of last resort, so if a university has academic accommodations that could address such situations without the need to access VOCA funds, then that should be the first option.
3.	Is funding for vital documents related to	Yes. VOCA, VAWA and ODSVS grant funds

	victimization allowable including: license, ID, birth certificate, social security card?	may support emergency services that include funding for vital documents as long as it is related to the victimization.
4.	Is it allowable to use VOCA funds to bring the family member of a homicide victim from out of state to OR to work with the DAVAP and attend the trial?	Yes. As long as they're not bringing the family member to OR to testify (which would be a cost of prosecution) it totally connects in with them being able to meaningfully participate in the criminal justice process and exercise their rights.
5.	Can VOCA funds be used to cover the cost of summer camp for children of victims?	No, VOCA victim assistance funds cannot be used to pay for summer camp. VOCA assistance dollars are for the purpose of providing direct services to victims of crime.
6.	Can VOCA funds be used to purchase camera phones, laptops, or tablets for the use of clients to participate in telehealth counseling services?	Yes. Mental health counseling is an allowable direct service and includes counseling conducted via telehealth services. Subrecipients may use VOCA funds for technology to facilitate access to victim services. Grantee should have written policies in place to govern the use of funds forgiving or loaning items to victims, including assessing whether there is a reasonable justification for such an item based on the victim's needs and ability to access services, and tracking those items.
7.	Can VOCA funds cover the cost of a laptop or tablet for the use of clients in school, working on their GED, or engaged in other vocational rehabilitation?	Yes. Where continued education or vocational rehabilitation is part of the victim service project, or reasonably necessary for a victim's recovery, it may be considered a direct service (allowing personal advocacy and emotional support, including the management of practical problems created by the victimization). Grantee should have written policies in place to govern the use of funds for giving or loaning items to victims, including assessing whether there is a reasonable justification for such an item based on the victim's needs and ability to access services, and tracking those items.
8.	Can VOCA pay the cost of replacing a victim's tires or repair damage to their vehicle that was destroyed by their abuser?	Generally, no. VOCA funds cannot be used for reimbursement to crime victims for expenses incurred as a result of a crime, except as otherwise allowed in the Final Rule which does permit window, door, or

		lock replacement or repair, and other repairs necessary to ensure a victim's safety. If you believe you have an exception to this (e.g. the victim lives in the vehicle), contact your Fund Coordinator.
9.	Can VOCA funds be used to pay for towing and storage of a vehicle held in evidence after it was damaged in a crime?	Providing assistance in recovering property that was retained as evidence is a direct service to victims of crime. Reasonable costs which are necessary to recover property retained as evidence, including but not limited to towing, moving, and storage, are allowable.
10.	Can VOCA funds be used towards the partial payment of the cost to repair or replace a vehicle damaged during the evidence collection process?	VOCA funds may not be used for the repair or replacement of vehicles damaged during the evidence collection process.
11.	Can VOCA fund provide financial assistance, such as a down payment, for a client to purchase a vehicle?	No. Under the VOCA Final Rule, capital expenses such as vehicle purchases are unallowable subrecipient costs.
12.	Can a grantee use VOCA \$ for a "holding fee" on an apartment as emergency services on behalf of survivors?	Yes, would be allowable: <ul style="list-style-type: none"> <li>• If the program includes a process in their policy and procedures that will have the landlord returning the holding fee to the program rather than the client IF they did not secure the apartment.</li> <li>• If they are successful in securing the apartment they may apply the holding fee to the deposit and/or first month's rent.</li> </ul>