

# VOCA/CFA: Quick Funding Guide

Please refer to the specific fund guidance documents (handbooks, allowable costs guidance, and FAQs) for details on allowable costs.

Category	Federal Funds	State Funds
Personnel/Fringe Benefits	VOCA	CFA
<b>Volunteer trainings</b> <i>Activities in support of training volunteers on how to provide direct services when such services will be provided primarily by volunteers.</i>	X	X
<b>Salaries of prosecutors, law enforcement officers or judges</b> <i>If paid to be handling cases involving violence against women. If they are not working full-time on VAWA cases, their time must be prorated.</i> <i>This activity is allowable for STOP funds under prosecution, law enforcement, and court allocation categories only. If a victim service provider receives an award under these categories it would be allowable under the VAWA competitive RFA for LE, Prosecution and Courts allocation projects only.</i>	NO	NO
<b>Salaries</b> for individuals assisting with domestic violence and or sexual assault services.	X	X
<b>Benefits</b> for individuals assisting with domestic violence and or sexual assault services. <i>Payroll taxes, health insurance, retirement, workman's compensation, unemployment insurance.</i>	X	X
<b>Coordination of activities that facilitate the provision of direct services</b> <i>Include but not limited to: crisis response teams, multi-disciplinary teams, coalitions to support and assist victims and other such programs, and salaries and expenses of such coordinators as long as it is for providing direct services.</i>	X	X
<b>Payment of salaries &amp; expenses of supervisory staff on a project</b> <i>When determined that such staff are necessary and effectively facilitate the provision of direct services.</i>	X	X
<b>Payment of salaries &amp; expenses of direct service staff</b> 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.	X	X

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<b>Contract for professional services not available within organization at a rate not to exceed reasonable market rate</b> <i>e.g., psychological/psychiatric consultation, legal services, interpreters</i>	X	X
<b>Liability Insurance</b> <i>Prorated share</i>	X	X
<b>Grant Management Activities</b> Completing grant-required time and attendance sheets, programmatic documentation, reports & statistics, feedback surveys, needs assessments	X	X
<b>Lobbying</b> or advocacy activities with respect to legislation or to administrative changes to regulations or administrative policy, whether conducted directly or indirectly	NO	NO
<i>Research and studies, except for project evaluation under § 94.121(j)</i>	NO	NO
Active investigation and prosecution of criminal activities <i>**The active investigation and prosecution of criminal activities, except for the provision of victim assistance services (e.g., emotional support, advocacy, and legal services) to crime victims during such investigation and prosecution</i> <i>***This activity is allowable for STOP funds under prosecution, law enforcement, and court allocation categories only.</i>	NO	NO
Any activities related to fundraising	NO	NO
Salaries and expenses of management <i>**Salaries, benefits, fees, furniture, equipment and other expenses of executive directors, board members and other administrative (except as specifically allowed elsewhere)</i>	NO	X
Provide victim assistance services to victims who are incarcerated <i>**VOCA funds may support provided the services are directly related to a victimization of the incarcerated individual.</i> <i>***STOP funds may support direct victim services under the four crimes however may not include support for rehabilitative services related to crime committed by incarcerated individual.</i>	X	X
Crisis intervention services	X	X
Accompanying victims to hospitals for medical examinations	X	X
Hotline counseling	X	X
Safety planning	X	X

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Working with a victim to assess the impact of the crime	X	X
Identification of victim needs	X	X
Victim and Survivor Advocacy	X	X
Case management	X	X
Management of practical problems created by the victimization	X	X
Identification of resources available to the victim	X	X
Provision of information referrals, advocacy, and follow-up contact for continued services as needed	X	X
Sexual Assault Nurse/Forensic Examine (SANE/SAFE) Programs	X	NO
Advocacy on behalf of the victim in legal proceedings	X	X
Interpreting for a non-witness victim who is deaf or hard of hearing with LEP	X	X
Covering costs of licensed childcare and respite care to enable a victim who is a caregiver to attend activities related to hearings/proceedings/medical appointments regarding victimization	X	X
Notification to victims regarding key proceeding dates <i>**Trial dates, case disposition, incarceration, parole hearings, etc.</i>	X	X
Assistance with Victim Impact Statements	X	X
Sexual Assault Response Teams (SART)	X	X
Assistance with restitution advocacy on behalf of crime victim	X	X
<b>Rent &amp; Operating Expenses</b> <i>** Must be prorated when an item is not used exclusively for victim-related services or activities</i>	<b>VOCA</b>	<b>CFA</b>
Organizational expenses that are necessary and essential to providing direct services and another allowable victim services.	X	X
Funding the prorated share of audit costs	X	X
Cost of rent**	X	X
Cost of utilities**	X	X
Shelter supplies**	X	X
Office supplies**	X	X

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Required minor building adaptations to meet the DOJ standards implementing ADA modifications	X	X
Advertising of services**	X	X
Insurance (Dishonesty/Fidelity bond; Professional; Liability; Property)**	X	X
Automobile Insurance**	X	X
Printing, photocopying and postage**	X	X
Courier service (PO Box renewal)	X	X
Brochures that describe available services	X	X
Books and other victim-related materials	X	X
Computer backup files/tapes and storage**	X	X
Security system**	X	X
Design and maintenance of websites and social media**	X	X
Indirect organization costs **costs that are not readily assignable to a particular project	X	X
Essential communication services such as web hosts and mobile device services**	X	X
<b>Capital Expenses</b> **Capital improvements; property losses and expenses; real estate purchases; mortgage payments; and construction	NO	NO
Organization owned vehicle repairs, insurance and licensing	X	X
<b>Emergency Services Expenses</b> ** Must be prorated when an item is not used exclusively for victim-related services or activities	<b>VOCA</b>	<b>CFA</b>
<b>Emergency food, shelter, clothing and transportation</b> **Emergency food is only those clients that are being transported or are in shelter - this should not be used to buy food for clients' personal homes when other resources such as food pantries can be utilized	X	X
Window, door or lock replacement or repair; and other repairs necessary to ensure a victim's safety	X	X
<b>Gift cards, gas cards or grocery cards/vouchers</b> **Programs <b>MUST</b> have a policy in place and adequate fiscal	X	X

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Individual licensed professional counseling for victims	X	X
Relocation expenses	X	X
Childcare (Licensed only)	X	X
Pay to move household goods to a new location	X	X
Mortgage expenses	NO	NO
Rental assistance for victims – immediate (first 30 days & deposit)	X	X
Rental expenses for victims – ongoing/transitional	X	X
Travel expenses for victims (excluding travel expenses for DA subpoenaed victims & survivors)	X	X
Victim car repairs	X	X
Utility startup costs for victims**	X	X
Utility expenses for victims**	X	X
<i>Compensation for victims of crime or reimbursement of crime victims for expenses incurred as a result of a crime</i>	NO	NO
Support services to children aged 0-10	X	X
<b>Medical Services Expenses</b>	<b>VOCA</b>	<b>CFA</b>
<b>Capacity evaluations</b> <i>**Particularly relevant for older victims of crime</i>	X	X
<b>Emergency Medical Equipment</b> <i>**Such as wheelchairs, crutches, hearing aids, eyeglasses when other health care funding source is not reasonable expected to be available quickly enough to meet the victim's needs (typically within 48 hours)</i>	X	X
<b>HIV/Preventative medicines</b> <i>**Allowable on an emergency basis with the CVC program, victim's health insurance plan, Medicaid, or other healthcare funding source is not reasonably expected to be available quickly enough to meet the emergency needs of the victim (typically within 48 hours of the crime) for non-prescription medicine, prophylactics, or other treatment to prevent HIV/AIDS infection or other infectious diseases</i>	X	X
<b>Outpatient therapy and/or counseling</b> <i>**Individual and/or group counseling; peer support groups</i>	X	X

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<b>Substance abuse treatment as long as the abuse is directly related to the victimization</b> <i>**Provided by a person who meets the professional standards to provide these services in the jurisdiction in which it is administered</i>	X	X
<b>Medical supplies for forensic interviews</b> <i>**table paper, otoscope covers, urine cups, gloves, etc.</i>	X	NA
<b>Legal Services Expenses</b> <i>**Reasonably necessary as a direct result of the victimization</i>	<b>VOCA</b>	<b>CFA</b>
Assistance in divorce	X	NO
Child custody and support proceedings	X	NO
Civil crimes where are reasonably necessary as a direct result of the victimization	X	NO
Criminal Defense	NO	NO
Family, custody, contract, housing and dependency matters	X	NO
Immigration assistance for victims of human trafficking, SA or DV	X	NO
Proceedings for protection/restraining orders	X	NO
Tort Lawsuits	NO	NO
Emergency visitation rights	X	NO
Batterer's intervention programs <i>**Provided that programs are part of a graduated range of sanctions that use the coercive power of the criminal justice system to hold abusers accountable for their criminal actions and for changing their behavior</i>	NO	NO
Victim-centered forensic interviews	X	NO
Traditional, cultural and alternative therapy/healing methods such as art therapy and/or yoga - must be victim-centered	X	NO
<b>Furniture/Equipment Expenses</b> <i>** Grants may be charged only for a prorated share of an item that is not used exclusively for victim-related activities</i>	<b>VOCA</b>	<b>CFA</b>
<b>Automated systems and technology**</b> <i>Subject to provisions of DOJ Grants Financial Guide (e.g., automated information and referral systems, email systems that allow communications among victim service providers,</i>	X	X

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<i>automated case-tracking and management systems, smartphones, computer equipment and victim notification systems as determined necessary by CVSSD</i>		
Lease or purchase of vehicle	X	NO
Mobile communication devices**	X	X
Telephones**	X	X
Braille and TTY/TDD equipment**	X	X
Computers, printers and other office equipment**	X	X
Pagers**	X	X
Equipment and furniture for shelters, workspaces, victim waiting rooms, and children's play areas**	X	X
<b>Travel/Mileage Expenses</b>	<b>VOCA</b>	<b>CFA</b>
Accompanying victims to offices and court	X	X
Transportation, meals and lodging to allow a victim who is not a witness to participate in a proceeding	X	X
Transportation of victims to receive services and participate in criminal justice proceedings	X	X
Local travel expenses for service providers	X	X
<b>Development/ Training Expenses for Staff/Volunteers</b>	<b>VOCA</b>	<b>CFA</b>
Skills training for staff/volunteers	X	X
Training materials	X	X
Victim attendance at conferences	NO	NO
Training related travel	X	X
<b>Repair, Replacement &amp; Renovation Expenses</b> <i>** Grants may be charged only for a prorated share of an item that is not used exclusively for victim-related activities</i>	<b>VOCA</b>	<b>CFA</b>
Costs of maintenance, repair or replacement of items that contribute to maintenance of a healthy or safe environment for crime victims**	X	X
<b>Community Education/Public Awareness</b>	<b>VOCA</b>	<b>CFA</b>
Development of presentation materials, brochures, newspaper notices, and public service announcements	X	X

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<b>Outreach services</b> <i>**Increase awareness about the services so that victims know where to go to receive services</i>	X	X
<b>Prevention/education services</b> <i>**Only allowable under STOP discretionary allocation category. State restriction on use of these funds for prevention since not equally available under the VAWA Competitive allocations for law enforcement, prosecution and courts.</i>	NO	NO
<b>Other Expenses</b>	<b>VOCA</b>	<b>CFA</b>
Background/criminal screening for potential employees and/or direct service volunteers and/or Board members	X	X