



## 2024 National Crime Victims' Rights Week Community Awareness Project - Subgrantee Guide

Congratulations on receiving a National Crime Victims' Rights Week (NCVRW) Community Awareness Project subgrant. Please read the Subgrantee Guide and the requirements posted on the NCVRW CAP website to understand project guidelines. This Guide will help you comply with U.S. Department of Justice (DOJ) and subgrant requirements and prepare you for reimbursement.

**Project Goal** – To increase the *general public's* awareness of rights and services for victims of *all types of crimes* during National Crime Victims' Rights Week.

1. **Communications.** Nearly all communications between the NCVRW CAP project team and subgrantees are conducted by email. The NCVRW CAP project team includes the Project Director, Rhonda Dean ([rhonda@navaa.org](mailto:rhonda@navaa.org)), and Executive Director, Jaime Yahner ([jaime@navaa.org](mailto:jaime@navaa.org)). Both Jaime Yahner and Rhonda Dean will receive emails addressed to [cap@navaa.org](mailto:cap@navaa.org). Documents can be attached to emails and mailed to NCVRW CAP; Attn: Rhonda Dean, Project Director; 3928 8<sup>th</sup> Place, Des Moines, IA 50313.
2. **Designated project contact.** The NCVRW CAP project team will direct all official communications to the one person designated as the project contact. This person is identified on the Proposal Application and receives the subgrant award notification. **The subgrantee must notify NAVAA of any changes in the subgrantee's designated contact or the contact's email address.** Although only one person can be designated the project contact, others involved in project planning and implementation can access NCVRW CAP resources (e.g., the Subgrantees Only website and NCVRW CAP listserv).
3. **Federal rules.** All subgrants are subject to Federal and DOJ rules, regulations, and policies, including the current edition of the *DOJ Grants Financial Guide*: [https://www.ojp.gov/sites/g/files/xyckuh241/files/media/document/DOJ\\_FinancialGuide.pdf](https://www.ojp.gov/sites/g/files/xyckuh241/files/media/document/DOJ_FinancialGuide.pdf). Please note that, in the past, DOJ has occasionally implemented new or changed rules and requirements affecting NCVRW CAP projects *during* the NCVRW CAP project period. We will notify subgrantees of any relevant changes as soon as possible.
4. **Subgrant Award Agreement.** The Subgrant Award Agreement contains the legal requirements and commitments, including the maximum reimbursement amount and the

indirect cost rate, if applicable. The agency official with the authority to enter into legal commitments must sign and return the agreement to NAVAA.

5. **CFDA.** The Catalog of Federal Domestic Assistance (CFDA) number for this project is 16.582. Your agency or auditors may request this number to account for receipt of federal funds.
6. **Timeframe.** All activities and events (other than project planning) should be implemented during or close to National Crime Victims' Rights Week. Subgrant funds may not be used for extended or ongoing periods.
7. **NCVRW CAP Subgrantees' Only Website/Listserv.** All subgrantees are provided access to a restricted website and subscribed to the NCVRW CAP listserv. Subgrantees can access the website by clicking the "Subgrantees Only" link on the NCVRW homepage ([cap.navaa.org](http://cap.navaa.org)). The username and password to access the Subgrantees Only website are provided in the cover letter notifying subgrantees of their subgrant awards. The website contains important forms, documents, and other information. Anyone involved in carrying out NCVRW CAP planning and implementation may access the website and the listserv. The listserv sends subgrantees important information, reminders, and programmatic tips. Subgrantees should check the website often and retain listserv messages for assistance; an archive of all current year listserv messages is available on the Subgrantees Only website. Email Rhonda to subscribe NCVRW CAP project personnel to the listserv.
8. **NCVRW CAP Webinars.** NAVAA typically conducts two webinars during the project period.
  - a. Shortly after the notification of subgrant awards, a 90-minute webinar is presented to review the project, subgrant requirements, and project planning and implementation tips and advice.
  - b. A second webinar is conducted at the end of the project period to review post-project requirements, including completing the After-Action Report/Reimbursement Request form.

Subgrantees will receive notification of the date, time, and registration information via the NCVRW CAP listserv. At least one project official is required to participate in these webinars. Please reach out to [rhonda@navaa.org](mailto:rhonda@navaa.org) for alternate methods of viewing the training.

## 9. Technical Assistance

- a. **Administrative/Budget Issues.** Contact Project Director Rhonda Dean at [rhonda@navaa.org](mailto:rhonda@navaa.org) with questions or concerns regarding any administrative or budgetary issues or problems, including modification requests.
- b. **Planning/Implementation.** Contact Project Director Rhonda Dean at [rhonda@navaa.org](mailto:rhonda@navaa.org) if you need individual assistance planning or implementing your project. Please identify yourself as an NCVRW CAP subgrantee. Rhonda also prepares a special series of tips and resources called "CAP TIPS" to help you carry out your projects. These are distributed by the NCVRW CAP listserv and posted on the Subgrantees Only website. We welcome your suggestions on topics to include in the CAP TIPSs series that can enhance your victim outreach and public awareness

activities.

## 10. Programmatic Issues

- a. **Disclaimer.** Subgrantees are encouraged to use the following or similar statement on appropriate products and materials produced or distributed under this subgrant (such as brochures, event programs, billboards): *"This project is supported by a National Crime Victims' Rights Week Community Awareness Project subgrant awarded by the National Association of VOCA Assistance Administrators through grant number 15POVC-21-GK-00412-NONF awarded by the Office for Victims of Crime, Office of Justice Programs, U.S. Department of Justice. The opinions, findings, and conclusions or recommendations expressed in this video are those of the speaker(s) and do not necessarily represent the official position or policies of the U.S. Department of Justice."*
- b. **Use of Logos.** Subgrantees may not use or permit the use of the logo(s) of the U.S. Department of Justice, the Office of Justice Programs (OJP), or the Office for Victims of Crime (OVC) except on materials that have received prior approval from OVC. NCVRW materials and graphics contained in OVC's NCVRW *Resource Guide* and its website, including the theme poster and video, may be used without further approval; you do *not* need to request approval to use these public domain resources.
- c. Any projects, activities, or events that involve the identification of individual crime victims must have the victim's or, in the event of a death, a family member's informed consent.
- d. To the extent possible, all activities and items should be environmentally sensitive, such as using biodegradable ribbons, etc.

## 11. Budget.

- a. NCVRW CAP funding is a reimbursement grant (see below, "After-Action Report/Reimbursement Request"). Advance payments may be permitted only in unusual circumstances for a major actual, documented, and obligated expense.
- b. Only expense items expressly enumerated in an approved subgrant budget will be reimbursed.
- c. The following specific costs are subject to additional Federal requirements:
  - i. Promotional items – These must contain a relevant message to NCVRW, such as the annual NCVRW dates, colors, theme, logo, and program contact information. Individual items may not exceed \$20/unit (including setup and shipping costs). Only quantities required for NCVRW CAP activities/events, and not for ongoing or long-term use, will be reimbursed. Subgrantees must report the number of items purchased/produced and the number used in NCVRW activities/events.
  - ii. Space/Venue rental and AV equipment – Competitive bids must be obtained using subgrant funds for any space or venue rental cost. The combined cost of space/venue and audio-video equipment may not exceed \$31.25/day per attendee. Although an elaborate formal written bidding process is not required, subgrantees must retain documentation that they sought at least three offers for space and AV equipment and the reasons why the vendor was selected.

- iii. **Speakers** –The speaker fee (or honoraria) may not exceed \$650/day or \$81.25/hour. This limitation on the maximum cost covers all funding sources (not just NCVRW CAP funds). Supplemental or non-NCVRW CAP funds may *not* be used to exceed this daily fee limit. A reasonable amount may be paid for the speakers’ preparation and travel time. Speakers may also be reimbursed a reasonable amount for the cost of transportation, lodging, and meals, not to exceed your agency’s travel policies or the allowable Federal rate for the city in which the event is taking place (this can be found at <http://www.gsa.gov/perdiem>), whichever is less. According to Federal Travel Regulations, the allowable reimbursement for meals and incidental expenses on travel days is 75% of the full-day amount. The CAP grant will not reimburse first-class air travel, additional seat upgrades, or extra legroom fees.
  - iv. Non-monetary awards, such as certificates or plaques, are allowable but must not exceed \$50 each (including setup and shipping charges). Monetary or cash awards, prizes, and gift cards are not allowed. Gift cards may be used as payment for otherwise allowable costs, such as speakers’ fees or honoraria.
  - v. Indirect costs may be charged only as provided in the approved budget using the rate specified in the Subgrant Award Agreement. The approved indirect cost rate may only apply to the modified direct total cost (MDTC). Direct and indirect costs may not exceed the amount specified in the Subgrant Award Agreement or approved budget modification. **Subgrantees with a current federally approved indirect cost rate must submit a copy of the signed indirect cost rate agreement.**
- d. The following costs and items are *not* allowable and will **not** be reimbursed as part of the NCVRW CAP subgrant:
- i. **Agency salary or staff time.**
  - ii. **Any food, beverages, or refreshments.** Any donated food, beverages, or refreshments must be identified as such at the event/activity, and federal funds were not used to pay for food, beverages, or refreshments.
  - iii. **Entertainment**, including bands, “bounce houses,” disc jockeys, or similar costs. Federal funds may not be used for any entertainment purposes, including the rental of equipment or other expenses related to the provision of entertainment. Attractions intended as an inducement to attend an event are unallowable. A minimal amount may be used as an honorarium to a local choir or color guard that is integral to and in keeping with the nature of the NCVRW event (such as a candlelight vigil).
  - iv. **Any costs associated with a fundraising activity.** Subgrant funds may not be used to pay for fundraising activities or associated fundraising activities, even if the money is earmarked for an organization other than the subgrantee. The examples below demonstrate unallowable uses of the grant funds:
    - Grant funds used to create or modify a website or web page announcing NCVRW activities and providing agency information if the web page also includes a link describing how people can donate to the organization or

participate in a fundraising activity.

- Grant funds used for an NCVRW ceremony open to the public, during which attendees can go into a room to bid on silent auction items.
- Grant funds used to host a walk/run during NCVRW in which the entrance fee raises money for a local charitable organization other than the subgrantee.
- Grant funds used to advertise NCVRW events, including non-fundraising and fundraising events. For instance, a newspaper ad lists the week's events, such as a candlelight vigil and a walk/run. If the walk/run is a fundraiser, then no portion of the cost of that ad is allowable or reimbursable.

v. **Bar charges or alcoholic beverages.**

vi. **Cash or gift cards as prizes or awards.** Although NCVRW CAP activities may involve contests or competitions, such as children's poetry, essay, or poster contests, subgrant funds may **not** be used for monetary gifts or awards, including cash or gift cards. Reasonable costs for other forms of recognition, such as certificates or plaques, are permissible but may not exceed \$50 each (including any set-up fees, shipping, etc.); expensive items, such as iPads, tablets, or other items that exceed \$50 each are not reimbursable.

vii. **Costs associated with professional training and other events not open to the general public** or primarily intended for a limited or narrow audience (e.g., only victim advocates, self-defense training). Subgrant funds cannot be used for continuing education credits.

viii. **Lobbying.** Subgrant funds may not be used directly or indirectly to try to influence the outcome of any Federal, state, or local election or to support the enactment, repeal, modification, or adoption of any law, regulation, or policy at any level of Government, without the express approval of OJP.

NOTE: Unallowable items **CANNOT** be reimbursed even if included in an otherwise approved budget.

e. **Project Income/Charging Fees.** Any charge or fee associated with an NCVRW CAP activity or event must be approved in advance. Although it may be possible for projects to charge a fee for events, such as a registration fee for a walk/run, doing so is strongly discouraged. Such fees may be charged *only to the extent such fees cover the actual, identifiable, and documented costs of the event*. Federal rules require that all program income be reported separately and may only be used for the same purposes as the Federal grant or to reduce the amount of Federal funds. Any revenue generated over actual costs will be utilized to reduce the amount of the Federal funds. The Project Income form is available on the Subgrantees Only website and must be used to report project income.

## 12. Modifications.

a. **Budget Modifications** – We realize that budgets submitted in the Application are estimates and may need to be altered. Modified budgets **may not exceed the total approved budget amount** shown in the Subgrant Award Agreement.

- i. Up to ten (10) percent of the total award amount may be transferred among already approved budget line items without prior approval. For example, if your approved total budget is \$5,000, you may allocate up to \$500 among budget line items already identified in the approved budget.
  - ii. You must submit a Budget Modification form and receive approval for any budget modification that:
    - totals more than ten (10) percent of the approved total budget and
    - uses subgrant funds for an expense item not explicitly included in the most recently approved budget.
  - iii. Budget modifications should be submitted to Rhonda Dean ([rhonda@navaa.org](mailto:rhonda@navaa.org)) using the form available on the Subgrantees Only website.
  - iv. Attach a copy of the most recently approved budget modification to the After-Action Report/Reimbursement Request.
- b. **Project Activity Modifications** – Any significant change to the nature, scope, or substance of project activities must be approved. Minor changes (e.g., rain dates, specific activity locations, etc.) do not need prior approval unless they involve a budget modification. There is no particular form to request approval of project activity modifications. Email Rhonda Dean ([rhonda@navaa.org](mailto:rhonda@navaa.org)) with a description and the reasons for the change(s).
- c. Modification requests must be submitted by Friday, April 12, 2024.
- d. Subgrantees are strongly advised to contact Rhonda Dean to discuss possible modifications to determine whether prior approval is required.

### 13. After-Action Report/Reimbursement Request (AAR).

- a. Reimbursement payments are typically made within a few days of approving a completed After-Action Report/Reimbursement Request. NAVAA must receive completed AARs by **Friday, June 28, 2024**. The sooner a final, complete, and acceptable AAR is submitted and approved, the sooner a reimbursement check can be issued.
- b. A copy of the AAR is sent to each subgrantee with their award notification. Copies in Word and PDF formats are also available on the Subgrantees Only website. **The fill-in PDF format is preferred.**
- c. Subgrantees should familiarize themselves with the information required in the AAR and this Guide at the outset of their projects to know what information and data will be required.
- d. Keep the AAR simple. Do not submit the AAR in a binder, portfolio, pocket, or plastic page sleeve.
- e. We recognize that most NCVRW CAP subgrantees are involved in many related events and activities in their communities. However, for the NCVRW CAP subgrant, the information in the AAR must be strictly limited to only those project activities, events, and items that are directly funded by the NCVRW CAP subgrant. In other words,



everything described or reported in the narrative or statistical sections of the AAR must be directly linked to items and expenses listed in Section 4, Reimbursement Request on the AAR Report. For example, if NCVRW CAP funds are only used to advertise an event but do not directly pay for its costs, the AAR should only report on the advertisements, not the event itself.

f. Section 1 – Organizational Information

- i. Enter the name of the subgrant agency/organization identified in the Subgrant Award Agreement. In general, reimbursement checks are issued to the subgrantee agency and mailed to the person completing the AAR. Space is provided for Special Instructions to indicate whether the check should be made to a different organization, such as a parent agency or fiscal agent, or mailed to a different person or address. Only one reimbursement check will be issued for each subgrant project and cannot be issued to an individual or vendor. **Note that the name of the check payee is limited to 41 characters.**

g. Section 2 – Project Description.

- i. Section 2a. Enter the specific date(s) of the implementation of the NCVRW CAP-funded events/activities. Do not include dates for planning or preparation. Remember that projects are meant to be conducted close to and during NCVRW.
- ii. Section 2b. Briefly describe the events/activities specifically supported with NCVRW CAP funds. Do not include any activities/events NOT funded in whole or part with NCVRW CAP funds. The described activities must relate directly to items included in the reimbursement request. Avoid using terms or descriptions of unapproved or unallowable activities or costs, even if a co-sponsor provides. For example, it is better to describe an event as a “recognition ceremony” rather than an “awards luncheon,” even if the food was donated and federal funds were not used to provide the food.
- iii. Section 2c. Explain why any of the approved activities or events were NOT implemented.

h. Section 3 – Public Awareness Activities and Materials

- i. Section 3a. Events. List the date(s) of publicly attended events *funded by the NCVRW CAP subgrant*. Do not include project planning dates, only the dates of the actual implementation of the event(s). These are events that people physically attend in person; do not list media or advertising campaigns or other activities that do not involve the public’s presence or attendance. Enter the total actual or estimated number of people attending each type of event.
- ii. Section 3b – Speakers. Identify speakers whose fees and travel costs *are paid with NCVRW CAP funds*. (Crime victims who wish to remain anonymous can be identified as “Victim 1,” etc.) For each speaker, enter the date(s), total fee paid, and the amounts paid for transportation (e.g., airfare, mileage reimbursement), lodging, ground transportation (e.g., taxis, shuttles, parking), and meals and incidental expenses (M&IE) and total amount paid. See “Budget Issues” above for restrictions on speaker fees. Travel costs may not exceed Federal rates (see [www.gsa.gov/perdiem](http://www.gsa.gov/perdiem)). The total for all speakers can be entered as “Speaker

Costs” in Section 4, Reimbursement Request, as a single line item.

- iii. Section 3c – Mass Media/Public Service Announcements. Enter the different or distinct advertisements produced in the “Number of Types Produced” column. In the “Number of Times Run” column, enter the total number of times the ad appeared. Newspapers and magazines may be print and digital editions. **Do not use the number of copies, views, exposures, impressions, or circulation figures.** For example, if you produced three different radio public service announcements (two 30-second PSAs and one 60-second PSA), enter “3” in the “Number of Types Produced.” If each of these three PSAs ran ten times during NCVRW, enter “30” in the “Number of Times Run” column. Space is provided for “Other,” but do NOT enter items that are also listed in Section 3i (e.g., do not list “posters” in the “Other Media” section). Do NOT include any social media in this section.
- iv. Section 3d – Other Mass Media (excluding social media). Enter the number of each of these media produced. Again, do not use the number of views, exposures, or impressions, just the number produced.
- v. Sections 3e, f, g and h. Enter the number of websites, media interviews, press releases, and other media contacts only if they directly relate to NCVRW CAP project-funded activities/events.
- vi. Section 3i – Printed/Promotional Items. Enter the total quantity of each type of item produced with *NCVRW CAP funds* and the total amount of those items used or distributed (the total quantity distributed cannot exceed the total amount produced) in connection with NCVRW CAP activities/events. Remember, items purchased with NCVRW CAP funds will be used only in conjunction with this year’s NCVRW events and activities. They are not intended to replenish an agency’s supply of materials or disseminate for extended periods.
- vii. Section 3j – Social Media. Indicate whether and how social media was used, including paid social media advertisements.
- viii. Section 3k – Other activities. Describe any project activities or materials not included in the previous sections.
- i. Section 4 – Reimbursement Request.
  - i. Record every specific expense requested for reimbursement and include them in an approved budget/budget modification. Attach a copy of any approved budget modification. List items in the same order as the approved budget or budget modification. Section 3b Speaker Costs can be listed as a single line item (e.g., “Total Speaker Costs”).
  - ii. Include a description for each expense item. Any set-up and shipping charges can be included in the unit cost or itemized on a separate line. Here are two examples:

Item Description	Quantity	Unit Cost	Amount
1. T-shirts	200	\$7.50	\$1,500



2. T-shirt setup (\$25) and shipping charges (\$15)				\$40
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Item Description		Quantity	Unit Cost	Amount
1. T-shirt setup (\$25) and shipping charges (\$15)		200	\$7.70	\$1,540

**\*\*Check your math so each line item accurately calculates\*\***

**The Quantity times the Unit Cost must equal the Amount, and the sum of all Amounts must equal the Total Direct Costs.**

- iii. Be prepared to explain how each expense item relates to a specific event or activity described in the narrative. The total amount requested cannot exceed the approved budget.
- iv. If indirect costs are claimed, enter the indirect cost rate shown on the Subgrant Award Agreement. Apply the indirect cost rate to total direct costs and enter the indirect costs.
- v. Enter the Total Request (Total Direct Costs plus Indirect Costs, if applicable). Do NOT exceed the total amount in the Subgrant Award Agreement or approved modified budget.
- vi. Use the space provided for any additional calculations or explanations.
- vii. **Copies of source documentation, such as invoices, bills, receipts, or checks for each line item of \$300 or more, must be submitted with the AAR. Documentation of all expenses must also be retained and submitted upon request.**
- j. Section 5 – Impact/Feedback.
  - i. Briefly provide any measures or indicators of the impact or reach of the project, such as the number of people attending an event.
  - ii. Documentation. Documentation is required to substantiate that the approved project was implemented. **We need to see the funded activities and items related to this year's NCVRW by showing NCVRW elements, such as NCVRW dates, colors, theme, and logo.** Documentation usually consists of copies of news articles that mention the NCVRW activities, press releases, event programs, photographs, etc. Photos should show NCVRW colors, theme, and logo, particularly on mass media ads, printed materials, and appropriate promotional or giveaway items purchased with subgrant funds. Please do not send us multiple pictures of people attending NCVRW events, especially if the pictures do not show the use of NCVRW identifying elements. Documentation should preferably be on letter-sized pages and should not exceed ten (10) pages. Use

screen captures instead of simply listing links to internet addresses. **Do not send actual samples of non-paper or oversized items.** Please try to reduce the image size of photos to 640 x 480 pixels.

- Documentation can be emailed as attachments with the AAR, sent as separate attachments/emails, or, if need be, mailed/shipped separately to NAVAA, Attn: Rhonda Dean, Project Director; 3928 8<sup>th</sup> Place, Des Moines, IA 50313.
  - Use the space provided to describe the types of documentation submitted and how the documentation is being submitted (if not attached to the AAR).
- iii. Provide your comments, suggestions, and feedback on 1) this year's NCVRW theme, color, and logo; 2) the materials contained in the *OVC Resource Guide*; 3) whether and how you may have used the NCVRW theme video; and 4) how we can improve the NCVRW CAP program.
- k. Section 6 - Submission
- i. The AAR must be signed (either manually or electronically) by an authorized agency representative. The AAR and documentation can be attached to an email addressed to [rhonda@navaa.org](mailto:rhonda@navaa.org) or mailed/shipped to NAVAA, Attn: Rhonda Dean, Project Director; 3928 8<sup>th</sup> Place, Des Moines, IA 50313
  - ii. Rhonda Dean will contact you if additional information or clarification is needed. Be sure to retain a copy of the AAR for your records. Reimbursement checks will be mailed within one week after approval of a complete and accurate AAR.