

Use this self-assessment tool to see if your organization meets the criteria to be eligible for VOCA funding, and if your organization has the systems in place needed to manage a VOCA grant if you receive one. At the end of the chart, you'll find a worksheet to help you create an action plan for any changes needed to be VOCA eligible and VOCA ready.

### Step 1: VOCA Eligibility (these requirements must be in place for you to apply for VOCA)

REQUIREMENT	Yes	No	Not sure	If yes	If no, what changes need to be made?
<b>ORGANIZATION TYPE</b>					
Are you a public or non-profit organization?				VOCA eligible	You're not currently eligible. Consider collaborating with another applying organization or becoming a nonprofit.
Are you one of the following? a. Victim services organization b. Faith-based organization c. Child advocacy center d. Hospital/emergency medical facility e. Legal assistance organization f. Mental health service organizations (note in-patient treatment facilities are NOT eligible) g. State/local child and adult protective services h. Housing authority with components specifically trained to serve crime victims i. Other community-based organization that provides services to crime victims				VOCA eligible. Note if you are not solely a victim services organization, you can only receive VOCA funds for the parts of your work that deliver direct services to crime victims.	If you are a different kind of organization that provides direct services for crime victims, your program is new, or you are unsure of the type of organization, you may still be eligible for VOCA funds. Contact EJUSA with questions.
<b>COMMUNITY ENGAGEMENT</b>					
Do you do any of the following activities to promote community efforts to aid crime victims? a. Host forums or panels to increase awareness b. Serve on commissions, taskforces, coalitions, or working groups that promote efforts to aid crime victims c. Have written agreements or MOUs with other organizations to more comprehensively aid crime victims				VOCA eligible	Join a local coalition or develop relationship with another victim service provider to demonstrate coordination in your community

REQUIREMENT	Yes	No	Not sure	If yes	If no, what changes need to be made?
<b>FUNDRAISING</b>					
Do you have other non-federal monetary or in-kind sources of income that you can use or raise to cover the required 20% match for your VOCA project?				VOCA eligible	Create a plan to identify/secure these sources. Can include cash and/or donated goods or services. <i>Inability to meet the match may not necessarily exclude you from VOCA. Check with your state.</i>
Are you registered with <a href="http://www.sam.gov">www.sam.gov</a> , and do you have a DUNS number?				VOCA Eligible	Register at <a href="http://www.sam.gov">www.sam.gov</a> at least 45 days before submitting a funding application. You'll need a DUNS number, which you can apply for at <a href="https://fedgov.dnb.com/webform">https://fedgov.dnb.com/webform</a>
<b>VICTIM SERVICES PROGRAM</b>					
<p>Do you provide any of the following victims' services?</p> <ul style="list-style-type: none"> <li>a. Crisis intervention</li> <li>b. Accompaniment to hospitals for medical examinations</li> <li>c. Hotline counseling</li> <li>d. Emergency food, clothing, transport, and shelter</li> <li>e. Emergency safety measures (boarding up broken windows, repairing/replacing broken locks, etc.)</li> <li>f. Emergency legal assistance such as filing restraining orders or obtaining emergency custody/visitation rights in family violence cases</li> <li>g. Other emergency services intended to restore a victim's sense of security</li> <li>h. Mental health counseling</li> <li>i. Group treatment and/or therapy</li> <li>j. Accompaniment, transportation, or child care so victims can attend court proceedings</li> <li>k. Notification of court dates</li> <li>l. Assistance with victim impact statements</li> <li>m. Forensic exams for sexual assault victims when they can't be covered by other funding sources</li> <li>n. Helping recover property held as evidence</li> <li>o. Acting on behalf of the victim to manage practical problems created by the victimization with service providers, creditors, or employers</li> <li>p. Helping victims apply for public assistance</li> <li>q. Locating external resources to help victims with relocation expenses (but not providing those expenses directly)</li> </ul>				VOCA eligible	If you perform other kinds of direct services for crime victims, these may still be eligible for VOCA funds. Call the VOCA office in your state to find out.

REQUIREMENT	Yes	No	Not sure	If yes	If no, what changes need to be made?
Do you have a record / history of providing services to crime victims and their families?				VOCA eligible	Demonstrate a history of providing effective services or show that 25-50% of your funding comes from non-VOCA sources (exact percentage varies by state).
Do you utilize volunteers to assist with victim services?				VOCA eligible	Create opportunities and recruit volunteers
Do you help crime victims apply for compensation benefits (i.e. notifying victims about compensation, helping them with forms and documentation, or checking on claim status)?				VOCA eligible	Learn about the compensation process in your state so you can incorporate this into your program.
Do you provide victim services free of charge?				VOCA eligible	Eliminate fees for services funded by VOCA or discuss the need for program income with your state VOCA Administrator.
Do you, or will you provide services to victims of federal crimes on same basis as local/state victims?				VOCA eligible	Required. Create a written policy that indicates you will provide such services equally to victims of federal, state, and local crimes.
If you are a faith-based organization, do you ensure that services are offered to all victims regardless of religious affiliation and without requiring participation in any religious activity or event?				VOCA eligible (ensure a written policy is in place before applying)	Write and implement a policy that VOCA-funded services will be provided without regard to religious affiliation and are not contingent on participation in religious activities.

**Step 2: VOCA Readiness (these systems must be in place for you to successfully track and report on your VOCA grant and to maintain eligibility for future funding)**

REQUIREMENT	Yes	No	Not sure	If yes	If no, what changes need to be made?
<b>FINANCES</b>					
Do you have an operating budget?				VOCA Ready	Create budget
Do you audit your financials at the end of the fiscal year?				VOCA Ready	If your revenues are more than a certain amount (varies by state), you will need to hire an auditor.
Do you track your income and expenses through Quickbooks, Excel or any other method?				VOCA Ready	Set up a system for tracking income and expenses.
Do you document all of your expenses?				VOCA Ready	Set up a system for keeping receipts and approvals on file for every expense.
Do you track all of your income and expenses against specific funding sources?				VOCA Ready	Keep documentation of income (grant letters, check copies for large donations, etc.) and set up your financial tracking system to charge each expense to a specific income source.

REQUIREMENT	Yes	No	Not sure	If yes	If no, what changes need to be made?
<b>RECORD KEEPING</b>					
Do you keep files for each of your clients?				VOCA Ready	Develop client files for any crime victims who will participate in the VOCA-funded project.
Do you track statistics/demographics on crime victims served (by race, national origin, sex, age, and disability)?				VOCA Ready	Begin collecting data on victims served, in compliance w/ federal civil rights data requirements
Do you keep copies of all vendor contracts on file?				VOCA Ready	Keep contracts on file for all services providers who will be delivering VOCA-funded services
Do you have job descriptions on file for all your staff and/or volunteer positions?				VOCA Ready	Create job descriptions for all victim services staff and/or volunteers
Do you keep daily time and attendance records and track activities for staff?				VOCA Ready	Create timesheets for staff to document the time spend on VOCA activities
Do you keep daily time and attendance records and track activities for volunteers?				VOCA Ready	Create timesheets for volunteers to document the time spent on VOCA activities. This will also allow you to count your volunteer hours towards your match requirement.
Do you have a confidentiality policy?				VOCA Ready	Create and implement a policy to ensure client-counselor confidentiality, as required by state and federal law.
Do you have a conflict of interest policy?				VOCA Ready	Create a policy.
Do you comply with federal laws regarding equal employment opportunity?				VOCA Ready	Create a policy for equal employment opportunity.

What is my state's VOCA application deadline? \_\_\_\_\_

(Go to your state's VOCA website to find your deadline. This will help you determine the timeline you need to fill out your action plan on the next page. Find your state's VOCA website at <http://www.ovc.gov/map.html>)

### Step 3: Action plan

For every item where you checked “No,” circle the to-do item in the last column and transfer those items to the chart below. On the left hand side, fill in the to-do item from the chart above, and on the right hand side, determine the specifics about who, when, and how you will get it done. Feel free to add as many rows as you need.

SPECIFIC TO DO ITEM	DETAILS OF STEPS WE NEED TO TAKE TO MAKE THIS HAPPEN	WHO WILL DO IT?	BY WHEN?