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# STEP 1: PRE-SCREEN

## VOCA Pre-Screen Review

The following questions are completed by the applicant and submitted as part of the application. UOVC Grant Analysts will review the responses to determine if the program meets basic eligibility requirements and can proceed to the next phase of the review process.

1. Is the applicant a public, non-profit, or tribal organization that provides direct services to crime victims?
2. Does the applicant offer the same services to victims of federal crimes as you do to other crime victims?
3. Does the applicant have the ability to meet the program match requirements?
4. Does the applicant:
  - a. Have a record of providing effective direct services to victims of crime?
  - b. Have evidence of community support for your services?
  - c. Have a history of delivering services in a cost-effective manner?
  - d. Demonstrate financial support from non-federal sources?
5. If the applicant is a new program without a record of providing victim services, can it demonstrate that 25-50% of its financial support comes from non-federal sources?
6. Does the applicant utilize volunteers in its program?
7. Does the applicant comply with VOCA's non-discrimination provisions?
8. Does the applicant promote a coordinated public and private effort to aid crime victims in the community it serves?
9. Does the applicant assist victims in seeking available crime victim compensation benefits?
10. Does the applicant provide services at no charge through the VOCA-funded project?
11. Does the applicant comply with applicable VOCA provisions, program guidelines, and M7100.1D requirements, including maintaining appropriate programmatic and financial records that disclose the amount and disposition of VOCA funds received?
12. Does the applicant maintain client confidentiality as required by state and federal law?
13. Does the applicant maintain the required civil rights statistics on victims served (e.g., by race or national origin, sex, age, and disability) and permit reasonable access to its records to verify compliance with civil rights laws?

14. Does the applicant ensure the confidentiality of research information under 1407(d) of VOCA codified at 42 U.S.C. 10604?
15. Does the applicant submit statistical and programmatic information on the use and impact of VOCA funds as required by UOVC?
16. Does the applicant have a current SAM (System for Award Management) registration?

## **VAWA Pre-Screen Review**

The following questions are completed by the applicant and submitted as part of the application. UOVC Grant Analysts will review the responses to determine if the program meets basic eligibility requirements and can proceed to the next phase of the review process.

1. Does the applicant operate as a state or local government unit, tribal organization, or non-profit that provides services to victims of domestic violence, sexual assault, stalking, dating violence, or female genital mutilation?
2. Does the applicant:
  - a. Have a record of providing effective direct services to victims of crime?
  - b. Have evidence of community support for your services?
  - c. Have a history of delivering services in a cost-effective manner?
  - d. Demonstrate financial support from non-federal sources?
3. Does the applicant have the ability to meet the program match requirements?
4. Does the applicant's project support at least one of the 24 VAWA Program Purpose areas?
5. Does the applicant comply with VAWA's non-discrimination provisions?
6. Does the applicant provide services at no charge through the VAWA-funded project?
7. If the applicant is a new program without a record of providing victim services, can it demonstrate that 25-50% of its financial support comes from non-federal sources?
8. Does the applicant promote a coordinated public and private effort to aid crime victims in the community it serves?
9. Does the applicant have a current SAM (System for Award Management) registration?
10. Does the applicant's agency have a current 501(c)(3) status? (Leave blank if the agency is government-based)

## **SASP Pre-Screen Review**

The following questions are completed by the applicant and submitted as part of the application. UOVC Grant Analysts will review the responses to determine if the program

meets basic eligibility requirements and can proceed to the next phase of the review process.

1. Is the applicant a state designated rape crisis center, other nonprofit, nongovernmental organizations or tribal program that provides services, direct intervention, and related assistance to victims of sexual assault and their families?
2. Does the applicant:
  - a. Have a record of providing effective direct services to victims of crime?
  - b. Have evidence of community support for your services?
  - c. Have a history of delivering services in a cost-effective manner?
  - d. Demonstrate financial support from non-federal sources?
3. Does the applicant serve all victims of rape and sexual assault regardless of age?
4. Does the applicant promote a coordinated public and private effort to aid crime victims in the community it serves?
5. Does the applicant's agency have a current 501(c)(3) status? (Leave blank if the agency is government-based)
6. Does the applicant provide services at no charge through the SASP-funded project?
7. Does the applicant maintain confidentiality of client-counselor information, as required by state and federal law?
8. Does the applicant's agency have a current 501(c)(3) status?

# STEP 2: APPLICATION REVIEW

## External Review

The next step in the applicant review process is the External Review, conducted by a panel of experts from various fields connected to victim services. These external reviewers will evaluate applications based on established criteria to ensure a thorough and impartial assessment of program qualifications and potential impact.

### Scoring Rubric Summary

Section	Max Points
Statement of Problem, Need & Collaboration	40
Program Plan	30
Certification of Collaboration & Coordination	20
Forms & Attachments	10
Budget	No Points
Total	100

*\*Max Possible Score is 100*

This application is separated into **four** scorable sections, with additional guidance and scoring criteria for each individual narrative question.

### Statement Of Problem, Need & Collaboration

1. Tell us about your organization, its mission, how long it has existed, the programs you offer, and who benefits from your services. **POSSIBLE POINTS: 5**
2. What type(s) of victimization will the funding focus on? What challenges do these victims face? How will this funding help meet their specific needs? **POSSIBLE POINTS: 10**
3. What steps will you take to ensure communities impacted by inequity are made aware of and have access to your agency's services? **POSSIBLE POINTS: 5**
4. How does the program plan and budget in this request specifically address the needs of the victims served by this program? **POSSIBLE POINTS: 10**
5. What strategies does your program use to evaluate its effectiveness and improve services? **POSSIBLE POINTS: 5**

6. To demonstrate a record of providing effective services, please attach data or evidence showing how your program has successfully served victims. **POSSIBLE POINTS: 5**

TOTAL POSSIBLE POINTS: 40

## **Program Plan**

The Program Plan outlines how funds will be used, detailing goals, objectives, activities, and timelines in a structured, measurable way. It demonstrates the applicant's capacity to deliver meaningful outcomes for victims while aligning with federal program purposes. Strong plans feature clear goals, measurable objectives, and well-defined activities. Reviewers should score based on the following components:

### **VOCA Program Plan Scoring Criteria:**

- A. Goals align with the six federal purpose areas and Objectives are clear, measurable and focused on meaningful outcomes, not routine tasks. **POSSIBLE POINTS: 10**
- B. Activities are detailed, realistic and are directly tied to the goals. Methods clearly describe how activities achieve measurable results. **POSSIBLE POINTS: 10**
- C. Clear metrics to track progress and milestones fit the reporting structure. **POSSIBLE POINTS: 5**
- D. Clearly identifies roles for goal performance and roles are logically tied to activities and goals. **POSSIBLE POINTS: 5**

### **VAWA Program Plan Scoring Criteria:**

- A. The Required VAWA Information form is completed clearly with all appropriate sections filled out accurately and thoroughly. **POSSIBLE POINTS: 10**
- B. The applicant has identified specific Implementation Plan goal(s) that their application will support. If the application does not align with any Implementation Plan goals, the applicant has provided a clear and adequate justification. **POSSIBLE POINTS: 10**
- C. Activities are detailed and directly related to the Implementation Plan goals, Federal Priorities, and at least one of the 24 Program Purposes. **POSSIBLE POINTS: 10**

### **SASP Program Plan Scoring Criteria:**

- A. Evaluate whether the SASP Information form is completed accurately and thoroughly, with all appropriate sections filled out. Additionally, assess whether

the identified statutory purpose areas are clearly aligned with the proposed program plan. **POSSIBLE POINTS: 10**

- B.** Evaluate if the projections for victims and services are realistic, and if they align with the proposed program plan and budget sections of the application.

**POSSIBLE POINTS:10**

- C.** Did the applicant clearly articulate the intended outcomes of the SASP-funded program, including the specific changes or impacts they aim to achieve?

**POSSIBLE POINTS: 10**

TOTAL POSSIBLE POINTS: 30

## **Certification Of Collaboration & Coordination**

Review the Certification of Consultation and Coordination form to ensure the applicant has addressed all required elements. Check that they have described the frequency of meetings, identified collaborating partners, and provided a clear explanation of the local service landscape, including unmet needs and how they plan to address those needs during the project period. Confirm that the form is signed by all required partners.

TOTAL POSSIBLE POINTS: 20

## **Forms and Attachments**

When reviewing forms and attachments, check that all required documents are included, complete, and easy to read. Make sure forms are filled out correctly, with all mandatory fields completed. Match the attachments to the checklist to confirm they are relevant, labeled properly, and in the correct format. Look for details like dates, signatures, and supporting documents to ensure everything meets the guidelines. Note any missing or incorrect items

TOTAL POSSIBLE POINTS: 10

## **Budget**

Reviewers are invited to provide general feedback on the budget, though it's not required. Please highlight any positive aspects, areas of concern, or suggestions for improvement. The goal is to offer a quick, high-level review to assist the internal team in their detailed budget assessment.

**Note:** This limited review is intentional, as the budget will be thoroughly assessed during the internal review phase, where it plays a more significant role.

NO POINTS.

## Internal (UOVC) Review

The next step in the process is the Internal UOVC Review, where UOVC staff and management evaluate the applications using a separate set of criteria outlined below. This review focuses on community impact and service provision, budget and justification of need, and program grant management.

### Scoring Rubric Summary

Section	Max Points
Community Impact and Service Provision	40
Budget and Justification of Need	35
Program Grant Management	25
<b>Total</b>	<b>100</b>

## Scoring Sections

### 1. Evaluating Community Impact and Service Provision

**Purpose:** To assess the extent to which the proposed project addresses a critical community problem, fulfills an essential need in the service area, provides cost-effective and high-quality services using best practices, and collaborates effectively with community partners.

#### Reviewing and Scoring Criteria:

- I. Quality of Services and Effectiveness (up to 10 points available)
- II. Alignment with Federal Grant Program Purposes (up to 10 points available)
- III. Meeting Unique Community Needs (up to 10 points available)
- IV. Collaboration and Community Integration (up to 10 points available)

TOTAL POSSIBLE POINTS: 40

### 2. Budget and Justification of Need



**Purpose:** To evaluate the applicant's budget and justification for costs, ensuring that the proposed expenses are reasonable, aligned with the program's goals, and appropriate for the scope of services. Additionally it assesses how well the applicant utilizes outside resources to supplement their project and manage funding effectively.

**Reviewing and Scoring Criteria:**

- I. Budget Alignment and Reasonableness (up to 15 points available)
- II. Cost Effectiveness and Efficiency (up to 15 points available)
- III. Use of Outside Resources (up to 5 points available)

TOTAL AVAILABLE POINTS: 35

**3. Program Grant Management (for returning agencies)**

**Purpose:** To assess the applicant's history of grant management and their capacity to effectively administer the program, ensuring they have demonstrated the ability to manage federal funds, meet performance outcomes, and comply with all applicable regulations.

**Reviewing and Scoring Criteria:**

- I. History of Successful Grant Management (up to 10 points available)
- II. Capacity to Administer the Program (up to 10 points available)
- III. Internal Controls and Accountability (up to 5 points available)

**3. Program Grant Management (for new agencies)**

**Purpose:** To evaluate the applicant's ability to achieve program outcomes, manage finances, and meet grant requirements. It considers financial sustainability, accountability, infrastructure, and readiness to handle audits and multiple funding streams.

**Reviewing and Scoring Criteria:**

- IV. Measurable Performance Indicators (up to 9 points available)
- V. Financial Management (up to 9 points available)
- VI. Grant Management Capacity (up to 8 points available)

TOTAL AVAILABLE POINTS: 25

## STEP 3: FINAL REVIEW & DETERMINATION

### Review and Scoring Process

Each application will receive three scores:

1. **External Reviewer Score:** The average of scores given by all external reviewers.
2. **Internal Reviewer Score:** The average of scores given by all internal reviewers.
3. **Final Average Score:** The average of the external and internal scores.

### Funding Determinations

Once we have received the total of all funding requests, as well as the application scores from all external and internal reviews, the UOVC grant staff and management will use these scores in a calculation to determine how to adjust the total amount of requests to align with the total funds available. This approach ensures equitable and data-driven allocation decisions. After the calculations, a final review will be conducted, and funding recommendations will be presented to the Commission on Criminal and Juvenile Justice for review and approval.