

OCVA Language Bank Grant Program

APPLICATION FOR SFY2010 FUNDING

**Twelve (12) Month Funding Period
July 1, 2009 – June 30, 2010**

Administered by the
**Office of Crime Victims
Advocacy**



Office of Crime Victims Advocacy
906 Columbia St. SW
P.O. Box 48304
Olympia, WA 98504-8304



**Office of Crime Victims Advocacy
Victims of Crime Program Staff**

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**Applications Due at the OCVA office by 5:00pm
on March 30, 2010**

This project is supported by FFY 2008 & FFY 2009 Grants awarded by the Office for Victims of Crime, U.S. Department of Justice. Points of view in this document are those of the author, and do not necessarily represent the official position or policies of the U.S. Department of Justice.

SFY 2010 OCVA LANGUAGE BANK GRANT APPLICATION

FORMS TO COMPLETE AND SUBMIT:

- Attachment A – Agency Contact & Representative Information
- Attachment B – OCVA Language Bank Certifications for Application
- Attachment C – Budget Detail Worksheet
- Attachment D – Application Checklist

ELIGIBLE APPLICANTS ARE:

Current recipients of the following grants:

- Sexual Assault Specialized and Core Services
- Sexual Assault Services in Native American Communities
- Sexual Assault Services in Marginalized Communities
- Domestic Violence Legal Advocacy
- STOP Victim Services
- Crime Victim Service Centers
- Victims of Crime in Marginalized Communities
- DSHS Domestic Violence Shelter Contracts
- DSHS Services in Marginalized Communities
- VOCA ARRA funds
- STOP ARRA Victim Services

These funds cannot cover interpretation services when the primary purpose is to support communication between your client and an attorney, the civil court system, or the criminal legal system. This service is to improve communication between a victim and your staff/volunteers during advocacy and other direct services. Interpretation services are eligible as long as they are outside of the criminal legal system. By law, the criminal legal system is required to provide interpretation services for individuals participating in the system. Interpretation services that OCVA will reimburse are related to crisis intervention, information/referral, legal advocacy, medical advocacy, and outreach when the primary purpose is to connect a victim to your services.

As such, the following OCVA grant recipients are not eligible for this grant:

- Victim/Witness Programs in County Prosecutor's Offices
- STOP Law Enforcement
- STOP Prosecution
- STOP Statewide (non-direct services)
- STOP ARRA Law Enforcement
- STOP ARRA Prosecution
- STOP ARRA Statewide (non-direct services)

Please contact Grace Call at OCVA with any questions regarding your organization's eligibility at grace.call@commerce.wa.gov or 866-857-9889.

Please send one unbound original of your completed application to:

Office of Crime Victims Advocacy
Attention: Grace Call
906 Columbia Street SW
PO Box 48304
Olympia, Washington 98504-8304

**You may also email your application to grace.call@commerce.wa.gov
or fax your application to 360-586-7176
as long as it arrives by 5:00pm on March 30, 2010.**

ATTACHMENT A

**OCVA LANGUAGE BANK
Application**

AGENCY CONTACT & REPRESENTATIVE INFORMATION

Agency Name

Program Contact

Title

Email address

Phone (Program Contact)

Fax Number

Fiscal Contact

Title

Email address

Phone (Fiscal Contact)

Fax Number (If different than above)

Mailing Address

City

State

Zip

Federal Tax ID Number

Agency Fiscal Year

Does the location where services are primarily provided comply with ADA requirements for accessibility? Yes No If no, please explain:

ATTACHMENT B

**OCVA LANGUAGE BANK
Application**

DECLARATION AND CERTIFICATIONS

DECLARATION: Signature below acknowledges this organization is hereby applying for funding through the Department of Commerce for the OCVA Language Bank grant program in _____ county(ies) for use during direct service provision for victim/survivors of crime, such as assault, robbery, child abuse, vehicular assault and homicide, property crime, trafficking, hate crimes, kidnapping, identity theft, burglary, drunk and drugged driving, attempted homicide and survivors of homicide, sexual assault, dating violence, domestic violence, elder abuse, and stalking.

Basic Information about the OCVA Language Bank:

- Interpretation services may be used for advocacy and other direct services that occur in person or over the phone.
- This is not a new program, but rather a new method for distributing funds to support interpretation services. OCVA is committed to increasing services to victims with limited English proficiency.
- There are no restrictions on using certified vs. uncertified interpreters. Ideally, programs would have (or build) relationships with local interpreters that you know have the necessary skills to work with your clients in a confidential, professional, and appropriate way.
- Travel and mileage for interpreters are both eligible expenses.
- Interpretation services that offer interpretation over the phone are eligible. These interpreters or interpretation companies may require your organization to have an account with them prior to using their services. It is up to your organization to coordinate these types of logistics.
- The OCVA Language Bank grant program is a grant separate from other OCVA grants and will have a unique A-19 procedure. Because this process is new, copies of invoices, receipts, and verification of interpretation services will be required with each A-19 in order to be processed.

- The maximum grant award for this program will be **\$10,000**. The minimum grant award will be \$1,000. If you haven't used interpretation services in the past year, OCVA still welcomes your application for \$1,000.
- OCVA will make as many Language Bank awards as we are able to within existing resources and budget constraints. At this time, we do not know the future of this grant program beyond June 30, 2010.

The OCVA Language Bank grant program **cannot**:

- Support the salaries for staff and/or volunteers who are bilingual or who are able to provide language accessible services in languages other than English.
- Translation services (of written documents, websites, or resources) are not eligible for reimbursement through the OCVA Language Bank. Translation costs should be negotiated with your OCVA program coordinator and included in your other OCVA grant budgets.
- These funds cannot cover interpretation services when the primary purpose is to support communication between your client and an attorney, the civil court system, or the criminal legal system. This service is to improve communication between a victim and your staff/volunteers during advocacy and other direct services. Interpretation services are eligible as long as they are outside of the criminal legal system. By law, the criminal legal system is required to provide interpretation services for individuals participating in the system. Interpretation services that OCVA will reimburse are related to crisis intervention, information/referral, legal advocacy, medical advocacy, and outreach when the primary purpose is to connect a victim to your services.
- Reimburse interpreters more than \$80/hour.
- Support Indirect/Overhead, Contracted Services, Salaries, or Benefit costs of your organization.

Signature

Date

Typed Name and Title of Authorized Representative

ATTACHMENT D
APPLICATION CHECKLIST

- Submit a completed **Attachment A** for your organization.
- Review, sign and date **Attachment B**.
- Complete the Budget Detail Worksheet and Narrative for your organization **Attachment C**.
- Submit a copy of invoices to support your agency's last two months (or instances) of interpretation expenses. Your projected budget should be based on your agency's past use of interpretation services. That being said, you may project some increased use of interpretation services because of this grant program and include this increase in the application budget.
- Review, mark, and submit the completed Application Checklist, **Attachment D** with the complete application.

**Please send your completed application directly to
OCVA on or before 5:00 pm on March 30, 2010.**