

# OCVA Language Bank Grant Program

## APPLICATION FOR SFY2016 FUNDING

**Twelve (12) Month Funding Period  
July 1, 2015 – June 30, 2016**

**Application Due: April 28<sup>th</sup> for July 1 Start Date**

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



Office of Crime Victims Advocacy  
1011 Plum Street SE  
PO Box 42525  
Olympia, Washington 98504-2525



**Office of Crime Victims Advocacy  
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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 2016 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 – Brief Narrative
- Attachment E – 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
- Sexual Assault Services Program
- 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

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 an individual 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 an individual 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)

**NEW: Copy of Internal Revenue Service (IRS) 501(c)(3) determination letter must be submitted:**

VOCA funding requirements stipulate that an entity that is eligible for funding based on its status as a nonprofit organization must be an organization that is described in section 501(c)(3) of the Internal Revenue Code of 1986 and is exempt from taxation under section 501(a) of that Code. See 42 U.S.C. § 13925(b)(16)(B).

If the nonprofit organization has not previously submitted a copy of its Internal Revenue Service (IRS) 501(c)(3) determination letter to OCVA, it must submit a copy of the IRS 501(c)(3) determination letter with the organization's application for funding.

Please contact Chris Fenno at OCVA with any questions regarding your organizations eligibility at [christine.fenno@commerce.wa.gov](mailto:christine.fenno@commerce.wa.gov) or 866-857-9889.

**The maximum grant award for this program will be \$15,000.**

If the application requests are greater than the funding available agencies may receive only a portion of their request.

OCVA may include prior history of spending Language Bank grants in determining grant amounts.

**Please send one unbound original of your completed application to:**

Office of Crime Victims Advocacy  
Attention: Chris Fenno  
1011 Plum Street SE  
PO Box 42525  
Olympia, Washington 98504-2525

**You may also email your application to [christine.fenno@commerce.wa.gov](mailto:christine.fenno@commerce.wa.gov)  
or fax your application to 360-586-7176.**

**ATTACHMENT A**  
**OCVA LANGUAGE BANK GRANT**  
**Application**

AGENCY CONTACT & REPRESENTATIVE INFORMATION

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Agency Name

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Program Contact

Title

Email address

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Phone (Program Contact)

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Fax Number

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Fiscal Contact

Title

Email address

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Phone (Fiscal Contact)

---

Fax Number (If different than above)

---

Mailing Address

City

State

Zip

---

Federal Tax ID Number

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Agency Fiscal Year

## ATTACHMENT B

### OCVA LANGUAGE BANK GRANT 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 individuals 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 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. Travel expenses incurred or paid shall be reimbursed at a rate not to exceed the current state rate and in accordance with the State of Washington Office of Financial Management Travel Regulations.
- 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.
- To make the most of the grant funds, we ask that you try to use local interpretation services when possible rather than rely exclusively on telephone-based services.
- The OCVA Language Bank grant program is a grant separate from other OCVA grants and will have a unique A-19 procedure. Copies of invoices, receipts, and

verification of interpretation services are required with each A-19 in order to be processed for payment.

- The maximum grant award for this program will be \$15,000.
- 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, 2016.

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 person of crime 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 person of crime to your services.
- Reimburse interpreters more than \$80/hour.
- Support Indirect, Contracted Services, Salaries, or Benefit costs of your organization.

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Signature

Date

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Typed Name and Title of Authorized Representative

**ATTACHMENT D**  
**OCVA LANGUAGE BANK GRANT**  
**Application**

**BRIEF NARRATIVE**

Please briefly describe or address each of the following areas:

- What is the estimated proportion of phone vs in-person advocacy when interpretation is used?
- What kinds of efforts has your organization made to use in-person interpretation services, instead of interpretation over the phone, during the past grant year?

**ATTACHMENT E**  
**APPLICATION CHECKLIST**

- Submit a completed **Attachment A** for your organization.
  
- Review, sign and date **Attachment B**.
  
- Complete the Budget Detail Worksheet **Attachment C**.
  
- Complete the Brief Narrative **Attachment D**.
  
- Review, mark, and submit the completed Application Checklist, **Attachment E**, with the complete application.

Check one below for Internal Revenue Service (IRS) 501(c)(3) determination letter:

- Submit a copy of Internal Revenue Service (IRS) 501(c)(3) determination letter.
  
- Previously submitted Internal Revenue Service (IRS) 501(c)(3) determination letter to OCVA.

**Please send your completed application directly to OCVA.**

**ATTACHMENT C - BUDGET WORKSHEET**  
**OCVA LANGUAGE BANK GRANT PROGRAM**  
**2015-2016 Application**

**Agency Name:** \_\_\_\_\_

**Budget - July 1, 2015 - June 30, 2016**

**Goods and Services** - Goods and services must be related to the provision of interpretation services during advocacy and other direct services. These costs may include, but are not limited to, mileage, transportation, and/or travel expenses. Try to use local interpretation services when possible rather than telephone-based services exclusively.

<u><b>Goods &amp; Services</b></u>	<u><b>Amount</b></u>
_____	\$ _____
_____	\$ _____
_____	\$ _____
<b>Total Grant Amount</b>	<b>\$ -</b>

\*Salaries, Benefits, Contracted Services, and Indirect costs are not eligible under the OCVA Language Bank grant program.