

# OCVA Training Bank Grant Program

## APPLICATION FOR SFY2017 FUNDING

**Application Due Date:  
August 9, 2016 for September 1, 2016 Start Date**

**\*\*Applications will also be accepted throughout the fiscal year with adjusted start dates\*\***

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



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



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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 2017 OCVA TRAINING BANK GRANT APPLICATION

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## Attachments

- Attachment A – Agency Contact Information Form
- Attachment B – Declaration and Certifications
- Attachment C – Budget Detail Worksheet
- Attachment D – Training Request Form
- Attachment E – Application Checklist

## Appendices

- Appendix A – VOCA Final Program Guidelines

## **ELIGIBILITY**

Eligible applicants must be 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 (SASP)
- Domestic Violence Legal Advocacy
- STOP Victim Services
- Crime Victim Service Centers
- Services to Victims of Crime in Marginalized Communities
- DSHS Domestic Violence Shelter Contracts
- DSHS Services in Marginalized Communities
- Future VOCA Contract/Grant Recipients

This funding is to support training costs for direct service staff who provide advocacy and other direct services and their supervisors.

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)

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.

## **AWARD AMOUNT**

The maximum grant award for this program is \$5,000. Training expenses must be incurred during the award period to be eligible for reimbursement. Grant awards not utilized during the award period cannot be used during another time period.

## **CONTACT INFORMATION**

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

**No electronic submissions will be accepted**

## INTRODUCTION

The Training Bank Grant Program is a new grant program funded by the Federal Victims of Crime Act (VOCA) funds. This application details the process to procure funding from the Washington State VOCA Formula Grant to provide funding for staff providing direct services and their supervisors to participate in trainings and conferences.

OCVA is committed to insuring that quality, culturally appropriate, person-centered services are available and accessible for individuals who have been hurt or harmed. Access to training for direct service staff (advocates, therapists, and support group facilitators) and direct service supervisors is critical to building and sustaining a high quality, inclusive, person-centered service framework.

## PURPOSE

The purpose of the Training Bank Grant Program is to support the training needs of direct service staff and their supervisors. As a result of training received, individuals, families, and communities across the state will benefit from the enhanced skills and knowledge of direct service staff.

Training will:

- Increase knowledge about specific crime types, trauma, therapeutic modalities, intersectionality, and strategies related to increasing access to support and assistance, improve or enhance specific skills (advocacy, therapy, support group, outreach) to carry out a primary job function directly related to the provision or supervision of direct service
- Help advocates understand how to assist individuals in accessing and navigating crime-related systems and services
- Increase knowledge and skills related to working with individuals from marginalized communities

Training topics may include but are not limited to:

- Trauma-informed care
- Poly-victimization
- Working with specific populations (teens, elderly, LGBTQ, two-spirit, Native American)
- U and T Visa relief
- Supporting boys and young men of color
- Traditional healing
- Core Advocate Training
- Supervision

The OCVA Training Bank Grant Program is a grant separate from other OCVA grants and will have a unique A-19 Invoice procedure. The Goods & Services back-up form must be completed and submitted when requesting payment.

## ELIGIBLE COSTS

The Training Bank Grant Program funds can only be used to:

- Reimburse costs incurred for trainings to develop the skills of direct service staff providing services to individuals who have been hurt or harmed
- Reimburse training costs for supervisors of direct service staff if the training directly relates to the direct service work being implemented by OCVA/DSHS grantees
- Pay costs for training-related travel, including transportation, meals, lodging and registration fees

All training must be approved prior to attending by the state staff overseeing your primary victim service grant (example: for domestic violence shelter programs, approval from Susan Hannibal at DSHS, crime victim service center program, approval from Chris Fenno at OCVA, sexual assault program, approval from Trisha Smith).

**Please note:** 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](#) for travel within Washington state and [U.S. General Services Administration \(GSA\)](#) for travel outside Washington state.

## INELIGIBLE COSTS

The Training Bank Grant Program funds cannot be used for:

- Training costs incurred for volunteers
- Training costs incurred for individuals, including administrators and board members, not engaged in direct victim services
- Training costs incurred for costs related to hosting a training or conference
- Sending victims/survivors to trainings/conferences
- Attendance of training or conference that does not directly relate to the direct service work being implemented by OCVA/DSHS grantees, including trainings with the main purpose to increase knowledge and skills about management or administrative topics.
- Out of state training without prior approval
- Victim/Witness staff to attend training or conference
- Training on prevention
- Training on ineligible VOCA services

## BUDGET INFORMATION

### Budget – Goods and Services

Using Attachment C – Budget Detail Worksheet and Attachment D – Training Request Form, identify the expenses that you propose be charged to this grant. Your budget is for the period September 1 – June 30. Trainings must be completed during the grant period.

Eligible expenses are training-related travel, including transportation, meals, lodging and registration fees for direct service personnel and their supervisor. Requests for out-of-state travel must be pre-approved and will be closely scrutinized. Your computations must use the current per diem rates for mileage, lodging, and meals.

Current rates can be accessed at [State of Washington Office of Financial Management Travel Regulations](#) for travel within Washington state and [U.S. General Services Administration \(GSA\)](#) for travel outside Washington state.

#### **Follow the following steps if you have not yet determined which training/s to attend:**

Complete and submit Attachment C only, requesting an amount up to \$5,000. To complete the “Description” column on the form, include “Costs to attend conferences and trainings” and the amount you are requesting. You do not have to submit Attachment D – Training Request Form at the time you are submitting this application.

Once you have been awarded the grant and have determined the specific trainings staff will attend, complete and submit Attachment D – Training Request Form. Once you have received approval of your request, you may bill approved charges to this grant. **You cannot request reimbursement of costs unless a) you submitted a Training Request Form for each training/staff attending and b) your request has been approved. You cannot request reimbursement in excess of the grant total.**

#### **Follow the following steps if you have determined which training/s to attend:**

For each training, complete Attachment D – Training Request Form. If several staff will attend the same training, please complete one form for each of them. Transfer the total costs for each training to Attachment C.

For example, if you are requesting to attend two trainings and one conference, you will complete three training request forms. On Attachment C, you will list the name for each training and conference in the “Description” column on the form, and list the cost for each training and conference as calculated on Attachment D.

Submit both Attachment C (one copy for each training/staff attending) and Attachment D with your application.

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**OCVA TRAINING BANK GRANT PROGRAM  
Application**

DECLARATION AND CERTIFICATIONS

**DECLARATION:** Signature below acknowledges this organization is hereby applying for funding through the Department of Commerce for the OCVA Training Bank Grant Program to support training costs for direct service staff who provide advocacy and other direct services and their supervisors.

By signing below, the applicant acknowledges the following:

- Training Bank Grant Program funds will be used only to reimburse costs incurred for trainings to develop the skills of direct service staff and their supervisor; trainings must directly relate to the direct service work being implemented by OCVA/DSHS Grantees.
- Funds will not be used for training costs incurred by volunteers, management, administrative staff, or board members.
- Trainings will be completed during the grant period.
- Travel expenses will be reimbursed at a rate not to exceed the current per diem rate for mileage, lodging, and meals.
- All requests for travel must be pre-approved.

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Signature

Date

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Typed Name and Title of Authorized Representative

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Agency Name

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## Training Request Form

Complete the following information for each training you are requesting to attend. Please use one copy of this form for each training and for each staff planning to attend. DSHS/OCVA will use the information you provide to consider your request. Requests must be pre-approved in order for the grantee to submit any expenses to the OCVA Training Bank Grant.

Agency Name:
Name of Staff Attending Training:
Job Title:
Title Of Training:
Date(s) of Training:
Location:
Check all current DSHS/OCVA grants that staff attending training is paid through: <input type="checkbox"/> Sexual Assault Services <input type="checkbox"/> Victims of Crime Services <input type="checkbox"/> Domestic Violence Services

What is the purpose of the training?

Provide a rationale as to how the selected training will increase the knowledge and skill set of direct service staff/their supervisor. Typically, trainings will increase knowledge about specific crime types, improve specific skills to carry out a primary job function or help advocates understand how to help individuals access and navigate crime-related systems and services, and how to work with individuals from marginalized communities.

Budget

Total Grant Award	
Amount Requested to Date (not including this request)	
Balance	

Travel Costs

Please complete the following chart using estimated cost for travel:

Summary of Costs	How to Calculate Travel Costs	Calculation of Travel Costs	Travel Costs
Airfare	Price of airfare, inclusive tax and fees		\$
Lodging	Number of days and approved rate/day		\$
Per Diem	Number of days and approved rate/day; deduct meals provided at training/conference if applicable		\$
Registration	Price of registration		\$
Mileage	Number of miles and approved mileage rate		\$
Shuttle/Taxi/Rental Car/Public Transportation	Actual cost for shuttle/taxi/rental car/public transportation		\$
<b>Total Cost</b>			<b>\$</b>

Submit completed form to:

Susan Hannibal for DV-related trainings (hannisk@dshs.wa.gov)

Trisha Smith for SA-related trainings (trisha.smith@commerce.wa.gov)

Chris Fenno for VOC-related trainings (christine.fenno@commerce.wa.gov)

DSHS/OCVA Use Only:

<input type="checkbox"/> Request Approved <input type="checkbox"/> Request Denied	Justification:
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## **SFY 2017 OCVA TRAINING BANK GRANT PROGRAM**

### **APPLICATION CHECKLIST**

FORMS TO COMPLETE AND SUBMIT:

- Attachment A – Agency Information
- Attachment B – Declaration and Certifications
- Attachment C – Budget Detail Worksheet (Goods & Services)
- Attachment D – Training Request Form (if applicable)
  - Submit one copy of form for each training/staff
- Attachment E – Application Checklist