





18. Have you or your organization received funding for training from the following agencies within the last year?

Office for Victims of Crime (OVC)  Victims of Crime Act (VOCA)  Neither

**If either or both, please respond to the following:**

Name of State VOCA administrator:

Name of State Compensation and Assistance Director:

What was the amount of the grant/contract?

Of this figure, specify the amount earmarked for training:

19. Have you or your organization been a Project HOPE grantee?

Yes  No

20. Have you or your organization ever received an OVC Professional Development Scholarship before?

Yes  No

If yes, when did you receive the scholarship and what was the amount?

21. Have you or your organization ever applied to OVC TTAC for technical assistance?

Yes  No

If yes, when, and for what event?

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### **Section C: Event Information**

*Please be as detailed as possible about the event for which you need financial support. Include information about the event's objectives and how the event will support your current work in serving victims of crime.*

22. Event Title:

23. Date(s):

Location/City, State:

24. Name of Organization Sponsoring the Event:

25. Telephone Number:

26. Event Web site (If available):

27. What does the event content include? *(If the event is NOT an OVC TTAC Training Schedule Event, please attach a brochure or other literature about the event.)*

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## Section D: Budget Information

*This section will provide information about your anticipated expenses and expenses to be covered by your organization or agency.*

You must also submit a budget of anticipated expenses associated with event attendance. Expenses should include tuition/registration fees, transportation, lodging, and meals/incidental expenses. All expenses will be reimbursed at the current Federal Government rate for the dates and location of the training. For current rates, please go to [www.gsa.gov](http://www.gsa.gov). If the Federal Government rate is less than the rate charged, the participant is responsible for the difference. For example, if the government rate for Hotel A is \$80/night and Hotel A charges \$90/night, you will be responsible for the \$10 difference.

- **Tuition/Registration fees** will be reimbursed to the scholarship recipient after the event. Scholarship recipients are expected to preregister for events to take advantage of the most favorable tuition/registration rates. Fees for late registration are not covered by the scholarship.
- **Transportation expenses** will be reimbursed to the scholarship recipient after the event at the current Federal Government rate. Transportation expenses can include round-trip coach airfare, train fare, bus fare, or a personal vehicle mileage reimbursement. Personal vehicle mileage to and from the event site is reimbursed at the federal rate of \$0.50 per mile. Rental cars are not covered. Scholarship recipients must take advantage of excursion or other special airfares (such as 14-day advance purchase) when booking air travel.
- **Lodging expenses** will be reimbursed to the scholarship recipient after the event at the current Federal Government rate. **Note that lodging taxes will only be reimbursed if the hotel does not participate in tax exemption to individuals being supported by federal funds (See *Question Response Tips* document at the end of this application for additional details on this policy).**
- **Meals/Incidental expenses** will be reimbursed to the scholarship recipient after the event. These will be paid at the Federal Government rate for the event location for as many days as required by the event. See [www.gsa.gov](http://www.gsa.gov) for the per diem rates for the event location.

**NOTE:** If you need further assistance, please first refer to the *Question Response Tips* document located at the end of this application. Staff members are also available to assist you with completing budgetary requirements by calling 1-866-OVC-TTAC (1-866-682-8822) or TTY: 1-866-682-8880. You may also visit our Web site located at [www.ovcttac.gov](http://www.ovcttac.gov).

OVC Professional Development Scholarship Application (Continued)

<b>A. Expenses</b>	<b>No. of Days</b>	<b>Rate/Day</b>	<b>Total</b>
Number of Event Days			
Number of Scholarship Recipients			
Conference Fee			
Lodging (To check current per diem rates, please go to <a href="http://www.gsa.gov">www.gsa.gov</a> )			
M&IE (meals and incidental expenses) (Per diem rates available at <a href="http://www.gsa.gov">www.gsa.gov</a> )			
M&IE (meals and incidental expenses) for Travel Days (75% of full day's rate)			
Ground Transportation: Personal Car Mileage: _____ miles @ \$0.50/mile = \$_____ From _____ to _____ Shuttle: _____ Taxi: _____ Note: Rental car not covered.			
Travel (airfare/train/bus)			
<b>Subtotal A</b>			
<b>B. Expenses to be Covered by Your Agency or Organization</b>	<b>No. of Days</b>	<b>Rate/Day</b>	<b>Total</b>
Conference Fee			
Allowance for Lodging			
M&IE (meals and incidental expenses)			
M&IE (meals and incidental expenses) for Travel Days (75% of full day's rate)			
Ground Transportation (personal car mileage, shuttle, taxi)			
Travel (airfare/train/bus)			
<b>Subtotal B</b>			
<b>TOTAL REQUESTED (Please subtract Subtotal B from Subtotal A) \$</b>			

<b>C. Organization's Budget Information**</b>	<b>Total</b>
What is your organization's current total operating budget?	
What is your organization's current training budget?	
How much was spent on training last year?	
How many people does your organization employ?	
How many people were sent to training events/conferences last year?	
<b>Victim Services Budget Information</b>	
What is your organization's victim services budget?	
What is your organization's budget for training in victim services?	
How much was spent on training for victim services last year?	
How many victim service providers does your organization employ?	
How many victim service providers were sent to training events/conferences last year?	

**\*\* NOTE: Budget information is required to be considered for an OVC Professional Development Scholarship. An application missing this information will be considered incomplete.**

## **Section E: Evaluation**

If you are awarded a scholarship, you will receive two evaluation forms with the award letter. On one evaluation form you will provide feedback on the scholarship application process; on the other form you will provide feedback on the event you attended. The evaluations must be completed and returned to the Office for Victims of Crime Training and Technical Assistance Center (OVC TTAC) within two weeks of the event for you to receive reimbursement for your expenses.

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### Section F: Scholarship Concurrence

*This ensures that the information provided in Sections A to D, to the best of your knowledge, is accurate.*

I certify that (1) the information provided in this application is accurate, (2) I, as the scholarship applicant have at least one year of experience within my organization, (3) my organization supports the event and scholarship request, and (4) my organization is unable to completely underwrite the professional development activity for which I am requesting support.

I understand and agree that any false information, misrepresentation, or willful or negligent failure to disclose any information pertinent to this application or my organization will constitute sufficient grounds for the removal of my application from consideration, the return of funding by my organization to OVC if funding has been granted, and/or the inability of my organization to apply for future funding opportunities.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

**NOTE:** *OVC makes available a limited number of Professional Development Scholarships (PDS). If an individual receives a PDS, it is expected that the training is necessary to enable the individual to provide better services to victims and that the requirements of that training are taken very seriously. Individuals who do not attend all training days of OVC-sponsored events (i.e., NVAA, OVC Training Schedule events) will be required to pay the associated tuition fees and cover all of their own expenses. Additionally, the agency where the individual works will be ineligible to apply for a PDS for the next twelve (12) months.*

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### Section G: Supervisor/Agency Head Attestation

*This section ensures that your supervisor or organization head supports your attendance at the training event.*

I agree to support the attendance of my employee to attend this training. I acknowledge that should a scholarship be awarded, the employee will be permitted to attend.

\_\_\_\_\_  
Signature of Supervisor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name of Supervisor

\_\_\_\_\_  
Title of Supervisor

\_\_\_\_\_  
Name of Agency or Organization

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
E-mail Address

*OVC Professional Development Scholarship Application (Continued)*

Please mail the original to:

**Office for Victims of Crime**

Training and Technical Assistance Center  
OVC Professional Development Scholarship Program  
9300 Lee Highway  
Fairfax, VA 22031-6050

1-866-OVC-TTAC (1-866-682-8822)

TTY 1-866-682-8880

Fax: 703-225-2338

E-mail: [ttac@ovcttac.org](mailto:ttac@ovcttac.org)

Web site: [www.ovcttac.gov](http://www.ovcttac.gov)

## OVC Professional Development Scholarship Question Response Tips

OVC Professional Development Scholarship *Question Response Tips* was created to help scholarship applicants respond adequately to scholarship application questions. Using these tips will help to expedite the processing of your application.

***How long have you served at your current organization, what are the duties of your role, and how will this event help you to better perform those duties? Please provide a detailed description of the direct services that you provide to victims of crime.***

For this question, you must illustrate how the training event/conference that you are requesting support to attend will increase your ability to serve victims. Specifically, you must provide a detailed description of the services that you provide to victims of crime. Sample response:

*I have been a child interviewer for the past 3 years; as a child interviewer I am responsible for interviewing children and delayed adults who have been victims of a crime. I am required to use skills and techniques based in research on suggestibility, child development, memory and the dynamics of sexual and physical abuse. I am also required to testify in criminal and civil hearings. The Child First training covers suggestibility, how children experience sexual abuse, child development, effective interviewing, the process of disclosure, cultural competency, and legal issues. This information will help me to conduct interviews that are developmentally appropriate for the child's cognitive, social and emotional development and are considerate of their culture and ethnicity.*

***What does a multidisciplinary team consist of?***

A multidisciplinary team consists of individuals from various disciplines collaborating to assist victims. One example of such a team would be a SART, or Sexual Assault Response Team, which typically consists of a prosecutor, a victim advocate, a forensic nursing or medical practitioner, and a law enforcement officer. Each team member must fill out an application, and applications from all team members must be submitted together as a Multidisciplinary Team application within 45 calendar days of the event.

***Organization's Budget Information***

The budget information must represent an accurate accounting of your agency's budget. The budget information is divided into two sections: overall organizational budget, and victim service budget information. It is imperative that the budget information be provided, as your application will be deemed incomplete without this information.

***Organization's Budget***

- Provide organizational operating budget for your entire agency.
- Report the training budget that is set aside for your entire agency.
- Indicate how much your agency spent on training last year.
- Indicate how many employees your agency employees.
- Specify how many employees were sent to training/conference last year.

### *Victim Services Budget*

- Provide the budget set aside to provide victim services.
- Report the budget set aside to provide training related to victim services.
- Indicate how much your agency spent providing training related to victim services.
- Report how much was spent providing training specific to victim services last year.
- Provide information as to how many victim service providers are employed by your agency.
- Specify how many victim service providers were sent to training events last year.

**Note:** If there are no funds allocated to your organization's Training or Victim's Services budgets, then list \$0.

### *Meals and Incidental Expenses (M&IE)*

Meals and Incidental Expenses (M&IE) estimates are required for your scholarship application. These expenses are reimbursed at the Federal Government-approved rate. To identify the Federal Government-approved rate for the location of your training event/conference, you can use the [www.gsa.gov](http://www.gsa.gov) Web site. You will need to click on Per Diem rates on the left navigation, and then select the state of your event from the map.

On days in which you are traveling, you will be reimbursed up to 75% of the daily Federal Government-approved rate. For example, if you are attending a conference in Washington, D.C., and the government-approved per diem rate is \$71, for travel days, you will be eligible for reimbursement of \$53.25. (The per diem changes each year.)

### *Lodging*

Effective April 15, 2010, individuals traveling to the following states using Federal Government funds will no longer be reimbursed for lodging taxes at exempt hotels. These states include California, Delaware, Florida, Kansas, Louisiana, Massachusetts, Missouri, New Mexico, New York, Oklahoma, Oregon, Pennsylvania, Texas, and Wisconsin. If you will be traveling to one of these states, it is your responsibility to obtain the appropriate tax exemption form (see below) and present the completed form to the hotel upon arrival. If a traveler to one of the applicable states pays State or local lodging taxes and should have been exempt, OVC TTAC will not reimburse the traveler, but instead, the traveler should seek reimbursement from the hotel.

- **California**

Lodging tax is charged by individual cities. A **partial** list of available exemptions is shown below with links to relevant forms when needed. However, travelers should definitely contact the individual lodging facility for any city not listed.

**EXEMPT**

- Alameda County - Completed [Hotel and lodging tax Government employee exemption form](#).
- Long Beach – Completed [Transient Occupancy Tax Exemption Certificate](#).
- Los Angeles – Completed [City of Los Angeles Transient Occupancy Tax Form](#).
- Monterey County – employee must show credentials reflecting current performance of official duties.
- Orange County (except Anaheim) - Request tax exemption form from the lodging facility.
- San Diego – Completed [Request for Transient Occupancy Tax Exemption](#).

OVC Professional Development Scholarship Question Response Tips (Continued)

- San Jose – Request tax exemption form from the lodging facility.
- Seaside – Completed [Claim of Exemption for Transient Occupancy Tax](#).
- Ventura – Request tax exemption form from the lodging facility.
- **Delaware** EXEMPT - Completed [State of Delaware Form 6100](#) required.
- **Florida** - EXEMPT - Completed [Florida Tax Exemption Form](#) required.
- **Kansas** EXEMPT - Completed [Exemption Certificate](#) required.
- **Louisiana** EXEMPT - Completed [R-1376 Certificate of Governmental Exemption from Payment of Hotel Lodging Taxes](#) required.
- **Massachusetts** EXEMPT - No form required. Must provide:
  - Proof of identification that the occupant is an employee or agent of the Federal Government (*official identification card issued by the appropriate branch of government*), and
  - Proof that the occupant is traveling at the direction of the Federal Government during the period of occupancy (*such documentation as an affidavit, letter, or other attestation on official stationery, signed by an authorized official of the appropriate governmental office, agency or branch of the military indicating that the employee is traveling at the direction of the government during the period of occupancy*).
- **Missouri** EXEMPT - No form needed. Travelers are exempt if payment is made with a government issued credit card.
- **New Mexico**  
Lodging tax is charged by individual cities. Exemptions may be available by contacting the lodging facility.
- **New York** EXEMPT - Completed [NY State Exemption Certificate \(ST-129\)](#) required.
- **Oklahoma** EXEMPT in Oklahoma City:  
Completed [Oklahoma City Individual Exemption Form](#) required.
- **Oregon**  
Lodging tax is charged by individual cities. Exemptions are available for the cities listed below. Contact individual lodging facility for any city not listed.  
EXEMPT
  - Portland – Completed [Transient Lodging Tax Government Exemption Certificate](#) required.
  - Salem – Present documentation of official travel authorization to the operator.
- **Pennsylvania** EXEMPT - Completed [Pennsylvania Exemption Certificate](#) required.
- **Texas** EXEMPT - Completed [Texas Hotel Occupancy Tax Exemption Certificate](#) required.
- **Wisconsin** EXEMPT if the following two conditions are met:
  - The hotel issues the invoice or billing document in the name of the governmental agency or nonprofit organization. Note: If the employee pays for the lodging, the employee should provide a document from the employer that he or she is traveling on government business and will be reimbursed by his or her employer.
  - Hotel receives a completed [State of Wisconsin Form S-211](#).

If you have any questions regarding tax exempt status or the use of exemption certificates, please contact your lodging facility prior to your travel.

**The links to various state and local forms below are not under the control of the Department of Justice.**

**Note:** Some States lodging tax exemption status is listed as being administered by individual locality (cities). Travelers should contact the lodging facility prior to travel for any city not listed as EXEMPT in that state.

***Conference Fees***

Every effort must be made to secure an “early-bird” registration fee, if available. Late registration fees, unless approved by OVC in advance and due to extreme circumstances, will not be reimbursed.