

**RIDER E  
PROGRAM REQUIREMENTS**

**1. FUNDING:**

Provider agrees to comply with all VOCA regulations as outlined at <http://www.ojp.usdoj.gov/ovc/welcovc/scad/guides/vaguide.htm>.

All agreement Victims of Crime Act Victim Assistance Grant funds and corresponding state/local matching funds will be used only to provide direct services to victims. The Provider agrees that the duties of any Victim Advocate funded through this Agreement specifically not include the investigation of crimes. The Provider will furnish local match (cash or in-kind) equal to 20% of the total cost of the Victim of Crime Act (VOCA) funded program/services.

Local matching funds of **\$XXXX** are comprised of the following income source(s).  
(List specific source and amount from Rider F, Budget Form 1)

Income Line #	Income Source	Check if Cash	Check if In-kind	Amount

All funds designated as local matching funds are restricted to the same allowable expenses as the VOCA funds.

The specific expenses to be paid with the **Victims of Crime Act (VOCA)** grant funds and local share matching funds are:

<i>Expense Line Item#</i>	<i>Description (List individual staff supported with VOCA funds)</i>	<i>Amount</i>	<i>Check if VOCA Funds</i>	<i>Check if Match Funds</i>

The Provider agrees that not less than 70 percent of the Family Violence Prevention and Services Grant (FVPG) funds shall be used for immediate shelter and related assistance to the victims of domestic violence and their dependents. The Provider agrees that Family Violence Prevention and Services Grant (FVPG) funds will not be used as direct payment to any victim or dependent of a victim of domestic violence. The Provider will furnish local match (cash or in-kind) equal to 20% of the total cost of the Family Violence Prevention and Services Grant (FVPG) funded program/ services.



services: Individual Advocacy/Crisis Response, Support Groups, Emergency Shelter or Community Education/Response.

Eligibility for Transitional Housing is as follows:

1. Must be a survivor of domestic violence;
2. Must be left homeless due to battering situation;
3. Has very low income and cannot afford prevailing rents.

Income Guidelines for Transitional Housing:

Individuals eligible for services based on gross family income (see 111.A.3 for additional information), must meet the following income guidelines taken from the MSHA/HUD Transitional Housing Program (SUPERNOFA) Guide:

A.) Federal Home Rent and Income Restrictions:

In addition to complying with the definitions of homelessness, projects utilizing Federal Home Funds will have additional rent and income restrictions. These restrictions will remain in effect during the Federal Home funds compliance period.

All Federal Home-Assisted units must be occupied by residents with incomes at or below 60% of the area median family income.

All Federal Home-Assisted units must have rents that are set at the lower of the applicable Fair Market Rent or a rent that is equal to 30% of the adjusted income of a family whose annual income equals 65% of the area median family income.

B.) McKinney Rent Restrictions:

All units developed under the Super NOFA Program will have rents that do not exceed the greater of 30% of a family's monthly adjusted income or 10% of a family's gross income or if the family is receiving payments for welfare assistance from a public agency and a part of the payments, adjusted in accordance with the family's actual housing costs, is specifically designated by the agency to meet the family's housing costs, the portion of the payment is so designated.

C.) SSBG/TANF restrictions:

All participants must have income less than or equal to 200% of the Federal Poverty Guidelines. [www.aspe.hhs.gov/poverty](http://www.aspe.hhs.gov/poverty).

Income or Other Eligibility for Batterer Intervention Program: Maine Statutory rules for Certification and Monitoring of Batterer Intervention programs provide that "Batterers must be charged at least a nominal fee".

3. **SETTLEMENT TERMS:**

Settlement of the contract shall be accomplished in accordance with policies contained in the Purchase of Service Policy Manual and the following settlement terms and method:

### **Cost Shared**

Method of Accounting: (check one)

Cash       Accrual

#### **4. TERMINATION OF WORK PERFORMANCE:**

The Provider shall report any anticipated closing of the Provider's operations at the earliest possible date and no later than sixty (60) days prior to the anticipated closure date, with the exception of reasonably unforeseen circumstances, to the Agreement Administrator and Program Coordinator. This written communication shall be specific and include, but not limited to, the date of expected closure, description of any and all programs affected, number of clients projected to be impacted, plans for addressing needs of the clients affected, and the name and contact information of the person(s) responsible for the care of clients affected and their records. The Provider shall assist the client and the client's community support worker in obtaining services from another provider.

In addition, the Provider shall report to the Program Coordinator all major programming and structural changes in programs funded, seeded, or licensed by the Department within the time frame noted above. Any changes that add, alter or eliminate existing services must be negotiated and approved by the Program Coordinator prior to implementation. Major program changes include, but are not limited to, the following: (1) the addition of new services or deletion of existing services; (2) serving a population not served by the agency previously; (3) significant increases or decreases in service capacity as defined by the governing body; (4) significant changes in the organizational structure as defined by the governing body; (5) changes in the executive director or name or ownership of the agency; or 6) relocation of services. For MaineCare funded services, the Provider shall give due process notification as required by MaineCare regulations, Chapter 1 of the MaineCare Benefits Manual.

Scholarship Requirements. Cell phones, blackberries, or any other electronic devices will be turned off during class sessions. Keep all devices in silent mode and return messages on scheduled breaks. No side conversations during presentations. Arrive on time for presentations ([i.e., arriving on time in the morning, returning from breaks on time, etc.]).

Participants must attend the entire program from start to finish (no exceptions). If a participant does not complete the entire course; 1) no certificate or CEU's will be awarded; 2) no reimbursement will issued for tuition, lodging, meals, or transportation, and 3) the scholarship will be revoked, and all expenses will be

paid by the participant or the employer. If there is an emergency the participant must notify faculty, who may approve or deny an absence.

All travel requests must be completed and signed within thirty days of conference.