



Capital District Law Enforcement Planning Council, Inc.
1406 South Range Avenue, Suite 5 • Denham Springs, LA 70726-4801

November 3, 2025

TO: CAPITAL DISTRICT VOCA SUBGRANTEES
FROM: DAWN HAWKINS, EXECUTIVE DIRECTOR
RE: FY25 VOCA FUNDING OPPORTUNITY

Capital District Law Enforcement Planning Council, Inc. is now accepting Project Requests/Notices of Intent for FY25 VOCA funds. Capital District has received \$2,510,102 in FY25 VOCA funds. These funds are to be used to fund programs which provide DIRECT SERVICES to VICTIMS OF CRIME. VOCA requires at least ten percent (10%) of total funds be distributed to each of the four program areas: sexual assault, domestic violence, child abuse, and underserved victims of violent crimes. Underserved victims of violent crime are designated by the LCLE by the type of crime or demographic characteristics of the victim, or both. Please contact me if you need more information regarding serving victims of violent crimes.

All programs are required to provide a twenty percent (20%) match. The Federal government requires that **ALL** recipients applying for Federal funding to have a current UEI (Unique Entity Identifier), DUNS (Data Universal Numbering System) Number, a CCR (Central Contractor Registration aka CAGE/NCAGE) Number, and a System for Award Management (SAM) Registration – (all with current expiration dates) prior to applying for funding. Incomplete Notices of Intent will NOT be accepted.

The following items must be submitted with Notice of Intent signed by the Authorized Official – In BLUE:

1. SAM/CCR form including the UEI and showing current expiration date
2. Printout of non-profit “IN GOOD STANDING” with the Secretary of State (if applicable)
3. Potential Conflict of Interest Forms (Signed by Authorized Official – In BLUE)
4. VOCA Applicant Information Form

ALL FIRST-TIME applicants (Non-Profit) will be required to obtain a Surety Bond with coverage in the amount of the federal funds of your proposed VOCA project.

All projects will be funded over a 12-month period. The grant period will be 10/1/2026 – 9/30/2027.

All New Programs must be Evidence Based. New Programs must also possess a record of effective services to victims of crime and support from sources other than the Crime Victim Fund OR substantial financial support from sources other than the Crime Victim Fund. Additional requirements apply and are available upon request.

Some ideas for funding: Update technology, increase staffing, improve translation programs, underserved victims of violent crimes, etc.

All staff & volunteers must have a background check and be fingerprinted. You may ask for reimbursement for this cost for any staff or volunteers listed on the subgrant.

All programs will be required to submit Performance Measurement Tools (PMT) reports and Egrants Program Reports on a quarterly basis.

ALL NOTICES OF INTENT AND ATTACHMENTS MUST BE RECEIVED BY THIS OFFICE WITH SIGNATURES IN BLUE INK NO LATER THAN 10AM FRIDAY, DECEMBER 5, 2025.