

**From:** 2024 NCVRW CAP [mailto:cap@navaa.org]  
**Sent:** February 21, 2024  
**To:** Terri Stuart, Fort Bend County District Attorney's Office  
**Subject:** 2024 NCVRW Community Awareness Project Award  
**Importance:** High

**[Please confirm receipt by replying to this message.]**

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Dear Terri:

We are pleased to inform you that your application for 2024 National Crime Victims' Rights Week (NCVRW) Community Awareness Project (CAP) funding has been recommended by the National Association of VOCA Assistance Administrators (NAVAA) and approved by the Office for Victims of Crime (OVC). Your project was selected after careful consideration of 223 applications based on its efforts to raise public awareness about crime victims' rights and services available in your community.

Subject to these conditions, NAVAA agrees to reimburse your project not to exceed **\$4999.11**. Attached is a signed copy of the NCVRW CAP Subgrant Award Agreement. Your agency's Subgrant Award Agreement number is **24-1546**. ***Please include this number in all correspondence regarding your CAP grant. An authorized official of your agency must sign, date, and return all pages of the agreement within ten (10) working days.*** The attached PDF copy of the agreement can be signed and submitted via email to [cap@navaa.org](mailto:cap@navaa.org) or printed out and mailed to NCVRW CAP, ATTN: Rhonda Dean, Project Director; at 3928 8<sup>th</sup> Place, Des Moines, IA 50313. Be certain to retain a copy for your records.

Although your project has been approved for funding, it may still be necessary to make some changes to your project's activities or budget to conform to Federal rules and requirements. Project Director, Rhonda Dean will contact you if any corrections, clarifications, or modifications are needed.

To receive reimbursement for your approved expenses, your organization must implement your project in conjunction with National Crime Victims' Rights Week, April 21-27, 2024, and then submit an After-Action Report/Reimbursement Request (AAR). The AAR must be received by NAVAA **no later than Friday, June 28, 2024**. A fillable PDF copy of this form is attached so you can be prepared to collect the required information and submit a complete and accurate report. If you are not the individual implementing the project, please share this information and the subgrantee guide with your project coordinator.

Also attached is a NCVRW CAP Subgrantee Guide which summarizes major NCVRW CAP policies and procedures. The Guide was developed to help you meet program requirements and to avoid future problems. **Please be certain to read and retain the Subgrantee Guide.**

Please note that NAVAA will reimburse projects based on 1) actual expenditures as contained in the approved budgets (or as modified), 2) the guidelines related to this funding opportunity on the NCVRW Community Awareness Project Web site (<http://cap.navaa.org>), 3) the regulations set forth in the DOJ Grants Financial Guide (<http://ojp.gov/financialguide/DOJ/>) and 4) other related rules or guidelines issued by the Department of Justice.

We realize your application is a proposal and you may find it necessary to make unanticipated modest changes to your plans, so you will have an opportunity to make changes to the approved strategy or budget. Changes must be requested **no later than Friday, April 12, 2024**. Please contact Rhonda Dean at [rhonda@navaa.org](mailto:rhonda@navaa.org) if you need to make any changes. You will need to submit a modification request (copy attached). Rhonda will contact you if additional information is needed and to let you know whether your revisions are approved.

To assist you in planning and implementing your Community Awareness Project, NAVAA will make available to you several technical assistance resources. These include a 90-minute interactive webinar presentation and a special NCVRW Community Awareness Project listserv. In addition, a special series of technical assistance bulletins called, "CAP TIPS" that are distributed exclusively to this year's subgrantees (previous CAP TIPS are publicly available

at [cap.navaa.org/captips.html](http://cap.navaa.org/captips.html)) and is available for individual project consultations. For technical assistance in planning your project, contact Rhonda at [rhonda@navaa.org](mailto:rhonda@navaa.org) and be sure to indicate you are a NCVRW CAP subgrantee.

We have also set up a special section of the NCVRW CAP website just for this year's subgrantees that contain forms, documents, materials, information, and web site links you will need for the administration of the subgrant award and to assist you in implementing your NCVRW project. To access these web pages, go to the main NCVRW CAP website <http://cap.navaa.org> and click on the "Subgrantees Only" link and enter:

username: **24ncvrw**

password: **VictimRights@2024**

(these are case sensitive)

You will also be subscribed to the NCVRW CAP listserv to receive important email notices, reminders, and information.

To help everyone get started, we have scheduled a **webinar for all NCVRW CAP subgrantees for February 27, 2024, at 2:00 pm EST**. We expect each subgrantee to have at least one person participate in the webinar; please feel free to invite others who will be working on your NCVRW CAP project to participate in the webinar. Advance registration for the webinar is required and a link will be emailed to the project contact. Once you register, you will receive email instructions on how to participate. This link will be sent under a separate email.

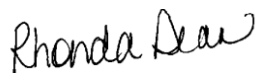
Also attached is a press release template you can use to publicize your agency's selection as a NCVRW CAP subgrantee.

Finally, OVC maintains Events Calendar, an online tool to help publicize related events. We encourage you to add your events, especially NCVRW events, to the calendar by visiting <https://ovc.ojp.gov/events>

If you have any questions or concerns about your Community Awareness Project, please contact Project Director Rhonda Dean at [rhonda@navaa.org](mailto:rhonda@navaa.org).

Thank you for the work you do on behalf of crime victims in your community and for supporting National Crime Victims' Rights Week. We look forward to working with you for a successful 2024 NCVRW CAP project.

Sincerely,



Rhonda Dean  
Project Director

Attachments:

- Subgrant Award Agreement
- Subgrantee Guide
- After-Action Report/Reimbursement Request
- Budget Modification Form
- Press Release template
- Informed Consent template