



Virginia Department of Criminal Justice Services

Court Appointed Special Advocate (CASA)

Guidelines and Application Procedures for Non-Competitive Funding Continuation Applications FY2026

Application Due Date:
Wednesday, March 19, 2025, 5:00 pm
Late applications will not be accepted.

Virginia Department of Criminal Justice Services
1100 Bank Street, Richmond, Virginia 23219
www.dcjs.virginia.gov

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I. Introduction

The Virginia Department of Criminal Justice Services (DCJS) is now accepting applications for Court Appointed Special Advocate Program (CASA) Continuation Grants. This document provides detailed guidance to aid applicants in determining eligibility, developing itemized budgets and budget narratives, and completing other related forms. Using the guidance presented in this document, applicants can efficiently and effectively prepare complete applications.

A. Grant Period

This solicitation invites continuation of FY2025 grants for a one-year period, July 1, 2025 through June 30, 2026.

B. Funding Purpose

Legislation enacted by the 1990 General Assembly provides for the implementation of a statewide Court Appointed Special Advocate (CASA) program. This legislation authorizes the use of specially trained volunteers to serve as advocates for abused, neglected, or abandoned children coming before the court. This grant is intended specifically to support local CASA programs as specified in the *Code of Virginia* §§ 9.1-151 et seq.

The purpose of this CASA solicitation is to provide funds to existing CASA programs to continue, improve, and/or expand their services.

C. Award Amount

State general funds and Victims of Crime Act (VOCA) funds will be awarded based upon the availability of funds appropriated for this purpose and will be distributed through a formula-based award process. Programs will be awarded a base amount to serve up to 60 children and a per-child allocation for each additional child served by an active CASA volunteer in the previous fiscal year.

This year, DCJS is offering a onetime supplement of Children's Justice Act (CJA) funds for the limited purpose of reimbursing volunteers for mileage for travel on behalf of the children to whom they are appointed. The amount of CJA funds that each CASA program is eligible to receive is based on the total award amount of DCJS grant funding awarded for the FY2025 grant year and ranges from \$600 - \$1,500. The attached funding formula table includes a column for the CJA supplement.

D. Match Requirement

The state funds will be used to meet the required VOCA match of 20%. Grantees do not need to make any special notation of this on the budget forms.

E. Disbursement of Funds

Disbursement of funds will occur on a cost-reimbursement basis for actual funds

expended through a “claim” process. Actual expenditures must be reported quarterly and invoiced pursuant to approved line-item budget categories. Subgrantees will only be reimbursed for costs incurred within the grant period and are reported on the detail of expenditures (financial report). Grant funds must only be obligated during the grant period, and all obligations must be fulfilled no later than 45 days after the end of the grant period. Claims and financial reports must be submitted through the DCJS On-line Grant Management System (OGMS).

II. Applicant Eligibility Requirements

Only existing CASA programs are eligible to apply. Grantees:

- a. Must have a current active federal [System of Award Management](#) (SAM) registration and Unique Entity Identifier (UEI) number;
- b. Must not be excluded or debarred from doing business with the federal government or the Commonwealth of Virginia; and
- c. Must be in good standing with all state and federal agencies with which they have an existing grant or contractual relationship.

III. Grant Program Requirements

By applying for these grant funds, the applicant asserts that they have read, understand, and will comply with the following state and federal requirements and policies:

[FY2025 Court Appointed Special Advocate Special Conditions](#)

[CASA Regulations](#)

[VOCA Rule](#)

[Department of Justice Financial Guide](#)

[Code of Federal Regulations Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards](#)

Note: The Special Conditions will apply and will not differ significantly from the FY2025 Court Appointed Special Advocate (CASA) Grant Program Special Conditions. Recipients will be provided all relevant grant conditions at the time of award.

IV. Grant Application Technical Assistance

For OGMS related issues, see the DCJS OGMS Training & Resources web page, located at <https://www.dcjs.virginia.gov/grants/ogms-training-resources>. Direct other questions to Terry Willie-Surratt at terry.willie-surratt@dcjs.virginia.gov or 804.225.4320. Please allow two business days to receive a reply.

V. Deadline

Applications must be entered into OGMS by **Wednesday, March 19, 2025 by 5:00 pm**. Applicants who are not registered in OGMS should register for the system well in advance of the deadline as it could take up to a week for new users to be approved.

VI. Restrictions and Limitations

Requested funds must be utilized to provide court appointed volunteer advocacy services to child victims of abuse and neglect. Grant funds cannot be used to supplant state or local funds that would otherwise be available for the same purposes. Supplanting occurs when an entity reduces or reallocates federal, state, or local funds for a particular activity or purchase specifically because other funds are available.

A. General Funds

Costs associated with operating the CASA program that are identified on the proposed overall CASA program budget may be paid with state general funds. Examples include personnel salaries and benefits, travel, equipment, and supplies and other expenses.

B. VOCA Funds

Only those costs directly related and essential to providing direct services to crime victims can be charged to federal VOCA funds. Typically, CASA programs use VOCA funds for volunteer supervision and training.

For guidance regarding services, activities, and costs which cannot be supported with victim assistance grant funds, please see:

<https://www.federalregister.gov/documents/2016/07/08/2016-16085/victims-of-crime-act-victim-assistance-program>.

C. CJA Funds

This one-time grant supplement of CJA federal funds has the limited purpose of reimbursing volunteers for mileage for travel on behalf of the children to whom they are appointed.

VII. Grant Application Review Process

DCJS staff will review each application to determine the following:

- a. The applicant is eligible for funding.
- b. The performance to date is satisfactory.
- c. All encumbrances (if applicable) have been met, and there are no outstanding compliance matters.

No current recipient of funding through this grant will be considered for funding if, as of the continuation application due date, any of the required financial or status reports for the current grant are more than 30 days overdue. For good cause, submitted in writing by the grant recipient, DCJS may waive this provision.

The Grants Committee of the Criminal Justice Services Board (CJSB) will review applications and make funding recommendations to the full CJSB. **The CJSB is anticipated to make final grant award decisions at its meeting on May 8, 2025.**

DCJS will issue grant award packages based on the final approval of the CJSB. Fiscal and programmatic revisions may be required as a condition of funding. Final award decisions may not be appealed.

VIII. Application Forms and Instructions

Grant applications must be entered in OGMS at <https://ogms.dcjs.virginia.gov/index.do>. Register or confirm existing registration at least two weeks prior to the application due date to ensure that the individuals responsible for completing the application and signing required forms have OGMS access. Prior to submission to DCJS, review the entire application to ensure that it meets the requirements. For technical assistance with OGMS, contact ogmssupport@dcjs.virginia.gov.

Due to the updates and changes to FY2026 Applicants, the ability to create a copy of the FY2025 is not available. Review the following instructions and complete the application as instructed for FY2026. To apply for this grant, select **"Funding #548483-Court Appointed Special Advocate (CASA) Grant Program."**

Note: Please be sure to review, edit, and complete each component as this is a new application.

A. General Information

1. Primary Contact Information

The primary contact is the individual in the organization who will be designated as the primary person responsible for this application from the organization.

- a. Name:
- b. Title:
- c. Email:
- d. Address:
- e. Phone:

2. Organization

Select the organization that will be submitting this application.

3. Additional Contacts

Select any additional contacts within the organization that will also manage this grant.

- a. The additional contacts must be registered in OGMS to have access to the grant.

- b. Refer to instructions on registering in OGMS for this process.

B. Face sheet (in OGMS)

1. **Congressional Districts:** List the congressional districts that will benefit from the program. A list of congressional districts may be found at <https://www.census.gov/mycd/>.
2. **Best Practice:** Does not apply to CASA grants.
3. **Jurisdiction(s) Served:** List all local units of government served. Include all cities and counties served by the program. It is not necessary to provide zip codes.
4. **Certified Crime Prevention Community:** Not applicable to this grant program. As this is a required field, select "No."
5. **Type of Application:** All applications are considered "continuation." Enter the current FY2025 grant number.
6. **Performance Statement:** Please, provide information on past performance for FY2024. Include the following (Information may be uploaded in a word document in the Attachment Component if the entry exceeds the character limit):
 - a. Number of children served by an active volunteer,
 - b. Number of new children served by an active volunteer,
 - c. Number of new volunteers trained,
 - d. Percentage of volunteers retained,
 - e. Number of pre-service trainings held,
 - f. Number of in-service training hours provided by the CASA program,
 - g. Total number of volunteers in compliance with the 12-hour annual in-service training requirement,
 - h. Percentage of volunteer recommendations accepted by the court, and
 - i. Percentage of volunteer recommendations not accepted by the court.
7. **Community Setting:** Check "rural," "urban," or "suburban" depending upon the type of locality served by the applicant (check all that apply).
8. **Brief Project Description:** Provide a description of the proposed project and the anticipated implementation activities. Summarize what the funds will support, items that will be purchased, and the number of staff that will be supported, including position titles. For example, "The Mayberry CASA program is seeking assistance from the CASA Grant Program to recruit, screen, train, and supervise volunteers to serve as Court Appointed Special Advocates for abused and neglected children in Mayberry. During FY2025-2026, VOCA Funds will pay for 100% of the Program Manager's salary and 100% of one Volunteer Coordinator's salary. DCJS State General Funds will pay 100% of the Executive Director's salary and 37% of the Financial and Program Administrator salary. These positions will directly support the

recruiting, training, and supervision of volunteers and provide financial and administrative support to the program. Remaining VOCA Funds will be allocated toward Volunteer Recruitment and sets of translation devices for Limited English Proficiency (LEP) children and families. CJA funds will be used to pay for Volunteer CASAs' travel/mileage expenses incurred during FY2026."

Note: It is important that applicants use the above format and have correct spelling and grammar. This information is used by the Criminal Justice Services Board when making award decisions.

9. **Project Director:** List the person who will have day-to-day responsibility for managing the project.
10. **Project Administrator:** This person has authority to formally commit the organization, locality, or state agency to complying with all the terms of the grant application. This must be the president of the board of directors of a nonprofit organization; the county administrator; the city, county, or town manager; the chief elected officer of the locality, such as the mayor or chairman of the board of supervisors; or, in the case of a state agency, the agency head. If someone other than one of these officials has been delegated the authority to sign and signs the grant application, provide a copy of the letter, memorandum, or other document by which the signing authority was delegated. This documentation can be uploaded to the "Attachments" component in the funding opportunity.
11. **Finance Officer:** List the individual who will be responsible for fiscal management of the funds.

Note: Appropriate internal controls necessitate that three separate individuals fill the roles of the Project Director, Project Administrator, and Finance Officer. Please confirm that the information provided is up to date.

C. Budget Summary Form (in OGMS)

1. To determine the amount of funds available, please reference the FY2026 CASA Grant Formula Table.
2. Round figures to the nearest dollar.
3. List state general funds (SGF) in the "State" column and VOCA and CJA funds in separate "Federal" columns.
4. The CASA budget should match the "Budget Categories" calculation.
5. Funds from Other Sources: Enter all funds from other sources that support the program. Additionally, if the proposed project will generate project income, enter the anticipated amount of project income that will be earned and how these funds will be used to support the project.

D. CASA Program Performance Targets

Programs must set performance targets to demonstrate how funding will increase child victims served through direct services. CASA program performance targets include the following:

- a. Number of children served by an active volunteer,
- b. Number of new children served by an active volunteer,
- c. Number of new volunteers trained,
- d. Number of pre-service trainings held by the local CASA program,
- e. Number of in-service training hours provided by the local CASA program,
- f. Number of volunteers who are in compliance with the 12-hour annual in-service training requirement,
- g. Percentage of volunteers retained,
- h. Percentage of volunteer recommendations accepted by the court, and
- i. Percentage of volunteer recommendations not accepted by the court.

Provide actual program data for each performance measure for three consecutive fiscal years. Then, make projections based upon the data provided. Provide any comments or explanations as needed.

- Actual 1st Fiscal Year—2022
- Actual 2nd Fiscal Year—2023
- Actual 3rd Fiscal Year—2024
- Projected 4th Fiscal Year—2025
- Projected 5th Fiscal Year—2026

E. CASA Statement of Assurances

1. Review and edit the following:
 - a. “Name of Program,”
 - b. “State Regulations,”
 - c. “Volunteers,”
 - d. “Adequately Staffed,”
 - e. “Fiscally Managed,”
 - f. “Audit,”
 - g. “Provide Information,”
 - h. “Casa Manager Data System,” and
 - i. “Project Administrator.”

F. Lobbying and Debarment Certification

1. Applicants should refer to the regulations cited below to determine the certification to which they are required to attest.
2. Applicants should also review the instructions for certification included in the regulations before completing this form.
3. Signature of this form provides for compliance with certification requirements under 28 CFR Part 69, “New Restrictions on Lobbying” and 28 CFR Part 67, “Government-wide Debarment and Suspension (Non-procurement) and Government-wide Requirements for Drug-Free Workplace (Grants).”
4. The certifications shall be treated as a material representation of fact upon which reliance will be placed when DCJS determines to award the covered transaction, grant, or cooperative agreement.
5. Applicant should complete the Certification as follows:
 - a. Certification: “Yes” or “No”
 - b. Authorized Representative (Project Administrator)

G. CASA Program Staff to Volunteer Ratio Calculation

Please review and provide information for the organization’s program staff to volunteer ratio during the last fiscal year, from July 1, 2023 – June 30, 2024.

1. **Fiscal Year:** 2024
2. **CASA Program Name**
3. **Active Volunteers:** Total number of active volunteers assigned to cases during the year FY2024
4. **Staff Assigned Full-Time:** Total number of staff assigned to supervise volunteers full-time during FY2024
5. **Staff Assigned Part-Time:** Total number of staff assigned to supervise volunteers part-time during FY2024
6. **Volunteer Activities:** Number of hours staff engaged in volunteer supervision activities weekly during FY2024
7. **Volunteer Supervisors:** Total number of “Volunteer Supervisors” during FY2024 (Individuals who served the program in a capacity of a volunteer supervisor but did not receive financial compensation)
8. **Number of Hours:** Number of hours unpaid staff engaged in volunteer supervision activities weekly during FY2024
9. **Job Descriptions:** Attach job descriptions for all staff included in calculations.

H. CASA Program Requirements Assurance Form

1. Review the following state and federal policies:
 - a. VOCA Rule,
 - b. DOJ Grants Financial Guide,
 - c. Civil Rights,
 - d. Nondiscrimination,
 - e. Limited English Proficiency (LEP), and
 - f. Equal Opportunity Plans.
2. Review and complete the CASA Program Requirements Assurance information by entering the following:
 - a. **Certification:** “Yes” or “No”
 - b. **Project Administrator:** first name, last name, date
 - c. **Project Director:** first name, last name, date

I. CASA Documents

Review and complete the CASA Documentation component by attaching the following:

1. A copy of 501 (c)(3) confirmation letter (if a non-profit organization),
2. A list of the members of the Board of Directors, and
3. A statement by the Project Administrator describing governing structure if not governed by a board.

J. Itemized Budget Forms (in OGMS)

Requirements:

1. All items requested in each budget form must be allowable, reasonable, and justified.
2. For all items, explain how the item is needed under “Item Justification.” This tells reviewers about whether the item is allowable.
3. All items must include a basis of computation in the description of the item and an explanation of how the requested cost was determined.
4. For all items, the applicant must indicate in the description whether the item is used exclusively for the proposed CASA Grant Program project. Items that are not used exclusively for the CASA project must be prorated, and the applicant must include an explanation of how the items were prorated.
 - a. For the purposes of these guidelines, *prorating* means the request for funding is proportional to the use of each item for this grant program.

- b. If an item is used exclusively for the CASA program, prorating is not needed. If the item is used to support other projects in the agency, prorating is needed.
- c. How to prorate:
 - i. Proration Based on Salary: If 50% of the workload of CASA-funded staff is CASA, prorate their time by attributing 50% of it to this grant.
 - ii. Proration Based on CASA Funded Staff: If CASA funded staff spends 50% of time on CASA, prorate this person's computer, office supplies, office furniture, and other assigned items by 50%.
- 5. The applicant is responsible for ensuring totals in each Itemized Budget form matches what is on the Budget form and does not exceed the maximum award amount.
- 6. All amounts must be rounded to the nearest dollar. For example, *do not* include figures like \$45,456.50; instead, round up to \$45,457.
- 7. Grantees are reminded of the importance of providing a thorough justification for each project cost expenditure requested.
- 8. All requested items must be justifiable (necessary), allowable, and reasonable.
 - a. Applicants should include the reference to the VOCA Guidelines for allowable expenses in its justification. Please see 28 CFR Part 94, Subpart B - VOCA Victim Assistance Program – (§ 94.119 - 94.122) at: <https://www.gpo.gov/fdsys/pkg/FR-2016-07-08/pdf/2016-16085.pdf>.
 - b. In general, a cost will be considered reasonable if, in its nature and amount, it does not exceed that which would be incurred by a prudent person under the circumstances prevailing at the time the decision was made to incur the cost.
 - c. If justification is insufficient, encumbrances may be placed on the award, which can result in delay of disbursement of funds.
- 9. At the bottom of each itemized budget form, the applicant must verify the funding source for the budgetary items has been allocated under "Federal Funds."

K. Personnel and Employee Fringe Benefits Itemized Budget Form (If no personnel are funded by this project, use \$0.00 on the budget grid.)

Applicants may include requests for fringe benefits for grant funded staff members. Fringe benefits should be prorated based on time spent on the grant.

- 1. Indicate if personnel costs are included in the budget – "Yes" or "No." If "Yes," under "Personnel," enter the employee's name, position title, whether the position is full time or part time, the total hours per week worked, the total hours per year, the total annual salary (regardless of funding source), and the amount requested under the grant. Indicate if this is a new position.
- 2. Under "Employee Fringe Benefits," select the employee's name and enter the fringe benefit costs (FICA, Retirement, Group Life, Health Insurance, Workers'

- Compensation, Unemployment, Disability, and other). If the applicant is unable to enter the fringe benefits for individual employees, create an employee named "Fringe Benefit" and enter the aggregate amounts for each fringe benefit but enter zero for the salary. If this process is elected, leave the fringe amounts for each individual employee at zero.
3. Under "Positions and Justification," select the employee's name and enter a description of the position (maximum of 500 characters) and a justification for the position (maximum of 500 characters) for each item. The position description should describe grant-related duties performed. All requested amounts must be reasonable given the complexity of work and consistent with the applicant's staff compensation plan.
 - a. **Sample position description:**

"The Executive Director is responsible for the administrative and resource development operations of the organization. The primary responsibilities of this position include, but are not limited to, long-range planning, fiscal management, personnel management, community relations, board assistance, and resource development. The Executive Director is responsible for the high-level program outcome to ensure the best provision of services to child victims of abuse and neglect by providing supervision and oversight to the program staff. The Executive Director is also responsible for the fiscal health of the organization to ensure there are adequate funds to support the program, so all children referred to the agency receive a caring advocate."
 - b. **Sample justification:**

"The Executive Director position, which is approved and deemed reasonable and appropriate by the Board of Directors, and whose salary is reasonable as it falls below local community standards based on salary surveys, will be covered by DCJS State funds during FY2021-2022 as follows: 1) DCJS state funds in the amount of \$75,975 will pay 100% of the Executive Director's salary, who will devote 40 hours per week to the project with an annual salary of \$75,975; and 2) DCJS State funds will cover 100% of the FICA taxes for this position in the total amount of \$5,812."
 4. Job descriptions and qualification of staff should be on file at the agency and available upon request. If there has been a change since the last grant submission, please provide an updated job description.
- L. Consultants** (If no consultants are funded by this project, please indicate.)
- Any service that is provided by a third party, regardless of whether there is a contract in place, should be under "Consultants" in the budget.
1. Indicate if consultants or consultant subsistence and travel costs are included in the budget – "Yes" or "No." If "Yes," under "Consultant" and "Consultant Subsistence (lodging + meals) & Travel," enter the information required and the amounts under the funding source(s) as appropriate.

2. For individuals reimbursed for personal services on a fee basis, enter each type of consultant or service (with numbers in each category and names of consultants when available), the proposed daily fee rate, and the amount of time to be devoted to such services. The rate of compensation for individual consultants must be reasonable and consistent with that paid for similar services in the marketplace; however, the rate may not exceed \$650.00 per day (\$81.25 per hour, exclusive of travel and/or subsistence) and may not exceed the consultant's usual and customary fee.
3. For organizations, including professional associations and educational institutions, performing professional services, enter the type of services being performed and estimated contract prices. Requests for contracted services and consultants will be very carefully screened. Consultant and contracting fees will be approved only when it is justified that the use of outside contract agencies and consultants will significantly and permanently enhance project effectiveness.
4. Consultant Travel and Subsistence: This is generally not allowable unless it is necessary, reasonable, and justified. Reimbursable costs must adhere to the recipient's established travel policy.
5. Under "Description and Justification," select the name of the consultant, a description of consultant's role (maximum of 500 characters), and a justification for the use of a consultant (maximum of 500 characters). Include a description of each service contracted for, the number of clients benefiting from each type of service, total budgeted amount for each service, and a per client/group cost.

M. Travel (If no travel is funded by this project, please indicate.)

Itemize total travel expenses of program personnel and volunteers by local mileage and non-local mileages. (Note: CJA-funded volunteer travel reimbursement must be listed as a separate expenditure.)

Local mileage is considered travel within the immediate service area (satellite offices, court, meetings, etc.). **Non-local mileage** is outside of the immediate service area (trainings, conferences, meetings, etc.).

1. Indicate if travel (mileage) costs are included in the budget – "Yes" or "No." If "Yes," under "Local Mileage" or "Non-local Mileage," enter the number of miles and the mileage rate.
2. Itemize total travel expenses of program personnel by local mileage and non-local mileage. Unless a local policy governs, mileage is reimbursed at the federal rate (<https://www.irs.gov/tax-professionals/standard-mileage-rates>).
3. Under "Description and Justification," select the mileage being requested and enter a description of mileage (maximum of 500 characters) and a justification for mileage (maximum of 500 characters) for each item. If local travel policy differs from the federal or state travel policy, please provide or describe the policy in the justification. State in the description whether the request is based on the federal or state travel policy or the agency's policy.

N. Subsistence and Other Travel Costs

Travel reimbursement must be for CASA grant funded staff or volunteers. Out of state travel is allowable; however, it will require additional justification explaining why this travel is needed.

1. Indicate if subsistence and other travel costs are included in the budget – “Yes” or “No.” If “Yes,” under “Subsistence,” enter the event title. Under “Lodging,” enter the number of rooms required, number of nights, and rate cost. Under “Meals,” enter the number of people, number of days, and the per diem rate.
2. Recipients must follow the federal per diem rates unless there is a written local travel policy. Federal per diem rates may be found at <https://www.gsa.gov/travel/plan-book/per-diem-rates>. Transportation costs, such as air and rail fares, are at coach rates. Subsistence is paid according to a per diem rate.
3. Under “Other Travel Costs,” enter the event title, number of people attending, number of trips with airfare, the rate, and other travel costs.
4. Under “Description and Justification,” select the event item being requested and enter a description of costs (maximum of 500 characters) and a justification for costs (maximum of 500 characters) for each item. If local travel policy differs from the federal or state travel policy, please provide or describe the policy in the justification. State in the description whether the request is based on the federal or state travel policy or the agency’s policy.

O. Equipment

1. Indicate whether equipment is included in the budget – “Yes” or “No.” If “Yes,” enter the item requested, the cost per item or monthly rate, and the total number of items or months for each item requested from the grant. *Equipment* means tangible personal property (including information technology systems) having a useful life of more than one year, and a per-unit acquisition cost of \$5,000 or greater (or the organization’s capitalization policy, if it is less than \$5,000). If the organization does not have a capitalization policy in place, the amount of \$5,000 must be followed.
2. Under the “Description and Justification,” select the equipment item being requested and enter a description (maximum of 500 characters) and a justification (maximum of 500 characters) for each item.

P. Supplies and Other Expenses

Supplies includes all items of tangible personal property that are not equipment. This includes computing and other devices that cost less than \$5,000 per unit (or the organization’s capitalization threshold, if that is less than \$5,000).

Supplies and other expenses may include, but are not limited to, the following (Note: these items may only be direct charges if they are not part of the indirect costs calculation):

- a. Rent (Office rental costs must be reasonable and consistent with rents charged in the area.),
 - b. Utilities,
 - c. Telephone services (local and long distance),
 - d. Internet access or internet provider contracts,
 - e. Office supplies,
 - f. Vendor maintenance contracts or agreements,
 - g. Postage,
 - h. Volunteer recognition (not allowable under VOCA rule),
 - i. Audit costs (not allowable under VOCA rule),
 - j. Special printing projects (not allowable under VOCA rule),
 - k. Volunteer and staff training,
 - l. Public relations and advertising,
 - m. Insurance,
 - n. Professional services,
 - o. Membership fees for organization (not individual memberships), and
 - p. Equipment under \$5,000.
1. Indicate if supplies and other expenses are included in the budget – “Yes” or “No.” If “Yes,” enter the item requested, the cost per item or monthly rate, and the total number of items or months for each item.
 2. Under “Description and Justification,” select the supply or item being requested and enter a description (maximum of 500 characters) and a justification (maximum of 500 characters) for each item. Under “Description,” explain how the item is prorated. If the item is replacing an older item, include the age of the older item and explain why it must be replaced under “Justification.”

Q. Indirect Costs

Defining Indirect Costs

Indirect costs are costs of an organization that are not readily assignable to a particular project but are necessary to the operation of the organization and the performance of the project. Indirect costs are those that benefit more than one activity and are common or joint purpose costs. For example, costs of an office manager or receptionist

position that answers general phone calls, greets clients, etc., are typically considered indirect costs.

1. According to 2 CFR Part 200.56, indirect costs are defined as: “those costs incurred for a common or joint purpose benefitting more than one cost objective, and not readily assignable to the cost objectives specifically benefited, without effort disproportionate to the results achieved.”
2. The salaries of administrative and clerical staff should generally be treated as indirect costs. Salaries of administrative or clerical staff may be appropriate to include as direct costs only if **all** the following conditions are met:
 - a. Administrative or clerical services are integral to a project or activity.
 - b. Individuals involved can be specifically identified with the project or activity.
 - c. Such costs are explicitly included in the budget or have the prior written approval of the awarding agency.
 - d. The costs are not also recovered as indirect costs.

Requesting Indirect Costs

Indirect costs may only be charged against the federal portion of the grant, not the state general funded portion. Requesting indirect costs is optional. To calculate indirect costs, applicants must first determine the Modified Total Direct Costs (MTDC) amount of the project budget. Indirect costs that can be requested are not based on the entire project budget but on the MTDC amount.

1. Applicants are not required to describe or itemize what is included in the indirect costs.
2. Applicants have two options when requesting indirect costs:
 - a. Using a formal **Indirect Cost Rate Agreement (ICRA)**
 - i. This is a formal rate agreement that an organization has applied for and received from the federal cognizant agency. (DCJS does not approve ICRA's.)
 - ii. Organizations will have a letter or other documentation that lists the federally negotiated rate.
 - iii. The rate in the ICRA must be accepted, unless otherwise specified by federal awarding agency.
 - iv. An organization can request the percentage (as outlined in the ICRA) of the MTDC of their budget for indirect costs.
 - b. Using a ***de minimis* rate**
 - i. This can be used by organizations that have never had a federally approved ICRA.
 - ii. An organization can use a rate of up to 15% of the MTDC of their budget for indirect costs.

- Use the “**MTDC Worksheet**” (Can be downloaded from the Funding Opportunity in OGMS) to calculate the MTDC amount. The worksheet will also calculate the amount of indirect costs that can be requested.
 - If indirect costs are requested, applicants must submit two additional documents with the grant application:
 - a. MTDC Worksheet (Excel document) and Certification of De Minimis Indirect Cost Rate form
- OR**
- b. A copy of the applicant’s Indirect Cost Rate Agreement letter/documentation.

Additional Indirect Costs Reporting Requirements

For organizations that request and receive indirect costs, the MTDC Worksheet must be completed each quarter based on actual expenses. The MTDC Worksheet should be emailed to grantsmgmt@dcjs.virginia.gov each quarter.

The actual MTDC amount will determine the amount of indirect costs to be reimbursed for that quarter. The amount of indirect costs reimbursed will likely vary from quarter to quarter. The amount of indirect costs requested for reimbursement each quarter cannot be the total for the year divided by four. The amount must be based on actual MTDC amounts.

R. Non-Supplanting

Funds cannot be used to replace state, federal, or local government funding that an agency currently has for the same purpose.

S. Attachments

Indicate whether additional attachments are required by the funding opportunity by selecting Yes.

Complete the Attachment component by attaching the following:

1. *MTDC Worksheet* (Excel document) if applicable
2. Certification of De Minimis Indirect Cost Rate Form if applicable
3. A copy of the applicant’s Indirect Cost Rate Agreement letter/documentation if applicable
4. FY25 Projected Budget
 - a. If the governing body has not approved the projected budget, submit a statement including a date when the budget will be approved and submitted to DCJS.
5. Performance Statement if applicable

IX. Financial and Progress Reporting

DCJS requires online submission of financial and progress reports into OGMS; therefore, all recipients of grant funding must have access to the internet for reporting purposes. In addition, all persons responsible for grants management must be registered and utilize their assigned credentials to access the system. Please, refer to the OGMS Training & Resources Page for instructions on how to submit reports. The link for that page is <https://www.dcjs.virginia.gov/grants/ogms-training-resources>.

Quarterly reports are due in OGMS on the 15th day following the end of each quarter. If a delay is anticipated in submitting the report by the due date, a contract amendment for a reporting extension must be submitted in OGMS on or before the due date.

Projected Financial Report Due Dates for Calendar Year Grants:

1 st Quarter, July-September	October 15, 2025
2 nd Quarter, October-December	January 15, 2026
3 rd Quarter, January-March	April 15, 2026
4 th Quarter, April-June	July 15, 2026

X. CASA Manager

State regulations direct CASA programs to use the same database system (6VAC20-160-30-A). Virginia CASA programs are currently using web-based CASA Manager as the required data tracking system. Each program is required to purchase CASA Manager technical support as a condition of receiving grant funds.

XI. Authority Certification:

Enter the date, name, and title of the authorized individual. All applicants must complete this certification, which must be signed by the Project Administrator. Applicants must attach a document from the Project Administrator designating signing authority if someone signs on their behalf. The document can be uploaded to the "Attachments" component under this funding opportunity.

1. Civil Rights Certification

The applicant should complete the Certification of Compliance as follows:

a. Certification of Compliance-Project Information

- i. Is this applicable to the project?: "Yes" or "No"
- ii. Complete the form as follows:
 - Name
 - Address
 - Email

b. Project Director Certification

- i. Is this applicable to the project?: “Yes” or “No”
- ii. Complete the form as follows:
 - Project Director
 - First Name, Last Name, Date

c. Project Administrator Certification

- i. Is this applicable to the project?: “Yes” or “No”
- ii. Complete the form as follows:
 - Certification: Certification A
 - This Funded Entity
 - Certification
 - Signature Authority’s Certification: The Project Administrator (not the Project Director) must be entered
 - Project Administrator
 - Title

2. SAM Registration

The applicant should complete the SAM Registration as follows:

- a. Is the applicant registered with SAM at www.SAM.gov?: “Yes” or “No”
- b. Are there any active exclusions?: “Yes” or “No”
- c. Provide a screenshot or documentation from SAM that shows an active registration.
- d. If pending registration approval, please explain.

XII. Submitting the Application

Once the entire application is completed and all forms are marked complete, the application is ready to submit. The header will turn green.

After clicking the “Submit Application” button, a pop-up confirmation will appear that states once the “Submit” button is clicked, the system will no longer allow the applicant to edit the application. If ready, click “Submit.” The system will go back to the Current Applications listing and will show the submitted application.

REMINDERS:

Applications must be submitted by Wednesday, March 19, 2025 by 5:00pm. For OGMS related issues, please see the [DCJS OGMS Training & Resources web page](#). Direct questions to CASA Grant Program Monitor and Quality Assurance Coordinator, Terry Willie-Surratt, at terry.willie-surratt@dcjs.virginia.gov or (804) 225-4320. Please allow for two business days to receive a reply.