



**Virginia Sexual and Domestic Violence
Victim Fund (VSDVVF)
Grant Program**

**Guidelines and Application Procedures
State Fiscal Year 2026
State Funds Non-Competitive Solicitation
For Continuation Applicants**

Application Due Date: Monday, April 14, 2025, 5:00 p.m.

Late applications will not be accepted.

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

Issued March 17, 2025

Table of Contents

I.	Introduction.....	3
	A. Grant Period	
	B. Funding Source	
	C. Authority, Funding Purpose, and Priority Areas	
	D. Amount Available	
	E. Match	
	F. Disbursement of Funds	
II.	Applicant Eligibility Requirements	4
III.	Grant Project Requirements.....	4
IV.	Grant Application Technical Assistance.....	5
V.	Grant Application Deadline.....	5
VI.	Restrictions and Limitations	5
VII.	Availability of Continuation Funding.....	6
VIII.	Application Review Process	6
IX.	Application Instructions	7
X.	Grant Reporting Requirements.....	20
XI.	How and Where to Submit Application	21
XII.	Attachment A – SFY2026 Maximum Award Amounts.....	22

I. Introduction

The Virginia Department of Criminal Justice Services (DCJS) is accepting applications for the State Fiscal Year (SFY) 2026 Virginia Sexual and Domestic Violence Victim Fund (VSDVVF) grant program.

A. Grant Period

This is a **continuation** grant opportunity from SFY2025. The grant period is for 12 months, SFY2026, July 1, 2025 through June 30, 2026. Grant period extensions will not be considered.

B. Funding Source

Two sources of funding support this grant program:

1. Virginia Sexual and Domestic Violence Victim Fund, a state special nonreverting fund; and
2. State general funds.

Award amounts are contingent upon the availability of funding, program performance, and compliance with grant requirements.

Due to uncertainty regarding future VSDVVF funding, programs are encouraged to develop long-term strategies and infrastructure to ensure sustainability after this grant period. As a part of a long-term plan to ensure that a portion of VSDVVF grant funds is available for new initiatives, DCJS may develop a cost-assumption plan for grantees in future grant cycles.

C. Authority, Funding Purpose, and Priority Areas

Pursuant to *Code of Virginia* [§ 9.1-116.1](#), DCJS is announcing the availability of funding to assist in protecting and providing necessary services to victims of and/or children affected by sexual violence, domestic violence, stalking, and family abuse.

In accordance with *Code of Virginia* [§ 9.1-116.1](#), this grant program has three purpose areas:

1. Make funds available to local attorneys for the Commonwealth for the purpose of funding the cost of additional attorneys or to further dedicate existing resources to prosecute felonies and misdemeanors involving domestic violence, sexual violence, sexual abuse, stalking, and family abuse;
2. Make funds available to law-enforcement authorities or appropriate programs, including civil legal assistance, to assist in protecting and providing necessary services to victims of and children affected by domestic violence, sexual abuse, stalking, and family abuse; and
3. Make funds available to sexual assault service providers and hospitals for the purpose of funding the cost of salaries and equipment for sexual assault forensic examiners, sexual assault nurse examiners, and pediatric sexual assault nurse examiners, with priority for funding such costs given to such forensic examiners and nurse examiners serving rural or underserved areas of the Commonwealth.

D. Amount Available

It is anticipated that approximately **\$1,800,000** will be available to support **prosecution** and **discretionary** projects for the 12-month period, July 1, 2025 to June 30, 2026, and that approximately **\$500,000** will be available to support **forensic/sexual assault nurse examiner** projects for the 12-month period.

The amount available is dependent upon deposits into the VSDVVF and on state general fund amounts appropriated for this purpose. These funding amounts are based on the information available to DCJS at the time of publication. These figures are estimates and may change.

For a list of predetermined, anticipated award amounts for SFY2026, see **Attachment A**. Applicants must ensure that the budget they enter into the DCJS On-line Grant Management System (OGMS) as part of this grant application equals, or is less than, their predetermined award amount.

E. Match

Grant applicants are not required to provide matching funds.

F. 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 in the approved grant application. Subgrantees will only be reimbursed for costs that have been incurred within the grant period, and which are reported on the detail of expenditures (financial report). Grant funds may only be expended and/or obligated during the grant period. A final claim for all obligations must be submitted within 45 days after the end of the grant period unless the fourth quarter claim is marked as final. Claims and financial reports must be submitted through OGMS.

II. Applicant Eligibility Requirements

Organizations that currently receive a SFY2025 VSDVVF prosecution, discretionary, or forensic/sexual assault nurse examiner grant award are eligible to apply. Current SFY2025 awards must be in good standing, with all VSDVVF-required progress reports and financial reports submitted. New applicants are not eligible for this grant cycle.

III. Grant Project Requirements

By applying for these grant funds, the applicant asserts that they have read, understand, and will comply with the following state requirements and policies (click to link to additional information):

[SFY 2025 Virginia Sexual and Domestic Violence Victim Fund Grant Special Conditions](#)
[DCJS General Grant Conditions and Assurances](#)

VSDVVF funds **may not be used to supplant** state, local, or other funds which would otherwise be available for the same purpose. Instead, grant funds must be used to increase the total amount of funds used to support sexual violence, domestic violence, stalking, and family abuse services. State, local, or other funds currently allocated to provide services to victims of and/or children affected by these crimes may not be reallocated to other purposes if a VSDVVF grant is awarded.

DCJS may suspend (in whole or in part) or terminate funding, issue a Corrective Action Plan, or impose other sanctions on a subgrantee, for any of the following:

1. Failure to adhere to the standard terms and conditions or special conditions.
2. Failure to implement the project within 90 days of the start of the award period.
3. Implementing substantial program changes to the extent that the project is no longer aligned with the purpose of the funding.
4. Failure to submit reports (programmatic and/or financial) in a timely manner.
5. Filing a false certification in this application or other report or document.
6. Other significant grant compliance or implementation concerns as identified by DCJS.

IV. **Grant Application Technical Assistance**

DCJS staff is available to provide technical assistance regarding the funding announcement and the application procedures. For guidance on preparing and submitting a grant application, please contact the staff members listed on the last page of this solicitation.

V. **Grant Application Deadline**

Submit applications through the DCJS Online Grants Management System (OGMS) **no later than 5:00 p.m., on Monday, April 14, 2025**. Early submissions are encouraged. The OGMS link is <https://ogms.dcjs.virginia.gov/index.do>. The Funding Opportunity number is 549304.

VI. **Restrictions and Limitations**

A. Non supplantation

Funds must be used to supplement existing state and local funds for program activities and must not supplant (replace) those funds that have been appropriated for the same purpose. Additionally, requests for “new” staff positions must be justified, must not supplant other funds, and must result in significant additional service delivery.

B. Non-allowable expenses

Current VSDVVF **prosecution, discretionary, forensic/sexual assault nurse examiner** grantees are eligible to apply for funding amounts not to exceed their current SFY2025 award amount.

Grant funds may not be used to support programs or services for perpetrators.

Applicants are strongly encouraged to request only the minimum number of staff necessary to implement programs. To promote the retention of qualified project staff, applicants are encouraged to request competitive salaries. The requested compensation level should be further documented by comparison of the scope and complexity of work performed to other similar positions receiving similar pay.

Please review the application instructions for additional information on allowable and unallowable expenses for VSDVVF applicants under this funding opportunity.

VII. Availability of Continuation Funding

Beyond this award cycle, DCJS anticipates continued availability of funding through this grant program; however, recipients are encouraged to develop long-term strategies and infrastructure to ensure sustainability after this grant period.

VIII. Application Review Process

This is a non-competitive grant application process.

Current DCJS grant recipients will not be considered for funding if, as of the application due date, any of the required claims, financial reports (detail of expenditure reports in OGMS) or progress reports (status reports in OGMS) for the current grant are more than 30 days overdue. DCJS may waive this provision for good cause, which may be submitted via a contract amendment reporting extension in OGMS.

Applications will be reviewed by DCJS staff to ensure the following:

1. The requested budget matches, or is less than, the predetermined subaward amount listed on **Attachment A**.
2. All certifications are complete and signed by the correct individual in OGMS.
3. All items listed in the budget are:
 - a. Allowable,
 - b. Allocable,
 - c. Reasonable,
 - d. Justified as needed for the project,
 - e. Including a basis of computation, and
 - f. Prorated if needed (and include a basis of computation for the proration).
4. The application includes three goals, with two to three objectives, and all objectives are specific, measurable, attainable, related to the items in the budget, and time based.

DCJS staff will electronically send applications back to applicants for needed corrections, which must be completed before funds can be awarded in OGMS.

The Criminal Justice Services Board is expected to make award determinations at its meeting on May 8, 2025. Award determinations are final and may not be appealed.

DCJS will issue grant awards based on approval from the Criminal Justice Services Board. Fiscal and/or programmatic revisions may be required as a condition of funding; such revisions must be submitted in OGMS prior to project initiation.

IX. Application Instructions

Grant applications must be entered in OGMS (<https://ogms.dcjs.virginia.gov>). Register and/or confirm existing registration at least two weeks prior to the application due date to ensure that all individuals working on the application have OGMS access. To apply for this grant, select Funding Opportunity 549304 – SFY 26 Virginia Sexual and Domestic Violence Victim Fund (VSDVVF) Grant Program Current Discretionary, Prosecution, and Forensic/Sexual Assault Nurse Examiner Applicants.

OGMS instructions for **registering for a new account** and OGMS instructions for **applying for funding** are found at: www.dcjs.virginia.gov/grants/ogms-training-resources.

A. Instructions for Face Sheet (in OGMS)

1. **Congressional District:** Select all [congressional districts](#) served by your agency.
2. **Best Practice:** Not applicable to this grant program.
3. **Jurisdiction(s) Served:** Select all jurisdictions that are proposed to be served by this grant program.
4. **Program Title:** Enter your agency name followed by VSDVVF SFY2026 For example, “Dept. Criminal Justice Services, VSDVVF SFY2026.”.
5. **Certified Crime Prevention Community:** Not applicable to this grant program.
6. **Type of Application:** Enter “Continuation” and the SFY2025 VSDVVF grant number.
7. **Performance Statement:** Briefly describe the applicant’s performance meeting the goals of the SFY2025 VSDVVF grant.
8. **Community Setting:** Check all that apply (rural, urban, suburban, or statewide).
9. **Brief Project Overview:** Provide a description of the proposed project and the anticipated implementation activities. Summarize what the funds will support, including the number of people that will be served, items that will be purchased, and the number of staff that will be supported including position titles. For example,
“VSDVVF grants funds will be used to pay the salaries of 5 staff who will provide counseling services, crisis intervention, hospital and court accompaniment, and assistance with basic needs. Funds will also be used for outreach activities and providing training to staff. We anticipate serving 100 victims with these funds during this grant period.”
10. **Project Director:** Name and contact information for the person who will have day-to-day responsibility for managing the project and who will be the contact if DCJS needs project-related information.
11. **Project Administrator:** Name and contact information for the person who has authority to formally commit the organization, locality, or agency to complying with all the terms of the grant application, including the provision of match, if applicable.

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 serve as Project Administrator, attach a letter specifically delegating authority to serve in this capacity. Such letter must be specific to this funding opportunity, signed by the person granting this authority, on agency letterhead, and dated after the release of these guidelines.

12. Finance Officer: Name and contact information for the person responsible for fiscal management of the funds associated with this grant. For example, treasurer of the agency's board, locality financial manager and hired accountant.

Note: Appropriate internal controls necessitate that the Project Director, Project Administrator, and Finance Officer are different people. All three grant officials must be registered in OGMS and added to the application using the application's General Information form and selecting "Additional Contacts."

B. Budget Summary Form (in OGMS)

Report the amount of funds requested by category: Personnel, Fringe Benefits, Consultants, Travel, Subsistence and Other Travel, Equipment, Supplies and Other Expenses, and Indirect Costs. Funding reported on the grid should represent the whole grant period. Do not include matching funds in the budget grid as match is not required under this grant program. Round all amounts to the nearest dollar.

Funding for this grant program comes from both state special and general funds. Place requests for funding under the **state** column.

Each budget line must correspond to the itemized budget forms. Prior to submitting the application, please ensure that each itemized budget form aligns with the total amount requested on the budget grid.

Funds from Other Sources: Enter all funds from other sources that support the organization applying for funding. If the proposed project will generate program income, enter the anticipated amount of program income that will be earned and explain how these funds will be used to support the grant project.

C. Project Specific Goals and Objectives Form (in OGMS)

All applicants must complete Project Specific Goals and Objectives. Applicants are encouraged to assess funding and staffing levels and develop goals/objectives that are reflective of the work anticipated to occur in the grant period and only with awarded funds. Applicants must identify two goals. Each goal must have two to three objectives. Each objective must be measurable and directly related to one or more items requested in the grant proposal budget. Awarded applicants will report on the status of their goals and objectives quarterly.

Examples

Goal #1: To provide an array of supportive services to domestic violence, sexual assault, and stalking victims.

Objective 1: By June 30, 2026, 175 victims of sexual assault will participate in the art therapy program that is supported by this grant project.

Objective 2: By June 30, 2026, advocates working under this grant program will provide hospital accompaniment to 50 victims of sexual assault.

Objective 3: By June 30, 2026, this agency will participate in 12 outreach activities, 6 of which will focus on underserved communities, in order to inform our service area of our sexual assault services.

Intended Outcome: We will increase our reach to sexual assault survivors, who will have access to crisis services and on-going supportive services.

Data Collection: Services will be tracked in our agency case management database. Outreach activities will be documented in an Excel-based spreadsheet.

Timeframe: All objectives are designed to be completed by June 30, 2026, over a 12-month period.

Goal #2: To support domestic violence victims with basic needs provisions.

Objective 1: By June 30, 2026, 50 victims of domestic violence will receive sheltering services with funds supported by this grant.

Objective 2: By June 30, 2026, VSDVVF funded advocates will provide court accompaniment to 35 victims seeking protective orders.

Objective 3: By June 30, 2026, VSDVVF funded advocates will provide 250 hours of crisis intervention services to victims of domestic violence through the agency crisis line.

Intended outcome: Victims of domestic violence will receive access to services responding to their needs as related to crime victimization.

Data collection: Services will be tracked in our agency case management database. Crisis line services are also documented in an Excel-based spreadsheet.

Timeframe: All objectives are designed to be completed by June 30, 2026, over a 12-month period.

D. Itemized Budget Form

In OGMS, complete an itemized budget form for each section for which funding is requested. Total amounts on each itemized budget form must match amounts listed on the applicant's budget grid.

Requirements:

- All items requested in each budget form must be allowable, reasonable, and justified.
- For all items under item justification, explain how the item is needed to support this grant project and the goals and objectives of the grant.
- All items must include a basis of computation in the description of the item and an explanation of how the requested cost was determined.

- At the bottom of each itemized budget form, the applicant must identify the funding source for the budgetary items. Allocate all expenses under *state* funds, as appropriate.
- For all items the applicant must indicate in the description whether the item is used exclusively for the proposed project. Items that are not used exclusively for the project must be prorated, and the applicant must include an explanation of how the items were prorated.
 1. Prorating means the request for funding is proportional to the use of each item for this grant program.
 2. If an item is used exclusively for this proposed project, prorating is not needed. If the item is used to support other projects in the agency, prorating is needed.
 3. How to prorate.
 - a. Proration Based on Budget: If your request for funding is 15% of your total operating budget, you can prorate items that are not used exclusively for this proposed project by 15%.
 - b. Proration Based on Grant Funded Staff: If your staff is funded 50% by this grant, you can prorate this person's computer, office supplies, office furniture or other assigned items by 50%.
 - c. Proration Based on Salary: If your VSDVVF funded staff serve 10% of the total victims served by your agency, you can prorate items that are not used exclusively for this proposed VSDVVF project by 10%.
- Current VSDVVF forensic/sexual assault nurse examiner grantees are only eligible to request funds within the Personnel and Equipment budget categories.
- Budgeting Match

Match is not required under this grant program. Do not add matching funds to the budget.

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

All current VSDVVF grantees are eligible to request funds within this category. Current VSDVVF forensic/sexual assault nurse examiner grantees may only request funds for direct services providers.

If the applicant is seeking funds for personnel, complete all required sections on this form including a position description and justification.

Staff time that is supported by grant funds may only be spent on approved grant activities. If you are requesting funding for a position that provides services outside of these grant activities, pro-rate your request to only include time spent assisting victims as part of this grant program.

- a. Indicate if personnel costs are included in your budget – yes or no. If “yes” under “Personnel” enter the employee’s name, position title, if it 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. If the position is vacant, enter “Vacant” in lieu of an employee name. All requested amounts must be reasonable given the complexity of work, and consistent with the applicant’s staff compensation plan. If you are requesting funding for a position that provides services outside of these grant activities, pro-rate your request to only include time spent on this grant project.

- b. 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 you are 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 you elect this process, leave the fringe amounts for each individual employee at zero. Fringe benefits must be prorated to the amount of time the individual works on the grant.
- c. Under the Positions and Justification, select the employee’s name and enter in the description of position (maximum of 500 characters) and justification for position (maximum of 500 characters) for each item.

Under *Description*, describe grant-related duties performed (do not list job duties that are not under this grant), how the position was prorated, and provide basis of computation for salary and fringe benefits.

Under *Justification*, explain how the position is essential to the goals in the proposed project and justify the rate of compensation by providing assurance that the rate is approved by the Board of Directors or aligned with the locality compensation plan, similar to other positions in the geographic area that perform similar work, and assurance that the salary meets the living wage requirement.

Example #1

Description

Applicant requests funding for a full-time victim advocate position. This victim advocate position will provide direct services to victims of domestic violence and sexual assault. They will provide crisis intervention, court accompaniment, referrals to services, assistance with applying for victim compensation, travel assistance for obtaining services and participating in criminal justice proceedings, and they will participate in outreach activities. 100% of the position is allowable VSDVVF work and so this request is not prorated. The hourly rate for this position is \$24/hour. They will work 2,080 hours (full-time) under this grant project. $\$24 \times 2080 \text{ hours} = \$49,920$. Fringe benefits are requested at 100%.

Justification

The salary for this victim advocate position is similar to other positions in our agency; the victim advocate pay range is \$21.50-\$24.80 per hour. According to Unitedforalice.org, a living wage for the City of Richmond is \$18.65/hr. for one

adult. Our proposed salary exceeds this living wage requirement. The victim advocacy services provided by this position will assist the organization with the following goals: supporting victims' emotional and physical needs; helping to stabilize their lives after victimization; and helping victims understand and participate in the criminal justice system, which are allowable activities with VSDVVF funding.

Example #2

Description

Applicant requests funding for 20% of the Executive Director's (ED) salary. Under this grant, the ED will supervise all VSDVVF funded direct service providers and complete VSDVVF quarterly progress reports and contract amendments. These duties take up 20% of their time so this request is prorated. The ED salary is \$70,000/year. $\$70,000 \times 20\% = \$14,000$. Fringe Benefits are requested at 20%.

Justification

The annual salary of the ED is consistent with similar positions in this part of the state, and it is approved by the agency Board of Directors. Similar positions in the area range between \$62,000-\$78,000. According to Unitedforalice.org, a living wage for the City of Richmond is \$37,296/yr. for one adult. Our proposed salary exceeds this living wage requirement. The ED position is necessary to this VSDVVF grant project as it supports the provision of direct services to victims and the successful management of this grant.

Example #3

Description

Applicant requests funding for 50% of a full-time counselor position. The counselor will provide individual and group counseling session to victims of domestic violence. The counselor's salary is \$55,200/year. $\$55,200 \times 50\% = \$27,600$. Fringe Benefits are requested at 50%.

Justification

The annual salary of the counselor is consistent with similar positions in this part of the state, and it is approved by the agency Board of Directors. Similar positions in the area range between \$50,000-\$60,000. According to Unitedforalice.org, a living wage for the City of Richmond is \$37,296/yr. for one adult. Our proposed salary exceeds this living wage requirement. The services provided by the counselor position will assist the organization with the following goals: supporting victims' emotional and psychological needs, and helping to stabilize their lives after victimization, such as domestic violence, sexual violence, or stalking.

- 2. Consultants Form** (If no consultants are funded by this project use \$0.00 on the budget grid.)

Only current VSDVVF prosecution and discretionary grantees are eligible to request funds within this category. Current VSDVVF forensic/sexual assault nurse examiner grantees are not eligible to request funds within this category.

Services provided by a third party, regardless of whether there is a contract in place, should go under consultants; for example, training facilitators, consulting firms, employment agencies, interpreters, translation services, property management, and daycare providers. Supporting documentation (time sheets, invoices, evidence of completed deliverables) for consultants must be maintained onsite and made available upon request.

Do not include membership fees in consultants. Membership fees must be placed in supplies and other expenses, and they must be in the name of the applicant organization, rather than an individual.

- a. Indicate if consultants or consultant subsistence and travel costs are included in your 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.
- b. 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.
- c. 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.
- d. 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.
- e. Under the *Description* and *Justification*, select the name of the consultant and enter in the description of consultant’s role (maximum of 500 characters) and justification for use of consultant (maximum of 500 characters). Include a description of each service contracted for, the number of clients benefiting from

each type of service, and total budgeted amount for each service and a per client/group cost. Applicants are encouraged to attach supporting documentation to justify the request.

Example #1

Description

Applicant requests funding for 104 hours of counseling services contracted with Acme Counseling. 104 hours of counseling services over the 12-month grant period will allow the organization to send 2 victims per week to one hour of counseling located in our offices with Acme Counselors. (52 weeks x 2 victims per week x 1 hour per session= 104 hours). All counseling sessions will be for victims served under this VSDVVF project, so this request is not prorated. The Acme Counseling rate is \$80/per hour. 104 hours x \$80/hour = \$8,320.

Justification

Our in-house counselor cannot keep up with the need for counseling services. By contracting with Acme Counseling, we can shorten the wait list and get more victims into this needed service. \$80/hour is within the federal contracting limits, and it is the actual hourly rate Acme charges its clients.

Example #2

Description

Applicant requests funding for Spanish and Russian translation services contracted with Jane Doe. Translation services are needed to translate our current victims' services brochure into Spanish and Russian. These brochures support outreach to victims of crime to be served by this grant project, so this request is not prorated. Our brochure is 1020 words. Jane Doe's translation services rate is 15 cents per word. 15 cents x 1020 words x 2 (Two Languages: Spanish and Russian) = \$306.00.

Justification

Our current sexual assault brochure was recently updated. It is important to translate this brochure to reach Spanish and Russian speaking people living in our service area. Jane Doe's rate of 15 cents per word is the middle range rate for translation services according to Bureau Works.

3. Travel Form (If no travel is funded by this project use \$0.00 on the budget grid.)

Only current VSDVVF prosecution and discretionary grantees are eligible to request funds within this category. Current VSDVVF forensic/sexual assault nurse examiner grantees are not eligible to request funds within this category.

The OGMS travel form is for mileage only. Mileage reimbursement must be for staff of this grant project to assist them with meeting the goals of the grant. Mileage is separated in this grant solicitation because many programs have differing mileage rates for local and non-local mileage. **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.).

- a. Indicate if travel (mileage) costs are included in your budget – yes or no. If “yes” under “Local Mileage” or “Non-local Mileage” enter the number of miles and the mileage rate.
- b. 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 (www.irs.gov/tax-professionals/standard-mileage-rates).
- c. Under the *Description* and *Justification*, select the mileage being requested and enter in the description of mileage (maximum of 500 characters) and justification for mileage (maximum of 500 characters) for each item. If local travel policy differs from the federal/state travel policy, please provide or describe the policy in the justification. State in the description whether the request is based on the federal/state travel policy or the agency’s policy.

Example #1

Description

Agency estimates that over the 12-month grant period, victim advocates will travel 100 miles round trip to attend four Multi-disciplinary Team meetings with other service providers in our service area. This is based on travel in previous years. 100 miles x 70 cents per mile (.70) x 4 meetings = \$280.

Justification

These meetings are essential for victims’ services because we collaborate on cases to determine the best way to meet the needs of our clients during the meetings. The agency policy mileage reimbursement follows the federal standard mileage rate, which is currently 70 cents per mile.

Example #2

Description

Agency requests mileage for a 12-month period for sexual assault advocates to travel to the hospital to meet directly with victims for forensic medical exams. Last year, advocates responded to 40 such calls and each call resulted in an average 20-mile round trip. 40 calls x 20 miles each= 800 miles. 800 miles x .55 (cents per mile) = \$440. We are not prorating this amount because all mileage is based on services provided under this grant program alone.

Justification

Mileage is needed so that staff and volunteers can be present with victims at the hospital where they can provide a wide range of services in a supportive, trauma-informed way. Per agency policy, we reimburse mileage at a rate of 55 cents per mile, which is different from federal rates.

4. Subsistence and Other Travel Costs Form (If not funded by this project use \$0.00 on the budget grid.)

Only current VSDVVF prosecution and discretionary grantees are eligible to request funds within this category. Current VSDVVF forensic/sexual assault nurse examiner grantees are not eligible to request funds within this category.

Subsistence and other travel costs must be for staff of this grant project to assist them with meeting the goals of the grant.

- a. Indicate if subsistence and other travel costs are included in your 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.
- b. Recipients must follow the federal per diem rates (www.gsa.gov/travel/plan-book/per-diem-rates) unless there is a written local travel policy. Transportation costs for any rail fares are at coach rates. Subsistence is paid according to a per diem rate.
- c. Under Other Travel Costs, enter the event title, number of people attending, number of trips with rail costs, the rate, and other travel costs.
- d. Under the *Description* and *Justification*, select the event item being requested and enter in the description of costs (maximum of 500 characters) and justification for costs (maximum of 500 characters) for each item. If local travel policy differs from the federal/state travel policy, please provide or describe the policy in the justification. State in the description whether the request is based on the federal/state travel policy or the agency’s policy.

Example #1

Description

Agency requests subsistence for three advocates to attend basic advocacy training in Richmond, September 1-5, 2025. According to the GSA, each complete day of subsistence is \$48. \$48 x 5 days x 3 staff = \$720. This request is not prorated because each staff attending the conference will provide services under this grant project.

Justification

Attendance at this conference will give the direct service advocate who attends the tools and knowledge to work with victims of domestic violence, sexual assault, and stalking and appropriately fulfill the goals and objectives of this grant. It is our agency policy to provide subsistence in accordance with the U.S. General Services Administration (GSA).

Example #2

Description

Agency requests 4 nights of hotel stay for three advocates to attend the basic advocacy training in Richmond in September 2025. According to GSA, the daily lodging rate in Richmond for the month of September is \$145. 4 nights x \$145 x 3 staff= \$1,740. This amount is not prorated as each staff member will provide services under this grant project.

Justification

Attendance at this conference will give the direct service advocate who attends the tools and knowledge to work with victims of domestic violence, sexual assault, and stalking and appropriately fulfill the goals and objectives of this grant. It is our agency policy to provide subsistence in accordance with the U.S. General Services Administration (GSA).

- 5. Equipment Form** (If no equipment is funded by this project use \$0.00 on the budget grid.)

Only current VSDVVF forensic/sexual assault nurse examiner grantees are eligible to request funds within this category. Current VSDVVF prosecution and discretionary grantees are not eligible to request funds within this category.

Grant funds may be used to purchase equipment needed to meet the goals of the grant. If the applicant is seeking funds for equipment, complete all required sections on this form including a description and justification for all line items. Under the description, state whether the item is to be used exclusively to support victims under this grant program. If the item is not for the exclusive use of the VSDVVF grant program, it must be prorated. The applicant must explain how the item was prorated. Applicants requesting equipment must also adhere to maintaining an inventory log of all items purchased under this funding opportunity.

- a. Indicate if equipment is included in your 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.
- b. Under the *Description* and *Justification*, select the equipment item being requested and enter in the description (maximum of 500 characters) and justification (maximum of 500 characters) for each item.

Under Description, provide the basis of computation for the requested amount and explain how the item is prorated to its support of the grant project. Provide an explanation of how the amount being requested is reasonable. Grant reviewers will want to know whether the cost of the item is typical for similar items. Explain how you determined the cost of an item, for example, you received a quote from a vendor. Attach applicable documentation of estimated cost.

Under Justification, explain how the item is essential to the goals in the proposed project. If equipment is requested to replace outdated or “old” equipment, briefly describe why replacement is necessary and when the “old” equipment was acquired.

Example #1

Description

Applicant is seeking funding to purchase a CrimeCam Examiner Digital Camera with FLS from Arrowhead Forensics for the FNE. The item will be used for photographing fluorescence of biologicals on victims of sexual assault. The requested item is \$5,000 based on the listed category price (see attached ad) and will be used by the FNE 100% of the time to conduct examinations under this grant project; therefore, the entire cost of the item is being requested.

Justification

The item will be used for photographing fluorescence of biologicals on victims of sexual assault. With updated equipment as the current equipment is over ten years old, the program staff will be able to obtain high quality images to assist in evidence collection.

6. Supplies and Other Expenses (If not funded by this project use \$0.00 on the budget grid.)

Only current VSDVVF prosecution and discretionary grantees are eligible to request funds for limited purposes within this category. Current VSDVVF forensic/sexual assault nurse examiner grantees are not eligible to request funds within this category.

VSDVVF funds may **not** be used to support the purchase of office supplies or other operating expenses. Applicants may request funds in the Supplies and Other Expenses category **only to support the cost of training registration fees**. Registration costs may be requested for VSDVVF project staff only. Training costs supported by VSDVVF must be directly related to the development of skills that will be used to strengthen the response to and/or prosecution of domestic violence, sexual abuse, stalking, and family abuse.

All costs must be itemized within this category.

- a. Indicate if supplies and other expenses is included in your budget – yes or no. If “yes” enter the item requested, the cost, and the total number of items.
- b. Under the *Description* and *Justification*, select the item being requested and enter in the description (maximum of 500 characters) and justification (maximum of 500 characters) for each item. Under Description, explain what the item is and provide a basis of computation that explains how the total cost of the item was

determined. Under Justification, explain why the item is needed to meet the goals of the grant.

Also under Description, explain whether the item is for exclusive use of this grant project. Grant funds cannot support the entire cost of an item that is not used for activities solely related to this grant program; however, grant funds can support a prorated share of such an item. Prorating calculations must be provided under description.

Example #1

Description

Applicant is seeking funding to pay for registration to attend the Stalking Conference held in Hampton, Virginia in October 2025. The 3-day training is attended by victim advocates, prosecutors, law enforcement, and other allied professionals to obtain information on best-practices when provide direct services to victims of stalking. The opportunity will allow staff to network as well as promote the knowledge and skills that will enhance our day-to-day activities on this grant. This agency is requesting 15% of the cost from another grant program and so we are only requesting 85% of this cost. Registration is \$250 per person. $85\% \times 250 = \$212.50$ (\$213 in Budget Grid).

Justification

Attendance at the conference will provide our newly hired victim advocate the opportunity to gain knowledge and insight into current best practices, resources, and innovations within the field of victims services as it relates to working specifically with victims of stalking.

Example #2

Description

Applicant is seeking funding for registration costs to attend the 2026 Prosecutors' Network Conference in Arlington, Virginia. The 4-day conference is designed for local prosecutors to network and obtain vital information essential to prosecuting domestic violence and sexual assault cases in the Commonwealth of Virginia. The information obtained from this experience will enhance the knowledge and skillset of the prosecutor funded by this grant. The agency is requesting 100% of the costs for registration as the prosecutor works exclusively on the VSDVVF grant. Registration is \$305 per person.

Justification

Participation in this professional development opportunity will allow the domestic violence prosecutor to gain insight on best practices that are essential to effectively prosecuting these unique domestic violence cases this will promote the capacity of this staff to meet the approved goals and objectives of this grant funded project.

7. Indirect Costs

Indirect costs are not allowed.

E. Attachments

Upload in OGMS the following attachment (if applicable):

1. A letter designating signing authority is required if someone other than the specified individual signs any of the certifications in the application. The letter must be on official organization letterhead, include an effective date, list applicable grant numbers or application titles, and include the contact information of the person being granted signatory authority. Persons granted signing authority should enter their name on the certification, not the name of the person for whom they are signing.

F. General Conditions and Assurances

All applicants must complete this form. It must be signed by the Project Administrator or designee.

G. Lobbying and Debarment Certification

All applicants must complete this form. It must be signed by the Project Administrator or designee.

H. Non-Supplantation

All applicants must complete this form. The form must be signed by the Project Administrator or designee.

Non-supplanting: Funds must be used to **supplement** existing state and local funds for program activities and must not **supplant (replace)** those funds that have been appropriated for the same purpose. Additionally, requests for “new” staff positions must be justified, must not supplant other funds, and must result in significant additional service delivery.

I. Authority Certification

All applicants must complete this form. It must be signed by the Project Administrator or designee.

X. Grant Reporting Requirements

Failure to comply with grant reporting requirements in a timely manner may result in DCJS withholding disbursement of grant funds and/or terminating the award. DCJS will provide grant reporting requirements at the time of grant award. Listed below are the anticipated requirements.

A. Financial Reports (referred to as Claims and Detail of Expenditures in OGMS)

Grant recipients must submit quarterly financial reports in OGMS. All grant recipients are required to complete financial reports by the 15th of the month after the close of each quarter. If that date falls on a weekend or state recognized holiday, the reports are due on the next business day.

Projected Financial Report Due Dates for SFY Grants:

1 st Quarter, July – Sept.	October 15
2 nd Quarter, Oct. – Dec.	January 15
3 rd Quarter, Jan. – March	April 15
4 th Quarter, April – June	July 15

B. Progress Reports (referred to as Status Reports in OGMS)

Grant recipients must submit quarterly status reports in OGMS. If the status report due date falls on a weekend or state recognized holiday, the reports are due on the next business day.

Projected Quarterly Status Report Due Dates for SFY Grants:

1 st Quarter, July – Sept.	October 15
2 nd Quarter, Oct. – Dec.	January 15
3 rd Quarter, Jan. – March	April 15
4 th Quarter, April – June	July 15

Additionally, subrecipients must report program income to DCJS quarterly. Program income is defined as any income earned as a result of grant funded activities. Subrecipients must use program income to offset total allowable costs of the grant project. Activities that are anticipated to generate program income should be noted in the budget section of the application under the subsection “Funding from Other Sources.”

XI. How and Where to Submit Application

Submit applications and required attachments through the DCJS Online Grants Management System (OGMS) by 5:00 p.m. on Monday, April 14, 2025. After such time, OGMS will no longer permit applications to be submitted.

For technical issues and questions regarding OGMS, email ogmssupport@dcjs.virginia.gov (and include your grant name and application number) or visit OGMS Training & Resources at www.dcss.virginia.gov/grants/ogms-training-resources.

If applicants have questions, please email the VSTOP & VSDVVF Grant Program Coordinator, Tierra Williams, at tierra.williams@dcjs.virginia.gov, or call at 804-239-8850, and copy your assigned DCJS Grant Monitor. A response will be sent within two business days.

XII. Attachment A – SFY2026 Maximum Award Amounts

Location	Jurisdiction	Maximum Award
Action in Community Services, Inc. (ACTS)	Non-Profit Organization	\$31,674.00
Appomattox County	Local Government	\$45,000.00
Bedford County	Local Government	\$42,542.00
Campbell	Local Government	\$40,000.00
Caroline	Local Government	\$45,000.00
Chesapeake	Local Government	\$41,213.00
Eastern Shore Coalition Against DV	Non-Profit Organization	\$21,170.00
Empowerhouse (Formerly Rapp. Council on DV)	Non-Profit Organization	\$47,350.00
Essex	Local Government	\$45,000.00
Fredericksburg	Local Government	\$45,000.00
Greene	Local Government	\$45,000.00
Hampton	Local Government	\$45,000.00
James City	Local Government	\$41,030.00
Just Neighbors Ministry, Inc.	Non-Profit Organization	\$40,510.00
Korean Community Svc. Ctr. of Greater Washington	Non-Profit Organization	\$33,040.00
Legal Aid Works	Non-Profit Organization	\$30,400.00
Loudoun	Local Government	\$45,000.00
Lynchburg	Local Government	\$45,000.00
Madison	Local Government	\$45,000.00
Mecklenburg	Local Government	\$45,000.00
New Kent	Local Government	\$45,000.00
Newport News	Local Government	\$45,000.00
Norfolk	Local Government	\$45,000.00
Pulaski County	Local Government	\$45,000.00
Rapp. Council Against Sexual Assault	Non-Profit Organization	\$41,400.00
ReadyKids (Formally Children Youth & Fam Svs.)	Non-Profit Organization	\$40,000.00
Roanoke (Police Department)	Local Government	\$31,588.00
Rockingham	Local Government	\$45,000.00
Safe Harbor	Non-Profit Organization	\$50,000.00
Safehome Systems, Inc.	Non-Profit Organization	\$35,498.00
Scott	Local Government	\$45,000.00
Services to Abused Families, Inc.	Non-Profit Organization	\$43,970.00
Sexual Assault Response & Awareness, Inc.	Non-Profit Organization	\$40,000.00
Spotsylvania	Local Government	\$45,000.00
Stafford	Local Government	\$45,000.00
Tahirih Justice Center	Non-Profit Organization	\$49,986.00
Tazewell County	Local Government	\$45,000.00
The Center for Sexual Assault Survivors	Non-Profit Organization	\$18,648.00
Transitions	Non-Profit Organization	\$42,560.00
Virginia Commonwealth University	Other	\$31,330.00
Warren	Local Government	\$45,000.00
Wise County	Local Government	\$45,000.00
YWCA of S. Hampton Roads	Non-Profit Organization	\$46,424.00

Location (Forensic/Sexual Assault Nurse Examiner Projects)	Jurisdiction	Maximum Award
Augusta Health Foundation	Non-Profit Organization	\$63,691
Ballad Health/Mountain States Health Alliance	Other	\$70,171
Bon Secours Mercy Health	Non-Profit Organization	\$95,750
Carilion Clinic	Non-Profit Organization	\$82,150
Centra Health, Inc.	Non-Profit Organization	\$13,480
Inova Health Care Svcs	Other	\$95,644
Mary Washington Healthcare	Other	\$95,713
SAFE Center of SWVA	Non-Profit Organization	\$94,283
Virginia Commonwealth University	State University	\$54,952