



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

Program Guidelines and Application Procedures  
For Continuation Funding  
State Fiscal Year 2025

***Application Due Date:  
Monday, April 1, 2024, 12:00 pm (noon)***

***Late applications will not be accepted.***

Virginia Department of Criminal Justice Services  
1100 Bank Street, Richmond, VA 23219  
[www.dcjs.virginia.gov](http://www.dcjs.virginia.gov)

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## I. Introduction

The Virginia Department of Criminal Justice Services (DCJS) is the administering agency for the Virginia Sexual and Domestic Violence Victim Fund (VSDVVF). 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. Over the one-year grant period, grant funds will be distributed to local attorneys for the Commonwealth for the purpose of funding the cost of attorneys or to further dedicate existing resources to prosecute felonies and misdemeanors involving sexual violence, domestic violence, stalking, and family abuse. Additionally, over the one-year grant period, funds will support projects in non-profit programs, local units of government, and state agencies that provide services to victims of and/or children affected by sexual violence, domestic violence, stalking, and family abuse.

These guidelines provide detailed guidance to aid applicants seeking funds. Using the guidance presented in this document, applicants should be able to efficiently and effectively prepare complete applications.

### A. Grant Period

The grant period for awards made under these guidelines is for state fiscal year (SFY) 2025, July 1, 2024 through June 30, 2025. For purposes of this solicitation, applicants must submit one budget that will be used for the 12-month grant period.

### B. Purpose Areas

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.

### C. Eligibility

Organizations that currently receive a SFY 2024 VSDVVF prosecution, discretionary, or forensic/sexual assault nurse examiner grant award are eligible to apply. Current SFY 2024 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.

### D. Priority Areas

During the SFY 2025 grant cycle, priority for funding is for existing VSDVVF grantees, in one of the three Purpose Areas, who have successfully implemented their projects and are making

satisfactory progress meeting the goals and objectives outlined in their SFY 2024 grant applications. Projects that are not meeting the goals and objectives outlined in their grant proposal may be placed on probationary status and be required to provide corrective action plans or may be denied funding under this opportunity.

## II. VSDVVF Funding Source, Funding Categories and Amount Available, Program Requirements, Due Dates, and Review

### A. 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.

### B. Anticipated Funding 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, 2024 to June 30, 2025, 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.

In the event of a significant increase or decrease in the total amount of funds available in SFY 2025, DCJS will notify all grantees and provide guidance regarding changes to the SFY 2025 awards.

### C. Program 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 2024 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.

### **Suspension or Termination of Funding**

DCJS may suspend (in whole or in part) or terminate funding, or impose another sanction on a grantee, 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. Failure to meet service objectives in the previous award period of performance.
6. Filing a false certification in this application or other report or document.

### **D. Restrictions on Funding**

Current VSDVVF **prosecution** and **discretionary** grantees are eligible to apply for funding amounts not to exceed their current SFY 2024 award amount.

Current VSDVVF **forensic/sexual assault nurse examiner** grantees are eligible to apply for funding amounts not to exceed two-thirds of their current 18-month award amount. For example, if a forensic/sexual assault nurse examiner grantee currently receives an 18-month grant award totaling \$75,000, they can request a total of \$50,000 in this application.

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.

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

### **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 in the grant award package. Grantees will only be reimbursed for costs that have been incurred within the grant period, and which are reported on their financial report. Grant funds may only be expended and/or obligated during the grant period. All obligations must be fulfilled no later than 45 days after the end of the grant period. Requests for reimbursement shall be submitted through the DCJS online grants management platform, [OGMS](https://ogms.dcjs.virginia.gov/index.do) (<https://ogms.dcjs.virginia.gov/index.do>).

### **F. Financial and Progress Reporting Requirements**

Required reports include:

1. Quarterly Financial Reports, detailing quarterly expenditures
2. Quarterly Status (Progress) Reports, describing activities supported with these funds

DCJS requires submission of these reports into the online grants management platform, [OGMS](#). DCJS has created a series of self-guided videos and training materials to assist with this

requirement. These training resources will provide a global overview of OGMS functionality as well as high-level instructions on how to perform various tasks; therefore, all recipients of grant funding must have access to the Internet for reporting purposes. Additional information about the online reporting system can be found on the DCJS website at:

<https://www.dcjs.virginia.gov/grants/ogms-training-resources>

All grant recipients are required to complete financial and status reports by the 15th of the month after the close of each quarter.

Projected SFY 2025 Project Status Report and Financial Report Due Dates:

Reporting Quarter	Due Date
1 <sup>st</sup> Quarter, July – Sept.	October 15, 2024
2 <sup>nd</sup> Quarter, Oct. – Dec.	January 15, 2025
3 <sup>rd</sup> Quarter, Jan. – March	April 15, 2025
4 <sup>th</sup> Quarter, April – June	July 15, 2025

#### **G. Match Requirement**

Grant applicants are not required to provide matching funds.

#### **H. Application Deadline**

Applications must be submitted via the DCJS Online Grant Management System (<https://ogms.dcjs.virginia.gov/index.do>). Applications must be received **no later than 12:00 p.m. (noon) on Monday, April 1, 2024**. After such time, OGMS will no longer permit applications to be submitted.

See Section III of these Guidelines for specific requirements for submitting the application.

#### **I. Grant Application Technical Assistance**

If applicants have questions, please email the VSTOP & VSDVVF Grant Program Coordinator, Tierra Williams, at [tierra.williams@dcjs.virginia.gov](mailto: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.

See the DCJS website at:

<https://www.dcjs.virginia.gov/victims-services/grants/virginia-sexual-domestic-violence-victim-fund> for additional resources.

#### **J. Grant Application Review Process**

All applications will be reviewed by DCJS staff. The reviewers will assess each application based on information provided, adherence to these Grant Guidelines, and the clarity, substance, and strength of the request made for funding. Reviewers may consider demonstrated need, geographic location, budget justification, cost-effectiveness of proposed projects, and the availability of funds. Reviewers will prioritize budgetary items that focus primarily on direct services for victims of

sexual violence, domestic violence, stalking, and family abuse. DCJS reserves the right to change program budgets based on allowability and justification of items, and available funding.

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

1. The requested budget matches, or is less than, the maximum grant award amount.
2. All certifications are complete and signed by the correct individual(s) in OGMS.
3. All items listed in the budget are:
  - a. Allowable,
  - b. Allocable,
  - c. Justified as needed for the project,
  - d. Including a basis of computation, and
  - e. Prorated if needed (and include a basis of computation for the proration).
4. The application includes three goals with 2-3 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 in OGMS, which must be completed before funds can be awarded.

The Grants Committee of the Criminal Justice Services Board (CJSB) will review and make funding recommendations to the full CJSB. **The CJSB is expected to make final grant award decisions at its meeting in May 2024.** Funding decisions made by the CJSB are final and may not be appealed.

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.

#### **K. Budget Determinations**

In accordance with the *Code of Virginia*, only those costs directly related and essential to providing direct services for victims of domestic violence, sexual violence, sexual abuse, stalking, and family abuse can be supported with grant funds. Budget requests made must be allowable under state guidelines and must be reasonable, appropriate, and justified. Applicants should **carefully consider the resources needed to successfully implement the proposed project and present a realistic budget that accurately reflects project costs.** Applicants should also consider how the project will be sustained if funding through this grant program becomes unavailable.

### **III. Application Forms and Instructions**

Grant applications must be entered in OGMS. Register and/or confirm existing registration at least two weeks prior to the application due date to ensure that the individual who will be submitting the application has OGMS access. The OGMS funding opportunity number is **525384**. Instructions for submitting applications as well as additional resources can be found at the [OGMS Training & Resources Page \(https://www.dcjs.virginia.gov/grants/ogms-training-resources\)](https://www.dcjs.virginia.gov/grants/ogms-training-resources). The OGMS login page is at <https://ogms.dcjs.virginia.gov/index.do>.

Follow these steps to begin an application for this funding opportunity in OGMS.

1. Log into OGMS. If you have never registered for OGMS, select the *Registration* button on the OGMS home page.
2. Select *Funding Opportunities*.

3. Select #525384, *FY 25 Virginia Sexual and Domestic Violence Victim Fund (VSDVVF) Grant Program Current Discretionary, Prosecution, and Forensic/Sexual Assault Nurse Examiner Applicants Select Start New Application*.
4. Under *Application Title*, enter the name of the Proposed VSDVVF Project. Include your agency name in the title. For example, “Agency Name VSDVVF Project SFY 2025”
5. Under *Primary Contact*, select the name of the person completing the application. This can be changed later in the application process if needed. Select *Save Form Information*. This will take you to a new screen.
6. Under *Organization*, select the organization and then select *Save Form Information*. This will take you to a new screen.
7. Under *Additional Contacts*, select any organization members who should have access to this application and to the grant if it is awarded. Grant recipients can also add or subtract people after the grant is awarded. If you do not see the name of a person who should have access to the application/grant, it could mean they are not registered in OGMS. Select *Save Form Information*. This will take you to a new screen.
8. Under the Application Details screen, complete all sections by clicking on each line. You cannot submit the application until all sections are complete. A green check mark indicates the section is complete. Refer to the DCJS OGMS Training and Resource webpage for technical assistance with the OGMS system.

The following forms are incorporated into the OGMS application system:

- A. Face Sheet
- B. Project Narrative
- C. Project Specific Goals and Objectives
- D. VSDVVF Budget
- E. Itemized Budget Forms
- F. Non-supplanting Statement signed the Project Administrator. \*
- G. General Conditions and Assurances signed by the Project Administrator. \*
- H. Lobbying and Debarment Certification signed the Project Administrator. \*
- I. Forms and Attachments
  1. Any supplemental documents for any components of application.
  2. Letter designating signing authority, if applicable.
  3. List of Cooperative Agreements (see additional information under *Forms and Attachments*).
  4. Evaluation Plan documents.
- J. Authority Certification signed by the Project Administrator. \*

\* If someone other than the Project Administrator signs these certifications, attach a letter from the Project Administrator designating signing authority.

## A. Face Sheet

1. **Congressional Districts:** List the congressional districts that will benefit from this program.
2. **Jurisdictions Served:** Select all jurisdictions served.
3. **Certified Crime Prevention Community:** Not applicable to this grant program. As this is a required field, please answer this question to the best of your knowledge.
4. **Type of Application:** Enter “Continuation.”
5. **Community Setting:** Check the box(es) that best describes the applicant service area.
6. **Brief Project Description:** Provide a description of the services to be provided with grant funds and an estimate of the total number of individuals to receive program services during the grant period. This will be used to describe your program to the Criminal Justice Services Board during grant review and must not exceed 750 characters. Indicate the specific number of people that will be impacted by your program in the proposed grant period. This number can be the anticipated number of victims served by the program, the anticipated number of participants in a training initiative, or another specific, determinate outcome. Also include statistical information (the number of clients who received services, trainings conducted, etc.) from July 1, 2023-present.
7. **Project Director:** List the person who will have day-to-day responsibility for managing the project.
8. **Project Administrator:** List the person who has authority to formally commit the organization, locality, or state agency to complying with all the terms of the grant application, including the provision of the required match. 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 delegating signing authority.
9. **Finance Officer:** List the individual who will be responsible for fiscal management of the funds.

**Note: Appropriate internal controls necessitate that the Project Director, Project Administrator and Finance Officer are different people.**

## B. Project Narrative

All applicants must complete the Project Narrative portion of the application. The **Demonstration of Need** should indicate any applicable information on how the need or demand for these services exceeds what is currently available. The **Project Description** provides a brief description of the project, including the overall purpose, the persons to be served, and any applicable information on how the need or demand for these services exceeds what is currently available. Applicants may include statistics from their local victims’ services program(s), law enforcement agency, or prosecutor’s office, as well as court records and/or crime statistics. If applicable, applicants may document the number of victims that are un-served or underserved. The **Sustainment Plan** requires that applicants describe how the program will achieve financial sustainability to ensure continuation

of services when the funding period ends. Be specific in identifying additional funding sources and strategies to support the program long-term.

The Project Narrative must also address an **Evaluation Plan**. Provide copies of surveys used to evaluate program performance, as well as a summary of evaluation results.

*A Word or PDF document addressing these components may be attached to your application.*

### C. Project Specific Goals and Objectives

All applicants must complete the section, Project Specific Goals and Objectives. Applicants must identify **at least two goals**. Each goal must have at least two 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.

Goals and objectives should be reflective of the grant funded project. 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.

#### Example

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

**Objective 1:** By June 30, 2025, 175 victims of sexual assault will participate in the art therapy program that is supported by this grant project.

**Objective 2:** By June 30, 2025, advocates working under this grant program will provide hospital accompaniment to 50 victims of sexual assault.

**Objective 3:** By June 30, 2025, 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, 2025, over a 12-month period.

### D. Budget

Complete a VSDVVF budget grid for 12 months (July 1, 2024 – June 30, 2025). Round all amounts to the nearest dollar. Total budgets may not exceed current SFY 2024 award amounts. Funds should be allocated in the “State” funds column within the budget grid.

Under the section labeled Funds from Other Sources, list the amount and source of funds that will be used to support the VSDVVF project.

Current VSDVVF **prosecution** and **discretionary** grantees are eligible to apply for funding amounts not to exceed their current SFY 2024 award amount.

Current VSDVVF **forensic/sexual assault nurse examiner** grantees are eligible to apply for funding amounts not to exceed two-thirds of their current 18-month award amount. For example, if a forensic/sexual assault nurse examiner grantee currently receives an 18-month grant award

totaling \$75,000, they can request a total of \$50,000 in this application. **Current VSDVVF forensic/sexual assault nurse examiner grantees are only eligible to request funds within the Personnel and Equipment budget categories.**

## E. Itemized Budget Forms

Complete a Budget Itemization Worksheet for all allowable budget categories. If you are not requesting funds in a budget category, you must still complete the form by opening the form, selecting “no” indicating that you are not requesting funds in that category, and selecting “Mark as Complete.” As with the budget grid, all amounts listed in the budget itemization worksheets must reflect a 12-month award. Itemized budget form totals must match amounts entered into the overall budget grid.

### 1. Personnel Budget Category

*All current VSDVVF grantees are eligible to request funds within this category.*

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. For example, if your agency executive director spends 40% of their time providing direct service to victims of crime and 60% of their time on non-direct service/non-grant funded activities, then you cannot request 100% of that person’s salary. You must prorate your request to 40% of this position. Explain how you have prorated each position under **Description**. Also under **Description**, describe the grant-related duties that this position will perform.

Under **Justification**, explain how the position is essential to the goals in the proposed project and allowable under the *Code of Virginia*. Justify the position’s salary by demonstrating that the salary is consistent with salaries paid to other positions with similar responsibilities, within the program, or at other organizations in the service area. All requested amounts must be reasonable given the complexity of work, and consistent with the applicant’s staff compensation plan.

Example

#### **Description**

*Applicant requests funding for a full-time victim advocate position. The position is currently funded by VSDVVF and filled by Jane Doe. This victim advocate position will provide direct services to victims of domestic violence, sexual assault, and stalking. They will provide crisis intervention, court accompaniment, and referrals to services, and they will participate in outreach activities. 50% of the position engages in work on the VSDVVF grant. The hourly rate for this position is \$24/hour. They will work 1,040 hours on this grant during the 12-month period.  $\$24 \times 1,040 \text{ hours} = \$24,960$ .*

#### **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. Jane has been in the position for 5 years and earned a gradual increase to her current pay rate. The victim advocacy services provided by this position will assist the organization with providing necessary services to*

*victims of and/or children affected by sexual violence, domestic violence, stalking, and family abuse.*

**Fringe Benefits:** Applicants can add requests for fringe benefits per grant funded staff member. Fringe Benefits should be prorated based on time spent on the grant.

## 2. Consultant Budget Category

***In accordance with Code of Virginia § 9.1-116.1, 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.***

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

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. Any request for a consultant with a rate higher than \$650 per day or \$81.25/hour will be denied.

Services provided by a third party, regardless of whether there is a contract in place or not, should go under Consultants. For example, co-pays, property management, daycare providers, etc. should be allocated under consultants.

Under ***Description***, detail what the consultant will provide and how many hours they will provide their services. Under ***Justification***, explain how the work provided by the consultant is essential to the goals in the proposed project. Additionally, explain how use of a consultant is cost effective and reasonable. For example, explain why the applicant must hire a consultant to provide this service rather than have its own staff provide the service.

Requests for consultants will be carefully scrutinized. Only when it can be clearly justified that the use of outside consultants will significantly and permanently enhance project effectiveness will consultant fees be approved.

Example

### **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.*

### 3. Travel

***In accordance with Code of Virginia § 9.1-116.1, 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.***

If the applicant is seeking funds for mileage, complete all required sections on this form including a description and justification for all mileage. Applicants must follow their organization's travel policy. If the applicant does not have an established local travel policy, then the applicant must adhere to federal/state travel policy. If local travel policy differs from the federal/state travel policy, please provide or describe the policy in the justification. Refer to the following U.S. General Services Administration (GSA) website for the most current travel rates and policies: [www.gsa.gov/travel/plan-book/per-diem-rates](http://www.gsa.gov/travel/plan-book/per-diem-rates).

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.).

Under **Description**, explain what the travel expense is for, including a basis of computation describing how you determined the requested amount.

Under **Justification**, explain how the proposed travel expenses are essential to the goals in the proposed project, how the travel expenses are allowable under the VSDVVF grant program, and whether the amounts are based on the established local travel policy or, if there is no established local travel policy, based on the federal/state travel policy.

Example

#### **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 67 cents per mile (.67) x 4 meetings = \$268.*

#### **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 rate of 67 cents per mile.*

### 4. Subsistence/Other Travel Costs

***In accordance with Code of Virginia § 9.1-116.1, 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.***

If the applicant is seeking funds for other travel expenses, complete all required sections on this form including a description and justification for all line items. Applicants must follow their organization's travel policy. If the applicant does not have an established local travel policy, then the applicant must adhere to federal/state travel policy. If local travel policy differs from the federal/state travel policy, please provide or describe the policy in the justification. Refer to

the following U.S. General Services Administration (GSA) website for the most current travel rates and policies: [www.gsa.gov/travel/plan-book/per-diem-rates](http://www.gsa.gov/travel/plan-book/per-diem-rates).

VSDVVF grant funds can support skills training for grant-funded staff as it relates to performing the goals and objectives of the grant.

Example

**Description**

*Agency requests subsistence for the victim advocate on this grant to attend basic advocacy training in Richmond, Virginia in October 2024. According to the GSA, each complete day of subsistence is \$48.  $\$48 \times 5 \text{ days} \times 1 \text{ staff} = \$240/2 = \$120$ . This request is being prorated as attendance will also aide in the staff carrying out the goals and objectives on another grant. Cost will be split between both funding sources.*

**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**

***In accordance with Code of Virginia § 9.1-116.1, 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.***

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 of sexual assault. If the item is not for the exclusive use of supporting victims of sexual assault, 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.

Example

**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**

***In accordance with Code of Virginia § 9.1-116.1, 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. 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.

Under **Description**, all costs must be itemized. Additionally, show the basis for computation (i.e., “x” dollars for three staff people for training registration). 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 documented. Also under Description, explain how you came up with the cost of each item. This will require you to provide a basis of computation.

Under **Justification**, explain how the item is essential to the goals of the proposed project. Explain the rationale used to determine the basis for each computation (i.e., “registration cost is based on the cost spent in 2023 for a similar training opportunity”).

Example

**Description**

*Applicant is seeking funding to pay for registration to attend the Stalking Conference held in Hampton, Virginia in October 2024. 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.*

**7. Indirect Costs**

Indirect costs are not allowed.

**F. Requirement Demonstrating Non-Supplantation**

All applicants must complete the Non-Supplantation form. The form must be signed by the Project Administrator.

**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.

### **G. General Conditions and Assurances**

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

### **H. Lobbying and Debarment Certification**

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

### **I. Forms and Attachments**

1. Any supplemental documents for any components of your application.
2. 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.
3. List of Cooperative Agreements: A list of all cooperative agreements with implementation dates, authorized parties/signatories, and expiration dates.

*\*Please be advised that entire copies of cooperative agreements must be readily available for review by DCJS staff upon request.*

4. Evaluation Plan documents.

### **J. Authority Certification**

All applicants must complete this certification. The Authority Certification is to be signed by the Project Administrator or designee, not the Project Director, program staff or any other individual without submitted documentation.

*Please email grant application questions to Tierra Williams, at [tierra.williams@dcjs.virginia.gov](mailto:tierra.williams@dcjs.virginia.gov), and copy your assigned DCJS Grant Monitor, or call at 804-239-8850. A response will be sent within two business days.*

*For questions or concerns about OGMS, contact [OGMSSupport@dcjs.virginia.gov](mailto:OGMSSupport@dcjs.virginia.gov).*