

**New Initiative Victim Assistance Grant
Program
10/1/18 – 6/30/19
GRANT EXTENSION REQUEST**

John Mahoney
Department of Criminal Justice Services

Agenda

- Grant Extension Overview
 - Extension Only or Extension with Additional Funds
 - Completing the Excel Workbook
 - Grant Face Sheet
 - Budget Itemization
 - Need Justification
 - Budget Narrative – Word Template or Excel
 - Risk Assessment
 - Questions
 - Allowable Costs

The Basics

- This grant program is supported by Federal Victims of Crime Act (VOCA) funds (see Publ. 98-473, as amended).
- New Initiative (NI) grants set to expire 9/30/18.
- Current recipients can request extension through 6/30/19 (9 months).
 - Can request extension of award period only
 - OR**
 - Extension AND additional needed funds
- Deadline 7/31/18; grantsmgmt@dcjs.virginia.gov

Why Extend?

- Provides NI grantees more time to demonstrate effectiveness, and improves chances of earning continuation funding through later competitive process.

Next Steps - Extension Only

- If you just want **MORE TIME** and you **DON'T** need **ADDITIONAL** grant funds then:
 - Complete, sign, scan, and return **VOCA New Initiative Award Period Extension Form**, by July 31, 2018, to grantsmgmt@dcjs.virginia.gov
 - If necessary, you should also submit a **Budget Amendment Request (BAR)** through **GMIS On-line**.

Extension Only Form

VOCA New Initiative Award Period Extension Form

Project Name:			
Current DCJS Grant Number:			
	Project Director	Project Administrator	Finance Officer
Name:			
Title:			
Agency:			
Address:			
Phone Number:			
Email Address:			

Please provide a short description of your project in the space provided below. The description must include an estimate of the total **number of victims** to receive program services during the 9-month award period and a **summary of services to be provided**.

My signature below indicates that:

I am requesting that the period of award for this VOCA New Initiative Project be extended through 6/30/19, without change in project scope or award amount, and;

Next Steps – Extension Only

- Make sure the Project Administrator signs.
- Estimate the number of victims to be served during the 9 month extension.
- Briefly describe the services to be provided.
- This should be “more of the same” – No change in scope.
- Send completed form by **July 31, 2018**, to:
grantsmgmt@dcjs.virginia.gov

Next Steps – Extension And More \$

- If your **current award is INsufficient** to support your approved project through 6/30/19, (9 more months) **then**:
- Complete and return the **VOCA NI Budget Extension Modification Workbook**, in accordance with its instructions, by **July 31, 2018**, to grantsmgmt@dcjs.virginia.gov

Completing Budget Workbook

- **If only seeking to extend award period, then do not** complete this workbook.
 - Based on drawdown history, some programs are not expected to need more funds. Extension and budget amendment request may be all that's needed.
- **If you need more money to keep going for 9 more months,** then complete workbook.

Completing Budget Workbook

- You can complete the whole process by completing ALL the worksheets in the workbook.

OR, if you CHOOSE:

- You can complete your **Budget Narrative** using the **WORD template** and complete all the **OTHER** worksheets in the **Excel** workbook.

Completing Budget Workbook

If you complete your budget narrative using the **Itemized Budget Narrative** worksheet below:

Step 1 - Complete All Worksheets in this workbook

Step 2 - Return this completed Excel workbook to grantsmgmt.dcjs.virginia.gov by July 31, 2018.

If you choose to complete the **Word** Budget Narrative Template:

Step 1 - Complete all Worksheets in this workbook, except the Budget Narrative worksheet below:

Step 2 - Create a A PDF file of all Budget and budget narrative pages

Step 3 - Return this completed Excel workbook AND the PDF file of both documents to grantsmgmt.dcjs.virginia.gov by July 31, 2018.

Grant App Face Sheet

Grant Application _____

Department of Criminal Justice Services, 1100 Bank Street, Richmond, Virginia 23219 ATTACHMENT 1

Grant Program:	<input checked="" type="checkbox"/> New Initiative EXTENSION	Congressional District(s)	districts #'s
Applicant:	Your Non-Profit or Governmental Entity Receiving Grant	Faith Based Org:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Fed ID #	Your Locality's Federal ID	Best Practice	<input type="checkbox"/> Yes <input type="checkbox"/> No
Jurisdiction(s) Served:	All localities to be served inc. zip code		
Program Title/Sponsor:	XYZ Program - Non-Profit or Gov. Agency Sponsor	CCPC	<input type="checkbox"/> Yes <input type="checkbox"/> No
Grant Period:	<input checked="" type="checkbox"/> 10/1/18 -6/30/19	DUNS Number	9 digit #
Type of Application:	<input checked="" type="checkbox"/> EXTENSION of Grant # _____ # HERE	<input type="checkbox"/> Rural	<input checked="" type="checkbox"/> Urban
		<input type="checkbox"/> Suburban	

	Project Director	Project Administrator	Finance Officer
Name:	Manager of day to day operations	Person formally commits agency/ll	Fiscal Manager
Title:	V/W Director		
Address:			
Phone:	IMPORTANT	IMPORTANT	IMPORTANT
Fax:			
E-mail:	IMPORTANT	IMPORTANT	IMPORTANT
Signature of Project Administrator: SIGN HERE			

Brief Project Description:

Provide a short description of the project. The description must include an estimate of the total number of victims to receive program services during the award period and a summary of services to be provided.

Section A. Project Budget	DCJS Funds	Total

Grant App Face Sheet

- This information is probably largely the same as shown on your FY17-18 application
 - But, please use the new Budget Extension workbook
- Please be sure to:
 - Include DUNS #, Federal ID #, and current grant #
 - Update project contacts as needed
 - Have Project Administrator sign
 - Estimate the number of victims to be served and briefly outline services; no change in project scope

Budget Itemization

	A	B	C	D	E	F	G
1							
2	Enter descriptive information in BLUE fields (What is the expense?) (Example data and descriptions below should be deleted).						
3							
4	Enter REQUESTED funds/values in GREEN cells. (Green Cells REQUIRE a value in order to calculate).						
7	Provide Non-Grant Funding Information in YELLOW cells at bottom.						
8	Fiscal Year	9 Mo. EXT		Grant Funds Needed for 9 Months.			
9	Enter Project Location, e.g. Henrico Co.	Your County/City					
0	Enter Project Title Here, e.g Safe Harbor:	ABC					
1	Current Grant #:	18-X1234VW16					
2	ESTIMATE % Grant Funds Supporting Services to:	DV	22	SA	33		
3		Child Victims	22	Other/Under-Serve	22	99	Error Must = 100%
4	a. Budget Category Itemization	1. Personnel/Employees			DCJS FUNDS -		
5	a. Names of Employees	Position Titles	Total Grant Salary	Hours Devoted	FEDERAL	MATCH	TOTAL REQUEST
6	Example data (put your information here)	Director	100	1500	\$80.00	\$20.00	\$100.00
7			100	250	\$80.00	\$20.00	\$100.00
8					\$0.00	\$0.00	\$0.00
9					\$0.00	\$0.00	\$0.00
10					\$0.00	\$0.00	\$0.00
11					\$0.00	\$0.00	\$0.00

Budget Itemization

- Fill in the blue and green fields
- Delete example data
- Estimate the % of grant funds supporting each priority category; make sure it adds to 100%
- Remember: 9 month award period
 - Example: 9 months @ full time = 1560 hrs.

Allowable and Unallowable Costs

- Allowable Costs - Costs directly related and essential to providing direct services to crime victims.
- Unallowable Costs Include – Lobbying; fundraising; prosecution activities, etc.
- See VOCA Rule

Match

- Match amounting to 20% of the requested amount is required.
 - For example, a \$50,000 TOTAL budget would need to provide a \$10,000 match ($\$50,000 \times .20$).
- Match may be in the form of cash (hard match) or in-kind (soft match) and will be reported on quarterly financial reports.
- Match must be fully met by the end of the grant period. Match must be for or tied to expenses related to providing allowable direct services.

Additional Funding Justification

Current Award Total	\$100,000
Amount Drawn Down as of 6/30/18	\$20,000
Available Amount	\$80,000

Justification for Additional Funds:

Nine months is 75% of 12 months, consequently we need 75% of our current annual award. Points earned = 0. Briefly describe: 1) what has been accomplished and why requested funds represent a good investment; 2) What you will do in the next 9 months; 3) The rationale for needing more money, given the amount of funds not yet drawn down; 4) The results that will follow a supplemental award; 5) The consequences, if funds are not awarded.

Additional Funding Justification

- Big Picture; Briefly describe:
 - 1) what's been accomplished; why requested funds are a good investment;
 - 2) What you will do – kinds of expenses/services;
 - 3) Why you need more money, given the amount available;
 - 4) The results/outcomes/benefits expected;
 - 5) The consequences, if funds are not awarded.

Narrative Worksheet or Template

- You can use the Excel Itemized budget Narrative Worksheet **OR** the Word Budget Narrative template.
 - **Word Template** – Easier to format and manipulate; collects lots of helpful details.
 - **Excel worksheet** – Displays category totals from your itemized budget; whole application contained in one document.

Narrative - Word Template



Commonwealth of Virginia¶
Virginia Department of Criminal Justice Services¶

¶
Budget Narrative Template¶

Itemized Budget & Narrative Instructions¶

- Grantees must complete the Budget Narrative template for each category in which they are requesting funding in their Itemized Budgets. The use of the provided Excel Itemized Budget and Narrative templates is required to complete your NINE MONTH Itemized budget. Grantees should request a total budget amount not to exceed 75% of the current 12 month award listed in the Statement of Grant Award (SoGA). All requested budget amounts must be itemized and placed in the appropriate category for each line item. ¶

Narrative - Excel Worksheet

A	D
Budget Category Salaries/Wages (Revised Tot. Below)	Budget Narrative. Applicants can complete the budget narrative here <u>OR</u> complete and submit the Budget Narrative Template Form. FTE is calculated by dividing the total amount of hours funded with the grant by 2080. The position description should include the position title and briefly describe grant-related duties performed. The justification should explain how the position is essential and allowable under the program Guidelines and VOCA Rule, as appropriate. Justification for continuation funding for existing positions can be brief. It should be clear that funds continue support for appropriate direct services at a reasonable cost etc. New positions and pay increases etc. require more detailed justification. The total fringe should only reflect what you are requesting from the grant. Issues to address include: Is each position requested currently grant funded? Is each position requested listed by title/name with annual salary, total hours, and itemized benefits? Are salaries requested reasonable and consistent with local policies and similar positions?
\$200	
Fringe Benefits	Describe fringe benefits requested and itemize as necessary. Explain the cost basis for each benefit and the process for calculation, as necessary.

Completing the Budget Narrative

- **Briefly explain the *reasons* for each requested budget item.**
- As necessary, link to VOCA Rule and describe:
 - How the expense is related to direct services?
 - How victims benefit?
- Ask yourself - Based on this description:
 - Would I fund it?
 - Could I defend it in the newspaper?

Personnel

- Excel Itemization: List each position by title (and name of employee, if available). Show the grant supported salary for the employee and the hours to be devoted. (1560 = full-time for 9 months)
- Excel Itemization: Indicate benefits individually or group and explain in narrative.

Personnel

- Narrative: Explain why the position is essential and allowable; justification for continuation funding for existing positions can be brief.
 - Make clear that funds continue support for appropriate direct services at a reasonable cost etc.
- Narrative: Describe fringe benefits in enough detail to convey component costs and reasonableness.
 - If fringe is half as much as salary that requires explanation.

Personnel

- Considering both the itemized budget and the narrative, can a reviewer tell that:
- Each position is currently grant funded?
- Each position is listed by title/name with total grant salary, total hours, and itemized benefits?
- Salaries requested are reasonable?

Consultants

- Describe how use of outside consultants will significantly enhance project effectiveness.
- Follow state or local procurement process.

Travel

- Explain why costs are necessary to providing direct services to victims or document funds will be used for skills training for direct service providers.
- Document that grant funds will only cover travel costs of the project's direct service providers.
- State and national (direct service focused) training are allowable.

Equipment

- Justify equipment expenses by documenting that items will enhance direct services to crime victims. (Written estimate; procurement rules).
- Grant funds cannot support the entire cost of an item that is not used exclusively for victim related activities. However, a pro-rated share may be paid.
- Explain why old equipment is being replaced and provide purchase date.

Supplies and Other Expenses

- Itemize by major types (e.g., office supplies, printing, photocopying, postage, brochures).
- “\$4,000 pencils” – Not enough information.
- Show the basis for computations and provide rationale.
 - Basis - "x" dollars per month for photocopying; "y" dollars per person for training materials.
 - Rationale - e.g. the photocopying cost estimate was determined based on factors including X crime and Y court caseload statistics generating Z anticipated number of copies.

Indirect Costs

- If applicant has a federally approved indirect cost rate agreement in place, the applicant may include an allocation for indirect costs.
 - Provide a copy of their federally approved indirect cost rate agreement.
- 10% De Minimis rate – If organization has never had a federally-approved rate - Can use rate of up to 10% of the Modified Total Direct Costs (MTDC) – Excludes rent, equipment, capital expenditures, some contracts. Worksheet available.

Supplantation

- Applicants under this grant program must **describe**, as part of the budget narrative, non-grant funds supporting their projects and must **identify records** which document the level of non-VOCA support and satisfy the non-supplantation requirement.
- Attach a copy of current agency victim assistance budget (identifying all current sources of victim assistance funding).

Quarterly Reporting

- Quarterly financial reports and requests for funds must be completed on-line using Grants Management Online Information System.
<http://www.dcjs.virginia.gov/grants/gmis/>
- Quarterly performance metrics are to be submitted through OVC's online Performance Measurement Tool (PMT) located at
<https://www.ovcpmt.org>.

Due Date

- **Due July 31, 2016;** *Submitted electronically to:*
grantsmgmt@dcjs.virginia.gov
- If you **Don't** use the Word Budget Narrative Template:
 - 1 Step - Complete All Worksheets in the workbook
- If you uses the Word Template:
 - Step 1 - Complete all Worksheets except the Budget Narrative worksheet.
 - Step 2 - Create a PDF file of all Budget and budget narrative pages
 - Step 3 - Return completed Excel workbook **AND** the PDF file

Questions?

- Any questions about the extension process?

Allowable Costs

Immediate Health & Safety:

- Crisis intervention
- Personal advocacy and emotional support
- Accompaniment to hospitals for medical exams
- Hotline counseling
- Safety Planning
- Emergency food, clothing, transportation, and shelter
- Other services offering immediate safety
- Emergency legal assistance

Allowable Costs

Mental Health Assistance:

- Counseling
- Group treatment
- Therapy
- Peer support

Allowable Costs

- Assistance with Participation in Criminal Justice/Public Proceedings:
 - Advocacy
 - Accompaniment
 - Transportation
 - Interpretation for non-witness victims
 - Child care or respite care
 - Notification; restitution assistance
 - Case disposition information
 - Victim impact statements
 - Recovery of property held as evidence
 - Parole consideration

Allowable Costs

- *Legal assistance*— Where need arises as a direct result of the victimization.
 - Help victims assert their rights as victims in a criminal proceeding (no criminal defense) or otherwise protect their safety, privacy. such a proceeding;
 - Actions (other than tort actions) that, in the civil context, are reasonably necessary as a direct result of the victimization;

Allowable Costs

Costs Necessary & Essential to Providing ***Direct Services***

- Pro-rated costs of rent
- Telephone service
- Transportation costs
- Local travel expenses

Allowable Costs

- *Forensic interviews*—When:
- Results used not only for law enforcement and prosecution purposes, but also for identification of victim needs;
- Interviews conducted in the context of a multi-disciplinary investigation and diagnostic team, or in a specialized setting – CAC;
- Interviewer trained; interviews appropriate to the developmental age and abilities of children.

Allowable Costs

- *Transitional housing*—
- When victims have particular need and cannot safely return to their previous housing, due to the circumstances of their victimization.
- Can include: Travel, rental assistance, security deposits, utilities, and other costs incidental to the relocation to such housing.
- State can set limits; require budget justification and prior approval etc.

Allowable Costs

Special Services

- Acting on victim's behalf with service providers, creditors, or employers
- Assisting the victim to recover property
- Assisting in filing for compensation (required)
- Helping to apply for public assistance

Allowable Costs

- 📄 Personnel Costs (costs which are directly related to providing *direct services*)
 - Salaries and fringe benefits
 - Advertising costs for recruitment
 - Training costs for paid and volunteer staff
 - Supervision of direct service personnel

Allowable Costs

- 📄 Skills Training for Staff (paid & volunteer)
 - Used for developing skills of *direct service (DS) providers*
 - **Cannot** be used for management & administrative training for individuals *not providing DS*
 - Can include skills training for direct service providers who are part of the funded project, but who are not paid through the grant.
 - Cannot support training for personnel who are not part of the project.

Allowable Costs

Training Materials

- Training manuals and videos for *direct service* providers
- Costs of trainer for in-service staff development
- Intended to support attendance at training, not conduct of large scale training

Training Related Travel

- Travel, meals, lodging, & registration fees to attend in-state training or similar geographic area

Allowable Costs

Equipment & Furniture

- Furniture & equipment that enhance ***direct services***
- Cannot be used to purchase equipment for another organization or individual

Allowable Costs


Leasing Vehicles

- Allowable if expenditure is essential to delivering services; document policies and procedures governing use, insurance coverage, nondiscrimination, etc.

Advanced Technologies

- Computers/Automated systems/Technology

Allowable Costs

- 
- ## Contracts for Professional Services
- Assistance in filing protective orders or establishing emergency custody/visitation rights
 - Emergency psychological or psychiatric services
 - Sign and/or interpretation for deaf and hard of hearing or for non-English speaking crime victims
-
- Not to exceed a market rate
 - Capacity not available within the organization

Allowable Costs

Operating Costs

- Supplies
- Equipment use fees (when supported by usage logs)
- Printing
- Photocopying and postage
- Brochures
- Books and other victim-related materials
- VOCA administrative time
- Project evaluation

Allowable Costs

Supervision of **Direct Service Providers**

- Allowable when supervision is necessary & essential to providing *direct services*

Repair and/or Replacement of Essential Items

- Items that contribute to healthy and/or safe environment
- No construction

Allowable Costs

Public Presentations

- In schools
- In community centers or other public forums
- **Must** be designed to inform crime victims and provide or refer them to services; not prevention

Unallowable Costs

- Lobbying and Administrative Advocacy
- Prosecution - Activities directed at prosecuting an offender and/or improving the criminal justice system's effectiveness and efficiency
- Fundraising
- Research and studies
- Capital expenses
- Reimbursement of victim expenses - replacement of stolen property, funeral expenses, lost wages

Unallowable Costs

- Most Medical Care Costs
- Administrative Staff Expenses— associated with administrators, board members, consultants, unless *direct services to victims*
- Costs of sending individual victims to conferences.
- Activities exclusively related to prevention.

Categories – Tips & Hints

- Personnel
 - Reasonable costs
 - Supported by your locality/agency
 - Nonsupplantation
- Travel
 - Justify why it is necessary (to improve services to victims)
 - Subsistence = lodging + meals

Categories – Tips & Hints

- Equipment
 - Furniture and Equipment
 - Equipment requires written estimates of cost
 - Indicate when item last purchased
 - Reference procurement policies followed
- Supplies & Other Expenses
 - Breakdown by category
 - Include Training Registration Fees here
 - Max of 3 organization memberships
- Indirect Costs –
 - Document 10% based on TMDC; federally approved rate