



Victim Witness Grant Program

State Fiscal Year 2025

Non-Competitive Funding Guidelines and
Application Procedures

Application Due Date:

Monday, May 6, 2024, 5:00 pm

Late applications will not be accepted.

Virginia Department of Criminal Justice Services
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I. Introduction

These Virginia Department of Criminal Justice Services (DCJS) *Victim Witness Grant Program Non-Competitive Funding Guidelines and Application Procedures* provide detailed guidance to aid applicants in developing itemized budgets and budget narratives and completing other related forms. Using the guidance presented in this document, applicants can efficiently and effectively prepare complete applications. The development of these guidelines was informed by the [Victims of Crime Act \(VOCA\) Final Rule](#) and other federal and state requirements.

Applicants must comply with the applicable provisions of VOCA, these Guidelines, terms and conditions of the award, and the requirements of the U.S. Department of Justice [Grants Financial Guide](#). Only those costs directly related and essential to providing direct services to crime victims can be charged to the grant.

A. Grant Period

The grant period for subawards 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.

It is anticipated that continuation grants will be awarded in SFY 2026 and SFY 2027, based on available state and federal funding.

B. Purpose

The purpose of the Victim Witness Grant Program (VWGP) is to provide financial support to local victim witness programs and statewide victim assistance programs designed to provide direct services, information, and assistance as required by the Virginia Crime Victim and Witness Rights Act.

A *crime victim* is defined as a person who has suffered physical, sexual, financial, and/or emotional harm as a result of the commission of a crime. This includes victims of federal crimes. Crimes do not need to be reported to law enforcement for individuals to receive services under VWGP.

The primary purpose of VOCA funding is to support the delivery of services to victims of crime. The federal VOCA Rule defines *direct services to victims of crime* as “efforts that:

1. respond to the emotional, psychological, or physical needs of crime victims;
2. assist victims to stabilize their lives after victimization;
3. assist victims to understand and participate in the criminal justice system; *OR*
4. restore a measure of security and safety for the victim.”

VWGP funds can be used to provide victims of crime with direct services related to the following service categories as defined by VOCA:

- *Information and referrals.* Examples include providing information about the criminal justice process and victims’ rights; referrals to other victim service programs; and referrals to other services, supports, and resources.
- *Personal advocacy and accompaniment services.* Examples include accompaniment to emergency medical care and forensic examinations; accompaniment to criminal justice system-related events; individual advocacy; and intervention with employers, landlords, schools, and others on behalf of the victim.

- *Emotional support and safety services.* Examples include crisis intervention; safety planning; hotline services; individual counseling; support groups; and other therapeutic services.
- *Shelter and safe housing options.* Examples include providing emergency shelter; providing transitional housing; arranging safe housing; and other relocation assistance.
- *Criminal and civil justice system assistance.* Examples include notification of criminal justice events; and accompaniment to court hearings, to meetings with law enforcement and prosecution, and to other criminal justice system-related events.

C. Eligibility

Current eligibility is limited to the continuation of funding to local units of government and certain state agencies. Local units of government may subcontract with a private, non-profit service provider, if all local, state, and federal procurement and/or subrecipient policies are followed. Localities may submit joint applications to support regional victim witness programs serving multiple localities.

Each eligible state agency seeking funding to support statewide victim assistance programs may submit only one application.

The following eligibility criteria are in accordance with federal and state guidelines and the VOCA Rule. Eligible applicants must:

- Currently receive SFY 2024 funding from the VWGP.
- Have a demonstrated record of providing effective direct services to crime victims. In accordance with the federal [VOCA Rule](#), a program has demonstrated a record of effective services when, for example, it demonstrates the support and approval of its direct services by the community, its history of providing direct services in a cost-effective manner, and the breadth or depth of financial support from sources other than the Crime Victims Fund.
- Be in good standing with all state and federal agencies with which they have an existing grant or contractual relationship.
- Have a current, active Unique Entity Identifier (UEI) number issued by the U.S. General Services Administration through [SAM.gov](#). If currently registered, provided proof of registration with the System for Subaward Management (SAM) (<https://sam.gov/SAM/>).

Eligible projects must:

- Provide services directly to victims of crime.
- Utilize the Victims Services Data Collection System (VSDCS) to document direct services provided by grant funded staff and volunteers.
- Promote within the community collaboration efforts to serve and aid crime victims and leverage resources.
- Assist victims of crime in seeking crime victim compensation benefits. Recipients of the VWGP must assist victims in seeking Virginia Victims Fund (VVF) benefits, including maintaining a supply of VVF brochures and applications, establishing procedures to identify clients who may be eligible for compensation, ensuring that all VOCA-funded staff are familiar with VVF, assisting clients with the application process, and checking on claim statuses.

- Utilize volunteers in grant funded project activities and maintain documentation onsite of volunteer efforts.
- Provide program information to agencies that assist with victims of crime in the service delivery area.
- Maintain statutorily required civil rights statistics on victims served by race or national origin, sex, age, and disability, within the grant period and permit access to any documents, papers, and records to determine that the subgrantee is complying with applicable civil rights laws.
- Provide services to crime victims at no charge.
- Maintain confidentiality of victim information. Subrecipients of VOCA funds shall, to the extent permitted by law, reasonably protect the confidentiality and privacy of persons receiving services under the VOCA-funded program. Programs shall not disclose, reveal, or release any personally identifying information or individual information collected in connection with VOCA-funded services requested, utilized, or denied, regardless of whether such information has been encoded, encrypted, hashed, or otherwise protected.
- Comply with DCJS requirements and provide statistical and programmatic information about staff, volunteers, and victims served.
- Provide services as defined by DCJS and/or the federal Office for Victims of Crime (OVC) and maintain data collected through the VSDCS for federal reporting. All recipients of OVC funding are required to collect and report performance measure data that demonstrates how they are accomplishing the goals and objectives of the VOCA Victim Assistance and Victim Compensation formula grant programs (OVC, 2022).
- Provide services to victims of federal crimes on the same basis as victims of state/local crimes.
- Grant recipients must comply with the applicable provisions of the [VOCA Rule, Code of Federal Regulations Part 200](#), and requirements of the U.S. Department of Justice (DOJ) [Grants Financial Guide](#), effective edition, which includes maintaining appropriate programmatic and financial records that fully disclose the amount and disposition of VOCA funds received. This includes financial documentation for disbursements; daily time and attendance records specifying time devoted to allowable VOCA victim services; documentation of victims served; the portion of the project supplied by other sources of revenue; job descriptions; contracts for services; and other records, which facilitate an effective audit.

II. VWGP Funding Source, Anticipated Funding Available, Program Requirements, Due Dates, and Review

A. Funding Source

This VWGP non-competitive funding opportunity is supported with federal VOCA funds, the Virginia Crime Victim-Witness Fund (state special funds), and state general funds that are administered by DCJS.

The federal Crime Victims Fund, which supports VOCA grants, was established in 1984 and is one of the major funding sources for victim services throughout the United States. Revenues are deposited into the Crime Victims Fund annually from criminal fines, forfeited appearance bonds, penalties, special forfeitures, special assessments, and gifts, donations, and bequests by private parties. Fund dollars do not come from taxpayers.

VOCA funds are administered to the Commonwealth of Virginia from the U.S. Department of Justice, Office of Justice Programs, OVC.

B. Anticipated Funding Available

This is a continuation grant funding opportunity, and the anticipated award amount for each eligible agency has been predetermined. **Based on state budget information available at the time of publishing these Guidelines, each eligible agency will receive an amount that equals their SFY 2024 VWGP award.**

For a list of predetermined, anticipated award amounts for SFY 2025, click [here](#). Applicants must ensure that the budget they enter into OGMS as part of this grant application does not exceed their predetermined award amount. Should additional funds become known prior to award, DCJS will notify applicants of the revised award amounts that will be submitted to the Criminal Justice Services Board for approval. Grant recipients will be required to submit revised budgets if award amounts change.

There remains a great deal of uncertainty with future funding amounts. At the federal level, the VOCA “cap” for the federal fiscal year 2024 represents an approximate 34% decrease in awards going to states and territories. It is anticipated that VOCA funds may continue to decline in future years.

At the state level, deposits into the Virginia Crime Victim-Witness Fund (state special fund) remain significantly lower than in the past, and the Fund balance continues to decline.

C. Program Requirements

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

The VOCA conditions below are for the FFY 2022 Federal VOCA award. Recipients will be provided all relevant grant conditions at the time of award; they will not differ significantly from these conditions.

[**FFY 2022 Victims of Crime Act \(VOCA\) Victims Services Grant Program \(VWGP\) and Victim Witness \(VW\) FY2024 Special Conditions and Requirements**](#)

[**VOCA Final Rule**](#)

[**Department of Justice Grants Financial Guide**](#)

[**Code of Federal Regulations Part 200**](#)

VWGP 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 project services. State, local, or other funds currently allocated to provide services to victims of crimes may not be reallocated to other purposes.

Suspension or Termination of Funding

DCJS may suspend (in whole or in part) or terminate funding, 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.

D. Restrictions on Funding

See the Allowable and Unallowable Costs chart under [VOCA Grant Resources](#). For additional guidance, see 28 CFR Part 94, Subpart B-VOCA Victim Assistance Program at www.federalregister.gov/documents/2016/07/08/2016-16085/victims-of-crime-act-victim-assistance-program#h-55. Some unallowable costs include the following: lobbying; research and studies; active investigation and the prosecution of criminal activities; fundraising; activities focused on prevention; direct cash payments to victims; supplies or equipment that is given to victims for their personal use; non-emergency use food; give-away trinkets (e.g., keychains, chip clips, water bottles, t-shirts/branded clothing, other promotional items), staff bonuses, and capital expenses (including construction). Additionally, consultant hourly rates may not exceed \$81.25/hour or \$650/day.

Although allowable through the VOCA Rule, VWGP will not support vehicle purchases, new vehicle leases, or any out-of-state travel for out-of-state conferences.

VOCA may not be used as matching funds for other grant programs.

E. Disbursement of Funds

Disbursement of funds will occur on a cost-reimbursement basis for actual funds expended through a “claim” process in the DCJS On-line Grant Management System (OGMS). Actual expenditures must be reported quarterly and invoiced pursuant to approved line-item budget categories in the grant subaward package. 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, including matching 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 OGMS.

F. Financial and Status Reporting Requirements

Required reports include:

1. Quarterly Financial Expenditures, detailed in quarterly Claims.
2. Quarterly Status (Progress) Reports*, describing activities supported with these funds and generated in VSDCS.

** DCJS compiles all quarterly progress reports from VSDCS through an upload to the OVC Performance Measurement Tool (PMT).*

The use of VSDCS software is required by grant-funded staff and volunteers of the VWGP to document services provided to direct service victims and witnesses of crime and to generate

quarterly status reports. VSDCS replaced CIMS (Client Information Management System) in January 2023.

DCJS requires submission of approved status reports into DCJS [OGMS](https://ogms.dcjs.virginia.gov/) (<https://ogms.dcjs.virginia.gov/>). OGMS is the official record keeper of all DCJS grants administration.

All grant recipients are required to complete financial and status 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 SFY 2025 Project Status (Progress) Report and Financial Report (Claims) Due Dates:

1 st Quarter, July – Sept.	October 15, 2024
2 nd Quarter, Oct. – Dec.	January 15, 2025
3 rd Quarter, Jan. – March	April 15, 2025
4 th Quarter, April – June	July 15, 2025

Additionally, recipients must report program income to DCJS. 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 and reduce the federal award and non-federal entity contributions (i.e., the deduction method). Please see the [DOJ Grants Financial Guide](#) for more information on program income. Activities that are anticipated to generate program income should be noted in the application, as described below in section III, C.

G. Match Requirement

According to the VOCA Rule, grant recipients “shall contribute (i.e., match) not less than 20 percent (cash or in-kind) from non-federal sources of the total cost of each project” ([28 CFR 94.118\(a\)](#)).

VWGP match is currently provided through the use of state general and special funds. DCJS anticipates that available state funds will exceed the required 20% match obligation. Match funds, even in excess, are subject to the same conditions and assurances as federal funds with this award and are subject to audit. VWGP recipients are not required to provide additional local match funds.

Grant funds, including all matching funds, may only be expended and/or obligated during the grant award period of performance.

H. Application Deadline

Although this is a non-competitive funding opportunity and the funding amounts have been predetermined, subawards are contingent upon the applicant successfully entering their grant application in OGMS. Applications must be submitted in OGMS **no later than 5:00 p.m. on Monday, May 6, 2024**. After such time, OGMS will no longer permit applications that are in process of being 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 Victim Witness Grant Program Coordinator, Patricia Foster, at Patricia.Foster@dcjs.virginia.gov and copy your assigned DCJS Grant Monitor, or call at 804-371-8634. A response will be sent within two business days.

An informational webinar to review these Guidelines will be held. Details about the webinar will be provided to eligible applicants.

Application materials are located in OGMS (Funding Opportunity #528927) and the DCJS website at: <https://www.dcjs.virginia.gov/victims-services/grants/victim-witness-grant-program-vwgp>.

J. Grant Application Review Process

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

1. The requested budget matches the predetermined subaward amount.
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 and 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 grant goals that are specific, measurable, attainable, and related to the direct services provided by grant funded staff and volunteers.

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

The Grants Committee of the Criminal Justice Services Board (CJSB) will review and make funding recommendations to the full CJSB. **It is anticipated that the CJSB will make final grant subaward decisions at its meeting in June 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 federal and state guidelines, only those costs directly related and essential to providing direct services to crime victims can be supported with grant funds. Requests must be allowable under state and federal guidelines and must be reasonable, appropriate, and justified.

Applicants should carefully consider the resources needed to successfully implement the proposed project and present a budget that accurately reflects project costs.

III. Application Forms and 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 the individual who will be submitting the application has OGMS access.

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 *528927, SFY 2025 Victim Witness Grant Program Non-Competitive Funding Opportunity*.
4. Select *Start New Application*.
5. Under *Application Title*, enter the name of the Proposed VWGP Project. For example, “Any Town VWGP FY 2025.”
6. 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*. You will be taken to a new screen.
7. Under *Organization*, select the organization and then select *Save Form Information*. This will take you to a new screen.
8. Under *Additional Applicants*, 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 individuals 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.
9. 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 Resources webpage for technical assistance with the OGMS system (<https://www.dcjs.virginia.gov/grants/ogms-training-resources>).

The following forms are incorporated into the OGMS application system:

- A. Face Sheet
- B. Project Specific Goals
- C. Budget
- D. Itemized Budget Forms
 1. Personnel and Employee Fringe Benefits
 2. Consultants
 3. Travel
 4. Subsistence/Other Travel Costs
 5. Equipment
 6. Supplies and Other Expenses
 7. Indirect Costs Worksheet for applicants seeking indirect costs (including attachment for Indirect Cost Rate Agreement for programs seeking indirect costs over 10%)
- E. Non-Supplantation*
- F. Civil Rights Certification of Compliance*
- G. General Conditions and Assurances*
- H. Lobbying and Debarment Certification
- I. SAM Registration

J. Authority Certification*

K. VSDCS Information Technology System Access Request and Confidential Information Agreement

**Must be signed by the Project Administrator in OGMS. To sign, the Project Administrator must use their OGMS account to type their name on the form. If someone other than the Project Administrator signs these certifications, attach a letter from the Project Administrator designating signing authority. Use the "Attachments" component to upload the letter.*

A. Face Sheet

1. **Congressional Districts:** List the [congressional districts](#) that will benefit from the 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. For example, "VWGP grant funds will be used to pay the salaries of two staff who will provide services to crime victims outlined in the Virginia Crime Victim and Witness Rights Act. Services include personal advocacy/accompaniment, emotional support and safety services, criminal/civil justice system assistance, and information and referral. We anticipate serving 150 victims and 20 witnesses with grant funds during SFY 2025."
7. **Project Director:** List the person who will have day-to-day responsibility for managing the project.
8. **Project Administrator:** The person who has authority to formally commit the organization, locality, or state agency to complying with all the terms of the grant application. This **must** be the president of the Board of Directors of a nonprofit organization; the county administrator; the city, county, or town manager; the chief elected officer of the locality, such as the Mayor or Chairman of the Board of Supervisors; or, in the case of a state agency, the agency head. If someone other than one of these officials has been delegated the authority to serve as Project Administrator, attach a letter delegating signing authority as an attachment in the application.
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 individuals.

B. Project Specific Goals

All applicants must complete *Project Specific Goals*. Applicants are encouraged to assess grant funding and grant funded staffing levels and develop goals that are reflective of the work anticipated to occur in the grant period with awarded funds.

VWGP goals (formerly known as "targets") are to be completed using the Program Objectives tabs for Victims and Witnesses only. For the purposes of completing the OGMS section titled Goals and Objectives, please select NO when prompted. All VWGP applicants must provide annual numerical goals for each required victim and witness service objective. Complete the respective forms in OGMS for victims and witnesses. These reflect the listing of required and optional service objectives for local and state victim witness programs.

Upon award, DCJS will review status (progress) reports to assess progress toward project goals. Crime and environmental trends, staff turnover, collaboration with program sponsor and community partners, and other factors should be considered when establishing numerical targets.

Coordination and Collaborative Efforts

Coordination and collaborative efforts among relevant federal, state, and local agencies and organizations to improve victim services are required in the VOCA Rule. These efforts allow for the improvement of services for crime victims with other federally- and state-funded programs and with federal, state, and local agencies and organizations. One purpose of this collaboration is the development of protocols, policies, and procedures that promote systemic change in the ways crime victims are treated and served.

Coordination may include, but is not limited to, serving on local task forces, commissions, working groups, coalitions, or multi-disciplinary teams. Coordination efforts may also include developing written agreements that contribute to better and more comprehensive services to crime victims. Coordination of activities are allowable expenses as stand-alone projects or part of a direct service project. If they are funded as stand-alone activities, however, they should be activities that leverage resources for direct victim services (e.g., a stand-alone project to train volunteers may make more volunteers available to provide direct services).

Provide a list of all finalized and signed cooperative agreements and/or memorandums of understanding related to the provision of victim assistance services. Include the date the agreement was signed. All listed agreements should be dated within the last three years. If funded, the recipient may be asked to supply copies of these agreements. As noted in these guidelines, VOCA eligible agencies must promote, within the community being served, a coordination of public and private efforts to serve and aid crime victims and provide program information to the majority of agencies that assist with victims of crime in the service delivery area.

C. Budget

Complete a VWGP budget grid for 12 months (July 1, 2024 – June 30, 2025). Round all amounts in the budget grid to the nearest dollar. Use the predetermined amounts found [here](#).

VOCA funding must be placed under the Federal column. State general and special funds must be placed under their respective columns.

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. Please include all awards/subawards from all sources, locality contributions, and indicate whether your agency receives a general fund appropriation. Additionally, if the proposed project will generate program income, enter the anticipated amount of program income that will be earned. Please see the [DOJ Grants Financial Guide](#) for more information on program income.

All subgrantees are required to establish and maintain adequate accounting systems and financial records and to accurately account for funds awarded to them. They must have a financial management system in place that is able to record and report on the receipt, obligation, and expenditure of grant funds. Subgrantees must properly track the use of award funds and maintain adequate supporting documentation including maintaining proper documentation for all paid grant

and match staff and volunteer time reported. Additional information is available in the DOJ Grants Financial Guide at https://ojp.gov/financialguide/doj/pdfs/DOJ_FinancialGuide.pdf.

D. Itemized Budget Forms

Complete an Itemized Budget Form for all seven budget categories: 1) Personnel/Benefits; 2) Consultants; 3) Travel; 4) Subsistence/Other Travel Costs; 5) Equipment; 6) Supplies and Other Expenses; and 7) Indirect Costs. 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.”

Budget Requirements:

- All items requested in each budget form must be allowable. See Section II, D under these guidelines for more information about unallowable costs.
- All requested expenses and grant funded services must occur in the grant period.
- For all items, under item justification, explain how the item is needed to support this VWGP 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.
- For all items, the applicant must indicate in the description whether the item is used exclusively for the proposed VWGP project. Items that are not used exclusively for the VWGP project must be prorated, and the applicant must include an explanation of how the items were prorated.
 1. What does “prorated” mean? For the purposes of these guidelines, prorating means the request for funding is proportional to the use of each item for this grant program.
 2. When do I need to prorate? If an item is used exclusively for this proposed VWGP project, prorating is not needed. If the item is used to support other projects in the agency, prorating is needed.
 3. How do I prorate?
 - a. Proration Based on Salary: If your VWGP funded staff serve 80% of the total victims served by your agency, you can prorate items that are not used exclusively for this proposed VWGP project by 80%.
 - b. Proration Based on Direct Services Budget: If your VWGP request for funding is 15% of your total direct service budget, you can prorate items that are not used exclusively for this proposed VWGP project by 15%.
 - c. Proration Based on VWGP Funded Staff: If your staff is funded 50% by VWGP, you can prorate those staff members’ computers, office supplies, office furniture, or other assigned items by 50%.
- The applicant is responsible for ensuring totals in each itemized budget form match what is on the budget grid and does not exceed the maximum award amount.
- At the bottom of each itemized budget form, the applicant must identify the funding source for the budgetary items. Allocate all expenses under federal funds or state (general or special) funds, as appropriate.

1. Personnel Budget Category

If the applicant is seeking funds for personnel, complete all required sections on this form including a position description and justification. Amounts should reflect a 12-month budget period.

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, prorate your request to only include time spent on this grant project. Explain how you have prorated each position under **Description**. Also under **Description**, describe the grant-related duties that this position will perform. Do not list job duties that are not under this grant. Required duties, responsibilities, and qualifications must be designed to effectively provide services required by the Virginia Crime Victim and Witness Rights Act and must be consistent with all grant requirements.

Under **Justification**, include the following:

1. Explain how the position is essential to the goals in the proposed project.
2. Enter the hourly, monthly, or annual salary that is approved by your locality.
3. Describe how 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.

List each position by title. Show the annual salary rate for the employee and the hours of time to be devoted to the project by the employee. Typically, full-time employees work 2,080 hours annually.

Additional Personnel Considerations

Location of Victim Witness Grant Program Staff: VWGP staff may be physically located within current program office space or in satellite locations, and may be directly supervised by staff other than the victim witness program director. Applicants are free to determine optimal arrangements for office space and supervision of staff. The proposed physical location of staff and the supervision structure should promote efficient program operation. Additionally, these arrangements should be acceptable to the locality and any other parties to such agreements.

Staff of Statewide Victim Assistance Programs: To be eligible for grant funding, proposed positions must provide or facilitate the provision of direct services to victims. Additionally, all tasks, duties, and responsibilities must relate directly to the provision of information and assistance to crime victims and witnesses required by the Virginia Crime Victim and Witness Rights Act and other victims' rights laws.

Salaries for Grant Funded Staff: In addition to describing staff responsibilities, applicants must justify all requested salaries. Justification may include documentation demonstrating that requested salaries are consistent with salaries paid to other positions with similar responsibilities. All requested amounts must be endorsed by the locality or state agency. This information should be documented under **Justification**. Submission of the signed application signifies acceptance of all grant conditions, including non-supplantation, and certification that personnel expenses are reasonable, appropriate, and consistent with applicable local personnel policies and compensation plans.

Example

Description

Applicant requests funding for a full-time victim advocate position. The position is currently funded by VWGP and filled by Ann Smith. This victim advocate position provides direct services to victims of crime as required by VOCA and the Virginia Crime Victim and Witness Rights Act. They provide crisis intervention, court accompaniment, referrals to

services, assistance with applying for victim compensation, assistance with participating in criminal justice proceedings, and they participate in outreach activities. 100% of the position is allowable VWGP work and so this request is not prorated. The hourly rate for this position is \$25/hour. They will work 2,080 hours (full-time) under this grant project. \$25 x 2080 hours = \$52,000.

Justification

The salary for this victim advocate position is like other similar positions in our locality; the victim advocate pay range is \$21.50-\$25.80 per hour, which is the approved pay range for our locality. Ann Smith has worked in this position for seven years, so she is at the higher end of the pay range. 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 also purposes of VOCA funding.

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. Under Description of Fringe Benefits/Basis of Computation, provide the basis of computation and the total amount of each fringe benefit in each respective space. If the applicant is not seeking fringe benefits for one of the listed positions, enter zero.

2. Consultant Budget Category

If the applicant is seeking funds for consultants, complete all required sections on this form including a consultant description and justification. Amounts should reflect a 12-month budget period.

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, interpreters, 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 and allowable under the VOCA Rule and these Guidelines. 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 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 Spanish and Russian translation services contracted with Jane Doe. Translation services are needed to translate our current victim 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 victim services 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

If the applicant is seeking funds for mileage, complete all required sections on this form including a description and justification for all mileage. Amounts should reflect a 12-month budget period.

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.

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 the following: how the proposed travel expenses are essential to the goals in the proposed project; how the travel expenses are allowable under the VOCA Rule and these Guidelines; 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

Applicant 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 victim services because we collaborate on cases to determine the best way to meet the needs of our clients during the meetings. Promoting a coordination of public and private efforts to serve and aid crime victims is a requirement of VOCA funded organizations. The agency's mileage reimbursement policy follows the federal standard mileage rate, which is currently 67 cents per mile.

4. Subsistence/Other Travel Costs

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. Amounts should reflect a 12-month budget period.

VWGP funds can support skills training for direct service providers, including paid staff (both VWGP-funded and not) and volunteers, so that they are better able to offer quality direct services.

VWGP funds may be used for training activities that occur within the award period and within the Commonwealth of Virginia, and all funds for training must be obligated prior to the end of the grant period. Funds through this solicitation may not be used for travel or subsistence to attend out-of-state trainings or conferences.

Applicants may request grant funds to attend in-state training events, including trainings sponsored by DCJS, Virginia Victim Assistance Network, Virginia Sexual and Domestic Violence Action Alliance, Children's Advocacy Centers of Virginia, or other training opportunities that support enhancement of services to crime victims. Training/conference registration fees should be included in the "Supplies and Other Expenses" category.

Example #1

Description

Applicant requests subsistence for three advocates to attend basic advocacy training in Richmond, September 1-5, 2024. According to the GSA, each complete day of subsistence is \$48. $\$48 \times 5 \text{ days} \times 3 \text{ 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 advocates who attend tools and knowledge to work with victims. They are all new to the program and have never attended basic training before. Providing direct services to crime victims is the purpose of VOCA funding and we want to ensure it is done in an appropriate way. It is our agency policy to provide subsistence in accordance with the U.S. General Services Administration (GSA).

Example #2

Description

Applicant requests 4 nights of hotel stay for three advocates to attend the basic advocacy training in Richmond in September 2024. According to GSA, the daily lodging rate in Richmond for the month of September is \$145. $4 \text{ nights} \times \$145 \times 3 \text{ staff} = \$1,740$. 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 advocates who attend tools and knowledge to work with victims. They are all new to the program and have never attended basic training before. Providing direct services to crime victims is the purpose of VOCA funding and we want to ensure it is done in an appropriate way. It is our agency policy to provide lodging for staff attending out of area conferences in accordance with the U.S. General Services Administration (GSA).

5. Equipment (items \$5,000 per unit and greater)

If the applicant is seeking funds for equipment, complete all required sections on this form including a description and justification for all line items. Amounts should reflect a 12-month budget period.

Equipment is defined in the DOJ Grants Financial Guide as “tangible personal property (including information technology systems) having 1) a useful life of more than one year **and** 2) a per-unit acquisition cost of \$5,000 or greater (or the organization’s capitalization policy, if it is less than \$5,000). If the organization does not have a capitalization policy in place, the Federal amount of \$5,000 must be followed.” Please note that grant funded equipment should be tracked, managed, and disposed of a manner consistent with the subrecipient’s policies and the DOJ Grants Financial Guide.

Each major item to be purchased, leased, or rented must be listed separately with unit cost or the cost associated with the lease or rental agreement.

Under **Description**, describe the item being requested. Provide a statement as to whether the item is exclusively for the VWGP grant or if it has been prorated. Provide the basis of computation for the requested amount. 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 shown. For example, you are requesting funds to lease a copier. The lease price is \$6,000/year. The copier will be used by all agency staff regardless of how the staff is funded and regardless of the work for which the copier is used. This VWGP grant will comprise approximately 25% of the agency’s budget. You can show your total request for the copier this way: $25\% \times \$6,000 = \$1,500$. In this scenario, you can only request up to \$1,500 for the copier.

Under **Justification**, explain how the item is essential to the goals in the proposed project and allowable under the VOCA Rule and these Guidelines. Additionally, 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 (e.g., you received a quote, this is what you paid for a similar item last year). If equipment is requested to replace outdated or “old” equipment, briefly describe why replacement is necessary and when the “old” equipment was acquired. Equipment quotes can be uploaded in the “Attachments” component of OGMS.

Funds through this solicitation may **not** be used for new vehicle leasing agreements or vehicle purchases. Upon award, applicants must adhere to the DOJ Grants Financial Guide property standards for grant funded equipment and maintain property records onsite.

Example

Description

Applicant is seeking funding to purchase a scanner/copier. The price of the scanner/copier is \$5,000. Based on prior year’s work, we estimate that the scanner/copier will be used by all program staff for any and all program needs. 90% of use will be for serving victims of crime (approximately 10% will be used for non-allowable activity by other office staff). This request is prorated to 90%. $\$5,000$ (total cost) \times 90% = $\$4,500$.

Justification

The scanner/copier will replace a current one which is approximately 15 years old. The current one is unreliable and often breaks down. The new scanner/copier will be used to

copy materials provided to victims and documents needed for case management. We received three quotes for a new scanner/copier and have attached them to this application. All quotes were \$5,000.

6. Supplies and Other Expenses (items under \$5,000)

If the applicant is seeking funds for supplies and other expenses, complete all required sections on this form including a description and justification for all line items. Amounts should reflect a 12-month budget period.

Supplies are defined in the DOJ Grants Financial Guide as “all other items of tangible personal property that are not equipment. This includes computing devices that cost less than \$5,000 per unit (or the organization’s capitalization threshold, if that is less than \$5,000).”

Operating expenses under supplies include, but are not limited to, the following: office supplies, postage, training registration, telephone services, cell phone services, equipment maintenance, internet provider contracts, and printing projects.

Supplies and other expenses that support the whole organization must be prorated to support this VWGP project alone.

All computers purchased with DCJS grant funds must be equipped with updated anti-virus protection software. Applicants are encouraged to limit computer purchase requests to \$1,500 per workstation.

Under **Description**, all costs must be itemized within this category by major types (e.g., office supplies, equipment use fees when supported by usage logs, printing, photocopying, postage, brochures, telephone). If the item includes more than one component, identify subcomponents. For example, “*Office supplies: copy paper, pens, and folders.*” Additionally, show the basis for computation (e.g., “x” dollars per month per three staff people for office supplies). Explain whether the item is for exclusive use of the VWGP 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 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 and allowable under the VOCA Rule and these Guidelines. Explain the rationale used to determine the basis for each computation (e.g., the photocopying cost estimate is based on the cost spent in 2023 for similar services). Applicants should document actual expenses for each line item requested when possible (such as “Last year we spent \$400 on postage. For SFY 2025, we anticipate spending \$450, due to stamp rate increases.”). If a supply is requested to replace an outdated or “old” item, describe why replacement is necessary and when the “old” item was acquired. Supplies quotes can be uploaded in the “Attachments” component of OGMS.

Membership fees should be requested under this category. Grant funds may support a maximum of three memberships per year in victim assistance organizations. Memberships must be in the name of the organization, not an individual. Under **Description**, describe the organization or association, membership rate, and the benefits the applicant will receive with membership. Under **Justification**, explain how the membership is essential to the goals in the proposed project and allowable under the VOCA Rule and these Guidelines.

Example #1

Description

Applicant is seeking funding to purchase a laptop computer for Staff Advocate Jane Doe. The laptop identified for purchase costs \$900. The laptop includes the programming and security features needed. 85% of Jane's work is dedicated to this grant program. $\$900 \times 85\% = \765 .

Note: Under the personnel section, grant reviewers should see that the applicant is requesting 85% of Jane's total salary through this grant.

Justification

The laptop computer will give Jane the ability to manage their cases. Jane does not currently have a laptop. They only have a desktop computer. The laptop is needed so that Jane can take it to court and have access to needed information.

Example #2

Description

Applicant is seeking funding for emergency victim supplies. These supplies will be used for victims only. These emergency items are based on what was provided to victims by the program in 2023: 20 bus vouchers at \$5 each = \$100; 12 hotel vouchers at \$100 each = \$1,200; and 10 instances of lock changes at an average of \$45 each = \$450. $\$100 + \$1200 + \$450 = \$1,750$.

Justification

These emergency items will be provided to victims of crime during the grant period. The amounts are based on actual costs from 2023. Payments for services will be directly provided to the service provider and vouchers will be provided in accordance with our policy to ensure proper distribution and accounting. These emergency goods will help us assist victims to stabilize their lives and restore a measure of safety and security, which are goals of VOCA and VWGP funding.

7. Indirect Costs

All applicants requesting indirect costs must complete this section. According to 2 CFR Part 200.56, indirect costs are defined as: *Those costs incurred for a common or joint purpose benefitting more than one cost objective, and not readily assignable to the cost objectives specifically benefited, without effort disproportionate to the results achieved.*

Indirect costs are costs of an organization that are not readily assignable to a particular project but are necessary to the operation of the organization and the performance of the project. Indirect costs are those that benefit more than one activity and are common or joint purpose costs. For example, costs of an office manager/receptionist position that answers general phone calls, greets clients, etc. are considered indirect costs.

The salaries of administrative and clerical staff should generally be treated as indirect costs. Salaries of administrative/clerical staff may be appropriate to include as direct costs ONLY if ALL of the following conditions are met:

1. Administrative or clerical services are integral to a project or activity.
2. Individuals involved can be specifically identified with the project or activity.
3. Such costs are explicitly included in the budget or have the prior written approval of the awarding agency.

4. The costs are not also recovered as indirect costs on the proposed project or other grant programs.

Requesting indirect costs: Requesting indirect costs is optional. Applicants do not have to request indirect costs, but it is allowable. To calculate indirect costs, applicants must first determine the Modified Total Direct Costs (MTDC) amount of the project budget. Indirect costs that can be requested are not based on the entire project budget, but on the MTDC amount. Use the OGMS indirect costs rate MTDC form to calculate your MTDC. This will be based on the amounts you have in your proposed budget.

Applicants have two options when requesting indirect costs.

1. Indirect Cost Rate Agreement (ICRA)

- This is a formal rate agreement that an organization has applied for and received from the federal cognizant agency.
- Organizations will have a letter or other documentation that lists the federally negotiated rate.
- The rate in the ICRA must be accepted, unless otherwise specified by federal awarding agency.
- Applicants can request the percentage (as outlined in the ICRA) of the Modified Total Direct Costs (MTDC) of their budget for indirect costs.
- Applicants must attach a copy of their Indirect Cost Rate Agreement letter/documentation.

2. De Minimis Rate

- This can be used by organizations that do not have a federally approved Indirect Cost Rate Agreement
- Can use a rate of up to 10% of the Modified Total Direct Costs (MTDC) of their budget for indirect costs.

Claiming Indirect Costs:

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

E. Requirement Demonstrating Non-Supplantation

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

Non-supplanting defined: The federal DOJ Grants Financial Guide states: “Federal 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 additional service delivery.

F. Civil Rights Certification of Compliance

The Civil Rights Certification of Compliance is applicable to all projects under this funding opportunity. All applicants should select “Yes” on the Certification of Compliance in OGMS.

All authorized officials (project directors, project administrators, and finance officers) are required to view the civil rights training. The Project Director must certify that they have viewed the civil rights training offered by the Office for Civil Rights (OCR) and that they will ensure all grant funded staff will be trained to understand their responsibilities as outlined in the OCR training. A link to the OCR training is attached to the certification form. All applicants should select “Yes” on the Project Director Certification in OGMS and then complete the form with their information.

The Project Administrator must select whether the applicant agency falls under Equal Employment Opportunity Plan (EEO) Certification A or Certification B. Awarded applicants that fall under EEO Certification B must have an EEO on file and provide it to DCJS upon request. All applicants should select “Yes” on the Project Administrator Certification in OGMS and then complete the form. For more information on the EEO requirements, click [here](#).

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. SAM Registration

All applicants must complete this form. Upload proof of valid, non-expired SAM Registration, with the Unique Entity Identifier (UEI) number, on Federal email or letterhead, that includes the expiration date.

J. Authority Certification

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

K. VSDCS Access Agreement

All applicants must complete this form.

Please email grant application questions to Patricia Foster, at Patricia.Foster@dcjs.virginia.gov, copying your assigned DCJS Grant Monitor, or call at 804-371-8634. A response will be sent within two business days.

For questions and technical assistance relating to the OGMS, contact ogmssupport@dcjs.virginia.gov. Please include the grant program area in the subject line.