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Victim/Witness Grant Program Fiscal Year 2002 Program Guidelines and Application Procedures

Introduction

In accordance with §§9-173.3, 19.2-11.1, and 19.2-11.3 of the Code of Virginia, the Department of Criminal Justice Services (DCJS) is disseminating these Program Guidelines to continue or expand grant funded local victim/witness programs, to establish new victim/witness programs, and to continue or expand certain statewide programs which are designed to provide direct services, information, and assistance required by Virginia's Crime Victim and Witness Rights Act (the Act; see 1995, c. 687.) and other victims' rights laws.

These Program Guidelines provide detailed guidance to aid applicants in determining eligibility and staffing, developing the itemized budget and budget narrative, and completing other related forms, including service delivery targets. Using the guidance presented in this document, applicants should be able to efficiently and effectively prepare complete applications.

This grant program is supported in part by the "Virginia Victim-Witness Fund" (see § 19.2-11.3, Code of Virginia). Federal Victims of Crime Act (VOCA) funds also support this grant program (see Publ. 98-473, as amended).

These guidelines can be found on the Internet at <http://www.dcjs.state.va.us>.

Eligibility

The grant program to support local victim/witness programs is open to local units of government. Local units of government may subcontract with private, non-profit service providers.

The grant program to support statewide victim assistance programs is open to only the Office of the Attorney General, the Department of Corrections, and the Department of Criminal Justice Services. Grant funds may only support provision of information and assistance specifically required by the Crime Victim and Witness Rights Act and other victims' rights laws.

Each local unit of government may submit only one application to support a local victim/witness program serving a single locality. 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 categories of applicants are eligible to apply for grant funding in FY 2002.

Continuation/Expansion Funding for Existing Programs

All currently grant funded local victim/witness programs and statewide victim assistance programs are eligible to apply for continuation/expansion funding, given satisfactory program performance.

New Part-Time Local Victim/Witness Programs

Seven localities are eligible to apply for part-time programs.

These localities are **City of Clifton Forge, Bath, Buckingham, Craig, Dickenson, Highland, and Nottoway Counties.**

All eligible applicants are encouraged to contact Victims Services Section staff, should you have questions or need additional information and assistance in preparing applications. Applicants in localities eligible for new part-time programs are especially encouraged to contact section staff for technical assistance and information. Please direct your inquiries to the following staff.

Staff Member	Contact Information	Type of Application
John Mahoney, Victims Services Administrator	(804)786-8008 jmahoney@dcjs.state.va.us	New and Continuation
Wendy Lohr Hopp, Victims Services Analyst	(804)371-8634 whopp@dcjs.state.va.us	New and Continuation
Beth McCown, INFO-LINE Coordinator	(804)786-4576 bmccown@dcjs.state.va.us	Continuation
Mandie Patterson, Chief Victims Services Section	(804)786-3923 mpatterson@dcjs.state.va.us	New and Continuation

Applicants in localities eligible for new part-time programs are **strongly** encouraged to:

- Coordinate with neighboring jurisdictions to design regional victim/witness programs and prepare joint applications (i.e. City of Clifton Forge and Alleghany Co.).

Eligible localities choosing to submit applications requesting part-time staff to serve individual localities (i.e. Dickenson County vs. Dickenson Co. and Russell Co. together) must:

- Completely document the cost effectiveness of the proposed approach, and
- Completely explain why a regional approach was not chosen.

The maximum grant funded staffing level for each new stand-alone part-time program is .5 FTE.

Grant Writing Training

DCJS will conduct a Grant Renewal and Program Management Training for **current** Victim/Witness and Statewide Victim Assistance Program staff from Wednesday, March 21, 2001 through Friday, March 23, 2001. The training will be held in Richmond, at the Hilton Airport Hotel, located at 5501 Eubank Road, Richmond, VA 23235. Program staff should already have received, by mail, a memorandum providing additional information and a registration form.

DCJS may also conduct a Victim/Witness Grant Writing Workshop for individuals interested in establishing **new** part-time grant funded programs in eligible localities. The workshop will be held in Richmond, if justified by interest among eligible applicants. Location and registration information will be posted to the DCJS website (www.dcjs.state.va.us) and mailed to interested officials in eligible localities. Please contact section staff if you are interested in attending such a workshop.

Match

No local cash or in-kind matching funds are required.

Deadline

Applications (1 original plus 4 copies) must be received at DCJS, 805 East Broad Street, 10th Floor, Richmond, Virginia 23219 by **5:00 p.m. on April 20, 2001**. FAX copies will not be accepted.

Staffing Limits

DCJS will not provide funding for existing positions that are currently supported in full by non-DCJS funds. Furthermore, grant funded staffing levels for local victim/witness programs may not, except under exceptional circumstances, exceed the number under the "Victim/Witness Program Staffing Needs

Assessment” column entitled “Max. Staff Eligible for DCJS Funds.” (See Attachment 1 – Staffing Needs Assessment and Attachment 2A – Allocation of Victim Assistance Funds).

NOTE: The “Max. Staff Eligible for DCJS Funds” figures presented are either the number of staff supported with grant funds in FY99 or the number of staff recommended by the latest needs assessment, whichever figure is higher.

Grant Limits of Local Victim/Witness Programs

Eligible victim/witness program applicants may apply for funds in accordance with staffing levels and grant limits presented below.

“Max. Staff Eligible for DCJS Funds”	Upper Grant Limit
.5 or fewer staff	\$40,000
more than .5 and up to 1 staff	\$70,000
more than 1 and up to 2 staff	\$120,000
more than 2 and up to 3 staff	\$160,000
more than 3 and up to 4 staff	\$210,000
more than 4 and up to 5 staff	\$240,000
more than 5 and up to 6 staff	\$270,000
more than 6 and up to 7 staff	\$290,000
more than 7 and up to 8 staff	\$310,000
more than 8 staff	\$330,000

NOTE: Localities with victim/witness programs eligible for significant increases in staffing levels are encouraged to pursue an incremental growth strategy.

NOTE: Applicants seeking an exception to their maximum staff level may apply for funding up to the grant limit associated with the staffing level for which they are applying. (See Attachment 2A).

NOTE: Individual localities in need of part-time staff are **strongly** encouraged to coordinate with neighboring jurisdictions to design regional victim/witness programs and prepare joint applications. Localities interested in preparing joint applications may request staffing levels equal to the combined total staff recommended for each participating locality (See Needs Assessment column entitled “Max. Staff Eligible for DCJS Funds”). Applicants should determine the applicable maximum funding level by referring to maximum funding levels above. For example, a regional victim/witness program with a total “Max. Staff Eligible for DCJS Funds” of 1.5 may request grant funding up to \$120,000.

As noted above, eligible localities choosing to submit applications requesting part-time staff to serve individual localities must completely document the cost effectiveness of the proposed approach. Additionally, such applicants must completely explain why a regional approach was not chosen. The maximum grant funded staffing level for such programs is .5 FTE.

Grant Limits of Statewide Victim Assistance Programs

The annual grant award for statewide victim assistance programs may not exceed \$160,000.

Fiscal Year 2002 Salaries

Because the General Assembly adjourned on February 24, 2001 without finalizing amendments to the state budget, the size and timing of salary increases, if any, is unclear. Final information regarding salary increases will be posted to the DCJS website (www.dcjs.state.va.us) when it becomes available.

The attached salary scale reflects salaries which became effective December 1, 2000 (see Attachment 2). This scale will remain in effect throughout FY2002, unless the state budget is amended.

Should the state budget be amended to include salary increases for the state workforce, DCJS will support salary increases of the same average size and at the same time as increases provided to the state workforce.

This policy is consistent with the recommendations of The Victim/Witness Funding Workgroup, convened by the Secretary of Public Safety.

As indicated above, final information regarding salary increases will be posted to the DCJS website (www.dcjs.state.va.us) when it becomes available. Applicants may begin developing their grant budget requests using their current salaries, as outlined in Attachment 2. Prior to submitting their final applications, grant applicants are strongly encouraged to check the website to determine whether salary increases will be supported.

Grant Period

Grants to support local victim/witness programs and statewide victim assistance programs are for a one year period - July 1, 2001 through June 30, 2002 (FY2002) and can be renewed, given satisfactory performance and the availability of sufficient funds.

Program Requirements

DCJS requires grant funded local victim/witness programs to provide comprehensive information and assistance in five victims' rights areas established by the Act.

Grants to support statewide victim assistance programs must focus on delivery of a specific service or a more limited range of services required by the Act and other victims' rights laws. Funded programs in this category must meet all other grant requirements described in the Program Guidelines.

Grant funds will not be awarded to support victim/witness program staff salaries in excess of the amounts recommended in the salary guidelines (see Attachment 2). Additionally, all applicants must certify on Attachment 5 that grant funds will enhance or expand direct services to crime victims and witnesses and will not be used to supplant state and local funds that would otherwise be available for crime victim and witness services.

All applicants must also submit completed and signed copies of Attachment 11 - "General Grant Conditions and Assurances" and the "Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements." NOTE: For your reference, guidance regarding restrictions on lobbying, which applies to grant recipients and appears in the U.S. Department of Justice, Office of Justice Programs, "Financial Guide" (M7100), is included as part of Attachment 11.

Evaluation and Reporting

All grant supported programs are required to complete and submit a Project Progress Report by the 12th working day after the close of each quarter. In accordance with a Criminal Justice Services Board directive, applicable to all DCJS grant programs, **no current recipient of funding through this grant program will be considered for continuation funding if, as of the continuation application due date, any of the required Financial and Progress reports for the current grant are more than 30 days overdue.** For good cause, submitted in writing, DCJS may waive this provision.

DCJS has developed a Client Information Management System (CIMS) software package to capture required data elements. This software will be provided to grantees free of charge. Grantees are required to use the CIMS system and may be required to submit progress reports electronically. DCJS also provides training for CIMS users.

Allowable Costs

Only those costs directly related and essential to providing direct services to crime victims can be charged to the grant. Please see Attachment 9 (VOCA Guidelines, p.p. 6-10, Section E. Services, Activities, and Costs at the Subrecipient Level, subsections 1 and 2).

Unallowable Costs

For guidance regarding services, activities, and costs which cannot be supported with victim assistance grant funds, please see Attachment 9 (VOCA Guidelines, p.p. 10-11, Section E. Services, Activities, and Costs at the Subrecipient Level, subsection 3). NOTE: Costs, including staff time, associated with the preparation of subpoenas cannot be supported with grant funds.

Summary Instructions for Applicants Requesting Continuation Grants

Continuation grant applications should contain:

1. Page 1 of the DCJS Grant Application, completed and signed. (See Attachment 10)
2. A project budget and a budget narrative for the period July 1, 2001 through June 30, 2002. (See Instructions for Completing the Budget Narrative beginning on page 12)
3. Annual victim and witness service targets, required program development objectives, and other required certifications for the continuation grant period. These may be provided by completing Attachments 4 and 5 of the Program Guidelines.
4. If additional staff are requested, provide an organizational chart which demonstrates staff position and chain of command within the organization.
5. Copies of any new or revised written cooperative agreements with criminal justice agencies, local courts, and other agencies providing victim services which are not already on file at DCJS. (See Attachment 7).
6. Completed and signed copies of the "General Grant Conditions and Assurances" and the "Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements" (see Attachment 11).

7. FY2000 CIMS data indicate that, on average, full-time grant funded programs served 246 direct service victims per grant funded staff member. Staff in part-time programs served an average of 109 direct service victims. If the direct service victim caseload per staff member in your program falls below these averages, please briefly explain why this is the case and describe outreach efforts and plans.

Detailed Instructions for Completing the Standard Application

Applicants requesting DCJS grant funding for the first time must file a "Standard Application."

A Standard Application consists of a complete:

- I. Project Description
- II. Budget Form
- III. Budget Narrative

Detailed instructions for completing each section of the "Standard Application" are presented below.

I. Instructions for Completing the Project Description

Program title

Indicate the jurisdiction(s) served and the formal title of the proposed program. For example, "Richmond Victim/Witness Program" or "Department of Corrections Victim Notification Program."

Need Justification

Provide a specific description of the need which this program will address, including the number and types of clients eligible for the proposed services and the percentage of those eligible who will be served.

Goals and Objectives

Attachment 3 is a listing of required and optional service objectives for local victim/witness programs and also contains guidance regarding service objectives for "statewide victim assistance programs".

To document service objectives, all applicants must propose the target number of victims to whom services will be provided during FY2002 for each required service objective. These targets should be listed on Attachment 4.

All applicants must also check "Other Required Certifications" blanks on Attachment 5.

All victim/witness program applicants must also provide annual targets for each required witness service objective. These targets should be listed on Attachment 5. If appropriate, "statewide victim assistance program" applicants may also use Attachment 5 to indicate annual witness targets for selected services.

All victim/witness program applicants must check "Program Development" blanks on Attachment 4.

Implementation Plan

In this section, applicants should describe what they will do in order to accomplish **each** of the program's service objectives. Victim/witness program applicants must provide an implementation strategy for **each** required service objective.

NOTE: To aid applicants in complying with the implementation plan requirement, a "check-off" type Sample Victim/Witness Program Implementation Plan is provided as Attachment 6.

Using the sample plan, applicants may document service objective implementation simply by checking off strategies which accurately describe intended implementation plans. Alternatively, applicants may develop an original implementation plan if that better meets their needs.

Additionally, the implementation plan should include:

- Written cooperative agreements (See Attachment 7)
- An organizational chart
- A description of how the applicant intends to use volunteers
- A description of how the applicant intends to maintain confidentiality of client-counselor information (See Attachment 8)

II. Instructions for Completing the Budget Form

Page 1

Grant Program: Indicate by checking “V/W” or “Statewide Victim Assistance,” as appropriate.

Applicant: Official name of locality or state agency applying for the grant.

Jurisdiction(s): List all localities to be served or, if appropriate, indicate “statewide.”

Program Title: Indicate “Victim/Witness” or “Statewide Victim Assistance” here.

Grant Period: Applications must be for a 12-month period. (Start date is July 1, 2001. End date is June 30, 2002.)

Type of Application: Check the appropriate blank (“New” or “Continuation”). If you are completing a “Continuation” application please indicate the current grant number.

Project Director: List the person at project or local level whom DCJS can contact if further information is needed.

Project Administrator: List the person who has authority to formally commit the locality or state agency to complying with all the terms of the grant application. This must be 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 the manager, chief elected officer or state agency head has been delegated the authority to sign, and signs the grant application, provide a copy of the letter, memorandum or other document by which the signing authority was delegated.

Finance Director: List the individual who will be responsible for fiscal management of the funds.

NOTE: It is very important to provide FAX as well as phone numbers for each person above. E-mail addresses should also be provided, if available.

Brief Project Description: Provide a short description of the project. The description **must include an estimate of the total number of direct service victims and direct service witnesses** to receive program services during the grant period. Additionally, the description must include the total numbers of direct service victims and direct service witnesses served between July 1, 2000 and March 31, 2001. For example:

The XYZ victim/witness program provides comprehensive information and direct services to crime victims and witnesses in accordance with the Crime Victim and Witness Rights Act and other applicable victims' rights laws. During FY2002, it is estimated that 620 victims and 31 witnesses will receive direct services through this program. For the period July 1, 2000 through March 31, 2001, the program provided direct services to 450 victims and 22 witnesses.

Section A. Project Budget Summary:

Provide total figures from budget categories.

Section B. Budget Category Itemization

Instructions for budget category itemization are provided in the Budget Narrative section below.

III. Instructions for Completing the Budget Narrative

Budget Category Itemization - When completing section B of the budget form, applicants should break down funds requested according to budget column headings (80% - 20%). Remember, no local cash or in-kind matching funds are required.

All applicants must briefly explain the reasons for each requested budget item. A line item budget narrative is required. The Project Budget Narrative must be presented separately from the Project Description.

Personnel

- List each position by title (and name of employee, if available). Show the annual salary rate for the employee and the hours to be devoted to the project by the employee. Typically, full-time employees work 2,080 hours annually. (Victim/witness program applicants should see Attachments 2 and 2A for additional salary and staffing guidance).
- Indicate each type of benefit included and the total cost allowable to employees assigned to the project.

Applicants should carefully evaluate and document physical and organizational capacity to accommodate and effectively utilize new staff.

All applicants must justify the necessity of creating each ***new*** position. Please describe the duties, responsibilities, and qualification required of each new grant funded position. Required duties, responsibilities, and qualifications must be

designed to effectively provide services required by the Crime Victim and Witness Rights Act or other victims' rights laws and must be consistent with all grant requirements.

Grant funds may be used to support the following classes of positions.

Victim/Witness Program Director

Victim/Witness Program Assistant Director

Victim/Witness Program Assistant

Staff of Statewide Victim Assistance Programs

Note to Victim/Witness Program Applicants: For a description of each eligible victim/witness program position's tasks and duties and required knowledge, skills, and abilities see Attachment 2.

Determination of FY2002 Salary: Because the General Assembly adjourned on February 24, 2001 without finalizing amendments to the state budget, the size and timing of salary increases, if any, is unclear. Final information regarding salary increases will be posted to the DCJS website (www.dcjs.state.va.us) when it becomes available.

The attached salary scale reflects salaries which became effective December 1, 2000 (see Attachment 2). This scale will remain in effect throughout FY2002, unless the state budget is amended.

Should the state budget be amended to include salary increases for the state workforce, DCJS will support salary increases of the same average size and at the same time as increases provided to the state workforce.

This policy is consistent with the recommendations of The Victim/Witness Funding Workgroup, convened by the Secretary of Public Safety.

As indicated above, final information regarding salary increases will be posted to the DCJS website (www.dcjs.state.va.us) when it becomes available. Applicants may begin developing their grant budget requests using their current salaries, as outlined in Attachment 2. Prior to submitting their final applications, grant applicants are strongly encouraged to check the website to determine whether salary increases will be supported.

Location of Victim/Witness Program Staff: New victim/witness program staff may be physically located outside any current program office space 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 new staff. Applicants should document that the proposed physical location of staff and supervision structure promotes efficient program operation. Additionally applicants must document agreement that these arrangements are acceptable to the locality and any other parties to such agreements.

Consultants

List each type of consultant or service (with numbers in each category and names of major consultants when available), the proposed daily fee rate, and the amount of time to be devoted to such services. Individual Consultant's rate may not exceed \$450.00 per day.

For organizations, including professional associations and educational institutions, performing professional services: Indicate type of services being performed and estimated contract price.

Travel and Subsistence for Consultants: Reasonable expenses may be reimbursed at actual cost.

NOTE: Only when it can be clearly justified that the use of outside consultants will significantly and permanently enhance project effectiveness, may consultant fees be approved.

Travel

Itemize total travel expenses of project personnel by local mileage, non-local mileage, and subsistence. Please clearly explain the basis for all calculations.

Justify travel by explaining why costs are necessary and essential to providing direct services to victims or by documenting that grant funds will be used exclusively for developing the skills of direct service providers so that they are better able to offer quality services to crime victims. Additionally, applicants must document that grant funds will only cover travel costs of the project's direct service providers.

DCJS will consider requests up to \$1,500 per local program to support attendance at appropriate national training conferences. International travel may not be supported with grant funds. Applicants must document that the requested training is needed and is unavailable within the state, and is cost effective. The \$1,500 maximum includes travel and registration costs. Registration expenses should be detailed in the "Supplies and Other Expenses" category.

Applicants are encouraged to request grant funds to support attendance at the DCJS sponsored victim assistance training events listed below, as appropriate. Applicants may also request grant funds to attend other in-state training events.

A detailed and itemized description of all training conference expenses and a detailed justification for expenses, addressing cost effectiveness and appropriateness of the proposed expenditures, are required.

The number of staff attending each event and the total number of training events for which grant support is requested must be reasonable and cost effective.

July 18, July 25, August 1, and August 8, 2001 – A one-day seminar on homicide will be conducted for victim assistance staff. The trainings will be held in four different locations in Virginia. It is anticipated that these trainings will be offered in Roanoke, Charlottesville, Fredericksburg, and Newport News. Applicants may request funds to cover reasonable costs of mileage, lodging, and meals. Lunch will be provided. The \$50 registration fee should be requested in the “Supplies and Other” budget category and will cover the costs of lunch, training materials, and training costs. Staff should plan on attending only one of these trainings, as the same training content will be presented at each training event. (For planning purposes, the V-STOP Grant Application Training will likely be held the day following the homicide training in Roanoke and Newport News.)

September 19-21, 2001 - 3-day basic program management training will be conducted for victim/witness and sexual assault program staff. It is anticipated that the training will be held in the Richmond area. Topics for this training may include: financial management of the grant, victim-related legislation, overview of reporting requirements, cooperative agreements, Criminal Injuries Compensation Fund, etc. Applicants may request funds to cover reasonable costs of mileage, lodging, and meals. (The following meals will be provided: Day 1 lunch, Day 2 breakfast and lunch, Day 3 breakfast and lunch). The \$100 registration fee should be requested in the “Supplies and Other” budget category and will cover the costs of the listed meals, training materials, and training costs. Any new grant-funded staff member should plan on attending.

March 20-22, 2002 - 3 day grant renewal/program management training (for new and existing staff). It is anticipated that the training will be held in the Richmond area. Applicants may request funds to cover reasonable costs of mileage, lodging, and meals. (The following meals will be provided: Day 1 lunch, Days 2 and 3 breakfast and lunch). The \$100 registration fee should be requested in the “Supplies and Other” budget

category and will cover the costs of the listed meals, training materials, and training costs.

April, 2002 - 1-day victims' rights week commemoration and workshop. This training event and is typically held in Richmond. Lunch will be provided. Applicants may request funds to cover reasonable costs of mileage, lodging, and meals. The \$30 registration fee should be requested in the "Supplies and Other" budget category. (Note: This event may be held in conjunction with DCJS' Community Oriented Justice Conference).

Equipment

Each major item to be purchased must be listed separately with unit cost. List each item to be leased or rented with the cost associated with the lease or rental. Justify equipment expenses by documenting that items will provide or enhance direct services to crime victims. Applicants are reminded that grant funds cannot support the entire cost of an item that is not used exclusively for victim related activities. However, grant funds can support a pro-rated share of such an item. Applicants are encouraged to discuss computer hardware and software needs with Bob Holet of DCJS' Victims Services Section at (804) 225-4568.

All computers purchased with DCJS funds must be equipped with anti-virus protection software, which must be updated regularly.

Supplies and Other Operating Expenses

All costs should be itemized within this category by major types (e.g., office supplies, equipment use fees, when supported by usage logs, printing, photocopying, postage, brochures, books and other victim-related materials, and telephone).

Show the basis for computation ("x" dollars per month for office supplies; "y" dollars per person for training materials; telephone -- long distance at "z" dollars per month, etc.). Additionally, the rationale used to determine the basis for each computation should be explained (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.)

DCJS will scrutinize office space rental requests. Applicants not currently approved for such expenditures will not be awarded funds to pay office space rental expenses. Applicants requesting funds to support office space rental must document efforts to secure non-grant funds. Grantees currently receiving DCJS

funds for office space rental expenses are strongly encouraged to decrease their request by 10% each fiscal year.

Grant funds may support a maximum of three memberships in victim assistance organizations. Each organization and its membership rate must be identified. Memberships must be in the name of the agency, not the individual.

DCJS will also carefully examine equipment maintenance requests. Applicants must thoroughly document the necessity and cost effectiveness of requested expenditures. DCJS will not award equipment maintenance funds in excess of the amount approved in FY2001, unless an applicant can demonstrate compelling reasons for such funding. Applicants should describe efforts to secure non-grant funds to support maintenance expenses.

Indirect Costs

No costs are allowed in this category.

Cash Funds From Sources Other Than Grant Program Supporting This Project

Applicants may list source and amount of cash from the other sources that support this project.

FY2002vwguidelines.doc