



Victim/Witness Grant Program

Fiscal Years 2007 and 2008 Program Guidelines and Application Procedures

Department of Criminal Justice Services

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Victim/Witness Grant Program Fiscal Year 2007 and 2008 Program Guidelines and Application Procedures

Introduction

In accordance with §§9.1-104, 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 supporting grant funded local victim/witness programs and statewide programs 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.

The FY2007 and FY2008 guidelines were developed for grantees that wish to apply for continuation funding for the period July 1, 2006-June 30, 2008. Please note that this is a **two-year funding cycle**.

These Program Guidelines provide guidance to aid applicants in determining eligibility, 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.

These guidelines are posted on the Internet at www.dcjs.virginia.gov/victims/

Sources of Funding and FY2007/2008 Grant Limits

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

Because combined funding from these sources continues to decline, and because it remains unclear whether the FY2007-2008 state budget will include any state General Funds to support Victim/Witness Programs, and in the interest of allowing grantees to proceed with grant application preparation, DCJS is establishing the following maximum grant limits for FY2007 and FY2008, based upon current funding projections.

FY2007 – Level Funding. For FY2007 (July 1, 2006 through June 30, 2007) grant awards may not exceed current FY2006 award levels. For example, if your FY2006 grant award totals \$60,000, then the maximum grant amount available for FY2007 will also be \$60,000.

FY2008 – 10% Reduction. For FY2008 (July 1, 2007 through June 30, 2008) maximum grant awards may not exceed 90% of the FY2007 award levels. For

example, if your FY2007 grant award totals \$60,000, then the maximum grant award available for FY2008 will be \$54,000.

The amount available for expenditures during FY2008 is dependent upon factors including deposits into, and expenditures from, the Virginia Victim/Witness Fund, the amount of federal Victims of Crime Act (VOCA) funds awarded to the Commonwealth, and the amount of state General Funds, if any, allocated to support Victim/Witness Programs.

In the event of a significant increase or decrease in the total amount of funds available in FY2008, DCJS will notify all grantees and provide guidance regarding changes to the FY2008 awards.

Matching Funds Not Required

Given the grant award limitations described above, allocation of local funds to Victim/Witness Program budgets is strongly encouraged in order to maintain current staffing levels and the delivery of essential services. No specific cash match percentage is required, however, in order to be eligible to receive grant funding.

Budgeting Flexibility

DCJS wishes to provide grantees with maximum flexibility in designing their grant budgets and utilizing any available local funding.

In accordance with federal 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.

Within these broad restrictions, however, grantees have discretion to determine how grant funds can most effectively be utilized. For example, these guidelines do not prescribe, nor prohibit, changes in staff salaries in FY2007 or FY2008.

Eligibility

Only currently grant funded local victim/witness programs and statewide victim assistance programs, demonstrating satisfactory performance, are eligible to apply for continuation funding.

Grant funds cannot support new programs or new staff positions during this funding cycle.

All eligible applicants are encouraged to contact their DCJS grant monitors, should they have questions or need additional information and assistance in preparing applications

Deadline

Applications (1 original plus 4 copies) must be **received** by DCJS before 4:30 p.m. on **April 28, 2006**. Applications must be addressed to the attention of Ms. Janice Waddy, Grants Administrator, DCJS, 202 North Ninth Street, 10th Floor, Richmond, Virginia 23219. FAX copies will not be accepted.

Fiscal Year 2007 and 2008 Salaries

Over the years, DCJS has developed, in consultation with the field, model victim/witness position descriptions, salary scales and salary policies. These documents helped to define and accurately reflect the variety and complexity of work performed by staff and to promote appropriate and equitable compensation.

In recent years budget constraints prevented DCJS from providing cost of living increases of the same average size and at the same time as increases provided to the state workforce. Additionally, salary compression is a significant concern for many veteran staff. Finally, given the uncertainty regarding the level of state and federal funding available to DCJS for award, implementation of across the board salary scales is unworkable.

In recognition of these constraints, DCJS wishes to provide grantees with maximum flexibility in designing their grant budgets and utilizing any available local funding. Therefore, **these guidelines do not prescribe, nor prohibit, increases in staff salaries in FY2007 or FY2008. Grantees have discretion to determine how to most effectively utilize their grant funds, so long as such changes are reasonable, appropriate, and justified. At a minimum, DCJS strongly encourages grantees to maintain current grant funded salary levels.**

Grant Period

Grants to support local victim/witness programs and statewide victim assistance programs are for the twenty-four month period of July 1, 2006 through June 30, 2008 (FY2007 **and** FY2008) and can be renewed, given satisfactory performance and the availability of sufficient funds. **Separate budgets, budget narratives, and cover sheets are required for each grant year.**

Program Requirements

In accordance with the Code of Virginia, DCJS requires grant funded local victim/witness programs to provide comprehensive information and assistance addressing victims' rights established by the Crime Victim and Witness Rights 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.

All applicants must also submit completed and signed copies of Attachment 9 - "General Grant Conditions and Assurances" and the "Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements."

Evaluation and Reporting

All grant-supported programs are required to complete and submit a Project Progress Report and a Financial Report by the 12th working day after the close of each quarter. On-site monitoring visits of grant programs will be conducted, as DCJS staff resources permit.

FY2007 Project Progress Report and Financial Report Due Dates

First Quarter	October 18, 2006
Second Quarter	January 19, 2007
Third Quarter	April 17, 2007
Fourth Quarter	July 18, 2007

In accordance with a Criminal Justice Services Board policy, 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.

Financial Reporting

The Grants Administration Section of DCJS has developed the Grants Management Online Information System to coordinate financial reporting. Quarterly financial reports and requests for funds must be completed on-line. Additional information about the on-line reporting system can be found at www.dcjs.virginia.gov/onlineServices/.

CIMS

The Victims Services Section of DCJS has developed a Client Information Management System (CIMS) software package to capture required data

elements. This software is provided to grantees free of charge. Grantees are required to use the CIMS system and to submit progress reports electronically. DCJS also provides training for CIMS users. For more information, please contact Darwin Webb at (804) 786-4576.

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 7 (VOCA Guidelines, p.p. 28-33, 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 7 (VOCA Guidelines, p.p. 33-35, Section E. Services, Activities, and Costs at the Subrecipient Level, subsection 3).

In accordance with federal grant guidelines, grant funds cannot be used to pay for activities that are directed at prosecuting an offender and/or improving the criminal justice system's effectiveness and efficiency. For example, costs, including staff time, associated with the preparation of subpoenas and other prosecution-focused activities cannot be supported with grant funds. Such expenses are considered part of the criminal justice agency's responsibility and cannot be supported with victim assistance grant funds.

Review Process

DCJS staff will review all applications and make programmatic and budgetary recommendations for consideration by a subcommittee of the Criminal Justice Services Board (CJSB). The subcommittee will meet to evaluate reviewer recommendations and any allowable appeals. The subcommittee will make final recommendations for consideration by the full CJSB, at the Board's June 8, 2006 meeting.

If the subcommittee recommends for substantive reasons that an applicant **not** be funded, the applicant may appeal the recommendation before an appeals panel of the CJSB. The Grants Administration Section will notify any applicants eligible for appeal. The recommendations of the appeals panel will be presented to the CJSB for final action. Grant awards will be issued in late June, 2006, based on the final approval of the CJSB. Fiscal and programmatic revisions may be required as a condition of funding.

Summary Instructions for Completing the Application

Continuation grant applications should contain:

1. Page 1 of the DCJS Grant Application, completed and signed, **for each fiscal year**. (See Attachment 8)
2. A project budget and a budget narrative for the period July 1, 2006 through June 30, 2007, **and** a project budget and a budget narrative for the period July 1, 2007 through June 30, 2008. (See Instructions for Completing the Budget Narrative beginning on page 11)
3. Annual victim and witness service targets for FY2007 **and** FY2008, required program development objectives, and other required certifications for the continuation grant period. These may be provided by completing Attachments 3 and 4 of the Program Guidelines for **each fiscal year**.
4. Please **provide a listing of all current cooperative agreements**, which identifies parties to each agreement, effective dates and review dates. (See Attachment 5).
5. 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 9).

Detailed Instructions for Completing the Application

I. Completing the Budget Form (Attachment 8)

Excel spreadsheet versions of the budget form are available at www.dcjs.virginia.gov/victims/

Grant Program: “Victim/Witness Grant Program” appears on this line. Please indicate appropriate fiscal year.

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 Sponsor: List the title and name of the program sponsor.

Program Title: Indicate program title, i.e. “Henry County Victim/Witness Program”.

Grant Period: Each application must be for a 12-month period. (One budget should be for July 1, 2006 through June 30, 2007 (FY2007) and another for July 1, 2007 through June 30, 2008 (FY2008)).

Type of Application: Check “Continuation” and please indicate the current grant number.

Project Director: List the person at the 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 email, fax and phone numbers for each person above.

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 each year of the grant period. For the FY2007 application only the description must also include the total numbers of direct service victims and direct service witnesses served between July 1, 2005 and March 31, 2006. Please also estimate the number of volunteer hours to be worked by program volunteers in each grant period. The use of volunteers is required by VOCA, and an estimate of the number of volunteer hours to be worked is also a federal requirement.

Examples of brief project descriptions for each fiscal year are presented below.

Brief Project Summary-first page of FY2007 application

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 July 1, 2006 through June 30, 2007 (FY2007), it is estimated that **250 victims and 30 witnesses** will receive direct services through this program. For the period July 1, 2005 through March 31, 2006, the program provided direct services to **188 victims and 20 witnesses**. We anticipate **80** volunteer hours to be provided in FY2007.

Brief Project Summary-first page of FY2008 application

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 July 1, 2007 through June 30, 2008 (FY2008), it is estimated that **250 victims and 30 witnesses** will receive direct services through this program. We anticipate **80** volunteer hours to be provided in FY2008.

Section A. Project Budget Summary:

Provide total figures from budget categories. Verify that these figures match the budget totals on the budget category itemization pages for the appropriate fiscal year. At the bottom of the summary page for each fiscal year budget, provide the **grand** total for the fiscal year. Round the total request to the nearest dollar.

Section B. Budget Category Itemization

Itemize all budget amounts and place in appropriate column for each line item. Complete an itemized budget for each fiscal year. Each item should reflect expenditures for a twelve-month grant period. Round the total request to the nearest dollar. Applicants should break down each line-item requested

according to budget column headings: 80% Federal, 20% State, and Total. Federal guidelines require that federal VOCA funds be matched at 20%, or more. DCJS uses state Special Funds to provide the required match. Therefore, no local cash match is currently required.

II. Instructions for Completing the Budget Narrative

Please complete a separate budget narrative for each fiscal year.

As appropriate, all applicants must *briefly explain the reasons for each requested budget item and how requested amounts were determined.*

Requested items not properly justified will not be approved for funding.

Personnel

- List each position by title and name of employee. Show the grant funded 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. As necessary, please describe and discuss proposed changes in grant funded salary rates.
- Indicate each type of benefit included and the total cost allowable to employees assigned to the project. Grant funds can support reasonable benefit expenses, not covered by other funding sources. Generally, benefit packages equivalent to those offered to locally funded similar positions, can be supported with grant funds. However, benefit costs as a percentage of grant funded salary must be reasonable and, absent compelling justification, cannot exceed the percentage allowed for locally funded positions.

An example of a budget narrative relating to personnel costs is presented below.

Carol Smith	Director	\$34,024 (DCJS Grant Amount)
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Carol is the Director of the XYZ Victim/Witness Grant Program. She is a full-time employee working 2080 hours per year. The grant funded salary requested is identical to the amount approved in FY2006. Grant funded benefits costs are requested at the FY2006 approved amount.

Salary	\$34,024
Fringe	
FICA (7.65%)	\$2,603
Retirement (7.5%)	\$2,551
Life Insurance (.98%)	\$ 333
Health Insurance/Dental	\$4,800
<u>Workers' Comp (.12%)</u>	<u>\$ 41</u>

Fringe Benefit Total	\$10,328
Total Personnel	44,352

Consultants

Consultant fees will not be supported with grant funds in FY2007 and FY2008.

Travel

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

As appropriate, 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. Grant funds can cover only travel costs of the project's direct service providers.

Lodging and meal expenses associated with requested training events should be itemized under "Subsistence."

Registration fee expenses should be detailed in the "Supplies and Other Expenses" category. Note: The registration fees associated with the DCJS sponsored training events described below will include all mentioned meals and training materials and should result in reduced subsistence requests.

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

FY2007 and FY2008

Basic Program Management Training (3 days)

Basic Program Management will be conducted for new victim/witness program staff. This training focuses on financial and program management. The following meals will be provided: Days 1 and 2 continental breakfast and lunch, Day 3 breakfast.

Intended audience: New staff/directors

Location: Richmond, VA

Dates: September, 2006 and September 2007

Cost: \$100 registration fee

Advanced Program Management Training (3 days)

Advanced Program Management Training focuses on advanced topics and current victim assistance trends, and will include Victim/Witness Grant Renewal in 2008. The following meals will be provided: Days 1 and 2 continental breakfast and lunch, Day 3 breakfast.

Intended audience: All staff/directors

Location: Richmond, VA

Dates: March 2007 and March 2008

Cost: \$100 registration fee

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 enhance direct services to crime victims.

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.

Any equipment requests must include a written estimate of cost and local contract guidelines, if necessary.

All computers purchased with DCJS funds must be equipped with updated anti-virus protection software. Applicants are encouraged to limit computer purchase requests to \$1500 per workstation and to discuss computer hardware and software needs with Darwin Webb of DCJS' Victims Services Section at (804) 225-4576.

If equipment is requested to replace outdated or "old" equipment, please briefly describe why replacement is necessary and when the "old" equipment was acquired.

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, as appropriate (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.)

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 carefully examine office space rental and equipment maintenance requests, especially costs related to computer maintenance, network access, and the provision of technical support. Applicants must thoroughly document the necessity and cost effectiveness of requested expenditures. DCJS will not award funds in excess of the amount approved in FY2006 for these types of expenditures, unless an applicant can demonstrate compelling reasons for such funding.

Indirect Costs

No costs are allowed in this category.

Cash Funds From Sources Other Than Grant Program Supporting This Project

Applicants may use this budget category to provide a description of the sources and amounts of cash from other sources that support this project.

List of Attachments

- 1 Salary Chart - Current (FY2006) salary chart for reference only
- 2 Victim/Witness Program Codebook
- 3 Annual Targets for Victim/Witness Program Service Objectives (Victims) **(Required Form)**
- 4 Annual Targets for Victim/Witness Program Service Objectives (Witnesses) **(Required Form)**
- 5 Cooperative Agreements
- 6 Confidentiality Policy
- 7 VOCA Guidelines
- 8 FY2007 and FY2008 Grant Application/Budget Forms **(Required Forms)**
- 9 General Grant Condition and Assurances and “Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements” **(Required Forms)**
- 10 Complete Grant Checklist