



Victim/Witness Grant Program

Fiscal Years 2013 and 2014 Program Guidelines and Application Procedures

Department of Criminal Justice Services

1100 Bank Street
Richmond, VA 23219
(804) 786-4000

Issued March 9, 2012

Table of Contents

INTRODUCTION	3
SOURCES OF FUNDING AND FY2013/2014 GRANT LIMITS.....	3
MATCHING FUNDS NOT REQUIRED	4
BUDGETING FLEXIBILITY.....	4
ELIGIBILITY	5
DEADLINE.....	5
FISCAL YEAR 2013 AND 2014 SALARIES.....	5
GRANT PERIOD	6
PROGRAM REQUIREMENTS	6
EVALUATION AND REPORTING	6
FY2013 PROJECT PROGRESS REPORT AND FINANCIAL REPORT DUE DATES	6
FINANCIAL REPORTING.....	7
CIMS	7
ALLOWABLE COSTS.....	7
UNALLOWABLE COSTS	7
REVIEW PROCESS.....	7
SUMMARY INSTRUCTIONS FOR COMPLETING THE APPLICATION	8
DETAILED INSTRUCTIONS FOR COMPLETING THE APPLICATION.....	9
I. COMPLETING THE BUDGET FORM (ATTACHMENT 1)	9
<i>Section A. Project Budget Summary:.....</i>	<i>10</i>
<i>Section B. Budget Category Itemization</i>	<i>10</i>
II. INSTRUCTIONS FOR COMPLETING THE BUDGET NARRATIVE.....	11
<i>Personnel.....</i>	<i>11</i>
<i>Consultants</i>	<i>12</i>
<i>Travel</i>	<i>12</i>
<i>Equipment.....</i>	<i>14</i>
<i>Supplies and Other Operating Expenses</i>	<i>14</i>
<i>Indirect Costs</i>	<i>15</i>
<i>Cash Funds From Sources Other Than Grant Program Supporting This Project</i>	<i>15</i>
LIST OF ATTACHMENTS	16

Victim/Witness Grant Program Fiscal Year 2013 and 2014 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 FY2013 and FY2014 guidelines were developed for grantees that wish to apply for continuation funding for the period July 1, 2012-June 30, 2014. 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:

<http://www.dcjs.virginia.gov/common/memo.cfm?memoid=368>

Sources of Funding and FY2013/2014 Grant Limits

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

Based on the most recent information available to us, it appears that the amount of federal VOCA funds available to support Victim/Witness Programs in FY2013 will decline compared to the amount available in FY2012. It also appears that state General Funds available to support programs in FY2013 will remain at \$2,635,000. Currently, DCJS is estimating that the reduction in federal VOCA funds can be offset through allocation of Special Funds available from the Virginia Victim/Witness Fund.

It is important to note that the federal Office for Victims of Crime has not yet provided specific information to DCJS regarding the actual amount of federal VOCA funds that will be available to Virginia in FY2013. However, based on currently available information, DCJS is estimating that the reduction in federal

funds can be offset through allocation of additional Special Funds available from the Virginia Victim/Witness Fund.

In the interest of allowing grantees to proceed with grant application preparation, DCJS is establishing the following maximum grant limits for FY2013 and FY2014, based upon current funding projections. Should the actual budget figures change significantly, DCJS will notify grantees about any necessary actions to be taken.

FY2013 and FY2014 – Level Funding. For FY2013 (July 1, 2012 through June 30, 2013) and FY2014 (July 1, 2013 through June 30, 2014) grant awards may not exceed the FY2012 award levels. For example, if your current FY2012 grant award totals \$55,200, then the maximum grant amount available for FY2013 and FY2014 will also be \$55,200, each year.

The amount available for expenditures during FY2013-14 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 allocated to support Victim/Witness Programs.

In the event of a significant increase or decrease in the total amount of funds available in FY2014, DCJS will notify all grantees and provide guidance regarding changes to the estimated FY2014 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 to 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 FY2013 or FY2014.

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 20, 2010**. Applications must be addressed to the attention of Ms. Janice Waddy, Grants Administrator, DCJS, 1100 Bank Street, Richmond, Virginia 23219. FAX or email copies will not be accepted.

Fiscal Year 2013 and 2014 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 FY2013 or FY2014. 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, 2012 through June 30, 2014 (FY2013 **and** FY2014) 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 4 - "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.

FY2013 Project Progress Report and Financial Report Due Dates

First Quarter	October 17, 2012
Second Quarter	January 17, 2013
Third Quarter	April 16, 2013
Fourth Quarter	July 17, 2013

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

DCJS 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: <http://www.dcjs.virginia.gov/grantsAdministration/gmis/>

CIMS

DCJS 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. 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 6 (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 6 (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 7, 2012 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. DCJS 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, 2012, 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 1)
2. A project budget and a budget narrative for the period July 1, 2012 through June 30, 2013, **and** a project budget and a budget narrative for the period July 1, 2013 through June 30, 2014. (See Instructions for Completing the Budget Narrative beginning on page 11)
3. Annual victim and witness service targets for FY2013 **and** FY2014, required program development objectives, and other required certifications for the continuation grant period. These may be provided by completing Attachments 2 and 3 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 8).
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 4).

Detailed Instructions for Completing the Application

I. Completing the Budget Form (Attachment 1)

Excel spreadsheet versions of the budget form are available at:
<http://www.dcjs.virginia.gov/common/memo.cfm?memoId=368>

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 name, title and email address of the program sponsor (i.e. Mr. John Smith, Chief, XYZ Police Department; john.smith@xyzpd.va.us).

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, 2012 through June 30, 2013 (FY2013) and another for July 1, 2013 through June 30, 2014 (FY2014).

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 FY2013 application only, the description must also include the total numbers of direct service victims and direct service witnesses served between July 1, 20011 and March 31, 2012. 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 FY2013 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, 2012 through June 30, 2013 (FY2013), it is estimated that **250 victims and 30 witnesses** will receive direct services through this program. For the period July 1, 20011 through March 31, 2012, the program provided direct services to **188 victims and 20 witnesses**. We anticipate **80** volunteer hours to be provided in FY2013.

Brief Project Summary-first page of FY2014 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, 2013 through June 30, 2014 (FY2014), 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 FY2014.

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 the total requested in the "Total" 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 are **not** required to break down each line-item requested according to the budget column headings: 75% Federal and 25% State, in the requested budget. Such a break down may be required, if federal funds are awarded.

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)

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 FY2012. Grant funded benefits costs are requested at the FY2012 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
Workers' Comp (.12%)	\$ 41
Fringe Benefit Total	\$10,328

Total Personnel 44,352

Consultants

Consultant fees will not be supported with grant funds in FY2013 and FY2014.

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 only include identified meals and training materials.

Applicants are encouraged to identify and prioritize training that best addresses staff continuing education needs. Applicants are encouraged, 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, including trainings sponsored by the Virginia Network for Victims and Witnesses of Crime.

DCJS is seeking a federal grant to subsidize training expenses for attendees including lodging, lunches and training materials. It is anticipated that other meal and travel costs will be the responsibility of attendees, and can be supported with grant funds. If DCJS is able to obtain grant funding, we plan to offer the following trainings.

FY2013 and FY2014

Advanced Program Management Training (3 days)

Advanced Program Management will be conducted for victim/witness program staff and other DJCS victims services grantees. This training will focus on domestic violence, sexual assault, stalking, program management and other topics as requested by the field.

Location: Richmond, VA
Dates: Mid July, 2012 and September 2013
Cost: \$50 registration fee

Regional Victim Assistance Trainings (2 days)

Regional Victim Assistance which will be conducted for victim/witness program staff and other DCJS victims services grantees. These trainings will offer basic, advanced and special populations tracks.

Locations: Southwest Virginia and Northern Virginia
Dates: January – July 2013
Cost: \$50 registration fee

Virginia Victim Assistance Academy

Grantees with three or fewer years experience are also encouraged to consider attending the Virginia Victim Assistance Academy. The Academy will be held in July of 2013 (**FY2014**) in Richmond.

The Academy will provide a 40-hour comprehensive, academic, interdisciplinary and interactive training program. The curriculum provides a foundation of victims services and principles to enable participants to more effectively help crime victims regain control of their lives.

The curriculum is designed for those **with three or fewer years of experience**. Please note that in order to attend the Academy, individuals have to apply for acceptance. The application process is very competitive. Successful applicants will be required to attend all sessions of the Academy and will be required to complete some work prior to the academy. The Curriculum will include presentations on: Crime Victim Assistance, Crime Victims' Compensation, Victimology, Cultural Competency, Victims' Rights, Interviewing Victims, Resiliency, Dealing with Special Populations, and Understanding the Criminal Justice System.

The Cost:

It is anticipated that the registration fee will be \$150. It is also anticipated that on campus lodging and all meals will be included. Some scholarships may be available.

Credit:

It is anticipated that successful completion of the Academy will make participants eligible for Provisional Advocate Credentialing through the National Advocate Credentialing Program. However, the fee associated with credentialing will most likely need to be absorbed by the participant. DCJS in-service credit will be available for law enforcement officers.

Questions:

If you have questions, please contact Melissa Roberson at 804-225-3456 or by e-mail at Melissa.roberson@dcjs.virginia.gov

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 who can be reached at (804) 786-4576.

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 FY2012 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 FY2013 and FY2014 Grant Application/Budget Forms **(Required Forms)**
- 2 Annual Targets for Victim/Witness Program Service Objectives (Victims) **(Required Form)**
- 3 Annual Targets for Victim/Witness Program Service Objectives (Witnesses) **(Required Form)**
- 4 General Grant Condition and Assurances and “Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements” **(Required Forms)**
- 5 Complete Grant Checklist
- 6 VOCA Guidelines
- 7 Victim/Witness Program Codebook
- 8 Cooperative Agreements - List
- 9 Confidentiality Policy