



American Rescue Plan Act (ARPA) Sexual and Domestic Violence Services Grant Program

Program Guidelines and Application Procedures
SFY 2025 (optional start date of 1/1/2024)

Application Due Date:
Friday, April 12, 2024, 12:00 pm (noon)
Late applications will not be accepted.

Virginia Department of Criminal Justice Services
1100 Bank Street, Richmond, Virginia 23219
www.dcjs.virginia.gov

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I. Introduction

The American Rescue Plan Act (ARPA) for Sexual and Domestic Violence Services Program Guidelines and Application Procedures provide detailed guidance to aid applicants in determining eligibility, developing itemized budgets and budget narratives, and completing other related forms for this noncompetitive funding opportunity. Using the guidance presented in this document, applicants can efficiently and effectively prepare complete applications. The development of these requirements was informed by the [Coronavirus State and Local Fiscal Recovery Funds \(CSLFRF\) Final Rule](#) and other federal requirements.

A. Grant Period

The grant period for subawards made under these guidelines is for January 1, 2024, through June 30, 2025. For this solicitation, applicants must submit one budget that will be used for the entire grant period.

These funds are awarded to sexual and domestic violence (SDV) agencies to offset reductions in Victims of Crime Act (VOCA) funding in State Fiscal Year (SFY) 2025. Applicants may choose to spend funds awarded under this grant program during SFY 2025, or they may choose to start spending on this award for allowable expenses beginning in January 2024 (retroactively). The grant program will end June 30, 2025, regardless of when spending begins on the grant. Grant extension requests will not be permitted, and additional ARPA funds will not be available for ongoing or continuation purposes.

Applicants must decide prior to completing this application whether they will use funding from this grant over the entire 18-month period or for the SFY 2025 (12-month) period.

B. Purpose

Funding that supports this noncompetitive funding opportunity for sexual and domestic violence services comes from CSLFRF (also known as American Rescue Plan Act or ARPA) via the U.S. Department of the Treasury. The primary purpose of CSLFRF funding is to provide state, local, and Tribal governments with the resources needed to respond to the pandemic and its economic effects and to build a stronger, more equitable economy during the recovery. In accordance with the [CSLFRF Final Rule](#), these funds may be used by eligible programs to respond to the increased incidents of sexual and domestic violence during the COVID-19 pandemic. See Section II, Eligible Uses; Letter A, Public Health and Negative Economic Impacts; number 2, Public Health; letter d. Preventing and Responding to Violence.

C. Eligibility

Applicants must meet eligibility criteria in accordance with federal guidelines and the Commonwealth of Virginia's SFY 2024 budget language. Eligible applicants must:

- Be subrecipients of the noncompetitive sexual assault and domestic violence funding category of the Victims Services Grant Program (VSGP).
- Be in good standing with all state and federal agencies with which they have an existing grant or contractual relationship. Where appropriate, all applicants must hold current professional and state licenses and certifications.
- Have a current, active Unique Entity Identifier (UEI) number issued by the U.S. General Services Administration through [SAM.gov](#).

- If currently registered, provide proof of registration with the System for Subaward Management (SAM) (<https://sam.gov/SAM/>).

Eligible projects must:

- 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.
- Pay at least a living wage to all grant-funded staff, following the guidelines for a single individual: <https://www.unitedforalice.org/state-overview/virginia>
- Comply with DCJS requirements and provide statistical and programmatic information about staff, volunteers, and victims served.
- Comply with the applicable provisions of the [CSLFRF Final Rule](#) and the [Code of Federal Regulations Part 200](#), which includes maintaining appropriate programmatic and financial records that fully disclose the amount and disposition of funds received. This includes financial documentation for disbursements; daily time and attendance records specifying time devoted to allowable CSLFRF activities; documentation of victims served; and other records, which facilitate an effective audit.

II. ARPA Funding Source, Funding Categories and Amount Available, Program Requirements, Due Dates, and Review

A. Funding Source

CSLFRF funds, originally awarded to the Commonwealth of Virginia from the U.S. Department of the Treasury (Federal Assistance Listing number 21.027), were allocated to the Virginia Department of Criminal Justice Services (DCJS) in SFY 2024 in the amount of \$2,810,000 to support sexual and domestic violence applicants of the Victims Services Grant Program. See the [Commonwealth of Virginia SFY 2023/2024 Biennium Budget, Central Appropriations, Item 486, A\(2\)\(j\)\(2\)](#).

B. Anticipated Funding Available

Funding from this grant opportunity is awarded to sexual and domestic violence agencies to offset reductions in VOCA funding. DCJS has predetermined each eligible agency's ARPA award amount. This award and that of VSGP SFY 2025 (noncompetitive core services, which includes VOCA and State General Funds) when added together, will provide SDV agencies with level, core services funding from SFY 2024 to SFY 2025.

For a list of predetermined ARPA subaward amounts, see **Attachment A**. Applicants must ensure that the budget they enter into OGMS as part of this grant application matches, or is less than, their predetermined subaward amount.

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).

[Coronavirus State and Local Fiscal Recovery Funds \(“SLFRF”\) Program, American Rescue Plan Act \(ARPA\) Special Conditions¹](#)

[CSLFRF Rule](#)

[Code of Federal Regulations Part 200](#)

Suspension or Termination of Funding

DCJS may suspend funding (in whole or in part), 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. Implementing substantial program changes to the extent that the project is no longer aligned with the purpose of the funding.
3. Failure to submit reports (programmatic and/or financial) in a timely manner.
4. Filing a false certification in this application or other report or document.

D. Restrictions on Funding

In accordance with the [CSLFRF Final Rule](#), these funds may be used by eligible programs to respond to the increased incidents of sexual and domestic violence during the COVID-19 pandemic. To that end, there are unallowable costs listed below. DCJS reserves the right to question or deny costs that are not deemed allowable or within the purpose of the funding stream.

Unallowable Costs and Activities:

- Prevention Activities
- Fundraising Activities
- Compensation for Board of Directors and Advisory Council Members
- Pay Raises, Premium Pay, and/or Hazard Pay for Executive and Administrative Staff
- Bonuses for All Staff
- Travel and Subsistence Costs for Board of Directors and Advisory Council Members
- Travel and Subsistence Costs for Out-of-State Trainings or Conferences
- Consultant Rates in Excess of \$81.25/hour or \$650/day
- Vehicle Purchases or Leases
- Direct Cash Payments to Victims/Survivors
- Promotional Items, “Trinkets” (ex. keychains, tote bags, stress balls, pop sockets, lip balm)
- Food for Meetings, Trainings, or Conferences
- Food for Staff/Board Members
- Used as Matching Funds for Other Grants

E. Disbursement of Funds

Disbursement of funds will occur on a cost-reimbursement basis for actual funds expended through a “claim” process. Actual expenditures must be reported quarterly and invoiced pursuant to approved line-item budget categories in the grant subaward package. Subgrantees will only be

¹ The CSLFRF special conditions linked to these Guidelines are for SFY 2022 ARPA awards. Recipients will be provided all relevant grant conditions at the time of award; they will not differ significantly from these conditions.

reimbursed for costs that have been incurred within the grant period, and which are reported on the detail of expenditures (financial report). Grant 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 Progress Reporting Requirements

Required reports include:

1. Quarterly Financial Expenditures, detailed in quarterly claims. Quarterly Financial Expenditure reports are required even if there are no expenses in that quarter.
2. Quarterly Reporting on Project Income.
3. Quarterly Progress Reports, describing activities supported with these funds.

DCJS requires submission of these reports into the online grants management platform, OGMS.

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 Project Status Report and Financial Report Due Dates:

Jan. – March, 2024	July 15, 2024
April – June, 2024	July 15, 2024
July – Sept., 2024	October 15, 2024
Oct. – Dec., 2024	January 15, 2025
Jan. – March, 2025	April 15, 2025
April – June, 2025	July 15, 2025

Additionally, subrecipients must report project income to DCJS quarterly. 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). Activities that are anticipated to generate program income should be noted in the application, as described below in section III, B.

G. Match Requirement

Match is not required under the grant program. Do not include matching funds in the proposed budget as part of this application.

H. Application Deadline

Although this is a noncompetitive 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 12:00 p.m. (noon) on Friday, April 12, 2024**. After such time, OGMS will no longer permit application submissions.

I. Grant Application Technical Assistance

If applicants have questions, please email Anya.Shaffer@dcjs.virginia.gov or Andi.Martin@dcjs.virginia.gov, copying your DCJS grant monitor. A response will be sent within two business days.

J. Grant Application Review Process

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

1. The requested budget matches, or is less than, 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. 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).

DCJS staff will electronically send applications back to applicants for needed corrections, which must be completed before funds can be awarded in OGMS and before DCJS will issue grant award packages.

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 # 3467, *American Rescue Plan Act, Sexual and Domestic Violence Services Grant Program*.
4. Select *Start New Application*.
5. Under *Application Title*, enter the name of the Proposed ARPA Project. For example, “ARPA SADV for Service Agency Name.”
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 people 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 Resource webpage for technical assistance with the OGMS system.

The following forms are incorporated into the OGMS application system:

- A. Face Sheet
- B. Budget
- C. 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%)
- D. Civil Rights Certification of Compliance
- E. General Conditions and Assurances
- F. Lobbying and Debarment
- G. SAM Registration
- H. Authority Certification

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 “New.”
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, “*ARPA grant funds will be used for outreach activities and providing training to staff. Funds will also be used to assist victims with emergency needs including hotel stays, moving expenses, travel necessary to receive services, and clothing. We anticipate serving 100 victims with these funds during this grant period.*”
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, including the provision of the required match. 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.
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 people.

Project Narrative Form

Under “Project Description,” write one paragraph listing the budgeted items that will be used in this grant project starting January 1, 2024. Write a second paragraph listing the items that will be used in this project starting July 1, 2024.

B. Budget

Applicants must decide prior to completing this application whether they will use funding from this grant over the entire 18-month period or for the SFY 2025 (12-month) period. This determination is necessary in order to complete the budget.

Complete an ARPA budget grid for 18 months (January 1, 2024 – June 30, 2025) or 12 months (July 1, 2024 – June 30, 2025). Round all amounts in the budget grid to the nearest dollar. Use the predetermined amounts found in **Attachment A** of these guidelines. ARPA funding must be placed under the Federal column. Do not place funding amounts in any of the other 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.

Funds from Other Sources: For this grant program, enter anticipated project income that will be generated with ARPA funding.

C. Itemized Budget Forms

Complete an Itemized Budget Form for all six 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.
- For all items, under item justification, explain how the item is needed to respond to the increased incidents of sexual and domestic violence during the COVID-19 pandemic.
- 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 serving victims of sexual or domestic violence. Items that are not used exclusively for this purpose 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 serving sexual or domestic violence victims.
 2. When do I need to prorate? If an item is used exclusively for serving sexual and domestic violence victims, prorating is not needed. If the item is used to support other types of victims or nonvictims, prorating is needed.
 3. How do I prorate?

- a. Proration Based on Salary: If your ARPA funded staff serve 90% sexual or domestic violence victims and 10% child abuse victims, you can prorate expenses on this grant at 90%.
 - b. Proration Based on Direct Services Budget: If your ARPA request for funding is 5% of your total direct service budget, you can prorate items that are not used exclusively for serving sexual and domestic violence victims by 5%.
- 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.

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.

If the request for funding is for 18 months:

- Under the column, *Total Hours Per Year*, enter total hours for the entire 18 months.
- Under column *Total Annual Salary (grant-funded plus other sources)*, enter the total salary for the entire 18 months.

If the request for funding is for 12 months:

- Under the column, *Total Hours Per Year*, enter total hours for 12 months.
- Under column *Total Annual Salary (grant-funded plus other sources)*, enter the total salary for 12 months.

Staff time that is supported by grant funds may only be spent on providing direct services to victims of sexual assault or domestic violence. If you are requesting funding for a position that provides services to other types of victims, pro-rate your request to only include time spent on serving victims of sexual assault and domestic violence. 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.

Under **Justification**, include the following:

1. Explain how the position is necessary to the needs of sexual or domestic violence victims.
2. Enter the hourly, monthly, or annual salary that is necessary for meeting a living wage for one adult.*
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.

* All salaries must meet a living wage requirement for a single individual. To determine this requirement, visit <https://www.unitedforalice.org/state-overview/virginia>, select "Household Survival Budget," which is located next to the pie chart, and from the map, select the county or city in which the applicant main office is located. Note the hourly, monthly, or annual salary for one adult.

Example #1

Description

Applicant requests funding for 10% of a full-time victim advocate position. The position is currently funded by ARPA and VSGP and filled by Ann Smith. This victim advocate

position will provide direct services to victims of domestic violence and sexual assault. They will provide crisis intervention, court accompaniment, referrals to services, assistance with applying for victim compensation, travel assistance for obtaining services and participating in criminal justice proceedings, and they will participate in outreach activities. All work performed with ARPA funding will be for victims of sexual and domestic violence, so this request is not prorated. The 18-month salary of this position is \$50,000. They will work 312 hours under this grant project (10% of 3120). $\$50,000 \times 10\% = \5000 .

Justification

The salary for this Victim Advocate position is similar with all similar positions in our agency; the victim advocate pay range is \$50,000 - \$57,000 per 18-months. According to Unitedforalice.org, a living wage for Montgomery County is \$31,416 per year or \$47,124 per 18 months for one adult. Our proposed salary exceeds this living wage requirement. The 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.

Example #2

Description

Applicant requests funding for 50% of a full-time counselor position. The counselor will provide individual and group counseling session to victims of domestic violence. The counselor's salary is \$20/hour. Over this 12-month grant period, the counselor will work 1040 hours (2080 x 50%). $\$20 \times 1040 = \$20,800$.

Justification

The hourly salary of the counselor is consistent with similar positions in this part of the state, and it is approved by the agency Board. Similar positions in the area range between \$20-\$28/hour. According to Unitedforalice.org, a living wage for Montgomery County is \$15.71/hr. for one adult. Our proposed salary exceeds this living wage requirement. The services provided by the counselor position will assist the organization with the following goals: supporting victims' emotional and psychological needs and helping to stabilize their lives after victimization.

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.

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. 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 be in this category. 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

necessary to the needs of sexual or domestic violence victims. 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.

Example #1

Description

Applicant requests funding for 104 hours of counseling services contracted with Acme Counseling. 104 hours of counseling services over the 12-month grant period will allow the organization to send 2 victims per week to one hour of counseling located in our offices with Acme Counselors. (52 weeks x 2 victims per week x 1 hour per session= 104 hours). All counseling sessions will be for victims of sexual or domestic violence, so this request is not prorated. The Acme Counseling rate is \$80/per hour. 104 hours x \$80/hour = \$8,320.

Justification

Our in-house counselor cannot keep up with the need for counseling services. By contracting with Acme Counseling, we can shorten the wait list and get more victims into this needed service. \$80/hour is within the federal contracting limits, and it is the actual hourly rate Acme charges its clients.

Example #2

Description

Applicant requests funding for Spanish and Russian translation services contracted with Jane Doe. Translation services are needed to translate our current agency brochure into Spanish and Russian. These brochures support outreach to victims of all crimes to be served by this organization. This request is prorated at 90% because 90% of victims we serve are victims of sexual or domestic violence and 10% are victims of other crimes. 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. 90% of 306.00=\$275.

Justification

Our current agency 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. 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 needed to serve victims of sexual or domestic violence 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 #1

Description

Agency 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 65.5 cents per mile x 4 meetings = \$262.

Justification

These meetings are essential for victims' services because we collaborate on cases to determine the best way to meet the needs of our clients during the meetings. This amount is not prorated because this agency only serves sexual and domestic violence victims. The agency policy mileage reimbursement follows federal guidelines of 65.5 cents per mile.

Example #2

Description

Agency requests mileage for a 12-month period for sexual assault advocates to travel to the hospital to meet directly with victims for forensic medical exams. Last year, advocates responded to 40 such calls and each call resulted in an average 20-mile round trip. 40 calls x 20 miles each = 800 miles. 800 miles x 55 (cents per mile) = \$440. We are not prorating this amount because all milage is based on services provided to sexual assault victims.

Justification

Mileage is needed so that staff and volunteers can be present with victims at the hospital where they can provide a wide range of services in a supportive, trauma-informed way. Per agency policy, we reimburse mileage at a rate of 55 cents per mile, which is different from federal guidelines.

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.

ARPA grant funds can support skills training for direct service providers, including staff and volunteers, so that they are better able to offer quality direct services. Funds through this solicitation may not be used for travel or subsistence to attend out-of-state trainings or conferences.

Example #1

Description

Agency 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 x 5 days x 3 staff = \$720. This request is not prorated because each staff attending the conference only provides services to victims of sexual or domestic violence.

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 agency and have never attended basic training before. It is our agency policy to provide subsistence in accordance with the U.S. General Services Administration (GSA).

Example #2

Description

Agency 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 nights x \$145 x 3 staff= \$1,740. This amount is prorated at 50% as these staff members serve other types of victims 50% of their time. \$1,740 x 50% = \$870

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 agency and have never attended basic training before. 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.

Equipment is defined in the [U.S. Department of Justice \(DOJ\) 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 serving victims of sexual or domestic violence 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. Pro-rating 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. 75% of the staff work with victims of sexual and domestic violence. 25% of the staff work with victims of child abuse. You can show your total request for the copier this way: 75% x \$6,000 = \$4,500. In this scenario, you can only request up to \$4,500 for the copier.

Under **Justification**, explain how the item is needed to serve victims of sexual or domestic violence. 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.

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 #1

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 agency needs. 90% of use will be for serving victims of sexual or domestic violence (approximately 10% will be used for non-allowable activity like fundraising and lobbying). This request is prorated to 90%. \$5,000 (total cost) x 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.

Example #2

Description

Applicant is seeking funding for a new security system for the Shelter. The Shelter is used by victims of domestic violence and people in our service area who are homeless. Historically, domestic violence victims make up 95% of shelter residents and so this request is prorated by 95%. The estimated cost of a new security system for our shelter (not including the monthly service rate) is \$5,200 (provided by Acme Security Company.) \$5,200 x 95%=\$4,940.

Justification

This organization received three estimates for a new security system. The estimates ranged between \$5,000-\$7,500. This request is on the lower end of that range. A security system will allow us to provide a safe and secure shelter for victims of crime. A safe and secure shelter will help to stabilize the lives of victims after victimization and restore a measure of security and safety for the victim.

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.

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. Membership fees should be

requested under this category. Memberships must be in the name of the organization, not an individual.

Supplies and other expenses that support the whole organization must be prorated to support sexual or domestic violence victims.

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 \$1500 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 (i.e., “x” dollars per month per three staff people for office supplies). Explain whether the item is for exclusive use of serving sexual or domestic violence programs. 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 needed to serve victims of sexual or domestic violence. Explain the rationale used to determine the basis for each computation (i.e., “the photocopying cost estimate is based on the cost spent in 2020 for similar services”). Applicants should document actual expenses for each line item requested when possible (i.e., “Last year we spent \$400 on postage. For SFY 2025, we anticipate spending \$450, due to stamp rate increase”). If a supply is requested to replace an outdated or “old” item, describe why replacement is necessary and when the “old” item was acquired.

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 needed to serve victims of sexual or domestic violence.

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 direct service to victims of domestic violence. $\$900 \times 85\% = \765 .

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 replace a desktop computer for counselor, Jane Doe. The desktop computer identified for purchase costs \$900. The computer includes the programming and security features needed. This request is not prorated because 100% of Jane’s time is spent serving victims of domestic violence and she does not participate in any unallowable activities \$900.

Justification

Jane's current desktop computer is six years old, outdated, and due for replacement per agency equipment replacement policy. A computer is needed so that Jane can perform necessary administrative work and track services to victims.

Example #3

Description

Applicant is seeking funding for emergency victim supplies. These supplies will be used for victims of sexual or domestic violence only. These emergency items are based on what was provided to victims by the agency 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. Additionally, although this was not provided in 2023, we anticipate assisting 10 victims with moving expenses that will average \$200 each = \$2,000. \$100 + \$1200 + \$450 + 2000 = \$3,750.

Justification

These emergency items will be provided to victims of crime during the 12-month grant period. The amounts are based on actual costs from 2023 and needed but not provided services in the same year. Payments for services will be directly paid 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.

7. Indirect Costs

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 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 three 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 percent of the Modified Total Direct Costs (MTDC) of their budget for indirect costs.

3. Other Appropriate Rate

- This can be used by organizations that do not have a federally approved Indirect Cost Rate Agreement
- Such rates must be consistent with the requirements of 2 C.F.R. Part 200 and are negotiated between DCJS and the subrecipient.

Additional Indirect Costs Reporting Requirements: For organizations that request and receive Indirect Costs, the [MTDC Worksheet](#) must be completed each quarter, based on actual expenses. The MTDC Worksheet must be attached to the Details of Expenditure Report in OGMS each quarter.

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.

D. 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.

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.

E. General Conditions and Assurances

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

F. Lobbying and Debarment Certification

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

G. 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.

H. Authority Certification

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

I. Attachments

1. Internal Revenue Service 501(c)(3) letter is required of non-profit organizations.
2. A letter designating signing authority is required if someone other than the specified individual signs any of the certifications in the application. The letter must be on official organization letterhead, include an effective date, list applicable grant numbers or application titles, and include the contact information of the person being granted signatory authority.

Please email questions to Anya.Shaffer@dcjs.virginia.gov and Andi.Martin@dcjs.virginia.gov, copying your DCJS grant monitor, if applicable. A response will be sent within two business days.

Attachment A - ARPA Allocations

	Funding Opportunity 3467 - American Rescue Plan Act- Sexual and Domestic Violence Services Grant Program
SDV Core Services Agency	ARPA
Abuse Alternatives	\$ 24,901
Action in Community Through Service (ACTS)	\$ 91,302
Alexandria Sexual Assault Center and Domestic Violence Program	\$ 91,302
Avalon, A Center for Woman and Children	\$ 107,902
Bedford Domestic Violence Services	\$ 24,900
Bridges of Change	\$ -
Clinch Valley Community Action, Inc.	\$ 74,701
Collins Center	\$ 41,501
Council on Domestic Violence for Page County-Choices	\$ 71,814
Doorways for Women and Families	\$ 58,101
Eastern Shore Coalition Against Domestic Violence	\$ 58,101
Emporia, Family Violence/Sexual Assault Unit, City of Emporia	\$ 58,101

Empowerhouse	\$ 58,101
Fairfax County Dept. Family Services, Domestic and Sexual Violence Services	\$ 91,302
Family Crisis Support Services	\$ 41,501
Family Resource Center	\$ 107,902
Fauquier County Domestic Violence & Sexual Assault Advocacy Program	\$ 41,501
First Step, A Response to DV, Inc.	\$ 41,501
Franklin County Family Resource Center	\$ 23,604
Goochland Cares	\$ 24,900
H.E.R Shelter (Help & Emergency Response, Inc.)	\$ 41,501
Hanover Safe Place	\$ 91,302
Haven of the Dan River Region	\$ 24,900
Hope House of Scott County	\$ 41,501
Korean Community Service Center of Greater Washington	\$ 24,900
Loudon Abused Women's Shelter	\$ 74,701
New Directions Center	\$ 58,101
People Inc.	\$ 58,101
Phoenix Project	\$ 24,900

ARPA Sexual and Domestic Violence Services Grant Program
Program Guidelines and Application Procedures

Project Horizon	\$ 91,302
Rappahannock Council Against Sexual Assault	\$ 58,101
Response, Inc.	\$ 58,101
Safe Harbor	\$ 74,701
Safehome Systems, Inc	\$ 58,101
Samaritan House	\$ 58,101
Services to Abused Families, Inc.	\$ 74,701
Sexual Assault Resource Agency (Charlottesville)	\$ 41,501
Sexual Assault Response & Awareness (Roanoke)	\$ 41,501
Shelter for Help in Emergency	\$ 41,501
Shelter House, Inc.	\$ 41,501
Southside Survivor Response Center	\$ 74,701
The Center for Sexual Assault Survivors	\$ 58,101
The Genieve Shelter	\$ 41,501

The Haven Shelter and Services, Inc.	\$ 74,701
The James House	\$ 91,302
The Laurel Center	\$ 107,902
Thrive Virginia	\$ 58,101
Total Action Against Poverty (Total Action for Progress)	\$ 41,501
Transitions Family Violence Services	\$ 41,501
Tri County Community Action	\$ 41,501
Virginia Sexual and Domestic Violence Action Alliance	\$ 107,902
Women's Resource Center of the New River Valley	\$ 107,902
YWCA Richmond	\$ 91,302
YWCA South Hampton Roads	\$ 107,902
YWCA/Dom Violence Central VA	\$ 107,902
TOTAL	\$ 3,365,681