

**Virginia Department of Criminal Justice Services**  
**COURT APPOINTED SPECIAL ADVOCATE (CASA) PROGRAM**  
**EXPANSION GRANT APPLICATION GUIDE**  
**January 2019 – June 2020**

Grant Application Due Date:

- **Thursday, October 25, 2018 by 5:00 p.m. via email to [grantsmgmt@dcjs.virginia.gov](mailto:grantsmgmt@dcjs.virginia.gov)**

Grant Period:

- **January 1, 2019 to June 30, 2020**

Award Limit:

- **Programs may apply for \$112,500 in federal funds (plus a 20% match)**

Grant Application Components:

- **Grant Application Face Sheet Form** (*Signed by Project Administrator*)
- **Itemized Budget Form**
- **Budget Narrative Form**
- **Goals and Objectives Worksheet Form**
- **Project Narrative** (See instructions on pages 14-15)
- **Letter of support from Juvenile and District Relations District Court**
- **General Grant Conditions and Assurances and Certifications Form** (*Signed in two places*)
- **Proposed Overall CASA Program Budget for FY19**
- **Current List of Board of Directors**
- **Copy of IRS 501(c)(3) Confirmation Letter** (*for Nonprofit Organizations only*)
- **Statement of Assurances Form (Pg. 16)** (*Signed by Project Administrator*)
- **Grant Application Checklist Form (Pg. 17)**

Questions?

- **Contact Lynn Sivels, CASA Program Specialist, at: (804) 225-1847 or [Lynn.Sivels@dcjs.virginia.gov](mailto:Lynn.Sivels@dcjs.virginia.gov)**

**Court Appointed Special Advocate (CASA) Program**  
**Expansion Grant Guide**  
January 2019 – June 2020

**I. INTRODUCTION**

The Department of Criminal Justice Services (DCJS) administers grant funds to non-profit organizations and local units of government to support Court Appointed Special Advocate (CASA) programs. Applications for expansion funding for January 1, 2019 through June 30, 2020 are currently being solicited. Projects must demonstrate expansion of CASA services to a previously unserved county or city in Virginia.

**II. AUTHORITY AND PURPOSE**

This grant is intended specifically to support expansion of local Court Appointed Special Advocate programs. CASA programs are governed by §§9.1-151 et seq. of the *Code of Virginia* and by regulations found in 6VAC160-10-120. Funds are to be used for new program development or expansion of existing programs to unserved areas so that court appointed volunteer advocacy services are available to child victims of abuse and neglect in more areas of the state.

The purpose of this grant solicitation is to:

- A. Increase the number of children receiving services under CASA programs;
- B. Increase the number of volunteer advocates serving children under CASA programs; and
- C. Increase the number of jurisdictions served by CASA programs in Virginia.

**III. GRANT PERIOD**

Grants awarded from this solicitation will fund the project period of January 1, 2019 through June 30, 2020. After that time, it is anticipated that projects demonstrating success in the new areas served would become part of the regular CASA program funding formula.

**IV. ELIGIBLE APPLICANTS**

CASA programs wishing to expand services to localities not served or localities wishing to establish new CASA programs in areas where none currently exist.

## V. ELIGIBILITY REQUIREMENTS

All CASA program applicants wishing to expand must meet the following eligibility requirements to apply for CASA expansion grant funding under these grant guidelines:

- A. The existing CASA program must be in full compliance with state regulations.
- B. The applicant must demonstrate the ability to provide the service and meet adequate internal financial controls to properly administer grant funds.
- C. Funds must be used for direct services to victims of child abuse and neglect. Examples of eligible victim groups are:
  - 1. Children who have been identified by local departments of social services as victims of child abuse and neglect.
  - 2. Children for whom DSS has received a valid complaint.
  - 3. Children identified by the court as a victim of abuse or neglect.
- D. Newly hired staff must meet qualifications through expertise and experience.
- E. The applicant must have a demonstrated history of submitting reports within required timeframes.

## VI. SOURCE OF FUNDING

The CASA grant expansion program is supported by the federal Victims of Crime Act (VOCA) funds administered by the US Department of Justice, Office of Justice Programs, Office for Victims of Crimes. Please see *28 CFR Part 94, Victims of Crime Act (VOCA), Victim Assistance Program, Final Rule*) at: <https://www.gpo.gov/fdsys/pkg/FR-2016-07-08/pdf/2016-16085.pdf>. The primary purpose of VOCA funding is to support the delivery of direct services to victims of crime. Applicants interested in starting a new CASA program or expanding existing services into unserved localities are eligible to apply for VOCA expansion funding. Programs may apply for up to \$112,500 in federal funds (plus 20% match) for expansion grants for the 18 month project period.

## **PROGRAM PURPOSES AND BACKGROUND**

Legislation enacted by the 1990 Virginia General Assembly provided for the implementation of a statewide Court Appointed Special Advocate (CASA) program. §§9.1-151 et seq. of the *Code of Virginia*. This legislation authorized the use of specially trained volunteers to serve as advocates for abused, neglected, or abandoned children.

### **VII. MATCH REQUIREMENTS**

VOCA requires a 20% cash or in-kind match of the total award. For example, if a proposed project anticipates \$112,500 in VOCA funds, the match required would be \$28,125 for a total award of \$140,625. To calculate the match, divide the amount requested (\$112,500) by 0.8. Take that total (\$140,625) and subtract \$112,500 to calculate the 20% match (\$28,125).

### **VIII. BUDGET REQUIREMENTS/LIMITATIONS**

VOCA guidelines restrict the use of federal funds to only those costs directly related to and essential to providing direct services to crime victims. Applicants are encouraged to allocate VOCA funding to personnel and associated costs for volunteer coordinators and case managers providing direct service supervision to child victims of crime. Funds will be made available on a reimbursement basis.

### **IX. VOCA FUNDING REQUIREMENTS**

- A. Projects must assist victims in securing benefits available through the Virginia Victims Fund (officially known as Virginia's Criminal Injuries Compensation Fund (CICF)). The Fund is administered by the Virginia Worker's Compensation Commission. Projects must maintain necessary communication with CICF and the Commission. More information can be found at <http://www.cicf.state.va.us/>.
- B. Projects must promote, within the community, coordinated public and private efforts to aid crime victims. Such coordination may include, but is not limited to, serving on state, federal, or local task forces, commissions, work groups, coalitions, and/or multidisciplinary teams.
- C. Projects must provide effective direct services to crime victims.
- D. Projects must provide services through the VOCA-funded project at no charge to the victim. Any deviation from this requirement requires prior written approval by DCJS.

- E. Projects must maintain client and counselor confidentiality as required by state and federal law.
- F. Projects must provide services to victims of federal crimes on the same basis as to victims of crimes under state or local law.
- G. All applicants must also submit completed and signed copies of “General Grant Conditions and Assurances” and the “Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements.”

## **X. 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. Additionally, grant supported programs must submit VOCA reports using the Department of Justice’s Performance Measures Tool (PMT) on-line reporting system. CASA Programs must submit annual reports due by August 15<sup>th</sup> after the close of the state fiscal year. On-site monitoring visits of grant programs will be conducted as DCJS staff resources permit.

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.

## **XI. FINANCIAL REPORTING**

Quarterly financial reports and requests for funds must be completed on-line using the Grants Management Online Information System. Additional information about the on-line reporting system can be found at: <https://www.dcjs.virginia.gov/grants/gmis-online>.

## **XII. ALLOWABLE/UNALLOWABLE COSTS**

### **A. VOCA Funding:**

Only those costs directly related and essential to providing direct services to crime victims can be charged to VOCA funds. For guidance regarding services, activities, and costs that can be supported with VOCA grant funds, please see 28 CFR Part 94, Subpart B - VOCA Victim Assistance Program (§§ 94.119 - 94.122) at: <https://www.gpo.gov/fdsys/pkg/FR-2016-07-08/pdf/2016-16085.pdf>.

1. § 94.119: Allowable Direct Service Costs
2. § 94.120: Allowable Costs for Activities Supporting Direct Services
3. § 94.121: Allowable Sub-Recipient Administrative Costs
4. § 94.122: Expressly Unallowable Sub-Recipient Costs

### **B. Non-Supplantation**

The federal Office for Victims of Crime (OVC) requires collection of data regarding non-VOCA funds supporting each VOCA supported project. OVC requires this information, in part, to document non-supplantation. The federal Department of Justice (DOJ) 2015 Grants Financial Guide describes supplantation as follows: "Federal funds must be used to supplement existing state and local funds for program activities and must not supplant those funds that have been appropriated for the same purpose."

Applicants under this grant program must describe, as part of the budget narrative, non-grant funds supporting their projects, and must identify records that document the level of non-VOCA support to satisfy the non-supplantation requirement.

## **XIII. APPLICATION PROCESS**

### **A. The following documentation is required for a complete application:**

1. Grant application face sheet form
2. Itemized budget form
3. Budget narrative form
4. Project narrative (see instructions on pages 14-15)
5. Goals worksheet form
6. Letter of support from Juvenile and Domestic Relations District Court
7. Attachments
  - i. General Grant Conditions and Assurances and the Certifications Regarding Lobbying; Debarment, Suspension

and Other Responsibility Matters; and Drug-Free Workplace Requirements

- ii. Statement of Assurances Form (see page 16)
- iii. Proposed Overall CASA Program Budget FY19
- iv. Current Board of Directors List
- v. Copy of IRS non-profit status (for Nonprofit organizations only)

B. CASA programs are required by state regulations to use the same database, CASA Manager. New programs will be required to purchase CASA Manager to track data and case management information per CASA state regulatory requirements (6VAC160-10-120). VOCA funds may be used for this purpose.

#### **XIV. REVIEW PROCESS**

DCJS staff will review all applications and make programmatic and budgetary recommendations for consideration by the Grants Committee of the Criminal Justice Services Board (CJSB). The Grants Committee will meet to evaluate staff recommendations. The Grants Committee will make final recommendations for consideration by the full CJSB, at the Board's meeting on December 6, 2018.

#### **XV. ELECTRONIC FILING OF APPLICATIONS**

A. DCJS is accepting all CASA Expansion grant applications electronically. Please note: **DCJS will not be accepting paper copies of grant applications.**

- Instructions for the application process begin on page 8.

B. Application Deadline:

- Applications must be received by **5:00 p. m. Thursday, October 25, 2018.**

C. DCJS Staff Contact: Lynn Sivels, CASA Program Specialist

- For assistance or questions please contact Lynn Sivels at (804) 225-1847 or by email at [Lynn.Sivels@dcjs.virginia.gov](mailto:Lynn.Sivels@dcjs.virginia.gov).

## XVI. INSTRUCTIONS FOR COMPLETING GRANT APPLICATION

### A. How to Apply

The CASA Expansion grant application must be submitted electronically. Please submit applications with time to allow for any complications that may be encountered with the electronic submission process. Applicants are advised to take extra care to complete each component with accuracy. Errors may result in the denial of the grant request or in special conditions being placed on grant awards.

**Applicants must adhere to all of the following application specifications for funding consideration:**

1. Completed DCJS Grant Application must be *received by 5:00 p.m. on Thursday, October 25, 2018*. Applications received after the deadline will not be considered. Applications must be submitted electronically by email to [grantsmgmt@dcjs.virginia.gov](mailto:grantsmgmt@dcjs.virginia.gov).

**VERY IMPORTANT: Include in the email subject line your CASA Program Name or Agency Name and “CASA Program Expansion Grant”**

2. All parts of the application should be compiled into one .pdf document. Applications must be complete, use the correct forms, and be submitted in the following order:
  - a) Application face sheet
  - b) Itemized budget form
  - c) Budget narrative form
  - d) Project narrative (see instructions on pages 14-15)
  - e) Goals worksheet form
  - f) Letter of support from Juvenile and Domestic Relations Court
  - g) Required Attachments
    - i. General Grant Conditions and Assurances and the Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements form (signed in two locations)
    - ii. Statement of Assurances form (see page 16)
    - iii. Proposed Overall CASA Program Budget FY19
    - iv. Current Board of Directors List (or if not governed by a board, a statement by the project administrator describing your governing structure)



- v. Copy of IRS non-profit status (for Nonprofit organizations only)
  - vi. Grant Application Checklist form (see page 17)
3. The Project Administrator (or designee with signatory authorization on file with DCJS) must sign the grant application face sheet.

## **B. INSTRUCTIONS FOR GRANT APPLICATION FORMS**

### **1. Complete Grant Application Face Sheet entering the following information**

- a. **Grant Program:** Enter Court Appointed Special Advocate (CASA).
- b. **Congressional District(s):** Enter Federal Congressional district(s) where new CASA program services will be provided.
- c. **Applicant:** Use this space to provide the name of the organization, locality, or state agency applying.
- d. **Faith Based Organization:** Does not apply to CASA grants.
- e. **Applicant Federal ID number:** Enter the applicant organization's federal identification number.
- f. **Best Practice:** Does not apply to CASA grants.
- g. **Jurisdiction(s) Served:** List the local units of government to be served by the CASA expansion grant program; include all cities and counties served by the program. It is not necessary to provide zip codes.
- h. **Program Title:** Enter Court Appointed Special Advocate (CASA) Program Expansion.
- i. **Grant Period:** January 1, 2019 – June 30, 2020.
- j. **DUNS Number:** Enter the applicant's DUNS number. (A DUNS number is a federal funding source tracking number used to track federal grants.)
- k. **Type of Application:** New

- Check Rural, Urban or Suburban depending upon the type of locality served by the applicant.
1. Project Director, Project Administrator, and Finance Officer:

**NOTE: There should be a separate individual entered for each position within the organization.**

- i. *Project Director:* The person who will have day-to-day responsibility for managing the project.
  - ii. *Project Administrator:* The person who has authority to formally commit the locality, state agency or organization to complying with all the terms of the grant application including the provision of any required match. 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; in the case of a state agency, the agency head; or, in the case of a non-profit organization, the board of directors' chairperson. **If someone other than one of these officials 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.**
  - i. *Finance Officer:* The person who will be responsible for fiscal management of the funds (e.g., Treasurer of the Board).
- m. **Please provide fax and email addresses as well as telephone numbers for each person. Further, please list the CASA office address for all addresses (do not provide personal home addresses of board members).**
- n. **Signature of Project Administrator:** The original signature must be included on the grant application by the identified Project Administrator (not the Project Director).
- o. **Brief Project Description:** Include a short description of the proposed project.
- p. **Project Budget Summary:** Enter the total figures from *Itemized Budget*. **Please round figures to the nearest dollar.**

- q. **Matching Funds:** In order to receive a grant, the CASA program must provide cash or in-kind funds equal to 20% of the total amount of the state funds. For example, if the program requests \$40,000 in state funding, a match of \$10,000 would be required. Federal funds may not be used to meet the match requirement.

## 2. Complete the Itemized Budget Form and the Budget Narrative Form

The overall project budget is a vital part of the grant application. The budget narrative should explain the reason for *each* requested budget item and provide the calculation basis for its cost. All requested items must be justified and related to the CASA program *or they may be deleted* from the budget and the total award reduced. VOCA funds must be allocated to direct services for child victims of crime. Grantees should review the “VOCA Final Rule” attachment for guidance on allowable costs.

When completing Itemized Budget and Budget Narrative consider the following:

- Ensure all three documents (Grant Application Face Sheet, Itemized Budget, Budget Narrative) are consistent and calculate to the same totals.
- Includes Federal VOCA Funds, as well as match funds. Provide as much clarification as possible on the budget narrative and double check math calculations.
- Funding portions of the budgets must match with totals given on the Grant Application Face Sheet.
- All amounts must be rounded to the nearest dollar. For example ***do not*** include figures like this: \$45,456.50. Instead, use a figure like this: \$45,457.
- Match funds are not required for each line item. For example, if the program proposes to spend federal funds in personnel, cash paid for rent can be shown as match under supplies and other.
- Only include in the match column the amount of match funds that the grant requires. Do not exceed the required amount.

### ➤ ***Itemized Budget Form***

#### **a. Personnel/Employees**

- **Salaries:** List each position by title on the itemized budget form (and name of employee, if available). Show the annual salary rate for the employee and the number of hours to be devoted to the project by the employee. The amount requested should take into account time needed to establish and fill positions and the demands for personnel during the course of the project.

(Job descriptions and qualifications of staff should be on file at the agency and available upon request.)

- **Employee Benefits:** Indicate each type of benefit included and the total cost allowable to employees assigned to the program. If this is percentage based, indicate the percentage.

**b. Consultants**

- (Please consult with DCJS prior to requesting funds in this category.)

**c. Travel**

- Itemize total travel expenses of program personnel by local mileage, non-local, and subsistence. Grantees must follow the state's travel policy unless there is a written local travel policy. The state allows reimbursement for actual reasonable expenses. Mileage is reimbursed at the current federal rate. Transportation costs, such as air and rail fares, are at coach rates. Justify travel by explaining its relevance to job duties. Travel for VOCA funded staff providing direct services to crime victims to skills building training is an allowable expense.

**d. Equipment**

- Each major item to be purchased must be separately listed with unit cost. Each item to be leased or rented must be separately listed with the cost associated with the lease or rental. The budget narrative must thoroughly explain the relevance and importance of each item to the program. If equipment is not used exclusively by VOCA funded staff providing direct services to crime victims, the expense should be pro-rated.

**e. Supplies and Other Operating Expenses**

- All costs should be itemized within this category by major types. Show the basis for computation. Office rental costs must be reasonable and consistent with rents charged in the area. Supplies and Other Operating Expenses may include, but are not limited to, the following:
  - i. Rent
  - ii. Utilities
  - iii. Telephone services (local and long distance)
  - iv. Internet access/internet provider contracts
  - v. Office supplies
  - vi. Vendor maintenance contracts/agreements
  - vii. Postage
  - viii. Audit costs
  - ix. Special printing projects

- x. Volunteer and staff training (skills building)
- xi. Public relations and advertising
- xii. Insurance
- xiii. Professional services
- xiv. Membership fees

**f. Indirect Costs**

- i. These are costs that cannot be assigned to a particular category but are necessary to the operation of the organization and the performance of the project. An itemized list of the requested administrative cost items must be provided along with a description of the method for tracking expenditures and cost allocations.
- ii. Applicants may be approved for inclusion of indirect costs if the applicant has an approved rate from a cognizant federal agency. A copy of that approval must be submitted with the grant application.
- iii. Applicants may include an allocation for indirect costs for up to 10% of the total funds requested.

**g. Cash Funds from Sources Other than Grant Funds Supporting this Project**

- This item is included to permit those applicants wishing to do so to show any additional support which they may be providing to the proposed project, beyond the funds (both DCJS and match) actually applied for in the grant application budget. Funds shown in this item are not governed by the terms, conditions and assurances which apply to the grant award. List the source and amount of cash, other than required matching funds, that will help support this project.

➤ ***Complete the Budget Narrative Form***

The Budget Narrative form provides details of the requested expenditures outlined on the Itemized Budget form.

- a. Complete the Itemized Budget form to explain the details of how the program will spend grant funds and match funds in each category in the Project Budget Summary on the Grant Application form.
- b. The budget narrative form should fully explain the reason for each itemized budget request and provide the basis for its cost. All requested items must be thoroughly justified and clearly related to the CASA program or they may be deleted from the budget and the total amount reduced.

**3. Complete a Project Narrative (Containing the following information)**

a. **CASA Program Name:** (Enter)

b. **Amount Requested:** (Enter)

c. **Summary of Request** (one or two sentences):

d. **Organization History**

Briefly describe how and why the organization was established. Include organizational growth in terms of budget and staffing, administrative structure, funding, and board or administrative oversight. Describe CASA services history including volunteer recruitment, advocacy, and numbers of children served if applicable. Discuss any challenges or opportunities the organization has experienced.

e. **Needs Assessment**

Describe the need in the community for new or expanded CASA services. Include information about the children currently served in the existing CASA program, if applicable. Include relevant data, unique characteristics of the locality and any assessment tools used. Describe the need that will be met through CASA services in this jurisdiction and the readiness of the identified organization to meet the need.

f. **Project Description**

Describe the jurisdiction(s) to be covered by this expansion grant. Include details on planning that has taken place with community stakeholders including the judiciary, court personnel, the local bar, DSS and other system partners. Include any additional anticipated planning activities to be accomplished. Explain plans for recruitment of volunteers, the number of volunteers to be recruited and trained, and the number of children anticipated to be served.

**g. Use of Funds**

Describe how the funds will be used to support the project. Provide details on expenditures. Include details on hiring of staff or the increase of hours of existing staff. Discuss the duties and qualifications of the position and any procedures related to hiring.

**h. Sustainability Plan**

The CASA expansion grant is designed to assist localities in providing CASA services to previously unserved jurisdictions. The funds are intended to assist existing CASA programs or developing organizations in building capacity for this purpose. However, the funds are not intended to be long-term. Therefore, please describe how the program will achieve financial sustainability for the expanded service area(s). Include the following:

- i. Does the program have a resource development plan with specific goals? If so, briefly describe, including who is responsible for developing the plan and monitoring progress.
- ii. How will the funding awarded through this VOCA expansion grant be replaced to ensure sustainability for the expanded service area(s)? Be specific in identification of specific funding sources.

**4. Goals and Objectives (complete Goals Worksheet attachment)**

Establish identified, measurable goals and objectives for the grant funding. Describe in detail the following benchmarks:

- i. Planning activities to demonstrate program readiness to serve children.
- ii. How many new children in the new jurisdiction will be served by trained, volunteer CASA advocates?
- iii. How many new CASA volunteers in the new jurisdiction will be trained?
- iv. How many previously unserved localities (cities and counties) will be served by the CASA program?

## STATEMENT OF ASSURANCES

The \_\_\_\_\_ will:  
(Name of Program)

- Be in compliance with all state CASA regulations
- Assign volunteers to cases
- Be adequately staffed and supervised according to state regulations (1 FTE for every 30 volunteers or according to the reduced ratio as articulated in regulations)
- Be fiscally managed according to generally accepted accounting principles
- Be willing to conduct a financial review on all DCJS grant monies within 180 days of the close of the grant period
- Be willing to provide information and data to DCJS when requested.

\_\_\_\_\_  
Project Administrator

\_\_\_\_\_  
Date



## GRANT APPLICATION CHECKLIST

- Has the Grant application been completed?
- Has the Program Administrator signed the application?
- Have all applicable parts of the Project Budget Summary been completed?
- Did you complete the Itemized Budget?
- Did you use only **rounded** figures on the Itemized Budget form?
- Did you complete “section #7” on the Itemized Budget form?
- Did you complete the Budget Narrative?
- Did you complete the Project Narrative?
- Did you complete the Goals Worksheet?
- Did you include the Letter of Support from the Court?
- Did you include a copy of your 501(c)(3) confirmation letter if you are a non-profit organization?
- Did you include a copy of your approved projected (FY19) annual program budget?
- Did you include a list of the members of the Board of Directors, or if not governed by a board, a statement by the project administrator describing your governing structure?
- Did you include the Statement of Assurances form completed and signed by the project administrator?
- Did you include required certifications (“General Grant Conditions and Assurances” and the “Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements”)? (**Signed in two locations**)