



Virginia Department of Criminal Justice Services Sexual Assault Grant Program (SAGP)

Fiscal Years 2016 and 2017 Program Guidelines and Application Procedures

Grant Application Due Date & Teleconference

- **Application Due Date: Wednesday, April 22, 2015, 4:30pm**
- Grant Application Teleconference: Wednesday, April 1, 2015, 10:00am

Grant Period: Fiscal Years 2016 & 2017

- July 1, 2015 - June 30, 2017

Award Amount Available

- Level Funding at Fiscal Year 2015 Award Amount

Grant Application Checklist

- Grant Application Cover Sheets (for each fiscal year)
- Itemized Budgets & Budget Narratives (for each fiscal year)
- Project Description (program title, implementation, & evaluation plan)
- VAdata Release Form
- Signed Grant Conditions & Certifications (two documents)
- Copy of 501(c)(3) Confirmation Letter

Questions?

- Contact Kristina Vadas, 804-786-7802, kristina.vadas@dcjs.virginia.gov
- Contact your Grant Monitor

Introduction & Purpose

These Sexual Assault Grant Program (SAGP) Guidelines provide detailed guidance to aid applicants in determining eligibility, developing itemized budgets and budget narratives, 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.

The purpose of the SAGP is to provide and/or enhance direct services to victims of sexual assault. The Virginia Department of Criminal Justice Services (DCJS) has awarded grants to support local and statewide sexual assault programs since October 1999.

Grant Period

Grants to support local sexual assault programs and statewide sexual assault programs are for the twenty-four month period July 1, 2015 through June 30, 2017 (FY 2016 and FY 2017).

Sources of Funding and Amount Available

There are two funding sources supporting this grant program:

Federal **Victims of Crime Act (VOCA)** funds are used to support local sexual assault programs. The precise amount of VOCA funds available in FY 2016 to support Virginia's local sexual assault programs is currently unknown.

State General Funds (SGF) also support local and statewide sexual assault programs. SGF available to Virginia's sexual assault programs for FY 2016 are expected to remain at \$1,156,625. It is anticipated that this funding level will also be maintained in FY 2017.

As of the release of these Guidelines, the total amount of funding available for the FY 2016 awards is not yet known. Funding projections are based on the information available to DCJS at the time of publication. These figures are estimates. They are not guaranteed, and they may change. Updated information will be provided through email correspondence as it is received by DCJS.

In the event of a significant increase or decrease in the availability of funds between fiscal years, DCJS will notify all grantees and provide them with instructions regarding adjustments to FY 2017 awards.

Eligibility

In FY 2016 and FY 2017, the Sexual Assault Grant Program to support local and statewide programs is open only to non-profit and public agencies currently receiving DCJS funding through this grant program (“continuation” projects).

Local sexual assault programs are eligible to apply for VOCA and SGF. A portion of SGF for local programs will be used to provide the required match for the VOCA awards. The matching SGF are subject to the same requirements and conditions that apply to the VOCA funds; however, local programs will also receive a limited amount of non-match SGF. These funds may be used to support direct victim services and/or victim-related activities that are not allowable under VOCA guidelines (e.g., community coordination efforts), but are necessary activities to enhance direct services to victims of sexual assault. All local programs must meet the eligibility requirements as defined in Attachment 7, VOCA Guidelines (page 2, section B).

Statewide organizations are eligible to apply for State General Funds.

Priority for Funding

With adequate funding, DCJS will seek to address the following funding priority:

Continuation of existing DCJS-funded sexual assault programs, which document that they have successfully met their established objectives and complied with grant requirements.

Staffing Limits

Local and statewide sexual assault programs may apply for funds to continue existing positions. Funding priority will be to continue existing positions that have a documented history of successfully meeting their established objectives, and that DCJS currently funds. If funds are available, DCJS may consider funding expanded and/or new positions. These positions must meet the purposes of this grant program.

Program Requirements

DCJS requires grant-funded **local sexual assault programs** to provide comprehensive information and assistance in the areas listed on the Sexual Assault Service Objectives Target Form (Attachment 3). In addition to direct services, VOCA and state match grant funds may be used to support presentations made in schools, community centers, or other public forums, if the presentations are designed to identify crime victims and refer them to needed services. VOCA and state match grant funds cannot be used for

activities exclusively related to crime prevention. These grant funds can only be used to provide and/or enhance direct services to sexual assault victims and cannot be used to supplant state and local funds that would otherwise be available for sexual assault victim services.

Non-match SGF may be used to support direct victim services and/or victim-related activities that are not allowable under VOCA guidelines (e.g., community coordination efforts), but are necessary activities to enhance direct services to victims of sexual violence.

Grants to support **statewide sexual assault programs** must complement the direct services provided by local programs. Funded programs in this category must meet all other DCJS grant requirements described in this document. Statewide projects may address one or more of the following areas:

1. Service delivery initiatives to assist in the reduction of sexual assault in Virginia.
2. Crisis intervention services to sexual assault victims through a toll-free hotline available statewide.
3. Technical assistance to develop and support the needs of sexual assault crisis centers.
4. Staff development and training for local center staff, volunteers, and allied professionals.
5. Public awareness activities to enable the general public, or specific minority populations, to become more aware of the impact of sexual assault in Virginia and the services available.
6. Assistance to agencies and professionals who interact with sexual assault victims in the development of policies and procedures which are responsive to the needs of victims.
7. Development of evaluation standards and/or instruments to enable local sexual assault programs to assess how well their services meet the needs of clients.
8. Development of resources on sexual assault issues.

VOCA Allowable and Unallowable Costs

For local sexual assault programs, only those costs directly related and essential to providing direct services to sexual assault victims can be supported by VOCA and state match grant funds. See the excerpted VOCA Guidelines (Attachment 7, page 7, section E), for additional information.

For guidance regarding services, activities, and costs that cannot be supported with VOCA and state match grant funds, see the excerpted VOCA Guidelines (Attachment 7, page 10, subsection 3).

Match

Grant applicants are not required to provide matching funds at this time. DCJS will use a portion of SGF to provide the required match for any VOCA funds awarded.

Continuation Funding

In addition to a program's implementation and performance, and the availability of funds, a key factor in determining eligibility for continuation funding will be compliance with grant financial and progress reporting requirements. According to Criminal Justice Services Board policy, 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.

Reporting Requirements

DCJS requires online submission of financial and progress reports into the [Grants Management Information System \(GMIS\)](#); therefore, all recipients of grant funding must have access to the Internet for reporting purposes. Additional information about the on-line reporting system can be found on the DCJS website at <http://www.dcjs.virginia.gov/grantsAdministration/gmis/index.cfm>.

The federal Office for Victims of Crime (OVC) is currently developing new performance measures for VOCA-funded programs. There is still some uncertainty about this process, as the new performance measures have not yet been finalized; however, DCJS does know two things at this point: first, the SAGP Progress Report Form will be revised to incorporate the new measures. DCJS will not release a new report form until the federal measures are finalized, and we anticipate continuing to use the existing SAGP Progress Report Form through at least the first quarter of fiscal year 2016.

Second, OVC will begin requiring DCJS to report on the new VOCA performance measures on a quarterly basis. As a result, DCJS must require quarterly progress reporting from SAGP grantees. This is a change from the current progress reporting that occurs on a semi-annual basis.

All grant-supported programs will be required to complete and submit via GMIS:

1. **Quarterly Financial Reports.**
2. **Quarterly Progress Reports**, describing activities supported with these funds. VAdata may be used to generate the statistics needed for reporting, but reports must be submitted on the DCJS-provided SAGP Progress Report Form.

Grant Application Teleconference and Technical Assistance

A **SAGP Grant Application Teleconference** will be held on Wednesday, April 1, 2015, from 10:00am to 11:00am. Registration is not required. To join the teleconference, dial **866-842-5779** and enter conference code **9476108324**.

In addition, DCJS staff is available to provide technical assistance and information regarding the guidelines and the application procedures. Please contact Kristina Vadas at 804-786-7802 or kristina.vadas@dcjs.virginia.gov, or your Grant Monitor, if you have any questions.

Deadline

An original and three unbound copies of the grant application must be received by DCJS by **4:30 p.m. on Wednesday, April 22, 2015**. They should be submitted to:

Virginia Department of Criminal Justice Services
Attention: Janice Waddy
1100 Bank Street, 12th Floor
Richmond, Virginia 23219

Late applications will not be accepted. Faxed or electronic applications will not be accepted. Applications may be hand-delivered or mailed.

Review Process

DCJS staff will review all applications and make award recommendations for consideration by a subcommittee of the Criminal Justice Services Board (CJSB). The full CJSB will then make final funding decisions at their meeting on June 11, 2015. Grant awards for FY 2016 will be issued in late-June or early-July 2015 based on the final approval of the CJSB. Fiscal and programmatic revisions may be required as a condition of funding.

If the subcommittee recommends for substantive reasons that an application not be funded, the applicant may appeal the recommendation to an appeals panel of the CJSB. DCJS Grants Management will notify any applicants eligible for appeal. Applications denied due to insufficient funds cannot be appealed. The recommendations of the appeals panel will be presented to the CJSB for final action.

Forms and Instructions

To assist applicants in submitting complete applications, a Grant Application Checklist has been included as Attachment 8. Copies of all forms can be found on the DCJS website at <http://www.dcjs.virginia.gov>.

Complete grant applications should contain:

- **Two Cover Sheets:** the cover sheet (first page) of the DCJS Grant Application, completed and signed for each fiscal year (Attachment 1A). The Project Administrator should sign these documents. Detailed instructions on completing the cover sheet are also attached (Attachment 1B).
- **Two Budgets & Budget Narratives:** a project budget (Attachment 2) and a budget narrative for the period July 1, 2015 through June 30, 2016, and a project budget (Attachment 2) and a budget narrative for the period July 1, 2016 through June 30, 2017. If the applicant requests personnel funds, the following must also be attached:
 1. Organizational chart of all agency employees;
 2. Job descriptions for all proposed grant-funded staff;
 3. Job descriptions for sexual assault program-related volunteer positions.
- **Project Description:** the comprehensive project description section should include the program title, implementation of project, and project evaluation plan.
- **VAdata Release Form:** a copy of this Form (Attachment 5) must be signed by the agency director.
- **Two Assurances & Certifications Forms:** 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” (Attachments 6A and 6B). The Project Administrator should sign these documents.
- **501(c)(3) Confirmation Letter:** all non-profit applicants must attach a copy of their most current letter.

Instructions for Completing the Itemized Budget & Budget Narrative

Itemized Budget (Attachment 2):

Applicants should request a total budget amount equal to the total amount awarded in FY 2015 (“level funding”).

Itemize all budget amounts and place in the appropriate category for each line item. Round all figures to the nearest dollar. Each item should reflect expenditures for a twelve-month grant period. Applicants should complete only the Total column on the right-hand side of the form, and the total lines for each category and the grant as a whole. The breakout of federal, state match, and non-match state funding will be determined at the time grant awards are issued. Applicants must complete a separate itemized budget for each fiscal year.

Budget Narrative:

Applicants **must explain the reasons for each requested budget item and how requested amounts were determined.** A line-item budget narrative is required. Complete a separate budget narrative for each fiscal year.

Note: If the applicant is part of a dual-program, or a larger umbrella organization, there must be clear documentation that the personnel and items requested are for the exclusive use of the sexual assault program. Applicants are reminded that grant funds cannot support the entire cost of an item that is not used exclusively for sexual assault related activities; however, grant funds can support a pro-rated share of such an item. For example, if a dual program requests a new computer to be shared by a part-time sexual assault advocate and a part-time domestic violence advocate, only fifty percent of the cost of the computer can be requested through this grant.

PERSONNEL

- List each position by title and name of employee, if available.
- List the annual salary and hourly rate for the employee(s), and the hours to be devoted to the project by each employee. Indicate the type and cost of each fringe benefit requested.
- For example:
Requested SAGP funds will be used to provide wages and benefits for:

<u>Name</u>	<u>Title</u>	<u>Salary</u>	<u>Hours Devoted</u>	<u>Total Salary</u>
Ann Smith	Advocate	\$35,000	2080	\$35,000
<i>FICA: 7.65% of \$35,000 = \$2,678</i>				
<i>Health Insurance: \$4,500 per year</i>				
TOTAL REQUEST: \$42,178				

<i>Name</i>	<i>Title</i>	<i>Salary</i>	<i>Hours Devoted</i>	<i>Total Salary</i>
<i>Donna Jones</i>	<i>Advocate</i>	<i>\$35,000</i>	<i>1560 (75%)</i>	<i>\$26,250</i>
<i>FICA: 7.65% of \$26,250 = \$2,008</i>				
<i>Health Insurance: \$4,500 per year x 75% = \$3,375</i>				
<i>TOTAL REQUEST: \$31,633</i>				

- Submit an organizational chart of all agency employees.
- Submit job descriptions for all requested grant-funded staff.
- Submit job descriptions for sexual assault program-related volunteer positions.

CONSULTANTS

- Request only those costs which are essential to program operations and which will significantly enhance the provision of direct services to crime victims.
- Applicants must thoroughly document the necessity and cost effectiveness of requested consultant expenditures.

TRAVEL

- Itemize total travel expenses of project personnel by local mileage, non-local mileage, and subsistence (food and lodging). Clearly explain the basis for all calculations. Grantees must follow the state travel policy, which is available here: http://www.doa.virginia.gov/Admin_Services/CAPP/CAPP_Topics/20335-2014.pdf.
- 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.
- Applicants may request grant funds to attend DCJS and other in-state training events (e.g., training offered by the Virginia Sexual and Domestic Violence Action Alliance and the Virginia Victim Assistance Network), and are required to fully justify all requests to attend training.
- DCJS will approve requests for funds to support out-of-state travel, or airfares to attend training conferences, only with compelling justification, and if funds are available. If such attendance is cost effective and will facilitate essential improvements in service delivery, DCJS may approve such travel requests.

EQUIPMENT

- Each 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. Applicants are reminded that grant funds cannot support the entire cost of an item that is not used exclusively for sexual assault-related activities; however, grant funds can support a pro-rated share of such an item.
- Applicants must thoroughly document the necessity and cost effectiveness of requested expenditures. Justification of these expenses must document that the items will provide or enhance direct services to crime victims.
- All computers purchased with DCJS funds must be equipped with anti-virus protection software, which must be updated regularly.

SUPPLIES & OTHER OPERATING EXPENSES

- All costs should be itemized within this category by major types (e.g., office supplies, printing, photocopying, postage, brochures, books and other victim-related materials, technology).
- For each itemized cost, show the basis for computation ("x" dollars per month for office supplies, "y" dollars per person for training materials, long distance at "z" dollars per month, etc.). Additionally, the rationale used to determine the basis for each computation should be explained (e.g., the photocopying cost estimate was determined based on factors including X number of staff, Y number of community presentations, Z average monthly cost of copies).
- Applicants should document actual expenses for each line item requested (for example: "Last year we spent \$400 on postage. For FY 2016, we anticipate spending \$475, due to stamp rate increase.").
- 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 an individual.
- Applicants must document the necessity and cost effectiveness of requested expenditures.

DCJS will closely scrutinize office space rental requests. Applicants requesting funds to support office space rental must document efforts to secure non-grant funds for this expense. Grantees currently receiving DCJS funds for office space rental expenses are strongly encouraged to decrease their requests.

DCJS will also carefully examine equipment maintenance requests. Applicants must thoroughly document the necessity and cost effectiveness of requested expenditures. Applicants should describe efforts to secure non-grant funds to support maintenance expenses.

INDIRECT COSTS

- No costs are allowed in this category.

CASH / IN-KIND SUPPORT

- Though not required, applicants may list source and amount of cash and in-kind support from other sources that sustain this project.
- Applicants are reminded that any funds specified as cash and in-kind support are subject to the same requirements and conditions that apply to the VOCA funds.

<i>Instructions for Completing the Project Description</i>

Label each section of the Project Description by number and letter as outlined below. This section should have page numbers and be double-spaced.

1. Program Title

Indicate the formal title of the program and the jurisdiction(s) served (label primary or secondary service areas). For example, "XYZ Sexual Assault Crisis Center. Primary service area: Richmond. Secondary service area: Henrico County."

2. Implementation of Project

A. Service Objectives Targets

In this section, all applicants must propose the **target number** of victims to whom each service will be provided during FY 2016 and FY 2017. To assist applicants in complying with this requirement, a Sexual Assault Service Objectives Target Form is provided as Attachment 3. Using the Target Form, applicants may document service objectives by simply listing the target number for each fiscal year beside each service.

B. Other Program Objectives

All other program objectives not covered by the service objectives must be detailed in this section. See Attachment 4 for a form that can be used to document these additional objectives. An implementation strategy is required for each additional

program objective. All programs must submit at least three additional program objectives, two for VOCA and state match funds, and one for non-match state funds:

1. One objective should address the management (i.e., recruiting, training, supervising, evaluating, and recognizing) of program volunteers (VOCA).
2. One objective should address program outreach efforts (VOCA).
3. One objective should address a coordinated community response to sexual violence, such as the development or continuation of a Sexual Assault Response Team (*state funds*).

C. Cooperative Agreements

Cooperative agreements should be on file at the grantee's office with the agencies listed below for each primary service area that the agency serves. If the project is statewide, cooperative agreements should be made with other statewide agencies/coalitions. Each agreement should include the specific roles and responsibilities of each agency entering the agreement. A single agreement can be made with multiple agencies. Each agreement should have an implementation date, a review date, and should be signed by persons who have the authority to implement the agreement. If cooperative agreements cannot be made with a particular agency, explain why and describe future plans to foster a relationship with that agency.

Cooperative agreements are strongly encouraged with the following:

Domestic Violence Programs
Law Enforcement Agencies
Commonwealth's Attorneys

Victim/Witness Programs
FNE / SANE / ER Programs
Social Services (or CPS/APS)

A list of current cooperative agreements and their implementation dates should be submitted with the application. To be considered current, the agreements should have implementation dates of less than three years old. If the grantee's cooperative agreements are current and complete, do not send copies of the agreements.

Entire copies of revised cooperative agreements should ONLY be submitted in the following cases:

- One or more of the signatories on the cooperative agreement have changed.
- Any part of a cooperative agreement has significantly changed.

3. Project Evaluation Plan

Grant-funded programs are required to evaluate their programs, beyond the collection of statistics documenting the number of victims provided with specific services. The evaluation plan should describe how the applicant will determine the overall effectiveness of the program, explaining how evaluation will be conducted and the techniques to be used. Describe how the applicant will survey victims and

other community service programs to provide an objective assessment of the impact of the services supported with grant funds. Service Objectives and Other Program Objectives should be addressed. Describe how the applicant will use this information to refine the services offered by the program.

Attachments

- Attachment 1A: Grant Application Cover Sheet
- Attachment 1B: Grant Application Cover Sheet Instructions
- Attachment 2: Grant Application Itemized Budget
- Attachment 3: Sexual Assault Service Objectives Target Form (SAGP)
- Attachment 4: Other Program Objectives - Definitions and Sample Form
- Attachment 5: VAdata Release Form
- Attachment 6A: General Grant Conditions and Assurances
- Attachment 6B: U.S. Department of Justice Certifications
- Attachment 7: VOCA Guidelines (*excerpt*)
- Attachment 8: Grant Application Checklist