

Victim/Witness Grant Program (VWGP)
Formula Grant Program

Fiscal Years 2017 and 2018
Program Guidelines and Application Procedures

Due Date

- Monday, April 18, 2016 by 4:30 p.m.

Grant Period: Fiscal Years 2017 and 2018

- July 1, 2016 - June 30, 2018

Award Amount Available

- See Guidelines for Projected Maximum Awards

Grant Application Checklist

- Grant Application Cover Sheet
- Itemized Budget & Budget Narrative
- Service Objective Targets
- Signed Grant Conditions & Certifications
- New Program Applications Require Additional Documents

Questions?

- Contact Information:
- John Mahoney, 804-225-4320 or john.mahoney@dcjs.virginia.gov
- Patricia Foster, 804 371-8634, or patricia.foster@dcjs.virginia.gov
- Carla Wagstaff, 804-225-3453 or carla.wagstaff@dcjs.virginia.gov
- Contact your grant monitor

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Victim/Witness Grant Program Fiscal Year 2017 and 2018 Program Guidelines and Application Procedures

Introduction

In accordance with §§9.1-104, 19.2-11.1, and 19.2-11.3 of the *Code of Virginia*, the Virginia Department of Criminal Justice Services (DCJS) is disseminating these Program Guidelines to continue supporting grant funded local victim/witness programs, establish new programs in un-served localities, and support existing statewide programs designed to provide direct services, information, and assistance required by Virginia's Crime Victim and Witness Rights Act (the Act; see 1995, c. 687) and other victims' rights laws.

The FY2017 and FY2018 guidelines were developed for grantees that wish to apply for continuation funding for the period July 1, 2016-June 30, 2018. Please note that this is a ***two-year funding cycle***.

These Program Guidelines provide guidance to aid applicants in determining eligibility, developing the itemized budget and budget narrative, and completing other related forms, including service delivery targets. Using the guidance presented in this document, applicants should be able to efficiently and effectively prepare complete applications.

These guidelines are posted on the Internet at:

<http://www.dcls.virginia.gov/grants/sectionGrants.cfm?code=9&program=Victims>

Sources of Funding and VOCA Background

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

The federal VOCA Fund, established in 1984, is one of the major funding sources for victim services throughout the United States. Revenues are deposited into the Fund annually from criminal fines, forfeited appearance bonds, penalties, special forfeitures, special assessments, and gifts, donations, and bequests by private parties. Fund dollars do not come from taxpayers.

Starting in 2000, the U.S. Congress placed a cap on funds available for distribution. These annual caps were intended to maintain the Fund as a stable source of support for future services. However, in recent years annual deposits to the Fund have soared. For example, in fiscal year 2012 annual deposits totaled \$2.795 billion. Additionally, over the last three years annual deposits to the Fund have averaged \$2.6 billion. Consequently the Fund balance currently exceeds \$12 billion.

The significant unmet needs of crime victims across the country and the substantial and growing balance in the Fund help to explain recent Congressional action contained in the Appropriations Act of 2015. Specifically, a provision of this Act raises the Fund cap from \$745 million to \$2.361 billion, an increase of 3.5 times. This is an unprecedented

increase in the cap amount, which is resulting in significant increases to state allocations.

Virginia's federal fiscal year 2015 VOCA Fund allocation totals \$50,330,687. This is more than four times as much as Virginia received in 2014. Given the annual deposits to the VOCA Fund and its current balance, continuation funding is expected to be available.

DCJS anticipates having sufficient funds to continue projects as outlined in the attached Projected Maximum Awards charts. Given satisfactory performance and adequate funding, continuation of funded projects is expected. It is anticipated that annual award amounts will be impacted by program performance. Grantees are strongly encouraged to focus on direct service delivery, and to document that service delivery, in order to secure continuation funding.

VOCA Listening Sessions

To plan for, and responsibly and efficiently utilize, these funds for services and costs allowable under federal guidelines, DCJS staff are pursuing a series of near term and longer term strategies to identify and meet victim assistance needs in Virginia.

For example, in May 2015 DCJS conducted an extensive survey of victim advocates statewide in order to identify needs. Additionally, in September and October, DCJS conducted four regional "Listening Sessions" in order to gather additional input from victim advocates and allied professionals across the state.

These sessions provided an opportunity for current grantees, victim advocates, allied professionals, and the general public to offer comments, suggestions, and recommendations on utilizing the additional VOCA funds. Approximately 446 people attended the sessions.

The four sessions were held in the following locations:

- Henrico County on Friday, September 18, 2015
- Roanoke on Tuesday, September 29, 2015
- Norfolk on Thursday, October 8, 2015
- Alexandria on Wednesday, October 28, 2015

In accordance with Listening Session input and other research to date, in broad terms, DCJS is:

- Developing grant application guidelines to support funding of new initiatives and projects addressing the needs of unserved and underserved populations, as identified through the survey, Listening Sessions, and subsequent research, AND;
- Developing funding formulas to allocate adequate funding to support direct service delivery through existing programs including Victim/Witness Programs, Sexual Assault Crisis Centers, Domestic Violence Shelters, and CASA projects

serving crime victims in priority categories, as required by the VOCA statute and guidelines.

Our collaborative efforts to date have already resulted in revisions and increases to current Fiscal Year 2016 VOCA grant awards. Through continued partnership we will increase the scope and scale of victim services available across Virginia, filling gaps and expanding existing programs and supporting new programs and/or organizations addressing community identified critical needs.

Eligibility

The grant program to support local victim/witness programs is open to local units of government. Local units of government may subcontract with private, non-profit service providers. To promote coordination of services and cost effectiveness, each local unit of government may submit only one application to support a local victim/witness program serving a single locality. Localities may submit stand alone or joint applications to support regional victim/witness programs serving multiple localities. In selecting project location/sponsorship, local units of government must assure consideration of alternatives and selection based on qualifications including capacity to provide all required services and meet all grant requirements, quality of services and service coordination, and experience and technical expertise to manage the project and deliver the services at fair value.

The grant program to support statewide victim assistance programs is open to only the Office of the Attorney General, the Department of Corrections, The Virginia Parole Board, and the Department of Criminal Justice Services. Grant funds may only support provision of information and assistance specifically required by the Crime Victim and Witness Rights Act and other victims' rights laws. Each eligible state agency seeking funding to support statewide victim assistance programs may submit only one application.

Based on the results of our latest Staffing Needs Assessment, Listening Session input, and the estimated total revenue available to support grant programs, the following categories of applicants are eligible to apply for grant funding.

Continuation/Expansion Funding for Existing Programs

All currently grant funded local victim/witness programs and statewide victim assistance programs are eligible to apply for continuation/expansion funding, given satisfactory program performance.

New Local Victim/Witness Programs

The following localities are eligible to apply for full-time programs.

Bath, Buckingham, Craig, Fauquier, Franklin, Highland, Rappahannock, Richmond Co.

Total grant awards for new single locality full-time projects are not expected to exceed \$70,000. Existing regional projects seeking to increase to one FTE per locality served may also apply with the same funding limit per locality.

Projected Maximum Awards for FY2017 and FY2018

Grant awards under these grant guidelines will be guided by the funding formula described above. Specifically, for FY2017 (July 1, 2016 through June 30, 2017) and FY2018 (July 1, 2017 through June 30, 2018) grant awards are not expected to exceed the amounts listed here and in the attached List of Projected Maximum Awards.

Matching Funds Not Required

No specific cash match percentage is required at this time. However, grant funds cannot take the place of other available funds. See the discussion of non-supplantation below for more information.

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 which document the level of non-VOCA support and satisfy the non-supplantation requirement.

Budgeting Flexibility

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

In accordance with federal guidelines, only those costs directly related to and essential to providing direct services to crime victims can be supported with grant funds. Requests must be allowable under state and federal guidelines and must be reasonable, appropriate, and justified.

Within these broad restrictions, however, grantees have discretion to determine how grant funds can most effectively be utilized. For example, these guidelines do not prescribe, nor prohibit, changes in staff salaries in FY2017 or FY2018, **so long as such changes are reasonable, appropriate, consistent with local personnel and compensation plans, and justified.**

Deadline

Applications must be ***received*** by DCJS before 4:30 p.m. on ***April 18, 2016 and must be submitted electronically.***

Please **email** the following to grantsmgmt@dcjs.virginia.gov:

One (1) completed Excel budget itemization worksheet for FY17

AND

One (1) PDF copy of the entire complete signed application

Sample file naming convention:

Albemarle County currently receives victim/witness program grant funds under grant number 16-S9593VW15.

Albemarle County should email the following files:

AlbemarleVW9593itemizeFY17.xlsm Albemarle's FY17 Excel budget itemization

AlbemarleVW9593complete.pdf Scanned copy of all application documents

Two Year Grant Award – Only One Budget Required

Attachment 10 - VW Projected Maximum Total Grant Awards FY17 and FY18 details projected maximum awards for both FY17 and FY18. The charts depict a projected 2% increase in awards for FY18.

To streamline the application process, submission of a detailed itemized budget and narrative is only required for FY17.

Given the availability of adequate funding, FY18 awards will be based on the approved FY17 award plus at least 2%. Submission of an itemized FY18 budget and budget narrative, in March of 2017, will be required.

Annual award amounts may be impacted by program performance. Grantees are strongly encouraged to focus on direct service delivery, and to document that service delivery, in order to secure continuation funding.

Grant Period

Grants to support local victim/witness programs and statewide victim assistance programs are for the twenty-four month period of July 1, 2016 through June 30, 2018 (FY2017 *and* FY2018) and can be renewed, given satisfactory performance and the availability of sufficient funds. As indicated above, FY18 awards will be based on the approved FY17 award plus at least 2%. Submission of an itemized FY18 budget and budget narrative, in March of 2017, will be required.

Program Requirements

In accordance with the *Code of Virginia* (§§9.1-104, 19.2-11.1, and 19.2-11.3), DCJS requires grant funded local victim/witness programs to provide comprehensive

information and assistance addressing victims' rights established by the Crime Victim and Witness Rights Act. (See the Victim/Witness Program Codebook for further description of required services).

Grants to support statewide victim assistance programs must focus on delivery of a specific service or a more limited range of services required by the Act and other victims' rights laws. Funded programs in this category must meet all other grant requirements described in the Program Guidelines.

All applicants must also submit completed and signed copies of Attachment 4 — "General Grant Conditions and Assurances" and the "Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements."

Evaluation and Reporting

All grant-supported programs are required to complete and submit a Project Progress Report and a Financial Report by the 12th working day after the close of each quarter.

Projected FY2017 Project Progress Report and Financial Report Due Dates

First Quarter	October 19, 2016
Second Quarter	January 19, 2017
Third Quarter	April 18, 2017
Fourth Quarter	July 20, 2017

In accordance with a Criminal Justice Services Board policy, applicable to all DCJS grant programs, **no current recipient of funding through this grant program will be considered for continuation funding if, as of the continuation application due date, any of the required Financial and Progress reports for the current grant are more than 30 days overdue.** For good cause, submitted in writing, DCJS may waive this provision.

Financial Reporting

DCJS developed the Grants Management Online Information System to coordinate financial reporting. Quarterly financial reports and requests for funds must be completed on-line. Additional information about the on-line reporting system can be found at:

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

CIMS and PMT

DCJS developed a Client Information Management System (CIMS) software package to capture required data elements. This software is provided to grantees free of charge. Grantees are required to use the CIMS system and to submit progress reports electronically. For more information, please contact Michael Rogers at (804) 225-4868.

The federal Office for Victims of Crime (OVC) has also recently developed a Performance Management Tool (PMT). DCJS is modifying CIMS in order to capture all PMT required data. DCJS will conduct training on CIMS and PMT. Our goal is to enable all programs to upload quarterly progress data required by OVC to the PMT in accordance with OVC requirements.

Allowable Costs

Only those costs directly related and essential to providing direct services to crime victims can be charged to the grant. Please see Attachment 6 (VOCA Guidelines, p.p. 28-33, Section E. Services, Activities, and Costs at the Subrecipient Level, subsections 1 and 2).

Unallowable Costs

For guidance regarding services, activities, and costs which cannot be supported with victim assistance grant funds, please see Attachment 6 (VOCA Guidelines, p.p. 33-35, Section E. Services, Activities, and Costs at the Subrecipient Level, subsection 3).

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

Review Process

DCJS will review all applications and make programmatic and budgetary recommendations for consideration by a subcommittee of the Criminal Justice Services Board (CJSB). The subcommittee will meet to evaluate reviewer recommendations and any allowable appeals. The subcommittee will make final recommendations for consideration by the full CJSB, at the Board's June 9, 2016 meeting.

If the subcommittee recommends for substantive reasons that an applicant **not** be funded, the applicant may appeal the recommendation before an appeals panel of the CJSB. DCJS will notify any applicants eligible for appeal. The recommendations of the appeals panel will be presented to the CJSB for final action. Grant awards will be issued in early July, 2016, based on the final approval of the CJSB. Fiscal and programmatic revisions may be required as a condition of funding.

Summary Instructions for Applicants Requesting Continuation Grants

Continuation grant applications should contain:

1. Page 1 of the DCJS Grant Application face sheet, completed and signed, **for each fiscal year**. (See Attachment 1)
2. A project budget and a budget narrative for the period July 1, 2016 through June 30, 2017. (See Instructions for Completing the Budget Narrative beginning on page 11). An itemized budget must be completed using the Excel form. See Attachment 1A. The budget narrative must justify the value of creating each new position.
3. Job Descriptions for new staff and volunteers.
4. Annual victim and witness service targets for FY2017 **and** FY2018, required program development objectives, and other required certifications for the continuation grant period. These may be provided by completing Attachments 2 and 3 of the Program Guidelines for **each fiscal year**.
5. Completed and signed copies of the “General Grant Conditions and Assurances” and the “Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements” (see Attachment 4).
6. Please **provide a listing of all current cooperative agreements**, which identifies parties to each agreement, effective dates and review dates. (See Attachment 8).

Detailed Instructions for Completing the Standard Application

Applicants requesting DCJS grant funding **for the first time** or seeking to relocate an existing program must file a “Standard Application.”

A Standard Application consists of a complete:

- I. Project Description
- II. Budget Form
- III. Budget Narrative

Detailed instructions for completing each section of the “Standard Application” are presented below.

I. Instructions for Completing the **Project Description** (New Applicants Only)

Program title (New Applicants Only)

Indicate the jurisdiction(s) served and the formal title of the proposed program. For example, “Richmond Victim/Witness Program” or “Department of Corrections Victim Notification Program.”

Need Justification (New Programs Only)

Provide a specific description of the need which this program will address, including the number and types of clients eligible for the proposed services and the percentage of those eligible who will be served.

Goals and Objectives (All Applicants)

Attachments 2 and 3 provide a listing of required and optional service objectives for local victim/witness programs and also contains guidance regarding service objectives for “statewide victim assistance programs”.

To document service objectives, all applicants must propose the target number of victims to whom services will be provided during FY2017 for each required service objective. These targets should be listed on Attachment 2.

All applicants must also check “Other Required Certifications” blanks on Attachment 3.

All victim/witness program applicants must also provide annual targets for each required witness service objective. These targets should be listed on Attachment 3. If appropriate, “statewide victim assistance program” applicants may also use Attachment 3 to indicate annual witness targets for selected services.

All victim/witness program applicants must check “Program Development” blanks on Attachment 2.

Implementation Plan (New Applicants Only)

In this section, NEW applicants should describe what they will do in order to accomplish **each** of the program's service objectives. Victim/witness program applicants must provide an implementation strategy for **each** required service objective.

NOTE: To aid applicants in complying with the implementation plan requirement, a "check-off" type Sample Victim/Witness Program Implementation Plan is provided as Attachment 11.

Using the sample plan, applicants may document service objective implementation simply by checking off strategies which accurately describe intended implementation plans. Alternatively, applicants may develop an original implementation plan if that better meets their needs.

Additionally, the implementation plan should include:

- Written cooperative agreements (See Attachment 8)
- Letters of support for the proposed project from allied professionals and community stakeholders integral to program service delivery and success.
- An organizational chart
- A description of how the applicant intends to use volunteers
- A description of how the applicant intends to maintain confidentiality of client-counselor information (See Attachment 9)

II. Completing the Grant Application Budget Face Sheet (All Applicants)

Grant Program: List the grant program for which you are applying.

Congressional Districts: List the congressional districts that will benefit from the program.

Applicant: Official name of locality or state agency applying for the grant.

Faith Based Organization: Check the box indicating whether or not your program is a faith-based organization.

Federal ID Number: List your locality's federal identification number.

Best Practice: Not applicable to this grant program; for JJDP Programs only.

Jurisdiction(s): List all localities to be served and include zip code plus 4 digit code; or if appropriate, indicate "statewide."

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

Certified Crime Prevention Community: Check the box indicating whether or not your locality has been certified by DCJS.

Targeted Age: N/A - For JJDP Programs only, list the age range of those who will benefit from these services.

Grant Period: The FY17 budget should be for July 1, 2016 through June 30, 2017 (FY2017). Given the availability of adequate funding, FY18 awards will be based on the approved FY17 award plus at least 2%. Submission of an itemized FY18 budget and budget narrative, in March of 2017, will be required.

DUNS Number: Provide the Data Universal Numbering (DUNS) Number. DUNS number is a unique nine-character identification number provided by DUN and Bradstreet. If you do not have a number for the locality organization, please go the website <http://fedgov.dnb.com/webform>.

Type of Application: For continuation applications check “Continuation” and please indicate the current grant number. Others check the appropriate box.

Rural, Urban or Suburban: Check the box that best describes the applicant locality.

Project Director: List the person who will have day-to-day responsibility for managing the project.

Project Administrator: List the person who has authority to formally commit the locality or state agency to complying with all the terms of the grant application, including the provision of the 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; or, in the case of a state agency, the agency head. *If someone other than the manager, chief elected officer or state agency head has been delegated the authority to sign, and signs the grant application, provide a copy of the letter, memorandum or other document by which the signing authority was delegated.*

Finance Director: List the individual who will be responsible for fiscal management of the funds.

NOTE: It is very important to provide email, fax and phone numbers for each person above. Also, provide the zip code plus 4 digit code for each person.

Brief Project Description: Provide a short description of the project. The description **must include an estimate of the total number of direct service victims and direct service witnesses** to receive program services during each year of the grant period. For the FY2017 continuation application only, the description must also include the total numbers of *direct service victims and direct service witnesses served between July 1, 20015 and March 31, 2016*. Please also estimate the number of volunteer hours to be worked by program volunteers in each grant period. The use of volunteers is required by VOCA, and an estimate of the number of volunteer hours to be worked is also a federal requirement.

An example of the brief project description is presented below.

Brief Project Summary-first page of FY2017 application

The XYZ victim/witness program provides comprehensive information and direct services to crime victims and witnesses in accordance with the Crime Victim and Witness Rights Act and other applicable victims' rights laws. During July 1, 2016 through June 30, 2017 (FY2017), it is estimated that **250 victims** and **30 witnesses** will receive direct services through this program. For the period July 1, 2015 through December 31, 2015, the program provided direct services to **188 victims** and **20 witnesses**. We anticipate **80** volunteer hours to be provided in FY2017.

Project Budget Summary:

The Budget Summary provides total figures from budget categories. These figures are calculated by Excel, based on entries in the Budget Itemization Worksheet.

III. Instructions for Completing the Itemized Budget and Budget Narrative

*Must use Excel Budget Itemization Worksheet.

All applicants must briefly explain the reasons for each requested budget item. A line item budget narrative is required. The Project Budget Narrative must be presented separately from the Project Description.

Personnel

List each position by title (and name of employee, if available). Show the annual salary rate for the employee and the hours to be devoted to the project by the employee. Typically, full-time employees work 2,080 hours annually.

- Indicate each type of benefit included and the total cost allowable to employees assigned to the project.

Applicants should carefully evaluate and document physical and organizational capacity to accommodate and effectively utilize new staff.

All applicants must justify the necessity of creating each ***new*** position. Please describe the duties, responsibilities, and qualification required of each new grant funded position. Required duties, responsibilities, and qualifications must be designed to effectively provide services required by the Crime Victim and Witness Rights Act or other victims' rights laws and must be consistent with all grant requirements.

Location of Victim/Witness Program Staff: New victim/witness program staff may be physically located outside any current program office space and may be directly supervised by staff other than the victim/witness program director. Applicants are free to determine optimal arrangements for office space and supervision of new staff. Applicants should document that the proposed physical location of staff and supervision structure promotes efficient program operation. Additionally, applicants must document

agreement that these arrangements are acceptable to the locality and any other parties to such agreements.

Staff of Statewide Victim Assistance Programs: To be eligible for grant funding, proposed positions must provide or facilitate the provision of direct services to victims. Additionally, all tasks duties, and responsibilities must relate directly to the provision of information and assistance to crime victims and witnesses required by the Crime Victim and Witness Rights Act or other victims' rights laws.

Salary for Grant Funded Staff: In addition to describing new staff responsibilities, applicants must justify all requested salaries. Justification may include documentation demonstration that requested salaries are consistent with salaries paid to other positions with similar responsibilities. All requested amounts must be endorsed by the local government recipient.

Consultants

List each type of consultant or service (with numbers in each category and names of major consultants when available), the proposed daily fee rate, and the amount of time to be devoted to such services. Individual Consultant's rate may not exceed \$650.00 per day.

For organizations, including professional associations and educational institutions, performing professional services: Indicate type of services being performed and estimated contract price.

Travel and Subsistence for Consultants: Reasonable expenses may be reimbursed.

NOTE: Only when it can be clearly justified that the use of outside consultants will significantly and permanently enhance project effectiveness, may consultant fees be approved.

Travel

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

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. Additionally, applicants must document that grant funds will only cover travel costs of the project's direct service providers.

DCJS will consider requests to support attendance at appropriate national training conferences. Applicants must document that the requested training is needed and is unavailable within the state. Registration expenses should be detailed in the "Supplies and Other Expenses" category. Further details about some national training conferences can be found at a number of sites including:

<http://www.trynova.org/help-crime-victim/nacp/>

Applicants are encouraged to identify and prioritize training that best addresses staff continuing education needs. Applicants may also request grant funds to attend other in-state training events, including trainings sponsored by the Virginia Victim Assistance Network and the Virginia Sexual and Domestic Violence Action Alliance. Further details can be found at:

<http://vanetwork.org/>

<http://www.vsdvalliance.org/#/training/trainings-offered>

DCJS also secured a federal grant to subsidize training expenses for attendees. Applicants are encouraged, to request grant funds to support their attendance at the victim assistance training events below, as appropriate.

Annual Basic Victim Assistance Academy

Grantees with three or fewer years experience are encouraged to consider attending the Virginia Victim Assistance Academy. The Academy will provide a 40-hour comprehensive, academic, interdisciplinary and interactive training program. The curriculum provides a foundation of victims' services and principles to enable participants to more effectively help crime victims regain control of their lives. The curriculum is designed for those with three or fewer years of experience. Please note that in order to attend the Academy, individuals have to apply for acceptance. The application process is competitive. See dcjs.virginia.gov for more details.

Location: University of Richmond, VA
Dates: July 26 -29, 2016; July 2017
Cost: \$150 registration fee (includes lodging and meals)

The Intersection of Violence: Domestic Violence, Sexual Assault, and Child Abuse Conference

The conference will focus on the intersections of violence: domestic violence, sexual assault, and child abuse. Four tracks will be utilized to train professionals on practices that are victim-centered and evidence-based: victim advocacy, child advocacy, law enforcement, and prosecution. Topics will include how trauma impacts victims, trauma-informed response, culturally appropriate services to victims, evidence-based investigations and prosecutions, and forensic experiential trauma interviewing (FETI). Victim and child advocates, law enforcement officers, prosecutors, civil attorneys, juvenile justice professionals, and probation officers are encouraged to attend.

Location: Tidewater, VA
Dates: September 2016 (3 days)
Cost: \$100 registration fee

Advanced Victim Assistance Academy

To be eligible to attend the Victim Assistance Advanced Academy you must have at least five years of experience working with crime victims or have successfully completed the Virginia Victim Assistance Basic Academy. The Advanced Academy will provide a 20-hour interdisciplinary, interactive, and intensive training experience benefiting advocates with the prerequisite education and skill base.

Location: Richmond, VA
Dates: Tentatively scheduled for October 2016
Cost: \$50 registration fee

Basic Program Management Training FY2017 and FY2018 (2 days)

Basic Program Management will be conducted for victim/witness program staff. This training will focus on grant application procedures, programmatic issues, GMIS, CIMS, and financial/progress reporting as requested by the Grant Monitors and the field.

Location: TBD - Richmond/Roanoke, VA
Dates: March 2017; March 2018
Cost: \$25 registration fee

Equipment

Each major item to be purchased must be listed separately with unit cost. List each item to be leased or rented with the cost associated with the lease or rental. Justify equipment expenses by documenting that items will enhance direct services to crime victims.

Grant funds cannot support the entire cost of an item that is not used exclusively for victim related activities. However, grant funds can support a pro-rated share of such an item.

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

All computers purchased with DCJS funds must be equipped with updated anti-virus protection software. Applicants are encouraged to limit computer purchase requests to \$1500 per workstation and to discuss computer hardware and software needs with Michael Rogers, Senior Programmer Analyst, at (804) 225-4868. Information about CIMS computer system requirements etc. can be found here:

<http://www.dcjs.virginia.gov/victims/cims/>

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

Supplies and Other Operating Expenses

All costs should be itemized within this category by major types (e.g., office supplies, equipment use fees, when supported by usage logs, printing, photocopying, postage, brochures, books and other victim-related materials, and telephone).

Show the basis for computation ("x" dollars per month for office supplies; "y" dollars per person for training materials; telephone — long distance at "z" dollars per month, etc.). Additionally, the rationale used to determine the basis for each computation should be explained, as appropriate (e.g. the photocopying cost estimate was determined based on factors including X crime and Y court caseload statistics generating Z anticipated number of copies).

Grant funds may support a maximum of three memberships in victim assistance organizations. Each organization and its membership rate must be identified. Memberships must be in the name of the agency, not the individual.

DCJS will carefully examine office space rental and equipment maintenance requests, especially costs related to computer maintenance, network access, and the provision of technical support. Applicants must thoroughly document the necessity and cost effectiveness of requested expenditures.

Indirect Costs

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. Most costs can and should be assigned to a project, thereby reducing indirect costs. Indirect costs can include a portion of the cost of operating and maintaining facilities, depreciation, and administrative salaries. Such costs are generally identified with the organization's overall operation and are further described in the Office of Management and Budget Circulars 2 CFR 200.

For the purposes of this grant, subgrantees may be permitted an allocation for administrative costs under one of the following:

Scenario A: Administrative Costs: If the Applicant does not have a federally approved indirect cost rate, the Applicant may include an allocation for administrative costs for up to 10% of the total funds requested. Provide an itemized list of the requested administrative costs items and the corresponding cost of each item.

Scenario B: Federally Approved Indirect Costs: If the applicant has a federally approved indirect cost rate agreement in place, the applicant may include an allocation for indirect costs. Applicants must provide a copy of their federally approved indirect cost rate agreement.

NOTE: It is anticipated that grant awards will not exceed the projected maximum awards listed in these guidelines. Applicants are discouraged from requesting indirect costs. Applicants should carefully evaluate the impact of budgeting indirect costs and should use grant funds to support direct service delivery to the maximum extent possible.

Cash Funds From Sources Other Than Grant Program Supporting This Project

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

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." Requests for "new" staff positions must be justified, must not supplant other funds, and must result in significant additional service delivery.

Applicants under this grant program must describe non-grant funds supporting their projects and must identify records which document the level of non-VOCA support and satisfy the non-supplantation requirement.

List of Attachments

1. Grant Application/Budget Face Sheet (**Required Form**; signed; use Excel Budget Itemization worksheets)
2. Annual Targets for Victim/Witness Program Service Objectives (Victims) (**Required Form**)
3. Annual Targets for Victim/Witness Program Service Objectives (Witnesses) (**Required Form**)
4. General Grant Condition and Assurances and “Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements” (**Required Forms**)
5. Complete Grant Checklist
6. VOCA Guidelines
7. Victim/Witness Program Codebook
8. Cooperative Agreements - List
9. Confidentiality Policy
10. VW Projected Maximum Total Grant Awards FY17 and FY18
11. Sample Implementation Plan