**New Initiative Victim Assistance Grant Program**

**Fiscal Year2017 and 2018**

**Program Guidelines and Application Procedures**

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**New Initiative Victim Assistance Grant Program**

**Fiscal Year 2017 and 2018**

**Program Guidelines and Application Procedures**

**Introduction**

Many crime victims in Virginia may not receive services and support that adequately meet their needs after victimization. Meeting victims’ needs is far more difficult when their access to services is complicated by factors such as race, ethnicity, geographic isolation, language barriers, cultural differences, disability, lack of knowledge of the criminal justice system and their rights, and/or lack of appropriate social support. There is no single way to meet the needs of all underserved populations because of the uniqueness of each group. However, programs can improve their response to these crime victims by looking carefully at specific populations, better understanding needs, and designing appropriate programs and services.

The primary purpose of these guidelines is to increase access to culturally appropriate direct victim services for unserved/underserved victims of crime. This can be accomplished by creating new programs or enhancing existing programs to commit staff time to specifically address the needs of the identified unserved/underserved victim population, hiring staff that reflects that population, training all staff on the cultural norms of the population, and increasing outreach efforts.

These Program Guidelines will aid applicants in determining eligibility and developing the itemized budget and budget narrative and other required application components, including service delivery goals and objectives. Using the guidance presented in this document, applicants should be able to efficiently and effectively prepare complete applications.

These guidelines and associated forms are posted on the Internet at:

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

**Sources of Funding, Amount Available, and Award Limits**

This grant program is supported by Federal Victims of Crime Act (VOCA) funds (see Publ. 98-473, as amended). The primary purpose of VOCA funding is to support the delivery of direct services to victims of crime.

(Note: Applicants seeking support for projects focused on training and/or policy development are encouraged to consider potential funding under Virginia’s Services, Training, Officers, Prosecutors (V-STOP) grant program, or set aside VOCA training funds). More information is available at: <http://www.dcjs.virginia.gov/grants/sectionGrants.cfm?code=9&program=Victims>

Approximately $14 million in VOCA funding is available to support new initiatives through this grant program. We anticipate that grant awards will cover a broad range of funding levels.

**Award Limits**

Awards supporting projects contributing to a full spectrum of direct services for crime victims in a single county or city are not expected to exceed $100,000.

Awards supporting projects contributing to a full spectrum of direct services for crime victims in a region and involving coordination and collaboration among multiple local governments and/or service providing agencies in multiple jurisdictions are not expected to exceed $500,000.

Awards supporting projects contributing to a full spectrum of direct services for crime victims on a statewide or multi- regional basis, and involving coordination and collaboration among state and multiple local governments and service providing agencies, are not expected to exceed $1,000,000.

**Grant Application Technical Assistance**

DCJS staff are available to provide technical assistance and information regarding the guidelines and the application procedures. Please contact John Mahoney at 804-225-4320 or john.mahoney@dcjs.virginia.gov, or your Grant Monitor (for current grantees), if you have any questions.

**Definitions and Focus of Funding**

**Accessible and appropriate services:**

Services should be welcoming, culturally inclusive, physically accessible, and appropriate to all victims seeking assistance. Those working with victims are aware of the cultural, individual and role differences including those related to race/ethnicity, language, sex, gender, age, sexual orientation, gender identity, physical and/or cognitive ability, social class, economic status, education, marital status, religious affiliation, and residency, without regard to immigration status.

**Traditionally underserved populations:**

Populations who face barriers in accessing and using victim services including underserved racial and ethnic populations; populations underserved because of geographic location, religion, sexual orientation or gender identity; and populations underserved because of special needs (such as language barriers, disabilities, alien status or age).

For the purposes of these guidelines, unserved/underserved populations can be any victim population that lacks adequate access to victim services in your service area. Subgrantees may choose to focus on **one** of the following or identify an additional unserved/underserved victim population. Applications should focus on a single population.

* Cultural/Ethnic Specific Community
* Seniors
* Geographically Isolated
* Immigrants
* LGBTQ Community(ies)
* Specific Crime Type(s)
* Teens/Youth
* Individuals with disabilities

Funded projects will provide direct services to crime victims in Virginia, with an emphasis on assisting victims who have difficulty accessing services or may not know about their rights and/or available services and how to access them. Applicants are encouraged to think broadly about various locations from which advocacy may be provided in order to reach more crime victims. Applicants are also encouraged to review the VOCA Listening Sessions Summary Report further described below. Projects meeting community identified needs, allowable under federal VOCA guidelines, and consistent with VOCA Listening Sessions input are encouraged.

**VOCA Listening Sessions**

To responsibly and effectively utilize VOCA funds for services and costs allowable under federal guidelines, which also address community defined victim assistance needs and priorities, DCJS conducted an extensive survey of victim advocates statewide. Additionally, in September and October 2015, 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. A total of 446 people attended the sessions.

A document summarizing the input received at the VOCA Listening Sessions is available at: <http://www.dcjs.virginia.gov/victims/documents/VOCA_SummaryReport_0112.pdf>

**Types of Projects to be Funded**

The U. S. Department of Justice, Office of Justice Programs, Office for Victims of Crime has issued guidelines and rules to implement the grant provisions of VOCA. In general, funded projects must be: allowable under the VOCA Guidelines (see Attachment 6), consistent with VOCA Listening Session input, address locally defined needs, and be well designed to serve unserved and/or underserved populations in a manner which is, reasonable, appropriate, cost effective, and well justified.

Preference will be given to victim assistance agencies that have longstanding and proven track records of service to their communities. Additionally, agencies that pursue projects tailored to serve underserved populations and/or promote innovative projects new in Virginia will be given preference. However, these funds are NOT intended for new start-up organizations.

Please note that DCJS will place emphasis on the use of evidence-based and trauma-informed programs and practices and the use of data and evidence in related policymaking and program development. Agencies that strive to integrate evidence into program, practice, and policy decisions will be considered more favorably than those agencies that do not employ evidence-based practices.

Examples of the types of projects/services to be funded include, but are not limited to, the following:

* Development or enhancement of services and resources for victims with disabilities
* Development or enhancement of services and resources for urban and rural youth victims, senior victims, veterans and military service members who are crime victims, non-English speaking victims, and minority victims.
* Development or enhancement of services to victims of trafficking
* Development or enhancement of services for vulnerable adults
* Development or enhancement of emergency legal services for victims
* Development and/or enhancement of forensic nursing programs in diverse health care facilities across the Commonwealth.
* Development or enhancement of statewide hotline services which cost effectively address unmet needs and which coordinate with and enhance existing services.
* The development and/or enhancement of culturally relevant and linguistically- specific services and resources for victims of crime from a culturally or linguistically-specific community.
* The development and/or enhancement of population specific services for victims of crime. This may include, but is not limited to, services specifically designed for college students, male survivors of sexual and intimate partner violence, victims of hate crimes, immigrant victims, and services specific to the LGBTQ communities, etc.

**Grant Term and Continuation Funding**

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

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% based on project need and performance. Submission of an itemized FY18 budget and budget narrative, in May 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.

Successful applicants may apply for renewal in the subsequent two year competitive grant process. However, continuation funding will depend upon factors including:

* Successful performance and monitoring reports during the funding cycle.
* Services have not been or cannot be continued with other funding sources (state or local).
* The applicant has documented efforts to obtain permanent funding.
* The level of effort, including volunteer hours, must not have been reduced.
* Compliance with federal and state reporting requirements
* Availability of funding

**Application Deadline and Submission Process**

Applications must be **received** by DCJS **by 11:59 p.m. on July 31, 2016** and must be submitted electronically.

**Please email the following to** [grantsmgmt@dcjs.virginia.gov](mailto:grantsmgmt@dcjs.virginia.gov)**:**

* **One (1) completed Excel budget itemization worksheet for FY17**

**AND**

* **One (1) completed Excel Annual Program Service Objectives file**

**AND**

* **One (1) Microsoft Word file containing the Project Description and the Budget Narrative**

**AND**

* **One (1) PDF scanned copy of the signed application and all application documents together.**

**Sample file naming convention:**

Include the name of the applicant in the file names.

For example, if Albemarle County applies, they would email the following files:

**Albemarle itemizeFY17.xlsx** Albemarle’s FY17 Excel budget itemization

**Albemarle servicesFY17.xlsx** Albemarle’s Excel Service Objectives

**Albemarle Proj Desc.doc**  Word file - Project Description and the Budget Narrative

**Albemarle Complete.PDF**  Scanned copy of all application documents

To be considered for funding, an eligible applicant must file a completed application, in accordance with these guidelines by the submission deadline.

**Eligible Applicants**

Public and private non-profit entities including state and local governments and community-based organizations are eligible to apply. However, these funds are **NOT** intended for **new start-up organizations.**

Each organization must:

* Demonstrate a record of providing effective direct services to crime victims, which includes having the support and approval of the agency's services by the community, or target population, a history of providing direct services in a cost-effective manner, and having substantial financial support from non-federal sources.
* Provide services directly to victims of crime and reflect the approximate number of victims to receive direct services in the grant application.
* Promote within the community being served a coordination of public and private efforts to serve and aid crime victims.
* Meet program match requirements.
* Assist victims of crime in seeking crime victim compensation benefits.
* Utilize volunteers significantly in project activities and reflect the number of active volunteers in the grant application.
* Provide program information to the majority of agencies that assist with victims of crime in your service delivery area.
* Maintain statutorily-required civil rights statistics on victims served by race or national origin, sex, age, and disability, within the grant period and permit access to any documents, papers, and records to determine that the subgrantee is complying with applicable civil rights laws.
* Provide services to crime victims at no charge.
* Maintain confidentiality of client-counselor information.
* Comply with DCJS criteria and provide statistical and programmatic information to DCJS concerning staff, volunteers, and clients (no names).
* Provide services as defined by DCJS and/or the Federal Office for Victims of Crime (OVC) and collected through the OVC Performance Measurement Tool (PMT).
* Provide services to victims of federal crimes on the same basis as victims of state/local crimes
* Comply with Federal Rules Regulating Grants. Subrecipients must comply with the applicable provisions of VOCA, the Program Guidelines, and the requirements of the OJP Financial Guide, effective edition, which includes maintaining appropriate programmatic and financial records that fully disclose the amount and disposition of VOCA funds received. This includes: financial documentation for disbursements; daily time and attendance records specifying time devoted to allowable VOCA victim services; client files; the portion of the project supplied by other sources of revenue; job descriptions; contracts for services; and other records which facilitate an effective audit.
* Be in good standing with all State and Federal agencies with which they have had an existing grant or contractual relationship. Where appropriate, all applicants must hold current professional and State licenses and certifications.
* Have a current Data Universal Numbering System (DUNS) number and registration with the System for Award Management (SAM), formerly the Central Contractor Registration (CCR).

**Types of Eligible Organizations**

The VOCA guidelines specify that an organization must provide services to crime victims and be operated by a public agency or nonprofit organization in order to be eligible to receive VOCA funding. Eligible organizations include victim services organizations whose sole mission is to provide services to crime victims. These organizations include, but are not limited to, sexual assault and rape treatment centers, domestic violence programs and shelters, child abuse programs, centers for missing children, mental health services, and other community-based victim coalitions and support organizations including those who serve survivors of homicide victims.

In addition to victim services organizations, whose sole purpose is to serve crime victims, there are many other public and nonprofit organizations that have components which offer services to crime victims. These organizations are eligible to receive VOCA funds, if the funds are used to expand or enhance the delivery of crime victims' services. These organizations include, but are not limited to, the following:

1. Criminal Justice Agencies.

2. Religiously-Affiliated Organizations

3. State Crime Victim Compensation Agencies

4. Hospitals and Emergency Medical Facilities.

5. Others: State and local public agencies.

**Match Requirements**

Applicants must provide a matching amount that is 20% of the request amount. For example, a $50,000 request would need to provide a $10,000 match ($50,000 X .20). Match may be in the form of cash (hard match) or in-kind (soft match) and will be reported on quarterly financial reports, and must be fully met by the end of the grant period. Match must be for or tied to **expenses related to providing direct services to crime victims which are allowed under the VOCA guidelines.**

**Cash Match:**

Cash from local units of government, private sources, or program income may be used. Federal funding may not be used. State funding from DCJS cannot be used for cash match. Cash match may be applied from local, state, public, or private funds that have a binding commitment to the project. Federal funds are not allowable as match. Once funds are committed to match, they cannot be used for match in other areas. All match on grants must be (1) verifiable in program/agency records and provided for in the approved budget; (2) not included as part of cost sharing on another project; (3) necessary and reasonable for efficient accomplishment of project objectives; (4) allowable costs; (5) non-federal dollars; (6) in compliance with all federal and state guidelines; and (7) of an appropriate percentage. In other words, if it could not be directly funded, it cannot be used as match.

**In-Kind Match:**

In-kind match may include the monetary value of time contributed by people providing services necessary for crime victim service provision and the value of donated goods, services, meeting space, etc.

Grantees must maintain records that clearly show the source, the amount, and the period during which the match was allocated. In-kind contributions are determined at their fair market value. The basis for determining the value of personal services, materials and equipment must be documented and to the extent feasible, supported by the same methods used by the grantee for its own paid employees.

Volunteer Services used as in-kind match are allowable and recommended. Volunteer services may be professional or technical services, consultants, skilled, or unskilled labor assisting on the project. Records must be maintained documenting all service delivery, with verifying signatures of both the volunteer and the person who supervises them. For further guidance on volunteer time, go to <http://www.independentsector.org/volunteer_time>.

Note: Any non-compliance with volunteer hours match documentation (either submitted with the request for reimbursement or as individual volunteer log support documentation kept as documented backup for summary log), may result in the agency being required to provide cash match.

**Match Waiver:**

Applicants may request a waiver for a portion of the match or for the entire match. Requesting a match waiver will not positively or negatively affect the review of your application. To request a partial or full match waiver, detail, on agency letterhead: 1) The amount of match you anticipate providing (not the amount of waiver needed);

AND

2) The compelling need(s) your agency has for a waiver.

Waiver requests will be submitted by DCJS to the Office for Victims of Crime (OVC) for approval. If a waiver request is denied by OVC, the awarded applicant will need to come up with match or negotiate a reduced award amount. Successful applicants may need to resubmit the waiver request to DCJS if their award differs from their application budget.

**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.

Again, grant funds may not be used to replace state, local or other public funds that would otherwise be available for the same purpose. Grant funds must be used to increase the total amount of public funds used to support services to crime victims. In other words, if applicants are currently providing services to crime victims that are paid for by another funding source, funds cannot be used to pay for these same services UNLESS the current funding source is ending.

**Office of Civil Rights**

Pursuant to 28 C.F.R. Section 42.302, all recipients of federal funds must be in compliance with EEOP and Civil Rights requirements. All programs that receive VOCA funds or are subawarded VOCA funds via program agreements are required to conform to the grant program requirements. If there is a violation to this it may result in suspension or termination of funding, until such time as the recipient is in compliance. Information on required biannual Civil Rights trainings can be found at <http://ojp.gov/about/ocr/assistance.htm>.

**Nondiscrimination**

Federal laws prohibit recipients of financial assistance from discriminating on the basis of race, color, national origin, religion, sex, or disability in funded programs or activities, not only in respect to employment practices but also in the delivery of services or benefits. Federal law also prohibits funded programs or activities from discriminating on the basis of age in the delivery of services or benefits. Findings of discrimination must be submitted to the Office for Civil Rights and to DCJS.

**Limited English Proficiency (LEP) Individuals**

In accordance with Department of Justice Guidance pertaining to Title VI of the Civil Rights Act of 1964, 42 U.S.C. § 2000d, recipients of federal assistance must take reasonable steps to provide meaningful access to their programs and activities for persons with limited English proficiency (LEP). For more information access <http://www.lep.gov>. Subgrantees should have written LEP plans that outline the policies and procedures for ensuring victims have access to necessary forms of written and verbal communication.

**Equal Employment Opportunity Plans**

The applicant agency must meet the requirements of 28 CFR 42.301 et seq., Equal Employment Opportunity Plans (EEOP). The plan must cover the grant period specified in the application. If your agency needs technical assistance in preparing an Equal Employment Opportunity Plan, please contact the Office for Civil Rights Compliance Specialist, Office of Justice Programs, Washington, D.C., (202) 307-0690.

**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**

|  |  |
| --- | --- |
| Oct..-Dec. Quarter | January 18, 2017 |
| Jan.-Mar. Quarter | April 18, 2017 |
| Apr.-Jun. Quarter | July 20, 2017 |
| Jul.-Sept. Quarter | October 17, 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/>

**Progress Reporting**

Grantees will be required to submit narrative reports and data in a prescribed manner and cooperate with statewide evaluation efforts. Grantees will also submit reports using the web-based VOCA Performance Measurement Tool (PMT).

**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).

The following is a listing of services, activities, and costs that are eligible for support with grant funds (please note this list is not exhaustive):

* Those services that immediately respond to the emotional and physical needs (excluding medical care) of crime victims such as crisis intervention; accompaniment to hospitals for medical examinations; hotline counseling; emergency food, clothing, transportation, and shelter (including emergency short-term nursing home shelter for elder abuse victims for whom no other safe, short-term residence is available); specialized equipment or minor building improvements that make services more accessible to victims with disabilities; emergency legal assistance such as filing restraining orders and obtaining emergency custody/visitation rights when such actions are directly connected to family violence cases and are taken to ensure the health and safety of the victim; and other emergency services that are intended to restore the victim's sense of dignity and self-esteem.
* Those services and activities that assist the primary and secondary victims of crime in understanding the dynamics of victimization and in stabilizing their lives after a victimization such as counseling, group treatment, and therapy. "Therapy" refers to intensive professional psychological/psychiatric treatment for individuals, couples, and family members providing emotional support in crises arising from the occurrence of crime. This includes the evaluation of mental health needs, as well as the actual delivery of psychotherapy.
* Services that are directed to the needs of the victims who participate in the criminal justice system. These services may include advocacy on behalf of crime victims; accompaniment to criminal justice offices and court; transportation to court; childcare to enable victims to attend court; notification of victims regarding trial dates, case disposition information, and parole consideration procedures; costs of respite care for a dependent adult when this enables the victim to attend court; and restitution advocacy and assistance with victim impact statements.
* Services that offer an immediate measure of safety to crime victims such as boarding-up broken windows and replacing or repairing locks.
* Forensic examinations for sexual assault victims only to the extent that other funding sources (such as State Crime Victim's Compensation, private insurance, or public benefits) are unavailable or insufficient.
* Translation expenses and/or devices.
* Costs which are necessary and essential to providing direct services such as pro-rated cost of rent, telephone service, transportation costs for victims to receive services, emergency transportation costs that enable a victim to participate in the criminal justice system, and local travel expenses for direct service providers. Rent must be at the prevailing rate and not exceed a maximum of $10 per square foot. Rental space must not exceed 150 square feet a person.
* Services that assist crime victims with managing practical problems created by the victimization such as acting on behalf of the victim with other service providers, creditors, or employers; assisting the victim to recover property that is retained as evidence; and helping to apply for public assistance.
* Costs that are directly related to providing direct services through staff.
* Personnel, operating expenses, equipment, and supplies that are necessary to implement the project. All expenditures must be related to the direct implementation of the project.
* Audit fees can be included in budget to cover costs associated with an audit of the project if the sub-grant agency receives an excess of $500,000 in federal funds.
* Funds can be used to purchase materials such as books, training manuals, and videos for direct services providers within the organization.
* Presentations that are designed to identify crime victims and provide or refer them to needed services are allowable. Activities and costs related to such programs including presentation materials and brochures can be supported. Training is an allowable cost only in the context of direct service staff development and especially for volunteer staff. Training programs must improve the skills of service providers in meeting the needs of crime victims. Subgrantees are encouraged to provide line items in their proposals for training opportunities.
* Funds can be used to purchase memberships if the following criteria are met: (1) funds can only purchase organizational memberships for the service agency as opposed to individual membership for staff, (2) memberships must be purchased only in criminal justice and victims’ organizations, and (3) subrecipients are limited to using funds to purchase no more than three memberships in national/state organizations per year.
* Volunteers may be charged as in-kind match at an hourly rate of no more than $20 an hour.
* Individual consultant fees are limited to $650 per day.
* Furniture purchases must comply with the Grant Terms and Conditions listed at the end of the grant application. Funds may be used for furniture and equipment that can be demonstrated as providing enhanced direct services to crime victims. Funds cannot support the entire cost of an item that is not used exclusively for victim-related activities. However, funds can support a pro-rated share of such an item.

**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).

The following services, activities, and costs cannot be supported with grant funds:

* Fund-raising activities.
* Lobbying and administrative support. Funds cannot support victim legislation or administrative reform, whether conducted directly or indirectly.
* Perpetrator rehabilitation and counseling. Subgrantees cannot use funds to offer rehabilitative services to offenders. Likewise, funds cannot support services to incarcerated individuals, even when the service pertains to the victimization of those individuals.
* Needs assessments, surveys, evaluations, studies, and research efforts conducted by individuals, organizations, task forces, or special commissions, which study and/or research a particular crime victim issue.
* Activities directed at prosecuting an offender and/or improving the criminal justice system's effectiveness and efficiency, such as witness notification, management activities, and expert testimony at a trial. Additionally, victim protection costs and victim/witness expenses such as travel to testify in court and subsequent lodging and meal expenses are considered part of the criminal justice agency's responsibility and cannot be supported with funds.
* Reimbursing crime victims for expenses incurred as a result of a crime such as insurance deductibles, replacement of stolen property, funeral expenses, lost wages, and medical bills.
* Nursing home care (other than emergency short-term nursing home shelter as previously described), home health care costs, in-patient treatment costs, hospital care, and other types of emergency and non-emergency medical and/or dental treatment. Grant funds cannot support medical costs resulting from victimization.
* Relocation expenses for crime victims such as moving expenses, security deposits on housing, ongoing rent, and mortgage payments. However, funds may be used to support staff time in locating resources to assist victims with these expenses.
* Salaries, fees, and reimbursable expenses associated with administrators, board members, executive directors, consultants, coordinators, and other individuals unless these expenses are incurred while providing direct services to crime victims or are approved as a component of direct service supervision or allowable indirect costs.
* Development of protocols, interagency agreements, and other working agreements that benefit crime victims. These activities are considered examples of the types of activities that subgrantees undertake as part of their role as a victim services organization, which in turn qualifies them as an eligible subgrantee.
* Costs of sending individual crime victims to conferences.
* Development of training manuals and/or extensive training materials.
* Activities that are exclusively related to crime prevention.
* Uniforms or personal accessories.
* Costs in applying for a grant.
* Any expense prior to the grant award date.
* Compensation to federal employees for travel or consulting fee(s).
* Entertainment.
* Providing food/beverages/meals at trainings, conferences, or meetings.
* Any purchase of a vehicle or real estate.

**Application Review Process**

This is a competitive application process. In addition to assessing eligibility, reviewers will rate application elements including:

* Summary Project Description and Service Objectives
* Agency Background, Mission, Experience, and Capability
* Problem Statement/Needs Assessment
* Partnership, Collaboration, and Coordination of and Linkages to Services
* Community Outreach
* Project Management and Staff
* Performance Measures and Evaluation
* Itemized Budget and Budget Narrative

Reviewers will be asked to rate each application based on the information provided in response to these guidelines and the clarity, substance and strength of the case made for funding.

Reviewers will also consider geographic location, budget justification and cost effectiveness, services for underserved populations, and current and past grantee performance, including timeliness and completeness of financial and progress reporting. Final decisions will be made by the Criminal Justice Services Board at their meeting on September 15, 2016.

**Detailed Instructions for Completing the Standard Application**

All applicants requesting DCJS New Initiative grant funding must file a “Standard Application.”

A Standard Application consists of a complete:

1. Project Description
2. Budget Form (Face Sheet)
3. Itemized Budget (Excel form required) and Budget Narrative
4. Required Forms and Attachments

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

**Project Description**

Address the following (1 through 7) in a *Microsoft Word* document with 1 inch margins, single spaced, with a 12 point font size. To assist application reviewers, please use the numbered headings and sub-headings (in bold); follow the page guidelines provided; and when instructions say “list,” please provide a list instead of a narrative paragraph.

**1. Summary Project Description, Goals and Objectives. (1 page maximum + Completed Attachment)**

1. **Summary *Project Description.*** Provide a clear **concise summary** of the proposed project including its primary goals and objectives and including an estimate of the total number of victims to be served during the fiscal year. Complete and attach the VOCA Initial Readiness Assessment. Attach IRS 501 C (3) status letter, if applicable.
2. **Annual Program Service Objectives. Complete Attachment 2.**

**2. Agency Background, Mission, Experience, and Capability. (3 pages maximum)**

1. **Mission/History:** Provide your organization’s mission statement and how many years you have been providing services.
2. **Current Services:** Provide a list of the *primary* services your organization currently provides to crime victims to address their needs.
3. **Current Office Location(s):** Identify the city and county where you have office space.
4. **Population(s) Served:** Identify the primary population(s) you currently serve, (i.e., general geographic area, average age range, cultural and/or racial make-up, etc.). If applicable, identify which traditionally underserved populations your agency has a **primary focus** on serving.
5. **Funding Sources:** List the major funding sources that currently support your program (i.e., ABC Foundation, United Way, OJP, etc.). Do not include funding amounts.
6. **Capability**: Describe the agency’s knowledge and capability to carry out the project based on demonstrated experience in providing victim services to the target population. Public agencies must cite their statutory and/or local governing authority.

**3. Problem Statement/Needs Assessment. (4 pages maximum)**

1. **Summary Problem Statement:** Identify the specific problem(s), target population, and geographic area that the proposed project will address.
2. **Existing Services and Service Gaps**. Describe existing services and identify gaps and/or barriers in services. Include current statistics and relevant facts to substantiate the need for and selection of the proposed project. Demonstrate that the proposed solution or project is evidence-based and trauma-informed.
3. **Demand for Proposed Services**. Identify the demand and need for proposed crime victim services for the population you intend to serve. How will the proposed services solve the problem as stated in section a)?
4. **List and Prioritize Needs.** Clearly list and briefly describe the new project/expansion elements requested. Number and prioritize the elements, with the most important being #1. Include geographic area; specific populations; type of crime victim services; staffing level information; and total budget impact that includes major expenses. (Note: this information should agree with details presented in your budget narrative).

*Example:*

1. Hire 2 new full-time bi-lingual sexual assault advocates to serve \_\_\_\_\_\_ counties (salary & fringe, computer/phone, mileage, training) = $95,000

2. Expand domestic violence services to include \_\_\_\_\_\_\_ county (.75 FTE advocate salary & fringe, office rental, office supplies/furniture, computer/phone, mileage, = $55,000.

1. **Capacity:** Describe your organization’s capacity to deliver the proposed crime victim services and why your organization should receive funding. Include your capacity to provide accessible and appropriate services by describing how you do this.

**Note: DCJS places a strong emphasis on the use of evidence-based programs and practices and the use of data and evidence in policymaking and program development.**

**4. Partnership, Collaboration, and Coordination of and Linkages to Services. (1 page maximum + Attachments)**

1. **Partnerships**: Describe the agency’s partnership and/or coalition building strategy and use of volunteers.
2. **Cooperative Agreements**. Applications for projects which require coordination of services among two or more agencies must describe envisioned cooperative roles and responsibilities. Proposed or completed cooperative agreements must be attached. Cooperative agreements must define roles, responsibilities, referral mechanisms, collaboration, and coordination efforts necessary for successful implementation of the project and must be signed by all affiliating agencies. If cooperative agreements are not yet complete, describe the current status and completion plan.
3. **Letters of Support.** At least three letters of support for the specific project are required to be submitted with the application. Such letters should demonstrate community support for the proposed project and collaboration among key players. Additionally, letters should describe action plans and expected outcomes.

**5. Community Outreach: (2 pages maximum)**

1. **Awareness:** Detail how you will create broad awareness of the availability of your services in your service area (i.e., promotional and public relations activities, community training, use of media, new collaborations, etc.).
2. **Specific Outreach to Underserved:** Explain the outreach specific to traditionally underserved populations you will undertake in FY17 to increase awareness and utilization of services.

**6. Project Management and Staff. (1 page maximum + Attachments)**

1. **Staff:** Identify all project management and staff. Describe how personnel are uniquely qualified to manage and implement the proposed project.
2. **Job Descriptions:** Attach summary job descriptions for each position for which grant or matching funds are requested; indicate the number of hours and percentage of time devoted to the proposed project..

**7. Performance Measures and Evaluation. (1 page maximum)**

1. **Process:** Describe your evaluation process.
2. **Tools**: Describe the evaluation tools you will use to gather feedback from crime victims and those you will serve.
3. **Barriers**: Describe any barriers you anticipate to conducting effective evaluation.
4. **Using Feedback:** If applicable, provide any relevant findings from recent past evaluation efforts (i.e., how you know your program is having an impact). Describe your process for using feedback to improve your program and services.

**Please note that awarded applicants will be required to provide quarterly financial and programmatic reports to DCJS and to enter VOCA-required data via quarterly performance metrics through OVC’s online Performance Measurement Tool (PMT) located at** [**https://www.ovcpmt.org**](https://www.ovcpmt.org)**.**

**II. Budget Form (Face Sheet)**

**Grant Program:** List VOCA New Initiative.

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

**Applicant:** Official name of locality, state agency, or nonprofit 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/Agency 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 Outreach 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:** Select 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 will be required at a later date.

**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:** Check New.

**Rural, Urban or Suburban:** Check the box that best describes the applicant service area.

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

**Project Administrator:** The person who has authority to formally commit the organization, locality or state agency to complying with all the terms of the grant application including the provision of the required match. This **must** be the president of the Board of Directors of a nonprofit organization; the city, county or town manager; the chief elected officer of the locality, such as the Mayor or Chairman of the Board of Supervisors; or, in the case of a state agency, the agency head. If someone other than one of these officials has been delegated the authority to 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 victims** to receive program services during the fiscal year and a summary of services to be provided.

***Project Budget Summary:***

The Budget Summary provides total figures from budget categories. No data entry is necessary here. These figures are calculated by Excel, based on entries in the Budget Itemization Worksheet.

**III. Itemized Budget (Excel form required) and Budget Narrative (10 pages maximum)**

\*All applicant Must use and submit the Excel Budget Itemization Worksheet.

**All applicants must 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.

The conclusion of **each** **section** of the budget narrative must include a complete response to the following prompt:

**These (Personnel; Consultant….) expenses are allowable under VOCA guidelines, necessary, reasonable, and appropriate because:**

Cite specific authority under the VOCA Guidelines; document and justify cost effectiveness as appropriate; provide rationale demonstrating that expenses are reasonable and appropriate, and; as needed explain the basis for calculations.

**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 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 allowable under VOCA Guidelines and consistent with the Crime Victim and Witness Rights Act or other victims’ rights laws.

Applicants are free to determine optimal arrangements for office space and supervision of staff. Applicants should document that the proposed physical location of staff and supervision structure promotes efficient program operation.

**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 to the provision of information and assistance to crime victims allowable under VOCA Guidelines and consistent with the Crime Victim and Witness Rights Act or other victims’ rights laws.

**Salary for Grant Funded Staff:** In addition to describing new staff responsibilities and attaching summary job descriptions, 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, within the program, or at other agencies in the service area etc.. All requested amounts must be endorsed by the government or nonprofit recipient as appropriate, reasonable given the complexity of work, and consistent with the government or agency staff compensation plan.

**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, estimated contract price, and describe the procurement process..

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

Document that the use of outside consultants will significantly and permanently enhance project effectiveness and that consultant use is cost effective.

**Travel**

Itemize total travel expenses of project personnel by local mileage, non-local mileage, and subsistence (lodging and per diem/meal costs). 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 DCJS, 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>

http://www.dcjs.virginia.gov/trainingevents/

**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. Furniture and office equipment etc. are to be included in this category.

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 DCJS staff

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: 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. The agency’s current total victim assistance budget should be attached.

**IV. Required Forms and Attachments**

Please be sure to complete and attached the following:

\_\_\_\_\_ Fiscal Year 2017 Budget Documentation:

Grant Application Cover Sheet completed and signed by the Project Administrator.

Grant Application Budget Itemization Worksheet

Itemized and DETAILED Budget Narrative

Copy of current agency victim assistance budget (identifying all current sources of victim assistance funding)

\_\_\_\_\_ If Personnel Funds are requested, the following must be attached:

Organizational chart of all agency employees.

Summary job descriptions for all requested grant-funded staff positions.

\_\_\_\_\_ Project Description:

Summary Project Description and Annual Program Service Objectives

Agency Background, Mission, Experience, and Capability

Problem Statement/Needs Assessment

Partnership, Collaboration, and Coordination of and Linkages to Services

Copies of Cooperative Agreements

Community Outreach

Project Management and Staff

Performance Measures and Evaluation

\_\_\_\_\_ Completed and signed copies of:

*General Grant Conditions and Assurances*. This must be signed by the Project Administrator.

*Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements*. This must be signed by the Project Administrator.

A copy of the agency’s most-recent 501(c)(3) confirmation letter, if necessary.

A copy of the organization’s federally approved indirect cost rate (if applicable)

Completed VOCA Initial Readiness Assessment attached.

**List of Attachments**

1. Grant Application/Budget Face Sheet (**Required Form**; signed; use Excel Budget Itemization worksheets)
2. Annual Program Service Objectives **(Required Form)**
3. General Grant Condition and Assurances and “Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements” **(Required Forms)**
4. VOCA Initial Readiness Assessment
5. VOCA Guidelines
6. Cooperative Agreements (Sample)
7. Confidentiality Policy (Sample)