



# Virginia Department of Criminal Justice Services Sexual Assault and Domestic Violence Grant Program (SADVGP)

## Fiscal Years 2017 – 2019 Program Guidelines and Application Procedures

### Grant Application Due Date

- **Application Due Date: Monday, April 18, 2016, 4:30pm**

### Grant Period: Fiscal Years 2017 - 2019

- July 1, 2016 - June 30, 2019

### Eligibility

- See "Eligibility" on pages 5-6 of these guidelines

### Award Amount Available

- For continuation projects, see Attachments 8A & 8B for Projected Maximum Awards
- For expansion and/or new projects, see page 7 of these guidelines

### Grant Application Checklist

- See Attachment 10 for a complete application checklist

### Questions?

- Contact Kristina Vadas, 804-786-7802, [Kristina.Vadas@dcjs.virginia.gov](mailto:Kristina.Vadas@dcjs.virginia.gov)
- Contact your Grant Monitor (*for current SAGP Grantees*)

## **Introduction & Purpose**

These Sexual Assault and Domestic Violence Grant Program (SADVGP) Guidelines provide detailed guidance to aid applicants in determining eligibility, developing itemized budgets and budget narratives, and completing other related forms, including service delivery targets. Using the guidance presented in this document, applicants should be able to efficiently and effectively prepare complete applications. These guidelines are a combination of the Sexual Assault Grant Program and the VOCA Domestic Violence Grant Program (formerly administered by the Virginia Department of Social Services). In an effort to streamline the grant processes at DCJS, one application must be submitted by continuation grantees to apply for a combination of both funding streams. The projected maximum award amounts for each continuation program can be found on the attached List of Projected Maximum Awards.

### **Purpose Area 1 - Sexual Assault**

The sexual assault purpose area is designed to provide and/or enhance direct services to victims of sexual assault. The Virginia Department of Criminal Justice Services (DCJS) has awarded grants to support local and statewide sexual assault programs since October 1999. These funds should be used:

- To provide victims of sexual assault with information and referrals. Examples include: providing information about the criminal justice process and victims' rights; referrals to other victim service programs; and referrals to other services, supports, and resources.
- To provide victims of sexual assault with personal advocacy and accompaniment services. Examples include: accompaniment to emergency medical care and forensic examinations; accompaniment to criminal justice system-related events; individual advocacy; and intervention with employers, landlords, schools, and others on behalf of the victim.
- To provide victims of sexual assault with emotional support and safety services. Examples include: crisis intervention; safety planning; hotline services; individual counseling; support groups; and other therapeutic services.
- To provide victims of sexual assault with shelter and safe housing options. Examples include: providing emergency shelter; providing transitional housing; arranging safe housing; and other relocation assistance.
- To provide victims of sexual assault with criminal and civil justice system assistance. Examples include: notification of criminal justice events; assistance with obtaining protective orders; and accompaniment to court hearings, to meetings with law enforcement and prosecution, and to other criminal justice system-related events.

### **Purpose Area 2 – Domestic Violence**

The domestic violence purpose area is designed to provide and/or enhance direct services to victims of domestic violence. This grant program was previously

administered by the Virginia Department of Social Services (VDSS), but will now be part of this new VOCA-funded grant program. These funds should be used:

- To provide victims of domestic violence with information and referrals. Examples include: providing information about the criminal justice process and victims' rights; referrals to other victim service programs; and referrals to other services, supports, and resources.
- To provide victims of domestic violence with personal advocacy and accompaniment services. Examples include: accompaniment to emergency medical care and forensic examinations; accompaniment to criminal justice system-related events; individual advocacy; and intervention with employers, landlords, schools, and others on behalf of the victim.
- To provide victims of domestic violence with emotional support and safety services. Examples include: crisis intervention; safety planning; hotline services; individual counseling; support groups; and other therapeutic services.
- To provide victims of domestic violence with shelter and safe housing options. Examples include: providing emergency shelter; providing transitional housing; arranging safe housing; and other relocation assistance.
- To provide victims of domestic violence with criminal and civil justice system assistance. Examples include: notification of criminal justice events; assistance with obtaining protective orders; and accompaniment to court hearings, to meetings with law enforcement and prosecution, and to other criminal justice system-related events.

## **Sources of Funding and VOCA Background**

This grant program is currently supported by 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.

## **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 Court Appointed Special Advocates (CASA) projects, Domestic Violence Programs, Sexual Assault Crisis Centers, and Victim/Witness Programs 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 partnerships 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.

## Grant Period

Grants to support local and statewide sexual assault and domestic violence programs are for the thirty-six month period July 1, 2016 through June 30, 2019 (FY 2017, 2018 and 2019).

## Eligibility

The following programs are eligible to apply under the new Sexual Assault and Domestic Violence Grant Program (SADVGP):

- **Local sexual assault programs** that currently receive funding from the DCJS Sexual Assault Grant Program (SAGP) (“continuation” projects). This includes both dual programs and stand-alone sexual assault crisis centers. Although SAGP-funded programs are completing the first year of a two-year grant cycle, DCJS is requiring all SAGP-funded programs to resubmit complete grant applications at this time.
- **Local domestic violence programs** that currently receive funding from the VDSS VOCA Grant Program (“continuation” projects). This includes both dual programs and stand-alone domestic violence programs.
- **Statewide sexual and domestic violence organizations** that currently receive funding from the DCJS SAGP and/or from the VDSS VOCA Grant Program (“continuation” projects).

In addition, programs that meet the following criteria are eligible to apply for SADVGP funding **to support new and/or expansion projects**:

- Local stand-alone sexual assault crisis centers, currently receiving DCJS SAGP funding, that are transitioning to dual programs may apply for funding to support domestic violence services (“expansion” projects).
- Local stand-alone domestic violence programs, currently receiving VDSS VOCA Grant Program funding, that are transitioning to dual programs may apply for funding to support sexual assault services (“expansion” projects).

- **NEW PROJECTS:** DCJS will accept applications from new programs not currently/previously funded through the DCJS SAGP or the VOCA VDSS Grant Program.

New projects must meet one of the following criteria:

- Are local non-profit, non-governmental organizations that provide the services described in these guidelines (see “Purpose Areas” on pages 2-3) to victims of sexual assault and/or domestic violence; **or**
- Are local governmental entities that provide the services described in these guidelines (see “Purpose Areas” on pages 2-3) to victims of sexual assault and/or domestic violence, and are **not part** of the criminal justice system. In other words, the services provided to victims cannot be contingent on the victim’s participation with the criminal justice system.

In addition, **new projects must:**

1. Propose to provide services in an area(s) of Virginia that is not currently a primary service area of an existing sexual and/or domestic violence program, unless the new project proposes to replace such program;
2. Provide all additional information as required in Attachment 9 of these guidelines;
3. Meet all other requirements outlined in these guidelines; and
4. Be otherwise eligible to receive VOCA funding. This includes the requirements and eligibility outlined in the attached VOCA Guidelines excerpt (Attachment 7), and the following federal requirements:
  - Demonstrate a record of providing effective direct services to crime victims;
  - Utilize volunteers to provide or support direct services;
  - Promote coordinated public and private efforts to assist victims;
  - Assist victims in seeking crime victim compensation benefits;
  - Provide services to crime victims, at no charge, through the VOCA funded project;
  - Maintain confidentiality;
  - Provide services to victims of federal crime on the same basis as victims of state crime;
  - Maintain required civil rights information; and
  - Meet the terms of the Certified Assurances, Special Conditions and other federal rules regulating grants.

## **Projected Maximum Awards for FY 2017**

### Continuation Projects

Grant awards under these guidelines will be guided by the funding formula described above. Specifically, for FY 2017, grant awards for continuation projects are not expected to exceed the amounts listed in the attached List of Projected Maximum Awards (Attachments 8A & 8B).

No specific award limit is set for statewide sexual and domestic violence organization (state agencies/coalitions) continuation projects. It is expected that funds awarded to support such projects will be limited to replacement of lost funding supporting hotline services and other VOCA-allowable costs consistent with prior awards and anticipated direct service delivery costs.

### Expansion & New Projects

DCJS anticipates funding expansion and new projects at a maximum award amount of \$150,000 for dual-focus projects and \$75,000 for single-focus projects for FY 2017.

## **Match Requirements for Applicants**

For Fiscal Year 2017, DCJS anticipates having sufficient funds to fully cover the required VOCA match for both sexual assault and domestic violence services.

SADVGP grantees will **not** be required to provide any cash or in-kind match for FY2017.

By fully providing the required match, DCJS seeks to facilitate significant expansion in the scope and scale of funded services and projects.

**For FY2018 and FY2019, it is currently unknown whether DCJS will have sufficient funds to fully cover the VOCA required match.**

Grantees may be required to provide up to a 10% cash or in-kind match for FY2018, and up to 20% cash or in-kind match for FY2019. Submission of grant applications under these guidelines serves as your acknowledgement and acceptance of these terms.

DCJS will continue covering match, as resources permit. In addition, DCJS intends to work in partnership with grantees and other stakeholders to provide information, assistance, and support helping grantees to strengthen match capacity and strategic fiscal planning capabilities within their programs.

## 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 U.S. 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 to 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 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, so long as such changes are reasonable, appropriate, consistent with local personnel and compensation plans, and justified.

## Program Requirements

DCJS requires SADVGP-funded **local sexual assault and domestic violence programs** to provide comprehensive information and assistance in the areas listed on the attached Sexual Assault and Domestic Violence Service Objectives Target Form. In addition to direct services, SADVGP grant funds may be used to support presentations made in schools, community centers, or other public forums, if the presentations are designed to identify crime victims and refer them to needed services. SADVGP grant funds cannot be used for activities exclusively related to crime prevention. These grant funds can only be used to provide and/or enhance direct services to sexual assault and domestic violence victims and cannot be used to supplant state and local funds that would otherwise be available for these services.

SADVGP grants to **statewide sexual assault and domestic violence programs** must support direct services and must complement the direct services provided by local



programs. Funded programs in this category must meet all other DCJS grant requirements described in this document. Statewide projects must include one or more of the following direct service areas:

- To provide victims of sexual assault and domestic violence with information and referrals. Examples include: providing information about the criminal justice process and victims' rights; referrals to other victim service programs; and referrals to other services, supports, and resources.
- To provide victims of sexual assault and domestic violence with personal advocacy and accompaniment services. Examples include: accompaniment to emergency medical care and forensic examinations; accompaniment to criminal justice system-related events; individual advocacy; and intervention with employers, landlords, schools, and others on behalf of the victim.
- To provide victims of sexual assault and domestic violence with emotional support and safety services. Examples include: crisis intervention; safety planning; hotline services; individual counseling; support groups; and other therapeutic services.
- To provide victims of sexual assault and domestic violence with shelter and safe housing options. Examples include: providing emergency shelter; providing transitional housing; arranging safe housing; and other relocation assistance.
- To provide victims of sexual assault and domestic violence with criminal and civil justice system assistance. Examples include: notification of criminal justice events; assistance with obtaining protective orders; and accompaniment to court hearings, to meetings with law enforcement and prosecution, and to other criminal justice system-related events.

## **VOCA Allowable and Unallowable Costs**

According to federal VOCA Guidelines, only those costs directly related and essential to providing direct services to sexual assault and domestic violence victims can be supported by VOCA plus match funds. See the VOCA Guidelines excerpt (Attachment 7) for additional information, including guidance regarding services, activities, and costs that cannot be supported with VOCA plus match funds.

## **Continuation Funding and FY 2018/FY 2019 Funding**

In addition to a program's implementation and performance, and the availability of funds, a key factor in determining eligibility for continuation funding will be compliance with grant financial and progress reporting requirements. According to Criminal Justice Services Board policy, no current recipient of funding through this grant program will be considered for continuation funding if, as of the continuation application due date, any of the required Financial and Progress Reports for the current grant are more than 30 days overdue. For good cause, submitted in writing, DCJS may waive this provision.

The total amounts available to support FY 2018 and FY 2019 grant awards are unknown at this time; however, the continuation of funded projects is expected, given satisfactory program performance and adequate funding.

DCJS anticipates 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 and to qualify for performance based increases.

In order to receive continuation funding for FY 2018 and FY2019, grantees will be provided with additional instructions at the start of each fiscal year. At a minimum, grantees will be required to submit itemized budgets and budget narratives to reflect continuation award amounts. For FY 2018, DCJS anticipates award amounts that include a 2% increase over FY 2017 awards. For FY 2019, DCJS anticipates award amounts that include a 2% increase over FY 2018 awards.

## Reporting Requirements

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

In September 2015, the federal Office for Victims of Crime (OVC) released new performance measures for VOCA-funded programs. OVC is also now requiring DCJS to report on the new VOCA performance measures on a quarterly basis. As a result, DCJS must require quarterly progress reporting from all VOCA-funded grantees. This is a change from the progress reporting that had occurred on a semi-annual basis.

OVC also recently developed a Performance Management Tool (PMT), which is an online data collection system. DCJS staff will provide grantees with additional information and training on this system. DCJS anticipates that all grantees will soon be able to upload quarterly progress data required by OVC to the PMT, in accordance with OVC requirements.

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

1. **Quarterly Financial Reports.**
2. **Quarterly Progress Reports**, describing activities supported with these funds. Grantees will be provided with a report form and additional instructions for completing the quarterly progress reports. VAdata may be used to generate the statistics needed for reporting.

## Deadline and Submission Instructions

Grant applications are **due by 4:30 p.m. on Monday, April 18, 2016**. Grant applications should be submitted via email as one (1) PDF file to the following email address: [grantsmgmt@dcjs.virginia.gov](mailto:grantsmgmt@dcjs.virginia.gov)

In addition, email one (1) completed Excel budget itemization worksheet for Fiscal Year 2017 as a separate attachment to the email.

In summary, the email to [grantsmgmt@dcjs.virginia.gov](mailto:grantsmgmt@dcjs.virginia.gov) will contain **two attachments**:

1. One PDF file of the entire completed and signed grant application
2. FY 2017 Excel budget itemization worksheet

## Grant Application Technical Assistance

DCJS staff is available to provide technical assistance and information regarding the guidelines and the application procedures. Please contact Kristina Vadas at 804-786-7802 or [kristina.vadas@dcjs.virginia.gov](mailto:kristina.vadas@dcjs.virginia.gov), or your Grant Monitor (*for current SAGP grantees*), if you have any questions.

## Review Process

DCJS staff will review all applications and make award recommendations for consideration by a subcommittee of the Criminal Justice Services Board (CJSB). The full CJSB will then make final funding decisions at their meeting on June 9, 2016. Grant awards for FY 2017 will be issued in late-June or early-July 2016 based on the final approval of the CJSB. Fiscal and programmatic revisions may be required as a condition of funding.

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

## Forms and Instructions

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

### Complete grant applications should contain:

- **Grant Application Cover Sheet:** the cover sheet of the DCJS Grant Application (Attachment 1A), completed and signed for Fiscal Year 2017. The Project Administrator must sign this document. Detailed instructions on completing the cover sheet are also attached (Attachment 1B).
- **Budget Itemization Worksheet:** the Excel Budget Itemization Worksheet (Attachment 2) completed for FY 2017. For programs requesting funds to support both domestic violence and sexual assault services, the “DV Budget Itemization” **and** the “SA Budget Itemization” tabs within the Worksheet must be completed.
- **Budget Narrative:** detailed budget narrative for FY 2017. If the applicant requests personnel funds, the following must also be attached:
  1. Organizational chart of all agency employees;
  2. Job descriptions for all proposed grant-funded staff;
  3. Job descriptions for sexual assault and domestic violence program-related volunteer positions.
- **Project Description:** the comprehensive project description section should include the program title, implementation of project, and project evaluation plan. Applicants must also include a completed Sexual Assault and Domestic Violence Service Objectives Target Form (Attachment 3).
- **VAdata Release Form:** a copy of this form (Attachment 5) must be signed by the agency director.
- **Two Assurances & Certifications Forms:** completed and signed copies of the “General Grant Conditions and Assurances” and the “Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements” (Attachments 6A and 6B). The Project Administrator must sign these documents.
- **501(c)(3) Confirmation Letter:** all non-profit applicants must attach a copy of their most current letter.

# Instructions for Completing the Itemized Budget & Budget Narrative

## Budget Itemization Worksheet (Attachment 2):

Applicants should request a total budget amount not to exceed the projected maximum awards listed in these guidelines. The itemized budget must be completed using the Excel form. The completed itemized budget must be emailed to [grantsmgmt@dcjs.virginia.gov](mailto:grantsmgmt@dcjs.virginia.gov), in accordance with the instructions provided under the previous section titled “Deadline and Submission Instructions”.

Following the instructions in these guidelines and on the budget itemization worksheet, itemize all budget amounts and place in the appropriate category for each line item.

## Budget Narrative:

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

**Note:** If the applicant is part of a dual-program, or a larger umbrella organization, there must be clear documentation that the personnel and items requested are for the exclusive use of the sexual assault or domestic violence program. Applicants are reminded that grant funds cannot support the entire cost of an item that is not used exclusively for sexual assault or domestic violence related activities; however, grant funds can support a pro-rated share of such an item.

### PERSONNEL

- List each position by title and name of employee, if available.
- List the annual salary and hourly rate for the employee(s), and the hours to be devoted to the project by each employee. Indicate the type and cost of each fringe benefit requested.

- For example:

*Requested SADVGP funds will be used to provide wages and benefits for:*

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

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

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

### **CONSULTANTS**

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

### **TRAVEL**

- Itemize total travel expenses of project personnel by local mileage, non-local mileage, and subsistence (food and lodging). Clearly explain the basis for all calculations. Grantees must follow the state travel policy, which is available here: [http://www.doa.virginia.gov/Admin\\_Services/CAPP/CAPP\\_Topics/20335-2015.pdf](http://www.doa.virginia.gov/Admin_Services/CAPP/CAPP_Topics/20335-2015.pdf)
- Justify travel by explaining why costs are necessary and essential to providing direct services to victims, or by documenting that grant funds will be used exclusively for developing the skills of direct service providers so that they are better able to offer quality services to crime victims.
- Applicants may request grant funds to attend DCJS and other training events (e.g., training offered by the Virginia Sexual and Domestic Violence Action Alliance and the Virginia Victim Assistance Network), and are required to fully justify all requests to attend training.
- DCJS will approve requests for funds to support out-of-state travel, or airfares to attend training conferences, with adequate justification. Applicants should demonstrate that attendance is cost effective and will facilitate essential improvements in service delivery.

### **EQUIPMENT**

- Each item to be purchased must be listed separately with unit cost. List each item to be leased or rented with the cost associated with the lease or rental. Applicants are reminded that grant funds cannot support the entire cost of an item that is not used exclusively for grant-related activities; however, grant funds can support a pro-rated share of such an item.

- Applicants must document the necessity and cost effectiveness of requested expenditures. Justification of these expenses must document that the items will provide or enhance direct services to crime victims.
- All computers purchased with DCJS funds must be equipped with anti-virus protection software, which must be updated regularly.

### **SUPPLIES & OTHER OPERATING EXPENSES**

- All costs should be itemized within this category by major types (e.g., office supplies, printing, photocopying, postage, brochures, books and other victim-related materials, technology).
- For each itemized cost, show the basis for computation ("x" dollars per month for office supplies, "y" dollars per person for training materials, long distance at "z" dollars per month, etc.). Additionally, the rationale used to determine the basis for each computation should be explained (e.g., the photocopying cost estimate was determined based on factors including X number of staff, Y number of community presentations, Z average monthly cost of copies).
- Applicants should document actual expenses for each line item requested (for example: "Last year we spent \$400 on postage. For FY 2016, we anticipate spending \$475, due to stamp rate increase.").
- Grant funds may support a maximum of three memberships in victim assistance organizations. Each organization and its membership rate must be identified. Memberships must be in the name of the agency, not an individual.
- Applicants must document the necessity and cost effectiveness of requested expenditures.

DCJS will 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, applicants 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: 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 Other Sources 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 U.S. 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 non-grant funds supporting their projects and must identify records which document the level of non-VOCA support to satisfy the non-supplantation requirement.

Be sure **to describe whether the expenses requested in this grant application compliment, and do not duplicate**, other existing and anticipated funding sources/amounts that your agency receives.



## Instructions for Completing the Project Description

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

### 1. Program Title

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

### 2. Implementation of Project

#### A. Service Objectives Targets

In this section, all applicants must propose the **target number** of victims to whom each service will be provided during FY 2017, FY 2018, and FY 2019. To assist applicants in complying with this requirement, a Sexual Assault and Domestic Violence Service Objectives Target Form is provided as Attachment 3.

#### B. Other Program Objectives

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

1. One objective should address the management (i.e., recruiting, training, supervising, evaluating, and recognizing) of program volunteers.
2. One objective should address program outreach efforts.

**Sexual assault projects** must also submit a third objective:

3. One objective should address a coordinated community response to sexual assault, such as the development or continuation of a Sexual Assault Response Team.

#### C. Cooperative Agreements

Cooperative agreements should be on file at the grantee’s office with the agencies listed below for each primary service area that the agency serves. If the project is statewide, cooperative agreements should be made with other statewide agencies/coalitions. Each agreement should include the specific roles and responsibilities of each agency entering the agreement. A single agreement can be

made with multiple agencies. Each agreement should have an implementation date, a review date, and should be signed by persons who have the authority to implement the agreement. If cooperative agreements cannot be made with a particular agency, explain why and describe future plans to foster a relationship with that agency.

Cooperative agreements are strongly encouraged with the following:

Commonwealth's Attorneys	Domestic Violence Programs
Law Enforcement Agencies	Sexual Assault Crisis Centers
Social Services	Victim/Witness Programs
Forensic/Sexual Assault Nurse Examiner Programs	

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

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

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

**NEW PROJECTS:** For cooperative agreements for new project applicants, follow the instructions provided in Attachment 9 (Additional Requirements for New Projects).

### 3. Project Evaluation Plan

Grant-funded programs are required to evaluate their programs, beyond the collection of statistics documenting the number of victims provided with specific services. The evaluation plan should describe how the applicant will determine the overall effectiveness of the program, explaining how evaluation will be conducted and the techniques to be used. Describe how the applicant will survey victims and other community service programs to provide an objective assessment of the impact of the services supported with grant funds. Service Objectives and Other Program Objectives should be addressed. Describe how the applicant will use this information to refine the services offered by the program.

## List of Attachments

- Attachment 1A: Grant Application Cover Sheet
- Attachment 1B: Grant Application Cover Sheet Instructions
- Attachment 2: Grant Application Budget Itemization Worksheet
- Attachment 3: Sexual Assault and Domestic Violence Service Objectives Target Form
- Attachment 4: Other Program Objectives - Definitions and Sample Form
- Attachment 5: VAdata Release Form
- Attachment 6A: General Grant Conditions and Assurances
- Attachment 6B: U.S. Department of Justice Certifications
- Attachment 7: VOCA Guidelines (*excerpt*)
- Attachment 8A: List of Projected Maximum Awards – Sexual Assault Projects
- Attachment 8B: List of Projected Maximum Awards – Domestic Violence Projects
- Attachment 9: Additional Requirements for New Projects
- Attachment 10: Grant Application Checklist