

# Virginia Sexual and Domestic Violence Victim Fund (VSDVVF) Grant Program

For Continuation Prosecution Applicants

## Fiscal Years 2018-2020 Program Guidelines and Application Procedures

### Grant Application Due Date

- Wednesday, April 5, 2017, by 11:59pm

### Grant Period: Fiscal Years 2018-2020

- July 1, 2017 - June 30, 2020

### Award Amount Available

- Continuation Programs may apply for level funding each fiscal year

### Grant Application Checklist

- Grant Application Cover Sheet (Attachments 1A, 1B, 1C) for each fiscal year
- Itemized Budget Sheet (Attachments 2A, 2B, and 2C) for each fiscal year
- Prosecution Continuation Request Form (Attachment 3)
- Signed Grant Conditions & Certifications (Attachment 4)

### Questions?

- Contact your Grant Monitor
- Contact Julia Fuller-Wilson, VSDVVF Program Coordinator, Julia.Fuller-Wilson@dcjs.virginia.gov



**Instructions for Completing the Cover Sheet and Budget Category Itemization**

Applications must be **received** by DCJS **by 11:59 p.m. on Wednesday, April 5, 2017** 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 FY18**

**AND**

- **One (1) completed Excel budget itemization worksheet for FY19**

**AND**

- **One (1) completed Excel budget itemization worksheet for FY20**

**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 itemizeFY18.xlsx**      Albemarle’s FY18 Excel budget itemization

**Albemarle itemizeFY19.xlsx**      Albemarle’s FY19 Excel budget itemization

**Albemarle itemizeFY20.xlsx**      Albemarle’s FY20 Excel budget itemization

**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.

Late applications **will not** be accepted. Faxed applications **will not** be accepted.



## **Grant Application Cover Sheet (Attachment 1A,1B and 1C)**

- Grant Program** – List the grant program you are applying for.
- Congressional Districts** – List the congressional districts that will benefit from this program.
- Applicant** – Use this space to provide the name of the locality or state agency applying.
- Faith Based Organization** – Is the *applicant* a faith-based organization?
- Applicant FIN** – Use this space to provide the applicant's federal Identification number.
- Best Practice** – For Juvenile Justice and Delinquency Prevention (JJDP) programs only.
- Jurisdiction(s) Served** - List all localities to be served; or indicate "statewide" if that is appropriate.
- Program Sponsor**- Indicate if your program is sponsored by a larger entity. For example, Commonwealth's Attorneys offices often sponsor victim witness programs.
- Program Title** - List the specific title of the grant program category, if any, under which you are requesting funds; for example "Multidisciplinary Partnerships."
- Certified Crime Prevention Community** – Has your locality been certified by DCJS? For more information on CCPC, please see <https://www.dcjs.virginia.gov/law-enforcement/programs/crime-prevention-center#CCPCP>
- Grant Period** – Provide the proposed grant period.
- 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 or organization, please go to the website <http://fedgov.dnb.com/webform>.
- Type of Application** – Continuation
- Rural, Urban or Suburban** – Check the box that best describes the applicant locality. Statewide programs can mark all applicable boxes.



❑ **Project Director, Project Administrator, and Finance Officer**

- **Project Director** – The person who will have day-to-day responsibility for managing the project.
- **Project Administrator** – The person who has authority to formally commit the locality or state agency to complying with all the terms of the grant application. This **must** be the city, county or town manager; the chief elected officer of the locality, such as the Mayor or Chairman of the Board of Supervisors; or, in the case of a state agency, the agency head. *If someone other than 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 Officer** – The person who will be responsible for fiscal management of funds.

It is *extremely important* that you provide e-mail address, telephone and fax numbers for each person. Also please provide the zip +4 code for each person.

❑ **Brief Project Description:**

Provide a short summary of the proposed project. **Please use the format below to provide your project summary.** This will be used to describe your program to the Criminal Justice Services Board during grant review, and **must not exceed 6 lines**. Indicate the **target number of cases** that you anticipate will be prosecuted using Virginia Sexual and Domestic Violence Victim Fund (VSDVVF) monies during the proposed grant period. Also, **please include statistical information (the number of clients who received services, trainings conducted, etc.)** from July 1, 2015 – June 30, 2016.

For example:

*The VSDVVF will be used to support the personnel costs of a part-time attorney to further dedicate existing resources to prosecuting misdemeanors and felonies involving domestic violence, sexual abuse, stalking, and family abuse. During the time period of July 1, 2015- June 30, 2016, 320 cases were prosecuted through the support of the VSDVVF. It is estimated that 325 cases will be prosecuted from July 1, 2017 to June 30, 2018. A portion of the award will also be used to support training and associated costs for project personnel.*

Or:



*The VSDVVF will be used to support the personnel costs of a paralegal to assist in the prosecution of misdemeanors and felonies involving domestic violence, sexual abuse, stalking, and family abuse. During the time period of July 1, 2015- June 30, 2016, 320 cases were prosecuted through the support of the VSDVVF. It is estimated that 325 cases will be prosecuted from July 1, 2017 to June 30, 2018. A portion of the award will also be used to support training and associated costs for project personnel.*

**❑ Project Budget Summary:**

Provide total figures from itemized budget categories. Verify that these figures match the budget totals on the budget category itemization pages. Round all figures to the nearest dollar.

**Itemized Budget (Attachments 2A, 2B, and 2C):**

Itemize all budget amounts and place in appropriate category for each line item. Each item should reflect expenditures for a twelve-month grant period. Round all figures to the nearest dollar.

If the initiative is requesting funds for positions that do not presently exist, please list “To Be Hired” under the column requesting the names of employees. Typically, full-time employees work 2,080 hours annually.

**Budget Category Itemization:**

Itemize personnel costs and place in appropriate category for each line item. Each item should reflect expenditures for a twelve-month grant period. Round all figures to the nearest dollar.

**1. Personnel/Employees**

- **For salaries:** List each position by title (and name of employee, if available). Show the annual salary rate for the employee and the hours of time to be devoted to the project by the employee.
- **For employee benefits:** Indicate each type of benefit included and the total cost allowable to employees assigned to the project. Budgets should take into account time needed to acquire new staff and the changing demands for personnel during the course of the project. Provide percentages used in calculating benefits for each employee.

**2. Travel**



Applicants requesting funds in the travel category must provide a separate budget narrative outlining requested expenses. Applicants should provide as much information about requested training and travel known at the time of application. If specific details are not known at the time of application, provide estimates of costs and list the staff that will benefit from the training and travel.

Funds may be used to support training and associated travel costs for VSDVVF project staff or other staff of the Commonwealth's Attorney's office working on domestic violence, sexual abuse, stalking, and family abuse cases, whether or not the staff person is directly funded with VSDVVF grant monies. Training supported by VSDVVF funds must be directly related to the development of skills that will be used to strengthen the prosecution of domestic violence, sexual abuse, and stalking.

Itemize total travel expenses of project personnel by local mileage, non-local travel, and subsistence (lodging and meals). Grantees must follow local or state travel policy. Transportation costs, such as air and rail fares, are at coach rates. Justify training related travel expenses by documenting that grant funds will be used exclusively to strengthen the prosecution of domestic violence, sexual abuse, stalking, and family abuse cases.

Applicants should request only travel costs (mileage, lodging and subsistence) in the travel category. Training registration fees will be listed in the "Supplies & Other Expenses" category.

Should resources allow, applicants are encouraged to request funding to support attendance at statewide training events such as "From Trauma to Trial" offered by the Commonwealth's Attorneys' Services Council.

Applicants are also encouraged to attend training events focused on increasing skills in prosecuting domestic violence, sexual assault, and stalking cases. Trainings offered by the National District Attorneys Association are also recommended, including the following:

- Annual National Multidisciplinary Conference on Domestic Violence

Course and registration information can be found on the NDAA website at: [http://www.ndaa.org/upcoming\\_courses.html](http://www.ndaa.org/upcoming_courses.html)

### **3. Supplies and Other Operating Expenses**

Applicants may request funds to support the cost of training registration fees in the supplies & other category. Registration costs may be requested for VSDVVF project staff or other staff of the Commonwealth's Attorney's office working on domestic



violence, sexual abuse, stalking, and family abuse cases, whether or not the staff person is directly funded with VSDVVF grant monies. Training funds, supported by VSDVVF, must be directly related to the development of skills that will be used to strengthen the prosecution of domestic violence, sexual abuse, stalking, and family abuse cases.

VSDVVF funds may **not** be used to support the purchase of office supplies or other operating expenses.

## Forms and Attachments

Attachments 1A, 1B, and 1C:	Grant Application Form Cover Sheets
Attachments 2A, 2B, and 2C:	Grant Application Form Itemized Budgets
Attachment 3:	Prosecution Continuation Request Form
Attachment 4:	Prosecution Grant Conditions and Assurances

