

Commonwealth of Virginia

Department of Criminal Justice Services

Court Appointed Special Advocate (CASA) Program

Guidelines for Submission of Revised FY18 Budget

**Grant Period**

Court Appointed Special Advocate (CASA) Programs were awarded funding for fiscal years 2017 and 2018. Funding is awarded on a formula basis using data provided by local CASA programs on numbers of children served by active CASA volunteers. The funding formula fluctuates each year based upon this calculation. Grantees shall submit a revised budget for FY18 using the enclosed funding formula table and accompanying instructions.

***Eligible Recipients:***

CASA programs must meet the following eligibility requirements to apply for CASA grant funding under these grant guidelines:

* The program must be operational and have trained volunteers assigned to cases at the time of application.
* The program must be in full compliance with state regulations and National CASA Association Standards.
* For VOCA funding eligibility, funds must be used for directservices to victims of child abuse and neglect. Examples of eligible victim groups are:
* Children who have been identified by local departments of social services as victims of child abuse and neglect.
* Children who have been referred to local departments of social services as possible victims of child abuse and neglect are also eligible if the referral results in an investigation or family assessment (must be determined a valid complaint).
* Children identified by the court as a victim of abuse or neglect.

**INSTRUCTIONS FOR COMPLETING GRANT APPLICATION**

**How to Apply**

1. Grantees shall complete the following and submit electronically to: [grntsmgmt@dcjs.virginia.gov](mailto:grntsmgmt@dcjs.virginia.gov)

(**VERY IMPORTANT: Include in the email subject line your current DCJS Grant number and CASA program name)**

Application Face Sheet

Itemized Budget for FY18

***All grantees must include CASA Manager Tech Support – may use VOCA funds to support cost***

Budget Narrative for FY18

Copy of current board approved FY18 Organization Budget

1. The Project Administrator (or designee with signatory authorization on file with DCJS) must sign the grant application face sheet.
2. Match Requirements

*General Fund Match*

In order to receive a grant, the CASA program must provide cash funds equal to 25% of the amount of the total state general fund grant award (see attached funding table for specific amounts). The value of donated or in-kind services cannot be used in meeting a CASA program’s cash match requirement. Further, federal funds may not be used to meet the match requirement.

*VOCA Fund Match*

VOCA funds require a 25% match. State general funds will be used to meet this match requirement for CASA grants. (Refer to the attached formula table for exact amounts required by each local CASA program).

1. Allowable/Unallowable Costs

*General Funds*

Include costs associated with operating the CASA program that are identified on the proposed overall CASA program budget. Examples include personnel salaries and benefits, travel, equipment, supplies and other.

*VOCA Funding*

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

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).

# 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.

1. Review Process

DCJS staff will review all applications and make programmatic and budgetary recommendations for review by the Criminal Justice Services Board (CJSB). The Grants Committee of the Board will meet on June 6, 2017 and the full CJSB meeting will be held on June 15, 2017.

1. Electronic Filing of Applications

Applications must be submitted electronically by email to [grantsmgmt@dcjs.virginia.gov](mailto:grantsmgmt@dcjs.virginia.gov) by **Friday, May 12th at 11:59 p.m.**

DCJS accepts all CASA grant applications electronically. **Please note: DCJS will not be accepting paper copies of grant applications.**

1. Application Deadline:

Applications must be ***received by 11:59 p.m., Friday, May 12, 2017.***

***DCJS Staff Contact: Melissa O’Neill, DCJS CASA Program Coordinator***

For assistance or questions please contact Melissa O’Neill of the Department of Criminal Justice Services at (804) 786-6428 or by email at [melissa.oneill@dcjs.virginia.gov](mailto:melissa.oneill@dcjs.virginia.gov).

**Grant Application Face Sheet Instructions**

1. Complete Grant Application Face Sheet entering the following information

**Grant Program:** Enter Court Appointed Special Advocate (CASA).

**Congressional District(s):** Enter Federal Congressional district where CASA program serves.

**Applicant:** Use this space to provide the name of the organization, locality, or state agency applying.

**Faith Based Organization:** Does not apply to CASA grants

**Applicant Federal ID number:** Enter the applicant organization’s federal identification number.

**Best Practice:** Does not apply to CASA grants.

**Jurisdiction(s) Served:** List all local units of government served; include all cities and counties served by the program. It is not necessary to provide zip codes.

**Program Title:** Enter Court Appointed Special Advocate (CASA).

**Grant Period:** Grants are awarded from July through June, unless otherwise specified.

**DUNS Number:** If the applicant has a DUNS number, include in this space. If not, leave blank. (A DUNS number is a federal funding source tracking number used to track federal grants.)

**Type of Application:** CASA Grants are all “continuation” grants. Include the FY16 grant number.

Check Rural, Urban or Suburban depending upon the type of locality served by the applicant.

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

\*\*\***NOTE: There should be a separate individual entered for each position within the organization.**

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, state agency or organization to complying with all the terms of the grant application including the provision of any required match. This must be the city, county or town manager; the chief elected officer of the locality, such as the Mayor or Chairman of the Board of Supervisors; in the case of a state agency, the agency head; or, in the case of a non-profit organization, the board of directors chairperson. ***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 the funds (i.e., Treasurer of the Board).

*Please provide fax and email addresses as well as telephone numbers for each person.* ***Further, please list the CASA office address for all addresses (do not provide personal home addresses of board members).***

**Signature of Project Administrator:** The signature must be included on the grant application by the identified Project Administrator (not the Project Director).

**Brief Project Description:**  Include a short description of the proposed project.

**Project Budget Summary:** To determine the amount of funds available, please reference the attached formula table. ***Please round figures to the nearest dollar.*** List DCJS funds in “State” column and VOCA in the “Federal” column.

**Matching Funds:** In order to receive a grant, the CASA program must provide cash matching funds equal to 25% of the total amount of the state funds. For example, if the program requests $40,000 in state funding, a cash match of $13,333 would be required. The value of donated or in-kind services cannot be used to meet a CASA program’s cash match requirement. Federal funds may not be used to meet the match requirement.

State funds will be used to match VOCA grants at a rate of 25%. Grantees do not need to make any special notation on the budget forms.

1. Complete the Itemized Budget Form and Budget Narrative

***Project Budget Itemization and Budget Narrative***

The overall project budget is a vital part of the grant application. The budget narrative should explain the reason for *each* requested budget item and provide the calculation basis for its cost. All requested items must be justified and related to the CASA program *or they may be deleted* from the budget and the total award reduced. *VOCA funds must be allocated to direct services for child victims of crime.* Since this grant application includes both VOCA and state general fund sources, some budget items may be allocated from state general funds but may not be allowable under VOCA guidelines. Applicants should reference the VOCA Guidelines for guidance on allowable and unallowable budget expenses under VOCA (see Attachment VOCA Guidelines, p.p. 33-35, Section E. Services, Activities, and Costs at the Subrecipient Level, subsection 3).

When Completing Itemized Budget and Budget Narrative Consider the Following:

* Ensure all three documents (Face Sheet, Itemized Budget, Budget Narrative) are consistent and calculate to the same totals.
* This grant includes State General and Federal VOCA Funds as well as match funds. Provide as much clarification as possible on the budget narrative and double check math calculations.
* Funding portions of the budgets must match with totals given on the Application Face Sheet.
* All amounts must be rounded to the nearest dollar. For example ***do not*** include figures like this: $45,456.50. Instead, use a figure like this: $45,457.
* Match funds are not required for each line item. For example, if the program proposes to spend state funds in personnel, cash paid for rent can be shown as match under supplies and other.

* Only include in the match column the amount of match funds that the grant requires. Do not exceed the required amount.

***Itemized Budget Instructions:***

Provide clear, detailed information in the budget as follows:

**Personnel/Employees**

***Salaries:*** List each position by title on the itemized budget form (and name of employee, if available). Show the annual salary rate for the employee and the number of hours to be devoted to the project by the employee. The amount requested should take into account time needed to establish and fill positions and the demands for personnel during the course of the project. (Job descriptions and qualifications of staff should be on file at the agency and available upon request.)

***Employee Benefits:*** Indicate each type of benefit included and the total cost allowable to employees assigned to the program. If this is percentage based, indicate the percentage.

***Consultants***

*(Please consult with DCJS prior to requesting funds in this category.)*

***Travel***

Itemize total travel expenses of program personnel by local mileage, non-local, and subsistence. Grantees must follow the state’s travel policy unless there is a written local travel policy. The state allows reimbursement for actual reasonable expenses. Mileage is reimbursed at the current federal rate. Transportation costs, such as air and rail fares, are at coach rates. Justify travel by explaining its relevance to job duties.

***Equipment***

Each major item to be purchased must be separately listed with unit cost. Each item to be leased or rented must be separately listed with the cost associated with the lease or rental. The budget narrative must thoroughly explain the relevance and importance of each item to the program.

***Supplies and Other Operating Expenses***

* All costs should be itemized within this category by major types and show the basis for computation. Office rental costs must be reasonable and consistent with rents charged in the area. Supplies and Other Operating Expenses may include, but are not limited to, the following: Rent
* Utilities
* Telephone services (local and long distance)
* Internet access/internet provider contracts
* Office supplies
* Vendor maintenance contracts/agreements
* Postage
* Volunteer Recognition
* Audit Costs
* Special printing projects
* Volunteer and staff training
* Public relations and advertising
* Insurance
* Professional Services
* Membership Fees

***Indirect Costs***

These are costs that cannot be assigned to a particular category but are necessary to the operation of the organization and the performance of the project. Indirect costs will only be approved if the applicant has an approved rate from a cognizant federal agency. A copy of that approval must be submitted with the grant application.

***Cash Funds from Sources Other than Grant Funds Supporting this Project***

This item is included to permit those applicants wishing to do so to show any additional support which they may be providing to the proposed project, beyond the funds (both DCJS and match) actually applied for in the grant application budget. Funds shown in this item are not governed by the terms, conditions and assurances which apply to the grant award. List the source and amount of cash, other than required matching funds, that will help support this project.

1. Complete the Budget Narrative Form

The Budget Narrative form provides details of the requested expenditures outlined on the Itemized Budget form.

* Complete the Itemized Budget form to explain the details of how the program will spend grant funds and match funds in each category in the Project Budget Summary on the Grant Application form.
* The budget narrative form should fully explain the reason for each itemized budget request and provide the basis for its cost. All requested items must be thoroughly justified and clearly related to the CASA program or they may be deleted from the budget and the total amount reduced.