



Victims of Crime Act (VOCA) Victims Services Grant Program

**Program Guidelines and Application Procedures
State Fiscal Years 2022 and 2023**

Application Due Date:

Tuesday, January 26, 2021, 12:00 pm (noon)

grantsmgmt@dcjs.virginia.gov

Late applications will not be accepted.

Virginia Department of Criminal Justice Services
1100 Bank Street, Richmond, Virginia 23219
www.dcjs.virginia.gov

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I. Introduction

These Virginia Department of Criminal Justice Services (DCJS) [Victims of Crime Act \(VOCA\)](#) Victims Services Grant Program (VSGP) Guidelines and Application Procedures provide detailed guidance to aid applicants in determining eligibility, developing itemized budgets and budget narratives, and completing other related forms. Using the guidance presented in this document, applicants can efficiently and effectively prepare complete applications. The development of these requirements was informed by the VOCA Rule and other federal requirements.

A. Grant Period

The grant period for awards made under these guidelines is for state fiscal years 2022 and 2023: July 1, 2021 through June 30, 2023. For purposes of this solicitation, applicants are asked to submit one budget that will be used for the 24-month grant period.

B. Purpose

The primary purpose of VOCA funding is to support the delivery of direct services to victims of crime. Applicants can request funds to support current projects, to expand victim services projects, and/or to develop and implement new projects.

For the purposes of this grant program, a *crime victim* is defined as a person who has suffered physical, sexual, financial, and/or emotional harm as a result of the commission of a crime. This includes victims of federal crimes. Crimes do not need to be reported to law enforcement in order for people to receive services under VOCA.

The federal VOCA Rule defines *direct services to victims of crime* as “efforts that

- 1) respond to the emotional, psychological, or physical needs of crime victims;
- 2) assist victims to stabilize their lives after victimization;
- 3) assist victims to understand and participate in the criminal justice system; *OR*
- 4) restore a measure of security and safety for the victim.”

These funds can be used to provide victims of crime 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.
- 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.
- Emotional support and safety services. Examples include crisis intervention; safety planning; hotline services; individual counseling; support groups; and other therapeutic services.
- Shelter and safe housing options. Examples include providing emergency shelter; providing transitional housing; arranging safe housing; and other relocation assistance.
- Criminal and civil justice system assistance. Examples include notification of criminal justice events; and accompaniment to court hearings, to meetings with law enforcement and prosecution, and to other criminal justice system-related events.

C. Eligibility

The VOCA Victims Services Grant Program can support local, regional, and statewide programs that provide direct services to victims of crime in the Commonwealth of Virginia. VOCA specifies that an organization must provide services to crime victims to be eligible to receive VOCA funding. Public and private non-profit entities, including state and local governments and community-based organizations, are eligible to apply.

Examples of eligible organizations include, but are not limited to, the following:

- Child abuse programs
- Community-based victim coalitions and support organizations
- Culturally-specific service programs
- Domestic violence agencies
- Faith-based and neighborhood programs
- Legal aid programs
- Mental health services
- Public or nonprofit hospitals and emergency medical facilities
- Sexual assault agencies

The following eligibility criteria are in accordance with federal guidelines and the VOCA Rule.

Eligible applicants must:

- Demonstrate a record of providing effective direct services to crime victims. In accordance with the federal [VOCA Rule](#), a program has demonstrated a record of effective services when, for example, it demonstrates the support and approval of its direct services by the community, its history of providing direct services in a cost-effective manner, and the breadth or depth of financial support from sources other than the Crime Victims Fund.
- Have a record of support from sources other than the Crime Victims Fund. A program has financial support from sources other than the Crime Victims Fund when at least twenty-five percent of the program's funding in the year of, or the year preceding the award comes from such sources, which may include other federal funding programs.
- Be in good standing with all state and federal agencies with which they have an existing grant or contractual relationship. Where appropriate, all applicants must hold current professional and state licenses and certifications.
- Have a current, active Data Universal Numbering System (DUNS) number.
- If currently registered, provide proof of registration with the System for Award Management (SAM) (<https://sam.gov/SAM/>), formerly the Central Contractor Registration (CCR).

Eligible projects must:

- Provide services directly to victims of crime.
- 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.

- Provide program information to the majority of agencies that assist with victims of crime in the 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 victim information.
- Comply with DCJS requirements and provide statistical and programmatic information about staff, volunteers, and victims served.
- 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. Grant recipients must comply with the applicable provisions of the VOCA Rule and requirements of the Office of Justice Programs 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; documentation of victims served; the portion of the project supplied by other sources of revenue; job descriptions; contracts for services; and other records, which facilitate an effective audit.

D. Priority Areas

The Office for Victims of Crime (OVC) has identified the following priority areas for VOCA funding. Applicants are encouraged to maintain, develop, or expand initiatives addressing one or more of the following priority areas.

1. *Services to Victims of Child Abuse*

(Includes child physical abuse, neglect and child sexual abuse)

Projects that provide services to children and youth (under 21) who have been victims of crime, or have been secondary victims (for example, children/youth who have witnessed violent crime in their neighborhoods or domestic violence in their homes). Additional priority will be given to proposed projects with the sole purpose of serving child victims and/or that are housed in a child-focused agency.

2. *Services for Traditionally Underserved Populations*

Projects that provide services to traditionally underserved or unserved populations. For the purposes of these guidelines, unserved/underserved populations can be any victim population that lacks adequate access to victim services in the applicant's service area. Additional priority will be given to proposed projects with the sole purpose of serving victims from underserved populations and/or that are housed in a culturally specific agency.

Applicants may choose to focus on one of the following traditionally underserved populations:

- Cultural/ethnic-specific community
- Individuals with disabilities (physical and/or mental)

- Geographically isolated
- Immigrants
- LGBTQ individuals
- Male survivors of sexual and intimate partner violence
- Non-English speaking victims
- Older adults/elderly victims
- Applicants may also identify other unserved/underserved victim populations that they propose to serve. If identifying other unserved/underserved populations, applicants must include a brief description of how the identified population(s) has historically been underserved in the Problem Statement on [Attachment 2: Project Description and Program Service Objectives](#).

3. *Services to Victims of Domestic Violence*

Projects that provide services to victims of domestic violence. Domestic violence is defined as a crime in which there is a past or present familial, household, or other intimate relationship between the victim and the offender. Domestic violence can be physical, sexual, emotional, economic, or psychological actions or threats of actions that influence another person.

4. *Services to Victims of Sexual Assault*

Projects that provide services to victims of sexual assault, including adults sexually abused as children. Sexual assault includes a wide range of victimizations involving unwanted sexual contact between victim and offender.

II. VSGP Funding Source, Funding Categories and Amount Available, Program Requirements, Due Dates, and Review

A. Funding Source

The Federal Crime Victims Fund, which supports Victims of Crime Act (VOCA) grants, was established in 1984 and 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.

VOCA funds are administered to the Commonwealth of Virginia from the Department of Justice, Office of Justice Programs, Office for Victims of Crime (OVC). The federal VOCA grant awards for this grant period include 2018-V2-GX-0011 and 2019-V2-GX-0054. The CFDA number is 16.575. Grants awarded under the Sexual Assault and Domestic Violence Core Services Funding Category are also supported, in part, by State General Funds.

Due to uncertainty regarding future VOCA funding, programs are encouraged to develop long-term strategies and infrastructure to ensure sustainability after this grant period.

B. Funding Categories and Amount Available

The amount available for expenditures during FY 2022–2023 is dependent upon various factors, including the annual amount of VOCA funds awarded to the Commonwealth and the amount of State General Funds allocated to support victim services programs. In the event of a significant

increase or decrease in the total amount of funds available in FY 2022–2023, DCJS will notify all grantees and provide guidance regarding changes to the estimated FY 2022–2023 awards.

Funding under this grant program is available in four Funding Categories:

- 1) Services to Victims of Child Abuse;
- 2) Services for Traditionally Underserved Populations;
- 3) Other Types of Victim Assistance; and
- 4) Sexual Assault & Domestic Violence (SADV) Core Services.

When completing the budget and the *Project Description and Program Service Objectives* form, applicants must identify the percent of requested funding dedicated to each Priority Area (see above on pages 5 and 6 of these guidelines for information about the VOCA Priority Areas). DCJS will determine the Funding Category(ies) most appropriate for each applicant based on the Priority Areas identified in each application, how applicants propose to address the Priority Areas through their project, and whether the applicant is eligible for SADV Core Services funding (see #4 below).

Regardless of the number of Priority Areas an applicant selects, requests for **competitive** funding cannot exceed \$1,000,000 (including match) for the 24-month grant period. This means the most a competitive applicant can receive is \$800,000 in VOCA funding, which is \$1,000,000 minus the required 20 percent match (\$200,000) for a 24-month period. For more information about “match,” see Section II, G.

Available funds per each Funding Category for the 24-month period are as follows:

1. Services to Victims of Child Abuse – COMPETITIVE

DCJS anticipates that up to \$4,000,000 of VOCA funds will be available for projects that provide services to victims of child abuse.

2. Services for Traditionally Underserved Populations – COMPETITIVE

DCJS anticipates that up to \$9,600,000 of VOCA funds will be available for projects that provide services for traditionally underserved populations.

3. Other Types of Victim Assistance – COMPETITIVE

DCJS anticipates that up to \$7,000,000 of VOCA funds will be available for projects that provide other types of victim assistance, including services for victims of domestic assault or sexual assault. Applicants in this category are not proposing projects that address Priority Areas 1 or 2 (services for victims of child abuse or traditionally underserved populations).

4. Sexual Assault & Domestic Violence (SADV) Core Services Funding – Non-Competitive

This funding category is for sexual and domestic violence programs that are current grant recipients of “Category 3” funding through the Fiscal Year 2020/2021 DCJS Victims Services Grant Program (VSGP). Awards in this category will be made for a 24-month period through a non-competitive process. DCJS anticipates that funding for this category will be composed of Federal VOCA Funds (\$33,391,710), State General Funds (\$5,008,757), and Local Cash and/or In-Kind Match Funds (\$3,339,171) totaling \$41,739,638 (24 months).

Applicants in this category are required to provide eight percent cash and/or in-kind matching funds. Awarded programs will receive an additional 12 percent of the federal award through state funds as a cash match to aid the agency in meeting its 20 percent VOCA match requirement.

SADV Core Services Funding levels have been predetermined based on VSGP Fiscal Year 2021 “Category 3” amounts. Funding requests *above* the predetermined Core Services Funding amount will be considered competitive funding requests in one or more of the other three Funding Categories.

For a list of level-funded SADV Core Services Funding recipients, and the predetermined funding amounts, click here: [SADV Core Service Funding Table FY 2022 and 2023, 24 months](#).

Award amounts for all categories are contingent upon the availability of funding, program performance, and compliance with grant requirements.

C. Program Requirements

By applying for these grant funds, the applicant asserts that they have read, understand, and will comply with the following state and federal requirements and policies (click each topic below to link to additional information):

[DCJS Special Conditions and Requirements](#)

[VOCA Rule](#)

[Department of Justice Financial Guide](#)

D. Restrictions on Funding

See the Allowable and Unallowable Costs chart under [VOCA Grant Resources](#). For additional guidance, see 28 CFR Part 94, Subpart B-VOCA Victim Assistance Program at www.federalregister.gov/documents/2016/07/08/2016-16085/victims-of-crime-act-victim-assistance-program#h-55. Some unallowable costs include the following: lobbying; research and studies; active investigation and the prosecution of criminal activities; fundraising; and capital expenses (including construction).

Although allowable through the VOCA Rule, VSGP will not support vehicle purchases, new vehicle leases, or any out-of-state travel (including out-of-state conferences).

E. Disbursement of Funds

Disbursement of funds will occur on a cost-reimbursement basis for actual funds expended. Actual expenditures must be reported quarterly and invoiced pursuant to approved line item budget categories in the grant award package. Grantees will only be reimbursed for costs that have been incurred within the grant period, and which are reported on their financial report. Grant funds, including matching funds, may only be expended and/or obligated during the grant period. All obligations must be fulfilled no later than 45 days after the end of the grant period. Requests for reimbursement shall be submitted through the DCJS online grant management system.

F. Financial and Progress Reporting Requirements

Required reports include:

1. Quarterly Financial Reports, detailing quarterly expenditures
2. Quarterly Progress Reports, describing activities supported with these funds

3. Quarterly Performance Measurement Tool (PMT) reports, submitted directly to the Office for Victims of Crime (OVC)

DCJS requires submission of these reports into the online grants management platform.

All grant recipients are required to complete financial and progress reports by the 15th of the month after the close of each quarter.

Projected FY 2022 Project Progress Report and Financial Report Due Dates:

Jul–Sept Quarter	October 15, 2021
Oct–Dec Quarter	January 15, 2022
Jan–March Quarter	April 15, 2022
Apr–June Quarter	July 15, 2022

Projected FY 2023 Project Progress Report and Financial Report Due Dates:

Jul–Sept Quarter	October 15, 2022
Oct–Dec Quarter	January 15, 2023
Jan–March Quarter	April 15, 2023
Apr–June Quarter	July 15, 2023

G. Match Requirement

According to the VOCA Rule, grant recipients “shall contribute (i.e., match) not less than 20 percent (cash or in-kind) of the total cost of each project” ([28 CFR 94.118\(a\)](#)).

Match for Competitive Funding Categories

Applicants awarded funds under the Competitive Funding Categories of Services for Victims of Child Abuse, Services for Traditionally Underserved Populations and Other Victim Assistance are required to provide 20 percent cash and/or in-kind matching funds. For example, a \$600,000 (24 months) total project request would require an applicant-provided match of \$120,000 (\$600,000 x .20). In such case, the request would be as follows:

DCJS Grant/VOCA Funds: \$480,000
 Local Match (Cash or in-kind): \$120,000
 Total 24 month Grant Request: \$600,000

Match for Sexual Assault and Domestic Violence Core Services

Applicants awarded funding in the Sexual Assault and Domestic Violence Core Services category are required to provide cash and/or in-kind matching funds in the amount of 8 percent of the final Core Services award. As VOCA funding requires a 20 percent match, DCJS will draw from state funds to meet the additional 12 percent needed. State funds awarded for match purposes are included as part of the award, not in addition to the award.

General Match Requirements

Match may be in the form of cash or in-kind and must be reported on quarterly financial reports. Required match amounts must be fully met by the end of the grant period. The VOCA Rule states that match is “restricted to the same uses, and timing deadlines for obligation and expenditure, as the project’s VOCA funding” ([28 CFR 94.118\(e\)](#)).

All match on awarded grants must be:

1. Verifiable in program/organization records;
2. Included in the approved budget;
3. Derived from non-federal funding sources;
4. Not used as match in other areas;
5. VOCA-allowable costs;
6. Necessary and reasonable for efficient accomplishment of project objectives;
7. In compliance with all federal and state guidelines; *AND*
8. Of the correct percentage as detailed in these guidelines.

Cash Match

The VOCA Rule defines cash as “the value of direct funding for the project” ([28 CFR 94.118\(c\)\(1\)](#)). Cash cannot be derived from federal sources. Once funds are committed to match for this project, they cannot be used to support or match other projects.

In-Kind Match

According to the *VOCA Victim Assistance Program Rule, Questions and Answers* document, sources of in-kind match may include, but are not limited to, the following:

- Volunteered services, which may be professional or technical services, consultants, or skilled/unskilled labor assisting on the project. The value of volunteer services shall be consistent with the rate of compensation (which may include fringe benefits) paid for similar work in the program, If the similar work is not performed in the program, the rate of compensation shall be consistent with the rate found in the labor market in which the program competes. Records must be maintained documenting all volunteer services used as in-kind match. For additional guidance on the value of volunteer time, go to www.independentsector.org/volunteer_time. Programs may not use federally funded time as volunteer in-kind match hours, as match cannot be derived from federal sources. This is applicable both for internal staff members and individuals external to the program.
- Materials/equipment, but the value placed on lent or donated equipment shall not exceed its fair market value.
- Space and facilities, the value placed on which shall not exceed the fair rental value of comparable space and facilities as established by an independent appraisal of comparable space and facilities in a privately owned building in the same locality.
- Non-VOCA-funded victim assistance activities, including, but not limited to, performing direct services, coordinating or supervising those services, training victim assistance providers, and advocating for victims.
- Any reduction or discount provided to the subrecipient shall be valued as the difference between what the subrecipient paid and what the provider’s nominal or fair market value is for the good(s) or service(s).

Grant recipients 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. Non-compliance with documenting in-kind match amounts may result in a requirement to provide cash match, a reduction to the grant award, and/or other grant conditions.

Match Waivers

Match waivers are not available for this grant program.

H. Application Deadline

Applications must be emailed to grantsmgmt@dcjs.virginia.gov **no later than 12:00 p.m. (noon) on Tuesday, January 26, 2021**. Applications received at 12:01 p.m. or later on January 26, 2021 will not be considered. Due to possible unforeseen email size issues, DCJS recommends sending your emailed grant application 1-2 days in advance of the deadline.

See Section III, A of these Guidelines for specific requirements for submitting the application.

I. Grant Application Training and Technical Assistance

All applicants should watch one of two pre-recorded training videos on this grant opportunity (links below). If applicants have questions after watching the training video, please email questions to VOCA@dcjs.virginia.gov. A response will be sent by the close of the next business day.

- [VSGP FY 22-23 Training Video for Competitive Grant Applicants](#)
- [VSGP FY 22-23 Training Video for Sexual Assault and Domestic Violence Core Services Funding Recipients](#)

See the DCJS [VOCA Victims Services Grant Program webpage](#) for these additional resources:

- VOCA Allowable and Unallowable Costs
- Victims of Crime Act Final Rule
- Department of Justice Grants Financial Guide

J. Grant Application Review Process

All applications, except for SADV Core Services Funding, will be reviewed as part of a competitive review process. External/non-DCJS staff and DCJS staff will rate each application based on information provided, adherence to these Grant Guidelines, and the clarity, substance, and strength of the request made for funding. Reviewers may consider demonstrated need, geographic location, budget justification, cost-effectiveness of proposed projects, and the availability of competitive funds. Reviewers will prioritize budgetary items that focus primarily on direct services for victims of crime and projects that address one or more of the Priority Areas. DCJS reserves the right to change program budgets based on allowability and justification of items, and available funding.

Each application can earn a weighted score of 110 points, and a maximum total score, including bonus points, of 130 points. The primary grant program elements (or sub-elements in the case of the Project Description) are evaluated based on ratings of Excellent, Good, Fair, Marginal, or Unacceptable. The weighted rating points that can be awarded for each primary grant program element are:

Project Description (77%)	
○ Demonstration of Need	0–20 points
○ Project Specific Goals and Objectives	0–40 points
○ Partnerships and Collaborations	0–10 points
○ Community Outreach	0–5 points
○ Sustainability Plan	0–10 points
Budget Narrative (18%)	0–20 points
Itemized Budget (5%)	0–5 points

Projects that have the **sole purpose** of serving child victims and/or are housed in a child-focused agency, will receive an additional 10 points. Projects that have the **sole purpose** of serving traditionally underserved populations and/or are housed in a culturally specific agency, will receive an additional 10 points. Points will be subtracted if the applicant fails to include necessary attachments. See Section III, A for more details.

The Grants Committee of the Criminal Justice Services Board (CJSB) will review grant application scores and recommendations and make funding recommendations to the full CJSB. **The CJSB will make final grant award decisions at its meeting in May 2021.** Funding decisions made by the CJSB are final and may not be appealed.

Applications for SADV Core Services Funding that do **not** include additional competitive funding requests will not be scored through the above process. These applications will only be reviewed by DCJS staff to ensure they contain the needed information to process an award.

DCJS Office of Grants Management in the Division of Finance and Administration will issue grant award packages based on the final approval of the CJSB. Fiscal and programmatic revisions may be required as a condition of funding.

K. Budget Determinations

In accordance with federal guidelines, only those costs directly related to and essential to providing direct services to crime victims can be supported with grant funds. Requests must be allowable under state and federal guidelines and must be reasonable, appropriate, and justified. Due to a recent and forecasted decrease in VOCA funding, some previously acceptable items are no longer allowable. These items are identified in these Guidelines under Budget Narrative.

Applicants should **carefully consider the resources needed to successfully implement the proposed project and present a realistic budget that accurately reflects project costs.** Applicants should also consider how the project will be sustained if funding through this grant program becomes unavailable.

III. Application Forms and Instructions

A. Instructions for Submitting Application

Email your application to grantsmgmt@dcjs.virginia.gov. In the subject line of your email, enter the following: "VSGP 22/23, *Name of Applicant Agency*" Your email must include four (4) documents organized as follows:

1. One (1) Excel document named "Budget" that is the **VSGP Budget Workbook** specific to their application.* This Excel document includes the following three tabs: 1) *Grant Application Cover Sheet*-Tab #1; 2) *Budget Itemization*-Tab #2; and, 3) *Budget Narrative*-Tab #3. This Excel document is labeled *Attachment 1*. ALL APPLICANTS must complete and submit the version of this document that is applicable to them. Keep this as an Excel document. Do not save it as a PDF document.

*NOTE: DCJS has provided two different Attachment 1 options.

- Competitive applicants should use: [VSGP Budget Workbook Competitive](#)
- SADV Core Services programs should use [VSGP Budget Workbook SADV Core Services](#). Even if the SADV Core Services program intends to also apply for competitive funds, they need to use this form.

2. One (1) PDF document named "Project Description," that is the [Project Description and Program Service Objectives](#) form. This is labeled as *Attachment 2*. ALL APPLICANTS must complete and submit this document. Applicants may have to select "view" then "edit document" to enter information.

3. One (1) PDF document named "Federal Forms," containing the following:

Attachment 3: [U.S. Department of Justice Certifications](#). This attachment is required of all applicants. Be sure to complete the top of page 2 concerning other agency locations. Two points will be subtracted from the applicant's score if this attachment is not submitted.

Attachment 4A: [DCJS MTDC Worksheet](#). This attachment is only required for applicants requesting indirect costs. Directions for completing this document are on the Worksheet. Two points will be subtracted from the applicant's score if this attachment is needed and not submitted.

Attachment 4B: [Certification of De Minimis Indirect Cost Rate Form](#). This attachment is only required for applicants requesting indirect costs who are not submitting an Indirect Cost Rate Agreement letter/documentation. Directions for completing this document are on the form. Applicants may have to select "view" then "edit document" to enter information. Two points will be subtracted from the applicant's score if this attachment is needed and not submitted.

Attachment 4C: Applicant's Indirect Cost Rate Agreement letter/documentation. This attachment is only required for applicants requesting indirect costs who are not submitting a Certification of De Minimis Indirect Cost Rate Form. Applicants must self-label this attachment as *Attachment 4C*. Two points will be subtracted from the applicant's score if this attachment is needed and not submitted.

Attachment 5: Internal Revenue Service 501(c)(3) letter. This attachment is only required of non-profit organizations. Applicants must self-label this attachment as *Attachment 5*. Two points will be subtracted from the applicant's score if this attachment is needed and not submitted.

Attachment 6: Proof of SAM Registration. This attachment is only required of applicants who currently have a SAM registration. If the applicant does not currently have a SAM registration, it will be required before a grant can be awarded. Applicants must self-label this attachment as *Attachment 6*.

4. One (1) PDF document named “Letters of Support and Eligibility,” containing the following letters and form:

Attachments 7a, 7b, 7c: One to three Letters of Support for the Proposed Project. This attachment is required of all competitive grant applicants. These Letters of Support must come from existing victim services agencies in or around the service area. The letters must be specific to the proposed project. Applicants must self-label these attachments as *Attachments 7a, 7b, and 7c*. Two points will be subtracted from the applicant’s score if this attachment is needed and not submitted.

Attachment 8: [VOCA Eligibility Assessment](#). This attachment is required of all applicants. Applicants must self-label this as *Attachment 8*. Applicants may have to select “view” then “edit document” to enter information. Five points will be subtracted from the applicant’s score if this attachment is not submitted. Two points will be subtracted if the form is submitted but incomplete. New VSGP applicants may not be approved for funding if this form is not submitted or is incomplete.

Keep all documents in this order so that grant reviewers can find each item during their review of your application.

The email with a complete attached application must be received by DCJS no later than 12:00 p.m. (noon), Tuesday, January 26, 2021. Due to possible unforeseen email size issues, DCJS recommends emailing your complete grant application 1-2 days in advance of the deadline.

B. ATTACHMENT 1: BUDGET WORKBOOK:* Grant Application Coversheet, Budget Itemization, and Budget Narrative

*NOTE: DCJS has provided two *Attachment 1, Budget Workbook* options:

- Competitive Applicants must use [VSGP Budget Workbook for Competitive Applicants](#)
- SADV Core Services programs must use [VSGP Budget Workbook SADV Core Services](#). Even if the SADV Core Services program intends to also apply for competitive funds, they need to use this form.

1. Grant Application Cover Sheet (Tab #1)

Grant Program: “VOCA Victims Services Grant Program” should be listed and checked

Congressional Districts: In the box to the right, list the congressional districts that will benefit from the program

Applicant: Official name of organization 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 the applicant’s federal identification number

Jurisdiction(s): List all localities to be served and include zip code plus 4-digit code

Program Title: Enter the name of the program (or project) that this grant will fund

Grant Period: “7/1/21- 6/30/23, 24 months (FYs 2022 & 2023)” should be listed and checked

DUNS Number: Provide the Data Universal Numbering System (DUNS) Number. A DUNS number is a unique nine-character identification number provided by Dun & Bradstreet. If you do not have a DUNS number, go to the website <http://fedgov.dnb.com/webform>.

Type of Application:

- **For SADV Core Services Funded Programs:** If the proposed project is a predetermined SADV Core Services Funded Program, “*SADV Core Services Funding*” should be listed and checked. If the proposed project is a SADV Core Services Funded project **and** the request is more than the predetermined award amount, check “*SADV Core Services Funding and Competitive Funding.*”
- **For all other applicants:** “*Competitive Funding*” should be listed and checked. If the applicant received VSGP funding in FY2021, check “*Returning Applicant.*” If the applicant did not receive VSGP funding in FY2021, check “*New Applicant.*”

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

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 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 county administrator; 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: List the individual who will be responsible for fiscal management of the funds.

Provide email addresses, phone numbers, and mailing address (including plus-four zip code) for each of the three people listed above.

Signature of Project Administrator: This field may be completed with a typed name of the Project Administrator, which represents legal binding acceptance of the terms of the application, that all statements are true and correct and have been duly authorized by the governing body of the locality and/or entity.

Brief Project Description: Provide a short description of the project in 100 words or less. The description must include an estimate of the total number of individuals to receive program services during the grant period and a brief summary of services to be provided.

Project Budget Summary: The Budget Summary provides total figures from the itemized budget on Tab#2. These figures are automatically populated. Do not change formulas or amounts in this section.

2. Budget Itemization (Tab #2)

Complete one itemized budget that will be used for 24 months (fiscal years **2022 and 2023**). Only enter information in the white boxes on this form. The colored boxes must not be changed.

- On line 3, enter the applicant agency’s name.
- On line 4, enter the name of the project.
- On line 5, enter your FY2021 VSGP grant number, if applicable.

- On lines 6 and 7, enter the percent of federal funds that will be used for each of the listed VOCA priorities. If some or all of the project falls outside of the four VOCA priorities described on pages 5 and 6 of these Guidelines, use the field “Other.”

Itemize all budget amounts and place them in the appropriate category for each line item. The cells will automatically round amounts to the nearest dollar.

The itemized budget is 5% of the applicant’s score. The score will be based upon the applicant’s adherence to the directions in these guidelines and whether the form is complete.

See guidelines for the Budget Narrative (below) for detailed descriptions of each budget category.

SAR Reporting Information: At the bottom of the Itemized Budget Tab, there are five questions labeled as *SAR Reporting Information*. These questions are required for all applicants.

3. Budget Narrative (Tab #3)

Complete the Budget Narrative Tab for the 24-month grant period. The Budget Narrative is 18% of the applicant’s score. The score will be based on the following: whether the items requested are allocable, allowable, justified, and reasonable; and, adherence to the directions in these guidelines. In accordance with federal guidelines, only those costs directly related to, and essential to, providing direct services to crime victims can be supported with grant funds.

Budget Categories

1a: Personnel Budget Category

The following sub-categories are auto-filled from Tab #2: *Names of Employees and Position Titles; 24-month Salary; # Grant Funded Hours; FTE Equivalent; and Total Requested from the Grant*.

Under *Description*, describe the grant-related duties that this position will perform. Provide a statement as to whether the position will work exclusively under the VSGP grant or if it has been prorated. Provide the basis of computation for the requested amount. Staff time that is supported by grant funds may only be spent on approved grant activities.

Under *Justification*, explain how the position is essential to the goals in the proposed project and allowable under the VOCA Rule. Justify the position’s salary by demonstrating that the salary is consistent with salaries paid to other positions with similar responsibilities, within the program, or at other organizations in the service area. All requested amounts must be reasonable given the complexity of work, and consistent with the applicant’s staff compensation plan.

Amounts should reflect a 24-month budget period.

1b: Fringe Benefits Category

The following sub-category is auto-filled from Tab #2: *Names of Employees and Position Titles*.

Under *Requested Total*, enter the total request of fringe benefits for each employee listed. If the applicant is not seeking fringe benefits for one of the listed positions, enter a zero. When added together, these amounts should equal the amount in cell 35, I.

Under *Description of Fringe Benefits/Basis of Computation*, provide the basis of computation and the total amount of **each** fringe benefit in each respective space. If the applicant is not seeking fringe benefits for one of the listed positions, enter “NA” under *Description of Fringe benefits/Basis of Computation*.

Amounts should reflect a 24-month budget period.

2: Consultant Budget Category

The following sub-categories are auto-filled from Tab #2: *Consultant Type/Description of Consultant; Proposed Hourly Rate/Rate of Compensation; Time for Consultant Services; Total Request (not including travel); and, Total Consultant Travel Costs*.

The rate of compensation for individual consultants must be reasonable and consistent with that paid for similar services in the marketplace. The rate may not exceed \$650.00 per day (\$81.25 per hour, exclusive of travel), and may not exceed the consultant’s usual and customary fee. Consultant travel expenses are limited to mileage necessary to perform their work.

Grant funds may support a maximum of three memberships per year in victim assistance organizations. Identify each organization and its membership rate. Memberships must be in the name of the organization, not an individual. Applicants must explain how requested membership fees support or enable the program to provide direct service to crime victims.

Under *Description and Justification of use of Consultant*, describe the service(s) that the Consultant will provide. Explain how the work provided by the Consultant is essential to the goals in the proposed project and allowable under the VOCA Rule. Explain how the use of a consultant is cost effective and reasonable.

Under *Description and Justification of Organizations & Associations Fees*, describe the Organization or Association and the benefits the applicant will receive with membership. Explain how the membership is essential to the goals in the proposed project and allowable under the VOCA Rule.

Amounts should reflect a 24-month budget period.

3: Travel & Subsistence for Project Personnel Budget Category

The following sub-categories are auto-filled from Tab #2: *Local Mileage Total; Non-local Mileage Total; Subsistence Total; and Other Fares/Expenses Total*.

VOCA grant funds can support skills training for direct service providers, including paid staff (both VOCA-funded and not) and volunteers, so that they are better able to offer quality direct services. Although VOCA grant funds can support training-related travel, meals, lodging, and

registration fees, funding for direct services will be prioritized over travel and subsistence to attend trainings or conferences.

Funds through this solicitation may not be used for travel or subsistence to attend out-of-state trainings or conferences.

Mileage is separated in this grant solicitation because many programs have differing mileage rates for local and non-local mileage. **Local mileage** is considered travel within the immediate service area (satellite offices, court, meetings, etc.). **Non-local mileage** is outside of the immediate service area (trainings, conferences, meetings, etc.).

Within justification cells, explain the following:

- How are the proposed travel expenses essential to the goals in the proposed project?
- How are the travel expenses allowable under the VOCA rule?
- Provide an explanation of how the amount being requested is reasonable.
- Are the amounts based on the established local travel policy? If there is no established local travel policy, use the federal/state travel policy. If the local travel policy differs from the federal/state travel policy, provide or describe the policy in this section.
- Describe how you determined or estimated the figures for all requests, even for events where the dates and/or location are undetermined. For example, “We anticipate travel to local coalition meetings to discuss service needs and share resources for victims. Round trip for 1 staff is 60 miles x 24 meetings x .575=\$828.”

Refer to the following U.S. General Services Administration (GSA) and Virginia Department of Accounts (DOA) websites for the most current Federal and State travel rates and policies:

www.gsa.gov/travel/plan-book/per-diem-rates

https://www.doa.virginia.gov/reference/CAPP/CAPP_Topics_Cardinal/20335-2019-July.pdf

Amounts should reflect a 24-month budget period.

4: Equipment (items \$5,000 per unit and greater)

The following sub-categories are auto-filled from Tab #2: *Equipment Item*; and *Equipment Total*.

Equipment is defined in the federal Department of Justice *2017 Grants Financial Guide* as “tangible personal property (including information technology systems) having 1) a useful life of more than one year and 2) a per-unit acquisition cost of \$5,000 or greater (or the organization’s capitalization policy, if it is less than \$5,000). If the organization does not have a capitalization policy in place, the Federal amount of \$5,000 must be followed.”

Each major item to be purchased, leased, or rented must be listed separately with unit cost or the cost associated with the lease or rental agreement.

Under *Description of Equipment Item*, describe the item being requested. Provide a statement as to whether the item is exclusively for the VSGP grant or if it has been prorated. Provide the basis of computation for the requested amount. Grant funds cannot support the entire cost of an item that is not used for activities solely related to this grant program; however, grant funds can support a prorated share of such an item. Pro-rating calculations must be documented.

Under ***Justification of Equipment Item***, explain how the item is essential to the goals in the proposed project and allowable under the VOCA Rule. Additionally, provide an explanation of how the amount being requested is reasonable. If equipment is requested to replace outdated or “old” equipment, briefly describe why replacement is necessary and when the “old” equipment was acquired.

Funds through this solicitation may **not** be used for new vehicle leasing agreements or vehicle purchases. If the applicant entered into a vehicle lease agreement with their previous VSGP award, they may request funds to continue that lease agreement with this grant opportunity. If awarded, applicants will be required to submit proof of the lease agreement with previous VSGP funds as part of their special conditions.

Amounts should reflect a 24-month budget period.

5: Supplies and Other Expenses (items under \$5,000)

The following sub-categories are auto-filled from Tab #2: ***Supply/Item Requested; Cost per Item/Monthly Rate; Total Number of Items/Number of Months; and Total Cost.***

Supplies are defined in the 2017 Grants Financial Guide as “all other items of tangible personal property that are not equipment. This includes computing devices that cost less than \$5,000 per unit (or the organization’s capitalization threshold, if that is less than \$5,000).”

Operating expenses under Supplies include, but are not limited to, the following: telephone services, internet access/internet provider contracts, mobile phone services, office supplies, training, postage, training registration, and printing projects.

Office space rental and equipment maintenance requests must be prorated to support this VSGP project alone.

All computers purchased with DCJS grant 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 Computer Services staff, Lisa Self, at 804-786-8475.

Under ***Description of Supply/Item***, all costs must be itemized within this category by major types (i.e., office supplies, equipment use fees when supported by usage logs, printing, photocopying, postage, brochures, telephone). If the item includes more than one component, identify subcomponents. For example, “*Office Supplies: copy paper, pens, and folders.*” Additionally, show the basis for computation (i.e., “x” dollars per month per three staff people for office supplies). Explain whether the item is for exclusive use of the VSGP project. Grant funds cannot support the entire cost of an item that is not used for activities solely related to this grant program; however, grant funds can support a prorated share of such an item. Prorating calculations must be documented.

Under ***Justification for Supply/Item***, explain how the item is essential to the goals of the proposed project and allowable under the VOCA Rule. Explain the rationale used to determine the basis for each computation (i.e., “the photocopying cost estimate is based on the cost spent in 2020 for similar services”). Applicants should document actual expenses for each line item requested when possible (i.e., “Last year we spent \$400 on postage. For FY 2022-2023, we anticipate spending \$950, due to stamp rate increase.”). If a supply is requested to replace an

outdated or “old” item, describe why replacement is necessary and when the “old” item was acquired.

Amounts should reflect a 24-month budget period.

6: Indirect Costs

Applicants requesting Indirect Costs must complete section six (6) on the Budget Narrative Template and they must include the necessary Indirect Cost Rate attachments. If this section is not completed, or if the necessary attachments are not included with the application, Indirect Costs may not be awarded.

According to 2 CFR Part 200.56, indirect costs are defined as: *Those costs incurred for a common or joint purpose benefitting more than one cost objective, and not readily assignable to the cost objectives specifically benefited, without effort disproportionate to the results achieved.*

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. Indirect costs are those that benefit more than one activity and are common or joint purpose costs. For example, costs of an office manager/receptionist position that answers general phone calls, greets clients, etc. are considered indirect costs.

The salaries of administrative and clerical staff should generally be treated as indirect costs. Salaries of administrative/clerical staff may be appropriate to include as direct costs ONLY if ALL of the following conditions are met:

1. Administrative or clerical services are integral to a project or activity;
2. Individuals involved can be specifically identified with the project or activity;
3. Such costs are explicitly included in the budget or have the prior written approval of the awarding agency; and
4. The costs are not also recovered as indirect costs.

Requesting Indirect Costs: Requesting indirect costs is optional. Applicants do not have to request indirect costs, but it is allowable. To calculate indirect costs, applicants must first determine the Modified Total Direct Costs (MTDC) amount of the project budget. Indirect costs that can be requested are not based on the entire project budget, but on the MTDC amount. Applicants are not required to describe or itemize what is included in the indirect costs.

Applicants have two options when requesting Indirect Costs: using a formal **Indirect Cost Rate Agreement (ICRA)** or using a *de minimis rate*. These two options are outlined below.

1. Indirect Cost Rate Agreement (ICRA)

- This is a formal rate agreement that an organization has applied for and received from the federal cognizant agency (DCJS does not approve ICRA)
- Organizations will have a letter or other documentation that lists the federally-negotiated rate
- The rate in the ICRA must be accepted, unless otherwise specified by federal awarding agency
- Applicants can request the percentage (as outlined in the ICRA) of the Modified Total Direct Costs (MTDC) of their budget for indirect costs

2. *De Minimis* Rate

- This can be used by organizations that have never had a federally-approved Indirect Cost Rate Agreement
- Can use a rate of up to 10 percent of the Modified Total Direct Costs (MTDC) of their budget for indirect costs

Use the [MTDC Worksheet](#) to calculate the MTDC amount. The Worksheet will also calculate the amount of indirect costs that can be requested.

If Indirect Costs are requested, applicants must submit two additional documents with the grant application:

- a. [MTDC Excel Worksheet](#) (*Attachment 4A*) **AND**
- b. [Certification of De Minimis Indirect Cost Rate form](#) (*Attachment 4B*) **OR** a copy of the applicant's Indirect Cost Rate Agreement letter/documentation (if this document is provided in your grant application, label it *Attachment 4C*)

Additional Indirect Costs Reporting Requirements: For organizations that request and receive Indirect Costs, the MTDC Worksheet must be completed each quarter, based on actual expenses. The MTDC Worksheet must be emailed to grantsmgmt@dcjs.virginia.gov each quarter.

The actual MTDC amount will determine the amount of Indirect Costs to be reimbursed for that quarter. In other words, the amount of Indirect Costs reimbursed will likely vary from quarter to quarter. The amount of Indirect Costs requested for reimbursement each quarter cannot simply be the total for the year divided by four; the amount must be based on actual MTDC amounts.

7: Requirement Demonstrating Non-supplanting

Non-supplanting defined: The federal DOJ 2017 Grants Financial Guide describes non-supplanting as follows: "Federal funds must be used to supplement existing state and local funds for program activities and must not supplant (replace) those funds that have been appropriated for the same purpose." Additionally, requests for "new" staff positions must be justified, must not supplant other funds, and must result in significant additional service delivery.

On the Budget Narrative, provide a statement that addresses whether the expenses requested in this grant application compliment, and do not duplicate, other existing and anticipated funding sources/amounts.

C. ATTACHMENT 2: PROJECT DESCRIPTION AND PROGRAM SERVICE OBJECTIVES

All applicants must complete a [Project Description and Program Service Objectives form](#). This section is worth 77% of the applicant's score. The score will be based on the completeness of the form, adherence to these guidelines, how the project will address the problem and needs described in the Problem Statement/Needs Assessment, and whether the goals and objectives address the proposed project.

Under ***Priority Areas***, **all applicants** must check the Priority Areas that the application addresses. See page 4 of these Guidelines for information about each priority area. This information will help reviewers determine whether the proposed project is designed to serve victims from these selected Priority Areas. Additionally, enter the percentage of VOCA funds that will be dedicated to each area. This must match percentages listed on lines 6 and 7 of the itemized budget.

Under ***Applicant Type***, all applicants must check one box that indicates whether they are a *Competitive Applicant*, *SADV Core Services plus Competitive* applicant, or a *SADV Core Services Only* applicant. As indicated throughout these guidelines, sexual and domestic violence programs that received VSGP FY 21 “Category 3” funding are eligible for non-competitive funding through this grant process. These programs are considered *SADV Core Services Only* applicants. If one of these programs wishes to request funding above their Core Services predetermined amount, they are considered *SADV Core Services plus Competitive* applicants. All other applicants are considered *Competitive Only Applicants*.

Under ***Agency Information***, all applicants must answer all five subsections. Reviewers will not score this section; however, if each question in this section is not answered completely, two (2) points will be subtracted from the total score.

1. Provide the organization’s mission statement and how many years the program has been providing victim services.
2. Check which types of crime victimizations the proposed project will serve.
3. Check which types of crime victim services the proposed project will provide.
4. Identify the location of the organization’s office(s) and the location of the service areas.
5. Describe the organization’s use of volunteers. As stated on page 7 of these Guidelines, VOCA eligible programs must *utilize volunteers significantly in project activities*.

Under ***Project Summary***, all applicants must provide a clear and concise summary of the proposed project. Reviewers will not score this section; however, if this section is incomplete, two (2) points will be subtracted from the total score.

All applicants requesting **competitive funding** must complete the ***Demonstration of Need*** section. Applicants requesting SADV Core Services Funding only should enter “NA.” This section must include the following:

- Demographic information about the population that the agency serves, including traditionally underserved populations in its service area.
- A description of existing services for victims in the service area.
- A description of gaps and/or barriers in services.
- A description of the specific problem(s), target population, and geographic area that the proposed project will address.
- Current statistics and relevant facts to substantiate the need for the proposed project.

Your response to this question will be used, in part, when scoring the application to determine if the proposed project adequately addresses the Priority Area(s) and receives bonus points.

All applicants must complete the section, ***Project Specific Goals and Objectives***. Applicants must identify three goals. Each goal must have 2-3 objectives. For competitive grant applicants, each goal must serve to address the problem identified in the ***Demonstration of Need*** section.

For SADV Core Services applicants that are seeking additional competitive funds, at least one goal must address core sexual assault (SA) and/or domestic violence (DV) services. For SADV Core Services applicants not seeking additional competitive funds, all three goals must address core SA and/or DV services. For examples of core SA and DV services, refer to the standards listed in the [Professional Standards Manual for Virginia Sexual and Domestic Violence Programs](#).

Each objective must be measurable and directly related to one or more items requested in the grant proposal budget. For each objective, include the following:

1. The position(s) responsible for achieving the objective;
2. The intended outcome or impact of completing the objective including how the objectives will solve the problem(s) or need(s) previously identified in the ***Demonstration of Need*** section;
3. How the program will measure steps toward achieving the objective (“Data Collection”); and,
4. The timeframe needed to achieve the objective.

Under ***Partnerships and Collaborations***, **all applicants** must provide a list of all finalized and signed cooperative agreements and/or memorandums of understanding related to the provision of victim assistance services. Include the date the agreement was signed. All listed agreements should be dated within the last three years. If funded, the agency may be asked to supply copies of these agreements. Competitive applicants should also describe their relationship(s) with the victims services agency(ies) in their area who contributed a letter of support with this application. As noted in these guidelines, *VOCA eligible agencies must promote, within the community being served, a coordination of public and private efforts to serve and aid crime victims, and provide program information to the majority of agencies that assist with victims of crime in the service delivery area.*

Under ***Community Outreach***, **all applicants** must detail how the program will create broad awareness of the availability of services in the service area (i.e., promotional and public relations activities, community training, use of media, new collaborations)

Under ***Sustainability Plan***, Describe how the program will achieve financial sustainability to ensure continuation of services when the funding period ends. Be specific in identifying additional funding sources and strategies to support the program long-term.

IV. Application Checklist

- One (1) Excel Document that is named “Budget” **Attachment 1, Budget Workbook** (Grant Application Cover Page, Itemized Budget, and Budget Narrative), ALL APPLICANTS
- One (1) PDF that is named “Project Description” **Attachment 2, [Project Description and Program Service Objectives Form](#)**, ALL APPLICANTS
- One (1) PDF named “Federal Forms,” containing the following forms and attachments:
 - [U.S. Department of Justice Certifications](#)** (*Attachment 3*) ALL APPLICANTS
 - [DCJS MTDC Worksheet](#)** (*Attachment 4A*) ONLY APPLICANTS REQUESTING INDIRECT COSTS
 - [Certification of De Minimis Indirect Cost Rate Form](#)** (*Attachment 4B*) OR Applicant’s **Indirect Cost Rate Agreement letter/documentation** (*labeled Attachment 4C*) ONLY APPLICANTS REQUESTING INDIRECT COSTS
 - Internal Revenue Service 501(c)(3) letter** (*labeled Attachment 5*) ONLY APPLICANTS THAT ARE NON-GOVERNMENTAL AND NOT FOR PROFIT
 - Proof of SAM Registration** (*labeled Attachment 6*) ALL APPLICANTS
- One (1) PDF named “Letters of Support and Eligibility,” containing the following attachments:
 - One to three **Letters of Support** from existing victim services agencies in or around the service area and specific to the proposed project (*labeled Attachment 7a, 7b, 7c*). ALL COMPETITIVE APPLICANTS
 - [VOCA Eligibility Assessment](#)** (*Attachment 8*) ALL APPLICANTS

Applications must be emailed to grantsmgmt@dcjs.virginia.gov no later than 12:00 p.m. (noon) on Tuesday, January 26, 2021. Keep all documents in this order so that grant reviewers can find each item during their review of your application. Late applications will not be accepted.