

Virginia Department of Criminal Justice Services
COURT APPOINTED SPECIAL ADVOCATE (CASA) PROGRAM
GRANT APPLICATION GUIDE
FY2019 AND FY2020

Grant Application Due Date:

- **Friday, April 27, 2018 by 5:00 p.m., via email to grantsmgmt@dcjs.virginia.gov**

Grant Period:

- **July 1, 2018 - June 30, 2020**

Award Limit:

- **Funding is awarded on a formula basis (*See Funding Formula Table*)**

Grant Application Components Consists of:

- **Grant Application Face Sheet Form (*Signed by Project Administrator*)**
- **Itemized Budget Form**
- **Budget Narrative Form**
- **Program Performance Targets Form (Pg.16)**
- **Signed General Grant Conditions and Assurances and Certifications**
- **CASA Statement of Assurances (Pg. 13)**
- **Proposed Overall CASA Program Budget for FY19**
- **Current List of Board of Directors**
- **Staff to Volunteer Ratio Form (Pg. 15)**
- **Risk Assessment Tool**
- **Copy of IRS 501(c)(3) Confirmation Letter (*for Nonprofit Organizations only*)**
- **Grant Application Checklist Form (Pg.14)**

Questions?

- **Contact Melissa O'Neill, DCJS CASA Program Coordinator, at: (804) 786-6428 or Melissa.O'Neill@dcjs.virginia.gov**

Court Appointed Special Advocate (CASA) Program Guide

Introduction

The Department of Criminal Justice Services (DCJS) administers grants to non-profit organizations and local units of government to support Court Appointed Special Advocate (CASA) programs. Applications for continuation funding for Fiscal Years 2019 and 2020 are currently being solicited.

Authority and Purpose

This grant is intended specifically to support local CASA programs as specified in §9.1-151 *et seq.* of the *Code of Virginia*. Funds are to be used for continuing, improving, and/or expanding existing agencies and services designed to provide court appointed volunteer advocacy services to child victims of abuse and neglect.

Funds awarded under this purpose area are subject to performance and financial reporting as required by the federal Office for Victims of Crime (OVC) and the Department of Criminal Justice Services.

Grant Period

The FY2019 and FY2020 CASA Grant Guidelines are developed for local CASA programs to apply for funding for July 1, 2018 through June 30, 2020.

These Program Guidelines provide guidance to aid applicants in determining eligibility, developing the itemized budget and budget narrative, 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.

Sources of Funding

The CASA grant program is supported by state general funds and federal Victims of Crime Act (VOCA) funds. Funding is awarded on a formula basis (see enclosed formula tables).

State general funds and VOCA funding will be awarded in the amounts noted on the enclosed formula table, contingent on the General Assembly appropriation.

Program Purposes and Background

Legislation enacted by the 1990 General Assembly provided for the implementation of a statewide Court Appointed Special Advocate (CASA) program. This legislation authorized the use of specially trained volunteers to serve as advocates for abused, neglected or abandoned children.

The purpose of this program is to provide financial assistance to local CASA programs which use specially trained volunteers, appointed by the court, as advocates for abused and neglected children.

The General Assembly authorizes funding specifically for CASA programs in the state budget. DCJS is also making funding available for CASA programs through the federal Victims of Crime Act (VOCA) grant program.

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 with the National CASA Association Standards.
- For VOCA funding eligibility, funds must be used for direct services 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.

Requirements/Limitations:

Grant awards will be based upon the availability of funds appropriated for this purpose and will be distributed through a formula-based award process. Programs will be awarded a base amount, and a per-child allocation for those programs serving more than 60 children with an active CASA volunteer in the previous fiscal year.

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).

BUDGET REQUIREMENTS/LIMITATIONS

DCJS wishes to provide grantees with maximum flexibility in designing their grant budgets and utilizing any available local funding.

VOCA guidelines restrict grant funding to only those costs directly related to and essential to providing direct services to crime victims. Budget requests must be allowable under federal guidelines and must be **reasonable, appropriate, and justified**. CASA programs are encouraged to allocate VOCA funding to personnel and associated costs for volunteer coordinators and case managers providing direct service supervision to child victims of crime.

CASA Program Requirements:

- Programs that have received a regulatory monitoring site visit or completed a regulatory desk audit and have any outstanding regulatory compliance requirements that have not been satisfactorily met must demonstrate compliance prior to the disbursement of grant funds.
- Programs must submit the staff to volunteer supervision ratio calculation form with the application.
- Programs must assist victims in securing benefits available through The Virginia Victims Fund, officially the Criminal Injuries Compensation Fund (CICF). The Fund is administered by the Virginia Worker's Compensation Commission. Projects must maintain necessary communication with CICF and the Commission. More information can be found at <http://www.cicf.state.va.us/>.
- Programs must promote within the community coordinated public and private efforts to aid crime victims. Such coordination may include but is not limited to serving on state, federal, or local task forces, commissions, work groups, coalitions and/or multidisciplinary teams. However, VOCA funding may not be used to support these required activities.
- Programs must demonstrate a record of providing effective direct services to crime victims.
- Programs must provide services, at no charge to the victim, through the VOCA-funded project. Any deviation requires prior written approval by the DCJS.
- Programs must provide services to victims of federal crimes on the same basis as victims of state or local crimes. Examples of federal crimes include bank robbery, kidnapping, crimes committed on federal property, including military installations, national parks, Indian reservations, etc.
- Programs must maintain client and counselor confidentiality as required by state and federal law.
- Programs must agree to purchase CASA Manager technical support services. Grant funds may be used for this expenditure.
- Programs must set performance targets to demonstrate how funding will increase child victims served through direct services. CASA program performance targets include the following:
 - Volunteer recruitment goals: total number and percentage increase
 - Volunteer retention goals: percentage increase
 - Volunteer training goals (number of new volunteers to be trained and number of active volunteers to receive in-service training, number of hours of pre-service hours and in-service hours): total number and percentage increase

- Number of child victims served: total number and percentage increase
- Recommendations included in court orders: Percent of CASA volunteer recommendations in court reports included in judicial court orders; include total percent target goal.

EVALUATION AND REPORTING

All grant-supported programs are required to complete and submit a Project Progress Report and a Financial Report by the 12th working day after the close of each quarter. Annual reports are due by August 15th after the close of the fiscal year. On-site monitoring visits of grant programs will be conducted, as DCJS staff resources permit.

No current recipient of funding through this grant program will be considered for continuation funding if, as of the continuation application due date, any of the required Financial and Progress Reports for the current grant are more than 30 days overdue. For good cause, submitted in writing, DCJS may waive this provision.

Financial Reporting:

Quarterly financial reports and requests for funds must be completed on-line using the Grants Management Information System. Additional information about the on-line reporting system can be found at: <http://www.dcjs.virginia.gov/grants/gmis-online>.

CASA Manager:

State regulations require CASA programs to use the same database system (6VAC20-160-30-A). Virginia CASA programs are currently using CASA Manager 15 as the required data tracking system. Each program is required to purchase CASA Manager technical support as a condition of receiving grant funds.

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 28 CFR Part 94, Subpart B - VOCA Victim Assistance Program – (§§ 94.119 - 94.122) at: <https://www.gpo.gov/fdsys/pkg/FR-2016-07-08/pdf/2016-16085.pdf>.

For guidance regarding services, activities, and costs that cannot be supported with victim assistance grant funds, please see 28 CFR Part 94, Subpart B - VOCA Victim Assistance Program – (§94.122) at: <https://www.gpo.gov/fdsys/pkg/FR-2016-07-08/pdf/2016-16085.pdf>.

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) 2017 Grants Financial Guide states, "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."

To satisfy the non-supplanting requirement, applicants under this grant program must describe, as part of the budget narrative, non-grant funds supporting their projects.

REVIEW PROCESS

DCJS staff will review all applications and make programmatic and budgetary recommendations to the grants committee of the Criminal Justice Services Board (CJSB). The grants committee will make recommendations for consideration by the full CJSB, which will make final award decisions at its meeting on June 14, 2018.

Notification of Decisions: Grants are awarded on a formula basis which includes a thorough analysis of the data previously submitted by eligible programs as required by the state regulations governing CASA programs. CASA programs that are awarded funds under this grant application will be notified after June 19, 2018. Funds will be available after July 1, 2018 contingent upon the General Assembly's appropriation of funding. Specific procedures must be followed to request funds.

ELECTRONIC FILING OF APPLICATIONS

DCJS accepts all CASA grant applications electronically. *Please note: DCJS will not be accepting paper copies of grant applications for FY19/20 CASA grants.*

Application Deadline:

- Applications must be ***received by 5:00 p.m., Friday, April 27, 2018.***

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.

INSTRUCTIONS FOR COMPLETING GRANT APPLICATION

How to apply:

- The entire CASA grant application must be submitted electronically. **Grants will only be accepted electronically; no paper submissions will be accepted.** Please submit applications with time to allow for any complications that may be encountered with the electronic submission process. Applicants are advised to take extra care to complete each component with accuracy. Errors will result in special conditions placed on grant awards. Special conditions require additional requirements to be met before grant funds can be released.
- **New this year:** Applicants **must complete the “Risk Assessment” Worksheet and submit it as a separate attachment in Excel.**

DCJS is required to review and assess the potential risks presented by applicants for federal grants, prior to making awards (2 C.F.R. § 200.205). DCJS will use a variety of factors in making these assessments including financial management capabilities and past performance. To facilitate part of the risk assessment process, all DCJS VOCA grant applicants are required to complete a risk assessment questionnaire, as part of the grant application process. Risk assessment scores will be used to determine on-site monitoring priority.

The risk assessment questions are straightforward, generally requiring yes or no responses, which can be provided by program staff and/or finance officers.

Grant Application Components and Requirements:

Applicants must adhere to all of the following specifications for funding consideration:

1. Completed DCJS Grant Application must be **received by 5:00 p.m. on Friday, April 27, 2018.** Applications received after the deadline will not be considered. Applications must be submitted electronically by email to grantsmgmt@dcjs.virginia.gov

VERY IMPORTANT: Include in the email subject line, your current DCJS Grant number and CASA program name.

2. The following components of the application should be compiled into one (.PDF) document and be submitted as a (.PDF) document. Applications must: a) be complete; b) use the correct forms; and c) be submitted in the following order:
 - a) Application Face Sheet (**The Project Administrator, or designee with signatory authorization on file with DCJS, must sign the grant application face sheet.**)
 - b) Itemized Budget for FY19 and FY20
 - c) Budget Narrative for FY19 and FY20
 - d) CASA Program Performance Targets Form (see pg.16)

- e) General Grant Conditions and Assurances and the Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements (**Signed in two locations within the form**)
 - f) CASA Statement of Assurances Form (see pg.13)
 - g) Approved Projected Annual CASA Program Budget for FY19
 - h) Current Board of Directors List
 - i) Staff to Volunteer Ratio Form (see pg.15)
 - j) Copy of IRS 501(c)(3) confirmation letter (for Nonprofit organizations only)
 - k) Grant Application Checklist Form (see pg.14)
3. The Risk Assessment Worksheet must be completed and submitted as a separate attachment in Excel.

PLEASE NOTE: Failure to complete forms accurately, or failure to submit the grant components specified in Section 2 above in **one (.PDF)** document, could result in the delay or withholding of grant funds.

Instructions for completing the Application Components:

Grant Application Face Sheet Instructions

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:* Enter the applicant's DUNS number in this space. (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 FY18 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 original 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 funds 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.

Itemized Budget Form and Budget Narrative Instructions

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. Please see 28 CFR Part 94, Subpart B - VOCA Victim Assistance Program – (§§94.119 - 94.122) at: <https://www.gpo.gov/fdsys/pkg/FR-2016-07-08/pdf/2016-16085.pdf>.

When completing Itemized Budget and Budget Narrative consider the following:

- This application will fund the CASA program for two years (FY19 and FY20). CASA programs should submit a budget for each year with an understanding that FY20 will be revised based upon the formula calculations. CASA programs will submit a revised FY20 budget once the formula is calculated for FY20 allocations.
- Funding portions of the budgets must match with totals given on the Application Face Sheet.
- All additional funds supporting this project must be included in the itemized budget in each line item, in Section 7 of the itemized budget form, and in the budget narrative. Additional funds include, but are not limited to, grants from local sources, fundraising events, individual donors or local government sources supporting the project. Sources of funding must be identified in Section 7 of the itemized budget form.
- 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. If additional match funds are included in the application, the program will be required to account for these funds and to report on them in financial reports and the subsequent required annual audit.

1. Itemized Budget Instructions:

The Itemized Budget is an excel spreadsheet to provide a clear and detailed accounting of how grant funds and match will be allocated. The applicant should complete the Itemized Budget as follows:

- *Section 1 - 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 and explain each type of benefit included and the total cost allowable to employees assigned to the program. If this is percentage based, indicate the percentage and include the calculation used.
- *Section 2 - Consultants*
(Please consult with DCJS prior to requesting funds in this category.)
- *Section 3 - 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 and service to child victims.
- *Section 4 - 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.
- *Section 5 - 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 (not all are allowable under VOCA):
 - 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
- *Section 6 - 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.
 - *Section 7 - Cash Funds from Sources Other than Grant Funds Supporting this Project*
Indicate the funds from sources other than this award, to demonstrate applicant's ability to meet the match requirement. These funds will include local funds supporting the project but may not include state, federal or in-kind sources. The funds must be included in the budget summary, itemized budget and budget narrative.

2. Budget Narrative Form Instructions:

Once the Itemized Budget form is completed, the applicant will provide additional details on the proposed expenditures through completion of the Budget Narrative.

- Review instructions outlined for completion of the Itemized Budget for information to include in the Budget Narrative. Cost explanations should be reasonable, appropriate and justified.
- 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.
- The Budget Narrative should articulate clearly the total cost of the expenditure and the breakdown of the allocation of each grant source requested, as well as matching funds.
- The total amounts requested in each line item and category should equal the amounts requested on the Itemized Budget and the Face Sheet.

CASA STATEMENT OF ASSURANCES

The _____
(Name of Program)

(Please check if applicable)

- is in compliance with all state Regulations.
- is currently assigning volunteers to cases.
- is adequately staffed and supervised according to regulations (1 FTE for every 30 volunteers according to the reduced ratio as articulated in regulations).
- is fiscally managed according to generally accepted accounting principles.
- is willing to conduct an audit on all DCJS grant monies within 180 days of the close of the grant period.
- is willing to provide information and data to DCJS when requested.
- is currently using CASA Manager 15 and has purchased tech support services, and is aware that CASA Manager intends to change pricing in FY20.

Project Administrator

Date

GRANT APPLICATION CHECKLIST

(Please check box if applicable)

- Has the Grant Application been completed?
- Has the Program Administrator signed the application?
- Have all applicable parts of the Project Budget Summary been completed?
- Did you complete Itemized Budgets for FY19 and FY20?
- Did you complete Budget Narratives for FY19 and FY20?
- Did you use only **rounded** figures on the Itemized Budget form?
- Did you complete “Section #7” on the Itemized Budget form?
- Did you include a copy of your 501(c)(3) confirmation letter if you are a non-profit organization?
- Did you include a copy of your approved projected (FY19) annual program budget?
- Did you include a list of the members of the Board of Directors, or if not governed by a board, a statement by the project administrator describing your governing structure?
- Did you include the Statement of Assurances form completed and signed by the project administrator?
- Did you include the CASA Program Staff to Volunteer Ratio Form (including applicable job descriptions)?
- Did you include required certifications (“General Grant Conditions and Assurances” and the “Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements”)?

**CASA Program Staff to Volunteer Ratio Calculation
Fiscal Year 2017**

Please provide information for your program staff to volunteer ratio during the last fiscal year, from July 1, 2016 – June 30, 2017.

CASA Program Name: _____

Total Number of Active Volunteers Assigned to Cases in FY17: _____

Total Number of Staff Assigned to Supervise Volunteers Full Time in FY17: _____

Total Number of Staff Assigned to Supervise Volunteers Part-Time in FY17: _____
(List number of hours staff engaged in volunteer supervision activities weekly): _____

Total number of "Volunteer" Supervisors in FY17 - individuals who served the program in a capacity of a volunteer supervisor but did not receive financial compensation: _____
(List number of hours unpaid staff engaged in volunteer supervision activities weekly): _____

Attach Job Descriptions for all staff included in calculations.

CASA Program Performance Targets

Instructions: Provide actual program data for each performance date for the fiscal years indicated. Then make projections based upon the data provided. Provide any comments or explanations as needed.

Performance Measure	Actual FY15	Actual FY16	Actual FY17	Projected FY19	Projected FY20	Comments/ Explanations
Number of children served by an active volunteer						
Number of new children served by an active volunteer						
Number of new volunteers trained						
Percentage of volunteers retained						
Number of pre-service trainings held						
Number of in-service trainings held						
Number of volunteers attending in-service training						
Percentage of volunteer recommendations accepted by the court						
Percentage of volunteer recommendations not considered by the court						