



**Virginia Sexual and Domestic Violence Victim
Fund Grant Program
Sexual Assault Forensic Examiners /
Sexual Assault Nurse Examiners**

Program Guidelines and Application Procedures

January 1, 2023 – June 30, 2024

18-Month Award Period

For New Competitive Applicants

Application Due Date:

September 20, 2022, 12:00 pm (noon)

Late applications will not be accepted.

Virginia Department of Criminal Justice Services
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Issued August 12, 2022

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I. Introduction

In 2004, the Virginia General Assembly passed legislation creating the Virginia Domestic Violence Victim Fund. In 2006, the Virginia General Assembly passed additional legislation changing the name of the fund to the Virginia Sexual and Domestic Violence Victim Fund (VSDVVF), effective July 1, 2006. This change more accurately reflects the purpose of the funding and clarifies that resources should be focused on addressing both sexual and domestic violence. The purpose of the VSDVVF is to provide funding to assist in protecting and providing necessary services to victims of and children affected by sexual violence, domestic violence, stalking, and family abuse.

Effective July 1, 2022, § [9.1-116.1](#) of the *Code of Virginia* was amended and reenacted to include the availability of funding for sexual assault service providers and hospitals for the purpose of funding the cost of salaries and equipment for sexual assault forensic examiners, sexual assault nurse examiners, and pediatric sexual assault nurse examiners.

Over the 18-month period of January 1, 2023 through June 30, 2024, approximately **\$1,000,000** will support projects dedicated to providing sexual assault forensic examinations for victims of sexual assault.

These guidelines provide detailed guidance to aid applicants seeking funds. Using the guidance presented in this document, applicants should be able to efficiently and effectively prepare complete applications.

A. Grant Period

The grant period for awards made under these guidelines is for the 18-month period, **January 1, 2023 through June 30, 2024.**

Applicants will submit one (1) application via the online grant management system (OGMS).

One award package will be generated for the 18-month cycle (January 1, 2023 to June 30, 2024).

B. Purpose

The primary purpose of the VSDVVF grant program is to support projects that provide services to victims of and/or children affected by sexual violence, domestic violence, stalking, and family abuse. Under **this competitive funding opportunity**, *VSDVVF Sexual Assault Forensic Examiners/Sexual Assault Nurse Examiners (SAFE/SANE)*, requested funds may be used for the cost of salaries and equipment for sexual assault forensic examiners, sexual assault nurse examiners, and pediatric sexual assault nurse examiners. Priority for funding will be given to forensic examiners and nurse examiners serving rural or underserved areas of the Commonwealth of Virginia.

C. Eligibility

Virginia Sexual and Domestic Violence Victim Funds within this funding opportunity are available to sexual assault service providers and hospitals to fund the cost of salaries and equipment for sexual assault forensic examiners, sexual assault nurse examiners, and pediatric sexual assault nurse examiners.

Grant funds may not be used to support programs for perpetrators.

D. Priority Areas

For this grant program, priority for funding will be given to forensic examiners and nurse examiners serving rural or underserved areas of the Commonwealth of Virginia.

II. Funding Source, Amount Available, Program Requirements, Due Dates, & Review

A. Funding Source

This grant opportunity is funded by state general funds (Item 408 of the 2022-2024 biennium budget) and is administered by the Virginia Department of Criminal Justice Services.

B. Amount Available

It is anticipated that approximately **\$1,000,000** will be available to support eligible projects for the 18-month award period. Applicants may request **up to \$150,000** for the award period from **January 1, 2023 through June 30, 2024**.

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

Due to uncertainty regarding future VSDVVF funding, programs are encouraged to develop long-term strategies and infrastructure to ensure sustainability after this grant period. As a part of a long-term plan to ensure that a portion of VSDVVF grant funds is available for new initiatives, DCJS may develop a cost-assumption plan for continuation grantees in future grant cycles.

C. Program Requirements

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

[DCJS General Grant Conditions and Assurances](#)
[VSDVVF Grant Requirements](#)

Non-supplantation: VSDVVF funds **may not be used to supplant** state, local or other funds which would otherwise be available for the same purpose. Instead, grant funds must be used to increase the total amount of funds used to support sexual violence, domestic violence, stalking, and family abuse services. State, local, or other funds currently allocated to provide services to victims of or children affected by these crimes may not be reallocated to other purposes if a VSDVVF grant is awarded.

D. Restrictions on Funding

Applicants under this competitive application process are eligible to apply for a maximum award of up to **\$150,000** for the 18-month period.

Applicants are strongly encouraged to request only the minimum number of staff necessary to implement programs. To promote the retention of qualified project staff, applicants are encouraged to request competitive salaries. The requested compensation level should be further documented by comparison of the scope and complexity of work performed to other similar positions receiving similar pay.

The purpose of funding under this solicitation is to fund the *cost of salaries and equipment* for sexual assault forensic examiners, sexual assault nurse examiners, and pediatric sexual assault nurse examiners. Additional types of funding requests will not be considered or approved.

Indirect costs are not allowed under the VSDVVF grant program.

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 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 grants 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

DCJS requires submission of these reports into the new DCJS On-line Grant Management System (OGMS). DCJS has created a series of self-guided videos and training materials to assist with this requirement. These training resources will provide a global overview of OGMS functionality as well as high-level instructions on how to perform various tasks. Additional information about the online reporting system can be found on the DCJS website at: <https://www.dcjs.virginia.gov/grants/ogms-training-resources>

All grant recipients are required to complete financial and progress reports by the 15th of the month after the close of each quarter. Additional training and information will be available on progress reporting requirements following the start of the grant cycle.

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

Jan–March Quarter	April 15, 2023
Apr–June Quarter	July 15, 2023

Projected FY 2024 Project Progress Report and Financial Report Due Dates:

Jul–Sept Quarter	October 15, 2023
Oct–Dec Quarter	January 15, 2024
Jan–March Quarter	April 15, 2024
Apr–June Quarter	July 15, 2024

G. Match Requirement

Grant applicants are not required to provide matching funds.

H. Application Deadline

Applications must be submitted via OGMS. Applications must be received **no later than 12:00 p.m. (noon) on Tuesday, September 20, 2022**. Applications received at 12:01 p.m. or later on September 20, 2022 will not be considered. If this is the first time submitting applications in OGMS, **DCJS recommends submitting your grant application 1-2 days in advance of the deadline.**

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

I. Grant Application Training and Technical Assistance

The Victims Services Team has developed a recorded training webinar which provides an overview of the VSDVVF SAFE/SANE funding opportunity and demonstrates how to complete an application in OGMS.

Training Link: https://us02web.zoom.us/rec/share/889J14H3knQOoOwvX4Un5Ln1BmGirOj-MBt6qmucFdwSGbjOnJ-OuLhL6_hF2nEd.7T8PvY8egnLUO4mm

Passcode: kZoetG^1

A link to this webinar is also posted on the VSDVVF SAFE/SANE website.

For additional OGMS related issues, please see the [OGMS Training & Resources](#) web page.

To aid applicants in their grant preparation, the VSDVVF Grant Program Coordinator is available for support and technical assistance at 804-786-1165 or via e-mail at tierra.williams@dcjs.virginia.gov.

J. Grant Application Review Process

This is a competitive grant application process. Applications will first be reviewed by DCJS staff who will ensure the following criteria are met:

1. Applicant is eligible for VSDVVF SAFE/SANE funding;
2. Proposed project activities are VSDVVF eligible; and
3. If the applicant is a current VSDVVF grant recipient, all claims and status reports for the current grant are no more than 30 days overdue.

All applications 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 sexual violence. DCJS reserves the right to change program budgets based on allowability and justification of items, and available funding.

Each application can earn a score of **100 points**. The primary grant program elements are evaluated based on ratings of Excellent, Good, Fair, Marginal, or Unacceptable. The rating points that can be awarded for each primary grant program element are:

Project Narrative	60
Demonstration of Need (0-20 points) <ul style="list-style-type: none"> • A successful applicant will explain how the proposed project will fill a need in the service area. 	
Project Description (0-15 points) <ul style="list-style-type: none"> • A successful applicant will describe a project that is specific to the purpose of this grant program. 	
Service Area Demographic/Target Population (0-15 points) <ul style="list-style-type: none"> • A successful applicant will use recent and relevant statistics to describe their service area and target population. 	
Sustainment Plan (0-10 points) <ul style="list-style-type: none"> • A successful applicant will describe how this project will be incorporated into the organization and community. • The applicant will discuss how the project will be financially and programmatically supported after the 18-month grant period. 	
Goals and Objectives (0-20 points) <ul style="list-style-type: none"> • A successful applicant will identify goals, and each goal must have objectives. Each objective must be measurable and directly related to one or more items requested in the grant proposal budget. 	20
Budget (0-20 points) <ul style="list-style-type: none"> • A successful applicant will include a basis of computation with all requested costs/items. • All items are justified as necessary to the proposed project. • The applicant will indicate whether each item is used exclusively for the proposed project. All items that are not used exclusively for the project will be prorated, and the applicant will include an explanation how the items were prorated. 	20
Required Attachments (3 points deducted for each absent item)	
TOTAL	100

Bonus Points: Proposed projects that serve rural or underserved areas will receive **10 bonus points**. Applicants must thoroughly describe the rural or underserved area in the Project Narrative section in order to receive bonus points.

The Grants Committee of the Criminal Justice Services Board (CJSB) will receive grant application scores and reviews and will make funding recommendations to the full CJSB. **The CJSB will make final grant award decisions at its meeting in December 2022.** Funding decisions made by the CJSB are final and may not be appealed.

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

Budget requests made must be allowable under state guidelines and must be reasonable, appropriate, and justified. 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

Grant applications must be entered in [OGMS](#). Follow these steps to begin an application for this funding opportunity in OGMS.

1. Log into [OGMS](#). If you have never registered for OGMS, select the Registration button on the OGMS home page.
2. Select *Funding Opportunities*.
3. Select ID #51, *Virginia Sexual and Domestic Violence Victim Fund (VSDVVF) Grant Program Sexual Assault Forensic Examiners for Competitive Applicants*.
4. Select *Start New Application*.
5. Under *Application Title*, enter the name of your Proposed Project. For example, “Forensic Services at ACME Hospital”
6. Under *Primary Contact*, select your name. This can be changed later in the application process if needed. Select *Save Form Information*. You will be taken to a new screen.
7. Under *Organization*, select your organization and then select *Save Form Information*. This will take you to a new screen.
8. Under *Additional Applicants*, select any of your organization members who should have access to this application and to the grant if it is awarded. You can also add or subtract people after the grant is awarded. If you do not see the name of a person who should have access to the application/grant, it could mean they are not registered in OGMS. Select *Save Form Information*. This will take you to a new screen.
9. Under the Application Details screen, complete all sections by clicking on each line. You cannot submit the application until all sections are complete. A green check mark indicates the section is complete. Refer to the [DCJS OGMS Training and Resource webpage](#) for technical assistance with the OGMS system.

The following sections are incorporated into the OGMS application system:

A. Face Sheet

Congressional Districts: List the congressional districts that will benefit from the program.

Jurisdictions Served: Select all jurisdictions served.

Certified Crime Prevention Community: Not applicable to this grant program. As this is a required field, please answer this question to the best of your knowledge.

Type of Application: Select “New”.

Community Setting: Check the box(es) that best describes the applicant service area.

Brief Project Description: Provide a short description of the project. The description should 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 Director: List the person who will have day-to-day responsibility for managing the project.

Project Administrator: List the person who has authority to formally commit the organization to complying with all the terms of the grant application. This must be the leader of the agency/organization, or the president of the Board of Directors of a nonprofit organization. *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.

B. Project Narrative

1. **Demonstration of Need:** Explain how the proposed project will fill a need in the service area. What is the problem? What is needed to respond to the problem? What is available in the community to address the problem? What is not available that this project will provide? Explain how the proposed services will enhance services for victims.
2. **Project Description:** Provide a description of the proposed project. Describe how the project will be implemented if the grant is awarded.
3. **Service Area Demographic/Target Population:** Use recent and relevant statistics to describe the organization's service area, such as race, ethnicity, gender, age and income. Define the target population(s), and explain how the organization will outreach to this population(s).
4. **Sustainment Plan:** Explain how the proposed project will be incorporated into the organization and community. For example, if the proposed project includes salary for staff, how does this staff person work with others in the community and in the organization? Also explain how the project will be financially and programmatically supported after the 18-month grant award period.

**A Word or PDF document addressing these components may be attached to your application.*

C. Project Goals and Objectives

Applicants must identify goals. Each goal must have objectives. Each objective must be measurable and directly related to one or more items requested in the grant proposal budget.

D. Grant Application Itemized Budget and Budget Narrative

Enter a budget for the 18-month grant period that is no more than \$150,000. Enter all requested funds under State Funds. Do not include matching funds. Each budget line must correspond to the itemized budget forms.

Funds from Other Sources: Enter the amount and source of funding that will be used to support this proposed project.

Requirements:

1. For all items, under item justification, explain how the item is needed to support the proposed project.
2. All items must include a basis of computation in the description of the item.
3. All items should reflect expenditures for an 18-month grant period.
4. For all items, the applicant must indicate, in the description, whether the item is used exclusively for the proposed project. Items that are not used exclusively for the project must be prorated, and the applicant must include an explanation how the items were prorated.
5. The applicant is responsible for ensuring totals in each itemized budget form matches what is on the Budget form.
6. At the bottom of each itemized budget form, the applicant must identify the funding source for the budgetary items. Put all expenses under State Funds.

1. **Personnel and Employee Fringe Benefits**

List each position by title. Show the annual salary rate for the employee and the hours of time to be devoted to the project by the employee. Typically, full-time employees work 2,080 hours annually.

Position and Justification provide information on the responsibilities of the positions as well as qualifications for positions to be funded through this project. Indicate how the positions will promote your organization's ability to enhance victims' services. Please include job descriptions under the Attachments tab.

For employee benefits: Indicate each type of benefit included and the total cost for employees assigned to the project. Budgets should take into account time needed to acquire new staff and the changing demands for personnel during the course of the project.

2. **Consultants**

Under this funding opportunity, VSDVVF funds may **not** be used to support the cost of consultants.

3. **Travel**

Under this funding opportunity, VSDVVF funds may **not** be used to support the cost of travel.

4. **Supplies and Other Operating Expenses**

Under this funding opportunity, VSDVVF funds may **not** be used to support the cost of supplies and other operating expenses.

5. **Equipment**

If the applicant is seeking funds for equipment, complete all required sections on this form including a description and justification for all line items. Under the description, state whether the item is to be used exclusively to support victims of sexual assault. If the item is not for the exclusive use of supporting victims of sexual assault, it must be prorated. The applicant must explain how the item was prorated. Applicants requesting equipment must also adhere to maintaining an inventory log of all items purchased under this funding opportunity.

For example, "Applicant is seeking funding to purchase a CrimeCam Examiner Digital Camera with FLS from Arrowhead Forensics for the FNE. The item will be used for photographing fluorescence of biologicals on victims of sexual assault. The requested item is \$5,000 based on the listed category price (see attached ad), and will be used by the FNE 100% of the time to conduct examinations under this grant project therefore the entire cost of the item is being requested."

6. **Indirect Costs**

Under this funding opportunity, indirect costs are not allowed.

E. Forms and Attachments

1. [DCJS General Grant Conditions and Assurances](#)
2. Job descriptions, to include required/necessary certifications of staff
3. Basis of computation documentation for any requested equipment
4. (Optional) any supplemental documents for your application components

F. Non-Supplantation

VSDVVF funds may not be used to supplant state, local, or other funds which would otherwise be available for the same purpose. Instead, grant funds must be used to increase the total amount of funds used to support services. State, local, or other funds currently allocated to provide services to victims may not be reallocated to other purposes if a VSDVVF grant is awarded. All applicants must complete this certification.

G. Authority Certification

All applicants must complete this certification. The Authority Certification is to be signed by the Project Administrator or designee, not the Project Director, program staff or any other individual without submitted documentation

Reminders:

The FY 2023-2024 VSDVVF SAFE/SANE Grant Application is **due in OGMS on Tuesday, September 20, 2022 by 12:00PM (noon)**. Applications must be submitted under Funding Opportunity # 51 - **Virginia Sexual and Domestic Violence Victim Fund (VSDVVF) Grant Program Sexual Assault Forensic Examiners for Competitive Applicants**. Late applications will NOT be considered. Please consider submitting your application prior to the due date.

For questions regarding OGMS please email: ogmssupport@dcjs.virginia.gov (include your organization name and application number).

The VSDVVF Grant Program Coordinator is available to provide technical assistance and support during the application process via email at tierra.williams@dcjs.virginia.gov.

You may also use the “Question” feature in OGMS. Questions will be addressed within two business days.