



Victims of Crime Act (VOCA) Victims Services Grant Program

Program Guidelines and Application Procedures
State Fiscal Year 2024

***Application Due Date:
Friday, March 3, 2023, 12:00 pm (noon)***

Virginia Department of Criminal Justice Services
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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 subawards made under these guidelines is for state fiscal year (SFY) 2024: July 1, 2023 through June 30, 2024. For purposes of this solicitation, applicants must submit one budget that will be used for the 12-month grant period.

B. Purpose

The primary purpose of VOCA funding is to support the delivery of direct services to victims of crime. 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

As this funding opportunity is for continuation funding only, applicants are limited to currently funded VSGP subrecipients in good standing, whose subawards are not in suspended status and whose VSGP-required quarterly progress reports and financial reports have been submitted.

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 subaward 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 Unique Entity Identifier number (UEI).
- If currently registered, provide proof of registration with the System for Subaward Management (SAM) (<https://sam.gov/SAM/>), formerly the Central Contractor Registration (CCR).

This is a 12-month continuation of SFY 2022-2023 VSGP funding. As such, eligible projects should represent a continuation of currently funded VSGP projects. Significant changes in project scope, target population, service area, etc. will not be accepted. Further, projects must continue to be VOCA allowable and consistent with previously stated eligibility requirements. 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 and maintain documentation onsite of volunteer efforts.
- 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 Department of Justice (DOJ) 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.

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 U.S. Department of Justice, Office of Justice Programs, Office for Victims of Crime (OVC). It is anticipated that the federal VOCA awards supporting this grant period will include 2020-V2-GX-0048 and 2021-15POVC-21-GG-00602-ASSI. The CFDA number is 16.575. Subgrants originally awarded under the Sexual Assault and Domestic Violence Core Services Funding Category are supported by both VOCA and 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. Programs should not anticipate continued competitive funding beyond this 12-month project period.

B. Anticipated Funding Available

This is a continuation grant funding opportunity, and the anticipated awarded amount for each eligible agency has been predetermined. Each eligible agency will receive 10% less in federal funds than the 12-month equivalent of their SFY 2022/2023 VSGP subaward.

For a list of predetermined anticipated subaward amounts for SFY 2024, click [here](#). Applicants must ensure that the budget they enter into OGMS as part of this grant application matches, or is less than, their predetermined subaward amount.

The amount available for expenditures during SFY 2024 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 addition, all subawards must be approved by the DCJS Criminal Justice Services Board. In the event of a significant increase or decrease in the total amount of funds available in SFY 2024, DCJS will notify all subgrantees and provide guidance regarding changes to the estimated SFY 2024 subawards.

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). Note, the Special Conditions below are for the current VSGP (SFY 2022-2023) awards; updated conditions that reflect the 12-month grant period will be provided to subgrantees at the time of award.

[VSGP SFY 2022 - 2023 Special Conditions and Requirements](#)

[VOCA Rule](#)

[Department of Justice Financial Guide](#)

Suspension or Termination of Funding

DCJS may suspend (in whole or in part) or terminate funding, or impose another sanction on a subgrantee, for any of the following:

1. Failure to adhere to the standard terms and conditions or special conditions.
2. Failure to implement the project within 90 days of the start of the award period.
3. Implementing substantial program changes to the extent that the project is no longer aligned with the purpose of the funding.
4. Failure to submit reports (programmatic and/or financial) in a timely manner.
5. Failure to meet service objectives in the previous award period of performance.
6. Filing a false certification in this application or other report or document.

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; food; give-away trinkets (i.e., keychains, chip clips, water bottles, t-shirts/branded clothing, and other promotional items) and capital expenses (including construction). Additionally, there are limitations on consultant costs.

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

E. Disbursement of Funds

Disbursement of funds will occur on a cost-reimbursement basis for actual funds expended through a “claim” process. Actual expenditures must be reported quarterly and invoiced pursuant to

approved line-item budget categories in the grant subaward package. Subgrantees will only be reimbursed for costs that have been incurred within the grant period, and which are reported on the detail of expenditures (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 OGMS.

F. Financial and Progress Reporting Requirements

Required reports include:

1. Quarterly Financial Expenditures, detailed in quarterly claims
2. Quarterly Reporting on Project Income
3. Quarterly Progress Reports, describing activities supported with these funds
4. 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, OGMS.

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

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

1 st Quarter, July – Sept.	October 15, 2023
2 nd Quarter, Oct. – Dec.	January 15, 2024
3 rd Quarter, Jan. – March	April 15, 2024
4 th Quarter, April – June	July 15, 2024

Additionally, subrecipients must report project income to DCJS monthly. Program income is defined as any income earned as a result of grant funded activities. Subrecipients must use program income to offset total allowable costs and reduce the Federal award and non-Federal entity contributions (i.e., the deduction method). Please see the [DOJ Financial Guide](#) for more information on program income. Activities that are anticipated to generate program income should be noted in the application, as described below in section III, B.

G. Match Requirement

According to the VOCA Rule, grant recipients “shall contribute (i.e., match) not less than 20 percent (cash or in-kind) from non-federal sources of the total cost of each project” ([28 CFR 94.118\(a\)](#)). VOCA regulations also allow, however, for the State Administering Agency to implement a match waiver request policy. The recently passed “VOCA Fix” Act (H.R. 1652 VOCA Fix to Sustain the Crime Victims Fund Act of 2021) includes language codifying the ability of State Administering Agencies (SAAs) to waive the VOCA match requirement for VOCA subrecipients. Further, it also requires that SAAs issue waivers for subrecipients during a pandemic national emergency, and for one year after it ends.

Pursuant to this provision, OVC guidance, and the DCJS Match Waiver policy, DCJS will waive the local portion of match obligations for SFY24 VSGP continuation subawards. As the match

obligation is waived at time of subaward and there is no local match obligation, subrecipients will not enter match dollar or in-kind contributions in their SFY24 VSGP budgets.

H. Application Deadline

Although this is continuation funding available for current VSGP funded organizations, subawards are contingent upon the applicant successfully entering their grant application in OGMS. Applications must be submitted in OGMS **no later than 12:00 p.m. (noon) on Friday, March 3, 2023**. After such time, OGMS will no longer permit applications that are in progress of being submitted.

I. Grant Application Technical Assistance

If applicants have questions, please email questions to Anya.Shaffer@dcjs.virginia.gov or Andi.Martin@dcjs.virginia.gov, copying your DCJS grant monitor. A response will be sent within two business days.

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

- VOCA Allowable and Unallowable Costs
- Victims of Crime Act Final Rule
- DOJ Financial Guide

J. Grant Application Review Process

Applications will be reviewed by DCJS staff to ensure the following:

1. The requested budget matches, or is less than, the predetermined subaward amount.
2. All certifications are complete and signed by the correct individual in OGMS.
3. All items listed in the budget are:
 - a. Allowable,
 - b. Allocable,
 - c. Justified as needed for the project,
 - d. Including a basis of computation, and
 - e. Prorated if needed (and include a basis of computation for the proration).
4. The application includes three goals with 2-3 objectives and all objectives are specific, measurable, attainable, related to the items in the budget, and time based.

DCJS staff will electronically send applications back to applicants for needed corrections, which must be completed before funds can be awarded in OGMS.

The Grants Committee of the Criminal Justice Services Board (CJSB) will review and make funding recommendations to the full CJSB. **The CJSB will make final grant subaward decisions at its meeting in May 2023.** Funding decisions made by the CJSB are final and may not be appealed.

DCJS 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

Grant applications must be entered in OGMS. Register and/or confirm existing registration at least two weeks prior to the application due date to ensure that the individual who will be submitting the application has OGMS access. The OGMS funding opportunity number is 493320.

The following forms are incorporated into the OGMS application system:

- A. Face Sheet
- B. VSGP Budget
- C. Itemized Budget Forms
 1. Itemized Personnel and Employee Fringe Benefits Budget
 2. Itemized Consultants Budget
 3. Itemized Travel Budget
 4. Itemized Subsistence/Other Travel Costs Budget
 5. Itemized Equipment Budget
 6. Itemized Supplies and Other Expenses Budget
 7. Indirect Costs Worksheet for applicants seeking indirect costs (including attachment for Indirect Cost Rate Agreement for programs seeking indirect costs over 10%)
- D. Goals and Objectives
- E. Non-supplanting Statement signed the Project Administrator. *
- F. Civil Rights Certification of Compliance signed by both the Project Director and Project Administrator. *
- G. General Conditions and Assurances signed by the Project Administrator. *
- H. Lobbying and Disbarment Certification signed by the Project Administrator. *
- I. Authority Certification signed by the Project Administrator. *
- J. Attachments
 1. Proof of valid SAM Registration required of ALL applicants
 2. Internal Revenue Service 501(c)(3) letter. Required of non-profit organizations.
 3. Letters designating signing authority, if applicable.

* If someone other than the Project Administrator signs these certifications, attach a letter from the Project Administrator designating signing authority.

A. Face Sheet

1. **Congressional Districts:** List the congressional districts that will benefit from the program.
2. **Jurisdictions Served:** Select all jurisdictions served.
3. **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.
4. **Type of Application:** Enter “Continuation,” the agency’s SFY 2022/2023 VSGP Grant Number, and a short description of what was accomplished with VSGP funds in SFY 2022.
5. **Community Setting:** Check the box(es) that best describes the applicant service area.
6. **Brief Project Description:** Provide a description of the services to be provided with grant funds and an estimate of the total number of individuals to receive program services during the grant period. For example, *“VSGP grants funds will be used to pay the salaries of 5 staff who will provide counseling services, crisis intervention, hospital and court accompaniment, and assistance with basic needs. Funds will also be used for outreach activities and providing training to staff. We anticipate serving 100 victims with these funds during this grant period.”*
7. **Project Director:** List the person who will have day-to-day responsibility for managing the project.
8. **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 serve as Project Administrator, attach a letter delegating signing authority.
9. **Finance Officer:** List the individual who will be responsible for fiscal management of the funds.

Note: Appropriate internal controls necessitate that the Project Director, Project Administrator and Finance Officer are different people.

B. Budget

Complete a VSGP budget grid for 12 months (July 1, 2023 – June 30, 2024). Round all amounts to the nearest dollar. Total budgets and the total for federal and state general funds must equal the anticipated subaward amounts listed [here](#). Complete one budget grid even if the applicant’s anticipated subaward includes Competitive **and** Sexual and Domestic Violence (SADV) Core Services Funding. DCJS recommends that organizations who receive State General Funds budget these funds in categories that will allow them to spend down State General Funds before June 15, 2024. In OGMS, State General Funds are called “State Funds.”

Under the section labeled Funds from Other Sources, list the amount and source of funds that will be used to support the VSGP project. Include the amount of anticipated funds earned from Project Income in addition to how Project Income will be earned. Please see the [DOJ Financial Guide](#) for more information on program income.

C. Budget Itemization Worksheets

Complete a Budget Itemization Worksheet for all six budget categories: 1) Personnel/Benefits; 2) Consultants; 3) Travel; 4) Equipment; 5) Supplies and Other Expenses; and 6) Indirect Costs. If you are not requesting funds in a budget category, you must still complete the form by opening the form, selecting “no” indicating that you are not requesting funds in that category, and selecting “Mark as Complete.” As with the budget grid, all amounts listed in the budget itemization worksheets must reflect a 12-month subaward. Itemized budget grid totals must match amounts entered into the overall budget grid.

1. Personnel Budget Category

If the applicant is seeking funds for personnel, complete all required sections on this form including a position description and justification.

Staff time that is supported by grant funds may only be spent on approved grant activities. If you are requesting funding for a position that provides services outside of these grant activities, pro-rate your request to only include time spent assisting victims as part of this grant program. For example, if your agency executive director spends 40% of their time providing direct service to victims of crime and 60% of their time on non-direct service/non-grant funded activities, then you cannot request 100% of that person’s salary. You must prorate your request to 40% of this position. Explain how you have prorated each position under **Description**. Also under **Description**, describe the grant-related duties that this position will perform.

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.

Example #1

Description

Applicant requests funding for a full-time victim advocate position. The position is currently funded by VSGP and filled by Ann Smith. This victim advocate position will provide direct services to victims of domestic violence and sexual assault. They will provide crisis intervention, court accompaniment, referrals to services, assistance with applying for victim compensation, travel assistance for obtaining services and participating in criminal justice proceedings, and they will participate in outreach activities. 100% of the position is allowable VSGP work and so this request is not prorated. The hourly rate for this position is \$24/hour. They will work 2,080 hours (full-time) under this grant project. $\$24 \times 2080 \text{ hours} = \$49,920$.

Justification

The salary for this Victim Advocate position is similar with all similar positions in our agency; the victim advocate pay range is \$21.50-\$24.80 per hour. Ann has been in the position for 5 years and earned a gradual increase to her current pay rate. The victim advocacy services provided by this position will assist the organization with the following goals: supporting victims’ emotional and physical needs; helping to stabilize their lives after victimization; and helping victims understand and participate in the criminal justice system, which are also purposes VOCA funding.

Example #2

Description

Applicant requests funding for 20% of the Executive Director's (ED) salary. Under this grant the ED will supervise all VSGP funded direct service providers, complete VSGP quarterly progress reports and contract amendments. These duties take up 20% of their time so this request is prorated. The ED salary is \$70,000/year. $\$70,000 \times 20\% = \$14,000$.

Justification

The annual salary of the ED is consistent with similar positions in this part of the state, and it is approved by the agency Board. Similar positions in the area range between \$62,000-\$78,000. The ED position is necessary to this VSGP grant project as it supports the provision of direct services to victims and the successful management of this grant.

Example #3

Description

Applicant requests funding for 50% of a full-time counselor position. The counselor will provide individual and group counseling session to victims of domestic violence. The counselor's salary is \$55,200/year. $\$55,200 \times 50\% = \$27,600$.

Justification

The annual salary of the counselor is consistent with similar positions in this part of the state, and it is approved by the agency Board. Similar positions in the area range between \$50,000-\$60,000. The services provided by the counselor position will assist the organization with the following goals: supporting victims' emotional and psychological needs; and, helping to stabilize their lives after victimization, which are also purposes VOCA funding.

- 2. Fringe Benefits:** Applicants can add requests for fringe benefits per grant funded staff member. Fringe Benefits should be prorated based on time spent on the grant.
- 3. Consultant Budget Category**

If the applicant is seeking funds for consultants, complete all required sections on this form including a consultant description and justification. The rate of compensation for individual consultants must be reasonable and consistent with that paid for similar services in the marketplace, however, the rate may not exceed \$650.00 per day (\$81.25 per hour, exclusive of travel and/or subsistence), and may not exceed the consultant's usual and customary fee. Any request for a consultant with a rate higher than \$650 per day or \$81.25/hour will be denied.

Services provided by a third party, regardless of whether there is a contract in place or not, should go under Consultants. For example, co-pays, property management, daycare providers, etc. should be allocated under consultants.

Under **Description**, detail what the consultant will provide and how many hours they will provide their services. Under **Justification**, explain how the work provided by the Consultant is essential to the goals in the proposed project and allowable under the VOCA Rule. Additionally, explain how use of a consultant is cost effective and reasonable. For example, explain why the applicant must hire a consultant to provide this service rather than have its own staff provide the service.

Example #1

Description

Applicant requests funding for 208 hours of counseling services contracted with Acme Counseling. 208 hours of counseling services over the 12-month grant period will allow the

organization to send 2 victims per week to one hour of counseling located in our offices with Acme Counselors. (52 weeks x 2 victims per week x 1 hour per session= 104 hours). All counseling sessions will be for victims of crime under this VSGP project, so this request is not prorated. The Acme Counseling rate is \$80/per hour. 104 hours x \$80/hour = \$8,320.

Justification

Our in-house counselor cannot keep up with the need for counseling services. By contracting with Acme Counseling, we can shorten the wait list and get more victims into this needed service. \$80/hour is within the federal contracting limits, and it is the actual hourly rate Acme charges its clients.

Example #2

Description

Applicant requests funding for Spanish and Russian translation services contracted with Jane Doe. Translation services are needed to translate our current victims' services brochure into Spanish and Russian. These brochures support outreach to victims of crime to be served by this grant project; this request is not prorated. Our brochure is 1020 words. Jane Doe's translation services rate is 15 cents per word. 15 cents x 1020 words x 2 (Two Languages: Spanish and Russian) = \$306.00.

Justification

Our current sexual assault brochure was recently updated. It is important to translate this brochure to reach Spanish and Russian speaking people living in our service area. Jane Doe's rate of 15 cents per word is the middle range rate for translation services according to Bureau Works.

4. Travel

If the applicant is seeking funds for mileage, complete all required sections on this form including a description and justification for all mileage. If the applicant does not have an established local travel policy, then the applicant must adhere to federal/state travel policy. If local travel policy differs from the federal/state travel policy, please provide or describe the policy in the justification. Refer to the following U.S. General Services Administration (GSA) website for the most current travel rates and policies: www.gsa.gov/travel/plan-book/per-diem-rates.

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.).

Under **Description**, explain what the travel expense is for, including a basis of computation describing how you determined the requested amount.

Under **Justification**, explain the following: how the proposed travel expenses are essential to the goals in the proposed project; how the travel expenses are allowable under the VOCA rule; and whether the amounts are based on the established local travel policy or, if there is no established local travel policy, based on the federal/state travel policy.

Example #1

Description

Agency estimates that over the 12-month grant period, victim advocates will travel 100 miles round trip to attend four Multi-disciplinary Team meetings with other service providers in our service area. This is based on travel in previous years. 100 miles x 62.5 cents per mile (.625) x 4 meetings = \$250.

Justification

These meetings are essential for victims' services because we collaborate on cases to determine the best way to meet the needs of our clients during the meetings. Promoting a coordination of public and private efforts to serve and aid crime victims is a requirement of VOCA funded organizations. The agency policy mileage reimbursement follows federal (GSA) guidelines of 62.5 cents per mile.

Example #2

Description

Agency requests mileage for a 12-month period for sexual assault advocates to travel to the hospital to meet directly with victims for forensic medical exams. Last year, advocates responded to 40 such calls and each call resulted in an average 20-mile round trip. 40 calls x 20 miles each = 800 miles. 800 miles x 55 (cents per mile) = \$440. We are not prorating this amount because all mileage is based on services provided under this grant program alone.

Justification

Mileage is needed so that staff and volunteers can be present with victims at the hospital where they can provide a wide range of services in a supportive, trauma-informed way. Accompaniment services to forensic examinations are eligible services as indicated in the VSGP Guidelines, page 3. Per agency policy, we reimburse mileage at a rate of 55 cents per mile, which is different from federal (GSA) guidelines.

5. Subsistence/Other Travel Costs

If the applicant is seeking funds for other travel expenses, complete all required sections on this form including a description and justification for all line items.

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

Example #1

Description

Agency requests subsistence for three advocates to attend basic advocacy training in Richmond, September 1-5, 2023. According to the GSA, each complete day of subsistence is \$48. \$48 x 5 days x 3 staff = \$720. This request is not prorated because each staff attending the conference will provide services under this grant project.

Justification

Attendance at this conference will give the direct service advocates who attend tools and knowledge to work with victims. They are all new to the agency and have never attended basic training before. Providing direct services to crime victims is the purpose of VOCA funding and we want to ensure it is done in an appropriate way. It is our agency policy to provide subsistence in accordance with the U.S. General Services Administration (GSA).

Example #2

Description

Agency requests 4 nights of hotel stay for three advocates to attend the basic advocacy training in Richmond in September 2023. According to GSA, the daily lodging rate in Richmond for the month of September is \$145. 4 nights x \$145 x 3 staff= \$1,740. This amount is not prorated as each staff member will provide services under this grant project.

Justification

Attendance at this conference will give the direct service advocates who attend tools and knowledge to work with victims. They are all new to the agency and have never attended basic training before. Providing direct services to crime victims is the purpose of VOCA funding and we want to ensure it is done in an appropriate way. It is our agency policy to provide lodging for staff attending out of area conferences in accordance with the U.S. General Services Administration (GSA).

6. Equipment (items \$5,000 per unit and greater)

If the applicant is seeking funds for equipment, complete all required sections on this form including a description and justification for all line items.

Equipment is defined in the DOJ 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.” Please note that grant funded equipment should be tracked, managed, and disposed of a manner consistent with the subrecipient’s policies and the DOJ Financial Guide.

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**, 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 shown. For example, you are requesting funds to lease a copier. The lease price is \$6,000/year. The copier will be used by all agency staff regardless of how the staff is funded and regardless of the work being copied on the copier. This VSGP grant will make up approximately 25% of the agency’s budget. You can show your total request for the copier this way: 25% x \$6,000 = \$1,500. In this scenario, you can only request up to \$1,500 for the copier.

Under **Justification**, 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. Grant reviewers will want to know whether the cost of the item is typical for similar items. It may be helpful to explain how you determined the cost of an item, i.e., you received a quote, this is what you paid for a similar item last year, etc. 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

subaward, 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. Upon award, applicants must adhere to the DOJ Financial Grants Guide Property Standards for grant funded equipment and maintain property records onsite.

Amounts should reflect a 12-month budget period.

Example #1

Description

Applicant is seeking funding to purchase a scanner/copier. The price of the scanner/copier is \$5,000. Based on prior year's work, we estimate that the scanner/copier will be used by all program staff for any and all agency needs. 90% of use will be for serving victims of crime (approximately 10% will be used for non-allowable activity like fundraising and lobbying). This request is prorated to 90%. \$5,000 (total cost) x 90% = \$4,500.

Justification

The scanner/copier will replace a current one which is approximately 15 years old. The current one is unreliable and often breaks down. The new scanner/copier will be used to copy materials provided to victims and documents needed for case management. We received three quotes for a new scanner/copier and have attached them to this application. All quotes were \$5,000.

Example #2

Description

Applicant is seeking funding for a new security system for the Shelter. The Shelter is used by victims of crime and people in our service area who are homeless. Historically, victims make up 95% of shelter residents and so this request is prorated by 95%. The estimated cost of a new security system for our shelter (not including the monthly service rate) is \$5,200 (provided by Acme Security Company.) \$5,200 x 95%=\$4,940.

Justification

This organization received three estimates for a new security system. The estimates ranged between \$5,000-\$7,500. This request is on the lower end of that range. A security system will allow us to provide a safe and secure shelter for victims of crime. A safe and secure shelter will help us meet our goals of helping to stabilize the lives of victims after victimization and restore a measure of security and safety for the victim, which are also purposes of VOCA funding.

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

If the applicant is seeking funds for supplies and other expenses, complete all required sections on this form including a description and justification for all line items.

Supplies are defined in the DOJ 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: office supplies, postage, training registration, telephone services, cell phone services, equipment maintenance, internet provider contracts and printing projects.

Supplies and other expenses that support the whole organization 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.

Under **Description**, 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. Also under Description, explain how you came up with the cost of each item. This will require you to provide a basis of computation.

Under **Justification**, 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 SFY 2024, we anticipate spending \$450, 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.

Membership fees should be requested under this category. Grant funds may support a maximum of three memberships per year in victim assistance organizations. Memberships must be in the name of the organization, not an individual. Under **Description**, describe the organization or association, membership rate, and the benefits the applicant will receive with membership. Under **Justification**, explain how the membership is essential to the goals in the proposed project and allowable under the VOCA Rule.

Amounts should reflect a 12-month budget period.

Example #1

Description

Applicant is seeking funding to purchase a laptop computer for Staff Advocate Jane Doe. The laptop identified for purchase costs \$900. The laptop includes the programming and security features needed. Jane will only use this laptop for serving victims. This agency is requesting 15% of the cost from another grant program and so we are only requesting 85% of this cost. $\$900 \times 85\% = \765 .

Justification

The laptop computer will give Jane the ability to manage their cases. Jane does not currently have a laptop. They only have a desktop computer. The laptop is needed so that Jane can take it to court and have access to needed information.

Example #2

Description

Applicant is seeking funding replace a desktop computer for Executive Director, Jane Doe. The desktop computer identified for purchase costs \$900. The computer includes the

programming and security features needed. This request is prorated based on Jane's work on this grant project. 75% of Jane's time is spent on this grant project serving victims and administrative work on the grant. $75\% \times \$900 = \675 .

Justification

Jane's current desktop computer is 6 years old, outdated, and due for replacement per agency equipment replacement policy. A computer is needed so that Jane can perform necessary administrative work and track services to victims.

Example #3

Description

Applicant is seeking funding for emergency victim supplies. These supplies will be used for victims only. These emergency items are based on what was provided to victims by the agency in 2022: 20 bus vouchers at \$5 each = \$100; 12 hotel vouchers at \$100 each = \$1,200; and 10 instances of lock changes at an average of \$45 each = \$450. Additionally, although this was not provided in 2022, we anticipate assisting 10 victims with moving expenses that will average \$200 each = \$2,000. $\$100 + \$1200 + \$450 + 2000 = \$3,750$.

Justification

These emergency items will be provided to victims of crime during the grant period. The amounts are based on actual costs from 2022 and needed but not provided services in the same year. Payments for services will be directly provided to the service provider and vouchers will be provided in accordance with our policy to ensure proper distribution and accounting. These emergency goods will help us assist victims to stabilize their lives and restore a measure of safety and security, which are goals of VOCA funding.

8. Indirect Costs

Applicants requesting indirect costs must complete this section.

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.
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. Use the OGMS indirect costs rate MTDC form to calculate your MTDC. This will be based on the amounts you have in your proposed budget.

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's)
- 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 do not have 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

If indirect costs are requested and the applicant is requesting a rate that exceeds 10%, the applicant must attach a copy of the applicant's Indirect Cost Rate Agreement letter/documentation to this OGMS form.

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.

D. Project Specific Goals and Objectives

All applicants must complete the section, **Project Specific Goals and Objectives**. Applicants must identify three goals. Each goal must have 2–3 objectives. Each objective must be measurable and directly related to one or more items requested in the grant proposal budget. Awarded applicants will report on the status of their goals and objectives quarterly.

Goals and objectives should be reflective of the grant funded project. As noted above, subrecipients will receive a 10% reduction in the federal subaward portion. DCJS understands that decreases in funding often impact service provision. It is not the expectation that programs maintain the same quantitative level of service that was supported with higher funding levels. Rather, subrecipients are

encouraged to assess funding and staffing levels and develop goals/objectives that are reflective of the work anticipated to occur in the grant period.

Examples

Goal #1: To provide an array of supportive services to sexual assault victims.

Objective 1: By June 30, 2024, 175 victims of sexual assault will participate in the art therapy program that is supported by this grant project.

Objective 2: By June 30, 2024, advocates working under this grant program will provide hospital accompaniment to 50 victims of sexual assault.

Objective 3: By June 30, 2024, this agency will participate in 12 outreach activities, 6 of which will focus on underserved communities, in order to inform our service area of our sexual assault services.

Intended outcome: We will increase our reach to sexual assault survivors, who will have access to crisis services and on-going supportive services.

Data Collection: Services will be tracked in our agency case management database. Outreach activities will be documented in an Excel-based spreadsheet.

Timeframe: All objectives are designed to be completed by June 30, 2024, over a 12-month period.

Goal #2: To support domestic violence victims with basic needs provisions

Objective 1: By June 30, 2024, 50 victims of domestic violence will receive sheltering services with funds supported by this grant.

Objective 2: By June 30, 2024, VSGP funded advocates will provide court accompaniment to 35 victims seeking protection orders.

Objective 3: By June 30, 2024, VSGP funded advocates will provide 250 hours of crisis intervention services to victims of domestic violence through the agency crisis line.

Intended outcome: Victims of domestic violence will receive access to services responding to their needs as related to crime victimization.

Data Collection: Services will be tracked in our agency case management database. Crisis line services are also documented in an Excel-based spreadsheet.

Timeframe: All objectives are designed to be completed by June 30, 2024, over a 12-month period.

E. Requirement Demonstrating Non-Supplantation

All applicants must complete the Non-Supplantation form.

Non-supplanting defined: The federal DOJ 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.

Please email questions to Anya.Shaffer@dcjs.virginia.gov or Andi.Martin@dcjs.virginia.gov, copying your DCJS grant monitor. A response will be sent within two business days.