



Victim/Witness Grant Program (VWGP) Formula Grant Program

Fiscal Years 2019 through 2021 Program Guidelines and Application Procedures

Grant Application Due Date and Time

- Wednesday, **April 18, 2018** by **5:00 p.m.** to Grantsmgmt@dcjs.virginia.gov

Grant Period: Fiscal Years 2019 - 2021

- July 1, 2018 - June 30, 2021

Award Amount Available

- See Guidelines for Projected Maximum Awards

Grant Application Checklist

- Signed Grant Application Cover Sheet
- Itemized Budget, Budget Narrative, and Risk Assessment
- Service Objective Targets
- Signed Grant Conditions & Certifications
- New Program Applications Require Additional Documents

Questions?

- Contact Information:
- Patricia Foster, 804 371-8634, or Patricia.Foster@dcjs.virginia.gov

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Victim/Witness Grant Program Fiscal Year 2019-2021 Program Guidelines and Application Procedures

Introduction

In accordance with §§9.1-104, 19.2-11.1, and 19.2-11.3 of the *Code of Virginia*, the Virginia Department of Criminal Justice Services (DCJS) is disseminating these Program Guidelines to continue supporting grant funded local victim/witness programs, establish new programs in un-served localities, and support existing statewide programs designed to provide direct services, information, and assistance required by Virginia's Crime Victim and Witness Rights Act (the Act; see 1995, c. 687) and other victims' rights laws.

The FY2019 - FY2021 guidelines were developed for grantees that request to apply for new and continuation funding for the period July 1, 2018-June 30, 2021. Please note that this is a ***three-year funding cycle***.

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.

These guidelines are posted on the Internet at:

<http://www.dcjs.virginia.gov/victims-services/grants/victim-witness-grant-program-voca>

Sources of Funding and VOCA Background

This grant program is supported by the "Virginia Victim/Witness Fund" (see § 19.2-11.3, Code of Virginia), Federal Victims of Crime Act (VOCA) funds (see Publ. 98-473, as amended), and state General Funds.

The federal VOCA Fund, established in 1984, 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.

DCJS anticipates having sufficient funds to continue projects as outlined in the attached Projected Maximum Awards charts. Given satisfactory performance and adequate funding, continuation of funded projects is expected. The amount available for expenditures during FY2019-21 are dependent upon factors including deposits into, and expenditures from, the Victims of Crime Act (VOCA) funds awarded to the Commonwealth, and the amount of state General Funds allocated to support Victim/Witness Programs. In the event of a significant increase or decrease in the total amount of funds available in FY2019-21, DCJS will notify all grantees and provide guidance regarding changes to the estimated FY2019-21 awards.

The grant period for these guidelines is **July 1, 2018 through June 30, 2021**. Second and third year awards are contingent upon funds allocated to support the Victims of Crime Act, program performance, and the availability of

funds. Grantees are strongly encouraged to focus on direct service delivery, and to document that service delivery, in order to secure continuation funding.

Eligibility

The grant program to support local victim/witness programs is open to local units of government. Local units of government may subcontract with private, non-profit service providers. To promote coordination of services and cost effectiveness, each local unit of government may submit only one application to support a local victim/witness program serving a single locality. Localities may submit stand alone or joint applications to support regional victim/witness programs serving multiple localities. In selecting project location/sponsorship, local units of government must assure consideration of alternatives and selection based on qualifications including capacity to provide all required services and meet all grant requirements, quality of services and service coordination, and experience and technical expertise to manage the project and deliver the services at fair value.

The grant program to support statewide victim assistance programs is open to only the Office of the Attorney General, the Department of Corrections, The Virginia Parole Board, and the Department of Criminal Justice Services. Grant funds may only support provision of information and assistance specifically required by the Crime Victim and Witness Rights Act and other victims' rights laws. Each eligible state agency seeking funding to support statewide victim assistance programs may submit only one application.

The following categories of applicants are eligible to apply for grant funding.

Continuation/Expansion Funding for Existing Programs

All currently grant funded local victim/witness programs and statewide victim assistance programs are eligible to apply for continuation/expansion funding, given satisfactory program performance.

New Local Victim/Witness Programs

The following localities are eligible to apply for full-time programs.

Craig, Fauquier, Highland, Rappahannock.

Total grant awards for new single locality full-time projects are not expected to exceed \$70,000. Regional projects seeking to increase to one FTE per locality served may also apply with the same funding limit per locality.

Projected Maximum Awards for FY2019, 2020 and 2021

For FY2019 (July 1, 2018 through June 30, 2019), FY2020 (July 1, 2019 through June 30, 2020), and FY2021 (July 1, 2020 through June 30, 2021) grant awards are not expected to exceed the amounts listed in the attached List of Projected Maximum Awards. Overall, the table reflects a 2% increase in funding in FY2019, and level funding in FY2020 and FY2021.

Matching Funds Not Required

No specific cash match percentage is required at this time. However, grant funds cannot replace other available funds. See the discussion of non-supplantation below for more information.

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 describes supplantation 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."

Applicants under this grant program must describe, as part of the budget narrative, non-grant funds supporting their projects and must identify records which document the level of non-VOCA support and satisfy the non-supplantation requirement.

Budgeting Flexibility

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

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. Within these broad restrictions, grantees have discretion to determine how grant funds can most effectively be utilized.

Therefore, ***these guidelines do not prescribe, nor prohibit, increases in staff salaries in FY2019-21.***

Deadline

Applications must be ***received*** by DCJS before **5:00** p.m. on Wednesday, ***April 18, 2018 and must be submitted electronically.***

Please **email** the following to grantsmgmt@dcjs.virginia.gov:

- **One (1) FY19-21 completed Excel budget itemization worksheet.**
- **One (1) PDF copy of the entire complete signed application.**

Sample file naming convention:

Albemarle County currently receives Victim/Witness Grant Program funding under grant number 18-U9593VW16. Albemarle County should email the following files:

- Albemarle's FY19-21 Excel budget: **AlbemarleVW9593itemizeFY19 21.xlsm itemization**
- Scanned copy of all application documents: **AlbemarleVW9593complete 19 21.pdf**

Three Year Grant Award

Attachment 10 - VW Projected Maximum Total Grant Awards FY19-FY21 details projected maximum awards for FY19, FY20, and FY21.

For most programs, the FY19-21 chart depicts a 2% increase in awards for FY19 and level funding in FY20 and FY21. Applicants are not required to request the listed maximum award levels. Additionally, applicants that requested, and were awarded funds at a level substantially below the maximum allowed in for FY17-18, may request funding up to the maximum level allowed for FY17-18.

For example, locality X may have been eligible to apply for \$140,000 in FY17-18, but elect not to hire additional staff, and only applied for \$75,000. For FY19, locality X could again consider applying for up to \$140,000.

The FY17-18 maximum award chart is available here:

<https://www.dcjs.virginia.gov/sites/dcjs.virginia.gov/files/grants/fy-2017-2018-victimwitness/attach10vocavwformulaawardtable.pdf>

The FY19-21 maximum award chart is available as **Attachment 10** to these guidelines.

To streamline the application process, completion and submission of a single itemized annual budget and narrative is required for FY19. The FY19 budget will serve as the annual budget for FY20 and FY21. Each year applicants will have the opportunity to amend the budget within the total award amount.

Annual award amounts are contingent upon the availability of adequate funding and may **also be impacted by program performance and compliance with grant requirements**. Grantees are strongly encouraged to focus on direct service delivery, and to document that service delivery, in order to secure continuation funding.

New and continuation applicants must **provide a need justification**. Continuation applicants should compare the grant award amount and program service delivery in FY15-16 to the grant award amount and service delivery achieved in FY17-18, or otherwise **demonstrate cost effectiveness and impact**. The purpose of the need justification is to demonstrate to the Criminal Justice Services Board that the requested funding level is reasonable, appropriate and cost effective. As necessary, applicants should also describe plans to improve and expand service delivery in FY19-21. All expenses must be allowable, reasonable, necessary, and justified.

Grant Period

Grants to support local victim/witness programs and statewide victim assistance programs are for the thirty-six month period of July 1, 2018 through June 30, 2021

(FY2019, FY2020, **and** FY2021) and can be renewed, given satisfactory performance and the availability of sufficient funds.

Program Requirements

In accordance with the *Code of Virginia* (§§9.1-104, 19.2-11.1, and 19.2-11.3), DCJS requires grant funded local victim/witness programs to provide comprehensive information and assistance addressing victims' rights established by the Crime Victim and Witness Rights Act. (See the Victim/Witness Program Codebook for further description of required services).

Grants to support statewide victim assistance programs must focus on delivery of a specific service or a more limited range of services required by the Act and other victims' rights laws. Funded programs in this category must meet all other grant requirements described in the Program Guidelines.

New and continuation applicants must also submit completed and signed copies of Attachment 4 — "General Grant Conditions and Assurances" and the "Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements."

Evaluation and Reporting

DCJS requires online submission of financial and progress reports into the Grants Management Information System (GMIS); therefore, all recipients of grant funding must have access to the Internet for reporting purposes. Additional information about the online reporting system can be found on the DCJS website at:

<http://www.dcjs.virginia.gov/grants/gmis-online>

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.

Projected FY2019 Project Progress Report and Financial Report Due Dates

First Quarter	October 17, 2018
Second Quarter	January 17, 2019
Third Quarter	April 16, 2019
Fourth Quarter	July 17, 2019

In accordance with a Criminal Justice Services Board policy, applicable to all DCJS grant programs, **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

DCJS developed the Grants Management Online Information System to coordinate financial reporting. Quarterly financial reports and requests for funds must be completed on-line. Additional information about the on-line reporting system can be found at:

<http://www.dcjs.virginia.gov/grants/gmis-online>

CIMS and PMT

DCJS developed a Client Information Management System (CIMS) software package to capture required data elements for state and federal reporting. This software is provided to grantees free of charge. Grantees are required to use the CIMS system and to submit progress reports electronically. For additional support and technical information related to the CIMS software package, contact Lisa Self at (804) 786-8475 or Lisa.Self@dcjs.virginia.gov.

The federal Office for Victims of Crime (OVC) requires all VOCA funded projects to report annual award and quarterly performance activities in the Performance Measurement Tool (PMT). Our goal is to enable all programs to upload quarterly data required by OVC to the PMT in accordance with OVC requirements. At this time Victim Witness programs data is entered in the PMT by DCJS staff. DCJS will begin preparing programs to enter in their local or statewide performance data.

Allowable Costs

Only those costs directly related and essential to providing direct services to crime victims can be charged to the grant. Please see 28 CFR Part 94, Subpart B - VOCA Victim Assistance Program – (§§ 94.119 - 94.122) at: <https://www.law.cornell.edu/cfr/text/28/94.120>

Unallowable Costs

For guidance regarding services, activities, and costs which 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.law.cornell.edu/cfr/text/28/94.122>

In accordance with federal guidance, grant funds cannot be used to pay for activities that are directed at prosecuting an offender and/or improving the criminal justice system's effectiveness and efficiency. For example, costs, including staff time, associated with the preparation of subpoenas and other prosecution-focused activities cannot be supported with grant funds. Such expenses are considered part of the criminal justice agency's responsibility and cannot be supported with victim assistance grant funds.

Additional guidance regarding allowable and unallowable costs and services is available at:

https://www.dcjs.virginia.gov/sites/dcjs.virginia.gov/files/publications/victims/voca_assistancehandoutallowableservices3.pdf .

Grant Application Technical Assistance

DCJS staff is available to provide technical assistance and information regarding the guidelines and the application procedures. Please contact Patricia Foster at 804-371-8634 or Patricia.Foster@dcjs.virginia.gov, or your Grant Monitor (for current VW grantees), if you have any questions.

Review Process

DCJS will review all applications and make programmatic and budgetary recommendations for consideration by a subcommittee of the Criminal Justice Services Board (CJSB). The subcommittee will meet to evaluate reviewer recommendations and any allowable appeals. The subcommittee will make final recommendations for consideration by the full CJSB, at the Board's June 14, 2018 meeting.

If the subcommittee recommends for substantive reasons that an applicant **not** be funded, the applicant may appeal the recommendation before an appeals panel of the CJSB. DCJS will notify any applicants eligible for appeal. The recommendations of the appeals panel will be presented to the CJSB for final action. Grant awards will be issued by The Division of Finance and Administration: Grants Management, based on the final approval of the CJSB. Fiscal and programmatic revisions may be required as a condition of funding.

Instructions for Completing the Application for New and Continuation Grants

Applicants requesting DCJS grant funding **for the first time** or seeking to relocate an existing program must file a “New” Application. Applicants requesting funding to continue existing projects are “Continuation”. Please note the requirements below for your distinct project when completing the application: (New) or (Continuation).

An Application consists of a complete:

- I. **Project Description** (Program Title, Needs Justification, Goals and Objectives, and Implementation Plan)
- II. **Budget Face sheet** (Grant Application Face sheet (Complete Brief Project Description using the provided example)
- III. **Itemized Budget and Budget Narrative** (Use Itemized Budget Excel worksheet and Narrative template form provided)
- IV. **Pre Award Risk Assessment** (Risk Assessment Worksheet located on the Budget form)
- V. **Required Attachments** (Job descriptions (as applicable), service targets for victims and witnesses and other certifications, General Conditions and Certifications, and Cooperative Agreement List)

INSTRUCTIONS:

I. Project Description

Program title (New Applicants Only)

Indicate the jurisdiction(s) served and the formal title of the proposed program. For example, “Richmond Victim/Witness Program” or “Department of Corrections Victim Notification Program.”

Need Justification (New and Continuation Applicants)

NEW Programs. Provide a specific description of the need which this program will address, including the number and types of clients eligible for the proposed services and the percentage of those eligible who will be served.

Summary Need Justification: Provide a clear concise justification for the requested funding level. Compare the grant award amount and program service delivery in FY15-16 to the grant award amount and service delivery in FY18. Demonstrate that the requested funding level is appropriate and that the program operates cost effectively. As necessary, describe plans to improve and expand service delivery in FY19-21.

Goals and Objectives (New and Continuation Applicants)

Attachments 2 and 3 provide a listing of required and optional service objectives for local victim/witness programs and also contains guidance regarding service objectives for “statewide victim assistance programs”.

To document service objectives, new and continuation must propose the target number of victims to whom services will be provided during FY2019, FY2020, and FY2021 for each required service objective. These targets should be listed on Attachment 2.

New and Continuation must also check “Other Required Certifications” blanks on Attachment 3.

All victim/witness program applicants must also provide annual targets for each required witness service objective. These targets should be listed on Attachment 3. If appropriate, “statewide victim assistance program” applicants may also use Attachment 3 to indicate annual witness targets for selected services.

All victim/witness program applicants must check “Program Development” blanks on Attachment 2.

Implementation Plan (New Applicants Only)

In this section, NEW applicants should describe what they will do in order to accomplish each of the program's service objectives. Victim/witness program applicants must provide an implementation strategy for each required service objective.

NOTE: To aid applicants in complying with the implementation plan requirement, a “check-off” type Sample Victim/Witness Program Implementation Plan is provided as Attachment 11.

Using the sample plan, applicants may document service objective implementation simply by checking off strategies which accurately describe intended implementation plans. Alternatively, applicants may develop an original implementation plan if that better meets their needs.

Additionally, the implementation plan should include:

- Written cooperative agreements (See Attachment 8)
- Letters of support for the proposed project from allied professionals and community stakeholders integral to program service delivery and success.
- An organizational chart
- A description of how the applicant intends to use volunteers
- A description of how the applicant intends to maintain confidentiality of client-counselor information (See Attachment 9)

II. Completing the Grant Application Budget Face Sheet (New and Continuation Applicants)

Page 1 of the DCJS **Grant Application face sheet**, completed and signed, **for FY19-21.** (See Attachment 1). Applicants should request a total budget amount not to exceed the projected maximum awards listed on the applicable tables. The itemized budget

must be completed using the Excel form provided by DCJS. The completed itemized budget must be completed and emailed, by the submission deadline, to grantsmgmt@dcjs.virginia.gov. In accordance with the instructions provided in these guidelines, the budget itemization worksheet amounts must be itemized and place in the appropriate category for each line item. **Use of the budget narrative template form is required.**

Grant Program: List the grant program for which you are applying (provided in template).

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

Applicant: Official name of locality or state agency applying for the grant.

Faith Based Organization: Check the box indicating whether or not your program is a faith-based organization.

Federal ID Number: List your locality's federal identification number.

Best Practice: Not applicable to this grant program; for JJDP Programs only.

Jurisdiction(s): List all localities to be served and include zip code plus 4 digit code; or if appropriate, indicate "statewide."

Program Title: Indicate program title, i.e. "Henry County Victim/Witness Program."

Certified Crime Prevention Community: Check the box indicating whether or not your locality has been certified by DCJS.

Targeted Age: N/A - For JJDP Programs only, list the age range of those who will benefit from these services.

Grant Period: The FY19 budget should be for July 1, 2018 through June 30, 2019 (FY2019). Once approved, this annual budget will serve as the basis for annual awards covering the period July 1, 2018 through June 30, 2021. Grant recipients will have opportunities to submit revised budgets, not exceeding the total FY19 award, in FY20 and FY21. All awards are subject to the availability of adequate state and federal funding.

DUNS Number: Provide the Data Universal Numbering (DUNS) Number. DUNS number is a unique nine-character identification number provided by DUN and Bradstreet. If you do not have a number for the locality organization, please go the website: <http://fedgov.dnb.com/webform>.

Type of Application: For continuation applications check "Continuation" and please indicate the current grant number (FY2018 grant number). Others check the appropriate box.

Rural, Urban or Suburban: Check the box that best describes the applicant locality.

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 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 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 the manager, chief elected officer or state agency head 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 Director: List the individual who will be responsible for fiscal management of the funds.

NOTE: It is very important to provide email, fax and phone numbers for each person above. Also, provide the zip code plus 4 digit code for each person.

Brief Project Description: Provide a short description of the project. The description **must include an estimate of the total number of direct service victims and direct service witnesses** to receive program services during each year of the grant period. For the FY2019 continuation application **only**, the description must also include the total numbers of *direct service victims and direct service witnesses served between July 1, 2017 and December 31, 2017*. Please also estimate the number of volunteer hours to be worked by program volunteers in each grant period. The use of volunteers is required by VOCA, and an estimate of the number of volunteer hours to be worked is also a federal requirement.

An example of the brief project description is presented below.

Brief Project Summary-first page of FY2019 application

The XYZ victim/witness program provides comprehensive information and direct services to crime victims and witnesses in accordance with the Crime Victim and Witness Rights Act and other applicable victims' rights laws. During July 1, 2018 through June 30, 2019 (FY2019), it is estimated that **250 victims** and **30 witnesses** will receive direct services through this program. For the period July 1, 2017 through December 31, 2017, the program provided direct services to **188 victims** and **20 witnesses**. We anticipate **80** volunteer hours to be provided in FY2019.

Project Budget Summary:

The Budget Summary provides total figures from budget categories. These figures are calculated by Excel, based on entries in the Budget Itemization Worksheet.

III. Instructions for Completing the Itemized Budget and Budget Narrative (New and Continuation Applicants)

The project budget and a **budget narrative** are for the period of July 1, 2018 through June 30, 2021. *An itemized budget (Attachment 1) and budget narrative form (Attachment 2) must be completed using templates provided for each. (See Instructions for Completing the Budget Narrative above each of the seven budget categories on the form (Attachment 2)). The budget narrative must justify the value of creating each new

position. Applicants must explain the reasons for each requested budget item and how requested amounts were determined. A line-item budget narrative is required. The single completion and submission of the itemized budget and narrative will automatically reproduce the excel spreadsheet to include all three fiscal years.

The budget narrative should primarily detail anticipated expenses for FY19. The narrative should also briefly identify and describe anticipated changes to costs in each category for FY20 and FY21.

New and Continuation applicants must briefly explain the reasons for each requested budget item. The Project Budget Narrative must be presented separately from the Project Description.

*Use of the Excel Budget Itemization Worksheet and the Budget Narrative Template Form are required.

IV. Pre-Award Risk Assessment (New and Continuation Applicants)

New and Continuation applicants must complete the “Risk Assessment” Worksheet included in the Excel based budget form.

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 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.

V. Required Attachments (New and Continuation Applicants)

1. Job Descriptions for any new staff and volunteers.
2. Annual victim and witness service targets for FY2019, FY2020 **and** FY2021, required program development objectives, and other required certifications for the continuation grant period. These may be provided by completing Attachment 3 of the Program Guidelines for **each fiscal year**.
3. Completed and signed copies of the “**General Grant Conditions and Assurances**” and the “**Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements**” (see Attachment 4).

4. Provide a **listing of all current cooperative agreements**, which identifies parties to each agreement, effective dates and review dates. (See Attachment 8).
5. Completed Civil Rights Certification Form. (Attachment 5)

Personnel

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

- Indicate each type of benefit included and the total cost allowable to employees assigned to the project.
- If not previously submitted, please submit an organizational chart of all grant employees.
- If not previously submitted, please submit job descriptions for all requested grant-funded staff.
- If not previously submitted, please submit job descriptions for program-related volunteer positions.

Applicants should carefully evaluate and document physical and organizational capacity to accommodate and effectively utilize new staff.

New and continuation applicants must justify the necessity of creating each ***new*** position. Please describe the duties, responsibilities, and qualification required of each new grant funded position. Required duties, responsibilities, and qualifications must be designed to effectively provide services required by the Crime Victim and Witness Rights Act or other victims' rights laws and must be consistent with all grant requirements.

Location of Victim/Witness Program Staff: New victim/witness program staff may be physically located outside any current program office space and may be directly supervised by staff other than the victim/witness program director. Applicants are free to determine optimal arrangements for office space and supervision of new staff. Applicants should document that the proposed physical location of staff and supervision structure promotes efficient program operation. Additionally, applicants must document agreement that these arrangements are acceptable to the locality and any other parties to such agreements.

Staff of Statewide Victim Assistance Programs: To be eligible for grant funding, proposed positions must provide or facilitate the provision of direct services to victims. Additionally, all tasks duties, and responsibilities must relate directly to the provision of information and assistance to crime victims and witnesses required by the Crime Victim and Witness Rights Act or other victims' rights laws.

Salary for Grant Funded Staff: In addition to describing new staff responsibilities, applicants must justify all requested salaries. Justification may include documentation demonstrating that requested salaries are consistent with salaries paid to other positions with similar responsibilities. All requested amounts must be endorsed by the local government recipient. Submission of the signed application signifies acceptance of all grant conditions, including non-supplantation, and certification that personnel expenses,

are reasonable, appropriate, and consistent with applicable local personnel policies and compensation plans.

Consultants

List each type of consultant or service (with numbers in each category and names of major consultants when available), the proposed daily fee rate, and the amount of time to be devoted to such services. Individual Consultant's rate may not exceed \$650.00 per day.

For organizations, including professional associations and educational institutions, performing professional services: Indicate type of services being performed and estimated contract price and personnel name providing the consulting service.

Travel and Subsistence for Consultants: Reasonable expenses may be reimbursed.

NOTE: Only when it can be clearly justified that the use of outside consultants will significantly and permanently enhance project effectiveness, may consultant fees be approved.

Travel

Itemize total travel expenses of project personnel by local mileage, non-local mileage, and subsistence (food and lodging). If the applicant does not have an established local policy, then the applicant must adhere to state travel policy. If the local travel procedures differ from the state travel policy, please provide or describe the policy in the justification. Please refer to the following General Services Administration (GSA) and Department of Accounts (DOA) websites for the most current travel rates and the state of Virginia travel policy:

<https://www.gsa.gov/travel/plan-book/per-diem-rates>

https://www.doa.virginia.gov/reference/CAPP/CAPP_Topics/20335-2015.pdf

The applicant must clearly explain the basis for all calculations. Justify travel by explaining why costs are necessary and essential to providing direct services to victims or by documenting that grant funds will be used exclusively for developing the skills of direct service providers so that they are better able to offer quality services to crime victims. Additionally, applicants must document that grant funds will only cover travel costs of the project's direct service providers.

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 (training, conferences, meetings, etc.). Include a description for each request and justify why the request is necessary.

DCJS will consider requests to support attendance at appropriate national training conferences. Applicants must document that the requested training is needed and is unavailable within the state. Registration expenses should be detailed in the "Supplies

and Other Expenses” category. DCJS will approve requests for funds to support out-of-state travel, or airfares to attend training conferences, with adequate justification. Applicants should demonstrate that attendance is cost effective and will facilitate essential improvements in service delivery. Further details about some national training conferences can be found at a number of sites including:

<https://www.ovcttac.gov>

<https://www.trynova.org/jax18>

<http://victimsofcrime.org/training>

Applicants may also request grant funds to attend other in-state training events, including trainings sponsored by the Virginia Victim Assistance Network, Virginia Sexual and Domestic Violence Action Alliance, and Children’s Advocacy Centers of Virginia. Further details can be found at:

<http://vanetwork.org/>

<http://www.vsdvalliance.org/#/training/trainings-offered>

<http://www.cacva.org/>

DCJS also secured a federal grant to subsidize training expenses for attendees. Applicants are encouraged, to request grant funds to support their attendance at the victim assistance training events below, as appropriate.

Annual Basic Victim Assistance Academy

Grantees with three or fewer years’ experience are encouraged to consider attending the Virginia Victim Assistance Academy. The Academy will provide a 40-hour comprehensive, academic, interdisciplinary and interactive training program. The curriculum provides a foundation of victims’ services and principles to enable participants to more effectively help crime victims regain control of their lives. The curriculum is designed for those with three or fewer years of experience. Please note that in order to attend the Academy, individuals have to apply for acceptance. The application process is competitive. See <http://vanetwork.org/> for more details.

Location: Central Virginia
Dates: Location to be determined, Late July, 2018 (4 days)
Cost: \$150 registration fee

The Intersection of Violence: Domestic Violence, Sexual Assault, and Child Abuse Conference

The conference will focus on the intersections of violence: domestic violence, sexual assault, and child abuse. Four tracks will be utilized to train professionals on practices

that are victim-centered and evidence-based: victim advocacy, child advocacy, law enforcement, and prosecution. Topics will include how trauma impacts victims, trauma-informed response, culturally appropriate services to victims, evidence-based investigations and prosecutions, and forensic experiential trauma interviewing (FETI). Victim and child advocates, law enforcement officers, prosecutors, civil attorneys, juvenile justice professionals, and probation officers are encouraged to attend.

Location: Portsmouth, Virginia
Dates: June 11-13, 2018 (3 days)
Cost: \$125 registration fee

Advanced Victim Assistance Academy

To be eligible to attend the Victim Assistance Advanced Academy you must have at least five years of experience working with crime victims or have successfully completed the Virginia Victim Assistance Basic Academy. The Advanced Academy will provide a 20-hour interdisciplinary, interactive, and intensive training experience benefiting advocates with the prerequisite education and skill base.

Location: Central Virginia
Dates: Tentatively scheduled for October 2018
Cost: \$50 registration fee

Basic Program Management Training FY2019 (2 days)

Basic Program Management will be conducted for victim/witness program staff. This training will focus on grant application procedures, programmatic issues, GMIS, CIMS, and financial/progress reporting as requested by the Grant Monitors and the field.

Location: TBD (Richmond/Roanoke) Virginia
Dates: December 2018; March 2019
Cost: \$25 registration fee

Equipment

Each major item to be purchased must be listed separately with unit cost. List each item to be leased or rented with the cost associated with the lease or rental. Justify equipment expenses by documenting that items will enhance direct services to crime victims. Grant funds cannot support the entire cost of an item that is not used exclusively for victim related activities. However, grant funds can support a pro-rated share of such an item.

Any equipment requests must include a written estimate of cost and local contract guidelines, if necessary. Applicants must document the necessity and cost effectiveness of requested expenditures. Justification of these expenses must document that the items will provide or enhance direct services to crime victims.

All computers purchased with DCJS funds must be equipped with updated anti-virus protection software. Applicants are encouraged to limit computer purchase requests to \$1500 per workstation and to discuss computer hardware and software needs with

Lisa Self, at (804) 786-8475. Information about CIMS computer system requirements etc. can be found here: <https://www.dcjs.virginia.gov/victims-services/client-information-management-system-cims>

If equipment is requested to replace outdated or “old” equipment, please briefly describe why replacement is necessary and when the “old” equipment was acquired.

Supplies and Other Operating Expenses

All costs should be itemized within this category by major types (e.g., office supplies, equipment use fees, when supported by usage logs, printing, photocopying, postage, brochures, books and other victim-related materials, and telephone).

Show the basis for computation (“x” dollars per month for office supplies; “y” dollars per person for training materials; telephone — long distance at “z” dollars per month, etc.). Additionally, the rationale used to determine the basis for each computation should be explained, as appropriate (e.g. the photocopying cost estimate was determined based on factors including X crime and Y court caseload statistics generating Z anticipated number of copies).

Applicants should document actual expenses for each line item requested (for example: “Last year we spent \$400 on postage. For FY 2016, we anticipate spending \$475, due to stamp rate increase.”).

Grant funds may support a maximum of three memberships in victim assistance organizations. Each organization and its membership rate must be identified. Memberships must be in the name of the agency, not the individual.

DCJS will carefully examine office space rental and equipment maintenance requests, especially costs related to computer maintenance, network access, and the provision of technical support. Applicants must thoroughly document the necessity and cost effectiveness of requested expenditures.

Indirect Costs

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. Most costs can and should be assigned to a project, thereby reducing indirect costs. Indirect costs can include a portion of the cost of operating and maintaining facilities, depreciation, and administrative salaries. Such costs are generally identified with the organization’s overall operation and are further described in the Office of Management and Budget Circulars 2 CFR 200.

For the purposes of this grant, applicants may be permitted an allocation for administrative costs under one of the following:

Scenario A: Administrative Costs: If the Applicant does not have a federally approved indirect cost rate, the Applicant may include an allocation for administrative costs for up to 10% of the total funds requested. Provide an itemized list of the requested administrative costs items and the corresponding cost of each item.

Scenario B: Federally Approved Indirect Costs: If the applicant has a federally approved indirect cost rate agreement in place, the applicant may include an allocation for indirect costs. Applicants must provide a copy of their federally approved indirect cost rate agreement.

NOTE: It is anticipated that grant awards will not exceed the projected maximum awards listed in these guidelines. Applicants are discouraged from requesting indirect costs. Applicants should carefully evaluate the impact of budgeting indirect costs and should use grant funds to support direct service delivery to the maximum extent possible.

Cash Funds From Sources Other Than Grant Program Supporting This Project

Applicants must use this budget category to provide a description of the sources and amounts of cash from other sources that support this project.

Non-supplantation

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

Applicants under this grant program must describe non-grant funds supporting their projects and must identify records which document the level of non-VOCA support and satisfy the non-supplantation requirement. Be sure to describe whether the expenses requested in this grant application compliment, and do not duplicate, other existing and anticipated funding sources/amounts that your agency receives.

List of Required Application Attachments

The following attachments must be included in the completed .pdf that is uploaded to grantsmgmt@dcjs.virginia.gov:

- Attachment 1: Grant Application Budget Excel spreadsheet (Contains Face sheet, Budget Itemization and Risk Assessment Worksheets)
- Attachment 2: Itemized Budget Narrative Template
- Attachment 3: Annual Targets for Victim/Witness Program Service Objectives (Victims) and (Witnesses) and: Program Development and Required Certification Checklist
- Attachment 4: General Grant Condition and Assurances and “Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements”
- Attachment 5: Civil Rights Certification Form

Grant Development Resources

- Attachment 6: VOCA Rule
- Attachment 7: Side-by-Side Comparison of the VOCA Assistance Guidelines and Rule
- Attachment 8: Sample Cooperative Agreements
- Attachment 9: Sample Confidentiality Policy
- Attachment 10: FY2019-2021 Projected Maximum Total Awards FY19-21
- Attachment 11: Sample Service Implementation Plan
- Attachment 12: Victim/Witness Program Codebook
- Attachment 13: Sample VW Job Descriptions
- Attachment 14: Virginia Crime Victim and Witness Rights