



Victims of Crime Act

School-Based Victim Services Grant Program

Program Guidelines and Application Procedures
Fiscal Years 2020 and 2021

Application Due Date
Wednesday, March 20, 2019

Virginia Department of Criminal Justice Services
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VOCA School-Based Victims Services Grant Program

Program Guidelines and Application Procedures *Fiscal Years 2020 and 2021*

I. Introduction, Eligibility, and Purpose

Executive Order 11 was signed on June 21, 2018, which, in part, established the Work Group on Student Safety and tasked it with developing recommendations to enhance school safety in a variety of ways. This grant program is intended to complement the efforts of that work group and fund efforts to enhance schools by meeting the needs of child and youth victims. Specifically, this grant program is intended to increase access to trauma-informed intervention for victims within schools, expand access to mental health services for victims in schools, and support behavioral interventionist positions serving victims of crime at school.

These Victims of Crime Act (VOCA) School-Based Victims Services Grant Program 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 should be able to efficiently and effectively prepare complete applications.

Program Concept

Research shows that children with adverse childhood experiences suffer negative outcomes more frequently than those who have not experienced this adversity. Such adverse experiences include physical abuse, sexual abuse, emotional abuse, physical neglect, and emotional neglect.

Intervention can minimize the impact of those experiences. VOCA funds are being made available to provide services to children and youth who have been the victims of crime, or have been secondary victims (have witnessed violence in the home or community or been exposed to traumatic crimes). Research-based principles for effective treatment should guide the development and offering of any treatment program.

Eligibility

This funding is open to local units of government. Awards will be made through a competitive grant review process.

Applicants in this category can apply for a maximum of \$250,000 total award, including match, for each fiscal year. Applicants are required to provide 20 percent cash and/or in-kind matching funds, so a maximum award would be comprised of \$200,000 in federal VOCA funds and \$50,000 in matching funds.

Purpose

The primary purpose of VOCA funding is to support the delivery of direct services to victims of crime. Applicants can request funds to scale up current services and interventions, or to develop and implement new interventions or programs. The Virginia Department of Criminal Justice Services (DCJS) will place an emphasis on the use of evidence-based and trauma-informed programs and practices.

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. In the school setting, these individuals may be students who are exposed to traumatic events, either directly or indirectly. The Substance Abuse and Mental Health Services Administration (SAMHSA) defines trauma as experiences that cause intense physical and psychological stress reactions. It can refer to a single event, multiple events, or a set of circumstances that is experienced by an individual as physically and emotionally harmful or threatening and that has lasting adverse effects on the individual's physical, social, emotional, or spiritual well-being. This includes those students who have been victims of crime (including federal crimes) whether or not the crime was reported to law enforcement.

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.”

For schools, that might look like:

1. Responding to the emotional, psychological, or physical needs of students exposed to related trauma;
2. Supporting students and their families to employ proactive and therapeutic strategies for recovery following exposure to a traumatic event;
3. Supporting students and their families to understand and participate in the justice system without further traumatization; or
4. Restoring a measure of safety and security for students and families.

Grant funds may be requested for projects including but not limited to the following:

1. Provide school-based treatment that follows evidence-based and best practices for services for victims. Proposals should include a description of the assessment process for identifying these victims, including identifying any tool which will be used, if applicable.
2. Develop a process—through the procurement of a private application or other resource—by which children and youth may report at school when they have become a victim, and connect these individuals to services.
3. Develop a protocol for the use of behavior interventionists for youth victims in schools. Funds could be used to hire those individuals to provide the appropriate interventions to address the student's behavior issues. Services may be provided by local service providers that partner with school divisions to address violence within the education setting.
4. Provide services to child and youth victims of human trafficking.
5. Serve youth in the school division who are current or past victims of crime. Proposals should describe how these youth are identified as victims, including identifying any tool which will be used, if applicable. Proposal should include what services would be provided, and may include counseling, academic support if the student's time away from school has caused the student to get behind in their work; and mentoring.
6. Incorporate a child-centered, trauma informed space to existing programs working with children and youth who are victims of crime. This may include a separate space for working with children and youth in a full service agency, or enhancing space in an agency dedicated to serving children and youth.
7. Develop and/or provide training for employees who work with youth victims. Proposals should describe the method of provision of training, the target audience, and the expected outcomes from

the provision of the training. The federal VOCA rules specify that staff training should be “exclusively for developing the skills of direct service providers, including paid staff and volunteers (both VOCA-funded and not), so that they are better able to offer quality direct services.” The training costs can include, but are not limited to, “manuals, books, videoconferencing, electronic training resources, and other materials and resources relating to such training.”

8. Develop a restorative justice program that is victim-focused. This could be for youthful offenders, or for youth victims, so long as the program as a whole is victim-focused.

All proposals should include a description of how they identified that the youth served were victims of crime. Applicants should include a description of evidence-based practice approaches to be used in the program description, the process by which fidelity will be maintained in replicating any program or strategy, and a discussion of any anticipated modifications to the chosen program model. Grant funds may be used to provide transportation for victims to access services. For those proposing treatment programs, applicants are encouraged to consult the Office of Juvenile Justice and Prevention’s Model Programs Guide at www.ojjdp.gov/mpg, crimesolutions.gov, or other sources of evidence-based and best practices for treatment of child and youth victims.

The Implementation Section of the grant application must describe the specific steps the applicant proposes to undertake to accomplish the work of the project(s). This section should include a timeline or chronological listing of steps to be followed during the process. Important dates and milestones in this process should be identified for monitoring purposes.

DCJS gives priority to programs designed to be incorporated into the on-going operations of the applicant. Use this section to describe how your locality intends to institutionalize and continue this program after grant funds are no longer available.

Applications should include a work plan that describes the steps or actions necessary to accomplish the goal and objectives of the project. Provide *anticipated* begin and end dates for each step. Your work plan provides the basis for future quarterly reports.

While this solicitation is specifically intending to improve school safety, a separate VOCA Victims Services Grant Program solicitation (www.dcjs.virginia.gov/victims-services/grants/voca), is available for other services to victims of crime. Localities and non-profit organizations interested in applying for interventions other than in schools are encouraged to review the general VOCA solicitation for applicability.

II. VOCA Eligibility, Program Requirements, Due Dates, and Other Information

1. Sources of Funding and VOCA Background

This grant program is supported by federal Victims of Crime Act (VOCA) funds, through the Department of Justice, Office of Justice Programs, Office for Victims of Crime (OVC). The VOCA grant awards for this grant period include 2017-VA-GX-0018 and 2018-V2-GX-0011. The CFDA number is 16.575.

The federal Crime Victim 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.

The amount available for expenditures during FY 2020–2021 are dependent upon various factors, including the annual amount of VOCA funds awarded to the Commonwealth. In the event of a significant increase or decrease in the total amount of funds available in FY 2020–2021, DCJS will notify all grantees and provide guidance regarding changes to the estimated FY 2020–2021 awards.

The grant period for awards made under these guidelines is for the two-year period, **July 1, 2019 through June 30, 2021**. Annual award amounts are contingent upon the availability of adequate funding, 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.

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

2. Eligibility

Local units of government are eligible to apply. It is anticipated that most of the programs and interventions funded under this solicitation will take place in public schools. However, schools may also apply for transportation and other related costs to access community or nonprofit sponsored programming. VOCA rules require that VOCA grant recipients must:

- Demonstrate a record of providing effective direct services to crime victims, which includes having the support and approval of the agency's services by the community or target population, a history of providing direct services in a cost-effective manner, and having substantial financial support from non-federal sources.
- Provide services directly to victims of crime.
- Promote within the community being served a coordination of public and private efforts to serve and aid crime victims.
- Meet program match requirements.
- Assist victims of crime in seeking crime victim compensation benefits.
- Utilize volunteers significantly in project activities.
- Provide program information to the majority of agencies that assist with victims of crime in your 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 grantee is complying with applicable civil rights laws.
- Provide services to crime victims at no charge.
- Maintain confidentiality of victim information.
- Comply with DCJS requirements and provide statistical and programmatic information about staff, volunteers, and victims served.
- Provide services as defined by DCJS and/or the federal Office for Victims of Crime (OVC) and collected through the OVC Performance Measurement Tool (PMT).
- Provide services to victims of federal crimes on the same basis as victims of state/local crimes.
- Comply with federal rules regulating grants. Grant recipients must comply with the applicable provisions of the VOCA Rule and requirements of the Office of Justice Programs Financial Guide, effective edition, which includes maintaining appropriate programmatic and financial records that fully disclose the amount and disposition of VOCA funds received. This includes: financial documentation for disbursements; daily time and attendance records specifying time devoted to allowable VOCA victim services; documentation of victims served; the portion of the project supplied by other sources of revenue; job descriptions; contracts for services; and other records which facilitate an effective audit.
- Be in good standing with all state and federal agencies with which they have had an existing grant or contractual relationship. Where appropriate, all applicants must hold current professional and state licenses and certifications.
- Have a current Data Universal Numbering System (DUNS) number and registration with the System for Award Management (SAM), formerly the Central Contractor Registration (CCR).

3. Program Requirements

See the VOCA Grant Checklist under VOCA Resources for application 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):

[Civil Rights](#)

[Nondiscrimination](#)

[Limited English Proficiency \(LEP\) Individuals](#)

[Equal Opportunity Plans](#)

[Financial and Progress Reporting](#)

[VOCA Rule](#)

[Department of Justice Financial Guide](#)

[Vehicle Acquisition](#) (DOJ Grants Financial Guide, Section 3.7 Property Standards; and the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, Property Standards, 2 CFR §200.310 through 2 CFR §200.316)

In accordance with a Criminal Justice Services Board policy, applicable to all DCJS grant programs, no current recipient of funding will be considered for continuation funding if, as of the grant 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.

4. Projected Maximum Awards for FY 2020 and 2021

The maximum awards are as follows:

Applicants in this category can apply for a maximum of \$250,000 total award, including match, for each fiscal year. Applicants are required to provide 20 percent cash and/or in-kind matching funds, so a maximum award would be comprised of \$200,000 in federal VOCA funds and \$50,000 in matching funds.

5. Matching Funds

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

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

All match on awarded grants must be:

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

Cash Match

The VOCA Rule defines cash as “the value of direct funding for the project” (28 CFR [94.118\(c\)\(1\)](#)). Cash used as match may be obtained from other state (non-DCJS), local, program income, or private sources. Cash cannot be derived from federal sources. Once funds are committed to match for this project, they cannot be used for match in other areas.

In-Kind Match

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

- Volunteered professional or personal services, the value placed on which shall be consistent with the rate of compensation (which may include fringe benefits) paid for similar work in the program; however, if the similar work is not performed in the program, the rate of compensation shall be consistent with the rate found in the labor market in which the program competes.

- Materials/equipment, but the value placed on lent or donated equipment shall not exceed its fair market value.
- Space and facilities, the value placed on which shall not exceed the fair rental value of comparable space and facilities as established by an independent appraisal of comparable space and facilities in a privately owned building in the same locality.
- Non-VOCA-funded victim assistance activities, including, but not limited to, performing direct services, coordinating or supervising those services, training victim assistance providers, and advocating for victims.
- Any reduction or discount provided to the subrecipient shall be valued as the difference between what the subrecipient paid and what the provider's nominal or fair market value is for the good(s) or service(s).

Grant recipients must maintain records that clearly show the source, the amount, and the period during which the match was allocated. In-kind contributions are determined at their fair market value. The basis for determining the value of personal services, materials, and equipment must be documented and to the extent feasible, supported by the same methods used by the grantee for its own paid employees.

Volunteer services used as in-kind match are allowable and recommended. Volunteer services may be professional or technical services, consultants, or skilled/unskilled labor assisting on the project. Records must be maintained documenting all volunteer services used as in-kind match. For additional guidance on the value of volunteer time, go to www.independentsector.org/volunteer_time.

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

Match Waiver Option

Applicants may request a waiver for a portion of the match or for the entire match. To request a partial or full match waiver, detail, on agency letterhead:

1. The amount of match you anticipate providing (not the amount of waiver needed);
AND
2. The compelling need(s) your agency has for a waiver.

Match waiver requests will be reviewed by DCJS to determine if they will be submitted to OVC. The final match waiver decision is made by OVC. The OVC approval process may take several months to complete, which may impact your project implementation. If a waiver request is denied by OVC, the awarded applicant will need to provide match or negotiate a reduced award amount.

6. Budgeting Flexibility

DCJS wishes to provide grantees with maximum flexibility in designing their grant budgets and utilizing any available local funding. For new projects, applicants may allow for up to three months at the beginning of the grant cycle for planning, development, and hiring of project personnel.

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.

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.

7. Deadline

Applications must be received by DCJS by 5:00 p.m. on Wednesday, March 20, 2019, and must be submitted electronically. Applicants should email all of the following documents to voca@dcjs.virginia.gov (please note new email address):

1. One (1) FY 2020 and FY 2021 completed Excel Budget Workbook file, **AND**
2. One (1) PDF copy of the entire complete signed application.

Example of File Naming Convention

Nelsonville Crisis Center (NCC) is applying for a grant and should email the following files:

- NCC's FY 2020 and FY 2021 Excel budget: **NelsonvilleCCItemizeFY20_21.xlsm**
- Scanned copy of all application documents: **NelsonvilleCCCCompleteFY20_21.pdf**

8. Reporting Requirements

All grant recipients are required to complete and submit a Progress Report and a Financial Report by the 12th working day after the close of each quarter.

Projected FY 2020 Project Progress Report and Financial Report Due Dates:

Jul–Sept Quarter	October 17, 2019
Oct–Dec Quarter	January 21, 2020
Jan–March Quarter	April 16, 2020
Apr–June Quarter	July 17, 2020

In accordance with a Criminal Justice Services Board policy, applicable to all DCJS grant programs, no current recipient of funding will be considered for continuation funding if, as of the grant 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 and Progress Reporting

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

Required reports include:

1. Quarterly Financial Reports
2. Quarterly Progress Reports, describing activities supported with these funds.
Grantees will be provided with access to the Office for Victims of Crime (OVC) Performance Measurement Tool (PMT), a narrative report form, and additional instructions for completing the quarterly progress reports.

Performance Measurement Tool (PMT)

The federal Office for Victims of Crime (OVC) requires all VOCA funded projects to report annual award and quarterly performance activities in the PMT online system. Grantees will be required to submit data in PMT, as well as additional narrative reports and data in DCJS GMIS. Additional instructions will be provided to grant recipients.

Disbursement of Funds

Disbursement of funds will occur on a cost reimbursement basis for actual funds expended. Actual expenditures should be reported quarterly and invoiced pursuant to approved line item budget categories in the grant award package. Grantees will only be reimbursed for costs that have been incurred within the grant period. Grant funds, including matching funds, may only be expended and/or obligated during the grant period. All obligations must be fulfilled no later than 90 days after the end of the grant period. Requests for reimbursement shall be submitted through DCJS GMIS.

9. Grant Application Training and Technical Assistance

To aid applicants in their grant application preparation, DCJS will be facilitating a webinar training. **Pre-registration is required** and there is no registration fee. Instructions for participation will be provided via email on the day before the webinar.

The webinar will be held on the following date: [Click here to register](#).
Thursday, February 21, 2019 from 1:00-2:00 p.m.

Please have a copy of the guidelines available during webinar trainings. The grant application guidelines and all attachments are available at: <http://www.dcjs.virginia.gov>.

For additional information and assistance, email: VictimsServicesTA@dcjs.virginia.gov. You will receive a response by the close of the next business day.

10. Grant Application Review Process

Grant application reviewers will rate each application based on the information provided in response to these guidelines and the clarity, substance, and strength of the case made for funding. Reviewers will also consider geographic location, budget justification, cost effectiveness of proposed projects, availability of funds, and the ability to complete the goals of the grant based on programmatic design, applicant's financial health, and organizational capacity. DCJS may amend budgets based on a review of unallowable and/or unreasonable costs, and the availability of funds. DCJS has the discretion to make awards for greater or lesser amounts than requested and to negotiate the scope of work and budget with applicants prior to making an award.

The Grants Committee of the Criminal Justice Services Board (CJSB) will review grant applications and recommendations and make funding recommendations to the CJSB.

The CJSB will make final grant award decisions at their meeting on May 9, 2019.

Following the CJSB's decisions, grant award packages will be issued by the DCJS Office of Grants Management in the Division of Finance and Administration. Fiscal and programmatic revisions may be required as a condition of funding.

If the CJSB does not recommend funding for an applicant, the applicant may submit a written appeal to the DCJS Office of Grants Management for consideration by an appeals panel of the

CJSB. DCJS will notify any applicants eligible for appeal and the date and time of the appeals panel.

III. Application Guidelines and Forms

Applicants for VOCA Victims Services Grant Program funding must complete:

- Excel Budget Workbook and Budget Narratives
- Project Description
- Required Forms and Attachments

Excel Budget Workbook (to include cover sheets, itemized budgets, risk assessment) and Budget Narratives

TO BE COMPLETED BY ALL APPLICANTS

1. Include all of the following items:

Cover Sheets (Face Sheets) – complete one for each fiscal year (FY 2020 and FY 2021)

Grant Program: List the grant program.

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

Applicant: Official name of locality applying for the grant.

Faith-Based Organization: Not applicable to this grant program.

Federal ID Number: List your locality/agency federal identification number.

Best Practice: Not applicable to this grant program.

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. “First County Victim Outreach Program.”

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

Grant Period: Select FY 2020 (7/1/19-6/30/20).

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

Type of Application: Check the box that best describes the applicant service area.

Project Director: List the person who will have day-to-day responsibility for managing the project.

Project Administrator: The person who has authority to formally commit the organization, locality, or state agency to complying with all the terms of the grant application, including the provision of the required match. This **must** be the city, county or town manager or the chief elected officer of the locality, such as the Mayor or Chairman of the Board of Supervisors. If someone other than one of these officials has been delegated the authority to sign, and signs the grant application, provide a copy of the letter, memorandum or other document by which the signing authority was delegated.

Finance Director: List the individual who will be responsible for fiscal management of the funds. *Be sure to provide email addresses and phone numbers for each of the three people listed 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 victims** to receive program services during the fiscal year and a brief summary of services to be provided.

Project Budget Summary: The Budget Summary provides total figures from budget categories. No data entry is necessary here. These figures are automatically calculated by Excel, based on entries in the Budget Itemization Worksheet.

2. Itemized Budget Worksheets – complete one for each fiscal year (FY 2020 and FY 2021)

An itemized budget should be completed for each fiscal year (fiscal years 2020 and 2021). Use of the Excel Budget Workbook is required. See the following sections for detailed descriptions of each budget category.

Allowable and Unallowable Costs

Please see the Allowable and Unallowable Costs chart under VOCA Grant Resources. For additional guidance, please 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.

3. Budget Narratives – complete one for each fiscal year (FY 2020 and FY 2021)

A budget narrative should be completed for each fiscal year (fiscal years 2020 and 2021). Use of the Budget Narrative Template Form is required. Budget narratives must explain the reasons for each requested budget item and how requested amounts were determined. A line-item budget narrative is required and must correspond directly with the itemized budgets. See the following sections for detailed descriptions of each budget category.

4. Budget Category Descriptions

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 of employees assigned to the project.

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

All applicants must justify the necessity of creating each new position. Please describe the duties, responsibilities, and qualifications required of each new grant funded position. Required duties, responsibilities, and qualifications must be designed to effectively provide direct services and must be consistent with all grant requirements.

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 victims, as allowable under the VOCA Rule.

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, within the program, or at other agencies in the service area. All requested amounts must be reasonable given the complexity of work, and consistent with the applicant's staff compensation plan. 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. The U.S. Department of Justice Grants Financial Guide requires that compensation for "individual consultant services is to be reasonable and consistent with that paid for similar services in the marketplace." An individual consultant's rate may not exceed \$650.00 per day.

Requests in this category will be carefully reviewed. Justification should be provided that describes how the use of outside consultants will significantly and permanently enhance project effectiveness.

For organizations performing professional services, including professional associations and educational institutions, indicate the type of services being performed, staffing levels, and estimated contract price.

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

TRAVEL

Itemize total travel expenses of project personnel by local mileage, non-local mileage, and subsistence (food + lodging). 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) and Virginia Department of Accounts (DOA) websites for the most current travel rates and policies:

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

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

Applicants 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. VOCA grant funds can support skills training for "direct service providers, including paid staff and volunteers (both VOCA-funded and not), so that they are better able to offer quality direct services, including, but not limited to, manuals, books, videoconferencing, electronic training resources, and other materials and resources relating to such training" (28 CFR 94.121(b)). VOCA grant funds can also support training-related travel, meals, lodging, and registration fees.

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 fee 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.

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.). Include a description for each request and justify why the request is necessary.

EQUIPMENT

According to the Department of Justice's Financial Guide, "equipment means 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."

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.

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 when possible (for example: "Last year we spent \$400 on postage. For FY 2020, 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.

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 DCJS Computer Services staff, Lisa Self, at 804-786-8475.

INDIRECT COSTS

Defining 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. 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.

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.

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

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

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

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

1. Indirect Cost Rate Agreement (ICRA)

- This is a formal rate agreement that an organization has applied for and received from the federal cognizant agency (DCJS does not approve ICRA'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
- Can request the percentage (as outlined in the ICRA) of the Modified Total Direct Costs (MTDC) of their budget for indirect costs

2. “De Minimis” Rate

- This can be used by organizations that have never had a federally-approved Indirect Cost Rate Agreement

- Can use a rate of up to 10% of the Modified Total Direct Costs (MTDC) of their budget for indirect costs

Use the “MTDC Worksheet” to calculate your MTDC amount. The Worksheet will also calculate the amount of indirect costs that can be requested. **If Indirect Costs are requested, applicants must submit two additional documents with the grant application:**

1. MTDC Worksheet (Excel document) (Attachment 6)
AND
2. Certification of De Minimis Indirect Cost Rate form (Attachment 7)

OR

A copy of your agency’s Indirect Cost Rate Agreement letter/documentation

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 should 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 should/will 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.

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 that 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.

Project Description

TO BE COMPLETED BY ALL APPLICANTS, UNLESS OTHERWISE INDICATED

Address the following (1 through 6) in a *Microsoft Word* document with 1 inch margins, single spaced, with a 12-point font size. To assist application reviewers, please use the numbered headings and subheadings (in bold); follow the page guidelines provided; and when instructions say “list,” please provide a list instead of a narrative paragraph.

1. Summary Project Description, Goals, and Objectives

(1 page maximum + Attachment)

TO BE COMPLETED BY ALL APPLICANTS

- a. **Summary Project Description:** Provide a clear concise summary of the proposed project, including its primary goals and objectives and including an estimate of the total number of victims to be served during each fiscal year.
- b. **Capability:** Describe the agency’s knowledge and capability to carry out the project based on demonstrated experience in providing victim services to the target population. Public agencies must cite their statutory and/or local governing authority.
- c. **VOCA Initial Readiness Assessment:** Complete Attachment 10.
- d. **Nonprofit Organizations:** Attach IRS 501(c)(3) status letter.

2. Problem Statement/Needs Assessment

(4 pages maximum)

- a. **Summary Problem Statement:** Identify the specific problem(s), target population, and geographic area that the proposed project will address.
- b. **Existing Services and Service Gaps.** Describe existing services and identify gaps and/or barriers in services. Include current statistics and relevant facts to substantiate the need for and selection of the proposed project. Demonstrate that the proposed solution or project is evidence-based and trauma-informed.
- c. **Demand for Proposed Services.** Identify the demand and need for proposed crime victim services for the population you intend to serve. How will the proposed services solve the problem as stated in section (a)?
- d. **List and Prioritize Needs.** Clearly list and briefly describe the project/expansion elements requested. Number and prioritize the elements, with the most important being #1. Include geographic area; specific populations; type of crime victim services; staffing level information; and total budget impact that includes major expenses. (Note: this information should agree with details presented in your budget narrative).

Example:

1. Hire one new full-time bilingual sexual assault advocate to serve _____ counties (salary & fringe, computer/phone, mileage, training) = \$85,000
2. Expand domestic violence services to include _____ county (.75 FTE advocate salary & fringe, office rental, office supplies/furniture, computer/phone, mileage, training) = \$75,000.

- e. **Capacity:** Describe your organization's capacity to deliver the proposed crime victim services and why your organization should receive funding. Include your capacity to provide accessible and appropriate services by describing how you do this.

3. Partnerships, Collaboration, and Coordination of and Linkages to Services

(2 page maximum + Attachments)

- a. **Partnerships:** Describe the agency's partnership and/or coalition building strategy and use of volunteers.
- b. **Cooperative Agreements:** Applications for projects which require coordination of services among two or more agencies must describe envisioned cooperative roles and responsibilities. Proposed or completed cooperative agreements must be attached. Cooperative agreements must define roles, responsibilities, referral mechanisms, collaboration, and coordination efforts necessary for successful implementation of the project and must be signed by all affiliating agencies. If cooperative agreements are not yet complete, describe the current status and completion plan.
- c. **Letters of Support.** At least three letters of support for the specific project are required to be submitted with the application. Such letters should demonstrate community support for the proposed project and collaboration among key players. Additionally, letters should describe action plans and expected outcomes.

4. Community Outreach

(2 pages maximum)

- a. **Awareness:** Detail how you will create broad awareness of the availability of your services in your service area (i.e., promotional and public relations activities, community training, use of media, new collaborations, etc.).
- b. **Specific Outreach to Underserved:** Explain the outreach specific to traditionally underserved populations you will undertake in FY 2020 to increase awareness and utilization of services.

5. Project Management and Staff

(1 page maximum + Attachments)

- a. **Staff:** Identify all project management and staff. Describe how personnel are uniquely qualified to manage and implement the proposed project. **Attach** an organizational chart that includes all grant-funded staff positions.
- b. **Job Descriptions:** **Attach** summary job descriptions for each position for which grant or matching funds are requested; indicate the number of hours and percentage of time devoted to the proposed project.

6. Performance Measures and Evaluation

(1 page maximum)

- a. **Process:** Describe your evaluation process.
- b. **Tools:** Describe the evaluation tools you will use to gather feedback from crime victims and those you will serve.
- c. **Barriers:** Describe any barriers you anticipate to conducting effective evaluation.

- d. **Using Feedback:** If applicable, provide any relevant findings from recent past evaluation efforts (i.e., how you know your program is having an impact). Describe your process for using feedback to improve your program and services.

Required Forms and Attachments

Attachment 1	Excel Budget Workbook
Attachment 2	Budget Narrative Template
Attachment 3	General Grant Conditions and Assurances
Attachment 4	Certifications & Requirements Form
Attachment 5	Certification of Compliance with Regulations (Civil Rights)

To be completed and submitted *if applicable*:

Attachment 6	MTDC Worksheet
Attachment 7	Certification of De Minimis Indirect Cost Rate Form
Attachment 8	Grant Checklist for Vehicle Purchase and Use
Attachment 9	VOCA Initial Readiness Assessment

Additional required attachments for *all applicants*:

1. Copies of Proposed or Completed Cooperative Agreements
2. Organizational Chart
3. Job Descriptions for Grant-Funded and Match Staff, to include Project Volunteers
4. Internal Revenue Service 501(c)(3) Letter (*new nonprofit applicants only*)

See the DCJS VOCA Victims Services Grant Program webpage for additional resources (www.dcjs.virginia.gov/victims-services/grants):

- Grant Application Resources
- Federal VOCA Reporting Resources
- Federal Financial Management Resources