

Grant Application

Department of Criminal Justice Services, 1100 Bank Street, Richmond, Virginia 23219 ATTACHMENT 1

| | | | |
|-------------------------|--|---|---|
| Grant Program: | <input checked="" type="checkbox"/> VOCA Victims Services Grant Program | Congressional District(s): | district #'s |
| Applicant: | Mental Health America of Virginia | Faith Based Org: | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No |
| Federal ID # | 54 0534103 | Best Practice: | N/A |
| Jurisdiction(s) Served: | statewide | | |
| Program Title/Sponsor: | Crime Survivor Mental Health Support | CCPC: | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Grant Period: | <input checked="" type="checkbox"/> 7/1/19-6/30/20 (FY20) | DUNS Number | 83022282 |
| Type of Application: | <input checked="" type="checkbox"/> Services for Victims of Crime | <input type="checkbox"/> One-Time Initiatives | <input type="checkbox"/> Rural |
| | <input type="checkbox"/> Sexual and Intimate Partner Violence Core Services (list grant #) | FY19 SADVGP Grant Number: | <input checked="" type="checkbox"/> Urban |
| | | | <input checked="" type="checkbox"/> Suburban |

Project Director

Project Administrator

Finance Officer

| | | | |
|----------|-----------------------|---------------------------------|---------------------------|
| Name: | Bruce Cruser | Anna Mendez | Sheila Crowley |
| Title: | Executive Director | President, Board of Directors | Treasurer |
| Address: | 2008 Bremo Rd. | 2008 Bremo Rd. | 2008 Bremo Rd. |
| | Suite 101 | Suite 101 | Suite 101 |
| | Richmond, VA 23226 | Richmond, VA 23226 | Richmond, VA 23226 |
| Phone: | 804 257-5591 ext. 102 | 434 977-4673 | 540 907-2993 |
| Fax: | | | |
| E-mail: | bruce.cruser@mhav.org | anna@partnerformentalhealth.org | sheilamccrowley@gmail.com |

Signature of Project Administrator:



Brief Project Description:

The project will provide trauma-informed, trained peer recovery support to crime victims in recovery from mental trauma. Improving resiliency skills in this underserved population will improve daily functioning and help decrease re-victimization and repeat hospitalization. Victims who are no longer in a crisis stage will receive strength-focused peer recovery support in 3 day retreat type settings offered 5 times in different parts of the state each year. Certified Peer Recovery Specialists will co-facilitate the 24 hour curriculum for a group of 10 participants each time. A Project Coordinator will conduct extensive outreach to mental health and victims service providers about the service. The agency will provide ongoing support.

Section A. Project Budget

Summary

DCJS Funds

Total

| | Federal | MATCH | Total |
|-----------------------------------|-------------|-------------|-------------|
| Personnel | \$20,152.00 | \$10,119.00 | \$30,271.00 |
| Consultants | \$8,192.00 | \$0.00 | \$8,192.00 |
| Travel/Subsistence | \$2,828.00 | \$0.00 | \$2,828.00 |
| Equipment | \$900.00 | \$0.00 | \$900.00 |
| Supplies/Other Operating Expenses | \$31,793.00 | \$7,560.00 | \$39,353.00 |
| Indirect Costs | \$0.00 | \$0.00 | \$0.00 |
| Totals: | \$63,865.00 | \$17,679.00 | \$81,544.00 |

Grand Total:

\$81,544

VSGP Fiscal Years 2020-2021 Budget Narrative Template

NARRATIVE TEMPLATE

Agency Name: Mental Health America of Virginia DCJS Grant # (if applicable): _____

1. Personnel Budget Category

The "Total Salary Amount Requested from Grant" refers to grant-funded salary amounts requested from the grant (do not include fringe benefits here). Fringe benefits are itemized below. The position description should include the position title and briefly describe grant-related duties performed. The justification should explain how the position is essential and allowable under the VOCA Victims Services Grant Guidelines and VOCA Rule, as appropriate. New positions and pay increases require more detailed justification. You can use one table for multiple positions, if the pay rate is the same. The total fringe should only reflect what you are requesting from the grant.

| | | | |
|--|--|--|---|
| Name of Employee: To be hired | | | |
| Position is: <input type="checkbox"/> Full Time (2080 hours per year) or <input checked="" type="checkbox"/> Part Time - Total hours per year: <u>24</u> | | | |
| Total Annual Salary (grant-funded plus other sources): | Number of Grant-Funded Hours (hours per year): | Grant-Funded Full-Time Equivalent ("FTE") (divide grant-funded hours by 2080): | Total Salary Amount Requested from Grant (do not include fringe): |
| \$ 18,270 <u>18,720</u> | 1,248 | 0.60 | \$ 18,270 <u>18,720</u> |
| Description of position (include position title and grant-related duties performed): | | | |
| Project Coordinator – Coordinate planning, communication and daily implementation of the VOCA funded services, conduct outreach, marketing, keep files, track data. | | | |
| Justification for position (explain how the position is essential and allowable under the VVSGP Guidelines and VOCA Rule): | | | |
| This will be the employee with primary responsibility for the grant implementation. Responsible for scheduling the five 3-day peer recovery sessions for crime victims: locations, facilitators, volunteers; All aspects of victim registrations/applications and references, maintaining client files, data collection, publicity, outreach, social media, networking with victim and mental health service providers to inform potential participants. | | | |
| Requested Employee Fringe Benefits Total = \$ 1,432 | | | |
| Description of Fringe Benefits (include rates for each): | | | |
| FICA = .0765 Retirement = | Group Life = | Health Insurance = | |
| Workers' Comp = | Unemployment = | Disability = | |
| Other (describe) = | | | |

| | | | |
|--|--|--|---|
| Name of Employee: Bruce Crusier | | | |
| Position is: <input checked="" type="checkbox"/> Full Time (2080 hours per year) or <input type="checkbox"/> Part Time - Total hours per year: _____ | | | |
| Total Annual Salary (grant-funded plus other sources): | Number of Grant-Funded Hours (hours per year): | Grant-Funded Full-Time Equivalent ("FTE") (divide grant-funded hours by 2080): | Total Salary Amount Requested from Grant (do not include fringe): |
| | | | |

VSGP Fiscal Years 2020-2021 Budget Narrative Template

| | | | |
|---|----------------|--------------|------------------------|
| \$ 70,000 | 208 | 0.10 | \$ 7,000 IN KIND MATCH |
| Description of position (include position title and grant-related duties performed): | | | |
| Executive Director – to provide 10% of his time IN-KIND MATCH to administer the project and supervise the Project Coordinator. | | | |
| Justification for position (explain how the position is essential and allowable under the VVSGP Guidelines and VOCA Rule): | | | |
| Direct responsibility for supervising the part-time grant-funded employee, budget and program compliance and all grant reporting for the project. | | | |
| Requested Employee Fringe Benefits Total = \$ 536 IN KIND MATCH | | | |
| Description of Fringe Benefits (include rates for each): | | | |
| FICA = .0765 | Retirement = | Group Life = | Health Insurance = |
| Workers' Comp = | Unemployment = | Disability = | |
| Other (describe) = | | | |

| | | | |
|--|---|---|--|
| Name of Employee: To be determined | | | |
| Position is: <input type="checkbox"/> Full Time (2080 hours per year) or <input checked="" type="checkbox"/> Part Time - Total hours per year: <u>160</u> | | | |
| Total Annual Salary (grant-funded plus other sources): | Number of Grant-Funded Hours (hours per year): | Grant-Funded Full-Time Equivalent ("FTE") (divide grant-funded hours by 2080): | Total Salary Amount Requested from Grant (do not include fringe): |
| \$ 2,400 | 1600 | 0.8 | \$2,400 IN KIND MATCH |
| Description of position (include position title and grant-related duties performed): | | | |
| Volunteer Peer Facilitator Support – IN-KIND MATCH Assists Peer Facilitators in providing the program curriculum to victims, including set-up, module facilitation, break activities, technical support, and individual peer support for program participants. | | | |
| Justification for position (explain how the position is essential and allowable under the VVSGP Guidelines and VOCA Rule): | | | |
| Volunteers are trained peer recovery specialists whose presence helps deliver the group program content to victims, and provide individual peer support for victims who may be triggered or need additional emotional support during the 3-day program. | | | |
| Requested Employee Fringe Benefits Total = \$ 184 | | | |
| Description of Fringe Benefits (include rates for each): | | | |
| FICA = .0765 | Retirement = | Group Life = | Health Insurance = |
| Workers' Comp = | Unemployment = | Disability = | |
| Other (describe) = | | | |

VSGP Fiscal Years 2020-2021 Budget Narrative Template

2. Consultant Budget Category

| | | |
|---|-------------------------------|-------------------------------|
| Name of Consultant: Kevin Kelly | | |
| Consultant Hourly Rate: | Total Number of Hours: | Total Consultant Cost: |
| \$ 25 | 120 | \$3,000 |
| Description of Consultant's Role: | | |
| Certified Peer Recovery Specialist (CPRS) who is a trained trauma-informed facilitator will lead and co-facilitate the project curriculum for participants at 5 offerings of the 3-day program during the year. Responsible for coordination with agency Project Coordinator, co-facilitator and the training center facility. Supervises assigned on-site volunteer. | | |
| Justification for use of Consultant (explain how the request is essential and allowable under the VVSGP Guidelines and VOCA Rule): | | |
| The trained CPRS works as a team with another CPRS to deliver the project curriculum to crime victims during 5 sessions of the 3-day program. | | |

| | | |
|---|-------------------------------|-------------------------------|
| Name of Consultant: Heather Fossen | | |
| Consultant Hourly Rate: | Total Number of Hours: | Total Consultant Cost: |
| \$ 25 | 120 | \$ 3,000 |
| Description of Consultant's Role: | | |
| Certified Peer Recovery Specialist (CPRS) who is a trained trauma-informed facilitator will lead and co-facilitate the project curriculum for participants at 5 offerings of the 3-day program during the year. Responsible for coordination with agency Project Coordinator, co-facilitator and the training center facility. Supervises assigned on-site volunteer. | | |
| Justification for use of Consultant (explain how the request is essential and allowable under the VVSGP Guidelines and VOCA Rule): | | |
| The trained CPRS works as a team with another CPRS to deliver the project curriculum to crime victims during 5 sessions of the 3-day program. | | |

| | | |
|--|-------------------------------|-------------------------------|
| Name of Consultant: John Richardson-Lauve, LCSW | | |
| Consultant Hourly Rate: | Total Number of Hours: | Total Consultant Cost: |
| \$ 80 | 10 | \$ 800 |
| Description of Consultant's Role: | | |
| Provide updated 5 hour trauma and resilience training specifically for victim project staff and facilitators, and one hour debrief sessions after each of the 5 program offerings during the year. | | |
| Justification for use of Consultant (explain how the request is essential and allowable under the VVSGP Guidelines and VOCA Rule): | | |
| Directly related to quality of service being provided to victims, to ensure the curriculum and how it is delivered continue to be trauma-informed, and project-related personnel are processing any questions or challenges. | | |

VSGP Fiscal Years 2020-2021 Budget Narrative Template

Consultant Subsistence (lodging + meals) & Travel

Consultant's Name: Kevin Kelly

| | | | |
|--|------------------------------|----------------------|-------------------|
| Lodging | Number of nights: _____ | Lodging Rate: _____ | TOTAL: _____ |
| Meals | Number of days: _____ | Per Diem Rate: _____ | TOTAL: _____ |
| Travel | Number of miles: <u>1200</u> | Mileage Rate: 0.58 | TOTAL: <u>696</u> |
| Other Subsistence/Travel: _____ | | | |

Justification for consultant subsistence and travel: The consultant will need to drive round-trip from Richmond to each of the 5 program offerings, which will be in different parts of the state. The average distance is projected to be 240 miles. Lodging and meals are covered under the group package provided by the training facility.

Consultant's Name: Heather Fossen

| | | | |
|--|------------------------------|----------------------|-------------------|
| Lodging | Number of nights: _____ | Lodging Rate: _____ | TOTAL: _____ |
| Meals | Number of days: _____ | Per Diem Rate: _____ | TOTAL: _____ |
| Travel | Number of miles: <u>1200</u> | Mileage Rate: 0.58 | TOTAL: <u>696</u> |
| Other Subsistence/Travel: _____ | | | |

Justification for consultant subsistence and travel: The consultant will need to drive round-trip from Richmond to each of the 5 program offerings, which will be in different parts of the state. The average distance is projected to be 240 miles. Lodging and meals are covered under the group package provided by the training facility.

3. Travel & Subsistence Budget Category

Reminder: Registration expenses should be detailed in the "Supplies and Other Expenses" category.

Local Mileage (travel within the immediate service area)

Number of miles: 750 Mileage Rate: \$0.58

TOTAL Local Mileage: \$435

Description and justification for local mileage: Project Coordinator will visit staff at other statewide victim and mental health service agencies and professional associations for personal outreach about the project, distribute brochures and discuss referrals and services to victims of crime. Project 25 local trips at an average of 30 miles/roundtrip for a total of 750 miles x federal mileage rate of 58 cents/mile.

VSGP Fiscal Years 2020-2021 Budget Narrative Template

Non-Local Mileage (travel outside of the immediate service area)

Number of miles: 1,160 Mileage Rate: \$.58

TOTAL Non-Local Mileage: \$673

Description and justification for non-local mileage: To create awareness of the service, the Project Coordinator will promote mental health peer support for crime victims at professional training conferences of mental health and victims service providers, including: the Virginia Association of Community Services Boards, the Virginia Victim Assistance Network, the Virginia Counselors Association, the state chapter of the National Association of Social Workers, VOCAL mental health consumers organization and the Virginia Sexual and Domestic Action Alliance. Each event brings different professionals and advocates together from throughout the state, providing the best opportunity to share information face to face with those who have direct contact with the target population for the project. All events are within state, within an average distance of 160 miles round trip.

$193.3 \text{ miles} \times 6 \text{ trips} = 1,160 \text{ miles} \times 58 \text{ cents/mile} = \$673.$

Subsistence (lodging + meals)

Lodging Number of nights: 10 Lodging Rate: \$111 avg. TOTAL: \$1,106

Meals Number of days: 10 Per Diem Rate: \$61 avg. TOTAL: \$614

TOTAL Subsistence: \$1,720

Description and justification for subsistence costs: Attendance at the 6 statewide training conferences to create awareness of the project (and possibly do a workshop presentation at some) will involve staying overnight. The locations for all the organization training conferences have not been set, but based on prior locations, none of the events will be in the Richmond area. With anticipated locations of Harrisonburg (1), Charlottesville (1), Roanoke (1), Williamsburg (2) and Virginia Beach (1), we project the need for lodging for two nights at 4 of the events and for one night at 2 of the events in order to be present for early morning set up and registrations. Using the state per diem rates for those locations, this would involve an average of \$111/night lodging cost for 10 nights or \$1,100 total for the year, and \$61/day meals cost for 10 days or \$610 total for the year.

Other Travel Costs

Number of trips requiring airfare: _____ Airfare Rate(s): \$ _____

TOTAL Airfare Costs: \$ _____

Description and justification for airfare costs: _____

Other Travel Item(s): _____ Other Travel Cost(s): \$ _____ Total: \$ _____

Description and justification for other fares or travel/subsistence costs: _____

TOTAL COST for Air + Other Fares: \$ _____

VSGP Fiscal Years 2020-2021 Budget Narrative Template

4. Equipment Budget Category

| | | |
|--|--|--------------------|
| Equipment Item Requested: Tablet Computer | | |
| Cost Per Item: | Total Number of Items/Monthly Rate: | Total Cost: |
| \$ 900 | 1 | \$ 900 |
| Description of Equipment Item: | | |
| Microsoft Surface Pro 6 12.3 " touch screen Intel Core i5 – 8GB, 128 GB Drive or equivalent | | |
| Justification of Equipment Item (explain how the request is essential and allowable under the VVSGP Guidelines and VOCA Rule): | | |
| New VOCA staff position of Project Coordinator will require an office quality, versatile, easy to transport computer for entry and storage of applications and related materials, office work, email, social media postings and access to agency server, all in order to implement the service for crime victims. Project Coordinator will also use the computer at project displays for statewide training conferences. | | |

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|---|--|--------------------|
| Equipment Item Requested: | | |
| Cost Per Item: | Total Number of Items/Monthly Rate: | Total Cost: |
| \$ | | \$ |
| Description of Equipment Item: | | |
| | | |
| Justification of Equipment Item (explain how the request is essential and allowable under the VVSGP Guidelines and VOCA Rule): | | |
| | | |

VSGP Fiscal Years 2020-2021 Budget Narrative Template

Supplies & Other Expenses Budget Category

| | | |
|--|--|--------------------|
| Supply / Item Requested: computer software | | |
| Cost Per Item / Monthly Rate: | Total Number of Items / Number of Months: | Total Cost: |
| \$ 350 | 1 | \$ 350 |
| Description of Supply / Item (explain what the supply/item is and how it will be used): | | |
| For the new computer: Will need antivirus at \$120 and MSOffice at \$229 | | |
| Justification for Supply / Item (explain how the request is essential and allowable under the VVSGP Guidelines and VOCA Rule): | | |
| To support the new computer for the new VOCA funded employee who will have responsibility for implementing the project serving victims of crime. | | |

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|--|--|--------------------|
| Supply / Item Requested: mobile phone | | |
| Cost Per Item / Monthly Rate: | Total Number of Items / Number of Months: | Total Cost: |
| \$ 50 | 12 | \$ 600 |
| Description of Supply / Item (explain what the supply/item is and how it will be used): | | |
| Mid-level smart phone will be added to existing agency contract with Verizon, to be assigned to new VOCA funded employee Project Coordinator for in-office and field use at all times. | | |
| Justification for Supply / Item (explain how the request is essential and allowable under the VVSGP Guidelines and VOCA Rule): | | |
| Employee will need communication access by email, text and phone during travel and meetings around the state as well as in the office in order to implement the VOCA project objectives to serve victims of crime. | | |

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| Supply / Item Requested: Printed Copies of Curriculum Materials | | |
| Cost Per Item / Monthly Rate: | Total Number of Items / Number of Months: | Total Cost: |
| \$ 25 | 55 | \$ 1,375 |
| Description of Supply / Item (explain what the supply/item is and how it will be used): | | |
| Printing all curriculum materials for each of the project participants, the CPRS Facilitators and staff. | | |
| Justification for Supply / Item (explain how the request is essential and allowable under the VVSGP Guidelines and VOCA Rule): | | |
| The mental health peer recovery curriculum includes copies of instructional power points, exercises, self-care and resiliency activities and resource information for victims to use during the 3 day program, as well as to take home and use for support afterwards. | | |

VSGP Fiscal Years 2020-2021 Budget Narrative Template

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|--|--|--------------------|
| Supply / Item Requested: Recovery Activity Supplies | | |
| Cost Per Item / Monthly Rate: | Total Number of Items / Number of Months: | Total Cost: |
| \$ 8 per participant | 50 participants | \$ 400 |
| Description of Supply / Item (explain what the supply/item is and how it will be used): | | |
| Various program supplies required during the 3 day program include "The Brain Game", "Resiliency Cards," individual journals, art supplies, 'wellness balls" and other items | | |
| Justification for Supply / Item (explain how the request is essential and allowable under the VVSGP Guidelines and VOCA Rule): | | |
| All program supplies are intentionally chosen from resources designed to facilitate victim resiliency and wellness. They facilitate learning the curriculum concepts, increase self-awareness and acceptance, document mental health concerns and successes. | | |

| | | |
|--|--|--------------------|
| Supply / Item Requested: VOCA Project Brochures | | |
| Cost Per Item / Monthly Rate: | Total Number of Items / Number of Months: | Total Cost: |
| \$ 0.30 | 5,000 | \$ 1,500 |
| Description of Supply / Item (explain what the supply/item is and how it will be used): | | |
| Printing of Informational Brochures to explain the project, provide dates, locations and application details, and encourage participation | | |
| Justification for Supply / Item (explain how the request is essential and allowable under the VVSGP Guidelines and VOCA Rule): | | |
| Brochures will serve as the project's primary written/printed marketing/outreach communication, to encourage victims in recovery from crime associated mental trauma to consider attending one of the program offerings. | | |

| | | |
|--|--|--------------------|
| Supply / Item Requested: Training Conference Registration Fees | | |
| Cost Per Item / Monthly Rate: | Total Number of Items / Number of Months: | Total Cost: |
| \$ 400/registration average | 6 | \$ 2,400 |
| Description of Supply / Item (explain what the supply/item is and how it will be used): | | |
| Registration Fee projected average (sometimes included as exhibit fees) for the VOCA Project Coordinator to attend the 6 identified statewide training conferences | | |
| Justification for Supply / Item (explain how the request is essential and allowable under the VVSGP Guidelines and VOCA Rule): | | |
| Registration/Exhibit fees are required to attend the victim and/or mental health service provider training conferences in order to exhibit the program materials and inform providers/clients about the project service for victims. | | |

VSGP Fiscal Years 2020-2021 Budget Narrative Template

| | | |
|---|--|------------------------|
| Supply / Item Requested: Portion of Office Rent | | |
| Cost Per Item / Monthly Rate: | Total Number of Items / Number of Months: | Total Cost: |
| \$ 141.67/month | 12 months | \$ 1,700 IN KIND MATCH |
| Description of Supply / Item (explain what the supply/item is and how it will be used): | | |
| Projected 10% of agency's current office space will be allocated to accommodate the Project Coordinator and supplies associated with the VOCA funded project. | | |
| Justification for Supply / Item (explain how the request is essential and allowable under the VVSGP Guidelines and VOCA Rule): | | |
| Office work space for the newly funded VOCA Project Coordinator and project supplies is required in order to implement the mental health support services for crime victims. Total office rent is \$1,417/month. 10% allocated to the VOCA project equals \$141.67/month or \$1,700/year. IN KIND FUNDS | | |

| | | |
|---|--|----------------------|
| Supply / Item Requested: Accounting/Bookkeeping | | |
| Cost Per Item / Monthly Rate: | Total Number of Items / Number of Months: | Total Cost: |
| \$ 80/month | 12 months | \$ 960 IN KIND MATCH |
| Description of Supply / Item (explain what the supply/item is and how it will be used): | | |
| Agency's current accounting/bookkeeping support will require an estimated 2 hours/month minimum to pay and record bills associated with the project. \$40/hour times 2 hours/month equals \$80 month IN KIND. | | |
| Justification for Supply / Item (explain how the request is essential and allowable under the VVSGP Guidelines and VOCA Rule): | | |
| Check payments and agency accounting are required in order to pay the bills and manage the accounting for the project serving mental health needs of crime victims. | | |

VSGP Fiscal Years 2020-2021 Budget Narrative Template

| | | |
|---|--|--------------------|
| Supply / Item Requested: Facilities for 3-Day Victim Training Events | | |
| Cost Per Item / Monthly Rate: | Total Number of Items / Number of Months: | Total Cost: |
| 4,900/training event | 5 training events | \$ 24,500 |
| Description of Supply / Item (explain what the supply/item is and how it will be used): | | |
| <p>Facility costs to provide training space, meals and lodging for victims participating in the program. The program is designed to provide the curriculum in a safe space in relaxed surroundings, and in an overnight, group format to better facilitate mutual peer recovery support. The project includes 5 offerings of the program at different facilities and dates over the course of the year. [NOTE: Funding for one of the five sessions, or \$4,900, will be CASH MATCH.]</p> | | |
| Justification for Supply / Item (explain how the request is essential and allowable under the VVSGP Guidelines and VOCA Rule): | | |
| <p>This is where the VOCA funded service will be provided. Victims will participate in a group format at a safe, stress reducing training facility that provides complete overnight training accommodations – training space, meals and lodging, so that victims are together participating in the 24-hour curriculum and evening support activities over the 3 days and nights of the program. The agency has extensive experience providing mental health peer recovery services through this format, and intends to contract with 5 different facilities over the course of the year in different parts of the state if possible in order to maximize opportunities for crime victims to attend.</p> <p>The facilities tentatively identified have all been used by the agency for other programs, and include: Mountain Valley (Harrisonburg) in October, Roslyn (Richmond) in March, Chanco (James City County) in April, Roanoke College training center (Salem) in May, and 7 Oaks (Madison) in June. Costs for each facility vary by season and demand, but based on experience the projected average cost is \$4,900 for each training event, which includes 10 participants and the facilitators as a package rate.</p> | | |

| | | |
|---|--|--------------------|
| Supply / Item Requested: Transportation for victims receiving the project service | | |
| Cost Per Item / Monthly Rate: | Total Number of Items / Number of Months: | Total Cost: |
| \$ 139.20/participant | 40 participants | \$ 5,568 |
| Description of Supply / Item (explain what the supply/item is and how it will be used): | | |
| <p>The project service is provided 5 times in different regions, requiring participants to drive, take public or private transportation, so the project will pay for participant transportation cost to and from the training facility in order for there to be no expense to the participant.</p> | | |
| Justification for Supply / Item (explain how the request is essential and allowable under the VVSGP Guidelines and VOCA Rule): | | |
| <p>Paying for the transportation costs in order for victims to participate in the service removes a barrier to victims with mental health needs from obtaining the service. Based on agency experience this is an important part of the program and can make the difference between someone receiving the service or not. It is estimated that 10 participants will choose to ride with another participant or otherwise have their transportation provided and so will not need this funding. Some may use a bus or other service and the project will pay for that cost. Costs are based on an average of 240 miles roundtrip per person and the federal mileage rate of \$0.58/mile.</p> | | |

VSGP Fiscal Years 2020-2021 Budget Narrative Template

5. Indirect Costs Budget Category

See the VSGP grant application guidelines for detailed information and instructions on determining Indirect Costs.

6. 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.

For example, your description may state, in part: “VSGP grant funds will be used to supplement existing funds and will not replace (supplant) funds that have been appropriated for the purpose of providing services to victims.”

Please provide a description addressing non-supplantation:


Grant Application

Department of Criminal Justice Services, 1100 Bank Street, Richmond, Virginia 23219 ATTACHMENT 1

| | | | |
|--------------------------------|--|---|---|
| Grant Program: | <input checked="" type="checkbox"/> VOCA Victims Services Grant Program | Congressional District(s): | district #'s |
| Applicant: | Mental Health America of Virginia | Faith Based Org: | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No |
| Federal ID # | 54-0534103 | Best Practice: | N/A |
| Jurisdiction(s) Served: | statewide | | |
| Program Title/Sponsor: | Crime Survivor Mental Health Support | CCPC: | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Grant Period: | <input checked="" type="checkbox"/> 7/1/20-6/30/21 (FY21) | DUNS Number | 830222282 |
| Type of Application: | <input checked="" type="checkbox"/> Services for Victims of Crime | <input type="checkbox"/> One-Time Initiatives | <input checked="" type="checkbox"/> Rural |
| | <input type="checkbox"/> Sexual and Intimate Partner Violence Core Services (list grant #) | FY19 SADVGP Grant Number: | <input checked="" type="checkbox"/> Urban |

Suburban

| | Project Director | Project Administrator | Finance Officer |
|-----------------|-----------------------|---------------------------------|---------------------------|
| Name: | Bruce Cruser | Anna Mendez | Sheila Crowley |
| Title: | Executive Director | Board of Directors President | Treasurer |
| Address: | 2008 Bremono Rd. | 2008 Bremono Rd. | 2008 Bremono Rd. |
| | Suite 101 | Suite 101 | Suite 101 |
| | Richmond, VA 23226 | Richmond, VA 23226 | Richmond, VA 23226 |
| Phone: | 804 257-5591 ext. 102 | 434 977-4673 | 540 907-2993 |
| Fax: | | | |
| E-mail: | bruce.cruser@mhav.org | anna@partnerformentalhealth.org | sheilamccrowley@gmail.com |

Signature of Project Administrator: 

Brief Project Description:
 The project will provide trauma-informed, trained peer recovery support to crime victims in recovery from mental trauma. Improving resiliency skills in this underserved population will improve daily functioning and help decrease re-victimization and repeat hospitalization. Victims who are no longer in a crisis stage will receive strength-focused peer recovery support in 3 day retreat type settings offered 5 times in different parts of the state each year. Certified Peer Recovery Specialists will co-facilitate the 24 hour curriculum for a group of 10 participants each time. A Project Coordinator will conduct extensive outreach to mental health and victims service providers about the service. The agency will provide ongoing support.

| Section A. Project Budget | Summary | | Total |
|-----------------------------------|--------------------|--------------------|--------------------|
| | Federal / State | DCJS Funds MATCH | |
| Personnel | \$20,152.00 | \$10,119.00 | \$30,271.00 |
| Consultants | \$8,192.00 | \$0.00 | \$8,192.00 |
| Travel/Subsistence | \$2,828.00 | \$0.00 | \$2,828.00 |
| Equipment | \$0.00 | \$0.00 | \$0.00 |
| Supplies/Other Operating Expenses | \$31,443.00 | \$7,612.00 | \$39,055.00 |
| Indirect Costs | \$0.00 | \$0.00 | \$0.00 |
| Totals: | \$62,615.00 | \$17,731.00 | \$80,346.00 |
| Grand Total: | | | \$80,346 |

VSGP Fiscal Years 2020-2021 Budget Narrative Template

NARRATIVE TEMPLATE

Agency Name: Mental Health America of Virginia DCJS Grant # (if applicable): _____

1. Personnel Budget Category

The "Total Salary Amount Requested from Grant" refers to grant-funded salary amounts requested from the grant (do not include fringe benefits here). Fringe benefits are itemized below. The position description should include the position title and briefly describe grant-related duties performed. The justification should explain how the position is essential and allowable under the VOCA Victims Services Grant Guidelines and VOCA Rule, as appropriate. New positions and pay increases require more detailed justification. You can use one table for multiple positions, if the pay rate is the same. The total fringe should only reflect what you are requesting from the grant.

| | | | |
|--|---|---|--|
| Name of Employee: To be hired | | | |
| Position is: <input type="checkbox"/> Full Time (2080 hours per year) or <input checked="" type="checkbox"/> Part Time - Total hours per year: 24 | | | |
| Total Annual Salary <i>(grant-funded plus other sources):</i> | Number of Grant-Funded Hours <i>(hours per year):</i> | Grant-Funded Full-Time Equivalent ("FTE") <i>(divide grant-funded hours by 2080):</i> | Total Salary Amount Requested from Grant <i>(do not include fringe):</i> |
| \$ 18,270 18,720 | 1,248 | 0.60 | \$ 18,720 |
| Description of position (include position title and grant-related duties performed): | | | |
| Project Coordinator – Coordinate planning, communication and daily implementation of the VOCA funded services, conduct outreach, marketing, keep files, track data. | | | |
| Justification for position (explain how the position is essential and allowable under the VVSGP Guidelines and VOCA Rule): | | | |
| This will be the employee with primary responsibility for the grant implementation. Responsible for scheduling the five 3-day peer recovery sessions for crime victims: locations, facilitators, volunteers; All aspects of victim registrations/applications and references, maintaining client files, data collection, publicity, outreach, social media, networking with victim and mental health service providers to inform potential participants. | | | |
| Requested Employee Fringe Benefits Total = \$ 1,432 | | | |
| Description of Fringe Benefits (include rates for each): | | | |
| FICA = .0765 Retirement = _____ Group Life = _____ Health Insurance = _____ Workers' Comp = _____ Unemployment = _____ Disability = _____ Other (describe) = _____ | | | |

| | | | |
|--|---|---|--|
| Name of Employee: Bruce Crusier | | | |
| Position is: <input checked="" type="checkbox"/> Full Time (2080 hours per year) or <input type="checkbox"/> Part Time - Total hours per year: _____ | | | |
| Total Annual Salary <i>(grant-funded plus other sources):</i> | Number of Grant-Funded Hours <i>(hours per year):</i> | Grant-Funded Full-Time Equivalent ("FTE") <i>(divide grant-funded hours by 2080):</i> | Total Salary Amount Requested from Grant <i>(do not include fringe):</i> |
| | | | |

VSGP Fiscal Years 2020-2021 Budget Narrative Template

| | | | |
|---|-----|------|------------------------|
| \$ 70,000 | 208 | 0.10 | \$ 7,000 IN KIND MATCH |
| Description of position (include position title and grant-related duties performed): | | | |
| Executive Director – to provide 10% of his time IN-KIND MATCH to administer the project and supervise the Project Coordinator. | | | |
| Justification for position (explain how the position is essential and allowable under the VVSGP Guidelines and VOCA Rule): | | | |
| Direct responsibility for supervising the part-time grant-funded employee, budget and program compliance and all grant reporting for the project. | | | |
| Requested Employee Fringe Benefits Total = \$ 536 IN KIND MATCH | | | |
| Description of Fringe Benefits (include rates for each): | | | |
| FICA = .0765 Retirement = Group Life = Health Insurance = Workers' Comp = Unemployment = Disability = Other (describe) = | | | |

| | | | |
|--|---|---|--|
| Name of Employee: To be determined | | | |
| Position is: <input type="checkbox"/> Full Time (2080 hours per year) or <input checked="" type="checkbox"/> Part Time - Total hours per year: <u>160</u> | | | |
| Total Annual Salary (grant-funded plus other sources): | Number of Grant-Funded Hours (hours per year): | Grant-Funded Full-Time Equivalent ("FTE") (divide grant-funded hours by 2080): | Total Salary Amount Requested from Grant (do not include fringe): |
| \$ 2,400 | 160 | 0.8 | \$2,400 IN KIND MATCH |
| Description of position (include position title and grant-related duties performed): | | | |
| Volunteer Peer Facilitator Support – IN-KIND MATCH Assists Peer Facilitators in providing the program curriculum to victims, including set-up, module facilitation, break activities, technical support, and individual peer support for program participants. | | | |
| Justification for position (explain how the position is essential and allowable under the VVSGP Guidelines and VOCA Rule): | | | |
| Volunteers are trained peer recovery specialists whose presence helps deliver the group program content to victims, and provide individual peer support for victims who may be triggered or need additional emotional support during the 3-day program. | | | |
| Requested Employee Fringe Benefits Total = \$ 184 | | | |
| Description of Fringe Benefits (include rates for each): | | | |
| FICA = .0765 Retirement = Group Life = Health Insurance = Workers' Comp = Unemployment = Disability = Other (describe) = | | | |

VSGP Fiscal Years 2020-2021 Budget Narrative Template

2. Consultant Budget Category

| | | |
|---|-------------------------------|-------------------------------|
| Name of Consultant: Kevin Kelly | | |
| Consultant Hourly Rate: | Total Number of Hours: | Total Consultant Cost: |
| \$ 25 | 120 | \$3,000 |
| Description of Consultant's Role: | | |
| Certified Peer Recovery Specialist (CPRS) who is a trained trauma-informed facilitator will lead and co-facilitate the project curriculum for participants at 5 offerings of the 3-day program during the year. Responsible for coordination with agency Project Coordinator, co-facilitator and the training center facility. Supervises assigned on-site volunteer. | | |
| Justification for use of Consultant (explain how the request is essential and allowable under the VVSGP Guidelines and VOCA Rule): | | |
| The trained CPRS works as a team with another CPRS to deliver the project curriculum to crime victims during 5 sessions of the 3-day program. | | |

| | | |
|---|-------------------------------|-------------------------------|
| Name of Consultant: Heather Fossen | | |
| Consultant Hourly Rate: | Total Number of Hours: | Total Consultant Cost: |
| \$ 25 | 120 | \$ 3,000 |
| Description of Consultant's Role: | | |
| Certified Peer Recovery Specialist (CPRS) who is a trained trauma-informed facilitator will lead and co-facilitate the project curriculum for participants at 5 offerings of the 3-day program during the year. Responsible for coordination with agency Project Coordinator, co-facilitator and the training center facility. Supervises assigned on-site volunteer. | | |
| Justification for use of Consultant (explain how the request is essential and allowable under the VVSGP Guidelines and VOCA Rule): | | |
| The trained CPRS works as a team with another CPRS to deliver the project curriculum to crime victims during 5 sessions of the 3-day program. | | |

| | | |
|--|-------------------------------|-------------------------------|
| Name of Consultant: John Richardson-Lauve, LCSW | | |
| Consultant Hourly Rate: | Total Number of Hours: | Total Consultant Cost: |
| \$ 80 | 10 | \$ 800 |
| Description of Consultant's Role: | | |
| Provide updated 5 hour trauma and resilience training specifically for victim project staff and facilitators, and one hour debrief sessions after each of the 5 program offerings during the year. | | |
| Justification for use of Consultant (explain how the request is essential and allowable under the VVSGP Guidelines and VOCA Rule): | | |
| Directly related to quality of service being provided to victims, to ensure the curriculum and how it is delivered continue to be trauma-informed, and project-related personnel are processing any questions or challenges. | | |

VSGP Fiscal Years 2020-2021 Budget Narrative Template

Consultant Subsistence (lodging + meals) & Travel

Consultant's Name: Kevin Kelly

| | | | |
|--|------------------------------|----------------------|-------------------|
| Lodging | Number of nights: _____ | Lodging Rate: _____ | TOTAL: _____ |
| Meals | Number of days: _____ | Per Diem Rate: _____ | TOTAL: _____ |
| Travel | Number of miles: <u>1200</u> | Mileage Rate: 0.58 | TOTAL: <u>696</u> |
| Other Subsistence/Travel: _____ | | | |

Justification for consultant subsistence and travel: The consultant will need to drive round-trip from Richmond to each of the 5 program offerings, which will be in different parts of the state. The average distance is projected to be 240 miles. Lodging and meals are covered under the group package provided by the training facility.

Consultant's Name: Heather Fossen

| | | | |
|--|------------------------------|----------------------|-------------------|
| Lodging | Number of nights: _____ | Lodging Rate: _____ | TOTAL: _____ |
| Meals | Number of days: _____ | Per Diem Rate: _____ | TOTAL: _____ |
| Travel | Number of miles: <u>1200</u> | Mileage Rate: 0.58 | TOTAL: <u>696</u> |
| Other Subsistence/Travel: _____ | | | |

Justification for consultant subsistence and travel: The consultant will need to drive round-trip from Richmond to each of the 5 program offerings, which will be in different parts of the state. The average distance is projected to be 240 miles. Lodging and meals are covered under the group package provided by the training facility.

3. Travel & Subsistence Budget Category

Reminder: Registration expenses should be detailed in the "Supplies and Other Expenses" category.

Local Mileage (travel within the immediate service area)

Number of miles: 750 Mileage Rate: \$0.58

TOTAL Local Mileage: \$435

Description and justification for local mileage: Project Coordinator will visit staff at other statewide victim and mental health service agencies and professional associations for personal outreach about the project, distribute brochures and discuss referrals and services to victims of crime. Project 25 local trips at an average of 30 miles/roundtrip for a total of 750 miles x federal mileage rate of 58 cents/mile.

VSGP Fiscal Years 2020-2021 Budget Narrative Template

Non-Local Mileage (travel outside of the immediate service area)

Number of miles: 1,160 Mileage Rate: \$.58

TOTAL Non-Local Mileage: \$673

Description and justification for non-local mileage: To create awareness of the service, the Project Coordinator will promote mental health peer support for crime victims at professional training conferences of mental health and victims service providers, including: the Virginia Association of Community Services Boards, the Virginia Victim Assistance Network, the Virginia Counselors Association, the state chapter of the National Association of Social Workers, VOCAL mental health consumers organization and the Virginia Sexual and Domestic Action Alliance. Each event brings different professionals and advocates together from throughout the state, providing the best opportunity to share information face to face with those who have direct contact with the target population for the project. All events are within state, within an average distance of 160 miles round trip.

$193.3 \text{ miles} \times 6 \text{ trips} = 1,160 \text{ miles} \times 58 \text{ cents/mile} = \$673.$

Subsistence (lodging + meals)

Lodging Number of nights: 10 Lodging Rate: \$111 avg. TOTAL: \$1,106

Meals Number of days: 10 Per Diem Rate: \$61 avg. TOTAL: \$614

TOTAL Subsistence: \$1,720

Description and justification for subsistence costs: Attendance at the 6 statewide training conferences to create awareness of the project (and possibly do a workshop presentation at some) will involve staying overnight. The locations for all the organization training conferences have not been set, but based on prior locations, none of the events will be in the Richmond area. With anticipated locations of Harrisonburg (1), Charlottesville (1), Roanoke (1), Williamsburg (2) and Virginia Beach (1), we project the need for lodging for two nights at 4 of the events and for one night at 2 of the events in order to be present for early morning set up and registrations. Using the state per diem rates for those locations, this would involve an average of \$111/night lodging cost for 10 nights or \$1,100 total for the year, and \$61/day meals cost for 10 days or \$610 total for the year.

Other Travel Costs

Number of trips requiring airfare: _____ Airfare Rate(s): \$ _____

TOTAL Airfare Costs: \$ _____

Description and justification for airfare costs: _____

Other Travel Item(s): _____ Other Travel Cost(s): \$ _____ Total: \$ _____

Description and justification for other fares or travel/subsistence costs: _____

TOTAL COST for Air + Other Fares: \$ _____

VSGP Fiscal Years 2020-2021 Budget Narrative Template

4. Equipment Budget Category

| | | |
|---|--|--------------------|
| Equipment Item Requested: | | |
| Cost Per Item: | Total Number of Items/Monthly Rate: | Total Cost: |
| \$ | | \$ |
| Description of Equipment Item: | | |
| Justification of Equipment Item (explain how the request is essential and allowable under the VVSGP Guidelines and VOCA Rule): | | |

VSGP Fiscal Years 2020-2021 Budget Narrative Template

Supplies & Other Expenses Budget Category

| | | |
|--|--|--------------------|
| Supply / Item Requested: mobile phone | | |
| Cost Per Item / Monthly Rate: | Total Number of Items / Number of Months: | Total Cost: |
| \$ 50 | 12 | \$ 600 |
| Description of Supply / Item (explain what the supply/item is and how it will be used): | | |
| Mid-level smart phone will continue to be needed. Continue existing agency contract with Verizon, with phone assigned to VOCA funded employee Project Coordinator for in-office and field use at all times. | | |
| Justification for Supply / Item (explain how the request is essential and allowable under the VVSGP Guidelines and VOCA Rule): | | |
| Employee will need communication access by email, text and phone during travel and meetings around the state as well as in the office in order to implement the VOCA project objectives to serve victims of crime. | | |

| | | |
|--|--|--------------------|
| Supply / Item Requested: Printed Copies of Curriculum Materials | | |
| Cost Per Item / Monthly Rate: | Total Number of Items / Number of Months: | Total Cost: |
| \$ 25 | 55 | \$ 1,375 |
| Description of Supply / Item (explain what the supply/item is and how it will be used): | | |
| Printing all curriculum materials for each of the project participants, and new Volunteers. | | |
| Justification for Supply / Item (explain how the request is essential and allowable under the VVSGP Guidelines and VOCA Rule): | | |
| The mental health peer recovery curriculum includes copies of instructional power points, exercises, self-care and resiliency activities and resource information for victims to use during the 3 day program, as well as to take home and use for support afterwards. | | |

| | | |
|--|--|--------------------|
| Supply / Item Requested: Recovery Activity Supplies | | |
| Cost Per Item / Monthly Rate: | Total Number of Items / Number of Months: | Total Cost: |
| \$ 8 per participant | 50 participants | \$ 400 |
| Description of Supply / Item (explain what the supply/item is and how it will be used): | | |
| Replenish and update various program supplies required during the 3 day program include "The Brain Game", "Resiliency Cards," individual journals, art supplies, "wellness balls" and other items | | |
| Justification for Supply / Item (explain how the request is essential and allowable under the VVSGP Guidelines and VOCA Rule): | | |
| All program supplies are intentionally chosen from resources designed to facilitate victim resiliency and wellness. They facilitate learning the curriculum concepts, increase self-awareness and acceptance, document mental health concerns and successes. | | |

VSGP Fiscal Years 2020-2021 Budget Narrative Template

| | | |
|--|--|--------------------|
| Supply / Item Requested: VOCA Project Brochures | | |
| Cost Per Item / Monthly Rate: | Total Number of Items / Number of Months: | Total Cost: |
| \$ 0.30 | 5,000 | \$ 1,500 |
| Description of Supply / Item (explain what the supply/item is and how it will be used): | | |
| Print/Update Informational Brochures to explain the project, provide dates, locations and application details, and encourage participation | | |
| Justification for Supply / Item (explain how the request is essential and allowable under the VVSGP Guidelines and VOCA Rule): | | |
| Brochures will serve as the project's primary written/printed marketing/outreach communication, to encourage victims in recovery from crime associated mental trauma to consider attending one of the program offerings. | | |

| | | |
|--|--|--------------------|
| Supply / Item Requested: Training Conference Registration Fees | | |
| Cost Per Item / Monthly Rate: | Total Number of Items / Number of Months: | Total Cost: |
| \$ 400/registration average | 6 | \$ 2,400 |
| Description of Supply / Item (explain what the supply/item is and how it will be used): | | |
| Registration Fee projected average (sometimes included as exhibit fees) for the VOCA Project Coordinator to attend the 6 identified statewide training conferences | | |
| Justification for Supply / Item (explain how the request is essential and allowable under the VVSGP Guidelines and VOCA Rule): | | |
| Registration/Exhibit fees are required to attend the victim and/or mental health service provider training conferences in order to exhibit the program materials and inform providers/clients about the project service for victims. | | |

| | | |
|--|--|------------------------|
| Supply / Item Requested: Portion of Office Rent | | |
| Cost Per Item / Monthly Rate: | Total Number of Items / Number of Months: | Total Cost: |
| \$ 146/ month | 12 months | \$ 1,752 IN KIND MATCH |
| Description of Supply / Item (explain what the supply/item is and how it will be used): | | |
| Projected 10% of agency's current office space will be allocated to accommodate the Project Coordinator and supplies associated with the VOCA funded project. | | |
| Justification for Supply / Item (explain how the request is essential and allowable under the VVSGP Guidelines and VOCA Rule): | | |
| Office work space for the newly funded VOCA Project Coordinator and project supplies is required in order to implement the mental health support services for crime victims. Total office rent will increase 3% to is \$1,460/month. 10% allocated to the VOCA project equals \$146/month or \$1,752/year. IN KIND FUNDS | | |

VSGP Fiscal Years 2020-2021 Budget Narrative Template

| | | |
|---|--|----------------------|
| Supply / Item Requested: Accounting/Bookkeeping | | |
| Cost Per Item / Monthly Rate: | Total Number of Items / Number of Months: | Total Cost: |
| \$ 80/month | 12 months | \$ 960 IN KIND MATCH |
| Description of Supply / Item (explain what the supply/item is and how it will be used): | | |
| Agency's current accounting/bookkeeping support will require an estimated 2 hours/month minimum to pay and record bills associated with the project. \$40/hour times 2 hours/month equals \$80 month IN KIND. | | |
| Justification for Supply / Item (explain how the request is essential and allowable under the VVSGP Guidelines and VOCA Rule): | | |
| Check payments and agency accounting are required in order to pay the bills and manage the accounting for the project serving mental health needs of crime victims. | | |

| | | |
|---|--|--------------------|
| Supply / Item Requested: Facilities for 3-Day Victim Training Events | | |
| Cost Per Item / Monthly Rate: | Total Number of Items / Number of Months: | Total Cost: |
| 4,900/training event | 5 training events | \$ 24,500 |
| Description of Supply / Item (explain what the supply/item is and how it will be used): | | |
| Facility costs to provide training space, meals and lodging for victims participating in the program. The program is designed to provide the curriculum in a safe space in relaxed surroundings, and in an overnight, group format to better facilitate mutual peer recovery support. The project includes 5 offerings of the program at different facilities and dates over the course of the year. [\$4,900 of the total will be CASH MATCH] | | |
| Justification for Supply / Item (explain how the request is essential and allowable under the VVSGP Guidelines and VOCA Rule): | | |
| <p>These facilities are where the VOCA funded service will be provided. Victims will participate in a group format at a safe, stress reducing training facility that provides complete overnight training accommodations – training space, meals and lodging, so that victims are together participating in the 24-hour curriculum and evening support activities over the 3 days and nights of the program. The agency has extensive experience providing mental health peer recovery services through this format, and intends to contract with 5 different facilities over the course of the year in different parts of the state if possible in order to maximize opportunities for crime victims to attend.</p> <p>The facilities tentatively identified have all been used by the agency for other programs, and include: 7 Oaks (Madison) in September, Mountain Valley (Harrisonburg) in November, Roslyn (Richmond) in February, Chanco (James City County) in April, and Roanoke College training center (Salem) in May. Costs for each facility vary by season and demand, but based on experience the projected average cost is \$4,900 for each training event, which includes 10 participants and the facilitators as a package rate.</p> | | |

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VSGP Fiscal Years 2020-2021 Budget Narrative Template

| | | |
|--|--|--------------------|
| Supply / Item Requested: Transportation for victims receiving the project service | | |
| Cost Per Item / Monthly Rate: | Total Number of Items / Number of Months: | Total Cost: |
| \$ 139.20/participant | 40 participants | \$ 5,568 |
| Description of Supply / Item (explain what the supply/item is and how it will be used): | | |
| The project service is provided 5 times in different regions, requiring participants to drive, take public or private transportation, so the project will pay for participant transportation cost to and from the training facility in order for there to be no expense to the participant. | | |
| Justification for Supply / Item (explain how the request is essential and allowable under the VVSGP Guidelines and VOCA Rule): | | |
| Paying for the transportation costs in order for victims to participate in the service removes a barrier to victims with mental health needs from obtaining the service. Based on agency experience this is an important part of the program and can make the difference between someone receiving the service or not. It is estimated that 10 participants will choose to ride with another participant or otherwise have their transportation provided and so will not need this funding. Some may use a bus or other service and the project will pay for that cost. Costs are based on an average of 240 miles roundtrip per person and the federal mileage rate of \$0.58/mile. | | |

VSGP Fiscal Years 2020-2021 Budget Narrative Template

5. Indirect Costs Budget Category

See the VSGP grant application guidelines for detailed information and instructions on determining Indirect Costs.

6. 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.

For example, your description may state, in part: “VSGP grant funds will be used to supplement existing funds and will not replace (supplant) funds that have been appropriated for the purpose of providing services to victims.”

Please provide a description addressing non-supplantation:

New Initiative Victim Assistance Grant Program Fiscal Year 2020 and 2021
Mental Health America of Virginia
Crime Survivor Mental Health Support

1. Summary Project Description, Goals and Objectives

a. Summary Project Description: The project will provide trauma-informed, trained peer recovery support to crime victims in recovery from mental trauma. Victims of crime have increased prevalence of mental health problems, and people with mental health problems are more likely to become victims of crime.

The lack of mental health services specifically to address the needs of crime victims and their recovery is often mentioned as a gap in Virginia. The project is designed to draw upon the agency's 18 years of experience providing peer education, empowerment and support services to people in recovery from a mental illness.

The project's overall goal is to strengthen the resiliency of crime victims who have experienced mental trauma. Improved resilience helps prevent re-victimization and repeat hospitalization. The intended participants are those who have recovered enough that they are no longer in crisis, and could benefit from retreat-style, peer focused education and support for their ongoing recovery.

The main objectives are to have Certified Peer Recovery Specialists with additional training in trauma-informed care provide five, 3-day peer recovery trainings in different regions of the state each year. Up to 10 people can participate in each 24 hours of service (over 3 days), for a total of 50 crime survivors to be served each fiscal year, or a total of 100 people over the two years of the grant period.

Additional support will include providing a social media platform specifically for ongoing peer networking and recovery support of program participants after they complete the 3-day program. Already included for all agency training participants is non-emergency Warm Line mental health phone support, available from 9:00 a.m. to 9:00 p.m.

b. Annual Program Service Objectives. (See Attachment 2).

2. Agency background, mission, experience and capability.

a. Mission/History: To educate, empower and advocate to improve the mental health of all Virginians. Mental Health America of Virginia (MHAV) is a 501(c)(3) non-profit mental health organization working with recovery, wellness and healing as the foundation for our educational peer-run programs. We are the state-level representative for a national network that includes 8 community-based affiliates in Virginia.

Founded in 1937 as the Virginia Society for Mental Hygiene (later the Mental Health Association of Virginia), MHAV is the oldest mental health advocacy organization in Virginia. We have been associated with our national affiliate since 1951, and we work closely with service providers and peers to help fill gaps in services needed to support an individual's recovery.

b. Current Services:

- Educational/training programs for people of lived experience with mental health and/or substance use issues and trauma who are now on a recovery path,
- A statewide, peer-run Warm Line telephone service for anyone in Virginia who needs a listening ear or wants a service referral in the state,
- Advocacy and educational campaigns that promote the voice of people with lived experience to change public policies for the betterment of all Virginians' lives,
- Virginia Advanced Directives Website – Resources for how to plan now for your mental health as well as health care in the event you become incapacitated,
- The Virginia Peer Recovery Specialist Network – social media and in-person networking and continuing education opportunities for Peer Recovery Support Specialists throughout Virginia.

All the above services help address the needs of crime victims. Although our current services are not restricted to crime victims, many participants reveal underlying trauma associated with a prior crime victimization.

c. Current office location: in the Richmond Medical Office Park at 2008 Bremo Rd., Suite 101 in Richmond (Henrico County).

d. Population served: Statewide, adults of any age, race, sexual orientation, etc. who are dealing with mental health issues, family members or friends and the general public. Currently, most participants are adults in the 25 – 55 age range, around 65% female, 75% white, from all parts of Virginia. About half of participants reside in central or eastern Virginia, with a significant number from northern Virginia, and smaller representation from southern and western Virginia.

People with a mental illness have been, and continue to be, an underserved population in Virginia due to lingering stigma associated with mental illness and a lack of public understanding of the causes, consequences and recovery possibilities of those facing mental health challenges.

e. Funding sources:

- The Virginia Department of Behavioral Health and Developmental Services (DBHDS)
- Alkermes foundation
- Richmond Behavioral Health Authority
- Individual donors and employee giving programs throughout the state/

f. Sustainability: Over the next few years the agency expects an increase in funding from DBHDS and we intend to incorporate this program into that funding as much as possible. We are also increasing our individual donor base to enable long-term support.

g. Capability: The agency is well-equipped to carry out the project as the project is a natural extension of current services to people in recovery from mental crises or trauma. Many recipients of service have been crime victims, and some have been referred by victim service organizations. The current staff includes people with lived experience in recovery from mental trauma and crime victimization, and the Executive Director has several years of experience working in Virginia's criminal justice system and with crime victims.

h. VOCA Initial Readiness Assessment: See Attachment 10.

i. Nonprofit Organization: IRS letter attached.

3. Problem Statement/Needs Assessment

a. Summary Problem Statement: The project focuses on the mental health recovery challenges faced by underserved adult victims of crime anywhere in Virginia. The target population are crime survivors who have recovered enough that they are no longer in crisis, and could benefit from retreat-style, peer focused education and support for their ongoing mental health.

b. Existing services and gaps: Although some crime victims are able to obtain private counseling, crime victims with mental health challenges are generally eligible for services from local government Community Services Boards. These agencies are mandated to provide crisis services, but many do not have the resources to provide ongoing counseling beyond that stage. Surveys of victim/witness agencies and domestic and sexual violence program advocates, including the DCJS regional sessions a few years ago, consistently speak to the gaps in mental health services to fit the needs of crime victims. There are many barriers to service as well, including the “crime victim” label, the cultural barriers related to minority group mistrust of established institutional services and the additional fear by crime victims of being identified or retaliated against. Victim/Witness programs are able to assist with accompaniment and support through the court process, and to refer to CSBs and local services, but they are not able to provide mental health support, particularly after the criminal justice process has been completed. Sexual and domestic violence hotlines and shelters also are there in the crisis, but few are able to provide ongoing mental health support months or years after the traumatic event.

Research shows that people with a serious mental illness are 10 times more likely to become a crime victim, and more likely to be victims of repeat victimization (US Dept. of Health and Human Services). Repeat victimization is partly due to behavioral changes following victimization. Victimization changes behavior and increases risks (Ruback , Clark and Warner, Journal of Interpersonal Violence: January 2014). NIJ’s CrimeSolutions.gov includes the fact that crime victims have a much greater occurrence of posttraumatic stress disorder over their lifetime than those who have not been victimized.

An increasingly common addition to the continuum of mental health service delivery is peer support, and it is shown to be cost effective, accessible, strength-based, person centered, empowering and much more accessible to culturally or socially marginalized people. Peer support has been identified as an evidence-based practice by the Substance Abuse Mental Health Service Administration (SAMHSA), and as far back as 2005 the Institute of Medicine emphasized the importance of peer support and peer delivered services. The Center for Medicaid Services in 2007 informed states that “Peer support services are an evidence-based mental health model of care which consists of a qualified peer support provider who assists individuals with the recovery from mental illness and substance use disorders.” Virginia has now recognized mental health peer support services as eligible for reimbursement by Medicaid.

SAMHSA promotes peer support as helping empower people to manage their own conditions successfully, that it helps reduce hospitalizations. The Psychiatric Rehabilitation Journal reported in 2011 that: "Peer-provided, recovery-oriented mental health services produce outcomes as good as, and in some cases superior to, services from non-peer professionals." (Judith A. Cook, Volume 35, No. 2, p. 87).

A trauma-informed approach to care is central to the work of peer recovery specialists. Peer support is one the Six Key Principles of SAMHSA's Trauma-Informed Approach. The Virginia Department of Behavioral Health oversees a certification process for Peer Recovery Specialists, with a core curriculum based on trauma-informed care.

Through a previous foundation grant, we developed a curriculum specifically for trauma survivors, with consultation and training from John Richardson-Lauve of ChildSavers, an expert trainer in trauma and resiliency. We have used this curriculum for crime survivors as a pilot in the format for the proposed service, and it was evaluated highly by participants.

c. Demand for Proposed Services: Local behavioral health providers and victim service agencies need a resource where they can refer the survivor of any crime who suffers ongoing effects to their mental health and functioning as a result of the trauma. With 18 years of experience providing peer-facilitated, mental health empowerment trainings for people in recovery from mental health crises, MHAV is well-positioned to adapt and extend these recovery sessions to victims of crime recovering from crime-associated trauma. With a statewide reach, MHAV can hold sessions regionally and serve people in removed settings with others who have lived a similar experience. Several callers have inquired about our plans for offering the program for crime victims.

The Certified Peer Recovery Specialist (CPRS) reflects a collaborative and strengths-based approach, with the primary goal being to build resiliency, to assist people in achieving sustained recovery from the effects of mental health issues. The peer group forms bonds of mutual support that carry-over and help each other sustain positive life outlooks and recovery practice. The MHAV Warm Line and social media networking can help sustain this process by providing ongoing additional trained peer support, and is available at no charge from anywhere in the state.

d. List and Prioritize Needs:

1. Hire a 24 hour/week Project Coordinator to implement the agency's trauma-informed recovery education sessions for 50 participants/year who are victims of crime and associated trauma (salary & fringe, computer/phone, mileage, training, outreach, facilitators, training facilities with lodging, travel for participants) = \$81,544 for year 1; \$80,346 for year 2

e. MHAV has been serving Virginia since 1937, and providing direct recovery and wellness support services for people in recovery from a mental illness for at least 18 years. Extending the target group to those who are also crime victims fits perfectly with the agency history and mission. Two current staff are Certified Peer Recovery Specialists. The curriculum and format for the service has been developed with consultation from a victim services provider and trauma-informed experts at ChildSavers and Full Circle Grief Center and piloted successfully. Current office space will support the new position, and agency insurance is in place for the face-to-face peer group services that take place off-site in different regions of the state. We have experience negotiating contracts with a variety of retreat/conference facilities as sites for the services, and with providing trained peer facilitators.

f. Priority Areas: Services for Traditionally Underserved Populations

Victims of crime with serious mental illness and victims who develop mental illness at some length of time after the crime event are an underserved population. The national Mental Health America annual rankings of states by access to mental health care rates Virginia in the bottom third compared to other states, and crime victims are overrepresented in the groups least able to access culturally competent mental health services. Contributing factors include lack of insurance, lack of providers in areas accessible to them and cultural barriers. The substantial research into adverse childhood experiences and the long-term impact of trauma on the brain helps explain why many victims do not understand the mental health impact of their victimization until months or years later, if at all. Added to this barrier to service is the lingering stigma associated with mental illness and a lack of public understanding of the causes, consequences and recovery possibilities of those facing mental health challenges.

4. Partnerships, Collaboration, and Coordination of and Linkages to Services:

a. We plan to expand on our existing partnerships with several agencies and associations to share information about the program for them to provide to victims. MHAV has worked with several local Community Services Boards and the state association of boards on other projects. They have referred callers to our Warm Line for listening and support and participants to our other trainings. We also collaborate with other statewide victim services agencies and local agencies to seek referrals. We conducted a call center de-escalation training for staff at the Virginia Victims Fund, and attended some trainings provided by the Virginia Victim Assistance Network and events of the Virginia Sexual and Domestic Violence Action Alliance. We plan to reach out for new or renewed collaboration with the Virginia Counselors Association, the National Association of Social Workers, the Virginia Psychologists Association and the Virginia Network of Private Providers so that they can understand the project and provide information to their clients throughout the state who may want to participate.

Volunteers: We will work with VOCAL (Virginia Organization of Consumers Asserting Leadership) to help identify Peer Specialists with a victimization experience who are training to become certified and may want to get training hours in exchange for volunteering with the facilitators at each of the training sessions. At least one volunteer will assist the two paid facilitators at each of the 5 regional sessions.

b. Cooperative Agreements: We do not anticipate that any formal agreements will be necessary. We will work with the organizations mentioned in item 4 a. directly above and others for mutual information sharing, and to facilitate their serving as links to victims who could benefit from the project. Key staff will be attending trainings provided by those agencies.

c. Letters of Support: Attached.

5. Community Outreach:

a. Awareness: We plan several approaches to create broad awareness of the service, with emphasis on service providers throughout the state who have direct contact with crime victims in recovery from mental trauma. These include exhibit/promotional activities, community training, media, personal meetings and collaborations. Examples include:

- Program information in table displays, and presentations when possible, at professional training conferences of mental health and victims service providers - at the Fall training of the Virginia Association of Community Services Boards, the Virginia Victim Assistance Network, and the Virginia Counselors Association, and the Spring meetings of NASW Virginia, Virginia Sexual and Domestic Violence Action Alliance and the VOCAL peer run centers.
- A Fall “lunch and learn” event on the service for provider associations and local agency reps at the Virginia Association of Community Services Boards, along with a half-day session on trauma and resilience and victim services.
- Displays and information at the agency’s September “Victory for Mental Health” dinner program and May “Mental Health Awareness” event, reaching a variety of service providers as well as the general public.
- 5,000 informational brochures to distribute through the table displays noted above, and also to each local Community Services Board, Victim/Witness program, the Crime Victims Help Line, the Alliance Hotline and local shelter programs, Virginia Victims Fund staff, DCJS, local Peer Run Centers and local affiliates of Mental Health America and NAMI.

- Complimentary radio advertising targeted to specific markets (e.g. urban contemporary, classic rock) through an agency Board member who is a senior promoter with a station ownership group.
- Scheduled personal meetings with leaders, key staff and community members identified through contact with several of the organizations mentioned above and below to reach the most underserved.
- Social media presence, through face book, face book boosts, our website, twitter and email distribution, as well as email distributions by DBHDS Office of Recovery Services and placement in messaging from supportive organizations.

b. Specific outreach to underserved: The target population for the service is the traditionally underserved – crime victims with mental health challenges from associated trauma. All the efforts listed above to inform victims of the program are essential to reaching the underserved, given that most victims receiving services of any type would interact at some point with one of the provider agencies, and victims’ mental health problems are generally underserved. In addition, we will identify primary contacts at public and private mental hospitals, Department of Aging and Rehabilitation Services, the Consortium for Minority Mental Health, the Virginia Association of Free Clinics and LGBTQ organizations to ensure their staff and populations are aware of the service. We will solicit their additional input on social media and print media messaging to maximize its ability to be culturally relevant.

6. Project Management and Staff.

a. Staff:

Project Coordinator – To be hired. To devote 24 hours/week to implementing the project. The selected applicant will be a trained peer recovery specialist with their own experience as a crime victim. Skills will include scheduling, registrations, training coordination, social media, data entry, promotion, etc.

Executive Director – Bruce Cruser, MSW, will provide 10% of his time as In-Kind services to administer the project and supervise the Project Coordinator. He has 30 years of experience working in the criminal justice system at the local and state level, including both victim and offender services, program planning and administration. He has been Executive Director at Mental Health America of Virginia for three years, which has included serving on state level work groups to improve the provision of mental health services throughout the state.

Contract Facilitators (2) – Kevin Kelly, Heather Fossen – Each will be a Certified Peer Recovery Specialist with experience as a crime survivor, and also be a trained MHAV recovery program facilitator. Each will provide 120 hours/year (240 hours total/year) of peer facilitation and recovery support for the program sessions, staying on-site with the other participants. They will have been trained on additional trauma-informed approaches with this curriculum.

Volunteers – (5 or more) – To be identified. Volunteers will be Peer Recovery Specialists who have experienced victimization and are working towards their 500 hours of experience required to obtain state certification. Each of the 5 volunteers will provide an estimated 32 hours/year towards the project (160 hours total from volunteers/year). They will assist the program facilitators at each of the five locations and with facilitation and logistical support, as well as individual support for participants who may need additional attention.

7. Performance Measures and Evaluation

- a. **Process** – We conduct participant evaluations at the conclusion of all our trainings and groups. For this project we will also use a brief performance measure based on OVC's that will survey group participants at the time of program completion, and then again at 3, 6 and 12 months to measure for perceived mental wellness and adherence to their recovery plan.
- b. **Tools** – In addition to the simple evaluation we use at the conclusion of a training program, we will design a tool based on OVC's work for victim empowerment and efficacy and the mental wellness factors used in other surveys. The initial participant evaluation form will be completed in writing by each participant at the conclusion of the 3-day program, with follow-up evaluations completed on-line, with gentle follow-up by staff if needed to encourage participation.
- c. **Barriers:** The more time that passes after someone completes the program (up to 12 months), the harder it will be to keep current contact information, and participants may lose interest in completing the evaluation process.
- d. **Using Feedback:** The agency practice is to always conduct written participant evaluations at the conclusion of each program, facilitator self-evaluations and then a follow-up review by staff with the facilitators to review any adjustments that could improve the program. The evaluations on-site while participants are still present have proven helpful in adjusting programming.

The pilot version of the ReSTORE program for crime victims was evaluated highly by participants. The average rating for the facilitators was 5 out of 5 and for the overall program was 4.5 out of 5. Narrative comments included:

“The activities & different learning styles were wonderful...OUTSTANDING!”

“I felt 100% safe and able to speak freely.”

Additional feedback included that the retreat style (overnight) format, although challenging for some with responsibilities at home, was good because it allowed for time in the evening to help process emotions from the day. Some evaluations suggested that the curriculum modules needed more time, and confirmed the value in having optional diversion entertainment to help relax from the day’s curriculum. We have adjusted the time allowances for some of the curriculum modules, and include karaoke and drumming as optional evening activities. Another indicator that the experience was positive for the participants is that afterwards some applied to participate in other programs that we offer (e.g. Advocacy, Workforce Reentry).

Mental Health America of Virginia

Job Description

Project Coordinator – Crime Survivors Mental Health Support

Survivors of Trauma Obtaining Resilience and Empowerment (Re)STORE

This is a part-time, 24 hour/week position.

GENERAL STATEMENT OF RESPONSIBILITIES:

The person in this new position serves as the Project Coordinator for the agency's trauma-informed recovery education program for victims of crime and associated trauma.

Responsibilities include, at a minimum:

- Daily implementation of the ReSTORE program according to the VOCA grant guidelines and under the supervision of the agency's Executive Director.
- Scheduling a projected five 3-day trainings per year, including coordination with retreat/conference centers in different parts of the state.
- Serve as contact person for training registrations, including processing applications, references, verification of residence, acceptance letters and completion certificates.
- Coordinating schedules of Peer Facilitators and volunteers assigned to each training.
- Preparing supplies and equipment to be used at each training.
- Developing a network of contacts with public and private mental health providers, victims services agencies and related organizations for referrals to the ReSTORE program.
- Visiting key community collaborators to present the program information and identify additional opportunity for mutual support in service delivery.
- Conduct outreach with program materials at selected regional and statewide professional association meetings/conferences, such as the Virginia Victim Assistance Network, NASW- VA, Virginia Counselors Association, Virginia Association of Community Services Boards and the Virginia Domestic and Sexual Assault Action Alliance.
- Maintain confidential participant files and records, record grant data.

The incumbent is expected to perform duties as specified and according to the policies of Mental Health America of Virginia, as well as those of the VOCA grant requirements.

Mental Health America of Virginia

Job Description

Executive Director

Full Time Position

GENERAL STATEMENT OF RESPONSIBILITIES:

The person in this position has overall strategic and operational responsibility for the agency's staff, program management, advocacy, affiliate relations, fundraising, and organizational growth. Responsibilities include, at a minimum:

- Under guidance from the agency's Board of Directors, administers agency programs according to agency policy and procedures and funding requirements.
- Recruits, hires and supervises staff and volunteers according to personal policies and federal and state requirements. Coaches staff for maximum performance according to abilities.
- Adheres to requirements of financial and program audits and best practice for management of non-profit organizations.
- Develops annual budgets for Board approval, manages budget and provides quarterly financial reports to the Board, DBHDS and other entities as required.
- Staffs agency Board and committees, reports regularly to Board on progress with goals and objectives as outlined in agency strategic plan.
- Develops with board agency's annual fundraising and mental health public awareness event(s) and other public awareness campaigns.
- Establishes cooperative relationships with other state non-profit, government and for-profit agencies providing advocacy for improved mental health awareness and services in Virginia.
- Represents local Mental Health America affiliates in Virginia in statewide communication and advocacy efforts and providing educational materials for the public and policy makers to improve mental health for all Virginians.
- Oversees agency marketing, communication and social media presence
- Ensures agency programs are represented at health and wellness events and related training conferences and activities.
- Identifies opportunities to fill gaps in mental health prevention, treatment and recovery services through initiation of new programs, partnering with other service providers
- Produce required grant reports, program data and program evaluations.
- Where applicable, maintain confidential participant files and records.
- Reports to the President of the agency's Board of Directors.

Mental Health America of Virginia

Job Description

Volunteer Peer Facilitator Support

Survivors of Trauma Obtaining Resilience and Empowerment (Re)STORE

GENERAL STATEMENT OF RESPONSIBILITIES:

The person in this position is a Peer Recovery Support Specialist who has completed the 72 hour approved curriculum for certification and is in process of completing the 500 experiential hours required for certification in Virginia. The volunteer is assigned to one or more offerings of the agency's education program for victims of crime and associated trauma. Responsibilities include:

- Orientation by the agency Project Coordinator and approval by the Executive Director
- Full attendance and participation at a 3-day offering of the agency's ReSTORE program
- Assist the contracted CPRS facilitators with facility room set-up and implementing the curriculum through technical support, organization of equipment and supplies.
- As directed, coordinate with facility staff on meal and break times, facility amenities or complaints
- Track participant attendance at each module
- Provide group facilitation of module break activities as agreed upon by facilitators
- Fill in as needed to help facilitate in the absence of a contract facilitator
- Provide peer support to individual participants during the day and the evening as needed
- Lead one or more of the evening optional activities for participants
- Assist with administering project evaluations as directed.
- Help with packing up and site clean-up upon program completion

Perform duties as specified and according to the policies of Mental Health America of Virginia, as well as those of the VOCA grant requirements.

VOCA Initial Readiness Assessment

Use this tool to assess if your organization meets the criteria to be eligible for VOC A funding, and if your organization has the systems in place needed to manage a VOCA grant.

| ORGANIZATION TYPE | Yes | NO | Explain/describe your readiness as necessary |
|---|--|----|--|
| <p>Are you a public or non-profit organization with 501(c)(3) status?</p> <p>Are you one of the following:</p> <ul style="list-style-type: none"> a. Victim services organization b. Faith-based organization c. Child advocacy center d. Hospital/emergency medical facility e. Legal assistance organization f. Mental health service organizations (note in-patient treatment facilities are NOT eligible) g. State/local child and adult protective services h. Housing authority with components specifically trained to serve crime victims i. Other community-based organization that provides services to crime victims. <p>Note if you are not solely a victim services organization, you can only receive VOCA funds for the parts of your work that deliver direct services to crime victims.</p> | <p>Yes</p> <p>Mental health service organization</p> | | |

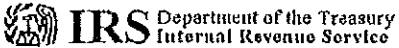
| COMMUNITY ENGAGEMENT | Yes | NO | Explain your readiness as necessary |
|--|-----|----|-------------------------------------|
| <p>Do you do any of the following activities to promote community efforts to aid crime victims?</p> <ul style="list-style-type: none"> a. Host forums or panels to increase awareness of services for victims? b. Serve on commissions, taskforces, coalitions, or working groups that promote efforts to aid crime victims? c. Have written agreements or MOUs with other organizations to more comprehensively aid crime victims? | Yes | | |
| <p>FUNDRAISING</p> | Yes | NO | Explain your readiness as necessary |
| <p>Do you have other non-federal monetary or in-kind sources of income that you can use or raise to cover the required 20% match for your VOCA project?</p> | Yes | | |
| <p>Are you registered with www.sam.gov, and do you have a DUNS number?</p> | Yes | | |
| <p>VICTIM SERVICES PROGRAM</p> | Yes | NO | Explain your readiness as necessary |
| <p>Do you provide any of the following victims' services?</p> <ul style="list-style-type: none"> a. Crisis intervention b. Accompaniment to hospitals for medical examinations c. Hotline counseling d. Emergency food, clothing, transport, and shelter e. Emergency safety measures (boarding up broken windows, repairing/replacing broken locks, etc.) | | | |

| | | | | |
|---|--|--|---|---|
| <p>f. Emergency legal assistance such as filing protective orders or obtaining emergency custody/visitation rights in family violence cases g. Other emergency services intended to restore a victims' sense of security h. Mental health counseling i. Group treatment and/or therapy j. Accompaniment, transportation, or child care so victims can attend court proceedings k. Notification of court dates l. Assistance with victim impact statements m. Forensic services for victims n. Helping recover property held as evidence Acting on behalf of the victim to manage practical problems created by the victimization with service providers, creditors, or employers o. Helping victims apply for public assistance p. Locating external resources to help victims with relocation expenses (but not providing those expenses directly)</p> | | <p>Mental health peer recovery training and support</p> | | <p>To date all of our funding has been from non-VOCA sources, and even with the proposed VOCA funding, the majority of our funding will still be from non-VOCA sources.</p> |
| | | <p>Yes – through mental health support</p> | <p>yes</p> | |
| <p>Do you have a record/history of providing services to crime victims and their families?</p> | | <p>Yes, we notify victims about the Virginia Victim Fund as applicable</p> | <p>Do you help crime victims apply for compensation benefits (i.e. notifying victims about compensation, helping them with forms and documentation, or checking on claim status)?</p> | |

| | | | |
|--|------------|-----------|--|
| <p>Do you provide victim services free of charge?</p> | <p>yes</p> | | |
| <p>Do you, or will you provide services to victims of federal crimes on same basis as local/state victims?</p> | <p>Yes</p> | | |
| <p>If you are a faith-based organization, do you ensure that services are offered to all victims regardless of religious affiliation and without requiring participation in any religious activity or event?</p> | <p>N/A</p> | | |
| <p>FINANCES</p> | <p>Yes</p> | <p>NO</p> | <p>Explain your readiness as necessary</p> |
| <p>Do you have an operating budget?</p> | <p>Yes</p> | | |
| <p>Do you audit your financials at the end of the fiscal year?</p> | <p>yes</p> | | |
| <p>Do you track your income and expenses through Quickbooks, Excel or any other method?</p> | <p>Yes</p> | | |
| <p>Do you document all of your expenses?</p> | <p>Yes</p> | | |
| <p>Do you track all of your income and expenses against specific funding sources?</p> | <p>yes</p> | | |
| <p>RECORD KEEPING</p> | <p>Yes</p> | <p>NO</p> | <p>Explain your readiness as necessary</p> |

Attachment #10

| | | | |
|--|-----|--|--|
| Do you keep files for each of your clients? | Yes | | |
| Do you track statistics/demographics on crime victims served (by race, national origin, sex, age, and disability)? | yes | | |
| Do you keep copies of all vendor contracts on file? | yes | | |
| Do you have job descriptions on file for all your staff and/or volunteer positions? | yes | | |
| Do you keep daily time and attendance records and track activities for staff? | yes | | |
| Do you keep daily time and attendance records and track activities for volunteers? | yes | | |
| Do you have a confidentiality policy? | yes | | |
| Do you have a conflict of interest policy? | yes | | |
| Do you comply with federal laws regarding equal employment opportunity? | yes | | |



OGDEN UT 84201-0029

In reply refer to: 4077591934
Sep. 02, 2015 LTR 4168C 0
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MENTAL HEALTH AMERICA OF VIRGINIA
2008 BREMO RD STE 101
RICHMOND VA 23226-2443



009954

Employer Identification Number: 54-0534103
Person to Contact: Ms. Wiles
Toll Free Telephone Number: 1-877-829-5500

Dear Taxpayer:

This is in response to your Aug. 17, 2015, request for information regarding your tax-exempt status.

Our records indicate that you were recognized as exempt under section 501(c)(3) of the Internal Revenue Code in a determination letter issued in May 1970.

Our records also indicate that you are not a private foundation within the meaning of section 509(a) of the Code because you are described in section(s) 509(a)(1) and 170(b)(1)(A)(vi).

Donors may deduct contributions to you as provided in section 170 of the Code. Bequests, legacies, devises, transfers, or gifts to you or for your use are deductible for Federal estate and gift tax purposes if they meet the applicable provisions of sections 2055, 2106, and 2522 of the Code.

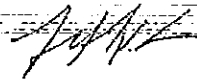
Please refer to our website www.irs.gov/eo for information regarding filing requirements. Specifically, section 6033(j) of the Code provides that failure to file an annual information return for three consecutive years results in revocation of tax-exempt status as of the filing due date of the third return for organizations required to file. We will publish a list of organizations whose tax-exempt status was revoked under section 6033(j) of the Code on our website beginning in early 2011.

4077591934
Sep. 02, 2015 LTR 4168C 0
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00021540

MENTAL HEALTH AMERICA OF VIRGINIA
2008 BREMO RD STE 101
RICHMOND VA 23226-2443

If you have any questions, please call us at the telephone number shown in the heading of this letter.

Sincerely yours,



Jeffrey I. Cooper
Director, EO Rulings & Agreement



Virginia Association Of
Community Services Boards, Inc.
Making a Difference Together

*Premier Behavioral Health and
Developmental Disability
Services in Virginia's
Communities*

10128 W. Broad Street, Suite B • Glen Allen, VA 23060 • (804) 330-3141 • Fax (804) 330-3611

Mental Health America of Virginia
2008 Bremono Road, Suite #101
Richmond, VA 23226

Dear Mr. Crusier:

As the Executive Director of the Virginia Association of Community Services Boards, I am writing in support of Mental Health America of Virginia's application to provide mental health peer support services to people dealing with the effects of trauma associated with crime victimization.

As you know, we believe in the value of peer support as part of providing mental health services, and several Community Services Boards around the state employ Certified Peer Recovery Specialists in a variety of programs. For several years local CSB staff have referred individuals to Mental Health America of Virginia's recovery programming to gain additional tools for their recovery journey, and to connect with others who are going through similar struggles.

Many trauma victims have the need for ongoing mental health support to help prevent them from falling back into crisis and repeat hospitalization. Your plan for trained peer-recovery specialists to provide three-day empowerment trainings for crime victims recovering from trauma will help them maintain their recovery.

We look forward to working with you in making this project a success.

Sincerely,

Jennifer M. Faison
Executive Director
Virginia Association of Community Services Boards

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Kassandra D. Bullock
Director



A Division of the Virginia Workers' Compensation Commission

Mail: P.O. Box 26927, Richmond, Virginia 23261 • Phone: 1.800.552.4007 • Fax: 804.823.6905 • SAFE Fax: 804.823.6907

March 4, 2019

Dear Mr. Cruser:

I support Mental Health America of Virginia's application to DCJS for funding through the VOCA Victims Services Grant Program to provide mental health peer support services to victims of crime.

As you know, the Criminal Injuries Compensation Fund (CICF) provides financial reimbursement for crime-related expenses to ease some of the financial burdens on victims of crime. Callers to our office may ask how they can receive mental health services, and our staff members sometimes experience other calls that reveal a need for mental health support. Many of these callers would benefit from the trained mental health peer support and information available through the proposed project for ongoing recovery from associated trauma.

My understanding is that the ReSTORE program (Survivors of Trauma Obtaining Resilience and Empowerment) is a 3-day facilitated training in a retreat/conference setting, and will be offered 5 times during the year and be available to adults from anywhere in Virginia. The strength-based approach provides tools and support to help people in their ongoing recovery. This service complements our mission to help compensate victims for their losses, to get their lives back and resume their work and participation in the community.

We welcome this addition to the resources for crime victims that are beyond the reach of CICF but so important for many victims after the crisis period has subsided.

Sincerely,

Kassandra D. Bullock
Director

KDB

FURTHER KNOWN AS:

*Virginia Network for
Victims and Witnesses
of Crime, Inc.*

Dear Mr. Cruser:

On behalf of the Virginia Victim Assistance Network, I am writing in support of Mental Health America of Virginia's application to provide mental health services to victims of crime under the VOCA Program.

BOARD OF DIRECTORS

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Local victim/witness agencies throughout Virginia have often expressed the need for additional mental health services for the people they serve, particularly in certain under-resourced areas of the state. Their primary work with victims of crime ends when the court process is completed, yet so many victims have the need for ongoing mental health support and other services that are beyond the scope and resources of our agencies.

The plan for trained peer-recovery specialists to provide three-day empowerment trainings for crime victims recovering from trauma will help them maintain their recovery and not fall prey to others who take advantage of their mental health problems. Peer support is an important tool and builds confidence to resist the people, places and things that place victims at greatest risk for being victimized again. Providing the trainings in different regions of the state helps make it possible for more people to attend.

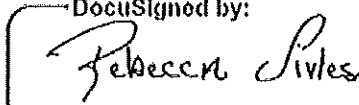
We hope you will be able to attend our annual training conference in November to publicize these services and inform local agency staff of the referral process. Please keep us informed as we work together to improve mental health.

EXECUTIVE DIRECTOR

Cristi Lawton

Sincerely,

Rebecca Sirles

DocuSigned by:

A2FC6C5F0648470...

Web: vanetwork.org \ Tel: 804-331-4057
8600 Quilcassin Rd., Suite 206 Richmond, VA 23229
P.O. Box 71704 Henrico, VA 23225

Victim Assist Helpline: 855-4-HELP-VA
Human Trafficking Infoline: 833-INFO-4-HT

GENERAL GRANT CONDITIONS AND ASSURANCES

The applicant, for federal funds administered by the Department of Criminal Justice Services (DCJS), gives assurances and certifies with respect to the grant that it will comply with the following requirements:

1. The applicant assures that fund accounting, auditing, monitoring, and such evaluation procedures as may be necessary to keep such records as DCJS shall prescribe shall be provided to assure fiscal control, proper management, and efficient disbursement of funds received under this grant.
2. **REPORTS:** Each applicant shall submit such reports as DCJS shall reasonably request. Financial and progress reports shall be submitted to DCJS on the **12th working day** following the close of each quarter unless otherwise informed.
3. **GRANT CLOSEOUT:** The last quarterly report of a project using federal funds must indicate any unpaid obligations, which exist at the expiration of the grant. The applicant has 45 days to liquidate any unpaid obligations and submit a final financial report.
4. **UNUSED FUNDS:** Any funds that have been requested, but unexpended at the end of the grant period will be refunded by check made payable to the **Treasurer, Commonwealth of Virginia**, and will accompany the final financial report when it is submitted to DCJS. (State agencies will process a BEX in Cardinal to return unused grant funds.) The check should be mailed to the attention of the Finance Department, Department of Criminal Justice Services, 1100 Bank Street, 12th Floor, Richmond, VA, 23219.
5. **INSPECTION AND AUDIT:** The applicant agrees to comply with the organizational audit requirements of 2 CFR Sub-part F § 200.501 Audit requirements: (a) Audit required. A non-Federal entity that expends \$750,000 or more during the non-Federal entity's fiscal year in Federal awards must have a single or program-specific audit conducted for that year in accordance with the provisions of this part...(d) Exemption when Federal awards expended are less than \$750,000. A non-Federal entity that expends less than \$750,000 during the non-Federal entity's fiscal year in Federal awards is exempt from Federal audit requirements for that year, except as noted in §200.503 Relation to other audit requirements, but records must be available for review or audit by appropriate officials of the Federal agency, pass-through entity (DCJS), and Government Accountability Office (GAO).
6. The applicant will comply, where applicable, with the following:
 - National Environment Policy Act of 1969 (42 U.S.C. § 4321);
 - Flood Plain Management and Wetland Protection Procedures (28 CFR 63);
 - National Historic Preservation Act (16 USC 470);
 - Uniform Relocation Assistance and Real Property Acquisitions Policies Act of 1970. (42 U.S.C. § 4601 et seq.);
 - Clean Air Act, P. L. 88-206, 42 USC 1857, et seq;
 - Safe Drinking Water Act, P. L. 93-523, 42 USC 3001, et seq;
 - Endangered Species Act of 1973, P. L. 93-205, 16 USC 1531, et seq;

- Wild and Scenic Rivers Act, P. L. 90-542, 16 USC 1271, et seq;
 - Fish and Wildlife Coordination Act, P. L. 85-624, 16 USC 661, et seq;
 - Historical and Archaeological Data Preservation Act, P. L. 93-291, 16 USC 2469, et seq;
 - Coastal Zone Management Act of 1979, P. L. 92-583, 16 USC 1451, et seq. and the Coastal Barrier Resources Act of 1982 (P.L. 97-348);
 - Animal Welfare Act of 1970, P. L. 91-579, 7 USC 2131, et seq;
 - Impoundment Control Act of 1974, P. L. 93-344, 31 USC 1401, et seq; and
 - The Fair Labor Standards Act, if applicable.
7. **POLITICAL ACTIVITY:** The restrictions of the Hatch Act, Pub. L. 93-433, 5 USC Chapter III, (as amended), concerning the political activity of government employees are applicable to applicant staff members and other state and local government employees whose principal employment is in connection with activities financed, in whole or in part, by grants. Under a 1975 amendment to the Hatch Act, such state and local government employees may take an active part in political management and campaigns except they may not be candidates for office.
8. **DISCRIMINATION PROHIBITED:** No person shall, on the grounds of race, religion, color, national origin, sex, or handicap be excluded from participation in, be denied the benefits or be otherwise subjected to discrimination under or denied employment in connection with, grants awarded pursuant to the Justice Assistance Act of 1984, and the implementing regulations 28 CFR Part 42, Subparts C, D, E, and G, or any project, program, activity, or subgrant supported or benefiting from the grant. The applicant must comply with the provisions and requirements of Title VI of the Civil Rights Act of 1964 and its implementing regulations 28 CFR 41.101 et seq. The sub-recipient ("subgrantee") at any tier, must comply with all applicable requirements of 28 C.F.R. Part 54, which relates to nondiscrimination on the basis of sex in certain "education programs," and the Age Discrimination Act (42 U.S.C. 8101 et. seq). The - sub-recipient ("subgrantee") at any tier, must comply with all applicable requirements of 28 C.F.R. Part 38, specifically including any applicable requirements regarding written notice to program beneficiaries and prospective program beneficiaries. Part 38 of 28 C.F.R., a DOJ regulation, was amended effective May 4, 2016.
9. **EQUAL EMPLOYMENT OPPORTUNITY PROGRAM:** Each applicant certifies that it has executed and has on file, an Equal Employment Opportunity Program which conforms to the provisions of 28 CFR Section 42.302 specifically including any applicable requirements in Subpart E of 28 C.F.R. Part 42 that relate to an equal employment opportunity program.
- The applicant organization having 50 or more employees who would receive amounts of \$500,000 or more, or grants which in the aggregate exceed \$500,000 or more, in any fiscal year must submit a copy of their Equal Employment Opportunity Plan (EEOP) to the DCJS for review. For continuation grant funding that exceed these amounts in any fiscal year the applicant must submit a statistical update from the previous year's plan.
10. The applicant assures that in the event a federal or state court or federal or state administrative agency makes a finding of discrimination after a due process hearing on the grounds of race, color, religion, national origin or sex against a recipient of funds, the recipient will forward a copy of the finding to the DCJS.

11. **RELEASE OF INFORMATION:** All records, papers and other documents kept by recipients of DCJS funds, and their contractors, relating to the receipt and disposition of such funds, are required to be made available to the DCJS. These records and other documents submitted to DCJS and its applicants pursuant to other provisions of the Act, including plans and application for funds, are required to be made available to DCJS under the terms and conditions of the Federal Freedom of Information Act, 5 USC 552.
12. **INFORMATION SYSTEMS:** With respect to programs related to criminal justice information systems, the applicant agrees to comply with the provisions of 28 CFR, Part 20 governing the protection of the individual privacy and the insurance of the integrity and accuracy of data collection. The applicant further agrees:
- That all computer programs (software) developed with funds provided by this grant will be made available to the DCJS for transfer to authorized users in the criminal justice community without cost other than that directly associated with the transfer. The software will be documented in sufficient detail to enable potential users to adapt the system, or portions thereof, to usage on a computer of similar size and configuration.
 - To provide a complete copy of the computer programs and documentation, upon request, to the DCJS. The documentation will include but not be limited to system description, operating instruction, program maintenance instructions, input forms, file descriptions, report formats, program listings, and flow charts for the system and programs.
 - That whenever possible any new or upgraded software programs will first be evaluated to determine whether the best fit would be to re-program the existing applications or determine if off the shelf applications is a more appropriate fit to support the business application. Regardless of direction, best practices would be followed in terms of selection of a technical infrastructure databases (Microsoft SQL, Oracle, MySQL) and Net programming languages (SQL, Java, C++).
13. **CONFIDENTIALITY OF RESEARCH INFORMATION:** Research information identifiable to an individual, which was obtained through a project funded wholly or in part with DCJS grant funds, shall remain confidential and copies of such information shall be immune from legal process, and shall not, without the consent of the person furnishing such information, be admitted as evidence or used for any purpose in any action, suit, or other judicial or administrative proceeding (28 CFR Part 22).
14. **CRIMINAL INTELLIGENCE SYSTEMS OPERATING POLICIES:** The applicant agrees to be in compliance with all policies as expressed under the Code of Federal Regulations, 28 CFR 23, concerning the operation of criminal intelligence systems funded with DCJS funds.
15. **COPYRIGHT:** Except as otherwise provided in the conditions of the award, the author is free to arrange for copyright without approval when publication or similar materials are developed from work under a DCJS supported project. Any such copyright materials shall be subject to the DCJS's right to reproduce them, translate them, publish them, use and dispose of them, and to authorize others to do so for government purposes. In addition, communications in primary scientific or professional journals publishing initial reports or research or other activities and supported in whole or in part by the DCJS project funds may be copyrighted by the journal with the understanding that individuals are authorized to make or have made by any means available to them, without regard to the copyright of the journal, and without royalty, a single copy of any such article for their own use. State employees who develop copyrights during work hours, or within the scope of their employment, or when using state-owned or state-controlled facilities, the copyrights vest in the Commonwealth.

16. **PATENTS:** If any discovery or invention arises or is developed in course of or as a result of work performed under this grant, the applicant shall refer the discovery or invention to DCJS. The applicant hereby agrees that determination of rights to inventions made under this grant shall be made by the DCJS or its duly authorized official representative, who shall have the sole and exclusive powers to determine whether or not and where patent application should be filed and to determine the disposition of all rights in such inventions, including title which may issue thereon. The determination of the DCJS or its duly authorized representative shall be accepted as final. In addition, the applicant hereby agrees and otherwise recognizes that the DCJS shall acquire at least an irrevocable non-exclusive royalty-free license to practice and have practiced throughout the world for governmental purposes any invention made in the course of or under this grant. The grant shall include provisions appropriate of effectuating the purpose of this condition in all contracts of employment, consultant's agreements, or contracts.
17. The applicant assures that funds made available under this grant will not be used to supplant state or local funds. Federal funds must be used to supplement existing state or local funds for program activities and may not replace state or local funds that have been appropriated or allocated for the same purpose. Additionally, federal funding may not replace state or local funding that is required by law.
18. Confidential expenditures for services, evidence and/or information must comply with the requirements stated in the Administrative Guide and Application Procedures Manual.
19. **BIO MEDICAL EXPERIMENTATION:** The applicant assures that no grant funds will be used for any bio-medical or behavior control experimentation on individuals or any research involving such experimentation.
20. The applicant agrees to complete a Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion OJP Form 4061/1, prior to receiving funds from DCJS. The guidelines for debarment and suspension are codified in 2 C.F.R. Part 180 and adopted by DOJ, via 2 C.F.R. Part 2867, in subparts A through I, as its policies and procedures for non-procurement debarment and suspension. Sub-grantees will be responsible for checking the exclusion status in SAM for any consultants hired under any award.
21. The applicant must state the percentage of the total cost of this program supported by federal funds and the dollar amount of federal funds for this program. This statement shall be on all press releases, requests for proposals; bid solicitation and other documents describing the program whether funded in-whole or in-part with federal funds.
22. The grantee agrees that any publication (written, visual, or sound, but excluding press releases newsletters, and issue analyses) issued by the grantee or by any Applicant describing programs or projects funded in-whole or in-part with Federal Funds, shall contain the following statement:

This project was supported by the Department of Criminal Justice Services (DCJS) grant # _____, with funds made available to the Commonwealth of Virginia from the Office of _____, U.S. Department of Justice.

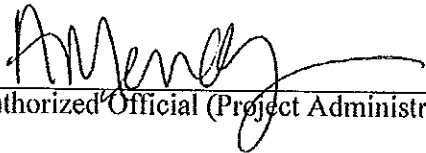
Points of view or opinions contained within this document are those of the author and do not necessarily represent the official position or policies of the Virginia Department of Criminal Justice Services or the United States Department of Justice.

The applicant also agrees that one copy of any such publication will be submitted to the DCJS to be placed on file and distributed as appropriate to other potential applicants or interested parties. DCJS may waive the requirement for submission of any specific publication upon submission of a request providing justification from the applicant.

23. Applicants with federal grants that procure goods or services that have an aggregate value of \$500,000 or more must specify in any announcement of the awarding of the contract for the procurement of the goods and services involved (including construction services) a) the amount of Federal funds that will be used to finance the acquisition; and b) expresses the amount announced pursuant to paragraph (a) as a percentage of the total cost of the planned acquisition. This complies with Public Law 102-141, section 623 (formally the Stevens Amendment).

CERTIFICATION

I certify that all the information presented is correct, and that the applicant will comply with the provisions of all other federal and state laws and rules and regulations that apply to this award.



Authorized Official (Project Administrator)

3/4/2019

Date

U.S. DEPARTMENT OF JUSTICE
OFFICE OF JUSTICE PROGRAMS
OFFICE OF THE COMPTROLLER

**CERTIFICATIONS REGARDING LOBBYING; DEBARMENT, SUSPENSION AND
OTHER RESPONSIBILITY MATTERS; AND DRUG-FREE WORKPLACE REQUIREMENTS**

Applicants should refer to the regulations cited below to determine the certification to which they are required to attest. Applicants should also review the instructions for certification included in the regulations before completing this form. Signature of this form provides for compliance with certification requirements under 28 CFR Part 69, "New Restriction's on Lobbying" and 28 CFR Part 67, "Government-wide Debarment and Suspension (Non-procurement) and Government-wide Requirements for Drug-Free Workplace (Grants)." The certifications shall be treated as a material representation of fact upon which reliance will be placed when the Department of Justice determines to award the covered transaction, grant, or cooperative agreement.

1. LOBBYING

As required by Section 1352, Title 31 of the U.S. Code, and implemented at 28 CFR Part 69, for persons entering into a grantor cooperative agreement over \$100,000 as defined at 28 CFR Part 69, the applicant certifies that:

(a) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the making of any Federal grant, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal grant or cooperative agreement;

(b) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal grant or cooperative agreement, the undersigned shall complete and submit Standard Form - LLL, "Disclosure of Lobbying Activities," in accordance with its instructions:

(c) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subgrants, contracts under grants and cooperative agreements and subcontracts) and that all subrecipients shall certify and disclose accordingly.

**2. DEBARMENT, SUSPENSION, AND OTHER
RESPONSIBILITY MATTERS
(DIRECT RECIPIENT)**

As required by Executive Order 12549, Debarment and Suspension, and Implemented at 28 CFR Part 67, for prospective participants in primary covered transactions, as defined at 28 CFR Part 67, Section 67.510

A. The applicant certifies that it and its principals:

(a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, sentenced to a denial of Federal benefits by a State or Federal court, or voluntarily excluded from covered transactions by any Federal department or agency;

(b) Have not within a three-year period preceding this application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;

(C) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and

(d) Have not within a three-year period preceding this application had one or more public transactions (Federal, State, or local) terminated for cause or default; and

B. Where the applicant is unable to certify to any of the statements in this certification, he or she shall attach an explanation to this application.

**3. DRUG-FREE WORKPLACE
(GRANTEES OTHER THAN INDIVIDUALS)**

As required by the drug-Free Workplace Act of 1988, and implemented at 28 CFR Parts 67, Subpart F, for grantees, as defined at 28 CFR Part 67 Sections 67.615 and 67.620---

A. The applicant certifies that it will or will continue to provide a drug-free workplace by:

(a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;

(b) Establishing an on-going drug-free awareness program to inform employees about---

(1) The dangers of drug abuse in the workplace;

(2) The grantee's policy of maintaining a drug-free workplace;

(3) Any available drug counseling, rehabilitation, and employee assistance programs; and

(4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;

(c) Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a);

(d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will:

(1) Abide by the terms of the statement; and

(2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;

(e) Notifying the agency, in writing, within 10 calendar days after receiving notice under subparagraph (d)(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to: Department of Justice, Office of Justice Programs, ATTN: Control Desk, 633 Indiana Avenue, N.W., Washington, D.C. 20531. Notice shall include the identification number(s) of each affected grant;

(f) Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph (d)(2), with respect to any employee who is so convicted---

(1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or

(2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;

(g) Making a good faith effort to continue to maintain a drug free workplace through implementation of paragraphs (a), (b), (c), (d), (e), and (f).

B. The grantee may insert in the space provided below the site(s) for the performance of work done in connection with the specific grant:

Place of Performance (Street address, city, county, state, zip code)

Check if there are workplaces on file that are not identified here.

Section 67.630 of the regulations provides that a grantee that is a State may elect to make one certification in each Federal fiscal year. A copy of which should be included with each application for Department of Justice funding. States and State agencies may elect to use OJP Form 4061/7.

Check if the State has elected to complete OJP form 4061/7.

**DRUG-FREE WORKPLACE
(GRANTEES WHO ARE INDIVIDUALS)**

As required by the Drug-Free Workplace Act of 1988, and implemented at 28 CFR Part 67, Subpart F, for grantees, as defined at 28 CFR Part 67; Sections 67.615 and 67.620---

A. As a condition of the grant, I certify that I will not engage in the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in conducting any activity with the grant; and

B. If convicted of a criminal drug offense resulting from a violation occurring during the conduct of any grant activity, I will report the conviction, in writing, within 10 calendar days of the conviction, to: Department of Justice, Office of Justice Programs, ATTN: Control Desk, 633 Indiana Avenue, N.W., Washington, D.C. 20531.

As the duly authorized representative of the applicant, I hereby certify that the applicant will comply with the above certifications.

1. Grantee Name and Address:

*Mental Health America of Virginia - Suite 101,
2008 Breemo Rd, Richmond, VA 23226*

2. Application Number and/or Project Name

Crime Survivor Mental Health Support

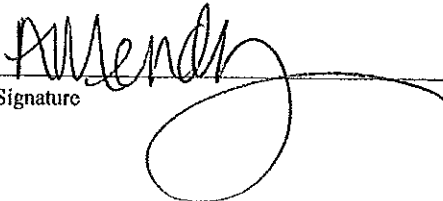
3. Grantee IRS/Vendor number

54-0534103

Anna Mendez, Board President

4. Typed Name and Title of Authorized Representative

5. Signature



3/4/2019

6/Date



Virginia Department of Criminal Justice Services
CERTIFICATION OF COMPLIANCE WITH REGULATIONS
OFFICE FOR CIVIL RIGHTS, DEPARTMENT OF JUSTICE

INSTRUCTIONS: Please read this form completely, identify the person responsible for reporting civil rights findings, certify that the required Civil Rights training has been completed by the Project Director, and check only one certification under "II" that applies to your agency. Your Project Administrator must sign at the bottom of page 2, forward a copy to the person identified as being responsible for reporting civil rights findings, and return the original to grantsmgmt@dcjs.virginia.gov within 45 days of the grant award beginning date.

GRANTEE NAME & ADDRESS:

Name: Mental Health America of Virginia
Street: 2008 Bremono Rd., Suite 101
City/State/Zip Code: Richmond, VA 23226

GRANT NUMBER:
Crime Survivors Mental Health Support

AWARD (\$):

PROJECT DURATION: 24 months
FROM: July 1, 2019 TO: June 30, 2021

PROJECT DIRECTOR: Bruce Cruser

PHONE: 804 257-5591 ext. 102

PERSON RESPONSIBLE FOR REPORTING CIVIL RIGHTS FINDINGS OF DISCRIMINATION:

Name: Bruce Cruser
Street: 2008 Bremono Rd., Suite 101
City/State/Zip Code: Richmond, VA 23226
Email: Bruce.cruser@mhav.org

I acknowledge that I viewed the training on Civil Rights available on the DCJS website (Victims Services page) or at https://ojp.gov/about/ocr/ocr-training-videos/video-ocr-training.htm. I accept responsibility for ensuring that project staff understands their responsibilities as outlined in the presentations. I understand that if I have any questions about the material presented and my responsibilities as a grantee that I will contact my grant monitor.

[Handwritten Signature]
PROJECT DIRECTOR SIGNATURE

3/4/19
DATE

SIGNATURE AUTHORITY'S CERTIFICATION: As the Project Administrator for the above Grantee, I certify, by my signature on page two (2), that I have read and am fully cognizant of our duties and responsibilities under this Certification.

- I. REQUIREMENTS OF GRANT RECIPIENTS: All grant recipients (regardless of the type of entity or the amount awarded) are subject to prohibitions against discrimination in any program or activity, and must take reasonable steps to provide meaningful access for persons with limited English proficiency.
• I certify that this agency will maintain data (and submit when required) to ensure that: our services are delivered in an equitable manner to all segments of the service population; our employment practices comply with Equal Opportunity Requirements, 28 CFR 42.207 and 42.301 et seq.; our projects and activities provide meaningful access for people with limited English proficiency as required by Title VI of the Civil Rights Act, (See also, 2000 Executive Order #13166).
• I also certify that the person in this agency or unit of government who is responsible for reporting civil rights findings of discrimination will submit these findings, if any, to the DCJS within 45 days of the finding, and/or if the finding occurred prior to the grant award beginning date, within 45 days of the grant award beginning date.

CERTIFICATION OF COMPLIANCE WITH REGULATIONS
OFFICE FOR CIVIL RIGHTS, DEPARTMENT OF JUSTICE (Continued)

II. EQUAL EMPLOYMENT OPPORTUNITY PLAN (EEOP) CERTIFICATIONS: Check the box before **ONLY ONE** APPROPRIATE CERTIFICATION (A, B, or C below) that applies to this grantee agency during the period of the grant duration noted on page one (1).

CERTIFICATION "A" [Applicable, if (1), (2) or (3) apply.] This is the Certification that most non-profits and small agencies will use. Check all that apply to your entity.

This funded entity:

(1) is an educational, medical or non-profit organization or an Indian Tribe;

(2) has less than 50 employees;

(3) was awarded through this single grant award from the Virginia Department of Criminal Justice Services less than \$25,000 in federal U.S. Department of Justice funds.

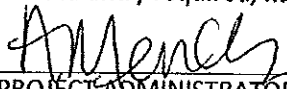
Therefore, I hereby certify that this funded entity is not required to maintain an EEOP, pursuant to 28 CFR §42.302, but is required to submit a Certification (<https://ojp.gov/about/ocr/eeop.htm>).

CERTIFICATION "B" (Applicable to all entities that do not qualify for Certification "A" above)

This funded entity, as a for-profit entity or a state or local government having 50 or more employees (counting both full- and part-time employees but excluding political appointees) and is receiving, through this single grant award from the Virginia Department of Criminal Justice Services, more than \$25,000, in federal U.S. Department of Justice funds.

Therefore, I hereby certify that the funded entity will prepare and submit an EEOP and Certification at <https://ojp.gov/about/ocr/eeop.htm>, within 60 days of the award. The EEOP shall be submitted in accordance with 28 CFR §42, subpart E, to Office for Civil Rights, Office of Justice Programs, U.S. Department of Justice that will include a section specifically analyzing the grantee (implementing) agency. (If you have already submitted an EEOP applicable to this time period, send a copy of the letter received from the Office for Civil Rights showing that your EEOP is acceptable.)

As the Project Administrator for the above grantee, I certify, by my signature below, that I have read and am fully cognizant of our duties and responsibilities under this Certification. I, hereby, also certify that the content of this form, other than the data entry required, has not been altered.


 PROJECT ADMINISTRATOR SIGNATURE

3/4/2019
 DATE

Anna Mendez
 TYPED NAME

Board President
 TITLE

This signed form must be returned to grantsmgmt@dcjs.virginia.gov at the Virginia Department of Criminal Justice Services, 1100 Bank Street, Richmond, VA 23219, within 45 days of the grant award beginning date. You must also forward a signed copy to the person identified in the box above.