



Establishing VWGP Service Goals

September 2024

Grant Requirement for VWGPs



All Victim Witness Grant Program applicants must provide annual targets for each required victim and witness service objective. Complete the respective target screens in VSDCS for direct service victims and witnesses. The goals in **BOLD** reflect the listing of required service objectives for local and state victim/witness programs. (See [VCVWRA](#))



Goals may only be modified each fiscal year at any time during the first quarter and prior to the submission of the Quarter 1 progress report to DCJS.



Programs will not be penalized for not meeting goals. Goals will be used by DCJS to determine if a program needs technical assistance or support.

All DCJS Funded VWGPs must complete Project Specific Goals

Assess your program's level of grant funded staffing levels and develop goals that are reflective of the work **anticipated** to occur in the grant period with awarded funds.

- VSDCS has all current goals for Direct Service Victims and Witnesses listed together in VSDCS.
- Goals are to be completed before the submission of the Quarter 1 progress report of each fiscal year.
- Please remember to never leave a goal blank otherwise VSDCS cannot calculate a percentage complete. If a goal does not apply to your Program, please enter a numeric zero (0).

Define Goals to account for the varying needs of crime victims in your locality.



Provision of codified VCVWRA services is the purpose of your VWGP project.

In developing your goals reference the purpose area of your grant and the codified responsibilities of the Crime Victim and Witness Rights Act, consider the following:

Is your program meeting the objectives that reflect the purpose of your grant?

Are you providing services to direct victims and witnesses of crime?

Are you documenting grant-funded activities in VSDCS?

Are you reviewing goals periodically?

Did you met your goals or go above or below them last FY?



Purpose of Funds: To provide financial support to local victim/witness programs and statewide victim assistance programs designed to provide direct services, information, and assistance required by Virginia's Crime Victim and Witness Rights Act.

Examples of SMART to Set Service Goals

Specific: target specific purpose areas of your grant project for goal setting. Focus on the VCVWRA six areas ([see § 19.2-11.01](#)). The required services of the VCVWRA are bolded in the VSDCS. **You may not change the SFY goals after submission of your Quarter 1 progress report.**

Measurable: quantify, or at least suggest, an indicator of goal development. Anticipate a measurable goal for you and your staff (including volunteers). This may include looking at past trends in progress reporting and local crime stats and services delivered to the population you serve.

Assignable: specify who will provide direct services and how they are documented in VSDCS. Discuss who is responsible for contributing to, evaluating, and generating progress reports in VSDCS.

Realistic: state what results can realistically be achieved given available resources, including staff volunteers. Each goal was recommended to have a baseline from the targets of FY2023. Determine a review period of targets (e.g.: monthly, quarterly, and or annually).

Time-related: specify when the result can be achieved. Review the goals you have set for service delivery with staff. Document methodology in processes to service crime victims.

VSDCS Grant Goals Tab Screenshot

Grant Goals
Progress Reports
Grants
Training
Narratives

+ Set Goals

Grant Goals

Open filters

Service Name	Service Category	Grant Goal	Provided to Date	Percent of Goal
Summary of Virginia's Crime Victim and Witness Rights Act: Explanation ?	Information & Referral Services		584	
Summary of Virginia's Crime Victim and Witness Rights Act: Pre-printed Materials ?	Information & Referral Services		566	
Criminal Justice Process ?	Information & Referral Services		428	
Victims and Witness Rights Explanation: Protection ?	Information & Referral Services		11	
Victims and Witness Rights Explanation: Financial Assistance and Social Services	Information & Referral Services		1	

+Set Goal Button Screenshot

Set Goals

Service Name	Service Category	Grant Goal	Last Grant's Goal	Last Grant's Actual
Summary of Virginia's Crime Victim and Witness Rights Act: Explanation ?	Information & Referral Services	<input type="text"/>	325	132
Summary of Virginia's Crime Victim and Witness Rights Act: Pre-printed Materials ?	Information & Referral Services	<input type="text"/>	325	234
Criminal Justice Process ?	Information & Referral Services	<input type="text"/>	325	290
Victims and Witness Rights Explanation: Protection ?	Information & Referral Services	<input type="text"/>	325	243
Victims and Witness Rights Explanation: Financial Assistance and Social Services ?	Information & Referral Services	<input type="text"/>	325	232
Victims and Witness Rights Explanation: Notices ?	Information & Referral Services	<input type="text"/>	325	247

Document Mitigating Circumstances to Service Delivery

- If you did not meet your goals, consider the circumstances that might have affected your service delivery to possibly adjust your goals from the learned outcomes for future fiscal year goal setting.
- Ensure that you document mitigating circumstances in your progress report that impact your services or service delivery. Ex: vacancies, long-term absences, etc. You may document in your quarterly narrative using sections the *Program Accomplishments & Changes*, *Organizational Capacity Issues or Trends* sections.

Inform DCJS staff of any circumstance that would delay or prevent the implementation of grant-funded activities of your project as soon as possible through OGMS Correspondence.

Forecasting and Analyzing Documented Services

ANALYZED VSDCS DATA WILL ASSIST DCJS IN FORECASTING AND ESTABLISHING FUTURE SERVICE DELIVERY STANDARDS AND ALIGNING TECHNICAL ASSISTANCE NEEDS WITH TRAINING OPPORTUNITIES OR IMPROVEMENTS TO DATA COLLECTION AND USE OF VSDCS.

FREQUENTLY REVIEWING YOUR GOAL PROGRESS HELPS ALIGN SERVICE DELIVERY EFFORTS ACROSS YOUR ANNUALLY FUNDED PROJECT. **VIEW THE PERCENTAGE OF GOALS COMPLETED BY FREQUENTLY GENERATING YOUR PROGRESS REPORT IN VSDCS.**

UPDATE YOUR STAFF ON SPECIFIC SERVICES OR TRENDS THAT ARE NOTED IN THE REVIEW OF GOAL STATUS. PIVOTS IN SERVICE DELIVERY MAY BE NEEDED TO BETTER SERVE CRIME VICTIMS.

IDENTIFY GAPS OR OPPORTUNITIES IN SERVICE DELIVERY TO ADDRESS LOCAL TRENDS AND THE ORGANIZATION'S CAPACITY TO MEET THE NEEDS OF CRIME VICTIMS.

Establishing a Caseload for your project

Realistic service goal development and monitoring throughout the fiscal year will assist you in the establishment of an **estimated** caseload of DCJS grant funded services provided to crime victims.

Note: Each fiscal year the count of the number of victims and witnesses served will begin again.

If the advocacy is not documented, it does not exist. The VSDCS generated progress report only reflect services and advocacies entered.

- The number of times a progress report can be generated prior to approval is unlimited. Frequently generate progress reports to review goal status.
- Factor in administrative tasks and time spent supporting accuracy and completeness in reporting.

Technical Assistance

Please contact your assigned Grant Monitor and/or the VWGP Coordinator should you have additional questions on establishing your project goals.

Contact: VictimsServicesTA@dcjs.virginia.gov for assistance in the use of VSDCS.