



Victims Services Grant Program (VSGP)

Guidelines and Application Procedures
For Continuation Awards
State Fiscal Year 2026

Application Due Date: Wednesday, March 19, 2025, 5:00 pm

Late applications will not be accepted.

Virginia Department of Criminal Justice Services
1100 Bank Street, Richmond, VA 23219
www.dcjs.virginia.gov

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Table of Contents

I.	Introduction	3
	A. Grant Period	
	B. Funding Source	
	C. Authority, Funding Purpose, and Priority Areas	
	D. Amount Available	
	E. Match	
	F. Disbursement of Funds	
II.	Applicant Eligibility Requirements	5
III.	Grant Project Requirements.....	6
IV.	Grant Application Technical Assistance	7
V.	Grant Application Deadline.....	7
VI.	Restrictions and Limitations	8
VII.	Availability of Continuation Funding	9
VIII.	Application Review Process.....	9
IX.	Application Instructions.....	10
X.	Grant Reporting Requirements	27
XI.	How and Where to Submit Application	28
XII.	Attachment A, SFY2026 Anticipated Award Amounts	29

I. Introduction

The Virginia Department of Criminal Justice Services (DCJS) is accepting applications for State Fiscal Year (SFY) 2026 Victims Services Grant Program (VSGP) funding.

A. Grant Period

This is a **continuation** grant opportunity from SFY2025. The grant period is for 12 months, SFY2026, July 1, 2025 through June 30, 2026. Grant period extensions will not be considered.

B. Funding Source

Funding for this grant program is made available from Victims of Crime Act (VOCA) funds, administered to DCJS by the United States Department of Justice, and state general funds, as appropriated annually within the state budget. State general funds are appropriated to increase competitive grants awarded through VSGP.

The federal Crime Victims Fund, which supports VOCA grants, was established in 1984 and is one of the major funding sources for victim services throughout the United States. Revenues are deposited into the Crime Victims Fund annually from criminal fines, forfeited appearance bonds, penalties, special forfeitures, special assessments, and gifts, donations, and bequests by private parties. Fund dollars do not come from taxpayers.

VOCA funds are administered to the Commonwealth of Virginia from the U.S. Department of Justice, Office of Justice Programs, Office for Victims of Crime (OVC). It is anticipated that the federal VOCA awards supporting this grant period will include 2023-15POVC-23-GG-00472-ASSI and 2024-15POVC-24-GG-00732-ASSI.

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

C. Authority, Funding Purpose, and Priority Areas

The primary purpose of VOCA funding is to support the delivery of direct services to victims of crime. For the purposes of this grant program, a *crime victim* is defined as a person who has suffered physical, sexual, financial, and/or emotional harm as a result of the commission of a crime. This includes victims of federal crimes. Crimes do not need to be reported to law enforcement in order for people to receive services under VOCA.

The federal VOCA Rule defines *direct services to victims of crime* as “efforts that:

1. respond to the emotional, psychological, or physical needs of crime victims;
2. assist victims to stabilize their lives after victimization;
3. assist victims to understand and participate in the criminal justice system; *OR*
4. restore a measure of security and safety for the victim.”

These funds can be used to provide victims of crime with:

- Information and referrals. Examples include providing information about the criminal justice process and victims' rights; referrals to other victim service programs; and referrals to other services, supports, and resources.
- Personal advocacy and accompaniment services. Examples include accompaniment to emergency medical care and forensic examinations; accompaniment to criminal justice system-related events; individual advocacy; and intervention with employers, landlords, schools, and others on behalf of the victim.
- Emotional support and safety services. Examples include crisis intervention; safety planning; hotline services; individual counseling; support groups; and other therapeutic services.
- Shelter and safe housing options. Examples include providing emergency shelter; providing transitional housing; arranging safe housing; and other relocation assistance.
- Criminal and civil justice system assistance. Examples include notification of criminal justice events; and accompaniment to court hearings, to meetings with law enforcement and prosecution, and to other criminal justice system-related events.

D. Amount Available

DCJS anticipates that \$4,134,113 (\$2,500,000 in state general funds and \$1,634,113 in VOCA funds) will be available for awards under this funding opportunity.

This is a continuation grant funding opportunity, and the anticipated award amount for each eligible agency has been predetermined. Each eligible agency may apply for level funding based on their SFY2025 VSGP award; however, please note that the funding streams or amounts from each funding stream supporting your award may have changed.

For a list of predetermined, anticipated award amounts for SFY2026, see **Attachment A**. Applicants must ensure that the budget they enter into the DCJS On-line Grant Management System (OGMS) as part of this grant application equals, or is less than, their predetermined award amount.

E. Match

Recipients of these funds are required to provide matching funds under this funding opportunity. In accordance with federal VOCA guidelines, a 20% subrecipient match is required. The required match is based on the total project budget. Applicants must include match in the application budget. Matching funds must be used for allowable purposes. Include a description and justification for all matching funds as described in the budget section of these guidelines.

Match may be in the form of cash match or in-kind match. Cash match is direct funding for the project obtained from other, non-federal funding sources. In-kind match is a contribution of something of value other than cash, such as donated items, space, and services, that are

used for allowable project activities. For more information on Match, see Section IX, D, Itemized Budget, Budgeting Match.

Full or partial match waiver requests will be accepted after awards are determined. To be eligible for a match waiver, grant recipients must demonstrate that they have extenuating circumstances that impede the organization's ability to partially or fully meet the match requirement. Information about the match waiver request process can be found on the DCJS website: <https://www.dcjs.virginia.gov/victims-services/grant-management-resources>. Match waivers are not guaranteed.

F. Disbursement of Funds

Disbursement of funds will occur on a cost-reimbursement basis for actual funds expended through a "claim" process. Actual expenditures must be reported quarterly and invoiced pursuant to approved line-item budget categories in the approved grant application. Subgrantees will only be reimbursed for costs that have been incurred within the grant period, and which are reported on the detail of expenditures (financial report). Grant funds, including matching funds, may only be expended and/or obligated during the grant period. A final claim for all obligations must be submitted within 45 days after the end of the grant period unless the fourth quarter claim is marked final. Claims and financial reports must be submitted through OGMS.

II. Applicant Eligibility Requirements

This funding opportunity is open to local government and non-profit organizations that receive SFY2025 VSGP competitive funding.

To be eligible for funding under this grant program, organizations:

1. Must have a current and active federal [System of Award Management](#) (SAM) registration and Unique Entity Identifier (UEI) number.
2. Must not be excluded or debarred from doing business with the federal government or the Commonwealth of Virginia.
3. Must be in good standing with all state and federal agencies with which they have an existing grant or contractual relationship.
4. Must hold current professional and state licenses and certifications as needed for individual grant-funded projects.
5. Must demonstrate a record of providing effective direct services to crime victims. In accordance with the federal VOCA Rule, a program has demonstrated a record of effective services when, for example, it demonstrates the support and approval of its direct services by the community, its history of providing direct services in a cost-effective manner, and the breadth or depth of financial support from sources other than the federal Crime Victims Fund (source of VOCA funding).
6. Must have a record of support from sources other than the federal Crime Victims Fund. A program has financial support from sources other than the Crime Victims

Fund when at least twenty-five percent of the program's funding in the year of, or the year preceding the subaward, comes from such sources, which may include other federal funding programs.

III. Grant Project Requirements

By applying for these grant funds, the applicant asserts that they have read, understand, and will comply with the following state and federal requirements and policies (click each topic below for additional information).

[VSGP Grant Special Conditions](#)

[Code of Federal Regulations Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards](#)

[VOCA Rule](#)

[Civil Rights and Nondiscrimination](#) (Which includes training required of all authorized officials and grant funded staff.)

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

[Equal Employment Opportunity Plans](#)

[Department of Justice Grants Financial Guide](#) (Which includes maintaining appropriate programmatic and financial records that fully disclose the amount and disposition of federal funds received. This includes financial documentation for disbursements; time and effort records specifying time devoted to the grant project; documentation of work performed; the portion of the project supplied by other sources of revenue; job descriptions; contracts for services; and other records, which facilitate an effective audit.)

Eligible VSGP grant projects must meet the following criteria:

1. Provide services directly to victims of crime.
2. Promote within the community being served coordination of public and private efforts to serve and aid crime victims.
3. Meet program match requirements.
4. Assist victims of crime in seeking crime victim compensation benefits.
5. Utilize volunteers significantly in project activities and maintain documentation onsite of volunteer efforts.
6. Provide program information to the majority of agencies that assist with victims of crime in the service delivery area.
7. Maintain statutorily required civil rights statistics on victims served by race or national origin, sex, age, and disability, within the grant period and permit access to any documents, papers, and records to determine that the subgrantee is complying with applicable civil rights laws.
8. Provide services to crime victims at no charge.

9. Maintain confidentiality of victim information.
10. Pay at least a living wage to all grant-funded staff, following the guidelines for a single individual: <https://www.unitedforalice.org/state-overview/virginia>
11. Comply with DCJS requirements and provide statistical and programmatic information about staff, volunteers, and victims served.
12. Provide services as defined by DCJS and/or the federal Office for Victims of Crime (OVC) and collected through the OVC Performance Measurement Tool (PMT).
13. Provide services to victims of federal crimes on the same basis as victims of state/local crimes.

DCJS may suspend (in whole or in part) or terminate funding, issue a Corrective Action Plan, or impose other sanctions on a subgrantee, for any of the following:

1. Failure to adhere to the standard terms and conditions or special conditions.
2. Failure to implement the project within 90 days of the start of the award period.
3. Implementing substantial program changes to the extent that the project is no longer aligned with the purpose of the funding.
4. Failure to submit reports (programmatic and/or financial) in a timely manner.
5. Filing a false certification in this application or other report or document.
6. Other significant grant compliance or implementation concerns as identified by DCJS.

IV. Grant Application Technical Assistance

DCJS staff is available to provide technical assistance regarding the funding announcement and the application procedures. For guidance on preparing and submitting a grant application, please contact the staff members listed on the last page of this solicitation.

A live webinar for prospective applicants will be offered on February 28, 2025, 10:00 am – 11:30 am. Registration link:

https://www.zoomgov.com/webinar/register/WN_FiPvdBbDRymtnwtFFyi6-A.

A link to the recording of the webinar will be added to the funding opportunity in OGMS within 1-2 business days after the live webinar.

OGMS instructions for **registering for a new account** and OGMS instructions for **applying for funding** are found here: <https://www.dcjs.virginia.gov/grants/ogms-training-resources>.

V. Grant Application Deadline

Submit applications through the DCJS Online Grants Management System (OGMS) **no later than 5:00 p.m., on Wednesday, March 19, 2025**. Early submissions are encouraged. The OGMS link is <https://ogms.dcjs.virginia.gov/index.do>. The Funding Opportunity number is 544416.

VI. Restrictions and Limitations

A. Non supplantation

This funding opportunity is supported with federal funds. Federal funds must be used to supplement existing state and local funds for program activities and must not supplant (replace) state or local funds that have been appropriated for the same purpose. Additionally, requests for new staff positions must be justified, must not supplant state or local funds, and must result in significant additional service delivery.

B. Non-allowable expenses

VSGP grant recipients may not use these grant funds to pay for:

1. Any portion of salary for the time not dedicated to approved, grant funded activities.
2. Capital construction, renovation, remodeling, or land acquisition.
3. The purchase or lease of any vehicles.
4. Firearms, ammunition, or related equipment.
5. Lobbying or political contributions.
6. Honoraria.
7. Personal entertainment, personal calls, or alcohol.

Bonuses and raises may be allowable if they are approved as part of a locality's compensation plan or approved by the Board of Directors of a non-profit organization.

Overtime pay may be allowable if it is part of the organization's compensation plan and necessary for the completion of grant approved activities.

In accordance with VOCA rules, there are other unallowable costs. See the Allowable and Unallowable Costs chart under [VOCA Grant Resources](#). For additional guidance, see 28 CFR Part 94, Subpart B-VOCA Victim Assistance Program at www.federalregister.gov/documents/2016/07/08/2016-16085/victims-of-crime-act-victim-assistance-program#h-55.

Some VOCA-specific unallowable costs include the following:

1. Research and studies.
2. Active investigation and the prosecution of criminal activities.
3. Fundraising.
4. Activities focused on prevention.

5. Direct cash payments to victims.
6. Supplies or equipment that are given to victims for their personal use.
7. Non-emergency use food.
8. Give-away trinkets (e.g., keychains, chip clips, water bottles, t-shirts/branded clothing, other promotional items).
9. Consultant hourly rates may not exceed \$81.25/hour or \$650/day.
10. Although allowable through the VOCA Rule, VSGP will not support vehicle purchases, new vehicle leases, or any out-of-state travel for out-of-state conferences.
11. Neither VOCA funds nor state general funds awarded through this funding opportunity may be used as matching funds for other grant programs.

VII. Availability of Continuation Funding

Awarded projects may receive one additional award with the same award amount, in SFY2027, if funding is available and if the awarded program remains in good status. A program in “good status” means all claims and status reports for the current grant are no more than 30 days overdue (not withstanding an approved reporting extension), all encumbrances (if applicable) have been met, and there are no outstanding compliance matters.

VIII. Application Review Process

This is a non-competitive grant application process.

Current DCJS grant recipients will not be considered for funding if, as of the application due date, any of the required claims, financial reports (detail of expenditure reports in OGMS) or progress reports (status reports in OGMS) for the current grant are more than 30 days overdue. DCJS may waive this provision for good cause, which may be submitted via a contract amendment reporting extension in OGMS.

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

1. The requested budget matches, or is less than, the predetermined subaward amount listed on **Attachment A**.
2. All certifications are complete and signed by the correct individual in OGMS.
3. All items listed in the budget are:
 - a. Allowable,
 - b. Allocable,
 - c. Justified as needed for the project,
 - d. Including a basis of computation, and

- e. Prorated if needed (and include a basis of computation for the proration).
4. The application includes three goals, with two to three objectives, and all objectives are specific, measurable, attainable, related to the items in the budget, and time based.

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

The Criminal Justice Services Board is expected to make award determinations at its meeting on May 8, 2025. Award determinations are final and may not be appealed.

DCJS will issue grant awards based on approval from the Criminal Justice Services Board. Fiscal and/or programmatic revisions may be required as a condition of funding; such revisions must be submitted in OGMS prior to project initiation.

IX. Application Instructions

Grant applications must be entered in OGMS (<https://ogms.dcjs.virginia.gov>). Register and/or confirm existing registration at least two weeks prior to the application due date to ensure that all individuals working on the application have OGMS access. To apply for this grant, select Funding Opportunity 544416, SFY2026 Victims Services Grant Program for Competitive Applicants.

OGMS instructions for **registering for a new account** and OGMS instructions for **applying for funding** are found at: <https://www.dcjs.virginia.gov/grants/ogms-training-resources>.

A. Instructions for Face Sheet (in OGMS)

1. **Congressional District:** Select all [congressional districts](#) served by your agency.
2. **Best Practice:** Not applicable to this grant program.
3. **Jurisdiction(s) Served:** Select all jurisdictions that are proposed to be served by this grant program.
4. **Program Title:** Enter your agency name followed by VSGP SFY2026. For example, "Dept. Criminal Justice Services, VSGP SFY2026."
5. **Certified Crime Prevention Community:** Not applicable to this grant program.
6. **Type of Application:** Enter "Continuation" and the SFY2025 VSGP grant number.
7. **Performance Statement:** Briefly describe the applicant's performance meeting the goals of the SFY2025 VSGP grant.
8. **Community Setting:** Check all that apply (rural, urban, suburban, or statewide).
9. **Brief Project Overview:** Provide a description of the proposed project and the anticipated implementation activities. Summarize what the funds will support, including the number of people that will be served, items that will be purchased, and the number of staff that will be supported including position titles. For

example,

“VSGP grants funds will be used to pay the salaries of 5 staff who will provide counseling services, crisis intervention, hospital and court accompaniment, and assistance with basic needs. Funds will also be used for outreach activities and providing training to staff. We anticipate serving 100 victims with these funds during this grant period.”

10. **Project Director:** Name and contact information for the person who will have day-to-day responsibility for managing the project and who will be the contact if DCJS needs project-related information.
11. **Project Administrator:** Name and contact information for the person who has authority to formally commit the organization, locality, or agency to complying with all the terms of the grant application, including the provision of match, if applicable. This **must be** the president of the board of directors of a nonprofit organization; the county administrator; the city, county, or town manager; the chief elected officer of the locality, such as the mayor or chairman of the board of supervisors; or, in the case of a state agency, the agency head. If someone other than one of these officials has been delegated the authority to serve as Project Administrator, attach a letter specifically delegating authority to serve in this capacity. Such letter must be specific to this funding opportunity, signed by the person granting this authority, on agency letterhead, and dated after the release of these guidelines.
12. **Finance Officer:** Name and contact information for the person responsible for fiscal management of the funds associated with this grant. For example, treasurer of the agency’s board, locality financial manager and hired accountant.

Note: Appropriate internal controls necessitate that the Project Director, Project Administrator, and Finance Officer are different people. All three grant officials must be registered in OGMS and added to the application using the application’s General Information form and selecting “Additional Contacts.”

B. Budget Summary Form (in OGMS)

Report the amount of funds requested by category: Personnel, Fringe Benefits, Consultants, Travel, Subsistence and Other Travel, Equipment, Supplies and Other Expenses, and Indirect Costs. Funding reported on the grid should represent the whole grant period. Round all amounts to the nearest dollar.

Funding for this grant program comes from both federal funds and state funds. Reference the predetermined funding amounts and ensure that the correct amounts are placed under the *federal* and *state* columns. Match should be listed under the *cash match* or *in-kind match* columns as needed.

Each budget line must correspond to the itemized budget forms. Prior to submitting the application, please ensure that each itemized budget form aligns with the total amount requested on the budget grid.

Funds from Other Sources: Enter all funds from other sources that support the organization applying for funding. If the proposed project will generate program income, enter the anticipated amount of program income that will be earned and explain how these funds will be used to support the grant project.

C. Project Specific Goals and Objectives Form (in OGMS)

All applicants must complete Project Specific Goals and Objectives. Applicants are encouraged to assess funding and staffing levels and develop goals/objectives that are reflective of the work anticipated to occur in the grant period and only with awarded funds. Applicants must identify three goals. Each goal must have two to three objectives. Each objective must be measurable and directly related to one or more items requested in the grant proposal budget. Awarded applicants will report on the status of their goals and objectives quarterly.

Examples

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

Objective 1: By June 30, 2026, 175 victims of sexual assault will participate in the art therapy program that is supported by this grant project.

Objective 2: By June 30, 2026, advocates working under this grant program will provide hospital accompaniment to 50 victims of sexual assault.

Objective 3: By June 30, 2026, this agency will participate in 12 outreach activities, 6 of which will focus on underserved communities, in order to inform our service area of our sexual assault services.

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

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

Timeframe: All objectives are designed to be completed by June 30, 2026, over a 12-month period.

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

Objective 1: By June 30, 2026, 50 victims of domestic violence will receive sheltering services with funds supported by this grant.

Objective 2: By June 30, 2026, VSGP funded advocates will provide court accompaniment to 35 victims seeking protective orders.

Objective 3: By June 30, 2026, VSGP funded advocates will provide 250 hours of crisis intervention services to victims of domestic violence through the agency crisis line.

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

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

Timeframe: All objectives are designed to be completed by June 30, 2026, over a 12-month period.

D. Itemized Budget Form

In OGMS, complete an itemized budget form for each section for which funding is requested. Total amounts on each itemized budget form must match amounts listed on the applicant's budget grid.

Requirements:

- All items requested in each budget form, including those supported by match, must be allowable, reasonable, and justified.
- For all items, including those supported by match, under item justification, explain how the item is needed to support this grant project and the goals and objectives of the grant.
- All items, including those supported by match, must include a basis of computation in the description of the item and an explanation of how the requested cost was determined.
- At the bottom of each itemized budget form, the applicant must identify the funding source for the budgetary items. Allocate all expenses under federal funds and matching funds, as appropriate.
- For all items, including those supported by match, the applicant must indicate in the description whether the item is used exclusively for the proposed project. Items that are not used exclusively for the project must be prorated, and the applicant must include an explanation of how the items were prorated.
 1. Prorating means the request for funding is proportional to the use of each item for this grant program.
 2. If an item is used exclusively for this proposed project, prorating is not needed. If the item is used to support other projects in the agency, prorating is needed.
 3. How to prorate.
 - a. Proration Based on Budget: If your request for funding is 15% of your total operating budget, you can prorate items that are not used exclusively for this proposed project by 15%.
 - b. Proration Based on grant funded staff: If your staff is funded 50% by this grant, you can prorate this person's computer, office supplies, office furniture or other assigned items by 50%.
 - c. Proration Based on Salary: If your VSGP funded staff serve 10% of the total victims served by your agency, you can prorate items that are not used exclusively for this proposed VSGP project by 10%.
- Budgeting Match

Cash match is direct funding for the project obtained from other, non-federal funding sources.

In-kind match sources may include, but are not limited to, the following:

- Donated supplies or equipment, the value of which shall not exceed its fair market value.
- Donated space and facilities. The value of rent shall not exceed the fair rental value of comparable space and facilities in the same locality.
- Volunteer services. The hourly rate of volunteers must be consistent with compensation to paid staff for similar work, or applicants may use a rate similar to what is listed on these websites:

<https://independentsector.org/resource/value-of-volunteer-time/> or
<https://www.pointsoflight.org/blog/updated-value-of-a-volunteer-hour-in-the-u-s/>

Volunteer hours should be placed under the Personnel section.

Matching funds must be shown on the budget grid and in relevant budget itemization forms. On the budget itemization forms, under description, describe the amount and origin of cash match (e.g., \$2,000 state-funded grant funds). Describe in-kind match items including values (e.g., 30 hours of volunteer time valued at \$20/hour, totaling \$500). Under justification, describe how the item or funds will be used in the project. Match must be used for allowable purposes.

1. Personnel and Employee Fringe Benefits Itemized Budget Form (If no personnel are funded by this project use \$0.00 on the budget grid.)

This section applies to all employees and volunteers (when used as in-kind match) supported by any funds associated with this project, including matching funds. Staff time that is supported by grant funds may only be spent on approved grant activities. The salaries of administrative and clerical staff should generally be treated as indirect costs. All salaries must meet a living wage requirement. To determine this requirement, visit <https://livingwage.mit.edu/states/51/locations>.

- a. Indicate if personnel costs are included in your budget – yes or no. If “yes” under “Personnel” enter the employee’s name, position title, if it is full time or part time, the total hours per week worked, the total hours per year, the total annual salary (regardless of funding source), and the amount requested under the grant. Indicate if this is a new position. If the position is vacant, enter “Vacant” in lieu of an employee name. All requested amounts must be reasonable given the complexity of work, and consistent with the applicant’s staff compensation plan. If you are requesting funding for a position that provides services outside of these grant activities, pro-rate your request to only include time spent on this grant project.
- b. Under “Employee Fringe Benefits” select the employee’s name and enter the fringe benefit costs (FICA, Retirement, Group Life, Health Insurance, Workers’ Compensation, Unemployment, Disability, and other). If you are unable to enter

the fringe benefits for individual employees, create an employee named “Fringe Benefit” and enter the aggregate amounts for each fringe benefit but enter zero for the salary. If you elect this process, leave the fringe amounts for each individual employee at zero. Fringe benefits must be prorated to the amount of time the individual works on the grant.

- c. Under the Positions and Justification, select the employee’s name and enter in the description of position (maximum of 500 characters) and justification for position (maximum of 500 characters) for each item.

Under *Description*, describe grant-related duties performed (do not list job duties that are not under this grant), how the position was prorated, and provide basis of computation for salary and fringe benefits.

Under *Justification*, explain how the position is essential to the goals in the proposed project and justify the rate of compensation by providing assurance that the rate is approved by the Board of Directors or aligned with the locality compensation plan, similar to other positions in the geographic area that perform similar work, and assurance that the salary meets the living wage requirement.

Example #1

Description

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

Justification

The salary for this victim advocate position is similar to other positions in our agency; the victim advocate pay range is \$21.50-\$24.80 per hour. According to Unitedforalice.org, a living wage for the City of Richmond is \$18.65/hr. for one adult. Our proposed salary exceeds this living wage requirement. The victim advocacy services provided by this position will assist the organization with the following goals: supporting victims’ emotional and physical needs; helping to stabilize their lives after victimization; and helping victims understand and participate in the criminal justice system, which are also purposes of VOCA funding.

Example #2

Description

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

Justification

The annual salary of the ED is consistent with similar positions in this part of the state, and it is approved by the agency Board of Directors. Similar positions in the area range between \$62,000-\$78,000. According to Unitedforalice.org, a living wage for the City of Richmond is \$37,296/yr. for one adult. Our proposed salary exceeds this living wage requirement. The ED position is necessary to this VSGP grant project as it supports the provision of direct services to victims and the successful management of this grant.

Example #3

Description

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

Justification

The annual salary of the counselor is consistent with similar positions in this part of the state, and it is approved by the agency Board of Directors. Similar positions in the area range between \$50,000-\$60,000. According to Unitedforalice.org, a living wage for the City of Richmond is \$37,296/yr. for one adult. Our proposed salary exceeds this living wage requirement. The services provided by the counselor position will assist the organization with the following goals: supporting victims' emotional and psychological needs, and helping to stabilize their lives after victimization, which are also purposes of VOCA funding.

2. **Consultants Form** (If no consultants are funded by this project use \$0.00 on the budget grid.)

Services provided by a third party, regardless of whether there is a contract in place, should go under consultants; for example, training facilitators, consulting firms, employment agencies, interpreters, translation services, property management, and daycare providers. Supporting documentation (time sheets, invoices, evidence of completed deliverables) for consultants must be maintained onsite and made available upon request.

Do not include membership fees in consultants. Membership fees must be placed in supplies and other expenses, and they must be in the name of the applicant organization, rather than an individual.

- a. Indicate if consultants or consultant subsistence and travel costs are included in your budget – yes or no. If “yes” under “Consultant” and “Consultant Subsistence (lodging + meals) & Travel” enter the information required and the amounts under the funding source(s) as appropriate.
- b. For individuals reimbursed for personal services on a fee basis: Enter each type of consultant or service (with numbers in each category and names of consultants when available), the proposed daily fee rate, and the amount of time to be devoted to such services. The rate of compensation for individual consultants must be reasonable and consistent with that paid for similar services in the marketplace; however, the rate may not exceed \$650.00 per day (\$81.25 per hour, exclusive of travel and/or subsistence), and may not exceed the consultant’s usual and customary fee.
- c. For organizations, including professional associations and educational institutions, performing professional services: enter the type of services being performed and estimated contract prices. Requests for contracted services and consultants will be very carefully screened. Consultant and contracting fees will be approved only when it is justified that the use of outside contract agencies and consultants will significantly and permanently enhance project effectiveness.
- d. Consultant Travel and Subsistence: This is generally not allowable unless it is necessary, reasonable, and justified. Reimbursable costs must adhere to the recipient’s established travel policy.
- e. Under the *Description* and *Justification*, select the name of the consultant and enter in the description of consultant’s role (maximum of 500 characters) and justification for use of consultant (maximum of 500 characters). Include a description of each service contracted for, the number of clients benefiting from each type of service, and total budgeted amount for each service and a per client/group cost. Applicants are encouraged to attach supporting documentation to justify the request.

Example #1

Description

Applicant requests funding for 104 hours of counseling services contracted with Acme Counseling. 104 hours of counseling services over the 12-month grant period will allow the organization to send two victims per week to one hour of counseling located in our offices with Acme Counselors. (52 weeks x 2 victims per week x 1 hour per session= 104 hours). All counseling sessions will be for victims of crime under this VSGP project, so this request is not prorated. The Acme Counseling rate

is \$80/per hour. 104 hours x \$80/hour = \$8,320.

Justification

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

Example #2

Description

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

Justification

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

3. Travel Form (If no travel is funded by this project use \$0.00 on the budget grid.)

The OGMS travel form is for mileage only. Mileage reimbursement must be for staff or volunteers of this grant project to assist them with meeting the goals of the grant. Mileage is separated in this grant solicitation because many programs have differing mileage rates for local and non-local mileage. **Local mileage** is considered travel within the immediate service area (satellite offices, court, meetings, etc.). **Non-local mileage** is outside of the immediate service area (trainings, conferences, meetings, etc.).

- a. Indicate if travel (mileage) costs are included in your budget – yes or no. If “yes” under “Local Mileage” or “Non-local Mileage” enter the number of miles and the mileage rate.
- b. Itemize total travel expenses of program personnel by local mileage and non-local mileage. Unless a local policy governs, mileage is reimbursed at the federal rate (<https://www.irs.gov/tax-professionals/standard-mileage-rates>).
- c. Under the *Description* and *Justification*, select the mileage being requested and enter in the description of mileage (maximum of 500 characters) and justification for mileage (maximum of 500 characters) for each item. If local travel policy differs from the federal/state travel policy, please provide or describe the policy in the justification. State in the description whether the

request is based on the federal/state travel policy or the agency's policy.

Example #1

Description

Agency estimates that over the 12-month grant period, victim advocates will travel 100 miles round trip to attend four Multi-disciplinary Team meetings with other service providers in our service area. This is based on travel in previous years. 100 miles x 70 cents per mile (.70) x 4 meetings = \$280.

Justification

These meetings are essential for victims' services because we collaborate on cases to determine the best way to meet the needs of our clients during the meetings. Promoting a coordination of public and private efforts to serve and aid crime victims is a requirement of VOCA funded organizations. The agency policy mileage reimbursement follows the federal standard mileage rate, which is currently 70 cents per mile.

Example #2

Description

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

Justification

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

4. Subsistence and Other Travel Costs Form (If not funded by this project use \$0.00 on the budget grid.)

Subsistence and other travel costs must be for staff or volunteers of this grant project to assist them with meeting the goals of the grant. Funds through this solicitation may not be used for travel or subsistence to attend overnight out-of-state trainings or conferences.

- a. Indicate if subsistence and other travel costs are included in your budget – yes or no. If “yes” under “Subsistence” enter the event title, under “Lodging” enter the number of rooms required, number of nights, and rate cost. Under “Meals”

- enter the number of people, number of days, and the per diem rate.
- b. Recipients must follow the federal per diem rates (<https://www.gsa.gov/travel/plan-book/per-diem-rates>) unless there is a written local travel policy. Transportation costs for any rail fares are at coach rates. Subsistence is paid according to a per diem rate.
 - c. Under Other Travel Costs, enter the event title, number of people attending, number of trips with rail costs, the rate, and other travel costs.
 - d. Under the *Description* and *Justification*, select the event item being requested and enter in the description of costs (maximum of 500 characters) and justification for costs (maximum of 500 characters) for each item. If local travel policy differs from the federal/state travel policy, please provide or describe the policy in the justification. State in the description whether the request is based on the federal/state travel policy or the agency's policy.

Example #1

Description

Agency requests subsistence for three advocates to attend basic advocacy training in Richmond, September 1-5, 2025. According to the GSA, each complete day of subsistence is \$48. $\$48 \times 5 \text{ days} \times 3 \text{ staff} = \720 . This request is not prorated because each staff attending the conference will provide services under this grant project.

Justification

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

Example #2

Description

Agency requests 4 nights of hotel stay for three advocates to attend the basic advocacy training in Richmond in September 2025. According to GSA, the daily lodging rate in Richmond for the month of September is \$145. $4 \text{ nights} \times \$145 \times 3 \text{ staff} = \$1,740$. This amount is not prorated as each staff member will provide services under this grant project.

Justification

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

of area conferences in accordance with the U.S. General Services Administration.

5. Equipment Form (If no equipment is funded by this project use \$0.00 on the budget grid.)

Grant funds may be used to purchase equipment needed to meet the goals of the grant. Grant funded equipment must be tracked, managed, and disposed of in a manner consistent with the subrecipient's policies and the [DOJ Grants Financial Guide](#). Funds through this solicitation may not be used for new vehicle leasing agreements or vehicle purchases. Upon award, applicants must adhere to the DOJ Grants Financial Guide property standards for grant funded equipment and maintain property records and an inventory of equipment and major supplies purchased with grant funds onsite and available upon request.

- a. Equipment means tangible personal property (including information technology systems) having 1) a useful life of more than one year, and 2) a per-unit acquisition cost of \$5,000 or greater (or the organization's capitalization policy, if it is less than \$5,000). If the organization does not have a capitalization policy in place, the amount of \$5,000 must be followed.
- b. Indicate if equipment is included in your budget – yes or no. If “yes” enter the item requested, the cost per item or monthly rate, and the total number of items or months for each item.
- c. Under the *Description* and *Justification*, select the equipment item being requested and enter in the description (maximum of 500 characters) and justification (maximum of 500 characters) for each item.

Under Description, provide the basis of computation for the requested amount and explain how the item is prorated to its support of the grant project. Provide an explanation of how the amount being requested is reasonable. Grant reviewers will want to know whether the cost of the item is typical for similar items. Explain how you determined the cost of an item, for example, you received a quote from a vendor. Attach applicable documentation of estimated cost.

Under Justification, explain how the item is essential to the goals in the proposed project. If equipment is requested to replace outdated or “old” equipment, briefly describe why replacement is necessary and when the “old” equipment was acquired.

Example #1

Description

Applicant is seeking funding to purchase a scanner/copier. The price of the scanner/copier is \$5,000. Based on prior year's work, we estimate that the scanner/copier will be used by all program staff for all agency needs. 90% of use will be for serving victims of crime (approximately 10% will be used for non-

allowable activity like fundraising and lobbying). This request is prorated to 90%. \$5,000 (total cost) x 90% = \$4,500.

Justification

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

Example #2

Description

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

Justification

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

6. Supplies and Other Expenses (If not funded by this project use \$0.00 on the budget grid.)

Supplies are all other items of tangible personal property that are not equipment. This includes computing devices that cost less than \$5,000 per unit (or the organization's capitalization threshold, if that is less than \$5,000). Supplies and Other Expenses include, but are not limited to, the following: office supplies, postage, training registration, telephone services, cell phone services, equipment maintenance, internet provider contracts, membership fees, and printing projects. All computers purchased with DCJS grant funds must be equipped with updated anti-virus protection software and tracked on an inventory list with other property and major supplies purchased with grant funds. Applicants are encouraged to limit computer purchase requests to \$1,500 per workstation.

Membership fees should be requested under this category. Grant funds may support a maximum of three memberships per year. Memberships must be in the name of the organization, not an individual. Under Description, describe the organization or

association, membership rate, and the benefits the applicant will receive with membership. Under Justification, explain how the membership is essential to the goals of the proposed project.

All costs must be itemized within this category by major types, such as office supplies, equipment use fees (which must be supported by usage logs), printing, postage, and telecommunications. If the item includes more than one component, identify subcomponents under *Description*.

- a. Indicate if supplies and other expenses is included in your budget – yes or no. If “yes” enter the item requested, the cost per item or monthly rate, and the total number of items or months for each item.
- b. Under the *Description* and *Justification*, select the supply or item being requested and enter in the description (maximum of 500 characters) and justification (maximum of 500 characters) for each item. Under Description, explain what the item is and provide a basis of computation that explains how the total cost of the item was determined. Under Justification, explain why the item is needed to meet the goals of the grant. If the item is replacing an older item, include the age of the older item and explain why it must be replaced.

Also under Description, explain whether the item is for exclusive use of this grant project. Grant funds cannot support the entire cost of an item that is not used for activities solely related to this grant program; however, grant funds can support a prorated share of such an item. Prorating calculations must be provided under description.

Example #1

Description

Applicant is seeking funding to purchase a laptop computer for Staff Advocate Jane Doe. The laptop identified for purchase costs \$900. The laptop includes the programming and security features needed. 85% of Jane’s work is dedicated to this grant program. $\$900 \times 85\% = \765 .

Note: Under the personnel section, grant reviewers should see that the applicant is requesting 85% of Jane’s total salary through this grant.

Justification

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

Example #2

Description

Applicant is seeking funding replace a desktop computer for counselor, Jane Doe.

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

Justification

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

Example #3

Description

Applicant is seeking funding for emergency supplies for sexual assault and domestic violence victims. These emergency items are based on what was provided to victims by the agency in 2024: 20 bus vouchers at \$5 each = \$100; 12 hotel vouchers at \$100 each = \$1,200; and 10 instances of lock changes at an average of \$45 each = \$450. Additionally, although this was not provided in 2024, we anticipate assisting 10 victims with moving expenses that will average \$200 each = \$2,000. $\$100 + \$1200 + \$450 + \$2000 = \$3,750$.

Justification

These emergency items will be provided to victims of sexual and domestic violence during the grant period. The amounts are based on actual costs from 2024 and needed but not provided services in the same year. Payments for services will be directly provided to the service provider and vouchers will be provided in accordance with our policy to ensure proper distribution and accounting. These emergency goods will help us assist victims to stabilize their lives and restore a measure of safety and security, which are goals of VOCA funding.

7. **Indirect Costs** (If no indirect costs are funded by this project use \$0.00 on the budget grid.)

Indirect costs are allowable under this grant program. Indirect costs are costs of an organization that are not readily assignable to a particular project but are necessary to the operation of the organization and the performance of the project. Indirect costs are those that benefit more than one activity and are common or joint purpose costs. For example, costs of an office manager or receptionist position that answers general phone calls and greets clients are considered indirect costs.

Indirect costs requested may only be used for allowable purposes. For example, the applicant cannot use indirect costs to support lobbying activities as lobbying is an unallowable cost under this grant program.

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

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

Requesting Indirect Costs:

- a. Indicate if indirect costs are included in your budget – yes or no.
- b. Determine the indirect costs rate that will be used for this grant program. Applicants have two rate options.
 1. Applicants may have a negotiated indirect cost rate agreement (NICRA). To use a NICRA, the applicant must attach a current, signed, federally approved (or DCJS approved) indirect cost rate agreement. Applicants may apply with a provisional rate; however, if their final rate is lower, they will need to pay back the difference in any funds paid out with the higher rate.
 2. Applicants without a current NICRA may elect to use the de minimis rate of 15%.
- c. Complete the OGMS de minimis rate certification. If the applicant will use the de minimis rate of 15%, answer “yes.” If the applicant will use a NICRA, answer “no.” This certification must be signed by the Project Administrator.
- d. Under Direct Expenditures, enter the amount of funds in the application budget per each category. Do not include matching contributions. Save the form before continuing.
- e. Under Expenditure Totals, enter the indirect costs rate (either the de minimis 15% or the applicant’s NICRA).
- f. Under DCJS funds, enter the total allowable amount of indirect costs (or less if needed to fit into the budget) under the Federal or State category, as appropriate. Do not enter indirect costs under cash or in-kind match.
- g. Applicants using a NICRA must attach a copy of their current, signed, final or provisional agreement to this OGMS form.

Indirect Costs Reporting Requirements

Subrecipients who request reimbursement for indirect costs will include their reimbursement requests on quarterly claims. The amounts requested must be based on the actual Modified Total Direct Cost (MTDC) amount incurred each quarter. This amount will likely vary from quarter to quarter. The amount of indirect costs requested for reimbursement each quarter cannot simply be the total for the year divided by four. For assistance determining the appropriate amount of indirect costs that can be claimed, subrecipients may use the [MTDC Worksheet](#) each quarter (use of the worksheet is not required).

E. Attachments

Upload in OGMS the following attachment (if applicable):

1. A letter designating signing authority is required if someone other than the specified individual signs any of the certifications in the application. The letter must be on official organization letterhead, include an effective date, list applicable grant numbers or application titles, and include the contact information of the person being granted signatory authority. Persons granted signing authority should enter their name on the certification, not the name of the person for whom they are signing.

F. General Conditions and Assurances

All applicants must complete this form. It must be signed by the Project Administrator or designee.

G. Lobbying and Debarment Certification

All applicants must complete this form. It must be signed by the Project Administrator or designee.

H. SAM Registration

All applicants must complete this form. Upload proof SAM registration with the Unique Entity Identifier (UEI) number and a non-expired expiration date.

I. Non-Supplantation

All applicants must complete this form. It must be signed by the Project Administrator or designee.

Note: federal funds must be used to **supplement** existing state and local funds for program activities and must not **supplant (replace)** those funds that have been appropriated for the same purpose. Additionally, requests for new staff positions must be justified, must not supplant other funds, and must result in significant additional service delivery.

J. Civil Rights Certification of Compliance

The Civil Rights Certification of Compliance is applicable to all projects under this funding opportunity. All applicants should select “Yes” on the Certification of Compliance in OGMS.

The Project Director must certify that they have viewed the civil rights training offered by the Office for Civil Rights (OCR) and that they will ensure all grant funded staff will be trained to understand their responsibilities as outlined in the OCR training. Additionally, VSGP grant conditions require that all grant funded staff and grant officials watch the

OCR training at least once in the grant award period. A link to the OCR training is attached to the certification form. All applicants should select “Yes” on the Project Director Certification in OGMS and then complete the form with their information.

The Project Administrator must select whether the applicant agency falls under Equal Employment Opportunity Plan (EEO) Certification A or Certification B. Awarded applicants that fall under EEO Certification B must have an EEO on file and provide it to DCJS upon request. All applicants should select “Yes” to the question “Is This Applicable to Your Project?” on the Project Administrator Certification in OGMS, and then complete the form.

K. Authority Certification

All applicants must complete this form. It must be signed by the Project Administrator or designee.

X. Grant Reporting Requirements

Failure to comply with grant reporting requirements in a timely manner may result in DCJS withholding disbursement of grant funds and/or terminating the award. DCJS will provide grant reporting requirements at the time of grant award. Listed below are the anticipated requirements.

A. Financial Reports (referred to as Claims and Detail of Expenditures in OGMS)

Grant recipients must submit quarterly financial reports in OGMS. All grant recipients are required to complete financial reports by the 15th of the month after the close of each quarter. If that date falls on a weekend or state recognized holiday, the reports are due on the next business day.

Projected Financial Report Due Dates for SFY Grants:

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

B. Progress Reports (referred to as Status Reports in OGMS)

Grant recipients must submit quarterly status reports in OGMS. If the status report due date falls on a weekend or state recognized holiday, the reports are due on the next business day.

VSGP Status Reports include reporting in the Office for Victims of Crime Performance Measurement Tool (PMT) and reporting on the OGMS Status Report Forms, including

Project Specific Goals and Objectives.

Projected Quarterly Status Report Due Dates for SFY Grants:

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

Additionally, subrecipients must report program income to DCJS quarterly. Program income is defined as any income earned as a result of grant funded activities. Subrecipients must use program income to offset total allowable costs of the grant project thus reducing the federal award and non-federal entity contributions. Please see the [DOJ Grants Financial Guide](#) for more information on program income. Activities that are anticipated to generate program income should be noted in the budget section of the application under the subsection “Funding from Other Sources.”

XI. How and Where to Submit Application

Submit applications and required attachments through the DCJS Online Grants Management System (OGMS) by 5:00 p.m. on Wednesday, March 19, 2025. After such time, OGMS will no longer permit applications to be submitted.

For technical issues and questions regarding OGMS, email ogmssupport@dcjs.virginia.gov (and include your grant name and application number) or visit OGMS Training & Resources at <https://www.dcjs.virginia.gov/grants/ogms-training-resources>.

DCJS staff are available to provide technical assistance and support during the application process via email at Anya.Shaffer@dcjs.virginia.gov or 804-786-2059. A response will be sent within two business days.

Attachment A
SFY2026 Anticipated Award Amounts

Agency Name	SFY26 VOCA Funds	SFY26 State General Funds	SFY26 Local Match	SFY26 Total
Ready Kids	\$200,000.00		\$50,000.00	\$250,000.00
Piedmont CASA	\$154,000.00		\$38,500.00	\$192,500.00
Cntr. for Child & Family Svc.	\$151,800.00		\$37,950.00	\$189,750.00
Greater Richmond Scan	\$149,500.00		\$37,375.00	\$186,875.00
The James House	\$144,000.00		\$36,000.00	\$180,000.00
Warren Coalition	\$131,530.00		\$32,883.00	\$164,413.00
Charlottesville	\$123,600.00		\$30,900.00	\$154,500.00
Doorways	\$93,652.00		\$23,413.00	\$117,065.00
Mental Health America of VA	\$43,220.00		\$10,805.00	\$54,025.00
Hampton	\$34,760.00		\$8,690.00	\$43,450.00
First Step	\$20,268.00		\$5,067.00	\$25,335.00
Ayuda		\$200,000.00	\$50,000.00	\$250,000.00
Blue Ridge Legal Services		\$93,790.00	\$23,448.00	\$117,238.00
Boat People		\$75,000.00	\$18,750.00	\$93,750.00
Ethiopian Comm. Dev. Cou.		\$144,000.00	\$36,000.00	\$180,000.00
Family Crisis Support Svcs.	\$109,000.00		\$27,250.00	\$136,250.00
Greater Wash. Jewish Coal.	\$110,783.00	\$29,217.00	\$35,000.00	\$175,000.00
Korean Comm. Service Cntr.	\$24,000.00		\$6,000.00	\$30,000.00
Latinos in VA Empow. Ctr.		\$200,000.00	\$50,000.00	\$250,000.00
Legal Aid Justice Center		\$200,000.00	\$50,000.00	\$250,000.00
Legal Aid Soc. of Rke Valley		\$110,679.00	\$27,670.00	\$138,349.00
Legal Aid Works		\$200,000.00	\$50,000.00	\$ 250,000.00
Legal Svcs of Northern VA		\$200,000.00	\$50,000.00	\$250,000.00
Loudoun Cit. for Social Just.		\$99,000.00	\$24,750.00	\$123,750.00
Project Horizon, Inc.		\$73,000.00	\$18,250.00	\$91,250.00
Safe Harbor	\$144,000.00		\$36,000.00	\$180,000.00
Tahirih Justice Center		\$123,200.00	\$30,800.00	\$154,000.00
The Laurel Center		\$140,114.00	\$35,029.00	\$175,143.00
Virginia Anti-Violence Proj.		\$124,000.00	\$31,000.00	\$155,000.00
Virginia Legal Aid Society		\$200,000.00	\$50,000.00	\$250,000.00
Virginia Poverty Law Center		\$153,000.00	\$38,250.00	\$191,250.00
Women's Resource Ctr NRV		\$135,000.00	\$33,750.00	\$168,750.00
	\$1,634,113.00	\$2,500,000.00	\$1,033,530.00	\$5,167,643.00