



Victims of Crime Act (VOCA) Victims Services Grant Program

Program Guidelines and Application Procedures
State Fiscal Years 2020 and 2021

Application Due Date
Monday, March 4, 2019

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

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I. Introduction and Purpose

These Virginia Department of Criminal Justice Services (DCJS) Victims of Crime Act (VOCA) Victims Services Grant Program (VSGP) Guidelines and Application Procedures provide detailed guidance to aid applicants in determining eligibility, developing itemized budgets and budget narratives, and completing other related forms. Using the guidance presented in this document, applicants can efficiently and effectively prepare complete applications.

Funding under this grant program is available in three different categories. In an effort to streamline the grant application process, only one application should be submitted to apply for funding in one or more of these categories. Summary descriptions of the three funding categories follow, and more detailed descriptions are provided on subsequent pages.

1. Services for Victims of Crime

This funding category is open to all applicants. Awards in this category will be made through a competitive grant review process.

The primary purpose of VOCA funding is to support the delivery of direct services to victims of crime. Applicants in this category can request funds to support continuation of current VOCA-supported projects, to expand victim services projects, and/or to develop and implement new projects.

Applicants in this category can apply for up to \$750,000 total award, including match, for each fiscal year. Applicants are required to provide 20 percent cash and/or in-kind matching funds, so a maximum award would be comprised of \$600,000 in federal VOCA funds and \$150,000 in matching funds.

For new applicants, see the VOCA Initial Readiness Assessment (Attachment 10) to determine eligibility.

2. One-Time Initiatives

This funding category is open to all applicants. Awards in this category will be made through a competitive grant review process.

The primary purpose of VOCA funding is to support the delivery of direct services to victims of crime. Applicants in this category can request funds to support one-time or time-limited purchases/expenses and/or to start a demonstration or pilot project.

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

For new applicants, see the VOCA Initial Readiness Assessment (Attachment 10) to determine eligibility.

3. Sexual and Intimate Partner Violence Core Services

This funding category is only open to current grant recipients of the Fiscal Year 2019 DCJS Sexual Assault and Domestic Violence Grant Program (SADVGP). Awards in this category will be made through a non-competitive process.

Current SADVGP grantees can apply for funding in one of six levels that correspond to the amount of grant funds each program currently receives. See the SADVGP Funding Table (*available on grant program webpage*) to determine the corresponding funding and required match amounts.

Level 1	Agencies with FY19 SADVGP grants totaling less than \$200,000
Level 2	Agencies with FY19 SADVGP grants totaling \$200,000–\$299,999
Level 3	Agencies with FY19 SADVGP grants totaling \$300,000–\$399,999
Level 4	Agencies with FY19 SADVGP grants totaling \$400,000–\$499,999
Level 5	Agencies with FY19 SADVGP grants totaling \$500,000–\$599,999
Level 6	Agencies with FY19 SADVGP grants totaling \$600,000 or more

II. Funding Categories

1. Funding Category 1: Services for Victims of Crime

Eligibility

This funding category is open to all applicants. Awards in this category will be made through a competitive grant review process. For new applicants, see the VOCA Initial Readiness Assessment (Attachment 10) to determine eligibility. Priority will be given to organizations that have long-standing and proven track records of service to their communities. Funding will not be provided for start-up organizations.

Applicants in this category can apply for up to \$750,000 total award, including match, for each fiscal year. Applicants are required to provide 20 percent cash and/or in-kind matching funds, so a maximum award would be comprised of \$600,000 in federal VOCA funds and \$150,000 in matching funds.

Purpose

The primary purpose of VOCA funding is to support the delivery of direct services to victims of crime. Applicants in this category can request funds to support continuation of current VOCA-supported projects, to expand victim services projects, and/or to develop and implement new projects. DCJS will place an emphasis on the use of evidence-based and trauma-informed programs and practices.

For the purposes of this grant program, a *crime victim* is defined as a person who has suffered physical, sexual, financial, and/or emotional harm as a result of the commission of a crime. 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.”

With the federal VOCA Rule providing a broad definition of *crime victim* and *direct services*, this category is similarly broad to encourage and support the development and expansion of well-designed initiatives for victims.

These funds can be used to:

- 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.
- To provide victims of crime with 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.

- To provide victims of crime with emotional support and safety services. Examples include: crisis intervention; safety planning; hotline services; individual counseling; support groups; and other therapeutic services.
- To provide victims of crime with shelter and safe housing options. Examples include: providing emergency shelter; providing transitional housing; arranging safe housing; and other relocation assistance.
- To provide victims of crime with 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.

Priority Areas

While applicants are invited to submit grant applications to address identified needs in their communities to provide direct services to victims, DCJS has identified several priority funding areas. Applicants are encouraged to develop or expand initiatives addressing the following priority areas. These priority funding areas were developed based on feedback from stakeholders, local programs, and victim advocates throughout the state.

Services and Treatment for Child and Youth Victims

Research shows that children with adverse childhood experiences suffer negative outcomes more frequently than those who have not experienced this adversity. Interventions can minimize the impact of those experiences. Grant funds may be used to provide services to children and youth who have been victims of crime, or have been secondary victims (for example, children/youth who have witnessed violent crime in their neighborhoods or domestic violence in their homes).

Services and Treatment for Victims of Trafficking

In 2018, the Virginia State Crime Commission conducted a study on Sexual Exploitation and Sex Trafficking in Virginia, and found that resources for both juvenile and adult victims of sex trafficking are extremely limited in Virginia. As noted in the study, “trafficking victims often suffer from multiple forms of trauma... and require enormous amounts of services.” Grant funds are available for programs that are trauma-informed, ensure the safety of the victims, and address the unique needs of trafficking victims.

Services and Resources Addressing Substance Abuse and Addiction Crisis

Across Virginia, communities have witnessed the devastation drug addiction can have on families, particularly children. While primary prevention initiatives are not allowable under federal VOCA regulations, the VOCA regulations allow for substance-abuse treatment “so long as the treatment is directly related to the victimization.” Grant funds can also be used for programs that provide services to children and family members who are crime victims as a result of substance abuse, including services that address the trauma that children experience because of these issues.

Forensic Nurse Examiner (FNE) / Sexual Assault Nurse Examiner (SANE) Projects

Compassionate care received in the aftermath of sexual assault helps victims in their recovery and provides victims with support needed to determine how they will move forward with their participation in the criminal justice system. Unfortunately, not all areas of the state have forensic nursing programs available to provide victims of sexual assault with the appropriate care while also ensuring proper evidence gathering needed for use in the criminal justice system. Grant funds under this priority area are available for hospitals to develop or expand forensic nursing programs.

Transitional Housing/Rapid-Rehousing Services

Sexual and domestic violence victim advocates have long advocated for the need for safe and reliable housing for victims of intimate partner violence. The federal VOCA regulations allow VOCA funds to be used “for housing and shelter purposes to the extent that such is necessary as a consequence of the victimization and for the well-being of the victim.” Grant funds can be used for transitional housing or relocation to cover travel expenses, rental assistance, support services, reasonable moving expenses, security deposits, and utility startup costs. For applicants interested in applying for funding under this priority area, DCJS will host a **webinar on Friday, January 25, 2019, from 10:00am–11:00am**, to provide additional information. The webinar will focus on the allowable costs for housing, and on programs that have demonstrated success in other states (see “Grant Application Training & Technical Assistance” section for registration information).

Community-Based Violence Services and Resources

In high-crime and other communities that experience violence, service interventions can minimize the impact of those experiences for victims and others. Under this priority area, funding is available for projects that seek to provide direct services and resources for people who have been victims of crime within their communities, or have been secondary victims (i.e., have witnessed violent crime in their communities).

Local Community Coordination Efforts

Collaboration within a community is essential when developing wraparound and comprehensive services for crime victims. VOCA funds may assist communities in planning for, implementing, and/or enhancing collaborative projects. The VOCA Rule states that “coordination activities that facilitate the provision of direct services, include, but are not limited to, State-wide coordination of victim notification systems, crisis response teams, multi-disciplinary teams, coalitions to support and assist victims, and other such programs, and salaries and expenses of such coordinators” (28 CFR §94.120). Under this priority area, funding is available to support coordination efforts for Sexual Assault Response Teams, Domestic Violence Lethality Assessment Programs, Domestic Violence Response Teams, and other coordinated community response efforts that facilitate direct victim services.

Culturally Relevant and Linguistically-Specific Services

Many victims do not receive the services and support they need due to cultural and linguistic barriers. Under this priority area, funding is available for projects that seek to increase access to culturally appropriate direct victim services for unserved/underserved victims of crime. This can be accomplished by creating new programs or enhancing existing programs to commit staff time to specifically address the needs of the identified population, hiring staff that reflects that population, training all staff on the cultural norms of the population, and increasing outreach efforts.

Services for Traditionally Underserved Populations

DCJS encourages applicants to develop or expand services to traditionally underserved or unserved populations. For the purposes of these guidelines, unserved/underserved populations can be any victim population that lacks adequate access to victim services in the applicant’s service area. Applicants may choose to focus on one of the following traditionally underserved populations:

- Cultural/Ethnic Specific Community
- Immigrants
- Non-English speaking victims
- Seniors

- Geographically Isolated
- LGBTQ Individuals
- Individuals with Disabilities
- Male survivors of sexual and intimate partner violence

Applicants may also identify other unserved/underserved victim populations that they propose to serve. In identifying other unserved/underserved populations, applicants should include a brief description of how the identified population(s) has historically been underserved.

2. Funding Category 2: One-Time Initiatives

Eligibility

This funding category is open to all applicants. Awards in this category will be made through a competitive grant review process. For new applicants, see the VOCA Initial Readiness Assessment (Attachment 10) to determine eligibility. Priority will be given to organizations that have long-standing and proven track records of service to their communities. Funding will not be provided for start-up organizations.

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

Purpose

The primary purpose of VOCA funding is to support the delivery of direct services to victims of crime. Applicants in this category can request funds to support one-time or time-limited purchases/expenses and/or to start a demonstration or pilot project.

Applicants must clearly detail how requests for funding under this category will support the delivery of direct services to victims of crime and/or improve the health and safety of victims of crime. Applications must provide substantial justification demonstrating the grant-related need.

Examples of Allowable One-Time Expenses and Projects (*list is not all-inclusive*)

1. Equipment Requisition

The use of VOCA grant funds to purchase equipment is allowable for the provision of direct services, for improving responsiveness to the needs of victims of crime, and/or for addressing gaps in services. According to the Department of Justice's Financial Guide, "equipment means tangible personal property (including information technology systems) having 1) a useful life of more than one year and 2) a per-unit acquisition cost of \$5,000 or greater."

Examples of equipment purchases include, but are not limited to:

- Forensic Medical Exam (FME) equipment
- Technology-related costs, such as servers, communication systems, case management systems, etc.

2. Vehicle Requisition

Specific to a vehicle purchase, an applicant's justification must:

- Describe the need for a vehicle, including the size of the service area and the need to provide direct services in other locations;
- Describe the lack of available agency vehicles;
- Describe the lack of available personal vehicles for which mileage can be charged or a reason why the organization will not allow personal vehicle usage during working hours;

AND

- Include a cost analysis for the vehicle purchase as compared to other options, including lease and personal vehicle use with mileage.

Applicants must assure compliance through the *Grant Checklist for Vehicle Purchase and Use* (Attachment 9).

3. Facility Repairs/Modifications

The use of VOCA grant funds for repairs to a facility where victims of crime reside (shelter) or come for services is allowable. All repairs must be related to the health and safety of victims served by the project. Facility modifications may be made to ensure compliance with the Americans with Disabilities Act (ADA), thus allowing victims with disabilities to access services.

Examples of such repairs can include, but are not limited to:

- Replacing a roof
- Repairing plumbing
- Mold removal
- Creating wheelchair accessibility

4. Demonstration or Pilot Project

The use of VOCA grant funds for the establishment of a small-scale roll-out or temporary initiative that provides victim services is allowable. Often these efforts include services that were previously unavailable or not yet attempted in a community. Please be aware that such projects are not meant to duplicate services of other programs in the applicant's service area.

Examples of such initiatives may include, but are not limited to:

- Use of alternative therapies to assist victims with recovery as overseen by certified and licensed mental health professionals
- Outreach to incarcerated victims of violent crimes to provide treatment and advocacy
- Providing victims with sustainable skills to promote independence from offenders

Applicants who receive funding in this category must abide by the provisions for the use and disposition of property purchased with federal funds included in the DOJ Grants Financial Guide (3.7 Property Standards) and the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Property Standards, 2 CFR §200.310 through 2 CFR §200.316).

3. Funding Category 3: Sexual and Intimate Partner Violence Core Services

Eligibility

This funding category is only open to current grant recipients of the Fiscal Year 2019 DCJS Sexual Assault and Domestic Violence Grant Program (SADVGP). Awards in this category will be made through a non-competitive process.

Current SADVGP grantees can apply for funding in one of six levels that correspond to the amount of grant funds each program currently receives. See the SADVGP Funding Table (*available on grant program webpage*) to determine the corresponding funding and required match amounts.

Purpose

The primary purpose of VOCA funding is to support the delivery of direct services to victims of crime. Applicants in this category provide services to victims of sexual assault and/or intimate partner violence. These funds should be used:

- To provide victims of sexual assault and/or intimate partner violence 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.
- To provide victims of sexual assault and/or intimate partner violence with 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.
- To provide victims of sexual assault and/or intimate partner violence with emotional support and safety services. Examples include: crisis intervention; safety planning; hotline services; individual counseling; support groups; and other therapeutic services.
- To provide victims of sexual assault and/or intimate partner violence with shelter and safe housing options. Examples include: providing emergency shelter; providing transitional housing; arranging safe housing; and other relocation assistance.
- To provide victims of sexual assault and/or intimate partner violence with criminal and civil justice system assistance. Examples include: notification of criminal justice events; assistance with obtaining protective orders; and accompaniment to court hearings, to meetings with law enforcement and prosecution, and to other criminal justice system-related events.

Additional Information

Grants awarded in this funding category as part of the VOCA Victims Services Grant Program will replace the current Sexual Assault and Domestic Violence Grant Program.

These changes are being made for the following reasons:

1. To provide all VOCA grant funds to an organization in one grant award
 - DCJS recognizes that it is unrealistic to keep awarding new, but separate, grant awards
 - One grant award will minimize the number of DCJS grants that one organization has

2. To further minimize administrative burdens
 - With one grant award, recipients will not need to submit multiple financial and progress reports
3. Moving towards more equity among similarly-sized programs
 - Agencies have expressed concerns about the variance in SADVGP award amounts
 - Formulas that have been used in the past may no longer be applicable or relevant to many agencies

Application Process

Current SADVGP grantees can apply for funding in one of six levels that corresponds to the amount of grant funds each program currently receives. See the SADVGP Funding Table (*available on grant program webpage*) to determine the corresponding funding and required match amounts.

The per-level amount is the **maximum amount of base funding** that can be requested by applicants in that level; however, applicants can request additional funding on top of the base amount. The base funding levels are intended to support core sexual and intimate partner violence services.

Applicants have an opportunity to request at least the current (FY19) amounts that they are receiving in VOCA-supported grants. The base funding amounts can be supplemented by applying for additional funding in Funding Category 1 and/or Funding Category 2. **For applicants who want to request additional funding beyond the maximum base funding amount:**

1. Request the maximum base funding level amount, to include appropriate matching funds;
AND
2. Request additional funds under *Funding Category 1: Services for Victims of Crime* and/or *Funding Category 2: One-Time Initiatives*, to include appropriate matching funds

Additional funding can support continuation of VOCA New Initiative projects, expansion of existing services, and/or development of new projects.

Matching Funds

Base funding level amounts will be matched, in part, as shown in the SADVGP Funding Table. Applicants are responsible for providing a 20 percent match for all supplemental/additional grant funding that is awarded beyond the maximum base funding level amount.

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

1. Sources of Funding and VOCA Background

This grant program is supported by federal Victims of Crime Act (VOCA) funds, through the Department of Justice, Office of Justice Programs, Office for Victims of Crime (OVC). The VOCA grant awards for this grant period include 2017-VA-GX-0018 and 2018-V2-GX-0011. The CFDA number is 16.575. Grants awarded under the Sexual and Intimate Partner Violence Funding Category are also supported, in part, by state General Funds.

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

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

The grant period for awards made under these guidelines is for the two year period, **July 1, 2019 through June 30, 2021**. Annual award amounts are contingent upon the availability of adequate funding, program performance, and compliance with grant requirements. Grantees are strongly encouraged to focus on direct service delivery, and to document that service delivery, in order to secure continuation funding.

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

2. Eligibility

The VOCA Victims Services Grant Program can support local, regional, and statewide programs that provide direct services to victims of crime.

Public and private non-profit entities, including state and local governments and community-based organizations, are eligible to apply. Priority will be given to organizations that have a long-standing and proven track record of service to their communities. Funding will not be provided for start-up organizations. Each eligible organization must:

- Provide services directly to victims of crime.
- Demonstrate a record of providing effective direct services to crime victims, which includes having the support and approval of the organization's services by the community or target population, a history of providing direct services in a cost-effective manner, and having substantial financial support from non-federal sources.
- Promote within the community being served a coordination of public and private efforts to serve and aid crime victims.
- Meet program match requirements.
- Assist victims of crime in seeking crime victim compensation benefits.
- Utilize volunteers significantly in project activities.

- Provide program information to the majority of agencies that assist with victims of crime in the service delivery area.
- Maintain statutorily-required civil rights statistics on victims served by race or national origin, sex, age, and disability, within the grant period and permit access to any documents, papers, and records to determine that the subgrantee is complying with applicable civil rights laws.
- Provide services to crime victims at no charge.
- Maintain confidentiality of victim information.
- Comply with DCJS requirements and provide statistical and programmatic information about staff, volunteers, and victims served.
- Provide services as defined by DCJS and/or the federal Office for Victims of Crime (OVC) and collected through the OVC Performance Measurement Tool (PMT).
- Provide services to victims of federal crimes on the same basis as victims of state/local crimes.
- Comply with federal rules regulating grants. Grant recipients must comply with the applicable provisions of the VOCA Rule and requirements of the Office of Justice Programs Financial Guide, effective edition, which includes maintaining appropriate programmatic and financial records that fully disclose the amount and disposition of VOCA funds received. This includes: financial documentation for disbursements; daily time and attendance records specifying time devoted to allowable VOCA victim services; documentation of victims served; the portion of the project supplied by other sources of revenue; job descriptions; contracts for services; and other records which facilitate an effective audit.
- Be in good standing with all state and federal agencies with which they have had an existing grant or contractual relationship. Where appropriate, all applicants must hold current professional and state licenses and certifications.
- Have a current, active Data Universal Numbering System (DUNS) number.
- If currently registered, provide proof of registration with the System for Award Management (SAM) (<https://sam.gov/SAM/>), formerly the Central Contractor Registration (CCR).

3. Types of Eligible Organizations

VOCA specifies that an organization must provide services to crime victims and be operated by a public agency or nonprofit organization in order to be eligible to receive VOCA funding. Eligible organizations include victim services organizations whose sole mission is to provide services to crime victims. These organizations include, but are not limited to, sexual and domestic violence agencies, child abuse programs, centers for missing children, mental health services, and other community-based victim coalitions and support organizations, including those who serve survivors of homicide victims.

In addition to victim services organizations, whose sole purpose is to serve crime victims, there are many other public and nonprofit organizations that have components which offer services to crime victims. These organizations are eligible to receive VOCA funds, if the funds are used to expand or enhance the delivery of crime victim services. These organizations include, but are not limited to, the following:

- Faith-based and neighborhood programs

- Crime victim compensation programs
- Public or nonprofit hospitals and emergency medical facilities

4. Program Requirements

See the VOCA Grant Checklist under VOCA Resources for application requirements based on grant category.

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

[VOCA Rule](#)

[Department of Justice Financial Guide](#)

[Civil Rights](#)

[Nondiscrimination](#)

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

[Equal Opportunity Plans](#)

[Financial and Progress Reporting](#)

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

In accordance with a Criminal Justice Services Board policy, applicable to all DCJS grant programs, no current recipient of funding will be considered for continuation funding if, as of the grant application due date, any of the required Financial and Progress reports for the current grant are more than 30 days overdue. For good cause, submitted in writing, DCJS may waive this provision.

5. Projected Maximum Awards for FY 2020 and 2021

The maximum awards for each funding category are as follows:

Services for Victims of Crime

Applicants in this category can apply for up to \$750,000 total award, including match, for each fiscal year. Applicants are required to provide 20 percent cash and/or in-kind matching funds, so a maximum award would be comprised of \$600,000 in federal VOCA funds and \$150,000 in matching funds.

One-Time Initiatives

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

Sexual and Intimate Partner Violence Core Services

Applicants in this category can apply for the maximum base funding level as outlined in the SADVGP Funding Table, to include required match amounts.

6. Matching Funds

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

Applicants applying for funding in the **Services for Victims of Crime** and/or the **One-Time Initiatives** categories are required to provide 20 percent cash and/or in-kind matching funds. For example, a \$50,000 total project request would require an applicant-provided match of \$10,000 (\$50,000 x .20).

Applicants applying for funding in the **Sexual and Intimate Partner Violence Core Services** category are required to provide cash and/or in-kind matching funds, as outlined in the attached SADVGP Funding Table.

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

All match on awarded grants must be:

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

Cash Match

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

In-Kind Match

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

- Volunteered professional or personal services, the value placed on which shall be consistent with the rate of compensation (which may include fringe benefits) paid for similar work in the program; however, if the similar work is not performed in the program, the rate of compensation shall be consistent with the rate found in the labor market in which the program competes.
- Materials/equipment, but the value placed on lent or donated equipment shall not exceed its fair market value.
- Space and facilities, the value placed on which shall not exceed the fair rental value of comparable space and facilities as established by an independent appraisal of comparable space and facilities in a privately owned building in the same locality.
- Non-VOCA-funded victim assistance activities, including, but not limited to, performing direct services, coordinating or supervising those services, training victim assistance providers, and advocating for victims.

- Any reduction or discount provided to the subrecipient shall be valued as the difference between what the subrecipient paid and what the provider's nominal or fair market value is for the good(s) or service(s).

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

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

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

Match Waiver Option

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

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

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

7. Budgeting Flexibility

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

In accordance with federal guidelines, only those costs directly related to and essential to providing direct services to crime victims can be supported with grant funds. Requests must be allowable under state and federal guidelines and must be reasonable, appropriate, and justified. Within these broad restrictions, grantees have discretion to determine how grant funds can most effectively be utilized.

Applicants should **carefully consider the resources needed to successfully implement the proposed project and present a realistic budget that accurately reflects project costs.** Applicants should also consider how the project will be sustained if funding through this grant program becomes unavailable.

8. Deadline

Applications must be received by DCJS by 5:00 p.m. on Monday, March 4, 2019, and must be submitted electronically. Applicants should email all of the following documents to voca@dcjs.virginia.gov (please note new email address):

1. One (1) completed Excel Budget Workbook file, *AND*
2. One (1) completed Annual Program Service Objectives file, *AND*
3. One (1) PDF copy of the entire complete signed application.

Example of File Naming Convention

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

- NCC's FY20–21 Excel budget: **NelsonvilleCCItemizeFY20_21.xlsm**
- Annual Service Objectives: **NelsonvilleCCAnnualObjFY20_21.xlsm**
- Scanned copy of all application documents: **NelsonvilleCCCompleteFY20_21.pdf**

9. Reporting Requirements

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

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

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

In accordance with a Criminal Justice Services Board policy, applicable to all DCJS grant programs, no current recipient of funding will be considered for continuation funding if, as of the grant application due date, any of the required Financial and Progress reports for the current grant are more than 30 days overdue. For good cause, submitted in writing, DCJS may waive this provision.

Financial and Progress Reporting

DCJS requires online submission of financial and progress reports into the DCJS Grants Management Information System (GMIS). Additional information about GMIS can be found on the DCJS website at: www.dcjs.virginia.gov/grants/gmis-online.

Required reports include:

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

Performance Measurement Tool (PMT)

The federal Office for Victims of Crime (OVC) requires all VOCA funded projects to report annual award and quarterly performance activities in the PMT online system. Grantees will be

required to submit data in PMT, as well as additional narrative reports and data in DCJS GMIS. Additional instructions will be provided to grant recipients.

Disbursement of Funds

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

10. Grant Application Training and Technical Assistance

To aid applicants in their grant application preparation, DCJS will be facilitating four webinar trainings, in addition to the housing-specific webinar previously mentioned. **Pre-registration is required** and there is no registration fee. Instructions for participation will be provided via email on the day before each webinar.

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

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

The webinars will be held on:

	Date & Time	Webinar Topic	To Register
#1	Thursday, January 24, 2019 3:00pm–4:30pm	Overview of the grant application guidelines and process	Click here to register
#2	Friday, January 25, 2019 10:00am–11:00am	Priority Area: Transitional Housing / Rapid Rehousing Services	Click here to register
#3	Friday, January 25, 2019 1:00pm–2:30pm	Overview of the grant application guidelines and process (repeat of session #1)	Click here to register
#4	Monday, February 4, 2019 11:00am–12:00pm	Grant application Q&A	Click here to register
#5	Tuesday, February 19, 2019 3:00pm–4:00pm	Grant application Q&A	Click here to register

11. Grant Application Review Process

Grant application reviewers will rate each application based on the information provided in response to these guidelines and the clarity, substance, and strength of the case made for funding. Reviewers will also consider geographic location, budget justification, cost effectiveness of proposed projects, availability of funds, and the ability to complete the goals of the grant based on programmatic design, applicant's financial health, and organizational capacity. DCJS may amend budgets based on a review of unallowable and/or unreasonable costs, and the availability of funds.

Applicants that currently receive funding through the VOCA New Initiative grant program and are performing at high levels may be prioritized and/or given a weighted score. These thresholds will be determined by factors such as meeting or exceeding project goals, project implementation, effectiveness of project, assessed risk, and other factors.

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

Final grant award decisions will be made by the CJSB at its meeting on May 9, 2019.

Grant award packages will be issued by the DCJS Office of Grants Management in the Division of Finance and Administration, based on the final approval of the CJSB. Fiscal and programmatic revisions may be required as a condition of funding.

If the CJSB does not recommend funding for an applicant, the applicant may submit a written appeal to the DCJS Office of Grants Management for consideration by an appeals panel of the CJSB. DCJS will notify any applicants eligible for appeal and the date and time of the appeals panel.

IV. Application Guidelines and Forms

Applicants for VOCA Victims Services Grant Program funding must complete:

- A. Excel Budget Workbook and Budget Narratives
- B. Project Description
- C. Required Forms and Attachments

A. Excel Budget Workbook (to include two cover sheets and two itemized budgets) and Budget Narratives

TO BE COMPLETED BY ALL APPLICANTS

1. Include all of the following items:

Cover Sheets (Face Sheets) – complete one for each fiscal year (FY20-21)

Grant Program: List the grant program.

Congressional Districts: List the congressional districts that will benefit from the program, or list statewide.

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

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

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

Best Practice: Not applicable to this grant program.

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

Program Title: Indicate program title, i.e. “First County Victim Outreach Program.”

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

Grant Period: Select FY20.

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

Type of Application: Check all funding categories that apply (Services for Victims of Crime, One-Time Initiatives, and/or Sexual and Intimate Partner Violence Core Services).

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

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

Project Administrator: The person who has authority to formally commit the organization, locality, or state agency to complying with all the terms of the grant application, including the provision of the required match. This **must** be the president of the Board of Directors of a nonprofit organization; 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 sign, and signs the grant application, provide a copy of the letter, memorandum or other document by which the signing authority was delegated.

Finance Director: List the individual who will be responsible for fiscal management of the funds.

Be sure to provide email addresses and phone numbers for each of the three people listed above. Also provide the zip code plus 4 digit code for each person.

Brief Project Description: Provide a short description of the project. The description **must include an estimate of the total number of victims** to receive program services during the fiscal year and a brief summary of services to be provided.

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

2. Itemized Budget Worksheets – complete one for each fiscal year (FY20-21)

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

Allowable and Unallowable Costs

Please see the Allowable and Unallowable Costs chart under VOCA Grant Resources. For additional guidance, please see 28 CFR Part 94, Subpart B-VOCA Victim Assistance Program at www.federalregister.gov/documents/2016/07/08/2016-16085/victims-of-crime-act-victim-assistance-program#h-55.

3. Budget Narratives – complete one for each fiscal year (FY20-21)

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

4. Budget Category Descriptions

PERSONNEL

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

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

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

Staff of Statewide Victim Assistance Programs: To be eligible for grant funding, proposed positions must provide or facilitate the provision of direct services to victims. Additionally, all tasks, duties, and responsibilities must relate directly to the provision of information and assistance to victims, as allowable under the VOCA Rule.

Salary for Grant Funded Staff: In addition to describing new staff responsibilities, applicants must justify all requested salaries. Justification may include documentation demonstrating that requested salaries are consistent with salaries paid to other positions with similar responsibilities, within the program, or at other organizations in the service area. All requested amounts must be reasonable given the complexity of work, and consistent with the applicant's staff compensation plan. **Submission of the signed application signifies acceptance of all grant conditions, including non-supplantation, and certification that personnel expenses are reasonable, appropriate, and consistent with applicable local personnel policies and compensation plans.**

CONSULTANTS

List each type of consultant or service (with numbers in each category and names of major consultants when available), the proposed daily fee rate, and the amount of time to be devoted to such services. The U.S. Department of Justice Grants Financial Guide requires that compensation for "individual consultant services is to be reasonable and consistent with that paid for similar services in the marketplace." An individual consultant's rate may not exceed \$650.00 per day.

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

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

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

TRAVEL

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

www.gsa.gov/travel/plan-book/per-diem-rates
www.doa.virginia.gov/reference/CAPP/CAPP_Topics/20335-2015.pdf

Applicants must clearly explain the basis for all calculations. Justify travel by explaining why costs are necessary and essential to providing direct services to victims, or by documenting that grant funds will be used exclusively for developing the skills of direct service providers so that they are better able to offer quality services to crime victims. VOCA grant funds can support skills training for “direct service providers, including paid staff and volunteers (both VOCA-funded and not), so that they are better able to offer quality direct services, including, but not limited to, manuals, books, videoconferencing, electronic training resources, and other materials and resources relating to such training” (28 CFR 94.121(b)). VOCA grant funds can also support training-related travel, meals, lodging, and registration fees.

DCJS will consider requests to support attendance at appropriate national training conferences. Applicants must document that the requested training is needed and is unavailable within the state. **Registration fee expenses** should be detailed in the “Supplies and Other Expenses” category. DCJS will approve requests for funds to support out-of-state travel, or airfares to attend training conferences, with adequate justification. Applicants should demonstrate that attendance is cost effective and will facilitate essential improvements in service delivery.

Local mileage is considered travel within the immediate service area (satellite offices, court, meetings, etc.). **Non-local mileage** is outside of the immediate service area (trainings, conferences, meetings, etc.). Include a description for each request and justify why the request is necessary.

EQUIPMENT

According to the Department of Justice’s Financial Guide, “equipment means tangible personal property (including information technology systems) having 1) a useful life of more than one year and 2) a per-unit acquisition cost of \$5,000 or greater.”

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

Any equipment requests must include a written estimate of cost and local contract guidelines, if necessary. Applicants must document the necessity and cost effectiveness of requested expenditures.

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

SUPPLIES AND OTHER OPERATING EXPENSES

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

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

Applicants should document actual expenses for each line item requested when possible (for example: “Last year we spent \$400 on postage. For FY 2020, we anticipate spending \$475, due to stamp rate increase.”).

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

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

All computers purchased with DCJS funds must be equipped with updated anti-virus protection software. Applicants are encouraged to limit computer purchase requests to \$1500 per workstation and to discuss computer hardware and software needs with DCJS Computer Services staff, Lisa Self, at 804-786-8475.

INDIRECT COSTS

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

According to 2 CFR Part 200.56, indirect costs are defined as:

Those costs incurred for a common or joint purpose benefitting more than one cost objective, and not readily assignable to the cost objectives specifically benefited, without effort disproportionate to the results achieved.

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

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

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

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

1. Indirect Cost Rate Agreement (ICRA)

- This is a formal rate agreement that an organization has applied for and received from the federal cognizant agency (DCJS does not approve ICRA's)
- Organizations will have a letter or other documentation that lists the federally-negotiated rate
- The rate in the ICRA must be accepted, unless otherwise specified by federal awarding agency
- Can request the percentage (as outlined in the ICRA) of the Modified Total Direct Costs (MTDC) of their budget for indirect costs

2. De Minimis Rate

- This can be used by organizations that have never had a federally-approved Indirect Cost Rate Agreement
- Can use a rate of up to 10 percent of the Modified Total Direct Costs (MTDC) of their budget for indirect costs

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

1. MTDC Worksheet (Excel document) (Attachment 7)
- AND**
2. Certification of De Minimis Indirect Cost Rate form (Attachment 8)

OR

A copy of the applicant’s Indirect Cost Rate Agreement letter/documentation

Additional Indirect Costs Reporting Requirements: For organizations that request and receive Indirect Costs, the MTDC Worksheet must be completed each quarter, based on actual expenses. The MTDC Worksheet should be emailed to grantsmgmt@dcjs.virginia.gov each quarter.

The actual MTDC amount will determine the amount of Indirect Costs to be reimbursed for that quarter. In other words, the amount of Indirect Costs reimbursed 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; the amount must be based on actual MTDC amounts.

CASH FUNDS FROM SOURCES OTHER THAN GRANT PROGRAM SUPPORTING THIS PROJECT

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

NON-SUPLANTATION

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.

B. Project Description

TO BE COMPLETED BY ALL APPLICANTS, UNLESS OTHERWISE INDICATED

Address the following (1 through 7) in a *Microsoft Word* document with 1 inch margins, single spaced, with a 12-point font size. To assist application reviewers, please use the numbered headings and subheadings (in bold); follow the page guidelines provided; and when instructions say “list,” please provide a list instead of a narrative paragraph.

1. Summary Project Description, Goals, and Objectives

(1 page maximum + Attachment)

TO BE COMPLETED BY ALL APPLICANTS

- a. **Summary Project Description:** Provide a clear concise summary of the proposed project, including its primary goals and objectives and including an estimate of the total number of victims to be served during each fiscal year.
- b. **Annual Program Service Objectives:** Complete Attachment 3.

2. Organization Background, Mission, Experience, and Capability

(3 pages maximum + Attachments, if applicable)

SECTIONS A-F TO BE COMPLETED BY ALL APPLICANTS

- a. **Mission/History:** Provide your organization’s mission statement and how many years you have been providing services.
- b. **Current Services:** Provide a list of the *primary* services your organization currently provides to crime victims to address their needs.
- c. **Current Office Location(s):** Identify the city and county where you have a physical office/space.

- d. **Population(s) Served:** Identify the primary population(s) you currently serve (i.e., general geographic area, average age range, cultural and/or racial make-up, etc.). If applicable, identify which traditionally underserved populations your organization has a primary focus on serving.
- e. **Funding Sources:** List the major funding sources that currently support your program (i.e., ABC Foundation, United Way, OJP, etc.). Do not include funding amounts.
- f. **Sustainability:** Describe how the program will achieve financial sustainability to ensure continuation of services when the funding period ends. Be specific in identification of additional funding sources and strategies to support the program long-term.

SECTIONS G-I TO BE COMPLETED BY NEW APPLICANTS ONLY

(Applicants who did not receive a DCJS fiscal year 2019 VOCA-supported grant award)

- g. **Capability:** Describe the organization's knowledge and capability to carry out the project based on demonstrated experience in providing victim services to the target population. Public agencies must cite their statutory and/or local governing authority.
- h. **VOCA Initial Readiness Assessment:** Complete Attachment 10.
- i. **Nonprofit Organizations:** Attach IRS 501(c)(3) status letter.

3. Problem Statement/Needs Assessment

(4 pages maximum)

TO BE COMPLETED BY APPLICANTS IN FUNDING CATEGORIES 1 & 2 ONLY

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

Example:

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

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

SECTION F TO BE COMPLETED BY APPLICANTS IN FUNDING CATEGORY 1 ONLY

- f. **Priority Areas:** If you propose to address one or more of the Priority Areas as outlined in the description for Funding Category 1, list the Priority Area(s) and briefly describe how the proposed project will directly address it.

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

(1 page maximum + Attachments)

SECTIONS A-B TO BE COMPLETED BY ALL APPLICANTS

- a. **Partnerships:** Describe the organization's partnership and/or coalition building strategy and use of volunteers.
- b. **Cooperative Agreements:** Applications for projects which require coordination of services among two or more organizations must describe envisioned cooperative roles and responsibilities. Proposed or completed cooperative agreements must be attached. Cooperative agreements must define roles, responsibilities, referral mechanisms, collaboration, and coordination efforts necessary for successful implementation of the project and must be signed by all affiliating agencies. If cooperative agreements are not yet complete, describe the current status and completion plan.

SECTION C TO BE COMPLETED BY NEW APPLICANTS ONLY

(Applicants who did not receive a DCJS fiscal year 2019 VOCA-supported grant award)

- c. **Letters of Support.** At least three letters of support for the specific project are required to be submitted with the application. Such letters should demonstrate community support for the proposed project and collaboration among key players. Additionally, letters should describe action plans and expected outcomes.

5. Community Outreach

(2 pages maximum)

TO BE COMPLETED BY APPLICANTS IN FUNDING CATEGORIES 1 & 2 ONLY

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

6. Project Management and Staff

(1 page maximum + Attachments)

TO BE COMPLETED BY ALL APPLICANTS

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

7. Performance Measures and Evaluation

(1 page maximum)

TO BE COMPLETED BY ALL APPLICANTS

- a. **Process:** Describe your evaluation process.
- b. **Tools:** Describe the evaluation tools you will use to gather feedback from crime victims and those you will serve.
- c. **Barriers:** Describe any barriers you anticipate to conducting effective evaluation.
- d. **Using Feedback:** If applicable, provide any relevant findings from recent past evaluation efforts (i.e., how you know your program is having an impact). Describe your process for using feedback to improve your program and services.

C. Required Forms and Attachments

To be completed and submitted by ALL APPLICANTS:

Attachment 1	Excel Budget Workbook (<i>must complete all four tabs/worksheets</i>)
Attachment 2	Budget Narrative Template
Attachment 3	Annual Program Service Objectives
Attachment 4	General Grant Conditions and Assurances
Attachment 5	Certifications & Requirements Form
Attachment 6	Certification of Compliance with Regulations (Civil Rights)

To be completed and submitted by SOME APPLICANTS:

Attachment 7	MTDC Worksheet
Attachment 8	Certification of De Minimis Indirect Cost Rate Form
Attachment 9	Grant Checklist for Vehicle Purchase and Use
Attachment 10	VOCA Initial Readiness Assessment

Additional required attachments for ALL APPLICANTS:

1. Copies of Proposed and/or Completed Cooperative Agreements
2. Organizational Chart
3. Job Descriptions for Grant-Funded and Match Staff, to include Project Volunteers
4. If currently registered, provide proof of registration with the System for Award Management (SAM) (<https://sam.gov/SAM/>), formerly the Central Contractor Registration (CCR)
5. Internal Revenue Service 501(c)(3) Letter (new nonprofit applicants only)

See the DCJS VOCA Victims Services Grant Program webpage for additional resources:

- Grant Application Resources, to include the **SADVGP Funding Table**
- Federal VOCA Reporting Resources
- Federal Financial Management Resources