



Manager's Message

Kristina Vadas, *Victims Services Manager*



In June, I was honored to be hired as the new Manager of the Victims Services Team at the Virginia Department of Criminal Justice Services.

Although new to this role, many of you know that I have been part of the Victims Services Team since 2012, primarily as the sexual assault

response coordinator. It has truly been a pleasure to work with sexual and domestic violence agencies and local Sexual Assault Response Teams in that role, and I am thrilled to now work more broadly across the spectrum of victims' services in Virginia.

I also want to acknowledge the leadership of our previous manager, Cassandra "Kay" Bullock. Kay led our team through significant changes and growth during the past six years. During her tenure, Virginia's Victims of Crime Act (VOCA) funding allocation quadrupled. Kay managed this massive adjustment with creativity, persistence, and dedication. Her guidance, leadership, and ability for "forward-thinking" truly transformed victims' services statewide, and I am grateful to continue in her footsteps and build upon her legacy.

Looking forward, this newsletter is one of several Victims Services Team initiatives to enhance communication with grant recipients, partner agencies, allied professionals, and

other constituents. We plan to release the newsletter on a quarterly basis, and we hope that you will find it useful and pertinent to your work. If you have ideas for future issues, please reach out to Tricia Everetts, Victims Services Training Coordinator, at tricia.everetts@dcjs.virginia.gov.

Another planned initiative is a quarterly "virtual" meeting: the Victims Services Quarterly Conversation. These will be held at the beginning of each quarter and will feature a specific topic, trend, or issue. The Conversations will also include time for general discussion and dialogue, as well as answering participant's questions. The first VS Quarterly Conversation will be held on **Tuesday, October 2, 2018, from 2:00pm–3:00pm**. Additional information will be emailed to all grant recipients and partner agencies in September. Please mark your calendars!

In this issue, you will also find a link to a brief survey about the Victims Services Quarterly Conversations. Please take a few minutes to respond, as I truly value your input.

In closing, I want to thank you for your support as I assume this new position. I view my role, foremost, as that of a victim advocate. My goal is for all victims in Virginia to have access to, and to receive, services that are comprehensive, survivor-led, barrier-free, and trauma-informed. I know this is your goal too, and I look forward to working together to fully achieve it.

Thank you for all that you do to serve and support victims.

Kristina



Ask A Grant Monitor

Amia Barrows, *Victims Services Program Specialist*

Where is my award letter and how can I find out if I have special conditions?

Answer: The authorizing officials (project director, project administrator, finance officer) listed on the grant application will receive the grant award package/notification, which will provide information on the terms and conditions of the grant as well as procedures for receiving funds. The special conditions and due dates are listed in the award package. Project delays due to late award notification will not change the grant period. For questions about the special conditions, contact your DCJS Grant Monitor.

What is the System for Award Management (SAM), and how do I register?

Answer: The System for Award Management is the source for standard information about federal financial assistance applicants, recipients, and subrecipients. The Office of Justice Programs (OJP) requires all applicants to maintain current registrations in the SAM database. Applicants must update or renew their SAM registration annually to maintain an active status. Information about SAM registration procedures can be accessed at www.sam.gov.

How much of the budget can be modified after the grant starts?

Answer: You must report deviations from the approved budget and receive prior written approvals for budget revisions and modifications. If there is a need to adjust monies within a cost category (in-line adjustment) send the request via email to your DCJS Grant Monitor. If there is a need to transfer funds into or out of any cost category, or move monies into a budget category with a zero dollar amount, a budget amendment request is required. You are required to submit an amendment request in GMIS accompanied by a written narrative. For specific guidance on the format, contact your DCJS Grant Monitor. Refer to the grant award package (special conditions) for amendment deadlines.

How do I notify DCJS of program staff changes?

Answer: In adhering to the requirements and conditions of our grants, grant recipients must promptly submit a Program Change Form to DCJS whenever grant funded positions and changes in the Project Administrator, Project Director, and/or Finance Officer occur and are vacated and subsequently filled. The Project Administrator position is the signature authority required for our grants, and by accepting the grant they assume full responsibility for the management of all aspects of the grant and activities funded by the grant. Therefore, DCJS requires that the Project Administrator notify us of any staff changes specifically for the Project Administrator, Project Director, and/or Finance Officer positions. For those positions, the Project Administrator's signature is required. Grant-funded staff changes can be documented on the Program Change Form and do not require a signature. Please note, the form must be signed and emailed to your DCJS Grant Monitor. The new form can be found here: www.dcj.virginia.gov/grants/forms.

How do you calculate indirect costs and what is the 10% de minimis?

Answer: 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. Requesting indirect costs is optional. You do not have to request indirect costs, but if you choose to, it is allowable. To calculate indirect costs, you must first determine the Modified Total Direct Costs (MTDC) amount of your budget. Indirect costs that can be requested are not based on the entire project budget, but on the MTDC amount. For more information on indirect costs, refer to your grant guidelines or contact your DCJS Grant Monitor.

Upcoming Training Opportunities

August 22, 2018— The Virginia Sexual and Domestic Violence Action Alliance is sponsoring “Talking to Schools About the Trauma-To-Prison Pipeline” Train the Trainer class from 10:00 am to 4:00 pm at the Action Alliance office in Richmond, Virginia. For more information, please visit [here](#).

September 10-11, 2018— “Males and Violence: Engaging Men and Boys as Survivors, Advocates and Change Agents”, at the Omni Hotel Richmond. This free, two-day conference sponsored by DCJS Victims Services will include national speakers on best practices for assisting male victims of domestic and sexual violence, engaging men and boys to become successful advocates against violence, and teaching men to build healthy relationships to prevent incidents of abuse. For more information, please visit [here](#).

September 17-19, 2018— The Virginia Victim Assistance Network (VVAN) will be offering the Basic Victim Assistance Academy in Richmond, Virginia. This basic skills training is for newly-hired victim advocates with less than one year of experience in the field. Please visit [here](#) for more information.

October, 2018 (Exact Dates To Be Determined)—DCJS Victim Services will be offering two regional trainings for Victim/Witness professionals on Human Trafficking. One session will be held in Williamsburg and one in Roanoke.

STAFF SPOTLIGHT— Jennifer Kline, *Improving Criminal Justice Responses Grant Program Coordinator*



Share a little about your educational and professional background.

I graduated from Radford University with a Bachelor’s in Sociology and Anthropology and got my first “real job” as an Intake Coordinator at a drug and alcohol rehabilitation center. I was the Director of a homeless shelter and prevention program and then worked in child protective services while working on my Master’s in Sociology. After I graduated from the University of North Carolina in Greensboro in 1998, I did research at the Medical University of South Carolina. I worked as a Victim Advocate in Charleston, SC for several years before I moved back to Virginia to take the Program Coordinator position at the inception of Foothills Child Advocacy Center, where I worked for almost 12 years.

What is your role at DCJS?

I’m the Program Coordinator for the Improving Criminal Justice Responses (ICJR) to sexual assault, domestic violence, dating violence, and stalking grant. I work with a partnership of five other state agencies to provide resources, training, and technical assistance opportunities to Victim Advocates across Virginia.

Why were you interested in working for Victims Services at DCJS?

After working with victims on the front line for 20 years, I felt I had real-world knowledge to share with victim services and criminal justice professionals. One of my favorite parts of managing a child advocacy center was supporting the Child Abuse Multidisciplinary Team by bringing in best practice training and resources. Working for Victims Services at DCJS was an opportunity to do that on a broader scale.

What do you enjoy most about your work at DCJS?

I really enjoy the people and the partnerships. I enjoy the team atmosphere in the Victims Services Section, and that everyone seems happy.

What has been your proudest accomplishment at DCJS?

I’ve been here for less than a year, so many of my projects are still in the works, but at this point, I feel like we’ve accomplished a lot to improve Sexual Assault Response Teams (SART) in Virginia. We formed a SART planning committee within DCJS to work on strengthening SARTs. We administered a survey to learn about how SARTs are functioning. We presented a webinar and hosted a training for SARTs, and we are planning a two-day SART Summit for the Fall.

Prior to working at DCJS, what is the most unusual or interesting job you have had?

The most unusual and interesting job I had was working at a Child Advocacy Center. It was unusual in that I conducted forensic interviews with children and adolescents who were alleged victims of crimes, mostly sexual abuse. I learned a lot from running a nonprofit. Coordinating the multidisciplinary teams that conducted the investigations and provided services to victims was interesting and exciting, but over time, became incredibly draining.

When you were a child, what did you want to be when you grew up?

I wanted to be Indiana Jones – Hollywood’s version of an archaeologist.

If you could only vacation one place for the rest of your life, where would it be and why?

Europe—because it’s big and rich in history. I could vacation there twice a year and never come close to seeing it all. I’m amazed at how far back the history goes. Two-hundred years is considered old in the U.S., but in Europe 2,000 years is old.

What would you title the autobiography of your life?

I don’t want to talk about it: My 850 page Memoir



Coordinators' Corner

Patricia Foster, *Victim Witness Grant Coordinator*

The FY2019 Grant Award Packages have been received by your agencies and represent the fruits of your labor. The Virginia Department of Criminal Justice Services (DCJS) is proud to award victim services grants to community and criminal justice based advocacy projects. It is especially important to look at your Statement of Grant Award Packages with fresh eyes, even if you have received a continuation grant from DCJS in the past. With each year of funding awarded, state and federal rule changes are reflected in your General Statement of Grant Award Packages. As the guidelines and rules are redefined, DCJS passes these changes on to you via special conditions, webinars, and technical assistance communications.

We encourage you to look at your funding source rules, whether it is SADVGP, SASP, VSTOP, Victim Witness, VOCA New Initiatives, or VSDVVF. Each funding source carries unique or new requirements and will be outlined in your award packages. More broadly, the Victims of Crime Act (VOCA) and Violence Against Women Act (VAWA) funding sources have specific guidance for each grantee. As you prepare to expand your services and project to meet the needs of the survivors that you serve, make sure you know what funding source supports your grant. Please contact the appropriate grant coordinator should you have questions related to how your grant is funded or changes in the new fiscal year:

Sexual Assault and Domestic Violence Grant Program and

Sexual Assault Services Program:

Kristina Vadas, (804) 786-7802

Victim Witness Grant Program:

Patricia Foster, (804) 972-3103

Virginia Sexual & Domestic Violence Victim Fund:

Tricia Everetts, (804) 786-7362

Virginia STOP Violence Against Women:

Julia Fuller-Wilson, (804) 371-0386

VOCA New Initiative Victim Assistance Grant Program:

John Mahoney, (804) 225-4320

We Want To Hear From You

As noted in the Manager's Message on page 1, the Victims Services Team is planning several initiatives to enhance communication with grant recipients. One of these is a quarterly "virtual" meeting: the **Victims Services Quarterly Conversations**. Intended primarily for grant recipients, the *Conversations* will provide an opportunity for dialogue between local program staff and DCJS.

Please complete the brief survey [here](#) to tell us your preferences. This survey should take no more than five minutes of your time.

Thank you

Funding Opportunity

Virginia STOP Violence Against Women Grant Program will be accepting applications for the 2019–2021 funding cycle. Applications are due by 11:59 pm on September 18, 2018.

For more information, please click [here](#).



Best Practices for Being Inclusive: From Policy to Practice

Courtney Meyer, M.A., M.S., M.Ed., *Virginia Sexual and Domestic Violence Program Professional Standards Coordinator*

Survivors have intersecting identities which can make ensuring inclusivity for all survivors a challenge. It is one thing for an agency to have a non-discrimination policy for the survivors they serve; it is another thing for that agency to ensure inclusivity in their everyday practice. For example, an agency may have the LGBTQIA+ flag on their website to indicate they welcome LGBTQIA+ survivors and may also have LGBTQIA+ related posters around their waiting room, but if that agency does not have more than a dichotomous gender option (male/female) or a place to indicate preferred pronouns on their intake paperwork, does not have gender neutral bathrooms, and have a few staff who hold negative perceptions about the LGBTQIA+ community, then is the agency truly inclusive of LGBTQIA+ survivors?

The answer is, no, the agency is not truly inclusive. The intake paperwork, gender neutral bathrooms, and conversing with frontline staff are an LGBTQIA+ survivor's initial indications of feeling welcome and comfortable in that agency's space. There are other situations that happen in regards to an individual's race, ethnicity, age, ability, and class through the form of microaggressions. *Microaggressions* are small acts of subtle prejudice or hostility, which can be unintentional or conscious, that are usually committed by one individual to another individual.¹ For example, an African American survivor is in the agency's waiting room talking on the phone and a staff member says, "Why do you people have to be so loud? Just tone it down." This could send the message that the staff member wants the African American survivor to assimilate to the dominant (White) culture.²

To avoid situations in the previous examples, there are a few best practices that victim-serving organizations can adopt to ensure inclusivity for all survivors.

1) Inclusivity happens from the top-down, bottom-up, and side-to-side.

Everyone in the agency from the board to the volunteers should be on the same page with practicing what their non-discrimination policy preaches. If there is even one person who is not on board, then that will spread from the top-down, bottom-up, and everywhere in between. Initial and ongoing *cultural competency* trainings can help in maintaining inclusivity throughout the agency. Cultural competency trainings will allow everyone in the agency to evaluate their own worldviews (values/belief systems) and how their worldviews influence their work at the agency and learn about microaggressions and how to combat them. See the Resource section on the following page for cultural competency trainings.

2) Client Paperwork Tune-Up

To maintain inclusivity, at a minimum, a yearly client paperwork tune-up is a good practice to implement. The agency can assign a small group of staff to sit down once a year to review all of the agency's paperwork for clients that need updates to ensure inclusivity of all survivors. Updates could include adding or subtracting certain demographic information, as well as changing the wording of questions on forms.

3) The Agency Through Different Eyes

The environment at the agency, such as the waiting room, counseling offices, and bathrooms, is a part of being inclusive to all survivors as well. It is a good practice to keep the environment at the agency up-to-date by assessing the environment's inclusivity, at a minimum, every six months. Here are two options:

- An activity to facilitate with staff: Ask staff to imagine they are a client with a certain background (e.g. disabled) walking through the agency's doors for the first time. What does getting into the building look like to that survivor? A counselor's office? Continue the activity for a number of client backgrounds. This activity may show what in the agency's environment could be improved, added, or removed.
- Survey current or former clients about their perceptions of the agency's environment. Did they feel the environment was welcoming to their intersecting identities? If anything could be changed in the environment, what would they change?

¹ Green, E. R., & Maurer, L. (2015). *The Teaching Transgender Toolkit: A facilitator's guide to increasing knowledge, decreasing prejudice & building skills*. Ithaca, NY: Planned Parenthood of the Southern Finger Lakes.

² Sue, D. W., Capodilupo, C. M., Torino, G. C., Bucceri, J. M., Holder, A. M. B., Nadal, K. L., & Esquilin, M. (2007). Racial microaggressions in everyday life: Implications for clinical practice. *American Psychologist*, 62(4), 271-286.



Continued from page 5

4) Be Mindfully Accountable, Stuff Happens

As stated at the beginning, ensuring inclusivity for all survivors is a challenge. It is important to hold everyone in the agency accountable, but, at the same time be mindful that stuff happens. Through ongoing cultural competency trainings, staff can continue to work on preventing microaggressions and being mindful of their worldviews while at work. Cultural competency takes practice, accountability, and an understanding that stuff may happen along the way.

Resources

- One course under the [Victim Assistance Training \(VAT\) Online](#) through the Office of Victims of Crime (OVC) is called *Culture, Diversity, and Inclusion* (click on the Course Descriptions tab). This course provides a basic overview of the skills necessary to work with various clients. It is a **free** 45-minute self-paced online course that is easy to register for and complete.
- The OVC also offers **free** in-person training on cultural competency. The OVC offers a 2 ½ day training called [Providing Culturally Competent Services to Victims of Crime](#) which is a deep dive into cultural competency.
- The [Virginia Sexual and Domestic Violence Action Alliance Training Institute](#) has a variety of webinars and in-person trainings related to cultural competency. You can also request a specific presentation that would best fit the cultural competency needs of your agency.
- Most colleges and/or universities have an *Office of Diversity and Inclusion* (or called something similar) that you could contact and ask for one of their faculty or staff members to provide a cultural competency training to your agency. The office may even have graduate assistants who would be eager to gain more experience and work with your agency on a cultural competency training.
- One last suggestion is transgender and non-binary specific cultural competency. A former professor of mine, Dr. Eli Green, is now the owner of the [Transgender Training Institute, LLC](#). Dr. Green and his fellow trainers offer a variety of trainings that are informed and provided by transgender and non-binary people such as *Creating Fully Affirming Organizations & Services*.

VOCA New Initiatives Agency Spotlight— Sexual Assault Resource Agency—Charlottesville, Virginia

Andrew Kinch, *Victims Services Program Specialist*

The VOCA New Initiative program of the Sexual Assault Resource Agency (SARA), based in Charlottesville, is the SARA Outreach Advocacy Project. The project has expanded existing services by providing outreach to survivors who are incarcerated or at risk of incarceration. By meeting with survivors individually and through support groups, SARA's project has been able to provide advocacy and psycho-educational information to its clients. Services have also included outreach to allied professionals that work with the targeted demographic population.

With this outreach program, SARA has been able to reach previously underserved populations, as well as create stronger ties within the community. An internal assessment of project stated the following:

"We have an excellent relationship with our local jail (Albemarle County Regional Jail) and have been able to provide services there on a weekly basis. We also receive

numerous phone calls from the jail, and we are one of their speed dial options. We had an excellent response to our program when we attended the Women's Empowerment Summit at the Fluvanna Correctional Center for Women, but have run into roadblocks when we have tried to increase services there. We are currently working with other community partners to see if they can help us with developing a regular schedule at FCCW as well as looking at the option of providing services at the Central Virginia Regional Jail, which houses residents from three counties in our service area."

This is an indicator that funding provided by the VOCA New Initiative grant has allowed a great deal of innovation from victim service organizations around the Commonwealth. We at DCJS are excited to see the ways direct services will continue to grow as these programs gain more traction in our communities.



AGENCY SPOTLIGHT— Virginia Sexual and Domestic Violence Action Alliance

Anya Shaffer, Victims Services Program Specialist

The Virginia Sexual and Domestic Violence Action Alliance is Virginia's leading voice on Sexual and Intimate Partner Violence. The Action Alliance works in coalition with local sexual and domestic violence agencies and other allies to:

- Advocate and educate on behalf of survivors, their children and their advocates;
- Facilitate partnerships among advocates, allied organizations, and state agencies;
- Mobilize a statewide voice on sexual and domestic violence;
- Connect local, state and national work; and
- Engage in prevention and social change efforts that challenge the social, economic and political conditions that sustain a culture of violence.

The Action Alliance has three primary teams: the Member Services Team, Social Change Team, and Survivor Advocacy Team.

The Project for the Empowerment of Survivors (PES) is an initiative offered through the Statewide Hotline and is one of the components of the Survivor Advocacy Team. The PES connects survivors to free consultations with staff advocates and attorneys, referrals to legal services in their communities, and financial assistance for legal services from private attorneys in the community for survivors who cannot afford legal representation and are not eligible for income-based legal services. PES serves between 40 and 50 survivors each month. Two full-time advocates and two full-time attorneys staff the project. The project is supported by a VOCA New Initiatives grant.

The goal of PES is to offer survivors of violence, particularly those who are traditionally undeserved, an opportunity to find answers to legal questions, to gain insight into additional legal issues, to carefully weigh legal options on the phone and through chat and to be linked with both legal advocacy and legal services in their own communities. The PES is also excited to launch community-based clinics throughout the state. Coordinated in conjunction with local domestic violence and sexual assault agencies, these clinics will serve survivors in eastern, central, southwest, and northern Virginia. The inaugural clinic took place in late July in the Tidewater area.

The Virginia Advisory Committee on Sexual and Domestic Violence

The Virginia Advisory Committee on Sexual and Domestic Violence was created in the *Code of Virginia* in 2015. The Committee is comprised of 15 members, including one representative from a local victim witness program and four representatives from local sexual and domestic violence agencies. As outlined in the *Code of Virginia*, the Committee meets quarterly and is tasked with seven duties and responsibilities. Additional information about the Committee is available [here](#).

The Committee welcomes attendance and comments from members of the public. Local program staff are encouraged to attend. Below are details for the remaining 2018 meetings:

**Wednesday, September 26, 2018—
10:30am-12:30pm**
Patrick Henry Building,
West Reading Room
[1111 East Broad Street](#)
[Richmond, VA 23219](#)

**Wednesday, December 5, 2018—
10:30am-12:30pm**
Patrick Henry Building,
West Reading Room
[1111 East Broad Street](#)
[Richmond, VA 23219](#)



Contact Us

If you have any questions or need any assistance, please contact us.

Kristina Vadas—Victims Services Manager

(804) 786-7802

kristina.vadas@dcjs.virginia.gov

Amia Barrows—Victims Services Program Specialist

(804) 225-4060

amia.barrows@dcjs.virginia.gov

Dione Bassett—Victims Services Program Specialist

(804) 371-2419

dione.bassett@dcjs.virginia.gov

**Tricia Everetts—Training and Grant Program
Coordinator**

(804) 786-7362

tricia.everetts@dcjs.virginia.gov

**Patricia Foster—Victim Witness Grant Program
Coordinator**

(804) 371-8634

patricia.foster@dcjs.virginia.gov

**Julia Fuller-Wilson—Violence Against Women Act
(VAWA) Program Administrator**

(804) 371-0386

julia.fuller-wilson@dcjs.virginia.gov

Tyler Hinton—Victims Services Data Entry Specialist

(804) 225-3453

tyler.hinton@dcjs.virginia.gov

Andrew Kinch—Victims Services Program Specialist

(804) 225-4331

andrew.kinch@dcjs.virginia.gov

**Jennifer Kline—Improving Criminal Justice Responses
(ICJR) Grant Program Coordinator**

(804) 225-4350

jennifer.kline@dcjs.virginia.gov

**John Mahoney—Victims of Crime Act (VOCA)
Administrator**

(804) 225-4320

John.mahoney@dcjs.virginia.gov

**Courtney Meyer—Virginia Sexual and Domestic Violence
Professional Standards Coordinator**

(804) 786-0036

courtney.meyer@dcjs.virginia.gov

Michelle Miles—Victims Services Program Specialist

(804) 225-1846

michelle.miles@dcjs.virginia.gov

Anya Shaffer—Victims Services Program Specialist

(804) 786-2059

anya.shaffer@dcjs.virginia.gov

Tierra Smith—Victims Services Program Specialist

(804) 786-1165

tierra.smith@dcjs.virginia.gov

Karen Thomas—Policy Specialist

(804) 786-3973

karen.thomas@dcjs.virginia.gov