



# **VOCA School-Based Victim Services Grant Program FY 2020-2021**

## **Overview of Guidelines and Application Procedures**

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# Agenda

- Introduction, Eligibility, and Purpose of VOCA
- Program Requirements
- Application Guidelines and Forms, Due Dates
- Technical Assistance





# I. Introduction and Purpose

- The VOCA School-Based Victims Services Grant Program is intended to increase access to trauma-informed interventions for victims within schools, expand access to mental health services for victims in schools, and support behavioral interventionist positions serving victims of crime at school.
- DCJS will place on emphasis on the use of evidence-based and trauma-informed programs and practices.





# I. Introduction and Purpose

- The primary purpose of VOCA funding is to support the delivery of direct services to victims of crime.
- For the purpose 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.
- Crimes do not need to be reported to law enforcement in order for people to receive services under VOCA.





# Federal VOCA Rule

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.”





# Source of Funding

- 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)
- **This funding is open to local units of government.** Awards will be made through a competitive grant review process.





# Grant Period

- Two year period:  
July 1, 2019 - June 30, 2021
- Annual award amounts are contingent upon the availability of adequate funding, program performance, and compliance with grant requirements.





# School-Based Crime Victims

For schools, *direct services to victims of crime* might look like:

1. Responding to the emotional, psychological, or physical needs of students exposed to related trauma;
2. Supporting students and their families to employ proactive and therapeutic strategies for recovery following a traumatic event;
3. Supporting students and their families to understand and participate in the justice system without further traumatization; or
4. Restoring a measure of safety and security for students and families.







# Examples of Funded Projects

- Provide school-based treatment that follows evidence-based and best practices for services for victims.
- Develop a process – through the procurement of a private application or other resource – by which children and youth may report at school when they have become a victim, and connect these individuals to services.
- Develop a protocol for the use of behavior interventionists for youth victims in schools.
- Provide services to child and youth victims of human trafficking.





# Examples of Funded Projects

- Serve youth in the school division who are current or past victims of crime.
- Incorporate a child-centered, trauma informed space for existing programs working with children and youth who are victims of crime.
- Develop and/or provide training for employees who work with youth victims.





## II. Program Requirements

- Funding is open to local units of government to support school-based programming.
- Awards will be made through a competitive grant review process.
- Applicants 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.



# VOCA Requirements

## VOCA Rules Require VOCA Grant Recipients to:

- Provide services directly to victims of crime.
- 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.





# VOCA Requirements

## *Continued:*

- Utilize volunteers significantly in project activities.
- Provide program information to the majority of agencies that assist with victims of crime in your service delivery area.
- Maintain statutorily-required civil rights statistics on victims served.
- Provide services to victims of crime at no charge.



# VOCA Requirements

## *Continued:*

- 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 OVC and provide collected information via the OVC Performance Measurement Tool (PMT).
- Provide services to victims of federal crimes on the same basis as state/local crimes.





# VOCA Requirements

## *Continued:*

- Comply with federal rules regulating grants.
- Be in good standing with all state and federal agencies with which they have had an existing grant or contractual relationship.
- Have a current Data Universal Numbering System (DUNS) number and registration with the System for Award Management (SAM), formerly the Central Contractor Registration (CCR).





# Program Requirements

- See page 7 of the guidelines



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# Sustainability

- 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.



# SAM Registration

- System for Award Management (SAM) registration is not required to apply for grant funding.
- **If awarded, SAM registration will be required.**
- There is no charge to register for SAM.





# Projected Maximum Total Awards (including Match)

Services for School-Based Victims of Crime: **\$250,000 (including a \$50,000 match).**



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# Matching Funds

- Applicants are required to provide 20 percent cash and/or in-kind matching funds.

To learn more about match, see page 8 of the guidelines.



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# Cash and In-Kind Match

- Cash Match: match may be obtained from other state (non-DCJS), local, program income, or private sources. Cash cannot be derived from federal sources.





# Cash and In-Kind Match

- In-Kind Match: non-cash donations of a good or service that can be given a value and is used in achieving your program objectives.
  - Volunteered professionals shall be valued at the rate of compensation consistent with similar work.





# Match Waiver Option

- Applicants may request a waiver for a portion of the match or for the entire match.
- Match waiver requests will be reviewed by DCJS to determine if they will be submitted to OVC.



# Budgeting Flexibility

- DCJS wishes to provide grantees with maximum flexibility in designing their grant budgets and utilizing any available local funding.
- 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.







# Deadline

Grant applications are due by  
**5:00pm on**  
**Wednesday, March 20, 2019**



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# Deadline

To submit your application, email:

- One (1) completed Excel Budget Workbook file, **AND**
- One (1) PDF copy of the entire, complete, signed application to [voca@dcjs.virginia.gov](mailto:voca@dcjs.virginia.gov)



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# 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.
- 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.





# Grant Review

- 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.

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





# III. Application Guidelines and Forms

- See page 13



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# A. Excel Budget Workbook & Budget Narratives

- Excel Workbook: consists of Cover Sheets and Itemized Budgets for each fiscal year (attachment #1)
- Budget Narratives: descriptions and justification for expenses listed in itemized budgets for each fiscal year (attachment #2)





# Budget Categories

- Personnel
- Consultants
- Travel
- Equipment
- Supplies and Other Operating Expenses
- Indirect Costs

**Non-supplantation statement will also need to be included at end of budget narrative.**





# Indirect Costs

- Are allowable as match when not requested
- In other words, if no (or not all) IDC are requested, then IDC can be used a match







## B. Project Description

1. Summary Project Description, Goals, and Objectives
2. Problem Statement/Needs Assessment
3. Partnerships, Collaboration, and Coordination of and Linkages to Services





## *Continued*

4. Community Outreach
5. Project Management and Staff
6. Performance Measures and Evaluation



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# C. Required forms and Attachments

## For All Applicants

### Attachments 1 – 5

- Attachment 1 Excel Budget Workbook
- Attachment 2 Budget Narrative Template
- Attachment 3 General Grant Conditions and Assurances
- Attachment 4 Certifications & Requirements Form
- Attachment 5 Certification of Compliance with Regulations (Civil Rights)





# For All Applicants

## Additional Attachments

- Copies of Proposed or Completed Cooperative Agreements
- Organizational Chart
- Job Descriptions for Grant-Funded and Match Staff, to include Project Volunteers



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# For Some Applicants

## Applicants with Indirect Costs

- Attachment 6 MTDC Worksheet
- Attachment 7 Certification of De Minimis Indirect Cost Rate Form

## Vehicle Purchasing

- Attachment 8 Grant Checklist for Vehicle Purchase and Use

## New Applicants

- Attachment 9 VOCA Initial Readiness Assessment





# Technical Assistance

Grant application questions should be emailed to:

**[VictimsServicesTA@dcjs.virginia.gov](mailto:VictimsServicesTA@dcjs.virginia.gov)**

You should receive a response by the close of the next business day.

