



VIRGINIA DEPARTMENT OF CRIMINAL JUSTICE SERVICES

VICTIMS SERVICES NEWS

Special Edition—VOCA Victims Services Grant Program

February 2019

MANAGER'S MESSAGE

Kristina Vadas, *Victims Services Manager*



The Virginia Department of Criminal Justice Services (DCJS) Victims Services Team is pleased to present this special edition of our *Victims Services News!* In

this edition, you'll find information on grant writing tips, Victims of Crime Act (VOCA) allowable and unallowable costs, unique project ideas, and more. We hope the information presented here is useful to you as you write your application for the VOCA Victims Services Grant Program (VSGP).

In addition, we're hosting six webinar trainings to assist you in completing your application. Material from the webinars, as well as additional application resources, are posted on our website at: www.dcjs.virginia.gov/victims-services/grants/voca. We will continue to post new resources, so please check back often.

For many of you, writing one grant application to support several of your projects/initiatives is a change from past application processes. The DCJS Victims Services Team is continuously seeking ways by which we can streamline our grant process and better meet the needs of all victim-serving organizations across Virginia. Though different, we hope that this new single application will result in less administrative and reporting burdens for you, so that you can focus on serving victims in your communities.

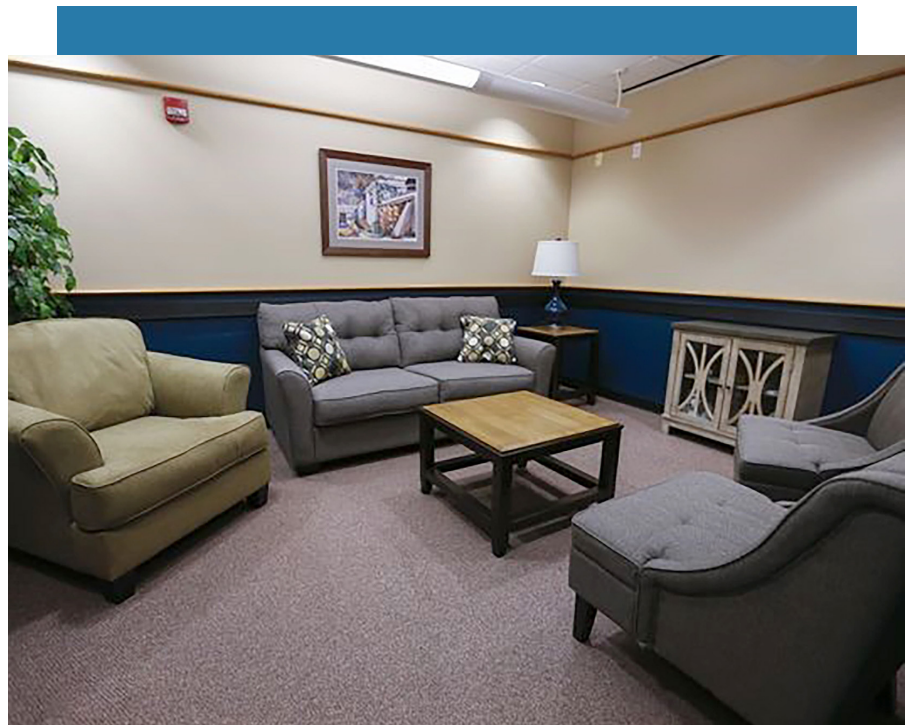
Thank you for all that you do to serve and support victims.

Kristina

Victim-Centered Interview Rooms

Jennifer Kline, *Improving Criminal Justice Responses Program Coordinator*

A victim-centered approach to sexual assault investigations stresses the importance of caring for victims during the investigation to ensure victims' ability to cope with the emotional effects of the assault. An important component of victim-centered practice is doing everything possible to make the victim feel psychologically and physically comfortable. One way that sexual assault responders can make victims feel comfortable is by conducting trauma-informed victim interviews in a safe, private, and comfortable location. Special victim interview rooms, with calming colors, upholstered furniture, and art on the walls (much like a living room) located in a calm, quiet location can make a considerable difference in the amount of information provided, as well as improving victims' experience with the criminal justice process.¹



Victim interview room at Springfield Victim Center in Springfield, Missouri

¹ Reporting Sexual Assault to the Police: Victim Experiences and the Potential for Procedural Justice. Katherine Lorenz. University of Illinois at Chicago, 2017 P. 231

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

Courtney Meyer, Professional Standards Coordinator

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.

All costs associated with the forensic medical evidence collection examinations are allowable as long as other funding sources are insufficient. There is no limit to how much funding can be used to support forensic medical evidence collection examinations, unless otherwise stated in the VOCA Final Rule. The forensic medical exam includes the medical forensic history, triage and intake, collection of specimens, physical assessment/examination, documentation, written/e-documented body diagrams and photographs, prophylaxis medicines against pregnancy and STDs including HIV, and referrals to resources.

It is strongly encouraged that forensic medical evidence collection examiners utilize relevant guidelines prepared by the state or local jurisdiction. Additionally, sexual and domestic violence programs can provide crisis counseling or other victim services along with the examination. Projects should utilize trained examiners who specialize in conducting sexual assault examinations such as Sexual Assault Nurse Examiners (SANEs). When a SANE is VOCA grant-funded to provide sexual assault forensic medical examinations, VOCA funds can pay for the SANE's time providing testimony in court in support of the victim. Court preparation and testimony are part of supporting a victim and, therefore, are allowable costs.



Resources

Resources that may be helpful in developing or expanding forensic nursing programs are the [OVC's SANE Development and Operation Guide](#) and [EVAWI's Forensic Compliance Frequently Asked Questions](#).

Telemedicine: An Innovative Approach to Reaching Underserved Victims

Jennifer Kline, *Improving Criminal Justice Responses Program Coordinator*

For victims of sexual assault, domestic violence, and child abuse, the Forensic Nurse Examiner (FNE) is often the first professional they encounter after an assault. The role of the FNE is to evaluate injuries and provide evidence collection and treatment. FNEs also provide consultation to the legal system and provide testimony in criminal or civil court as a fact or expert witness. Research shows that victims who received forensic nursing care after an assault were more likely to receive more comprehensive medical care than traditional emergency departments, and more thorough and accurate evidence collection.¹

Many hospitals in urban areas have FNE or Sexual Assault Nurse Examiner (SANE) programs, but due to a lack of resources, many rural areas do not. Victims may have to travel long distances to seek FNE or SANE care, often discouraging them from receiving these important services. When victims receive medical services in hospitals without access to trained FNEs/SANEs, they may not only experience additional trauma caused by the exam, but evidence may be collected incorrectly or findings may be misinterpreted, ultimately impeding the criminal investigation.

Telemedicine offers a solution to problems associated with providing health care in underserved areas. Telemedicine technology uses video conferencing, remote monitoring equipment, and electronic health records to link patients in remote areas to medical providers located elsewhere. Telemedicine has the ability to capture high-quality forensic images while sharing them with remote nurse consultants in real time.²

A telemedicine program developed by the Penn State College of Nursing is now used in four rural Pennsylvania hospitals, linking less experienced nurses in underserved areas with expert Sexual Assault Nurse Examiners, giving nurses access to training and on-demand consults for treatment of sexual assault victims.³ Trauma-informed medical care provided by a compassionate and competent professional can be the first step in the healing process for victims of violence.

¹ Office for Victims of Crime. SANE Program Development and Operation Guide. Are SANEs Programs Effective? www.ovcttac.gov/saneguide/introduction/are-sane-programs-effective/

² Kristina Rose. Office for Victims of Crime. The National Sexual Assault TeleNursing Center: Providing Support and Care for Victims in Remote and Challenging Areas.

³ Using Telehealth to Increase the Quality of Forensic-Medical Evidence Collection and Deliver Trauma-Informed Care Webinar. End Violence Against Women. www.evawintl.org/WebinarDetail.aspx?webinarid=1071

Grant-Writing Tips

Writing a grant application can be a daunting experience. The Federal Office of Justice Programs (OJP) “Grants 101” tutorial has some useful tips to make the experience less intimidating. When starting your application, keep in mind that a successful grant application should inform the reader of your plans and convince the reader that your project is worthy of funding. To accomplish this, you should persuade the reader that the problem your project is trying to address is significant and worthy of funding, the project is well planned and could be successfully implemented if funded, and your agency is capable of successfully managing the funds and completing the project on time. You will want to include the appropriate details of your plan, provide clear and convincing reasons that the proposed project aligns with the grant’s purpose and goals, ensure your application is well written, and that important information is easily accessible.

The first step of any grant application is to state clearly and concisely the description of your proposed project. You should include the following:

- ✓ A description of the project and its goals, needs, and anticipated outcomes
- ✓ An explanation of how the project will be operationalized
- ✓ A list of the proposed deliverables
- ✓ A timeline for completion
- ✓ A plan on how you will evaluate the results
- ✓ Staffing needs (including need for new staff, interns, or volunteers)
- ✓ Budget information

As you prepare your proposal, keep the following tips in mind:

- Organize your sections in a logical manner
 - » Use the outlined criteria listed in the grant guidelines
 - » Use descriptive file names for all required attachments, as outlined in the grant guidelines
 - » Save and submit the files in .doc, .xls or .pdf formats
- Check your application against the grant guidelines
 - » Make sure your application includes all required documentation
 - » If there are multiple categories for which you can apply for funding, ensure you have submitted your application under the proper category
- Ensure all items in your budget are allowable and reasonable, and all of your calculations are provided and accurate
 - » Include budget detail worksheets and budget narratives, as outlined in the grant guidelines
 - » Ensure the budget corresponds to the project strategy and design
 - » Justify the need for each expenditure, itemize, and provide detail
 - » Clearly identify which budget items are matching funds
- Avoid common mistakes
 - » Ask colleagues to review the application prior to submitting
 - » Keep sentences short; use familiar words
 - » Tie into the purpose, goals, and objectives of the solicitation
 - » Ensure you have attached all necessary documents
 - » Allow enough time to deal with any issues you may encounter in submitting the application, such as incomplete information from proposal partners or errors downloading/submitting electronic documents
 - » Make sure you have followed all directions, included all necessary information, and that all documents requiring signatures are signed and dated
- Be sure to include full citations for factual sources

Grant-Writing Tips *(continued)*

In developing your budget, there are some points to keep in mind. Your budget should demonstrate that your agency will be using the funds wisely. It should be as concrete and specific as possible in any estimates. Be realistic and estimate costs as accurately as possible. Some points to keep in mind when developing a budget:

- If additional staff are being hired, will they need additional space and equipment?
- If additional space is being added, is increased insurance needed?
- Are requested salaries comparable to those within the applicant organization and other similar organizations in the project area?

When recording the estimated budget of your project, be sure to include the following:

- **Personnel** should be listed by position and title. Include the annual salary rate and the percentage of time to be devoted to the project.
- **Fringe benefits** should be based on actual known costs or an established formula. They should only be included for listed personnel and only for the percentage of time devoted to the project.
- **Travel** should be listed by purpose (e.g., advisory meetings, staff training). Clearly show how you calculated the costs.
- **Equipment** should include all nonexpendable items that are to be purchased. Nonexpendable equipment is tangible property having a useful life of more than one year and an acquisition cost of \$5,000 or more per unit. Any equipment not meeting this criteria should be included under "Supplies and Other" category. Consider the benefits of purchasing nonexpendable items or leasing such items. Make sure to explain why the equipment is needed for the project to succeed.
- **Supplies** should be listed by type. This will include any materials that are expendable or consumed during the course of the project. Other costs should be listed by major types, such as rent, telephone, etc. Be sure to include how the costs were calculated.
- **Construction** is generally not allowable; however, in some cases minor repairs or renovations may be allowable. If unsure, check the grant application resources or contact VictimsServicesTA@dcs.virginia.gov.
- **Consultants** should be listed by their name and fee. Also list all consultant expenses such as travel, meals, and lodging. Make sure to indicate whether you will follow your organization's written procurement policy or Federal Acquisition Regulations.
- If **Indirect Costs** are requested, be sure to follow the specific instructions in the grant guidelines.

A final note regarding budgets and sustainability: make sure that you include an explanation on how you will continue your project beyond the grant period. Outline all other funding sources and fundraising efforts you are considering as well as plans to apply for additional grants in the future. Remember, grants funds cannot be used for fundraising. Also, please remember that supplanting is prohibited. Supplanting is deliberately reducing state or local funding due to receiving federal funds.

These tips were adapted and/or reprinted in part, or in whole, from the Office of Justice Programs. The complete tutorial may be found on the Office of Justice Programs "Grants 101" website at: <https://ojp.gov/grants101/index.htm>

NATIONAL CRIME VICTIMS' RIGHTS WEEK

April 9, 2019 from 10:00 am–12:00 pm

Join us in celebrating **National Crime Victims' Rights Week** on Tuesday, April 9, 2019 from 10 am until 12 pm at the Patrick Henry Building, in the West Reading Room. The keynote speaker will be M.E. Hart, attorney, poet, survivor and CEO and Co-founder of Hart Learning Group. Celebrating this year's theme, *Honoring Our Past. Creating Hope for the Future*, we will be collectively recognizing both new and experienced crime victim advocates. Look for an email with the details coming soon.

Victims of Crime Act Allowable and Unallowable Costs

Amia Barrows, *Victims Services Program Specialist*

Only those costs directly related and essential to providing direct services to crime victims can be supported by VOCA funds. The following is a listing of services, activities, and costs that are eligible for support with grant funds (please note this list is not exhaustive).

Allowable Direct Service Costs

(See the VOCA Final Rule § 94.119 for additional details, www.federal-register.gov/d/2016-16085/p-270)

- **Services** that respond to the immediate emotional, psychological, and physical health and safety needs of crime victims (excluding most medical care)
 - » VOCA funds may support services such as crisis intervention; accompaniment to hospitals for medical examinations; hotline counseling; safety planning; emergency food, clothing, transportation, and shelter; and window, door, or lock replacement or repair, and other repairs necessary to ensure a victim's safety.
 - » On an emergency basis, and under certain circumstances, VOCA funds may support costs for non-prescription and prescription medicine, prophylactic or other treatment to prevent HIV/AIDS infection or other infectious disease, durable medical equipment, and other healthcare items.
- **Criminal justice and civil legal assistance** to help victims assert their rights as victims in a criminal proceeding directly related to the victimization, or otherwise protect their safety, privacy, or other interests as victims in a proceeding; assistance with filing for protective orders; assistance obtaining emergency custody orders and visitation rights; advocacy on behalf of victims; accompanying victims to offices and court; transportation, meals, and lodging to allow a victim who is not a witness to participate in a proceeding; interpretation services for a non-witness victim; providing child care and respite care to enable a victim who is a caregiver to attend activities related to the proceeding; notification of key dates; assistance with victim impact statements; and assistance with recovering property and restitution advocacy.
- **Personal advocacy and emotional support** to include: safety planning; crisis intervention; identification of victim's needs; case management; management of practical problems created by the victimization; identifying resources and providing information and referrals; transportation; traditional, cultural, and/or alternative therapy/healing (e.g., art therapy, yoga).
- **Mental health counseling and care** such as outpatient therapy/counseling (including, but not limited to substance-abuse treatment so long as the treatment is directly related to the victimization) provided by a person who meets professional standards to provide these services in the jurisdiction in which the care is administered.
- **Peer-support** for victims to meet other victims, share experiences, and provide self-help, information, and emotional support.
- **Forensic medical evidence collection examinations** for victims to the extent that other funding sources are insufficient. Funds can be used to provide appropriate crisis intervention and/or other types of victim services that are offered to the victim in conjunction with the examination. Sub-recipients are also encouraged to use specially trained examiners such as Sexual Assault Nurse Examiners.
- **Forensic interviews for victims of crime** in the context of a multi-disciplinary investigation and diagnostic team, or in a specialized setting such as a child advocacy center. The interviewer must be trained to conduct forensic interviews appropriate to the developmental age and abilities of children, or the developmental, cognitive, and physical or communication disabilities presented by adults. Results of the interview cannot be used only for law enforcement and prosecution purposes, but also for identification of needs such as social services, personal advocacy, case management, substance abuse treatment, and mental health services.
- **Transitional housing services for crime victims** (who cannot safely return to their previous housing due to the circumstances of their victimization) including, but not limited to: travel, rental assistance, security deposits, utilities and other costs incidental to the relocation to such housing; voluntary support services (such as child care and counseling); and program costs to support transitional housing units.
- **Relocation and housing services for crime victims** when necessary for the safety and well-being of a victim, VOCA funds may be used to pay for reasonable moving expenses, security deposits on rental housing, rental expenses, and utility startup costs.
- **Services for incarcerated victims** (limited to victim services and associated activities) related to victimization which occurred prior to incarceration or victimization which occurred during incarceration.

Continued on page 6

Victims of Crime Act Allowable and Unallowable Costs *(continued)*

Allowable Costs for Activities Supporting Direct Services

(See the VOCA Final Rule § 94.120 for additional details, www.federalregister.gov/d/2016-16085/p-315)

- **Public awareness** and education presentations that are designed to inform crime victims of specific rights and services and provide them with (or refer them to) services and assistance
- **Coordination of activities** that facilitate the provision of comprehensive direct services to crime victims
- **Multi-system, interagency, multi-disciplinary response to crime victim needs** to include activities that support a coordinated and comprehensive response to crime victims' needs
- **Contracts for professional services** to support direct services for crime victims
- **Automated systems and technology** that support delivery of direct services to victims
- **Volunteer trainings** on how to provide direct services to crime victims
- **Restorative justice activities in support of opportunities for crime victims** to meet with perpetrators, if such meetings are requested or voluntarily agreed to by the victim
- **Specialized equipment or minor building improvements** that make services more accessible to victims with disabilities

Allowable Administrative Costs

(See the VOCA Final Rule § 94.121 for additional details, www.federalregister.gov/d/2016-16085/p-335)

- Personnel costs which are necessary and essential to effectively facilitate the provision of direct services
- Skills training and training-related travel for staff and volunteers (both VOCA-funded and non-VOCA-funded)
- Organizational expenses that are necessary and essential to providing direct services and other allowable victim services
- Equipment and furniture expenses that facilitate the delivery of direct services

- Operating costs that are necessary and essential to providing direct services to crime victims
- VOCA administrative time and costs spent performing tasks required for managing the VOCA grant
- Leasing or purchasing vehicles that are essential to the provision of direct services
- Maintenance, repair, or replacement of essential items that contribute to maintenance of a healthy or safe environment for crime victims
- Project evaluation of grant-funded, direct service projects to determine their effectiveness

VOCA Unallowable Costs

For additional information and guidance regarding services, activities, and costs which cannot be supported with victim assistance grant funds or matching funds (cash or in-kind). (See the VOCA Final Rule § 94.122 at www.federalregister.gov/d/2016-16085/p-361)

The following activities and costs **cannot be supported** with grant funds:

- Lobbying
- Research and studies
- Active investigation and prosecution of criminal activities
- Fundraising
- Capital expenses
- Compensation for victims of crime
- Most medical care
- Salaries and expenses of management
- Professional dues and memberships in an individual's name
- Food and/or beverages for any meeting, training, or event (outside of allowable victim-related, emergency food costs)
- Hosting, coordinating, or organizing local or regional conferences and trainings, unless specific approved by DCJS

APRIL — SEXUAL ASSAULT AWARENESS MONTH

In recognition of this event, and to show collective support for survivors of sexual assault, please join us in wearing **TEAL** on Thursday, April 18, 2019. We are asking agencies to send us a photo to show us their teal. We will be sharing the *Teal Thursday* photos, along with information and resources. Look for an upcoming *Save the Date* email for information about all of our Sexual Assault Awareness Month activities.

Sexual Assault Response Team Coordinators

Jennifer Kline, *Improving Criminal Justice Responses
Program Coordinator*

Sexual Assault Response Teams (SART) are considered best practice in responding to sexual assault. In some communities, SARTs formed as a natural outcome of increased collaboration between partner organizations who saw the benefits of improved relationships, increased collaboration, and systems improvement. However, in many communities, SARTs are plagued with challenges, false starts, and barriers to building and maintaining relationships. In either case, planners should be aware that it can take years of hard work for a group of dedicated professionals to become an effective team.¹

**Did you know
that VOCA
will fund the
work of SART
Coordinators?**

One characteristic of effective SARTs is formalization. Having written protocols, meeting agendas, mission and vision statements, meeting minutes, policies, MOUs, and bylaws increases effectiveness and sustainability.² But, who is going to coordinate all of this work?

Having a paid coordinator increases SART effectiveness and sustainability. SARTs have seen increased leadership through SART Coordinator positions, which leads to increased coordination and collaboration.³ In Virginia, very few teams have paid SART coordinators, but findings from the national SART project showed that the largest percentage of respondents indicated that their SART team has a paid leader (49%) who is either full-time (30%) or part-time (19%) and they were most likely to be housed in community-based victim advocacy agencies.⁴

Effective SART leaders need knowledge and skill in both the recommended response to sexual assault and in effectively working in a collaborative, multidisciplinary context.⁵ Candice Lopez, the Project PEACE Program and Prevention Specialist, says that “Without dedicated funding, the Arlington SART would not have been able to commit a position to creating, codifying, and promoting SART protocols, in addition to developing and implementing an 8-hour multidisciplinary training for all SART partners and responders.”

¹ National Sexual Violence Resource Center, SART Toolkit, Section 3, Build Your SART www.nsvrc.org/sarts/toolkit/3-4

² Greeson, M.R., & Campbell, R. (2013). Sexual Assault Response Teams (SARTs): An empirical review of their effectiveness and challenges to successful implementation. *Trauma, Violence, & Abuse*, 14, 83-95.

³ Campbell & Greeson, (2015). Coordinated Community Efforts to Respond to Sexual Assault: A National Study of Sexual Assault Response Team Implementation. *Journal of Interpersonal Violence*, 30, 2473.

⁴ Zajac, J. (2009) NSVRC, National Sexual Assault Response Team Survey Report.

⁵ Williams, L. Cultivating SART Efficacy: Insights on the Impact of The Virginia Sexual Assault Response Team Mandate. Sexual Violence Justice Institute. July, 2017.

SART COORDINATOR ACTIVITIES

- Coordinate SART readiness assessments, mission and vision statements, and provide leadership in program planning and working toward the accomplishment of mission and vision.
- Coordinate the writing of protocols, policies, bylaws and MOUs.
- Facilitate cross-training and educational opportunities to ensure that team members are aware of local resources, victims' needs, and current best practices for sexual assault response and intervention.
- Coordinate and facilitate a SART evaluation process.
- Promote SART representation, participation, and engagement.
- Be a centralized hub of information and communication about and for the SART.
- Keep records for the SART, such as a list of members and contact information, meeting agendas, and meeting minutes.
- Coordinate outreach and orientation for new member agencies and new team members.
- Be a resource to team members on effective SART functioning, available local, state, and national resources for SARTs.
- Promote a victim-centered, trauma-informed approach that increases access for all victims.
- Network with local and community systems professionals to promote the SART and its work (e.g. community needs assessments, protocol, training).
- Facilitate team meetings, agendas, and meeting minutes.
- Research and present materials and guides to keep the team productive.
- Research funding opportunities and apply for grants and training scholarships, and complete grant reports.
- Establish relationships with technical assistance providers and plan use of their expertise as needed.
- Work with agency leadership to support the effective functioning of the team.

Source: National Sexual Violence Resource Center, SART Toolkit, Section 3, Build Your SART www.nsvrc.org/sarts/toolkit/3-4

Message for VSDVVF Grant Recipients (for those who are VOCA-supplemented)

Tricia Everetts, Training and Grant Program Coordinator

If you are a Virginia Sexual and Domestic Violence Victim Fund (VSDVVF) grant recipient who is receiving Victims of Crime Act (VOCA) supplementary funding for Fiscal Year 2019, this message is for you!

For those of you already planning to apply for funding under the VOCA Victims Services Grant Program (VSGP): we invite you to consider rolling your VSDVVF award into this grant application. This would further consolidate the number of grants you receive and minimize your administrative tasks. Applicants that currently receive funding through VSDVVF and are performing at high levels may be prioritized and/or given a weighted score in the review process.

For those of you unsure about applying for funding under the VOCA Victims Services Grant Program (VSGP): there may be several benefits to applying for a VSGP grant for your VSDVVF-supported project. First, you would be able to apply for funding to support your current project, as well

as new or expanded efforts. Second, you could broaden or modify the scope of your project. And last but not least, you can request more money than you receive from VSDVVF. Applicants that currently receive funding through VSDVVF and are performing at high levels may be prioritized and/or given a weighted score in the review process.

If you have any questions about your specific project or your next steps, please contact Tricia Everetts (tricia.everetts@dcjs.virginia.gov) or your Grant Monitor. For specific questions about the VSGP application, please email VictimsServicesTA@dcjs.virginia.gov.

VSGP APPLICATION QUESTIONS

If you have specific VSGP application questions, email VictimsServicesTA@dcjs.virginia.gov

You'll receive a response within one business day.

SAVE THE DATE

July 15–18, 2019

The third annual “**Intersections of Violence Conference**” is coming soon. The conference will be held July 15–17, 2019 with an optional post-conference workshop on July 18, 2019.

Sign up for *DCJS Updates* to receive announcements as they are posted to our website. To subscribe, create an account at: www.dcjs.virginia.gov/subscribe and select *Victims Announcements* (and any other subjects of interest).

New DCJS Victims Services Team Member

On January 2, 2019, the DCJS Victims Services Team welcomed **Anndelynn “Andi” Martin**, our new Sexual and Intimate Partner Violence Program Coordinator. Andi joins us from the Office of the Attorney General, where she was the Senior Victim Advocate/Lethality Assessment Protocol Coordinator. She has a vast amount of victim services experience in both Virginia and Colorado, having served as a Victim Services Coordinator for a sheriff’s office, Victim/Witness Specialist in a prosecutor’s office, and a Victim Rights Act Specialist at the state level. Andi has a Master’s Degree in Criminal Justice from VCU and a BA in Political Science from Mary Washington. *Welcome, Andi!*

