

**Virginia Sexual and Domestic Violence Victim Fund (VSDVVF)
Formula Grant Program
For Continuation Discretionary Applicants**

**Fiscal Year 2016-2017
Program Guidelines and Application Procedures**

Grant Application Due Date

- Tuesday, April 21, 2015, by 4:30pm

Grant Period: Fiscal Years 2016-2017

- July 1, 2015 - June 30, 2017

Award Amount Available

- Continuation Programs may apply for level funding

Grant Application Checklist

- Grant Application Cover Sheet
- Itemized Budget & Budget Narrative
- Project Description, to include:
 - Program Progress
 - Evaluation Plan
 - Evidence of Community Collaboration
 - Cooperative Agreements
- Signed Grant Conditions & Certifications

Questions?

- Contact your Grant Monitor



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Virginia Sexual and Domestic Violence Victim Fund Program Guidelines and Application Procedures Grant Period: July 1, 2015 to June 30, 2017

Introduction

In 2004, the Virginia General Assembly passed legislation creating the Virginia Domestic Violence Victim Fund (VDVVF). In 2006, the Virginia General Assembly passed additional legislation changing the name of the fund from the Virginia Domestic Violence Victim Fund to the Virginia Sexual and Domestic Violence Victim Fund (VSDVVF), effective July 1, 2006. This change more accurately reflects the purpose of the funding and clarifies that resources should be focused on addressing both sexual and domestic violence.

The Department of Criminal Justice Services (DCJS) is the administering agency for this fund. Therefore, pursuant to § 9.1-116.1 of the Code of Virginia, DCJS is announcing the availability of funding to assist in protecting and providing necessary services to victims of and/or children affected by sexual violence, domestic violence, stalking, and family abuse.

Over the two-year grant period, approximately \$2.4 million will support projects in non-profit programs, local units of government, and state agencies that provide services to victims of and/or children affected by sexual violence, domestic violence, stalking and family abuse.

Additionally, over the two-year grant period, approximately \$2.4 million will also be distributed to local attorneys for the Commonwealth for the purpose of funding the cost of attorneys or to further dedicate existing resources to prosecute felonies and misdemeanors involving sexual violence, domestic violence, stalking, and family abuse. These prosecution grants will be made through a separate process. Eligible applicants in the prosecution category will be determined based on a formula and will be notified by DCJS if they qualify for funding.

Funds allocated during this cycle will be for the 24-month period July 1, 2015 - June 30, 2017. Separate awards will be made for each fiscal year cycle (July 1 to June 30).

These guidelines provide detailed guidance to aid applicants seeking funds. Using the guidance presented in this document, applicants should be able to efficiently and effectively prepare complete applications.



Sources of Funding and Amount Available

The Virginia Sexual and Domestic Violence Victim Fund supports this grant program.

It is anticipated that approximately \$2.4 million will be available to support discretionary programs for the 24-month period, July 1, 2015 to June 30, 2017.

The amount available is dependent upon deposits into the Virginia Sexual and Domestic Violence Victim Fund. These funding amounts are based on the information available to DCJS at the time of publication. These figures are estimates and may change.

In the event of a significant increase or decrease in the total amount of funds available in FY2016, DCJS will notify all grantees and provide guidance regarding changes to the FY2016 awards.

As a part of a long-term plan to ensure that a portion of VSDVVF grant funds is available for new initiatives, DCJS may develop a cost-assumption plan for continuation grantees.

Grant Limits

Current Grantees Applying for Continuation Funding

In response to the economic environment and in an effort to stabilize services, DCJS will **not** require continuation VSDVVF grantees to reduce their VSDVVF budget requests. However, no increases to continuation discretionary VSDVVF grants will be approved. Current discretionary VSDVVF grantees are eligible to apply for level funding for FY2016 and FY2017. (Attachment 6)

Eligibility Criteria for Discretionary Grants

Virginia Sexual and Domestic Violence Victim Fund grants are available to non-profit programs, local units of government, and state agencies that provide services to victims of and/or children affected by sexual violence, domestic violence, stalking, and family abuse. Eligible applicants include law enforcement agencies, victims' services programs, and programs that provide civil legal assistance. Public college and university campus programs are eligible to apply, as are private, non-profit hospitals.

Grant funds **may not** be used to support programs for perpetrators.

Priorities for Funding for Continuation Applicants

During the 2016-2017 fiscal year grant cycles, priority for funding will be given to **continuation applicants** who have successfully implemented their projects and are making satisfactory progress meeting the goals and objectives outlined in their 2013-2014 grant applications.

Projects that do not meet the goals and objectives outlined in their grant proposal may be placed on probationary status and be required to provide corrective action plans, or may be denied continuation funding.

In addition to a project's implementation and performance, and the availability of funds, a key factor in determining eligibility for continuation funding will be compliance with grant financial and progress reporting requirements. **No current recipient of funding through this grant program will be considered for continuation funding if, as of the continuation 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. If an extension for a financial or progress report is needed, it must be requested by the grantee in writing before the report due date. This is a Criminal Justice Services Board policy that applies to all grant programs administered by DCJS.

Program Requirements

Non-supplantation: VSDVVF funds **may not be used to supplant** state, local or other funds which would otherwise be available for the same purpose. Instead, grant funds must be used to **increase** the total amount of funds used to support sexual violence, domestic violence, stalking, and family abuse services. State, local or other funds currently allocated to provide services to victims of or children affected by these crimes may not be reallocated to other purposes if a VSDVVF grant is awarded.

All programs are required to comply with the General Grant Conditions and Assurances. (Attachment 4)

Grant Period

These guidelines describe application procedures for the 24-month grant period July 1, 2015 through June 30, 2017 Applicants should submit a separate grant application for each fiscal year of the 24-month grant cycle (July 1, 2015 to June 30, 2016 **and** July 1, 2016 to June 30, 2017).

Separate awards will be made for each fiscal year of the 24-month grant cycle.

Staffing Limits

Applicants are strongly encouraged to request only the absolute minimum number of staff necessary to implement programs. To promote the retention of qualified project staff, applicants are encouraged to request competitive salaries.



Matching Funds

Grant applicants are not required to provide matching funds.

Evaluation and Reporting

All grant-supported programs are required to complete and submit quarterly Project Progress Reports and Financial Reports by the 12th business day after the close of each quarter (a schedule of report due dates is included in the award package). On-site monitoring visits of grant-funded activities, as well as routine desk audits; annual risk assessments; and/or technical assistance consultations will be conducted with each grant-funded program.

Quarterly Project Progress Reporting

Sexual and Domestic Violence Victim Fund Software

DCJS has developed a Sexual and Domestic Violence Victim Fund System (SDVVF) software package to capture required progress reporting data elements. Grantees are **required** to use the SDVVF system and must submit progress reports electronically. This software is provided to grantees free of charge. Technical assistance is available for grantees.

VSDVVF Grantees are required to upload the completed VSDVVF quarterly progress report into the [Grants Management Information System \(GMIS\) system](#). For more information on how to complete the reporting upload to GMIS via the SDVVF reporting system, please review the User's Manual for your program. Complete information on reporting requirements can be viewed on the DCJS website at <http://www.dcjs.virginia.gov/victims/vdvvfForms.cfm>.

Financial Reporting:

DCJS has developed the Grants Management Online Information System to manage financial reporting. Quarterly financial reports and requests for funds must be completed on-line. Additional information about the on-line reporting system can be found on the DCJS website at <http://www.dcjs.virginia.gov/grantsAdministration/gmis/index.cfm>.

Deadline

An original and three (3) **unbound** copies of the grant application must be received by DCJS by **4:30 p.m. on Tuesday, April 21, 2015**. Applications should be submitted to:

Department of Criminal Justice Services
Attn. Janice Waddy
1100 Bank Street, 12th Floor
Richmond, Virginia 23219



Late applications will not be accepted. Faxed or electronic applications will not be accepted. Applications may be hand-delivered or mailed for receipt by DCJS no later than 4:30 pm on Tuesday, April 21, 2015.

Review Process

DCJS staff will review all applications and make programmatic and budgetary recommendations for consideration by a subcommittee of the Criminal Justice Services Board (CJSB). The subcommittee will meet to evaluate reviewer recommendations and any allowable appeals. The subcommittee will make final recommendations for consideration by the full CJSB at the Board's June 2015 meeting.

If the subcommittee recommends for substantive reasons that an applicant **not** be funded, the applicant may appeal the recommendation before an appeals panel of the CJSB. DCJS will notify any applicants eligible for appeal. The recommendations of the appeals panel will be presented to the CJSB for final action. Grant awards will be issued in early July 2015, based on the final approval of the CJSB. Fiscal and programmatic revisions may be required as a condition of funding.

Availability of Guidelines on the Internet

VSDVVF guidelines for the grant period July 1, 2015 to June 30, 2017, including the necessary grant application forms and instructions, may be downloaded from the DCJS website beginning March 25, 2015 at <http://www.dcjs.virginia.gov/> under "What's New".

Technical Assistance and Training

Current/Continuation Applicants are encouraged to contact their grant monitors if they have questions completing the application.

Eleanore Ashman	(804) 225-4060	Eleanore.ashman@dcjs.virginia.gov
Lenora Jones Elliott	(804) 225-4320	Lenora.elliott@dcjs.virginia.gov
Patricia Foster	(804) 371-8634	Patricia.foster@dcjs.virginia.gov
Julia Fuller-Wilson	(804) 371-0386	Julia.fuller-wilson@dcjs.virginia.gov
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Kristina Vadas	(804) 786-7802	Kristina.vadas@dcjs.virginia.gov



Summary Instructions for Completing the Application

To assist applicants in submitting complete applications, a checklist has been included as Attachment 5. The components of the application must be submitted **in the same order as the checklist.**

Applications should include page numbers. Applications should be **double-spaced and typed in Arial 12 font.**

Copies of all forms can be found on the DCJS website at <http://www.dcjs.virginia.gov>.

Complete grant applications should contain:

1. A completed and signed DCJS Grant Application Cover Sheet (Attachments 1A and 1B) **for each fiscal year** of the 24-month grant period (July 1, 2015 to June 30, 2016 **and** July 1, 2016 to June 30, 2017). The Project Administrator must sign these documents.
2. A completed itemized project budget (Attachments 2A and 2B) and a budget narrative **for each fiscal year** of the 24-month grant period (July 1, 2015 to June 30, 2016 **and** July 1, 2016 to June 30, 2017).
3. A comprehensive project description for the 24-month grant period (July 1, 2015 to June 30, 2017). Instructions for completing this section can be found on **pages 13-16.**

This section should include:

- Program Progress- (see **page 14**)
- Evaluation Plan- (see **page 14**)
 - Survey, Results of previous surveys, and outcomes established as a result
- Evidence of Community Coordination (see **pages 14-15**)
- Cooperative Agreements- A list of cooperative agreements with their implementation dates. (See **page 15**)

Entire **copies of revised cooperative agreements should ONLY be submitted in the following cases:**

1. Current VSDVVF program director or staff has changed.
 2. Current executive staff or elected officials of the other agencies have changed.
 3. Original agreement was signed before 7/1/12.
 4. Any part of the program (including expanded elements) has changed.
4. Completed and signed General Grant Conditions and Assurances (Attachment 4). The Project Administrator must sign this document.

Instructions for Completing the Cover Sheet and Itemized Budget

The [DCJS Grant Application Form](http://www.dcjs.virginia.gov/forms/sectionForms.cfm?code=7&menuLevel=10&mid=6) may be found on our website at www.dcjs.virginia.gov/forms/sectionForms.cfm?code=7&menuLevel=10&mid=6

- Grant Program** – List the grant program you are applying for.
- Congressional Districts** – List the congressional districts that will benefit from this program.
- Applicant** – Use this space to provide the name of the locality or state agency applying.
- Faith Based Organization** – Is the *applicant* a faith-based organization?
- Applicant FIN** – Use this space to provide the applicant's federal Identification number.
- Best Practice** – For JJDP programs only.
- Jurisdiction(s) Served** - List all localities to be served; or indicate "statewide" if that is appropriate.
- Program Sponsor**- Indicate if your program is sponsored by a larger entity. For example, Commonwealth Attorney's offices often sponsor victim witness programs.
- Program Title** - List the specific title of the grant program category, if any, under which you are requesting funds; for example "Multidisciplinary Partnerships."
- Certified Crime Prevention Community** – Has your locality been certified by DCJS?
- Grant Period** – Provide the proposed grant period.
- DUNS Number** – Provide the Data Universal Numbering (DUNS) Number. DUNS number is a unique nine-character identification number provided by Dun and Bradstreet. If you do not have a number for the locality or organization, please go to the website <http://fedgov.dnb.com/webform>.
- Type of Application** – New, Continuation or revised application
- Rural, Urban or Suburban** – Check the box that best describes the applicant locality. Statewide programs can mark all applicable boxes.
- Project Director, Project Administrator, and Finance Officer**
 - **Project Director** – The person who will have day-to-day responsibility for managing the project.
 - **Project Administrator** – The person who has authority to formally commit the locality or state agency to complying with all the terms of the grant application including the provision of the required cash match. This **must** be 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 Officer** – The person who will be responsible for fiscal management of funds.

It is *extremely important* that you provide e-mail address, telephone and fax numbers for each person. Also please provide the zip +4 code for each person.

- **Brief Project Description** – A short description of the proposed project.

Provide a short summary of the proposed project. **Please use the format below to provide your project summary.** This will be used to describe your program to the Criminal Justice Services Board during grant review, and **must not exceed 6 lines**. Indicate **the specific number of people that will be impacted by your program in the proposed grant period.** This number can be the anticipated number of victims served by the program, the anticipated number of participants in a training initiative, or another specific, determinate outcome. Also, **please include statistical information (the number of clients who received services, trainings conducted, etc.) from January 1, 2014 – December 31, 2014.**

For example:

The Heartsville Sexual and Domestic Violence Advocacy Program (HSDVAP) is requesting funds from the VSDVVF for a part-time Hispanic Outreach Advocate (HOA). During the period of January 1, 2014 through December 31, 2014, the HSDVAP served 58 victims of domestic violence, 20 victims of sexual assault, and 18 stalking victims. The HSDVAP anticipates serving 60 domestic violence victims, 20 sexual assault victims, and 20 stalking victims and will attend 18 events or meetings in the Hispanic community between July 1, 2015 and June 30, 2016.

Statewide programs should also provide a description of their proposed projects.

For example:

The Virginia Law Enforcement Association is requesting funds to conduct statewide training on law enforcement response to sexual assault for 160 officers between July 1, 2015 and June 30, 2016. Training topics will include dynamics of sexual assault, model law enforcement response to sexual assault, and a coordinated community response to sexual assault. During the period of January 1, 2014 through December 31, 2014, the Virginia Law Enforcement Association trained 160 officers on law enforcement response to sexual assault.

- **Project Budget Summary:**

Provide total figures from itemized budget categories. Verify that these figures match the budget totals on the budget category itemization pages. **Round all figures to the nearest dollar.**

- **Itemized Budget:**

Itemize all budget amounts and place in appropriate category for each line item. Each item should reflect expenditures for a twelve-month grant period. **Round all figures to the nearest dollar.**



If the initiative is requesting funds for positions that do not presently exist, please list “To Be Hired” under the column requesting the names of employees. Typically, full-time employees work 2,080 hours annually.

Instructions for Completing the Budget Narrative

All applicants must explain the reasons for each requested budget item and how requested amounts were determined. A line-item budget narrative is required. Requested items not thoroughly justified will not be approved for funding.

Note: Applicants must document that the personnel costs and items requested are for the exclusive use of the program or staff supported with the VSDVVF grant. Applicants are reminded that grant funds cannot support the entire cost of an item that is not used exclusively for VSDVVF project related activities. However, grant funds can support a pro-rated share of such an item. For example, if a program requests a new computer to be shared by a part-time VSDVVF advocate and another non-VSDVVF funded advocate, only fifty percent of the cost of the computer can be requested through this grant.

Personnel

- **For salaries:** List each position by title. Show the annual salary rate for the employee and the hours of time to be devoted to the project by the employee. Typically, full-time employees work 2,080 hours annually.

Job descriptions and qualifications for positions to be funded through this project should be attached.

For employee benefits: Indicate each type of benefit included and the total cost allowable to employees assigned to the project. Budgets should take into account time needed to acquire new staff and the changing demands for personnel during the course of the project. Provide percentages used in calculating benefits for each employee. The following format should be used to detail employee benefits. List benefits for each employee separately. **For example:**

Salary	\$30,000
Fringe	
FICA (7.65%)	\$2,295
Medicare (1.45%)	\$435
Retirement (7.5%)	\$2,250
Life Insurance (.98%)	\$294
Health Insurance	\$3,000
Dental Insurance	\$180
Workers' Comp (.12%)	\$36
Fringe Benefit Total	\$8,490



Total Personnel \$38,490

Consultants

For individuals to be reimbursed for personal services on a fee basis: 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. An individual consultant's rate must not exceed \$450.00 per day.

- **For organizations, including professional associations and educational institutions, performing professional services:** Indicate type of services being performed and estimated contract price.
- **Consultant Travel and Subsistence:** Estimate actual cost. The cost must be reasonable and it should also adhere to the state or local travel policy. Maximum mileage rate is .575 cents a mile.

Requests for consultants will be carefully scrutinized. Only when it can be clearly justified that the use of outside consultants will significantly and permanently enhance project effectiveness will consultant fees be approved.

Travel

Itemize total travel expenses of project personnel by local mileage, non-local travel, and subsistence (lodging and meals). Grantees must follow local or state travel policy. Transportation costs, such as air and rail fares, are at coach rates. The state-supported mileage reimbursement rate is .575 cents a mile. Requests for a higher mileage rate must be supported with documentation that the local government or agency travel policy specifies mileage reimbursement at a higher rate. Justify travel by explaining its relevance to job duties.

Equipment

DCJS strongly encourages applicants to request only equipment that is essential to the program. Applicants must thoroughly document the necessity and cost effectiveness of requested expenditures.

Each 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 would provide or enhance services to victims of and/or children affected by domestic violence, sexual abuse, stalking, or family abuse. Applicants are reminded that grant funds cannot support the entire cost of an item that is not used exclusively for project related activities. However, grant funds can support a pro-rated share of such an item.

All computers purchased with DCJS funds must be equipped with anti-virus protection software, which must be updated regularly.



Supplies and Other Operating Expenses

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

For each itemized cost, 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 (e.g. the photocopying cost estimate was determined based on factors including X number of staff; Y number of community presentations; Z average monthly cost of copies, etc.)

DCJS discourages requests for office space rental and will closely scrutinize office space rental requests. Applicants requesting funds to support office space rental must document efforts to secure non-grant funds.

DCJS will also carefully examine equipment maintenance requests. Applicants must thoroughly document the necessity and cost effectiveness of requested expenditures. Applicants should describe efforts to secure non-grant funds to support maintenance expenses.

Indirect Costs

Indirect costs are not allowed.

Cash/In-Kind Support from Sources Other Than Grant Program Sustaining This Project

Applicants may list source and amount of cash and in-kind support from the other sources that sustain this project. Applicants can add an attachment of this listing if more space is required.

Applicants are reminded that no matching funds are required for VSDVVF grants.

Instructions for Completing the Project Description

The Project Description includes the, Program Progress, Evaluation Plan, and Evidence of Community Coordination. This section must not exceed **10 pages**. These page limits do **not** include any new or revised cooperative agreements that may be included with your application. These page limits also do **not** include the list of current cooperative agreements with implementation dates, which will be submitted by continuation grantees.

All applicants must adhere to the page limitations for each section of the Project Description. The Project Description should be **double spaced and completed in Arial 12 font.**

Label each section Goals and Objectives, etc. and provide the letter of each question or requirement. Limit miscellaneous attachments that are not specifically outlined in the project description.



Program Progress

Continuation applicants

2 page maximum

- a) Complete Attachment 3 for the progress on all current goals and objectives.
- b) Provide a brief description of the project, including the overall purpose, the persons to be served, and any applicable information on how the need or demand for these services exceeds what is currently available.
Applicants may include statistics from their local victims services program(s), law enforcement agency, or prosecutor's office, as well as court records and/or crime statistics. If applicable, applicants may document the number of victims that are un-served or underserved.
- b) Describe any changes in implementing the project as outlined in your 2013-2014 grant proposal. Applicants should also describe any significant **successes**, as well as **obstacles** that may have prevented you from meeting the goals and objectives outlined in your 2013-2014 grant application.

Evaluation Plan

Continuation applicants

3 page maximum

- a) Obstacles encountered in meeting the project's 2013-2014 grant goals and objectives were listed in the "Program Progress" section. For each obstacle listed, describe a plan for ensuring that project goals and objectives are met during this funding cycle.
- b) Copies of surveys conducted to evaluate programs' performance. Please include the results of the survey along with any outcomes developed as a result. For example: Did the Advocate provide you with information & assistance on Protective Orders? Result: 85% of our clients indicated they did not receive information. Outcome: The agency has developed a checklist for staff to use when providing client information.

Evidence of Community Collaboration

Continuation applicants

1 page maximum

Applicants are required to answer the following questions regarding community collaboration:

- a) At what level has the agency or organization that receives VSDVVF funding participated in the local Domestic Violence and/or Sexual Assault Coordinating Council?
- b) What role (if any) has agency staff filled within the local Domestic Violence and/or Sexual Assault Coordinating Council in the past three years (i.e. Chair, Recorder, Agency Rep.)?
- c) How often does the local Domestic Violence and/or Sexual Assault Coordinating Council meet?



- d) What significant activities or products has the local coordinating council produced in the past three years?

Cooperative Agreements **Continuation Applicants**

All applicants are required to maintain cooperative agreements with allied professionals in the project service area. Cooperative agreements should be established with the agencies listed below **in each locality** you are serving. If your project is statewide, cooperative agreements should be made with other statewide agencies/coalitions. Cooperative agreements should include specific roles and responsibilities of each agency signing the agreement. Each cooperative agreement should have an implementation date, a review date and be signed by persons who have the authority to implement the agreement. At a minimum, cooperative agreements should be renewed every three years.

Projects are required to have cooperative agreements with the following agencies:

Law enforcement agencies	Prosecutors' offices
Sexual assault crisis centers	Domestic violence programs
Victim/Witness programs	

Depending on the objectives of the project, cooperative agreements with the following agencies are also encouraged:

Court service units	Forensic nurse examiner programs
Medical professionals	Social services
Legal aid offices	Offender treatment programs
Mental health offices	

Applicants should submit a **list** of current cooperative agreements and their implementation dates. **Entire copies of revised cooperative agreements should ONLY be submitted in the following cases:**

- Current VSDVVF program director or staff has changed.
- Current executive staff or elected officials of the other agencies have changed.
- Agreement was signed before 7/1/2012
- Any part of the program (including expanded elements) has changed. For example, your program (Program A) has a cooperative agreement with another organization (Program B). Program A receives a VSDVVF grant, allowing Program A to provide expanded services. These VSDVVF-funded services require additional coordination with Program B. The cooperative agreement between Program A and Program B must be updated to specifically outline how the two agencies will coordinate these new services.

General Grant Conditions and Assurances



Applications should include the General Grant Conditions and Assurances (Attachment 4) signed by the Project Administrator.

Forms and Attachments

Attachments 1A and 1B: Grant Application Form Cover Sheets
Attachments 2A and 2B: Grant Application Form Itemized Budgets
Attachment 3: Project Progress Chart
Attachment 4: General Grant Conditions and Assurances
Attachment 5: Grant Application Checklist
Attachment 6: Maximum Amount of Funds to Request

