



# **Victims of Crime Act (VOCA) Victims Services Grant Program- Sexual and Domestic Violence Services**

Program Guidelines and Application Procedures  
For Non-Competitive Sexual and Domestic Violence  
Services Funding  
State Fiscal Year 2025

***Application Due Date:***  
***Friday, April 12, 2024, 12:00 pm (noon)***  
***Late applications will not be accepted.***

Virginia Department of Criminal Justice Services  
1100 Bank Street, Richmond, Virginia 23219  
[www.dcjs.virginia.gov](http://www.dcjs.virginia.gov)

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## **I. Introduction**

These Virginia Department of Criminal Justice Services (DCJS) *Victims Services Grant Program-Sexual and Domestic Violence Services (VSGP-SDVS) Guidelines and Application Procedures for Non-Competitive Sexual and Domestic Violence Services Funding* provide detailed guidance to aid applicants in determining eligibility, developing itemized budgets and budget narratives, and completing other related forms. Using the guidance presented in this document, applicants can efficiently and effectively prepare complete applications. The development of these guidelines was informed by the [Victims of Crime Act \(VOCA\)](#) Rule and other federal and state requirements.

### **A. Grant Period**

The grant period for subawards made under these guidelines is for state fiscal year (SFY) 2025: July 1, 2024 through June 30, 2025. For purposes of this solicitation, applicants must submit one budget that will be used for the 12-month grant period.

Continuation grants will be awarded in SFY 2026 and SFY 2027 based on available state and federal funding.

### **B. Purpose**

The primary purpose of VOCA funding is to support the delivery of direct services to victims of crime. For the purposes of this grant program, a *crime victim* is defined as a person who has suffered physical, sexual, financial, and/or emotional harm as a result of the commission of a crime. This includes victims of federal crimes. Crimes do not need to be reported to law enforcement in order for people to receive services under VOCA.

The federal VOCA Rule defines *direct services to victims of crime* as “efforts that:

1. respond to the emotional, psychological, or physical needs of crime victims;
2. assist victims to stabilize their lives after victimization;
3. assist victims to understand and participate in the criminal justice system; *OR*
4. restore a measure of security and safety for the victim.”

These funds can be used to provide victims of crime with:

- Information and referrals. Examples include providing information about the criminal justice process and victims’ rights; referrals to other victim service programs; and referrals to other services, supports, and resources.
- Personal advocacy and accompaniment services. Examples include accompaniment to emergency medical care and forensic examinations; accompaniment to criminal justice system-related events; individual advocacy; and intervention with employers, landlords, schools, and others on behalf of the victim.
- Emotional support and safety services. Examples include crisis intervention; safety planning; hotline services; individual counseling; support groups; and other therapeutic services.
- Shelter and safe housing options. Examples include providing emergency shelter; providing transitional housing; arranging safe housing; and other relocation assistance.

- Criminal and civil justice system assistance. Examples include notification of criminal justice events; and accompaniment to court hearings, to meetings with law enforcement and prosecution, and to other criminal justice system-related events.

### **C. Eligibility**

The following eligibility criteria are in accordance with federal guidelines, the Commonwealth of Virginia's SFY 2024 budget language, and the VOCA Rule. Eligible applicants must meet all the following criteria:

- Be current subrecipients of VSGP in the Sexual Assault and Domestic Violence Core Services Funding Category.
- Demonstrate a record of providing effective direct services to crime victims. In accordance with the federal [VOCA Rule](#), a program has demonstrated a record of effective services when, for example, it demonstrates the support and approval of its direct services by the community, its history of providing direct services in a cost-effective manner, and the breadth or depth of financial support from sources other than the federal Crime Victims Fund (source of VOCA funding).
- Have a record of support from sources other than the federal Crime Victims Fund. A program has financial support from sources other than the Crime Victims Fund when at least twenty-five percent of the program's funding in the year of, or the year preceding the subaward comes from such sources, which may include other federal funding programs.
- Be in good standing with all state and federal agencies with which they have an existing grant or contractual relationship. Where appropriate, all applicants must hold current professional and state licenses and certifications.
- Have a current, active Unique Entity Identifier (UEI) number issued by the U.S. General Services Administration through [SAM.gov](#).
- If currently registered, provide proof of registration with the System for Subaward Management (SAM) (<https://sam.gov/SAM/>).

Eligible projects must meet all the following criteria:

- 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.
- Utilize volunteers significantly in project activities and maintain documentation onsite of volunteer efforts.
- Provide program information to the majority of agencies that assist with victims of crime in the service delivery area.
- Maintain statutorily required civil rights statistics on victims served by race or national origin, sex, age, and disability, within the grant period and permit access to any documents, papers, and records to determine that the subgrantee is complying with applicable civil rights laws.
- Provide services to crime victims at no charge.

- Maintain confidentiality of victim information.
- Pay at least a living wage to all grant-funded staff, following the guidelines for a single individual: <https://www.unitedforalice.org/state-overview/virginia>
- Comply with DCJS requirements and provide statistical and programmatic information about staff, volunteers, and victims served.
- Provide services as defined by DCJS and/or the federal Office for Victims of Crime (OVC) and collected through the OVC Performance Measurement Tool (PMT).
- Provide services to victims of federal crimes on the same basis as victims of state/local crimes.
- Comply with federal rules regulating grants. Grant recipients must comply with the applicable provisions of the [VOCA Rule](#), [Code of Federal Regulations Part 200](#), and requirements of the U.S. Department of Justice (DOJ) [Grants Financial Guide](#), effective edition, which includes maintaining appropriate programmatic and financial records that fully disclose the amount and disposition of VOCA funds received. This includes financial documentation for disbursements; daily time and attendance records specifying time devoted to allowable VOCA victim services; documentation of victims served; the portion of the project supplied by other sources of revenue; job descriptions; contracts for services; and other records, which facilitate an effective audit.

## **II. VSGP-SDVS Funding Source, Funding Categories and Amount Available, Program Requirements, Due Dates, and Review**

### **A. Funding Source**

This VSGP-SDVS funding opportunity is supported with VOCA funds, administered to DCJS by the U.S. DOJ, and with state general funds.

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

VOCA funds are administered to the Commonwealth of Virginia from the U.S. Department of Justice, Office of Justice Programs, Office for Victims of Crime (OVC). It is anticipated that the federal VOCA awards supporting this grant period will include 2022-15POVC-22-GG-00681-ASSI and 2023-15POVC-23-GG-00472-ASSI.

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

State general funds in the amount of \$2,500,000 were allocated to DCJS in SFY 2024 for “grants to local sexual assault crisis centers (SACCs) and domestic violence programs to provide core and comprehensive services to victims of sexual and domestic violence, including ensuring such services are available and accessible to victims of sexual assault and dating violence committed against college students on- and off-campus” (Commonwealth of Virginia SFY 2022-2024 Biennium Budget, <https://budget.lis.virginia.gov/item/2023/2/HB6001/Chapter/1/408/>, 408(G)).

## B. Anticipated Funding Available

This is a continuation grant funding opportunity, and the anticipated award amount for each eligible agency has been predetermined. Each eligible agency will receive an amount that, when added with funding from the American Rescue Plan Act (ARPA) Sexual and Domestic Violence Services Grant Program, results in level funding based on the non-competitive portion of their SFY 2024 VSGP award.

For a list of predetermined, anticipated award amounts for SFY 2025, see **Attachment A**. Applicants must ensure that the budget they enter into OGMS as part of this grant application matches, or is less than, their predetermined award amount.

## C. Program Requirements

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

The VOCA conditions below are for the FFY 2022 Federal VOCA award. Recipients will be provided all relevant grant conditions at the time of award; they will not differ significantly from these conditions.

[FFY 2022 Victims of Crime Act \(VOCA\) Victims Services Grant Program \(VSGP\) and Victim Witness \(VW\) FY2024 Special Conditions and Requirements](#)

[VOCA Rule](#)

[Department of Justice Grants Financial Guide](#)

[Code of Federal Regulations Part 200](#)

## Suspension or Termination of Funding

DCJS may suspend (in whole or in part) or terminate funding, or impose other sanctions on a subgrantee, for any of the following:

1. Failure to adhere to the standard terms and conditions or special conditions.
2. Failure to implement the project within 90 days of the start of the award period.
3. Implementing substantial program changes to the extent that the project is no longer aligned with the purpose of the funding.
4. Failure to submit reports (programmatic and/or financial) in a timely manner.
5. Filing a false certification in this application or other report or document.

## D. Restrictions on Funding

See the Allowable and Unallowable Costs chart under [VOCA Grant Resources](#). For additional guidance, see 28 CFR Part 94, Subpart B-VOCA Victim Assistance Program at [www.federalregister.gov/documents/2016/07/08/2016-16085/victims-of-crime-act-victim-assistance-program#h-55](http://www.federalregister.gov/documents/2016/07/08/2016-16085/victims-of-crime-act-victim-assistance-program#h-55). Some unallowable costs include the following: lobbying; research and studies; active investigation and the prosecution of criminal activities; fundraising; activities focused on prevention; direct cash payments to victims; supplies or equipment that is given to victims for their personal use; non-emergency use food; give-away trinkets (e.g., keychains, chip

clips, water bottles, t-shirts/branded clothing, other promotional items), staff bonuses, and capital expenses (including construction). Additionally, consultant hourly rates may not exceed \$81.25/hour or \$650/day.

Although allowable through the VOCA Rule, VSGP-SDVS will not support vehicle purchases, new vehicle leases, or any out-of-state travel for out-of-state conferences.

VOCA may not be used as matching funds for other grant programs.

#### **E. Disbursement of Funds**

Disbursement of funds will occur on a cost-reimbursement basis for actual funds expended through a “claim” process. Actual expenditures must be reported quarterly and invoiced pursuant to approved line-item budget categories in the grant subaward package. Subgrantees will only be reimbursed for costs that have been incurred within the grant period, and which are reported on the detail of expenditures (financial report). Grant funds, including matching funds, may only be expended and/or obligated during the grant period. All obligations must be fulfilled no later than 45 days after the end of the grant period. Requests for reimbursement shall be submitted through OGMS.

#### **F. Financial and Progress Reporting Requirements**

Required reports include:

1. Quarterly Financial Expenditures, detailed in quarterly claims.
2. Quarterly Reporting on Project Income.
3. Quarterly Status (Progress) Reports, describing activities supported with these funds.
4. Quarterly Performance Measurement Tool (PMT) reports, submitted directly to the Office for Victims of Crime (OVC).

DCJS requires submission of these reports into the DCJS online grants management platform, [OGMS](#).

All grant recipients are required to complete financial and status reports by the 15th of the month after the close of each quarter. If that date falls on a weekend or state recognized holiday, the reports are due on the next business day.

Projected SFY 2025 Project Status Report and Financial Report Due Dates:

1 <sup>st</sup> Quarter, July – Sept.	October 15, 2024
2 <sup>nd</sup> Quarter, Oct. – Dec.	January 15, 2025
3 <sup>rd</sup> Quarter, Jan. – March	April 15, 2025
4 <sup>th</sup> Quarter, April – June	July 15, 2025

Additionally, subrecipients must report project income to DCJS quarterly. Program income is defined as any income earned as a result of grant funded activities. Subrecipients must use program income to offset total allowable costs and reduce the federal award and non-federal entity contributions (i.e., the deduction method). Please see the [DOJ Grants Financial Guide](#) for more

information on program income. Activities that are anticipated to generate program income should be noted in the application, as described below in section III, B.

#### G. Match Requirement

According to the VOCA Rule, grant recipients “shall contribute (i.e., match) not less than 20 percent (cash or in-kind) from non-federal sources of the total cost of each project” ([28 CFR 94.118\(a\)](#)). Required match is based on a subgrantee’s VOCA award only. VOCA regulations also allow for the State Administering Agency (DCJS) to implement a match waiver request policy.

**Pursuant to the DCJS Match Waiver Policy, DCJS will waive the local portion of match obligations for SFY 2025 VSGP-SDVS subawards under these guidelines.** As the match obligation is waived at time of subaward and there is no local match obligation, **applicants will not enter match dollars or in-kind contributions in their SFY 2025 VSGP-SDVS budgets.**

#### H. Application Deadline

Although this is a non-competitive funding opportunity and the funding amounts have been predetermined, subawards are contingent upon the applicant successfully entering their grant application in OGMS. Applications must be submitted in OGMS **no later than 12:00 p.m. (noon) on Friday, April 12, 2024.** After such time, OGMS will no longer permit applications that are in process of being submitted.

#### I. Grant Application Technical Assistance

Please direct questions to Anya Shaffer ([Anya.Shaffer@dcjs.virginia.gov](mailto:Anya.Shaffer@dcjs.virginia.gov)) and Andi Martin ([Andi.Martin@dcjs.virginia.gov](mailto:Andi.Martin@dcjs.virginia.gov)), copying your DCJS grant monitor. A response will be sent within two business days. Applicants may also call Anya Shaffer at (804) 786-2059 or Andi Martin at (804) 371-0534.

#### J. Grant Application Review Process

Applications will be reviewed by DCJS staff to ensure the following:

1. The requested budget matches, or is less than, the predetermined subaward amount.
2. All certifications are complete and signed by the correct individual in OGMS.
3. All items listed in the budget are:
  - a. Allowable,
  - b. Allocable,
  - c. Justified as needed for the project,
  - d. Including a basis of computation, and
  - e. Prorated if needed (and include a basis of computation for the proration).
4. The application includes three goals with 2-3 objectives and all objectives are specific, measurable, attainable, related to the items in the budget, and time based.

DCJS staff will electronically send applications back to applicants for needed corrections, which must be completed before funds can be awarded in OGMS.

The Grants Committee of the Criminal Justice Services Board (CJSB) will review and make funding recommendations to the full CJSB. **The CJSB is expected to make final grant subaward decisions at its meeting in June 2024.** Funding decisions made by the CJSB are final and may not be appealed.



DCJS will issue grant award packages based on the final approval of the CJSB. Fiscal and programmatic revisions may be required as a condition of funding.

#### **K. Budget Determinations**

In accordance with federal guidelines, only those costs directly related and essential to providing direct services to crime victims can be supported with grant funds. Requests must be allowable under state and federal guidelines and must be reasonable, appropriate, and justified. Due to a recent and forecasted decrease in VOCA funding, some previously acceptable items are no longer allowable. These items are identified in these Guidelines under Restrictions on Funding.

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.

### **III. Application Forms and Instructions**

Grant applications must be entered in OGMS (<https://ogms.dcjs.virginia.gov>). Register and/or confirm existing registration at least two weeks prior to the application due date to ensure that the individual who will be submitting the application has OGMS access.

Follow these steps to begin an application for this funding opportunity in OGMS:

1. Log into OGMS. If you have never registered for OGMS, select the Registration button on the OGMS home page.
2. Select *Funding Opportunities*.
3. Select # 521009, *Victim Services Grant Program SADV Non-Competitive SFY 2025*.
4. Select *Start New Application*.
5. Under *Application Title*, enter the name of the Proposed SASP Project. For example, “VSGP-SDVS for [Name] Service Agency FY 2025.”
6. Under *Primary Contact*, select the name of the person completing the application. This can be changed later in the application process if needed. Select *Save Form Information*. You will be taken to a new screen.
7. Under *Organization*, select the organization and then select *Save Form Information*. This will take you to a new screen.
8. Under *Additional Applicants*, select any organization members who should have access to this application and to the grant if it is awarded. Grant recipients can also add or subtract people after the grant is awarded. If you do not see the name of a person who should have access to the application/grant, it could mean they are not registered in OGMS. Select *Save Form Information*. This will take you to a new screen.
9. Under the Application Details screen, complete all sections by clicking on each line. You cannot submit the application until all sections are complete. A green check mark indicates the section is complete. Refer to the DCJS OGMS Training and Resource webpage for technical assistance with the OGMS system.

The following forms are incorporated into the OGMS application system:

- A. Face Sheet
- B. Goals and Objectives

- C. Budget
- D. Itemized Budget Forms
  - 1. Personnel and Employee Fringe Benefits
  - 2. Consultants
  - 3. Travel
  - 4. Subsistence/Other Travel Costs
  - 5. Equipment
  - 6. Supplies and Other Expenses
  - 7. Indirect Costs Worksheet for applicants seeking indirect costs (including attachment for Indirect Cost Rate Agreement for programs seeking indirect costs over 10%)
- E. Non-Supplantation
- F. Civil Rights Certification of Compliance
- G. General Conditions and Assurances
- H. Lobbying and Debarment
- I. SAM Registration
- J. Authority Certification

**A. Face Sheet**

1. **Congressional Districts:** List the [congressional districts](#) that will benefit from the program.
2. **Jurisdictions Served:** Select all jurisdictions served.
3. **Certified Crime Prevention Community:** Not applicable to this grant program. As this is a required field, please answer this question to the best of your knowledge.
4. **Type of Application:** Enter “New.”
5. **Community Setting:** Check the box(es) that best describes the applicant service area.
6. **Brief Project Description:** Provide a description of the services to be provided with grant funds and an estimate of the total number of individuals to receive program services during the grant period. For example, “*VSGP-SDVS grants funds will be used to pay the salaries of 5 staff who will provide counseling services, crisis intervention, hospital and court accompaniment, and assistance with basic needs. Funds will also be used for outreach activities and providing training to staff. We anticipate serving 100 victims with these funds during this grant period.*”
7. **Project Director:** List the person who will have day-to-day responsibility for managing the project.
8. **Project Administrator:** The person who has authority to formally commit the organization, locality, or state agency to complying with all the terms of the grant application, including the provision of the required match. This **must** be the president of the Board of Directors of a nonprofit organization; the county administrator; 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 serve as Project Administrator, attach a letter delegating signing authority.
9. **Finance Officer:** List the individual who will be responsible for fiscal management of the funds.

**Note: Appropriate internal controls necessitate that the Project Director, Project Administrator, and Finance Officer are different people.**

## B. Project Specific Goals and Objectives

All applicants must complete *Project Specific Goals and Objectives*. Applicants are encouraged to assess funding and staffing levels and develop goals/objectives that are reflective of the work anticipated to occur in the grant period with awarded funds. Applicants must identify three goals. Each goal must have two to three objectives. Each objective must be measurable and directly related to one or more items requested in the grant proposal budget. Awarded applicants will report on the status of their goals and objectives quarterly.

### Examples

**Goal #1:** To provide an array of supportive services to sexual assault victims.

**Objective 1:** By June 30, 2025, 175 victims of sexual assault will participate in the art therapy program that is supported by this grant project.

**Objective 2:** By June 30, 2025, advocates working under this grant program will provide hospital accompaniment to 50 victims of sexual assault.

**Objective 3:** By June 30, 2025, this agency will participate in 12 outreach activities, 6 of which will focus on underserved communities, in order to inform our service area of our sexual assault services.

**Intended outcome:** We will increase our reach to sexual assault survivors, who will have access to crisis services and on-going supportive services.

**Data collection:** Services will be tracked in our agency case management database. Outreach activities will be documented in an Excel-based spreadsheet.

**Timeframe:** All objectives are designed to be completed by June 30, 2025, over a 12-month period.

**Goal #2:** To support domestic violence victims with basic needs provisions.

**Objective 1:** By June 30, 2025, 50 victims of domestic violence will receive sheltering services with funds supported by this grant.

**Objective 2:** By June 30, 2025, VSGP funded advocates will provide court accompaniment to 35 victims seeking protective orders.

**Objective 3:** By June 30, 2025, VSGP funded advocates will provide 250 hours of crisis intervention services to victims of domestic violence through the agency crisis line.

**Intended outcome:** Victims of domestic violence will receive access to services responding to their needs as related to crime victimization.

**Data collection:** Services will be tracked in our agency case management database. Crisis line services are also documented in an Excel-based spreadsheet.

**Timeframe:** All objectives are designed to be completed by June 30, 2025, over a 12-month period.

## C. Budget

Complete a VSGP-SDVS budget grid for 12 months (July 1, 2024 – June 30, 2025). Round all amounts in the budget grid to the nearest dollar. Use the predetermined amounts found in **Attachment A**.

VOCA funding must be placed under the Federal column. State general funds must be placed under the State column.

Each budget line must correspond to the itemized budget forms. Prior to submitting the application, please ensure that each itemized budget form aligns with the total amount requested on the budget.

**Funds from Other Sources:** Enter all funds from other sources that support the organization. Please include all awards/subawards from all sources, locality contributions, and indicate whether your agency receives a general fund appropriation. Additionally, if the proposed project will generate project income, enter the anticipated amount of project income that will be earned. Please see the [DOJ Grants Financial Guide](#) for more information on program income.

#### **D. Itemized Budget Forms**

Complete an Itemized Budget Form for all seven budget categories: 1) Personnel/Benefits; 2) Consultants; 3) Travel; 4) Subsistence/Other Travel Costs; 5) Equipment; 6) Supplies and Other Expenses; and 7) Indirect Costs. If you are not requesting funds in a budget category, you must still complete the form by opening the form, selecting “no” indicating that you are not requesting funds in that category, and selecting “Mark as Complete.”

Budget Requirements:

- All items requested in each budget form must be allowable. See Section II, D under these guidelines for more information about unallowable costs.
- For all items, under item justification, explain how the item is needed to support this VSGP grant project and the goals and objective of the grant.
- All items must include a basis of computation in the description of the item and an explanation of how the requested cost was determined.
- For all items, the applicant must indicate in the description whether the item is used exclusively for the proposed VSGP project. Items that are not used exclusively for the VSGP project must be prorated, and the applicant must include an explanation of how the items were prorated.
  1. What does “prorated” mean? For the purposes of these guidelines, prorating means the request for funding is proportional to the use of each item for this grant program.
  2. When do I need to prorate? If an item is used exclusively for this proposed VSGP project, prorating is not needed. If the item is used to support other projects in the agency, prorating is needed.
  3. How do I prorate?
    - a. Proration Based on Salary: If your VSGP funded staff serve 10% of the total victims served by your agency, you can prorate items that are not used exclusively for this proposed VSGP project by 10%.
    - b. Proration Based on Direct Services Budget: If your VSGP request for funding is 15% of your total direct service budget, you can prorate items that are not used exclusively for this proposed VSGP project by 15%.
    - c. Proration Based on VSGP Funded Staff: If your VSGP funded staff is funded 50% by VSGP, you can prorate this person’s computer, office supplies, office furniture, or other assigned items by 50%.
- The applicant is responsible for ensuring totals in each itemized budget form matches what is on the budget grid and does not exceed the maximum award amount.
- At the bottom of each itemized budget form, the applicant must identify the funding source for the budgetary items. Allocate all expenses under federal funds or state funds, as appropriate.

##### **1. Personnel Budget Category**

If the applicant is seeking funds for personnel, complete all required sections on this form including a position description and justification. Amounts should reflect a 12-month budget period.

Staff time that is supported by grant funds may only be spent on approved grant activities. If you are requesting funding for a position that provides services outside of these grant activities, prorate your request to only include time spent on this grant project. Explain how you have prorated each position under **Description**. Also under **Description**, describe the grant-related duties that this position will perform. Do not list job duties that are not under this grant.

Under **Justification**, include the following:

1. Explain how the position is essential to the goals in the proposed project.
2. Enter the hourly, monthly, or annual salary that is necessary for meeting a living wage for one adult. \*
3. Describe how the salary is consistent with salaries paid to other positions with similar responsibilities within the program or at other organizations in the service area.

All requested amounts must be reasonable given the complexity of work, and consistent with the applicant's staff compensation plan.

\* All salaries must meet a living wage requirement for a single individual. To determine this requirement, visit <https://www.unitedforalice.org/state-overview/virginia>, select "Household Survival Budget," and select the county or city in which the applicant main office is located. Note the hourly, monthly, or annual salary for one adult.

#### Example #1

##### **Description**

*Applicant requests funding for a full-time victim advocate position. The position is currently funded by VSGP and filled by Ann Smith. This victim advocate position will provide direct services to victims of domestic violence and sexual assault. They will provide crisis intervention, court accompaniment, referrals to services, assistance with applying for victim compensation, travel assistance for obtaining services and participating in criminal justice proceedings, and they will participate in outreach activities. 100% of the position is allowable VSGP work and so this request is not prorated. The hourly rate for this position is \$24/hour. They will work 2,080 hours (full-time) under this grant project.  $\$24 \times 2080 \text{ hours} = \$49,920$ .*

##### **Justification**

*The salary for this victim advocate position is similar to other positions in our agency; the victim advocate pay range is \$21.50-\$24.80 per hour. According to Unitedforalice.org, a living wage for the City of Richmond is \$18.65/hr. for one adult. Our proposed salary exceeds this living wage requirement. The victim advocacy services provided by this position will assist the organization with the following goals: supporting victims' emotional and physical needs; helping to stabilize their lives after victimization; and helping victims understand and participate in the criminal justice system, which are also purposes of VOCA funding.*

#### Example #2

##### **Description**

*Applicant requests funding for 20% of the Executive Director's (ED) salary. Under this grant, the ED will supervise all VSGP funded direct service providers and complete VSGP quarterly progress reports and contract amendments. These duties take up 20% of their time so this request is prorated. The ED salary is \$70,000/year.  $\$70,000 \times 20\% = \$14,000$ .*

**Justification**

*The annual salary of the ED is consistent with similar positions in this part of the state, and it is approved by the agency Board of Directors. Similar positions in the area range between \$62,000-\$78,000. According to Unitedforalice.org, a living wage for the City of Richmond is \$37,296/yr. for one adult. Our proposed salary exceeds this living wage requirement. The ED position is necessary to this VSGP grant project as it supports the provision of direct services to victims and the successful management of this grant.*

Example #3

**Description**

*Applicant requests funding for 50% of a full-time counselor position. The counselor will provide individual and group counseling session to victims of domestic violence. The counselor's salary is \$55,200/year.  $\$55,200 \times 50\% = \$27,600$ .*

Note: Under the personnel section grid, DCJS should see that the applicant is requesting 50% of Jane's total salary though this grant.

**Justification**

*The annual salary of the counselor is consistent with similar positions in this part of the state, and it is approved by the agency Board of Directors. Similar positions in the area range between \$50,000-\$60,000. According to Unitedforalice.org, a living wage for the City of Richmond is \$37,296/yr. for one adult. Our proposed salary exceeds this living wage requirement. The services provided by the counselor position will assist the organization with the following goals: supporting victims' emotional and psychological needs, and helping to stabilize their lives after victimization, which are also purposes of VOCA funding.*

**Fringe Benefits:** Applicants can add requests for fringe benefits per grant funded staff member. Fringe benefits should be prorated based on time spent on the grant.

**2. Consultant Budget Category**

If the applicant is seeking funds for consultants, complete all required sections on this form including a consultant description and justification. Amounts should reflect a 12-month budget period.

The rate of compensation for individual consultants must be reasonable and consistent with that paid for similar services in the marketplace; however, the rate may not exceed \$650.00 per day (\$81.25 per hour, exclusive of travel and/or subsistence), and may not exceed the consultant's usual and customary fee. Any request for a consultant with a rate higher than \$650 per day or \$81.25/hour will be denied.

Services provided by a third party, regardless of whether there is a contract in place or not, should go under consultants. For example, interpreters, co-pays, property management, daycare providers, etc. should be allocated under consultants.

Under **Description**, detail what the consultant will provide and how many hours they will provide their services. Under **Justification**, explain how the work provided by the consultant is essential to the goals in the proposed project and allowable under the VOCA Rule. Additionally, explain how use of a consultant is cost effective and reasonable. For example, explain why the applicant must hire a consultant to provide this service rather than have its own staff provide the service.

Example #1

**Description**

*Applicant requests funding for 104 hours of counseling services contracted with Acme Counseling. 104 hours of counseling services over the 12-month grant period will allow the organization to send two victims per week to one hour of counseling located in our offices with Acme Counselors. (52 weeks x 2 victims per week x 1 hour per session= 104 hours). All counseling sessions will be for victims of crime under this VSGP project, so this request is not prorated. The Acme Counseling rate is \$80/per hour. 104 hours x \$80/hour = \$8,320.*

**Justification**

*Our in-house counselor cannot keep up with the need for counseling services. By contracting with Acme Counseling, we can shorten the wait list and get more victims into this needed service. \$80/hour is within the federal contracting limits, and it is the actual hourly rate Acme charges its clients.*

Example #2

**Description**

*Applicant requests funding for Spanish and Russian translation services contracted with Jane Doe. Translation services are needed to translate our current victims' services brochure into Spanish and Russian. These brochures support outreach to victims of crime to be served by this grant project, so this request is not prorated. Our brochure is 1020 words. Jane Doe's translation services rate is 15 cents per word. 15 cents x 1020 words x 2 (Two Languages: Spanish and Russian) = \$306.00.*

**Justification**

*Our current sexual assault brochure was recently updated. It is important to translate this brochure to reach Spanish and Russian speaking people living in our service area. Jane Doe's rate of 15 cents per word is the middle range rate for translation services according to Bureau Works.*

### 3. Travel

If the applicant is seeking funds for mileage, complete all required sections on this form including a description and justification for all mileage. Amounts should reflect a 12-month budget period.

If the applicant does not have an established local travel policy, then the applicant must adhere to federal/state travel policy. If local travel policy differs from the federal/state travel policy, please provide or describe the policy in the justification. Refer to the following U.S. General Services Administration (GSA) website for the most current travel rates and policies: [www.gsa.gov/travel/plan-book/per-diem-rates](http://www.gsa.gov/travel/plan-book/per-diem-rates).

Mileage is separated in this grant solicitation because many programs have differing mileage rates for local and non-local mileage. **Local mileage** is considered travel within the immediate service area (satellite offices, court, meetings, etc.). **Non-local mileage** is outside of the immediate service area (trainings, conferences, meetings, etc.).

Under **Description**, explain what the travel expense is for, including a basis of computation describing how you determined the requested amount.



Under **Justification**, explain the following: how the proposed travel expenses are essential to the goals in the proposed project; how the travel expenses are allowable under the VOCA Rule; and whether the amounts are based on the established local travel policy or, if there is no established local travel policy, based on the federal/state travel policy.

Example #1

**Description**

*Agency estimates that over the 12-month grant period, victim advocates will travel 100 miles round trip to attend four Multi-disciplinary Team meetings with other service providers in our service area. This is based on travel in previous years. 100 miles x 67 cents per mile (.67) x 4 meetings = \$268.*

**Justification**

*These meetings are essential for victims' services because we collaborate on cases to determine the best way to meet the needs of our clients during the meetings. Promoting a coordination of public and private efforts to serve and aid crime victims is a requirement of VOCA funded organizations. The agency policy mileage reimbursement follows the federal standard mileage rate, which is currently 67 cents per mile.*

Example #2

**Description**

*Agency requests mileage for a 12-month period for sexual assault advocates to travel to the hospital to meet directly with victims for forensic medical exams. Last year, advocates responded to 40 such calls and each call resulted in an average 20-mile round trip. 40 calls x 20 miles each = 800 miles. 800 miles x .55 (cents per mile) = \$440. We are not prorating this amount because all mileage is based on services provided under this grant program alone.*

**Justification**

*Mileage is needed so that staff and volunteers can be present with victims at the hospital where they can provide a wide range of services in a supportive, trauma-informed way. Accompaniment services to forensic examinations are eligible services as indicated in these VSGP-SDVS Guidelines. Per agency policy, we reimburse mileage at a rate of 55 cents per mile, which is different from federal rates.*

**4. Subsistence/Other Travel Costs**

If the applicant is seeking funds for other travel expenses, complete all required sections on this form including a description and justification for all line items. Amounts should reflect a 12-month budget period.

VOCA grant funds can support skills training for direct service providers, including paid staff (both VOCA-funded and not) and volunteers, so that they are better able to offer quality direct services. Funds through this solicitation may not be used for travel or subsistence to attend out-of-state trainings or conferences.

Example #1

**Description**

*Agency requests subsistence for three advocates to attend basic advocacy training in Richmond, September 1-5, 2024. According to the GSA, each complete day of subsistence is \$48. \$48 x 5 days x 3 staff = \$720. This request is not prorated because each staff attending the conference will provide services under this grant project.*



**Justification**

*Attendance at this conference will give the direct service advocates who attend tools and knowledge to work with victims. They are all new to the agency and have never attended basic training before. Providing direct services to crime victims is the purpose of VOCA funding and we want to ensure it is done in an appropriate way. It is our agency policy to provide subsistence in accordance with the U.S. General Services Administration (GSA).*

Example #2

**Description**

*Agency requests 4 nights of hotel stay for three advocates to attend the basic advocacy training in Richmond in September 2024. According to GSA, the daily lodging rate in Richmond for the month of September is \$145. 4 nights x \$145 x 3 staff= \$1,740. This amount is not prorated as each staff member will provide services under this grant project.*

**Justification**

*Attendance at this conference will give the direct service advocates who attend tools and knowledge to work with victims. They are all new to the agency and have never attended basic training before. Providing direct services to crime victims is the purpose of VOCA funding and we want to ensure it is done in an appropriate way. It is our agency policy to provide lodging for staff attending out of area conferences in accordance with the U.S. General Services Administration (GSA).*

**5. Equipment (items \$5,000 per unit and greater)**

If the applicant is seeking funds for equipment, complete all required sections on this form including a description and justification for all line items. Amounts should reflect a 12-month budget period.

*Equipment* is defined in the DOJ Grants Financial Guide as “tangible personal property (including information technology systems) having 1) a useful life of more than one year **and** 2) a per-unit acquisition cost of \$5,000 or greater (or the organization’s capitalization policy, if it is less than \$5,000). If the organization does not have a capitalization policy in place, the Federal amount of \$5,000 must be followed.” Please note that grant funded equipment should be tracked, managed, and disposed of a manner consistent with the subrecipient’s policies and the DOJ Grants Financial Guide.

Each major item to be purchased, leased, or rented must be listed separately with unit cost or the cost associated with the lease or rental agreement.

Under **Description**, describe the item being requested. Provide a statement as to whether the item is exclusively for the VSGP grant or if it has been prorated. Provide the basis of computation for the requested amount. Grant funds cannot support the entire cost of an item that is not used for activities solely related to this grant program; however, grant funds can support a prorated share of such an item. Prorating calculations must be shown. For example, you are requesting funds to lease a copier. The lease price is \$6,000/year. The copier will be used by all agency staff regardless of how the staff is funded and regardless of the work for which the copier is used. This VSGP grant will comprise approximately 25% of the agency’s budget. You can show your total request for the copier this way: 25% x \$6,000 = \$1,500. In this scenario, you can only request up to \$1,500 for the copier.

Under **Justification**, explain how the item is essential to the goals in the proposed project and allowable under the VOCA Rule. Additionally, provide an explanation of how the amount being requested is reasonable. Grant reviewers will want to know whether the cost of the item is typical for similar items. Explain how you determined the cost of an item (e.g., you received a quote, this is what you paid for a similar item last year). If equipment is requested to replace outdated or “old” equipment, briefly describe why replacement is necessary and when the “old” equipment was acquired.

Funds through this solicitation may **not** be used for new vehicle leasing agreements or vehicle purchases. Upon award, applicants must adhere to the DOJ Grants Financial Guide property standards for grant funded equipment and maintain property records onsite.

#### Example #1

##### **Description**

*Applicant is seeking funding to purchase a scanner/copier. The price of the scanner/copier is \$5,000. Based on prior year’s work, we estimate that the scanner/copier will be used by all program staff for any and all agency needs. 90% of use will be for serving victims of crime (approximately 10% will be used for non-allowable activity like fundraising and lobbying). This request is prorated to 90%. \$5,000 (total cost) x 90% = \$4,500.*

##### **Justification**

*The scanner/copier will replace a current one which is approximately 15 years old. The current one is unreliable and often breaks down. The new scanner/copier will be used to copy materials provided to victims and documents needed for case management. We received three quotes for a new scanner/copier and have attached them to this application. All quotes were \$5,000.*

#### Example #2

##### **Description**

*Applicant is seeking funding for a new security system for the Shelter. The Shelter is used by victims of crime and people in our service area who are homeless. Historically, victims make up 95% of shelter residents and so this request is prorated by 95%. The estimated cost of a new security system for our shelter (not including the monthly service rate) is \$5,200 (provided by Acme Security Company.) \$5,200 x 95%=\$4,940.*

##### **Justification**

*This organization received three estimates for a new security system. The estimates ranged between \$5,000-\$7,500. This request is on the lower end of that range. A security system will allow us to provide a safe and secure shelter for victims of crime. A safe and secure shelter will help us meet our goals of helping to stabilize the lives of victims after victimization and restore a measure of security and safety for the victims, which are also purposes of VOCA funding.*

## **6. Supplies and Other Expenses (items under \$5,000)**

If the applicant is seeking funds for supplies and other expenses, complete all required sections on this form including a description and justification for all line items. Amounts should reflect a 12-month budget period.

*Supplies* are defined in the DOJ Grants Financial Guide as “all other items of tangible personal property that are not equipment. This includes computing devices that cost less than \$5,000 per unit (or the organization’s capitalization threshold, if that is less than \$5,000).”

Operating expenses under supplies include, but are not limited to, the following: office supplies, postage, training registration, telephone services, cell phone services, equipment maintenance, internet provider contracts, and printing projects.

Supplies and other expenses that support the whole organization must be prorated to support this VSGP-SDVS project alone.

All computers purchased with DCJS grant funds must be equipped with updated anti-virus protection software. Applicants are encouraged to limit computer purchase requests to \$1,500 per workstation.

Under **Description**, all costs must be itemized within this category by major types (e.g., office supplies, equipment use fees when supported by usage logs, printing, photocopying, postage, brochures, telephone). If the item includes more than one component, identify subcomponents. For example, “*Office supplies: copy paper, pens, and folders.*” Additionally, show the basis for computation (e.g., “x” dollars per month per three staff people for office supplies). Explain whether the item is for exclusive use of the VSGP-SDVS project. Grant funds cannot support the entire cost of an item that is not used for activities solely related to this grant program; however, grant funds can support a prorated share of such an item. Prorating calculations must be documented. Also under Description, explain how you came up with the cost of each item. This will require you to provide a basis of computation.

Under **Justification**, explain how the item is essential to the goals of the proposed project and allowable under the VOCA Rule. Explain the rationale used to determine the basis for each computation (e.g., the photocopying cost estimate is based on the cost spent in 2023 for similar services). Applicants should document actual expenses for each line item requested when possible (such as “Last year we spent \$400 on postage. For SFY 2025, we anticipate spending \$450, due to stamp rate increases.”). If a supply is requested to replace an outdated or “old” item, describe why replacement is necessary and when the “old” item was acquired.

Membership fees should be requested under this category. Grant funds may support a maximum of three memberships per year in victim assistance organizations. Memberships must be in the name of the organization, not an individual. Under **Description**, describe the organization or association, membership rate, and the benefits the applicant will receive with membership. Under **Justification**, explain how the membership is essential to the goals in the proposed project and allowable under the VOCA Rule.

Example #1

**Description**

*Applicant is seeking funding to purchase a laptop computer for Staff Advocate Jane Doe. The laptop identified for purchase costs \$900. The laptop includes the programming and security features needed. 85% of Jane’s work is dedicated to this grant program.  $900 \times 85\% = \$765$ .*

Note: Under the personnel section, grant reviewers should see that the applicant is requesting 85% of Jane’s total salary through this grant.

**Justification**

*The laptop computer will give Jane the ability to manage their cases. Jane does not currently have a laptop. They only have a desktop computer. The laptop is needed so that Jane can take it to court and have access to needed information.*

Example #2

**Description**

*Applicant is seeking funding replace a desktop computer for counselor, Jane Doe. The desktop computer identified for purchase costs \$900. The computer includes the programming and security features needed. This request is prorated based on Jane's work on this grant project. 75% of Jane's time is spent on this grant project serving victims and administrative work on the grant.  $75\% \times \$900 = \$675$ .*

**Justification**

*Jane's current desktop computer is 6 years old, outdated, and due for replacement per agency equipment replacement policy. A computer is needed so that Jane can perform necessary administrative work and track services to victims.*

Example #3

**Description**

*Applicant is seeking funding for emergency victim supplies. These supplies will be used for victims only. These emergency items are based on what was provided to victims by the agency in 2022: 20 bus vouchers at \$5 each = \$100; 12 hotel vouchers at \$100 each = \$1,200; and 10 instances of lock changes at an average of \$45 each = \$450. Additionally, although this was not provided in 2022, we anticipate assisting 10 victims with moving expenses that will average \$200 each = \$2,000.  $\$100 + \$1200 + \$450 + \$2000 = \$3,750$ .*

**Justification**

*These emergency items will be provided to victims of crime during the grant period. The amounts are based on actual costs from 2022 and needed but not provided services in the same year. Payments for services will be directly provided to the service provider and vouchers will be provided in accordance with our policy to ensure proper distribution and accounting. These emergency goods will help us assist victims to stabilize their lives and restore a measure of safety and security, which are goals of VOCA funding.*

## 7. Indirect Costs

All applicants requesting indirect costs must complete this section. According to 2 CFR Part 200.56, indirect costs are defined as: *Those costs incurred for a common or joint purpose benefitting more than one cost objective, and not readily assignable to the cost objectives specifically benefited, without effort disproportionate to the results achieved.*

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.

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

1. Administrative or clerical services are integral to a project or activity.
2. Individuals involved can be specifically identified with the project or activity.
3. Such costs are explicitly included in the budget or have the prior written approval of the awarding agency.

4. The costs are not also recovered as indirect costs on the proposed project or other grant programs.

**Requesting indirect costs:** Requesting indirect costs is optional. Applicants do not have to request indirect costs, but it is allowable. To calculate indirect costs, applicants must first determine the Modified Total Direct Costs (MTDC) amount of the project budget. Indirect costs that can be requested are not based on the entire project budget, but on the MTDC amount. Use the OGMS indirect costs rate MTDC form to calculate your MTDC. This will be based on the amounts you have in your proposed budget.

Applicants have three options when requesting indirect costs.

### **1. Indirect Cost Rate Agreement (ICRA)**

- This is a formal rate agreement that an organization has applied for and received from the federal cognizant agency.
- Organizations will have a letter or other documentation that lists the federally negotiated rate.
- The rate in the ICRA must be accepted, unless otherwise specified by federal awarding agency.
- Applicants can request the percentage (as outlined in the ICRA) of the Modified Total Direct Costs (MTDC) of their budget for indirect costs.
- Applicants must attach a copy of their Indirect Cost Rate Agreement letter/documentation.

### **2. De Minimis Rate**

- This can be used by organizations that do not have a federally approved Indirect Cost Rate Agreement
- Can use a rate of up to 10% of the Modified Total Direct Costs (MTDC) of their budget for indirect costs.

### **3. Other Appropriate Rate**

- This can be used by organizations that do not have a federally approved Indirect Cost Rate Agreement
- Such rates must be consistent with the requirements of 2 C.F.R. Part 200, and are negotiated between DCJS and the subrecipient.

**Additional Indirect Costs Reporting Requirements:** For organizations that request and receive Indirect Costs, the [MTDC Worksheet](#) must be completed each quarter, based on actual expenses. The MTDC Worksheet must be attached to the Details of Expenditures Report in OGMS each quarter.

The actual MTDC amount will determine the amount of indirect costs to be reimbursed for that quarter. In other words, the amount of indirect costs reimbursed will likely vary from quarter to quarter. The amount of indirect costs requested for reimbursement each quarter cannot simply be the total for the year divided by four; the amount must be based on actual MTDC amounts.

#### **E. Requirement Demonstrating Non-Supplantation**

All applicants must complete the Non-Supplantation form. The form must be signed by the Project Administrator.

*Non-supplanting defined:* The federal DOJ Grants Financial Guide describes non-supplanting as follows: “Federal funds must be used to supplement existing state and local funds for program activities and must not supplant (replace) those funds that have been appropriated for the same purpose.” Additionally, requests for “new” staff positions must be justified, must not supplant other funds, and must result in additional service delivery.

#### **F. Civil Rights Certification of Compliance**

The Civil Rights Certification of Compliance is applicable to all projects under this funding opportunity. All applicants should select “Yes” on the Certification of Compliance in OGMS.

The Project Director must certify that they have viewed the civil rights training offered by the Office for Civil Rights (OCR) and that they will ensure all grant funded staff will be trained to understand their responsibilities as outlined in the OCR training. A link to the OCR training is attached to the certification form. All applicants should select “Yes” on the Project Director Certification in OGMS and then complete the form with their information.

The Project Administrator must select whether the applicant agency falls under Equal Employment Opportunity Plan (EEO) Certification A or Certification B. Awarded applicants that fall under EEO Certification B must have an EEO on file and provide it to DCJS upon request. All applicants should select “Yes” on the Project Administrator Certification in OGMS and then complete the form.

#### **G. General Conditions and Assurances**

All applicants must complete this form. It must be signed by the Project Administrator.

#### **H. Lobbying and Debarment Certification**

All applicants must complete this form. It must be signed by the Project Administrator.

#### **I. SAM Registration**

All applicants must complete this form. Upload proof of valid, non-expired SAM Registration, with the Unique Entity Identifier (UEI) number, on Federal email or letterhead, that includes the expiration date.

#### **J. Authority Certification**

All applicants must complete this form. It must be signed by the Project Administrator.

#### **K. Attachments**

1. Internal Revenue Service 501(c)(3) letter is required of non-profit organizations.
2. A letter designating signing authority is required if someone other than the specified individual signs any of the certifications in the application. The letter must be on official organization letterhead, include an effective date, list applicable grant numbers or application titles, and include the contact information of the person being granted signatory authority.

Please direct questions to Anya Shaffer ([Anya.Shaffer@dcjs.virginia.gov](mailto:Anya.Shaffer@dcjs.virginia.gov)) and Andi Martin ([Andi.Martin@dcjs.virginia.gov](mailto:Andi.Martin@dcjs.virginia.gov)), copying your DCJS grant monitor. A response will be sent within two business days. Applicants may also call Anya Shaffer at (804) 786-2059 or Andi Martin at (804) 371-0534.

**Attachment A – VSGP-SDVS Allocations**

	<b>Funding Opportunity 521009 - Victims Services Grant Program-Sexual and Domestic Violence Services (non-competitive) SFY 2025</b>		
<b>SDV Core Services Agency</b>	<b>Federal VOCA</b>	<b>State General Funds</b>	<b>Total VSGP-SDVS</b>
Abuse Alternatives	\$ 83,099	\$ 18,000	\$ 101,099
Action in Community Through Service (ACTS)	\$ 304,698	\$ 66,000	\$ 370,698
Alexandria Sexual Assault Center and Domestic Violence Program	\$ 304,698	\$66,000	\$ 370,698
Avalon, A Center for Woman and Children	\$ 360,098	\$78,000	\$ 438,098
Bedford Domestic Violence Services	\$ 83,100	\$18,000	\$ 101,100
Bridges of Change	\$ -	\$67,024	\$ 67,024
Clinch Valley Community Action, Inc.	\$ 249,299	\$54,000	\$ 303,299
Collins Center	\$ 138,499	\$30,000	\$ 168,499
Council on Domestic Violence for Page County-Choices	\$ 239,664	\$51,913	\$ 291,577
Doorways for Women and Families	\$ 193,899	\$42,000	\$ 235,899
Eastern Shore Coalition Against Domestic Violence	\$ 193,899	\$42,000	\$ 235,899
Emporia, Family Violence/Sexual Assault Unit, City of Emporia	\$ 193,899	\$42,000	\$ 235,899
Empowerhouse	\$ 193,899	\$ 42,000	\$ 235,899



**Victims of Crime Act (VOCA) Non-Competitive Victims Services Grant Program-SDVS**  
**Program Guidelines and Application Procedures | State Fiscal Year 2025**

Fairfax County Dept. Family Services, Domestic and Sexual Violence Services	\$ 304,698	\$ 66,000	\$ 370,698
Family Crisis Support Services	\$ 138,499	\$ 30,000	\$ 168,499
Family Resource Center	\$ 360,098	\$ 78,000	\$ 438,098
Fauquier County Domestic Violence & Sexual Assault Advocacy Program	\$ 138,499	\$ 30,000	\$ 168,499
First Step, A Response to DV, Inc.	\$ 138,499	\$ 30,000	\$ 168,499
Franklin County Family Resource Center	\$ 78,772	\$ 17,063	\$ 95,834
Goochland Cares	\$ 83,066	\$ 18,000	\$ 101,066
H.E.R Shelter (Help & Emergency Response, Inc.)	\$ 138,499	\$ 30,000	\$ 168,499
Hanover Safe Place	\$ 304,698	\$ 66,000	\$ 370,698
Haven of the Dan River Region	\$ 83,100	\$ 18,000	\$ 101,100
Hope House of Scott County	\$ 138,499	\$ 30,000	\$ 168,499
Korean Community Service Center of Greater Washington	\$ 83,100	\$ 18,000	\$ 101,100
Loudon Abused Women's Shelter	\$ 249,299	\$ 54,000	\$ 303,299
New Directions Center	\$ 193,899	\$ 42,000	\$ 235,899
People Inc.	\$ 193,899	\$ 42,000	\$ 235,899
Phoenix Project	\$ 83,100	\$ 18,000	\$ 101,100
Project Horizon	\$ 304,698	\$ 66,000	\$ 370,698
Rappahannock Council Against Sexual Assault	\$ 193,899	\$ 42,000	\$ 235,899

**Victims of Crime Act (VOCA) Non-Competitive Victims Services Grant Program-SDVS**  
**Program Guidelines and Application Procedures | State Fiscal Year 2025**

Response, Inc.	\$ 193,899	\$ 42,000	\$ 235,899
Safe Harbor	\$ 249,299	\$ 54,000	\$ 303,299
Safehome Systems, Inc	\$ 193,899	\$ 42,000	\$ 235,899
Samaritan House	\$ 193,899	\$ 42,000	\$ 235,899
Services to Abused Families, Inc.	\$ 249,299	\$ 54,000	\$ 303,299
Sexual Assault Resource Agency (Charlottesville)	\$ 138,499	\$ 30,000	\$ 168,499
Sexual Assault Response & Awareness (Roanoke)	\$ 138,499	\$ 30,000	\$ 168,499
Shelter for Help in Emergency	\$ 138,499	\$ 30,000	\$ 168,499
Shelter House, Inc.	\$ 138,499	\$ 30,000	\$ 168,499
Southside Survivor Response Center	\$ 249,299	\$ 54,000	\$ 303,299
The Center for Sexual Assault Survivors	\$ 193,899	\$ 42,000	\$ 235,899
The Genieve Shelter	\$ 138,499	\$ 30,000	\$ 168,499
The Haven Shelter and Services, Inc.	\$ 249,299	\$ 54,000	\$ 303,299
The James House	\$ 304,698	\$ 66,000	\$ 370,698
The Laurel Center	\$ 360,098	\$ 78,000	\$ 438,098
Thrive Virginia	\$ 193,899	\$ 42,000	\$ 235,899
Total Action Against Poverty (Total Action for Progress)	\$ 138,499	\$ 30,000	\$ 168,499
Transitions Family Violence Services	\$ 138,499	\$ 30,000	\$ 168,499

**Victims of Crime Act (VOCA) Non-Competitive Victims Services Grant Program-SDVS**  
*Program Guidelines and Application Procedures | State Fiscal Year 2025*

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Tri County Community Action	\$ 138,499	\$ 30,000	\$ 168,499
Virginia Sexual and Domestic Violence Action Alliance	\$ 360,098	\$ 78,000	\$ 438,098
Women's Resource Center of the New River Valley	\$ 360,098	\$ 78,000	\$ 438,098
YWCA Richmond	\$ 304,698	\$ 66,000	\$ 370,698
YWCA South Hampton Roads	\$ 360,098	\$ 78,000	\$ 438,098
YWCA/Dom Violence Central VA	\$ 360,098	\$ 78,000	\$ 438,098
	<b>\$ 11,232,139</b>	<b>\$ 2,500,000</b>	<b>\$ 13,732,138</b>