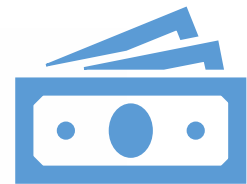


CASA Grant Program FY 2025 Funding Opportunity Roundtable Discussion

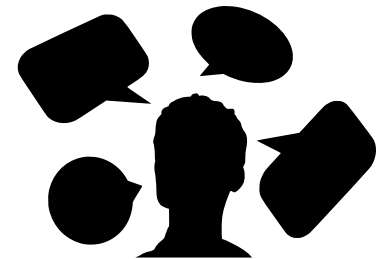


DCJS

Virginia Department of Criminal Justice Services



Ice Breaker What Skills?



Agenda



Introduction



Overview of FY 2025
Funding Opportunity



Components of
Application



Registration in OGMS



Creating an Application
for FY 2025 Funding
Opportunity



DCJS On-line Grant Management System

Introduction

Overview FY 2025 CASA Grant Program Funding Opportunity

- This grant is intended specifically to support local Court Appointed Special Advocate programs as specified in §§9.1-151 et seq. of the *Code of Virginia*.
- Funds are to be used for purposes of continuing, improving, and/or expanding existing agencies and services designed to provide court appointed volunteer advocacy services to child victims of abuse and neglect.
- Applications for continuation funding for Fiscal Year 2025 and 2026 are currently being solicited.
- Because annual allocations are made by formula and change from year to year, the two-year grant program will be approved, with one year's budget approved now, and an increase in funds to cover the second year approved in early 2025.

Overview FY 2025 CASA Grant Program Funding Opportunity

- State Funds: **\$1,532,870**
- Federal Funds: **\$1,499,900**
- No match required from local programs
- Formula Based Funding
- Reporting Requirements
- Application Deadline: **March 19, 2024, by 11:59 pm**

Eligible Recipients

- Only existing CASA programs are eligible to apply. CASA programs must meet the following eligibility requirements to apply for CASA grant funding under these grant guidelines:
 - The program must be operational and have trained volunteers assigned to cases at the time of application.
 - The program must be in full compliance with state regulations.
 - For VOCA funding eligibility, funds must be used for direct services to victims of child abuse and neglect. Examples of eligible victim groups are:
 - Children who have been identified by local departments of social services as victims of child abuse and neglect.
 - Children who have been referred to local departments of social services as possible victims of child abuse and neglect are also eligible if the referral results in an investigation or family assessment (must be determined a valid complaint).
 - Children identified by the court as victims of abuse or neglect.



Application Components

- General Information
- Face Sheet
- CASA Budget
- Funds from other Sources
- CASA Program Performance Targets
- CASA Statement of Assurance
- Lobbying and Disbarment Component
- CASA Program Staff to Volunteer Ratio Calculation

- CASA Program Requirements Assurance Form
- CASA Documentation
- Project Costs
- Attachments
- Non-Supplantation
- Civil Rights Certification of Compliance
- SAM Registration Component Instructions
- Authority Certification

Face Sheet Component

- Congressional District
- Best Practice
- Jurisdiction(s) Served
- Program Title
- Certified Crime Prevention Community
- Type of Application
 - FY 24 Grant Number
 - Performance Statement
 - Past Performance for FY 23
- Community Setting
- Brief Project Description
- Project Director
- Project Administrator
- Finance Officer

Budget Component

Grant Formula Table

Listing of Funds

Match

Funds from Other Sources

Lobbying and Debarment Component



No Federal appropriated funds have been or will be paid for lobbying activities.

If any non-federal funds have been used to pay for lobbying activities in connection with this Federal grant, the applicant shall complete and submit a “Disclosure of Lobby Activities” form.

Lobbying and Debarment Component



Are not presently debarred, suspended, proposed for debarment, declared ineligible, sentenced to a denial of Federal benefits by a State or Federal court, or voluntarily excluded from covered transactions by any Federal department or agency;

Have not within a three-year period preceding this application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;

Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity of using federal funds for lobbying purposes.

Have not within a three-year period preceding this application had one or more public transactions (Federal, State, or local) terminated for cause or default;

CASA Program Performance Targets Component

- Number of CASA Program Performance Targets
 - Number of children served by an active volunteer
 - Number of new children served by an active volunteer
 - Number of new volunteers trained
 - Number of pre-service trainings held by the local CASA program
 - Number of in-service training hours provided by the local CASA program
 - Total number of volunteers who are in compliance with the 12-hour annual in-service training requirement
 - Fiscal Years
 - Actual 1st Fiscal Year—2021
 - Actual 2nd Fiscal Year—2022
 - Actual 3rd Fiscal Year—2023
 - Projected 4th Fiscal Year—2024
 - Projected 5th Fiscal Year—2025

CASA Program Staff to Volunteer Ratio Calculation Component

- Information is for the last fiscal year, from July 1, 2022 to June 30, 2023.
 - Active Volunteers
 - Staff Assigned Full-Time
 - Staff Assigned Part-Time
 - Volunteer Activities
 - Volunteer Supervisors
 - Number of Hours
 - Job Descriptions



CASA Documentation Component

- Copy of your 501 (c)(3) confirmation letter if you are a non-profit organization
 - List of the members of the Board of Directors
- Statement by the Project Administrator describing your governing structure if not governed by a board.
 - Signing Authority Designation
 - Performance Statement

Project Costs Components

The project costs are a vital part of the grant application.

The Grantee should explain the reason for *each* requested budget item and *provide the calculation basis for its cost.*

All requested items *must be justified* and related to the CASA program.

- All requested items must be justifiable (necessary), allowable and reasonable.

Allocation of SGF

- Cost associated with operating the CASA program

Allocation of VOCA Funds

- Direct Services for child victims of crime.
- VOCA Guidelines
 - <https://www.gpo.gov/fdsys/pkg/FR-2016-07-08/pdf/2016-16085.pdf>

Completing the Costs Components

- Each line item of the budget must reflect the same totals across all components of the grant application.
- For example, the amount requested in **Personnel** should be the same in the **Budget Component**.
- Applicants are encouraged to scrutinize documents prior to submission to avoid errors, reduction in awards or special conditions.
- All amounts must be rounded to the nearest dollar. For example, *do not* include figures like this: \$45,456.50; instead, round up: \$45,457.



Completing the Justification

- Justification must be thorough for each Project Cost expenditure requested.
- All requested items must be:
 - justifiable -necessary
 - allowable -Applicants should include the reference to the VOCA Guidelines for allowable expenses in its justification. Please see 28 CFR Part 94, Subpart B - VOCA Victim Assistance Program – (§§94.119 - 94.122) at:
<https://www.gpo.gov/fdsys/pkg/FR-2016-07-08/pdf/2016-16085.pdf>
 - and reasonable -In general, a cost will be considered reasonable if, in its nature and amount, it does not exceed that which would be incurred by a prudent person under the circumstances prevailing at the time the decision was made to incur the cost.

Project Costs Components Requiring Description and Justification

- Personnel and Employee Fringe Benefits
 - Description of Position—The position description should briefly describe grant-related duties performed.
 - Justification-Should include how the position is justifiable (necessary), allowable and reasonable.
 - **Note-Please see the Funding Opportunity Instructions for examples.**

Consultants Component

- Please consult with DCJS prior to requesting funds in this category.
- Description — The description must include the duties, responsibilities, and qualifications required for each consultant.
- Justification-Should include how the cost is justifiable (necessary), allowable and reasonable and describes how the use of outside consultants will significantly enhance project effectiveness.

Travel Component

- General Travel Cost Rules
- Itemize total travel expenses of program personnel by local mileage and non-local mileage.
- Grantees must follow the state's travel policy unless there is a written local travel policy.
- The state allows reimbursement for actual reasonable expenses.
- Mileage is reimbursed at the current federal rate.
- Transportation costs, such as air and rail fares, are at coach rates.
- Description and Justification
 - The description should include grant-related travel to include meetings, presentations, community visits, client-related travel (Visits, training, etc.)
 - Justify travel by explaining why costs are necessary and essential to achieving the goals and objectives of the grant by explaining its relevance to job duties and service to child victims.

Subsistence/Other Travel Component

- **Subsistence Costs**
 - Itemize costs associated with lodging, meals and transportation necessary grant-related activities.
 - *Description of Costs*—Provide a description of grant-related travel.
 - *Justification for Costs*—Justify travel by explaining why costs are necessary and essential to achieving the goals and objectives of the grant.
- **Other Travel Costs**
 - Itemize costs associated with airfare and other travel costs necessary for grant-related activities.
 - *Description of Other Costs*—provide a description of grant-related travel.
 - *Justification for Other Costs*—Justify travel by explaining why costs are necessary and essential to achieving the goals and objectives of the grant.

Equipment Component

- **Equipment Costs General Rules**

- Equipment is defined in the federal Department of Justice Grants Financial Guide (Last Updated November 2022) 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 policy amount of \$5,000 must be followed.”
- List major items to be purchased or leased separately with unit cost.
- Grant funds cannot support the entire cost of an item that is not used exclusively for grant project-related activities; however, grant funds can support a pro-rated share of such an item.

Equipment Component



Description and Justification

Description of Equipment—Describe what the item is and how it will be used.

Justification for Equipment—Explain how the request is essential to completing the goals and objectives of the grant.



Additional Documentation:

Attach documentation of quotes of equipment

Supplies & Other Expenses Component



Rent



Utilities



Telephone services (local and long distance)



Internet access/internet provider contracts



Office supplies



Vendor maintenance contracts/agreements (not allowable under VOCA rule

www.federalregister.gov/documents/2016/07/08/2016-16085/victims-of-crime-act-victim-assistance-program)



Postage



Volunteer Recognition (not allowable under VOCA rules)

- Audit Costs (not allowable under VOCA rules)
- Special printing projects (not allowable under VOCA rules)
- Volunteer and staff training
- Public relations and advertising
- Insurance
- Professional services
- Membership fees for organization (not individual memberships)
- Equipment under \$5000

Supplies & Other Expenses Component



All costs should be itemized within this category by major types and show the basis for computation.



Supplies are defined in the *DOJ Grants Financial Guide* (<https://www.ojp.gov/funding/financialguidedojo/overview>) 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).”



Description of Supply/Item—Describe what the item is and how it will be used.



Justification for Supply/Item

Explain how the request is essential to completing the goals and objective of the grant.

Office rental costs must be reasonable and consistent with rents charged in the area.

Indirect Costs



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 from more than one activity and are common or joint purpose costs.

Non-Supplantation Component

- The federal Department of Justice (DOJ) Grants Financial Guide (Last updated November 2022) describes supplantation 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.”
 - Requests for “new” staff positions must be justified, must not supplant other federal, state, or local funds, and must result in significant additional service delivery.

Civil Rights Certification of Compliance Component

- Grantee is required to acknowledge that they viewed the training on Civil Rights available on the DCJS website (Victims Services page) or at the [Office for Civil Rights Training for Grantees](#).
- Also accept responsibility for ensuring that project staff understands their responsibilities as outlined in the presentations.
- Finally, acknowledging that they understand that if they have any questions about the material presented and my responsibilities as a grantee that they will contact their grant monitor.

SAM Registration Component

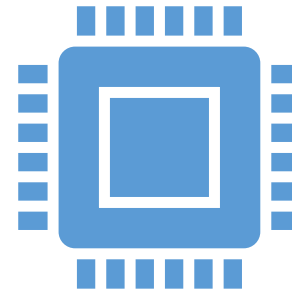
- All entities seeking Department of Justice (DOJ) grant funding must have an active registration in [SAM.gov](https://sam.gov). Once registered, entities must complete annual renewals to maintain an active status.



Authority Certification Component



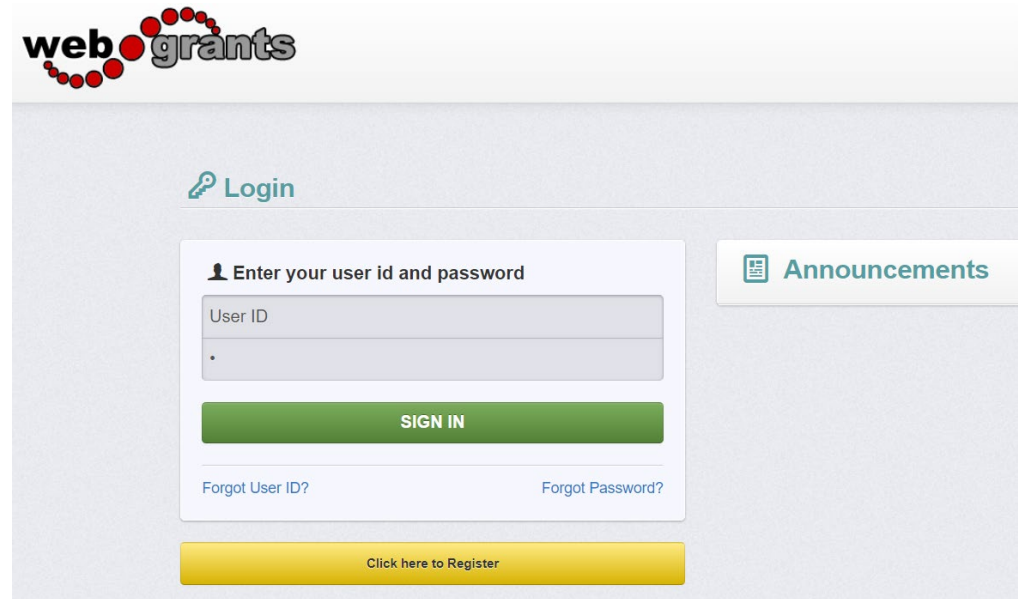
Certifying that all data in the application is true and correct and the document has been duly authorized by the governing body of the application and the applicant will comply with all grant requirements if funding is awarded.



Signature of Project Administrator: *The Project Administrator (not the Project Director) must sign the grant application.*

Registering with the WebGrants System

- Enter the URL for OGMS:
<https://ogms.dcjs.virginia.gov/>
- On the Login page, Click on Click here to Register.



The screenshot shows the WebGrants login interface. At the top left is the 'web grants' logo. Below it is a 'Login' section with a key icon. The main form is titled 'Enter your user id and password' and contains a 'User ID' input field with a single character entered, a green 'SIGN IN' button, and links for 'Forgot User ID?' and 'Forgot Password?'. To the right is an 'Announcements' section with a document icon. At the bottom is a yellow button labeled 'Click here to Register'.

Registration Save Registration Information

Personal Contact Information

Name: First Name Middle Last Name

Solution: First Name Middle Name Last Name

Title:

Email*:

Address*: Address 1
 Address 2
 Address 3

City: Montana Zip:

State/Province: Postal Code/Zip:

Phone*: Phone Ext.

Phone:

Fax: Fax

Fax:

Organization Information

Are you Affiliated with an Organization?: Yes No

Name*:

Organization Type*:

Tax Id:

Organization Website:

Address*: Address

City: Montana Zip:

State/Province: Postal Code/Zip:

Phone*: Phone Ext.

Phone:

Fax: Fax

Fax:

Organization Email:

Attachment Field: select file

DUNS#:

Save Registration Information

Registering with OGMS

- On the Registration page,
- Enter the Personal Contact and Organization Information requested.
- All required fields are shown with a **Red Asterisk ***.
- When complete, click Save Registration Information at the top or bottom of the page.

Registering with OGMS

- You will receive a confirmation of your registration with the message that an alert notification has been sent to your email address.

Thank you for registering.

A confirmation notice has been sent to your email address.

After your registration is approved, you will receive an email notification with a link to log into WebGrants - Dulles Technology using your confirmed credentials.

You may now return to the [log in screen](#).

Registering with OGMS

From: send.mail@dullestech.com <send.mail@dullestech.com>
Sent: Saturday, March 28, 2020 10:28 AM
To: john.smith@dullestech.com
Subject: WebGrants – Dulles Technology - New User Registration

**** Do Not Respond to This Email ****

Dear John Smith,

Thank you for registering with WebGrants - Dulles Technology.

Your registration is currently under review, if approved, you will receive a confirmation email with your user id and password.

Registration review may take several business days.
Thank you for your patience.

You may now log into the WebGrants system at the following location:
<http://www.dullestech.com>

You will receive an email alert
similar to the alert on the
right:

Copy Application

- Select an application from the list (**Court Appointed Special Advocates FY 2024**).
- The data from the prior application will be copied into a new application.
- Click the orange Copy Application button.
- The data in this prior application will be copied
- **Note: Although you are being given the opportunity to copy your existing application from FY 24, please be sure to review, edit and complete each component as if it is a new application.**

Previous Applications to Copy Copy Application

Select an application below to copy and click Copy Application. The data in this prior application will be copied into a new application. You may then edit this application and submit the completed application.

Search:

Copy	Program Area	Funding Opportunity	Application	Stage	Status
<input type="radio"/>	BJAG-Byrne Justice Assistance Grant	2357-Youth and Gang Community Assessment	2358 - TEST_Amia Barrows 050721	Final Application	Editing
<input type="radio"/>	CACG-Child Advocacy Centers Grant	1061-CAC Formula Funding Grant Program	1066 - Amia Barrows_030421	Final Application	Editing
<input type="radio"/>	CACG-Child Advocacy Centers Grant	1435-SFY 2022 Child Advocacy Center Grant Program	1554 - TEST_Amia Barrows 32521	Final Application	Editing
<input type="radio"/>	CASA-Court Appointed Special Advocates	472422-Court Appointed Special Advocates FY2023	472816 - TEST_Amia Barrows 32521 - Copy - Copy	Final Application	Withdrawn
<input type="radio"/>	CASA-Court Appointed Special Advocates	472422-Court Appointed Special Advocates FY2023	472817 - TEST_Amia Barrows 050621 - Copy	Final Application	Withdrawn
<input type="radio"/>	CASA-Court Appointed Special Advocates	472422-Court Appointed Special Advocates FY2023	472818 - TEST_Amia Barrows 050621 - Copy	Final Application	Editing
<input checked="" type="radio"/>	CASA-Court Appointed Special Advocates	922-Court Appointed Special Advocates	2355 - TEST_Amia Barrows 050621	Final Application	Submitted

Completing the FY 25 Grant Application

- You have been provided with detailed instructions for completing the application in OGMS.
- Please use these instructions as guidance for completing your application.

Training Resource

<https://www.dcjv.virginia.gov/grants/ogms-training-resources>

The screenshot displays the Virginia Department of Criminal Justice Services (DCJS) website. The header includes the Virginia.gov logo, the DCJS logo, and the text "Virginia Department of Criminal Justice Services" with the tagline "Improving and promoting public safety in the Commonwealth". A navigation menu lists various services: ABOUT, LICENSING / REGULATION, LAW ENFORCEMENT, SCHOOL / CAMPUS SAFETY, JUVENILE / VICTIMS / ADULT JUSTICE, GRANTS, and RESEARCH. A yellow warning banner states: "DCJS is fully operational, but the majority of staff are working remotely. DCJS is not able to accommodate in-person visitors at this time. Thank you for your patience while we adjust to the circumstances." The main content area is titled "OGMS Training & Resources" and includes a sidebar with links to "Grants", "Funding Opportunities", "OGMS Online", "Forms", "Training", "599", "OGMS Training & Resources", "DCJS Funding Profiles", and "Grant Requirements". The main text announces the launch of the On-line Grant Management System (OGMS) and provides instructions on how to access it, contact support, and participate in training. It also lists "Training Documents" and "Training Videos". Two video thumbnails are shown: "OGMS Submitting Applications" and "OGMS Grant Tracking Overview".



DCJS

Virginia Department of Criminal Justice Services

DCJS Staff Contact

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OGMS Technical Support

ogmssupport@dcjs.Virginia.gov



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