

Sexual Assault Grant Program

Fiscal Years 2002 and 2003 Program Guidelines and Application Procedures

These Program Guidelines provide detailed guidance to aid applicants in determining eligibility, developing itemized budgets and budget narratives, and completing other related forms, including service delivery targets. Using the guidance presented in this document, applicants should be able to efficiently and effectively prepare complete applications.

To assist applicants in their grant preparation, DCJS is sponsoring a one-day workshop. The Grant Application Training will be held at the Sheraton West Hotel, located at 6624 West Broad Street in Richmond, Virginia, (804) 285-2000. Although the training is free to participants, registration is required and due by February 21, 2001. The training will begin at 10:00 a.m. and conclude by 3:00 p.m.

For further information or assistance, please contact the Sexual Assault Program Analyst, Kathleen Radford, (804) 371-4809, kradford@dcjs.state.va.us, or the Chief of the Victims Services Section, Mandie Patterson, (804) 786-3923, mpatterson@dcjs.state.va.us. The registration form is available on the Internet at <http://www.dcjs.state.va.us>.

Introduction

The purpose of this grant program is to provide or enhance direct services to victims of sexual assault.

The Department of Criminal Justice Services (DCJS) has awarded grants to support local and statewide sexual assault programs since October, 1999. These funds were previously administered by the Virginia Department of Health (VDH). The DCJS FY2002/2003 guidelines were developed for grantees who wish to apply for funds for the period July 1, 2001- June 30, 2003. This is the first time that DCJS will award grants to sexual assault programs on a two-year funding cycle.

Sources of Funding and Amount Available

There are three funding sources for this grant program. Federal Victims of Crime Act (VOCA) funds have supported services to sexual assault victims since 1984. It is unclear at this time the amount of VOCA funds available to Virginia for FY2003, but \$1.8 million in VOCA funds is available for FY2002. *

State General Funds were first awarded to VDH by the General Assembly in 1989 for this grant program. General Funds support the Virginia Sexual Assault Hotline and sexual assault programs. For FY2002, \$835,000 in state general funds is available. \$90,000 of that is designated for the Virginia Sexual Assault Hotline. *

VOCA and State funds may be able to support one limited expansion or new project this year.

Federal Preventive Health and Health Services (PHHS) funds provide for the statewide administration and management of local programs and activities that support the work of those programs. It is anticipated that PHHS funds will remain level the next two years. For FY2002, \$132,000 in PHHS funds is available. *

The total amounts available for FY2002 and FY2003 reflect an approximate decrease of 5% from last year's total award. *

* These amounts are based on the information available to DCJS at the time of printing. These figures are estimated and may change.

In the event of a significant increase or decrease in the availability of funds between fiscal years, DCJS will notify all grantees and provide them with additional instructions at that time.

Local sexual assault programs may apply for VOCA and State funds. State funds for local programs are subject to the same requirements and conditions that apply to the VOCA funds.

Statewide organizations may apply for PHHS and State funds.

Eligibility

In FY2002/2003, the sexual assault grant program to support local and state programs is open to non-profit and public agencies currently receiving DCJS funding.

Non-profit and public agencies not currently receiving DCJS funding for local sexual assault services may also be eligible to apply this year. *Currently, Franklin County is the only locality in Virginia not claimed as a service area by existing sexual assault programs. Due to limited funds, only new or expansion applicants proposing to provide services in this one locality will be accepted.*

All local programs and projects must meet the eligibility requirements as defined in Attachment 9, VOCA Guidelines (page 1, section B). New programs must demonstrate that 25% of their financial support comes from non-federal grant sources.

The grant program to support statewide sexual assault programs is open only to statewide organizations currently receiving such grant funding.

Priorities for Funding

Priority will be given to the continuation of existing DCJS-funded sexual assault programs which document that they have successfully met their established objectives, complied with grant requirements (including the timely submission of all required reports), and demonstrated that they are addressing a continuing unmet need. Programs not performing as described above may be denied continuation funding. Applicants are encouraged to request only the minimal funds necessary to support their programs. Due to declining available funds, additional preference will be given to those applicants who voluntarily reduce the amount of their grant request compared to the previous year's grant award.

Limited funds may be available for the expansion of an existing DCJS grant-funded program, or a new program, that wishes to provide services in Franklin County. No other requests for expansion funding will be accepted. The expansion funding category applies to any program seeking to increase their budget for either fiscal year by more than 5% over the previous year. Applicants are encouraged to request only the minimal funds necessary to support the program.

Program Requirements

DCJS requires grant-funded local sexual assault programs to provide comprehensive information and assistance in the areas defined in Attachment 4. In addition to direct services, grant funds may be used to support presentations made in schools, community centers, or other public forums, if the presentations are designed to identify crime victims, and provide or refer them to needed services. Grant funds cannot be used for activities exclusively related to crime prevention.

These grant funds should be used to provide or enhance direct services to sexual assault victims and **cannot** be used to supplant state and local funds that would otherwise be available for sexual assault victim services.

All local programs are required to follow VOCA Guidelines (Attachment 9).

Grants to support statewide sexual assault programs must complement the direct services provided by local programs. Funded programs in this category must meet all other DCJS grant requirements described in this document.

Statewide projects may address one or more of the following areas:

1. Service delivery initiatives to assist in the reduction of sexual assault in Virginia
2. Crisis intervention services to sexual assault victims through a toll-free hotline available statewide
3. Technical assistance to develop and support the needs of sexual assault crisis centers
4. Staff development and training for local center staff, volunteers, and allied professionals
5. Public awareness activities to enable the general public, or specific minority populations, to become more aware of the impact of sexual assault in Virginia and the services available
6. Assistance to agencies and professionals who interact with sexual assault victims in the development of policies and procedures which are responsive to the needs of victims
7. Development of evaluation standards and/or instruments to enable local sexual assault programs to assess how well their services meet the needs of clients
8. Development of resources on sexual assault issues.

Grant Period

Grants to support local sexual assault programs and statewide sexual assault programs are for the twenty-four month period July 1, 2001 through June 30, 2003 (FY2002 and FY2003). Separate budgets and cover sheets will be required for each grant year.

Allowable Costs

For local programs, only those costs directly related and essential to providing direct services to sexual assault victims can be supported by grant funds. Please see Attachment 9, VOCA Guidelines (page 6, section E).

Unallowable Costs

For guidance regarding services, activities, and costs which cannot be supported with local sexual assault program grant funds, please see Attachment 9, VOCA Guidelines (page 10, subsection 3).

Staffing Limits

Local and statewide sexual assault programs may apply for funds to continue existing positions. The first priority will be to continue existing DCJS-funded positions that have a documented history of successfully meeting their established objectives. If funds are available, DCJS may consider funding a new

or expanded position to serve Franklin County. This position must meet the purposes of this grant program.

Match

Grant applicants are not required to provide matching funds at this time. If an applicant chooses to provide match, those funds are subject to the same requirements and conditions that apply to the VOCA funds.

Continuation Funding

In addition to a program'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. According to DCJS Board policy, **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.

Evaluation and Reporting

All grant-supported programs are required to complete and submit a Project Progress Report and a Financial Report by the 12th working day after the close of each quarter. On-site monitoring visits of grant programs will be conducted, as DCJS staff resources permit.

Note: Programs will be required to report on the services they have provided, and to document progress on other program objectives. Information on reporting requirements will be distributed with the grant award package. VADV and VAASA staff indicate that VAdata may be used to generate the statistics needed to complete quarterly reports.

Deadline

An original and four stapled copies of the grant application must be received by **5:00 p.m. on March 30, 2001**. They should be submitted to:

Department of Criminal Justice Services
Attn. Janice Waddy
805 East Broad Street, 10th Floor
Richmond, Virginia 23219.

Late applications will not be accepted. FAX copies will not be accepted. Applications may be hand-delivered or mailed.

To assist applicants in submitting complete applications, a checklist has been included as Attachment 10.

Review Process

Victims Services Section staff and Grants Administration Section 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 review the recommendations and will make final recommendations for consideration by the full CJSB in June, 2001.

If the subcommittee recommends for substantive reasons that an application not be funded, the applicant may appeal the recommendation before an appeals panel of the CJSB. The Grants Administration Section will notify any applicants eligible for appeal. Applications denied due to insufficient funds cannot be appealed. The recommendations of the appeals panel will be presented to the CJSB for final action. Grant awards will be issued in late June, 2001 based on the final approval of the CJSB. Fiscal and programmatic revisions may be required as a condition of funding.

Forms and Instructions

All forms described below can be found on the Internet at <http://www.dcjs.state.va.us>.

Complete grant applications should contain:

- The cover sheet (first page) of the DCJS Grant Application, completed and signed, **for each fiscal year**. (Local programs should use Attachment 1; statewide programs should use Attachment 2.) The Project Administrator should sign these documents.
- A project budget and a budget narrative for the period July 1, 2001 through June 30, 2002, and a project budget and a budget narrative for the period July 1, 2002 through June 30, 2003. Instructions for completion can be found in the next section.
- A project description. Instructions for completing this section can be found on pages 13-15.

Current DCJS-funded programs are exempt from submitting some sections of the project description. (See pages 13-15 for directions.)

- Completed and signed copies of the "General Grant Conditions and Assurances" and the "Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace

Requirements” (see Attachment 8). The Project Administrator should sign these documents.

Instructions for Completing the Grant Application and Itemized Budget

Note: This is the first time that DCJS will award grants to sexual assault programs on a two-year funding cycle. Separate budgets and cover sheets are required for **each** grant year.

Applicant: List official name of local program or state organization applying for the grant (this may be the same as the Program Title).

Jurisdiction(s): List all primary localities to be served or, if appropriate, indicate “statewide.”

Program Title: Indicate the name of the program or organization (this may be the same as the Applicant).

Type of Application: Check the appropriate blank. Applicants currently receiving funding from DCJS should check “Continuation.” Applicants currently receiving funding from DCJS, and requesting to provide services in Franklin County, should check “Expansion.” “Continuation” and “Expansion” applicants must include the grant numbers for their current DCJS grants. Applicants not currently receiving funding from DCJS, and are requesting to provide services in Franklin County, should check “New.”

Project Director: List the person at the project or local level whom DCJS can contact, if further information is needed. Typically, the Project Director is the senior staff person responsible for the day-to-day activities of the grant project.

Project Administrator: List the person who has authority to formally commit the local program or state organization to complying with all the terms of the grant application. Typically, the Project Administrator for a non-profit agency is the President of the Board of Directors. For a local unit of government, the Project Administrator is usually the city manager or county administrator. If someone other than the Project Administrator 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: List the individual who will be responsible for fiscal management of the funds. The Finance Officer for a non-profit agency is the Treasurer of the organization.

Note: It is very important that you provide fax as well as phone numbers for each person above. Include E-mail addresses, if available.

Brief Project Summary: Provide a short description of the project. All applicants **must include an estimate of the total number of direct service victims** to receive program services during each year of the grant period. Additionally, if a continuation or expansion project, the description for FY 2002 must include the total numbers of direct service victims which were served between July 1, 2000 and December 30, 2000. For example:

Brief Project Summary- first page of FY2002 application

*The XYZ sexual assault program provides comprehensive information and direct services to sexual assault victims. It is estimated that during July 1, 2001 and June 30, 2002 (FY2002), **150 victims** will receive direct services through this program. For the period July 1, 2000 through December 30, 2000, the program provided direct services to **65 victims**.*

Brief Project Summary- first page of FY2003 application

*The XYZ sexual assault program provides comprehensive information and direct services to sexual assault victims. It is estimated that during July 1, 2002 and June 30, 2003 (FY2003), **170 victims** will receive direct services through this program.*

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

Section A. Project Budget Summary:

Provide total figures from itemized budget categories. Verify that these figures match the budget totals on the budget category itemization pages for the appropriate fiscal year. At the bottom of this page, provide the grand total for both fiscal years. Round all figures to the nearest dollar.

Section B. Itemized Budget

Itemize all budget amounts and place in appropriate column for each line item. Complete an itemized budget for each fiscal year. Each item should reflect expenditures for a twelve-month grant period. Round all figures to the nearest dollar. Applicants should break down each line-item requested according to budget column headings: for local programs, 80% VOCA, 20% State, and Total; for statewide programs, 50% PHHS, 50% State, and Total.

Instructions for Completing the Budget Narrative

Complete a separate budget narrative for each fiscal year. **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: If the applicant is part of a dual-program, or a larger umbrella organization, there must be clear documentation that the personnel and items requested are for the exclusive use of the sexual assault program. Applicants are reminded that grant funds cannot support the entire cost of an item that is not used exclusively for sexual assault related activities. However, grant funds can support a pro-rated share of such an item. For example, if a domestic violence program is adding a sexual assault services component, office supplies awarded through this grant can only be used for sexual assault services. If the same applicant requests a new computer to be shared by a part-time sexual assault advocate and a part-time domestic violence program employee, only fifty percent of the cost of the computer can be requested through this grant.

Personnel

- List each position by title, and name of employee, if available. Show the annual salary rate for the employee and the hours to be devoted to the project by the employee. Full-time employees work 2,080 hours annually. If requesting a percentage of a staff person, or part-time hours, indicate the total number of hours for each twelve-month grant period. Document the total current FY2001 salary for all requested personnel. For part-time staff, indicate their anticipated total salaries (from all sources of revenue) for FY2002 and FY2003.
- Due to limited funding, no raises above 3.5% per year from this grant source will be considered. All increases in salary rates must be explained and justified.
- Indicate the type and cost of each fringe benefit requested, and document the appropriateness and cost effectiveness of each benefit.

Consultants

Request only those costs which are essential to program operations and which will significantly enhance the provision of direct services to crime victims. Applicants must thoroughly document the necessity and cost effectiveness of requested expenditures.

Travel

Itemize total travel expenses of project personnel by local mileage, non-local mileage, and subsistence (food and lodging). Clearly explain the basis for all calculations.

In the absence of a written, local policy, grantees must follow the state travel policy. The mileage rate cannot exceed \$0.325 per mile.

Justify travel by explaining why costs are necessary and essential to providing direct services to victims or by documenting that grant funds will be used exclusively for developing the skills of direct service providers so that they are better able to offer quality services to crime victims.

DCJS will only approve requests for funds to support out-of-state travel, or airfares to attend training conferences, with compelling justification. If such attendance is cost effective and will facilitate essential improvements in service delivery, DCJS may approve such travel requests.

Applicants may request grant funds to support attendance at the following DCJS sponsored victim assistance training events.

FY2002

July 18, July 25, August 1, and August 8, 2001 – A one-day seminar on homicide will be conducted for victim assistance staff. The trainings will be held in four different locations in Virginia. It is anticipated that these trainings will be offered in Roanoke, Charlottesville, Fredericksburg, and Newport News. The training will include information on the connection between sexual violence and murder. Applicants may request funds to cover reasonable costs of mileage, lodging, and meals. Lunch will be provided. The \$50 registration fee should be requested in the “Supplies and Other” budget category and will cover the costs of lunch, training materials, and training costs. Staff should plan on attending only one of these trainings, as the same training content will be presented at each training event. (For planning purposes, the V-STOP Grant Application Training will likely be held the day following the homicide training in Roanoke and Newport News.)

September 19-21, 2001 - 3-day basic program management training will be conducted for sexual assault program staff. It is anticipated that the training will be held in the Richmond area. Topics for this training may include: financial management of the grant, victim-related legislation, overview of reporting requirements, cooperative agreements, Criminal Injuries Compensation Fund, etc. Applicants may request funds to cover reasonable costs of mileage, lodging, and meals. (The following meals will be provided: Day 1 lunch, Day 2 breakfast and lunch, Day 3 breakfast and lunch). The \$100 registration fee should be requested in the “Supplies and Other” budget category and will cover the costs of the listed meals, training materials, and training costs. Any new grant-funded staff member should plan on attending.

March, 2002 - 1-day grant management training for all program staff. This training will address new developments in the DCJS sexual assault grant program. It is anticipated that the training will be held in the Richmond

area and will precede the annual V-STOP program management training. Applicants may request funds to cover reasonable costs of mileage, lodging, and meals. Lunch will be provided. The \$20 registration fee should be requested in the "Supplies and Other" budget category and will cover the costs of the lunch, training materials, and training costs.

April, 2002 - 1-day victims' rights week commemoration and workshop. This training event and is typically held in Richmond. Lunch will be provided. Applicants may request funds to cover reasonable costs of mileage, lodging, and meals. The \$30 registration fee should be requested in the "Supplies and Other" budget category.

FY2003

Summer, 2002 – A training on advanced topics will be conducted. The training will either be held in one central location, or repeated across the state. Applicants may request funds to cover reasonable costs of mileage, lodging, and meals. Some meals will be provided. The \$50 registration fee should be requested in the "Supplies and Other" budget category and will cover the costs of meals, training materials, and training costs.

September, 2002 - 3-day basic program management training will be conducted for sexual assault program staff. It is anticipated that the training will be held in the Richmond area. Topics for this training may include: financial management of the grant, victim-related legislation, overview of reporting requirements, cooperative agreements, Criminal Injuries Compensation Fund, etc. Applicants may request funds to cover reasonable costs of mileage, lodging, and meals. (The following meals will be provided: Day 1 lunch, Day 2 breakfast and lunch, Day 3 breakfast and lunch). The \$100 registration fee should be requested in the "Supplies and Other" budget category and will cover the costs of the listed meals, training materials, and training costs. Any new grant-funded staff member should plan on attending.

March, 2003 - 1-day grant application training for all program staff. It is anticipated that the training will be held in the Richmond area and will precede the annual V-STOP program management training. This training will prepare participants to complete the FY2004 grant application for funding. Applicants may request funds to cover reasonable costs of mileage, lodging, and meals. Lunch will be provided.

April, 2003 - 1-day victims' rights week commemoration and workshop. This training event and is typically held in Richmond. Lunch will be provided. Applicants may request funds to cover reasonable costs of mileage, lodging, and meals. The \$30 registration fee should be requested in the "Supplies and Other" budget category.

Applicants may request grant funds to attend other in-state training events, and are required to fully justify all requests to attend training.

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 will provide or enhance direct services to crime victims. Applicants are reminded that grant funds cannot support the entire cost of an item that is not used exclusively for victim 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.) Applicants should also document actual FY2001 expenses for each line item requested (for example: "Last year we spent \$400 on postage. For FY2002 we anticipate spending \$475, due to the recent stamp rate increase").

DCJS will scrutinize office space rental requests. Applicants not currently approved for such expenditures will not be awarded funds to pay office space rental expenses. Applicants requesting funds to support office space rental must document efforts to secure non-grant funds. Grantees currently receiving DCJS funds for office space rental expenses are strongly encouraged to decrease their request by 10% each fiscal year.

Grant funds may support a maximum of three memberships in victim assistance organizations. Each organization and its membership rate must be identified. Memberships must be in the name of the agency, not the individual.

DCJS will also carefully examine equipment maintenance requests. Applicants must thoroughly document the necessity and cost effectiveness of requested expenditures. DCJS will not award equipment maintenance funds in excess of the amount approved in FY2001, unless an applicant can demonstrate compelling reasons for such funding. Applicants should describe efforts to secure non-grant funds to support maintenance expenses.

Indirect Costs

No costs are allowed in this category.

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.

Instructions for Completing the Project Description

DCJS-funded programs applying for **continuation funding** are **exempt from submitting some sections** of the project description. **DCJS-funded programs** applying for **expansion funding**, or applicants applying for **new funding**, are **required to submit all sections** of the project description. Carefully read the directions for each section.

Label each section of the project description clearly.

1. Program Title (All Applicants)

Indicate the formal title of the program and the jurisdiction(s) served (label primary or secondary service areas). For example, "Richmond Sexual Assault Crisis Center. Primary service area: Richmond. Secondary service area: Henrico County."

2. Need Justification (Expansion and New Applicants)

- a) Describe need and persons to be served. Include local statistics if appropriate. (Local statistics may include crime rates, child protective services reports, census data, etc.)
- b) Document how the need or demand for these services exceeds those available. What other victims' services are in your service area?
- c) Describe how the services provided will be designed/coordinated to lessen the possibility of duplication of effort.
- d) Describe how the program will address the needs of underserved populations.

3. Implementation of Project

A. Service Objectives (All Applicants)

In this section, all applicants must propose the **target number** of victims to whom these services will be provided during FY2002 and FY2003 for each required service objective. To assist applicants in complying with this implementation plan requirement, a Sexual Assault Services Target Form is provided as Attachment 3. Using the Target Form, applicants may document service objectives by simply listing the target number for each fiscal year beside each service.

Statewide programs should document only those service objectives that apply to their projects.

B. Implementation Plan (Expansion and New Applicants)

In addition to documenting target numbers, applicants should also describe what they will do in order to accomplish each of the **program's service objectives**. An implementation strategy is required for each service objective.

To assist applicants in complying with this implementation plan requirement, a Sample Sexual Assault Program Implementation Plan is provided as Attachment 4. Using the Sample Plan, applicants may document service objective implementation simply by checking off strategies that accurately describe intended implementation plans.

C. Other Program Objectives (All Applicants)

All other program objectives, not covered by the service objectives, must be detailed in this section. See Attachment 5 for an optional form that can be used to document these additional objectives. An implementation strategy is required for each additional program objective. Specify if the other program objectives are for one or both fiscal years.

D. Evaluation Plan (All Applicants)

Grant-funded programs are required to evaluate their programs beyond the mere collection of statistics documenting the number of victims provided with specific services. The evaluation plan should describe how the applicant will determine the overall effectiveness of the program, explaining how evaluation will be conducted and the techniques to be used. Evaluation should be designed to provide an objective assessment of the impact of the services supported with grant funds. Service Objectives and Other Program Objectives should be addressed. Describe how the applicant will use this information to refine the services offered by the program.

E. Additional Requirements (Expansion and New Applicants)

- Signed, written cooperative agreements (see Attachment 6)
- An organizational chart of all program employees (grant-funded or not)
- Job descriptions for all proposed grant-funded positions
- A description of how the applicant intends to use volunteers
- A description (or attach a copy of center policy) of how the applicant intends to maintain confidentiality of client-counselor information (see Attachment 7 for a sample, if a policy needs to be created)
- A copy of the applicant agency's FY2001 itemized operating budget, indicating all sources of funding.
- A copy of the applicant agency's most current 501(c)(3) confirmation letter and closing financial report or audit.

Attachments

Attachment 1:	Grant Application Form for Local Sexual Assault Programs
Attachment 2:	Grant Application Form for Statewide Programs
Attachment 3:	Sexual Assault Services Target Form
Attachment 4:	Sample Sexual Assault Program Implementation Plan for Service Objectives
Attachment 5:	Other Program Objectives- Definitions and Sample Form
Attachment 6:	Cooperative Agreements
Attachment 7:	Sample Confidentiality Policy
Attachment 8:	General Grant Conditions, and Certifications Regarding Lobbying
Attachment 9:	VOCA Guidelines
Attachment 10:	Grant Application Checklist for Continuation, Expansion, and New Applicants