

## I. Introduction

### Authority and Purpose

In 1994, the United States Congress passed the Violence Against Women Act (VAWA) as part of the Violent Crime Control and Law Enforcement Act (codified at 42 U.S.C. 3796gg through 3796gg-5). One part of the VAWA is the STOP (**S**ervices, **T**raining, **O**fficers, **P**rosecution) Violence Against Women program. On October 28, 2000, Congress reauthorized the Violence Against Women Act 2000 (VAWA 2000), and enacted changes in funding categories and priority areas. The **goal** of the STOP program is to develop and strengthen effective law enforcement and prosecution strategies and victims services to promote the more widespread apprehension, prosecution and adjudication of persons committing violent crimes against women. The STOP grant program is known as V-STOP in Virginia and is guided by the V-STOP State Planning Team.

### Overview of Program Guide

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The **Introduction** contains basic information addressing eligibility criteria and funding restrictions, as well as a description of the review process. The second section, the **Program Brief**, offers guidance on the goals and purpose areas that all V-STOP funded programs must address. The third section, **Instructions and Forms**, includes the application form (Attachment I) and data sheet (Attachment II). It also includes narrative instructions and certain certifications and assurances which must be signed and submitted to DCJS to be considered for funding. Geographical information and a checklist are also provided to assist in the completion of the application.

### Notice of Eligibility Requirements

Because of the decrease in the amount of V-STOP funds made available to Virginia by Congress, and a major change in the distribution formula, DCJS will accept applications for calendar year (CY) 2002 V-STOP funding from **current grantees only**.

### Applicant Category

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This year the grant process will be especially competitive. Funding available to Virginia for CY 2002 is **23% less** than was awarded to V-STOP grantees in calendar year 2001. Based on the results of surveys completed by all current grantees and an analysis of funding available, it appears that DCJS may be able to limit reductions to 20%. Priority will be given to grantees that reduce their 2001 award by 20% **and** submit an application that is responsive to the guidelines and well justified.

This program is open to current V-STOP grant funded programs who fall into one of the following applicant categories:

**Law Enforcement** - A public agency charged with policing functions, including any of its component bureaus, such as governmental victims services programs. Governmental victims services programs (such as victim/witness programs) attached to a law enforcement agency should apply in this category.

**Prosecution** - Any public office or agency charged with direct responsibility for prosecuting criminal offenders, including the office's or agency's component departments (such as governmental victims services programs). Prosecution support services, such as overseeing or participating in statewide or multijurisdictional violence against women task forces, conducting training for prosecutors or enforcing

domestic violence-related protective orders shall be considered “direct responsibility” for purposes of this program. Governmental victims services programs (such as victim/witness programs) attached to a prosecutor’s office should apply in this category.

**Victims Services** - A nonprofit, nongovernmental organization, that assists victims of domestic violence, stalking and/or sexual assault victims. Lawyer and non-lawyer advocates, including specialized court advocates are eligible to apply in this category. Governmental victims services programs contracting with nonprofit organizations (e.g. a county nonprofit shelter) should apply in this category.

**Courts** – This category is open to public agencies or private, nonprofit, non-governmental organizations, that assist victims of domestic violence, sexual assault and /or stalking through court advocacy. Court advocates provide support, information, and resources to victims as they navigate the legal system. Only currently funded programs, which provide primary support for court advocate positions may apply in this category.

**Discretionary** - Governmental victims services programs that are not connected to a law enforcement agency or a prosecutor’s office and are not considered nonprofit organizations may apply for funding through their local unit of government for the remaining portion of the grant funds. Statewide and local domestic violence, sexual assault and stalking coalitions should apply in this category. SANE programs should apply under this category. Any state agency, nonprofit/nongovernmental agency or local unit of government agency not meeting the above definitions, but meeting all other criteria set by DCJS for the V-STOP program, should apply for funds in the Discretionary category.

All programs must apply in one of the following categories: Law Enforcement, Prosecution, Victims Services or Discretionary. If your program is also eligible under the Courts category, please indicate so on the Data Sheet (Attachment II). DCJS reserves the right, when appropriate, to change categories in which applicants apply.

Ineligible projects:

Grant funds **may not** be used to support services that focus exclusively on children or to develop sexual assault or domestic violence prevention curricula for schools.

Grant funds **may not** be used to support programs for perpetrators or batterers’ treatment programs.

Grant funds **may not** be used for prevention programs.

**Restrictions/Requirements**

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Match: For state or local government applicants, V-STOP funds may not be used to pay more than 75% of the costs of proposed projects. The remaining **25% must be provided by the applicant, in cash or in-kind**. *Nonprofit/non-governmental applicants are exempt from this requirement.* All funds designated as **match are restricted to the same uses** as the V-STOP Program funds and must be expended in the same period. Match cannot be derived from other Federal funds.

- **In-kind match** may include donations of expendable equipment, office supplies, workshop or classroom materials, work space, or the monetary value of time contributed by professional and technical personnel and other skilled and unskilled labor (including volunteers), if the services they provide are an integral and necessary part of a funded project. The value placed on loaned or donated equipment may

not exceed its fair rental value. The value placed on donated services must be consistent with the rate of compensation paid for similar work in the organization or the labor market.

**Non-supplantation:** V-STOP funds **may not be used to supplant** state, local or other funds which would otherwise be available for the same purpose. Instead, grant funds must be used to **increase** the total amount of funds used to combat violence against women. State, local or other funds currently allocated to combat violence against women may not be reallocated to other purposes if a V-STOP grant is made. Nonprofit/nongovernmental applicants are exempt from this requirement.

**Allowable and Non-Allowable Expenses:** Grant funds under this program may support personnel, training, technical assistance, evaluation, data collection and equipment that promote **the apprehension, prosecution and adjudication** of persons committing violent crimes against women. Grant funds may be used only for expenses that directly relate to carrying out the activities described in the eleven purpose areas of V-STOP (see pages 5-6).

- Grant funds **may** support personnel costs directly associated with staffing the project, specialized training for staff members involved in the project, and/or the costs of equipment necessary for the project. All staff and/or positions must be directly linked to outreach to underserved populations and/or provide links to the criminal justice system in a very clear manner.
- Grant funds **may** be awarded to legal assistance programs specifically to provide representation for victims in their attempts to obtain civil protective orders. Applicants must clearly document that V-STOP grant funds will only support costs incurred as a direct result of providing representation to victims in proceedings to attempt to obtain civil orders of protection. V-STOP grant funds **may not** be used to support services for obtaining divorces or legal separations.
- Grant funds **may** be used for children’s services only if the applicant can demonstrate an inextricable link between children’s services and providing services for a woman. For example, V-STOP funds may support the expansion of battered women’s shelter services to include programs for children of the battered women residing in the shelter.
- Grant funds **may not** be used for renovations, construction, land acquisition, lobbying, fund-raising, or formation of corporations.

**Amount Available** \_\_\_\_\_

**The Violence Against Women Act (VAWA) of 2000 amended the STOP Violence Against Women Formula Grants Program as follows:**

The Virginia STOP allocation for CY 2002 funding is **\$2,470,000**. Funds available to programs are **23% less** than what was awarded by DCJS in CY 2001. This information was communicated to grantees attending V-STOP Program Management, responding to the V-STOP Priorities Survey, and submitting a Letter of Intent. Federal VAWA guidelines require the addition of a new category (courts) and a new distribution formula. See below.

- Law Enforcement will receive **25%** of the total amount. \$617,500
- Prosecution will receive **25%** of the total amount. \$617,500
- Victims Services will receive **30%** of the total amount \$741,000
- Courts will receive **5%** of the total amount. \$123,500
- Discretionary will receive **15%** of the total amount. \$370,500

**All programs requesting funds for CY 2002 are required to reduce their grant request from their CY 2001 grant award by 20%.**

**Grant Period** \_\_\_\_\_

The grant period is **January 1, 2002 through December 31, 2002.**

**How to Apply** \_\_\_\_\_

**An original and five unbound copies** must be received by DCJS **by 5:00 p.m. on September 14, 2001.** Late applications will not be accepted. Applications may be hand-delivered or mailed to:

Department of Criminal Justice Services  
Attention: Grants Administration  
805 East Broad Street, 10th Floor  
Richmond, Virginia 23219

Faxed or online applications copies are **not** accepted.

A **checklist** has been included as Attachment VII to assist applicants in submitting applications. See page 8 for the requirements of a complete application.

**Review Process** \_\_\_\_\_

Victims Services Section Staff, Grants Administration Section Staff, and selected non-DCJS professionals with relevant experience 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 in mid-November to review the recommendations and will make final recommendations for consideration by the full CJSB in December.

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. Applicants intending to appeal must state their intentions in writing prior to the meeting of the appeals panel. The recommendation of the appeals panel will be presented to the CJSB for final action. Grant awards will be issued in late December based on the final approval of the CJSB. Fiscal and programmatic revisions may be required as a condition of funding.

**Technical Assistance and Training** \_\_\_\_\_

To aid applicants in their grant preparation, DCJS is sponsoring two one day pre-application workshops for current V-STOP grantees. The first workshop will be held July 19, 2001 in Roanoke at The Jefferson Center. The second workshop will be held August 9, 2001 in Richmond at the Henrico County Police Training Academy.

The workshops will include an overview of the V-STOP program, grant preparation, budget development, cooperative agreements, and evaluation plans. The workshop will also include opportunities for programs to share resources and information.

A letter from Joseph B. Benedetti, announcing availability of V-STOP funds was mailed in June along with a workshop registration form and information on the DCJS Summer Institutes on Homicide. Completed registration forms must be received by DCJS one week prior to the workshop. For additional forms, please use the contact information below. **Please print a copy of the guidelines and bring it to the training.**

For further information or assistance, please contact one of the Violence Against Women Program Analysts, Deb Downing (804) 371-8635, ddowning@dcjs.state.va.us or Rita Angelone (804) 225-3900, rangelone@dcjs.state.va.us.

## II. Program Brief

### **The Goal of the V-STOP Program is to:**

Establish programs that enhance the criminal justice system's response to violence against women by promoting the identification, apprehension, prosecution and adjudication of persons committing violent crimes against women. In addition, V-STOP will also support programs which develop and enhance victims services in cases involving violent crimes against women.

*To achieve this goal one or more of the following purpose areas must be addressed:*

### **Purpose Areas**

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Grant funds must be used to address one or more of the following purpose areas. These purposes should be reflected in the objectives in your application. **Please note: VAWA 2000 has added four (4) new purpose areas and included new language in the first seven.** Purpose area elections must correspond with the V-STOP Data Sheet (Attachment II).

1. Developing, training, or expanding specialized units of law enforcement officers, judges, other court personnel, and prosecutors specifically targeting violent crimes against women, including sexual assault and domestic violence. (units)
2. Developing, installing, or expanding data collection and communication systems, including computerized systems that linking police, prosecution, and the courts or for the purpose of identifying and tracking arrests, protection orders, violations of protection orders, prosecutions, and convictions for violent crimes against women, including crimes of sexual assault and domestic violence, including the reporting of such information to the National Instant Criminal Background Check System. (data)
3. Developing, enlarging, or strengthening victim service programs, including sexual assault and domestic violence programs, and dating violence programs; developing or improving delivery of victims services to underserved populations; providing specialized domestic violence court advocates in courts where a significant number of protection orders are granted; and increasing reporting and reducing attrition rates for cases involving violent crimes against women, including sexual assault and domestic violence. (victims)

4. Training law enforcement officers, judges, other court personnel, and prosecutors to more effectively identify and respond to violent crimes against women, including the crimes of sexual assault and domestic violence. (training)
5. Developing and implementing more effective police, court, and prosecution policies, protocols, orders, and services specifically devoted to preventing, identifying, and responding to violent crimes against women, including sexual assault and domestic violence. (protocol)
6. Developing, expanding, or strengthening programs addressing stalking. (stalking)
7. Developing, enlarging, or strengthening programs addressing the needs and circumstances of Indian tribes in dealing with violent crimes against women, including the crimes of sexual assault and domestic violence. (tribes)
8. Supporting formal and informal statewide, multidisciplinary efforts, to the extent not supported by state funds, to coordinate the response of state law enforcement agencies, prosecutors, courts, victim services agencies, and other state agencies and departments, to violent crimes against women, including the crimes of sexual assault, domestic violence, and dating violence. (statewide)
9. Training of sexual assault forensic medical personnel examiners in the collection and preservation of evidence, analysis, prevention and providing expert testimony and treatment of trauma related to sexual assault. (forensic)
10. Developing, enlarging, or strengthening programs to assist law enforcement, prosecutors, courts, and others to address the needs and circumstances of older and disabled women who are victims of domestic violence or assault, including recognizing, investigating, and prosecuting instances of such violence or sexual assault and targeting outreach and support, counseling, and other victims services to such older and disabled individuals. (disabled)
11. Providing assistance to victims of domestic violence and sexual assault in immigration matters. (immigration)

Please ensure that program goals and objectives are consistent with the purpose areas listed above. Attachment III is a form to aid in the development of your program's goals and objectives.

### **Calendar Year 2002**

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The Department of Criminal Justice Services will consider only applications from existing V-STOP funded programs. Programs must document that they have successfully met their established objectives, complied with grant requirements and demonstrated that they are continuing to address an unmet need.

**Note: The Criminal Justice Services Board approved the following reporting 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.**

No funds will be available for new or expanded programs. **As previously indicated applicants requesting funds for CY 2002, are required to reduce their grant request by 20% from their CY 2001 award.**

Priority will be given to currently funded programs that:

- Address sexual assault services, development and implementation of protocols, education and training programs for law enforcement, prosecution, and the judiciary.
- Implement community-driven initiatives to address the needs of traditionally underserved populations. Please refer to the list of underserved populations provided by the U. S. Department of Justice. (See Attachment VI )
- Demonstrate a **coordinated and integrated approach** to combating violence against women by restructuring and strengthening the criminal justice system's response to violence against women.
- Represent areas of varying geographic size and population density, reflecting the geography and diversity of Virginia.
- Offer services or referrals to services for persons who are physically disabled, are non-English speaking or are otherwise underserved as identified by the U.S. Department of Justice.
- Document the positive effect this funding has had on combating violence against women.

#### **Availability of Guidelines on Internet**

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Copies of the V-STOP guidelines, including the necessary grant application forms and instructions may be downloaded from the DCJS website after June 29, 2001 at <http://www.dcjs.state.va.us>.

### III. Instructions and Forms

In order to be considered for funding, all applicants must submit an original and five unbound copies of the following:

- Attachment I  
Grant Application face sheet signed by the Program Administrator, Brief Project Summary, Project Budget Summary, Itemized Budget
- Attachment II  
V-STOP Data sheet – Follow instructions on page 17.
- Attachment III  
Goals and Objectives Sheet(s)
- Attachment IV  
General Grant Conditions and Assurances Form signed by the Program Administrator
- Attachment V  
Certification Regarding Lobbying; Debarment, Suspension, and Other Responsibility Matters; and Drug-Free Workplace Requirements Form signed by the Program Administrator
- Attachment VI  
V-STOP Underserved Data Sheet – Indicate the number of victims served in each category. If necessary, you may attach a separate page to respond to the two questions asked at the end of the data sheet.
- Attachment VII  
Grant Application Checklist

#### Other Required Documents:

- Project Budget Narrative - See pages 10-12.
- Project Description – Must include program overview, goals and objectives, cost assumption plan, and evaluation plan. See pages 13-16.
- Copies of first and second quarterly reports for CY 2001
- List of Current Cooperative Agreements with Implementation and Review Dates, signed and dated after Sept. 15, 1998.
- Copies of New or Revised Cooperative Agreements
- For nonprofit agencies only  
501(c)(3) confirmation letter and most current (FY1999 or FY2000) financial audit

## Instructions for Grant Application Face Sheet

(Attachment I)

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### Grant Program: V-STOP

#### **Applicant:**

Provide the official name of local unit of government, state agency or nonprofit/nongovernmental agency

#### **Jurisdiction(s) Served:**

List all local units of government served; if statewide, indicate as "statewide"

#### **Program Title:**

List the specific title of the program for which you are requesting funds.

#### **Start and End Date (Grant Period):**

The grant period must be January 1, 2002 to December 31, 2002.

#### **Project Director, Project Administrator, and Finance Director:**

Project Director. Provide the name and address of the project director. This is the person at the project, local, or state agency level that DCJS can contact if further information is needed.

Project Administrator. Provide the name and address of the project administrator. This person must be the Chief Executive Officer of a local unit of government or nonprofit/nongovernmental agency or the Director of a State Agency.

Project Finance Director. Provide the name and information of the finance director. This is the individual who will be responsible for fiscal management of the funds.

Signature of Project Administrator: The project administrator, as defined above, or designee must sign the face sheet. If a designee signs the face sheet, a letter giving the designee authorization to sign must either be on file with DCJS or accompany the application.

#### **Brief Project Summary:**

Provide a short summary of the proposed project. This will be used to describe your program to the Criminal Justice Services Board during grant review, and **must not exceed 6 lines**. Indicate the number of clients to be served by your program in the proposed grant year. Indicate the number of clients served by your program so far during this grant year.

*E.g. The Harristown Police Department (HPD) is requesting V-STOP continuation funding for 80% of a full-time Violence Against Women Officer (VAWO). In addition to match, local funds will support 20% of this position. HPD has worked with 57 domestic violence victims, 7 sexual assault victims and 13 stalking victims in the first half of 2001. HPD projects serving 125 domestic violence victims, 12 sexual assault victims, and 20 stalking victims in 2002. This grant also supports the VAWO's in-service training and participation on the Harristown Task Force on Domestic Violence.*

## Project Budget Summary

Add the figures from budget categories. When listing match, indicate whether the match is cash © or in-kind (I). Indirect costs are not allowable. Verify that these figures match the budget totals on the Itemized Budget (Attachment I, second and third pages). **Round all figures to the nearest dollar.**

## Itemized Budget (Attachment 1, second and third pages)

Itemize all budget amounts and place in appropriate column for each line item. All subgrantees, except nonprofit/nongovernmental agencies, must provide a 25% cash or in-kind match. Cash match must be on a line-by-line basis. In-kind match must be thoroughly documented. Matching funds included in a grant budget are subject to the same requirements and conditions which apply to the V-STOP funds. **Round all figures to the nearest dollar.**

## Project Budget Narrative

**This is not the same as the Project Description.** Briefly explain the reason for each requested budget item. The Department of Criminal Justice Services (DCJS) encourages frugality to the extent possible without seriously affecting program quality. Applicants are encouraged to utilize existing personnel and volunteers instead of paid staff or consultants, to request a minimum of non-local travel; request a minimum of expensive equipment; rent rather than purchase expensive equipment when more cost effective; and investigate the availability of used, reconditioned or surplus equipment when appropriate. Requested items not thoroughly justified will be deleted from budgets. The dollar amounts of in-kind match must be thoroughly justified.

### 1. Personnel/Employees

- **For salaries:** List each position by title (and name of employee, if available). Show the annual salary rate for the employee and the hours of time to be devoted to the project by the employee. Job descriptions and qualifications of staff should be attached.
- **For employee benefits:** Indicate each type of benefit included and the total cost allowable to employees assigned to the project. Budgets should take into account time needed to acquire new staff and the changing demands for personnel during the course of the project. Provide percentages used in calculating benefits for each employee.

### 2. Consultants

- **For individuals to be reimbursed for personal services on a fee basis:** List each type of consultant or service (with numbers in each category and names of major consultants when available), the proposed daily fee rate, and the amount of time to be devoted to such services. An individual consultant's rate must not exceed \$450.00 per day.

- **For organizations, including professional associations and educational institutions, performing professional services:** Indicate type of services being performed and estimated contract price.
- **Consultant Travel and Subsistence:** Estimate actual cost. The cost must be reasonable and it should also adhere to the state travel policy. Maximum mileage rate is .32½ a mile.

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

### 3. Travel

Itemize total travel expenses of project personnel by local mileage, non-local travel, and subsistence (lodging and meals). Subgrantees must follow local or state travel policy. Transportation costs, such as air and rail fares, are at coach rates. Mileage rate is .32½ a mile. Justify travel by explaining its relevance to job duties.

Applicants are encouraged to request funding to support attendance at DCJS sponsored victim assistance training events. The following three training events are recommended for V-STOP grantees.

<i>Event</i>	V-STOP Program Management	V-STOP Grant Application Training
<i>Place</i>	Richmond	2 locations Central and Southwest Virginia
<i>Time</i>	2 days, February/March	1 day, July/August
<i>Registration</i>	\$50	\$10

### 4. Equipment

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

Each major 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 the item will provide or enhance direct services to victims of domestic violence, sexual assault and/or stalking. 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 V-STOP funds must be equipped with anti-virus protection software, which must be updated regularly.

## **5. 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.)

Grant funds may support a maximum of three memberships in victims 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 not support professional association bar dues or other memberships other than victims assistance organizations.

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 domestic violence, sexual assault and stalking victims.

## **6. Indirect Costs**

Indirect costs are not allowed.

## **7. Cash Funds From Sources Other Than Grant Program Supporting This Project**

List source and amount of cash from the other sources that support this project.

## **Project Description**

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The Project Description, including Program Overview, Goals and Objectives, Cooperative Agreements, Cost Assumption Plan and Evaluation Plan, must be no longer than 12 pages. The description should be double spaced. **Please label each section (i.e. Program Overview, Goals and Objectives, etc.) and provide the number and letter of each answer.**

### **1. Program Overview**

Provide a brief narrative description of the project that addresses the following questions.

- a) What is the overall goal of the project?
- b) How will the project promote the apprehension, prosecution and adjudication of persons committing violent crimes against women?
- c) How will these activities improve victim safety?
- d) How will these activities improve the criminal justice system's response to violence against women?
- e) How will your program address domestic violence, sexual assault and/or stalking?
- f) What activities will be implemented with this grant?
- g) Who (which agency and/or which staff position(s)) is/are responsible for implementation?
- h) When will the activities take place?
- i) What jurisdictions will benefit from these activities? Indicate if statewide.
- j) How many clients will be served by your program?
- k) What have you accomplished to date? What obstacles have you encountered? Did you accomplish your goals and objectives?
- l) Describe how activities have been coordinated across the various elements of the criminal justice system and victims services, for example, community coordinating councils, task forces, co-training, etc.

### **2. Goals and Objectives**

Provide **quantified** goals, objectives, activities and performance measures for your project. (See Attachment III). The purpose of quantifying this information is to establish a process for evaluating the manner and extent to which programs, projects or initiatives achieve their stated objectives (comparing EXPECTED results with ACTUAL results). Consequently, objectives and performance measures will be used to evaluate your program and the overall impact of V-STOP funds statewide.

#### **To document program progress:**

- 1st and 2nd Quarter Progress and Financial Reports must have been submitted to DCJS in a timely manner. Attach copies of the 1st and 2nd quarter progress report.

### 3. Cooperative Agreements

**A list of current cooperative agreements and their implementation dates should be submitted with the application. Copies of revised cooperative agreements should be submitted in the following cases:**

- Current V-STOP program director or staff have changed.
- Current executive staff or elected officials of the other agencies have changed.
- Agreement is signed before 9/15/98.
- Any part of the program (including expanded elements) has changed.

Cooperative agreements should be on file with the agencies listed below **in each locality** you are serving. If your project is statewide, cooperative agreements should be made with other statewide agencies/coalitions. Cooperative agreements should include specific roles and responsibilities of each agency signing the agreement. Each cooperative agreement should have an implementation date, a review date and be signed by persons who have the authority to implement the agreement.

Cooperative agreements are strongly encouraged with the following groups:

Law enforcement agencies  
Sexual assault centers  
Victim/Witness programs

Prosecutors' offices  
Domestic violence programs

Other affected agencies may include:  
Court service units  
Offender treatment programs  
Magistrates  
Mental health offices

SANE programs  
Medical professionals  
Social services  
Legal aid offices

and any other agency/program that is affected by the V-STOP program.

If cooperative agreements cannot be made with a particular agency, explain why and describe future plans to foster a relationship with the agency.

### 4. Cost Assumption Plan

*All programs are required to complete this section:*

- a) Explain how the project will be maintained, if V-STOP funds are discontinued.
- b) Describe what efforts have been made to finance this program through local or other funding sources (e.g. local government, United Way, fund raising and private foundations).
- c) Describe the approach that was utilized to gain financial support.
- d) Have you applied for any of the following grant programs? Please give amount applied for and/or awarded and grant period. If you did not apply, please indicate so. If you have applied for any of the following funding sources, please explain how funds will not duplicate services funded by V-STOP.

- Grants to Encourage Arrest Policies and Enforcement of Protection Orders
- Civil Legal Assistance for Victims Grant
- Grants to Reduce Violent Crimes Against Women on Campus
- STOP Violence Against Indian Women Discretionary Grant
- Grants to State Coalitions
- Grants to Tribal Domestic Violence and Sexual Assault
- Rural Domestic Violence and Child Victimization Enforcement Grant
- Other VAWA

## 5. Evaluation Plan

All V-STOP grant programs are required to provide DCJS an evaluation plan to assess your program's goals and objectives. You will be asked a series of questions in this section to assist you in evaluating your program. To answer these questions, the evaluation plan must include performance measures. Performance measures may be based on statistical information collected throughout CY 2000. If your program was initially funded in CY 2001, please provide statistics for the first two quarters.

- a) How many years has your program received funds through V-STOP?
- b) Describe both in subjective and objective terms what impact the V-STOP project has had on the community.
- c) What aspects of the project contribute most to the success of the program?
- d) Have program services increased or decreased since V-STOP funds have been available to your program?
- e) Describe any gaps in services you have identified.
- f) What type of barriers or obstacles have you encountered?
- g) Do you survey victims who receive services? Do you survey or ask for feedback from other community service programs? If so, provide an analysis of survey results. Describe and, if available, attach survey forms you plan to use to assure quality of services.
- h) What data are you collecting on a regular basis? Who collects the data? How often is it collected? Describe how you will use this information to modify your program and educate your service area on the need for, and the services offered by your program.
- i) Describe how you will determine the overall effectiveness of your program.

All applicants are required to provide the following baseline information in order to evaluate the effectiveness of their V-STOP project. Complete relevant sections of Attachment II, page 2.

### Law Enforcement

Number and types of arrests made in 2000  
 Number of emergency protective orders issued in 2000

### Prosecution

Number and types of cases prosecuted in 2000  
 Disposition of cases from 2000

Victims Services

Number and types of victims served  
Number and types of services provided  
Number of victims using criminal/civil remedies

Forensic

Number of PERKs completed

Training

Number of training events  
Number of attendees  
Number and type of training events  
Number and discipline of attendees (eg. law enforcement, prosecution, victims services, etc.)

Legal Services/Advocacy

Number and types of protective orders sought  
Number and types of protective orders obtained

Councils/Task Forces

Number of meetings  
Number of attendees  
Types of policies, protocols developed  
Number of hours attending meetings

## Instructions for Completing Data Sheet (Attachment II) ---

1. **Year of Funding:** Check “2002.”
2. **Name of Applicant:** Provide the name of the official applicant agency and current grant number.
3. **Service Area(s):** List the jurisdiction(s) you will serve or indicate statewide.
4. **Crime(s):** Check the crime(s) that your program will address.
5. **Applicant Category:** Refer to pages 1-2. If your V-STOP project provides primary support for a court advocate, please check the courts category, as well as the category you applied under for CY 2001.
6. **Purpose Area(s):** Check all areas that apply. Refer to page 5-6.
7. **Geographic Distribution:** Refer to Appendix 1 for the geographic category(ies) for the jurisdictions you serve. If your town is not listed, use the information for the county in which it is located. Check all those that apply.
8. **Geographic Region:** Refer to the map on Appendix 1 for the geographic region of the locality(ies) you serve or check statewide.
9. **Brief Project Summary** (same as information provided on face sheet): Provide a short summary of the proposed project. This will be used to describe your program to the Criminal Justice Services Board during grant review, and **must not exceed 6 lines**. Indicate the number of victims to be served by your program in the proposed grant year. Indicate the number of clients served by your program so far during this grant year. See example of a Project Summary on page 9.
10. **2002 Amount Requested:** Provide the amount your program is requesting for 2002, not including match. Also provide the number of full-time and part-time staff positions requested. For part-time staff, provide the number of hours per week the staff person will work. If you are requesting an increase in hours for a particular position(s) that is not V-STOP funded, list that under “other.”
11. **2001 Amount Awarded:** Provide the amount your program was awarded in 2001, not including match. Also provide the number of V-STOP funded full-time and part-time staff in your program. For part-time staff, provide the number of hours per week the staff person works. If V-STOP funds are requested to fund an increase in hours for a particular position(s) that is not currently V-STOP funded, list that under “other.”

12. **Baseline Data:** Complete information on second page **for all that apply**, e.g. a law enforcement agency proposing training for all their personnel would provide information under both the law enforcement section **and** the training section. A victims service agency providing both direct services and staffing a coordinating council would provide information under both the victims services section and the council/task force section. (See also page 15)

Cite the source of your information on the last two lines.