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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

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 III). 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

Due to a decrease in Federal STOP funds (approximately 12%), DCJS will accept applications for calendar year (CY) 2005 V-STOP funding from **current V-STOP grantees only**, with the exception of the Law Enforcement category. New initiatives will be accepted in the Law Enforcement category due to the availability of unexpended Law Enforcement Category funds from CY 2003 and CY 2004.

Applicant Category

This program is open to **current V-STOP grant funded programs only**, with the exception of the Law Enforcement category. The following applicant categories are eligible.

Law Enforcement - A public agency charged with policing functions, including any of its component bureaus, such as governmental victims services programs. Law Enforcement support services, such as overseeing or participating in statewide or multi-jurisdictional 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 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 multi-jurisdictional 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.

Courts – This category includes courts, court service units, magistrates’ offices, and 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.

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.

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 in the discretionary category. Statewide domestic violence, sexual assault and stalking coalitions should apply in this category. Forensic Nurse Examiner programs should apply in 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 forth in these guidelines, should apply for funds in the Discretionary category.

All programs must apply in one of the following categories: Law Enforcement, Prosecution, Courts, Victims Services or Discretionary. If your program is eligible under the Courts category, as well as another category, please indicate so on the Data Sheet (Attachment III). 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

Match: **For all 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.

*Because of changes in federal guidelines, **nonprofit/non-governmental applicants are no longer 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 (cell phones, computers), 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.

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 7-8).

- 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 Virginia STOP allocation for CY 2005 funding is **\$2,504,900**, an approximate 12% decrease from CY 2004. CY 2005 V-STOP funding will be supplemented with a small percentage of the new Domestic Violence Victim Fund allowing current subgrantees to request up to a 2% increase in their CY 2005 budgets. VAWA regulations specify that each category receive a certain percentage of the state allocation. See below.

- Law Enforcement will receive **25%** of the total STOP allocation.
- Prosecution will receive **25%** of the total STOP allocation.
- Courts will receive **5%** of the total STOP allocation.
- Victims Services will receive **30%** of the total STOP allocation.
- Discretionary will receive **15%** of the total STOP allocation.

Only the Law Enforcement Category has unexpended funds available from previous years. This is the only category where a small amount of funding will be available to fund new initiatives.

Grant Period _____

The grant period is **January 1, 2005 through December 31, 2005.**

How to Apply _____

An original and three (3) unbound copies must be received by DCJS **by 4:30 p.m. on Friday, September 17, 2004**. Late applications **will not be accepted**. Faxed or online applications copies **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

Attention applicants who hand deliver their applications: due to new security measures, any hand delivered applications must be delivered by 4:30 p.m. NO EXCEPTIONS.

A **checklist** has been included as Attachment VII to assist applicants in submitting applications. The components of the application **must be submitted in the same order as the checklist**. Applications **must include page numbers**. See **page 10** for the requirements of a complete application.

Review Process _____

Victims Services Section Staff, Grants Administration Section Staff, staff from the Office of the Attorney General 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 early December 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. However, if funds are insufficient to make the award, there will not be an appeal process.

Availability of Guidelines on Internet _____

CY 2005 V-STOP guidelines, including the necessary grant application forms and instructions may be downloaded from the DCJS website beginning July 12, 2004 at <http://www.dcjs.virginia.gov>.

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 and new Law Enforcement V-STOP applicants. The first workshop will be held **July 28, 2004** in Richmond at the Sheraton West. The second workshop will be held **August 4, 2004** in Roanoke at the Division of Forensic Science, Western Laboratory (6600 Northside High School Road, Roanoke, VA 24019-2837).

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.

Registration for the grant application training must be done via the DCJS website – <http://www.dcjs.virginia.gov>. Registration must be completed one week prior to the workshop.

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 Coordinators, Deb Downing (804) 371-8635, deb.downing@dcjs.virginia.gov, Eleanore Kantzer (804) 225-4060, eleanore.kantzer@dcjs.virginia.gov, or Stacie Vecchietti (804) 225-3900, stacie.vecchietti@dcjs.virginia.gov.



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 that develop and enhance victims services in cases involving violent crimes against women.

Purpose Areas

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. Purpose area selections must correspond with the V-STOP Data Sheet (Attachment III).

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 link 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 II is a form to aid in the development of your program's goals and objectives.

In addition, the V-STOP State Team developed the following priorities for Virginia.

- 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. (rural, tribal, underserved urban, African American, Asian American, Pacific Islander, Hispanic, Native American, Spanish speaking, Speakers of an Asian language, speakers of other non-English languages, mentally/emotionally challenged women, physically/medically challenged women, older women, migrant farm workers, lesbians, immigrants, and women at risk – substance abusers, prostitutes, etc.)
- Offer services or referrals to persons who are elderly, physically disabled, non-English speaking, or otherwise underserved as identified by the U.S. Department of Justice.
- Address sexual assault services, development and implementation of protocols, education and training programs for local and campus law enforcement, prosecution, and the judiciary.
- Support services and/or training in working with intimate partner sexual assault cases.
- Represent areas of varying geographic size and population density, reflecting the geography and diversity of Virginia.
- Train and develop materials for judges, magistrates, court administrators, and other court personnel on violence against women, pertinent laws, and ways to increase court responsiveness to diverse communities.

- Create protocols within the court system that address the lack of trained, certified court translators available to victims of domestic and sexual violence who are non-English speaking.
- 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.
- Provide court-based advocacy to provide support, information, and resources to victims as they navigate the legal system.
- Perform court monitoring or court watch projects as a means of identifying, quantifying and responding to systemic problems.
- Document the positive effect this funding has had on combating violence against women.

Calendar Year 2005

- **No funds will be available for new or expanded programs during CY 2005**, with the exception of new initiatives in the Law Enforcement category (due to the availability of unexpended funds from previous years).
- As previously indicated, continuation applicants are encouraged to request **no more than a 2% increase** in program operating budgets for CY 2005.
- Existing 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.

III. Instructions and Forms

Required Elements

To be considered for funding, all applicants must submit an original and three (3) unbound copies of the following documents in the following order. Please number pages and secure your application with a binder clip.

1. Grant Application face sheet signed by the Program Administrator, Brief Project Summary, Project Budget Summary, Itemized Budget (Attachment I)
2. Project Budget Narrative - See pages 12-14.
3. Job Description of position(s) supported by V-STOP funds - New Law Enforcement applicants only.
4. Program Overview – New Law Enforcement applicants only. See page 15.
5. Goals and Objectives – All applicants. See page 15 and Attachment II.
6. Need justification – New Law Enforcement applicants only. See page 16.
7. Implementation Plan - New Law Enforcement applicants only. See page 16.
8. Sustainability plan – All applicants. See page 17.
9. Evaluation plan, including a client/community survey – All applicants. See page 18.
10. List of current Cooperative Agreements with implementation and review dates, signed and dated after Sept. 17, 2001 - Continuation applicants only.
11. Copy of new or revised Cooperative Agreements – All applicants. See page 16 and 17.
12. Copies of 2nd quarterly progress report for CY 2004 - Continuation applicants only.
13. V-STOP Data sheet – All applicants. (Attachment III) Follow instructions on pages 20-21.
14. 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 – All applicants. (Attachment IV)
15. General Grant Conditions and Assurances Form signed by the Program Administrator (Attachment V)
16. Certification Regarding Lobbying; Debarment, Suspension, and Other Responsibility Matters; and Drug-Free Workplace Requirements Form signed by the Program Administrator (Attachment VI)
17. 501(c)(3) confirmation letter (nonprofit agencies only)
18. Most current (FY 2003 or FY 2004) financial audit (non-profit agencies only)

Instructions for Grant Application Face Sheet
Continuation and New Law Enforcement Applications
(Attachment I)

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, 2005 to December 31, 2005.

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. *The individual listed here should not be listed under Project Administrator or Finance Director.*

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. *The individual listed here should not be listed under Project Director or Finance Director.*

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. *The individual listed here should not be listed under Project Director or Project Administrator.*

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, if a continuation program.

E.g. *The Harristown Police Department (HPD) is requesting V-STOP continuation funding for a full-time Violence Against Women Officer (VAWO). HPD has worked with 57 domestic violence victims, 7 sexual assault victims and 13 stalking victims in the first half of 2004. HPD projects serving 125*

domestic violence victims, 12 sexual assault victims, and 20 stalking victims in 2005. 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 I, second and third pages)

Itemize all budget amounts and place in appropriate column for each line item. **ALL subgrantees must provide a 25% cash or in-kind match.** In-kind match must be thoroughly documented. Matching funds included in a grant budget are subject to the same requirements and conditions that 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 in **3 pages or less** 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. **New Law Enforcement Applicants should also attach job descriptions and qualifications of V-STOP funded staff.**
- **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 or local travel policy. Maximum mileage rate is .325 cents 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 .325 cents 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 two training events are strongly recommended for V-STOP grantees.

<i>Event</i>	Program Management	V-STOP Grant Application Training
<i>Place</i>	Richmond	2 locations Central and Southwest Virginia
<i>Time</i>	3 days, March	1 day, July/August
<i>Registration</i>	\$100	\$15

Applicants are also encouraged to attend Virginia Domestic Violence and Sexual Assault Coalition sponsored training events, particularly the Annual Spring Retreat.

Requests for funding to support attendance of national level trainings will not be considered.

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 any 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 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 not support professional association, bar dues or memberships, other than victim assistance organizations.

Justify travel by explaining how 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. These skills should enhance the quality of 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

Continuation and New Law Enforcement Applications

The Project Description for continuation applicants, including Goals and Objectives, Sustainability Plan, and Evaluation Plan, must be no longer than **8 pages**. Project Descriptions for new Law Enforcement applications must be no longer than **15 pages**. All applicants must adhere to page limitations of each section of the Project Description. The Project Description should be **double spaced and completed in Ariel 12**. **Please label each section (i.e. Program Overview, Goals and Objectives, etc.) and provide the number and letter of each question or requirement. Please limit miscellaneous attachments that are not specifically outlined in the Project Description.**

1. Program Overview—New Law Enforcement Applicants

3 page maximum

- a) What is the overall goal of the project?
- b) How will the project promote the apprehension, prosecution and adjudication (of both misdemeanors and felonies) of persons committing violent crimes against women?
- c) How will these activities improve victim safety?
- d) What activities will your program implement with this grant to address domestic violence, sexual assault and/or stalking?
- e) Who (which agency and/or which staff position(s)) is responsible for implementation?
- f) When will the activities take place?
- g) What jurisdictions will benefit from these activities? Indicate if statewide.
- h) How many clients will be served by your program?
- i) What other V-STOP funded programs are in your service area (including victim/witness, prosecution, law enforcement, and/or local DV/SA program)?
- j) Describe how activities will be coordinated across the various elements of the criminal justice system and victims' services, particularly with other V-STOP funded projects.
- k) How will your project address sexual assault? Do you plan to participate on, or staff, a sexual assault response team? Who are the other participants? Have you developed any local protocols to address sexual assault?
- l) Does your agency participate on or staff a coordinated community response to domestic violence? Who are the other participants? Have you developed any local protocols to address domestic violence?
- m) Has your agency or community developed any protocols to address stalking?

2. Goals and Objectives—All Applicants

5 page maximum

Provide goals, objectives, activities and performance measures for your project. (Please complete Attachment II for each objective). 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:

- Attach copy of 2nd quarter progress report (continuation applicants only).

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.

3. Need Justification – New Law Enforcement Applicants **1 page maximum**

- a) Describe need and persons to be served.
Provide statistics from your local victims services program, law enforcement agency, prosecutor's office, court records and/or crime statistics.
- b) Document how the need or demand for these services exceeds those available.
Document how the present training or services are not meeting the needs of the recipients, i.e. not extensive enough, too far away, too expensive, does not exist, etc. If applicable, document the number of victims that went unserved or underserved.
- c) Describe how the services provided will be designed/coordinated to lessen the possibility of duplication of effort.

4. Implementation Plan—New Law Enforcement Applicants **3 page maximum**

- a) Provide a timeline that includes all activities listed in your goals and objectives.
The timeline must clearly show if the program will be completed by December 31, 2005 or require ongoing funding.
- b) Provide an organizational chart.
This chart should show how your agency and program fit into the larger picture in your community. Specifically show how the V-STOP funded program and staff fit within your agency.
- c) Describe how activities will be coordinated across the various elements of the criminal justice system and victims services.
This includes community coordinating councils or other regular meetings with other agencies' staff. Submitting only cooperative agreements in response will not suffice.

5. Cooperative Agreements—All Applicants

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

- Applications for new Law Enforcement initiatives.
- Current V-STOP program director or staff has changed.
- Current executive staff or elected officials of the other agencies have changed.

- Agreement is signed before 9/15/01.
- 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

Cooperative agreements with the following agencies are also encouraged.

Court service units
Offender treatment programs
Social services
Mental health offices

SANE programs
Medical professionals
Legal aid offices

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

6. Sustainability Plan—All Applicants

1 page maximum

If you are a **continuation applicant**, please respond to question **d only**. If your program is a **new Law Enforcement initiative**, you are required to respond to questions **a, b, c, and d**.

- What piece of this project is most important? Is there a commitment from your office, board, or chief executive to continue this work?
- 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).
- Describe the approach that was utilized to gain financial support.
- Have you applied for any of the following grant programs? Please give the amount applied for and/or awarded and the grant period. If you did not apply, please indicate so. If you have applied for or been awarded any of the following funding, 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 Address Tribal Domestic Violence and Sexual Assault
 - Rural Domestic Violence and Child Victimization Enforcement Grant
 - Other VAWA

7. Evaluation Plan—All Applicants

2 page maximum

All V-STOP grant programs are required to provide DCJS with an evaluation plan to assess the program goals and objectives. The questions in this section were designed to assist local program staff evaluate program effectiveness. If you are a continuation program, performance measures detailed in the goals and objectives section should be connected to your responses to questions **g and h** below. If your program is a **new Law Enforcement initiative** and has never received V-STOP funding, you are required to respond to only questions **e, f, g, h and i**.

- 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? Please provide statistics to document increase or decrease and an analysis of any significant change.
- e) Describe any gaps in services you have identified.
- f) What type of barriers or obstacles have you encountered?
- g) Please attach a copy of the survey your program/organization uses or plans to use to obtain feedback from victims who receive services. Please provide an analysis of past survey results.
- h) What data are you, or will you, be 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. Please provide an assurance that this information will be reported quarterly to DCJS.
- i) Describe how you will determine the overall effectiveness of your program.

All currently funded V-STOP applicants are required to provide the following baseline information in order to evaluate the effectiveness of their V-STOP project. Complete relevant sections of the **V-STOP Data Sheet** (Attachment III, page 2).

Law Enforcement

Number and types of arrests made in 2003
Number of emergency protective orders issued in 2003

Prosecution

Number of misdemeanor cases prosecuted in 2003
Number of felony cases prosecuted in 2003
Disposition of cases from 2003

Victims Services

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

Councils/Task Forces

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

Legal Services/Advocacy

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

Forensic

Number of PERKs completed

All applicants are required to respond to the two questions listed on the **V-STOP Underserved Data Sheet**. (Attachment IV). All **continuation applicants** are required to provide information on the **number** of victims served in the federally defined “underserved victims” category.

Instructions for Completing Data Sheet (Attachment III) ---

Continuation and New Applications

1. **Year of Funding:** Check “2005.”
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. Objectives must reflect all crimes that you check on this paper.
5. **Applicant Category:** Refer to pages 2-3. 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 2004.
6. **Purpose Area(s):** Check all areas that apply. Refer to page 7-8.
7. **Geographic Distribution:** Refer to Attachment VIII 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 Attachment VIII 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 pages 11 -12.
10. **2005 Amount Requested:** Provide the amount your program is requesting for 2005, 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. **2004 Amount Awarded for continuation programs:** Provide the amount your program was awarded in 2004, 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 for continuation programs:** 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 victim 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.

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