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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, and January 5<sup>th</sup>, 2006, Congress and the President reauthorized the Violence Against Women Act, and enacted changes in eligibility requirements, funding categories, and priority areas. **The STOP program promotes a coordinated, multidisciplinary approach to improving the criminal justice system's response to violent crimes against women and encourages the development and strengthening of effective law enforcement and prosecution strategies to address violent crimes against women and the development and strengthening of victim services in cases involving 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 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 Funding Available for Current V-STOP Applicants

Current V-STOP grantees that have received funding for **ten (10) or more years** (does not have to be 10 *consecutive* years) are required to **reduce their V-STOP budget requests by 15%** from their 2007 award, as noted in the V-STOP guidelines issued on July 7<sup>th</sup>, 2005. Please see attachment VIII for further guidance.

Current V-STOP grantees that have received funding for **less than ten (10) years** are required to request **no more than level funding** from their CY 2007 V-STOP award. Please see attachment VIII for further guidance.

### Notice of Eligibility Requirements for New Applicants

DCJS will only accept NEW applications for NEW initiatives for the V-STOP funding cycle that includes CY 2008 and 2009 **that address the specific priority areas detailed on page 10.**

Only one project per applicant is likely to be funded.

### Applicant Category

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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.

**Victim 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. *Per VAWA 2005, within the Victim Services category, 10% must fund linguistically and culturally specific services and activities based in culturally specific, community based organizations.*

**Discretionary** - Governmental victim 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. 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:** *Nonprofit/non-governmental applicants are currently exempt from the match requirement.* For law enforcement, prosecution, courts, and discretionary 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. 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 2008 funding is \$2,277,833, a 12.3% decrease from 2007. 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.
- Victim Services will receive 30% of the total STOP allocation.

- Per VAWA 2005, **10%** of the Victim Services category shall fund linguistically and culturally specific services and activities based in culturally specific, community based organizations.
- Discretionary will receive **15%** of the total STOP allocation.

The following categories have a portion of these totals available for **new initiatives**. See below:

- Prosecution **\$30,965**
- Victim Services, linguistic and culturally specific services in *culturally specific, community based organizations* **\$29,699**

Due to the availability of unexpended and reverted funds, the following amount is available for one-time projects in the Victim Services/Discretionary categories (**these projects will not be renewed for the V-STOP funding cycle that includes 2010 and 2011**): **\$54,936**

**DCJS will only accept applications for NEW initiatives for the V-STOP funding cycle that includes CY 2008 and 2009 that address the specific priority areas detailed on page 10.**

Current V-STOP grantees that have received funding for ten (10) or more years (does not have to be 10 *consecutive* years) are required to reduce their V-STOP budget requests by 15% from their 2006/2007 award. Please see attachment VIII for further guidance.

Current V-STOP grantees that have received funding for **less than ten (10) years** are required to request **no more than level funding** from their CY 2007 V-STOP award. Please see attachment VIII for further guidance.

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

The grant period for these guidelines is **January 1, 2008 through December 31, 2009**. **Second year awards are contingent upon funds allocated to support the Violence Against Women Act, program performance, and the availability of funds. In the proposal, grantees must submit a separate Face Sheet for CY 2008 and 2009, a separate Itemized Budget for CY 2008 and 2009, and a separate Project Budget Narrative for 2008 and 2009.**

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

**An original and three (3) unbound copies** must be received by DCJS **by 4:30 p.m. on Friday, September 14, 2007**. 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  
 202 North Ninth Street, 10<sup>th</sup> Floor  
 Richmond, Virginia 23219

**Attention applicants who hand deliver their applications: due to new security measures, any hand delivered applications must be delivered to DCJS on Friday, September 14, 2007 by 4:30 p.m. NO EXCEPTIONS.**

## **Review Process**

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Victims Services Section Staff and outside reviewers 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-December to review the recommendations and will make final recommendations to 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**

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CY 2008 and 2009 V-STOP guidelines, including the necessary grant application, forms, and instructions may be downloaded from the DCJS website beginning July 9, 2007 at <http://www.dcjs.virginia.gov>.

## **Technical Assistance and Training**

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To aid applicants in their grant preparation, DCJS is sponsoring one in-person Grant Application Training for new applicants and two Grant Application Teleconferences for continuation grantees.

New applicants are strongly encouraged to attend the in-person Grant Application Training in Richmond on **Tuesday, August 7<sup>th</sup>, 2007, from 10 a.m. - 3 p.m.**

Registration for the grant application training must be done via the DCJS website – <http://www.dcjs.virginia.gov>. **Registration is required and must be completed one week prior to the training; the registration fee is \$20 and includes lunch.**

Current/Continuation V-STOP applicants may attend either one of the two Grant Application Teleconferences. The first teleconference will be held **Tuesday, July 31<sup>st</sup>, 2007, from 2 pm – 4 pm**, the second teleconference will be held **Friday, August 24<sup>th</sup>, 2007, from 10 am – 12 pm**. **Applicants need participate in only one of the two teleconferences.**

Registration for the Grant Application Teleconferences must be done via the DCJS website – <http://www.dcjs.virginia.gov>. **Registration is required and must be completed one week prior to each teleconference; there is no registration fee. Instructions for teleconference participation will be provided after registration.**

**Please print a copy of the guidelines and have it available during the training.**

For further information or assistance, please contact the V-STOP Program Coordinator, Stacie Vecchietti (804) 225-3900, [stacie.vecchietti@dcjs.virginia.gov](mailto:stacie.vecchietti@dcjs.virginia.gov) or V-STOP Program Monitors, Deb Downing (804) 371-8635, [deb.downing@dcjs.virginia.gov](mailto:deb.downing@dcjs.virginia.gov), Eleanore Ashman (804) 225-4060, [eleanore.ashman@dcjs.virginia.gov](mailto:eleanore.ashman@dcjs.virginia.gov), Kay Edwards (804) 786-3973, [kay.edwards@dcjs.virginia.gov](mailto:kay.edwards@dcjs.virginia.gov), or Kathleen Demro (804) 371-4809 [kathleen.demro@dcjs.virginia.gov](mailto:kathleen.demro@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 victim services in cases involving violent crimes against women.

### **Purpose Areas**

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Grant funds must be used to address one or more of the following purpose areas as detailed in the Violence Against Women Act that was reauthorized in 2005. These purposes should be reflected in the objectives in your application.

1. Developing, training, or expanding units of law enforcement officers, judges, other court personnel, and prosecutors specifically targeting violent crimes against women, including the crimes of sexual assault and domestic violence. (units)
2. Developing, installing, or expanding data collection and communication systems, including computerized systems, linking police, prosecutors, and 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 the crimes of sexual assault and domestic violence. (data)
3. Developing, enlarging, or strengthening victim services programs, including sexual assault, domestic violence, and dating violence programs, developing or improving delivery of victim 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 crimes of sexual assault, domestic violence, and dating 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, domestic violence, and dating 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 the crimes of sexual assault and domestic violence. (protocol)
6. Developing, enlarging, 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 sexual assault, including recognizing, investigating, and prosecuting instances of such violence or assault and targeting outreach and support, counseling, and other victim services to such older and disabled individuals. (disabled)
11. Providing assistance to victims of domestic violence and sexual assault in immigration matters. (immigration)
12. Maintaining core victim services and criminal justice initiatives, while supporting complementary new initiatives and emergency services for victims and their families. (victim services)
13. Supporting the placement of special victim assistants (to be known as "Jessica Gonzales Victim Assistants") in local law enforcement agencies to serve as liaisons between victims of domestic violence, dating violence, sexual assault, and stalking and personnel in local law enforcement agencies in order to improve the enforcement of protection orders. Jessica Gonzales Victim Assistants shall have expertise in domestic violence, dating violence, sexual assault, or stalking and may undertake the following activities-
  - Developing, in collaboration with prosecutors, courts, and victim service providers, standardized response policies for local law enforcement agencies, including triage protocols to ensure that dangerous or potentially lethal cases are identified and prioritized;
  - Notifying persons seeking enforcement of protection orders as to what responses will be provided by the relevant law enforcement agency;
  - Referring persons seeking enforcement of protection orders to supplementary services (such as emergency shelter programs, hotlines, or legal assistance services); and
  - Taking other appropriate action to assist or secure the safety of the person seeking enforcement of a protection order; and
14. To provide funding to law enforcement agencies, nonprofit nongovernmental victim services providers, and State, tribal, territorial, and local governments, (which funding stream shall be known as the Crystal Judson Domestic Violence Protocol Program) to promote-
  - The development and implementation of training for local victim domestic violence service providers, and to fund victim services personnel, to be known as "Crystal Judson Victim

Advocates," to provide supportive services and advocacy for victims of domestic violence committed by law enforcement personnel:

- The implementation of protocols within law enforcement agencies to ensure consistent and effective responses to the commission of domestic violence by personnel within such agencies (such as the model policy promulgated by the International Association of Chiefs of Police['Domestic Violence by Police Officers: A Policy of the IACP, Police Response to Violence Against Women Project' July 2003]<sup>1</sup>;
- The development of such protocols in collaboration with State, tribal, territorial and local victim services providers and domestic violence coalitions.

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.

### **Priorities for Continuation Applicants**

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- 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, the LGBTQ community, 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.

### **Priorities for New Applicants**

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As previously stated, DCJS will only accept NEW applications for the V-STOP funding cycle that includes CY 2008 and 2009 **that address the following specific priority areas:**

- Projects that focus on development and implementation of statewide training for law enforcement officers and prosecutors on crimes related to adult sexual violence
- Projects that focus on the development of local or regional Sexual Assault Response Teams (SART)
- Projects that either provide, or support the development of, linguistically and culturally specific services and activities for Hispanic victims based in culturally specific, community based organizations (e.g. applicant agencies MUST be based in the Hispanic/Latino community, NOT 'mainstream' Sexual Assault Crisis Centers or Domestic Violence Programs)

**The following priority areas are specifically for one-time project proposals (these projects will not be renewed for the V-STOP funding cycle that includes 2010 and 2011):**

- Projects that focus on the development of a statewide standard of care for sexual violence victims who are seen in a medical setting
- Statewide projects that focus on the development of resources for rural survivors of sexual violence
- Projects that focus on the development of local or regional Sexual Assault Response Teams (SART)

### **Calendar Year 2008/2009**

- As previously indicated, current V-STOP grantees that have received funding for ten (10) or more years (does not have to be 10 *consecutive* years) are required to **reduce their V-STOP budget requests by 15%** from their 2006/2007 award.
- Current V-STOP grantees that have received funding for **less than ten (10) years** are required to request **no more than level funding** from the CY 2007 V-STOP award.
- 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.
- Each applicant must document that their agency actively collaborates within a coordinated community response to violence against women. See page 18.

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/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

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**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 for 2008 signed by the Program Administrator, Brief Project Summary, Itemized Budget (Attachment I).
2. Project Budget Narrative for 2008 - See pages 13-15.
3. Grant Application face sheet for 2009 signed by the Program Administrator, Brief Project Summary, Itemized Budget (Attachment I).
4. Project Budget Narrative for 2009 - See pages 13-15.
5. **New Applicants** - Need Justification. See page 16.
6. **All Applicants** - Goals and Objectives. See page 16 and Attachment II.
7. **New Applicants** – Implementation Plan. See page 17.
8. **Continuation Applicants** - Sustainability plan. See page 17.
9. **All Applicants** - Evaluation plan, including a client/community survey. See page 17-18.
10. **All Applicants** - Evidence of Community Collaboration, including a list of current Cooperative Agreements with implementation and review dates, signed and dated after March 31, 2005. See pages 18 & 19.
11. **All Applicants** - Copy of new or revised Cooperative Agreements. See pages 18 and 19.
12. **Continuation Applicants** - Copy of Annual Report for CY 2006
13. **All Applicants** - V-STOP Underserved Data Sheet – Indicate the number of victims served in each category in 2006 (**Continuation Applicants only**). If necessary, you may attach a separate page to respond to the two questions asked at the end of the data sheet (**All Applicants**). See page 18 and Attachment III
14. General Grant Conditions and Assurances Form signed by the Program Administrator (Attachment IV)
15. Certification Regarding Lobbying; Debarment, Suspension, and Other Responsibility Matters; and Drug-Free Workplace Requirements Form signed by the Program Administrator (Attachment V)
16. 501(c)(3) confirmation letter (nonprofit agencies only)
17. Most current (FY 2006 or FY 2007) financial audit (non-profit agencies only)

## Instructions for Grant Application Face Sheet (Attachment I) ---

### Grant Program: V-STOP

#### **Applicant:**

Provide the official name of the 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.

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

The grant period for the first Face Sheet must be January 1, 2008 to December 31, 2008.

The grant period for the second Face Sheet must be January 1, 2009 to December 31, 2009.

#### **Type of Application:**

Continuation Applicant: If your agency or organization received V-STOP funds during the 2006/2007 funding cycle.

New Applicant: If your agency or organization did not receive V-STOP funds ***for this project*** during the 2006/2007 funding cycle and have not received V-STOP funds ***for this project*** for 10 or more years.

One-Time Only Projects: If your project is focused on one of the **following priority areas specifically developed for one-time project proposals (these projects will *not be* renewed):**

- Projects that focus on the development of a standard of care for sexual violence victims who are seen in a medical setting
- Statewide projects that focus on the development of resources for rural survivors of sexual violence

#### **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 2007. HPD projects serving 125 domestic violence victims, 12 sexual assault victims, and 20 stalking victims in 2008. This grant also supports the VAWO's in-service training and participation on the Harristown Task Force on Domestic Violence.*

The Brief Project Summary on the second Face Sheet should be adjusted to reflect CY 2009.

### **Project Budget Summary**

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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)

As previously indicated, V-STOP continuation grantees that have received funding for **ten (10) or more years** (does not have to be 10 consecutive years) are required to **reduce their V-STOP budget requests by 15%** from their 2006/2007 award.

Current V-STOP grantees that have received funding for **less than ten (10) years** are required to request **no more than level funding** from the CY 2007 V-STOP award.

Itemize all budget amounts and place in appropriate column for each line item. 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). Show the annual salary rate for the employee and the hours of time to be devoted to the project by the employee.
- **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 also adhere to the state or local travel policy. Maximum mileage rate is .445 cents/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 .445 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	Grant Application Training
<i>Place</i>	Richmond	Charlottesville
<i>Time</i>	3 days, March, 2008 and 2009	July, 2009
<i>Registration</i>	\$125	\$25

Applicants are also encouraged to attend Virginia Sexual and Domestic Violence Action Alliance 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 for 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**

The Project Description, including Need Justification, Goals and Objectives, Implementation Plan, Sustainability Plan, Evaluation Plan, and Evidence of Community Coordination must be no longer than the page limits provided. The Project Description should be double spaced and completed in Ariel 12 font. Please label each section (i.e. Goals and Objectives, Sustainability Plan, 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. Need Justification – New Applicants**

**3 page maximum**

- a) Describe the need for the program and the persons to be served.  
Applicants may include statistics from their local victim services program(s), law enforcement agency, or prosecutor's office, as well as 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, do not exist, etc. If applicable, document the number of victims that are unserved or underserved.
- c) Describe how the services provided will be designed/coordinated to lessen the possibility of duplication of effort.
- d) Describe in what ways your V-STOP initiative will address one or more of the funding priorities for new projects listed on pages 2 and 10.

### **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. **Objectives should include numerical targets for both 2008 and 2009.**

E.g.

**Objective 1: The Sexual Assault Crisis Center anticipates providing court advocacy services to 100 adult victims of sexual violence in 2008 and 100 adult victims of sexual violence in 2009.**

For continuation applicants to document program progress:

- Attach copy of V-STOP Annual Progress report for 2006.

### 3. Implementation Plan – New 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, 2009 or require ongoing funding beyond that date.
- b) Who (which agency and/or which staff position(s)) is responsible for implementation?  
Provide an organizational chart of all agency employees.  
This chart should show how your agency and program fit into the larger picture in your community. Specifically show how this project 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.

### 4. Sustainability Plan – Continuation Applicants

1 page maximum

- a) What piece of this project is most important? Is there a commitment from your office, board, or chief executive to continue this work?
- 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 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

### 5. Evaluation Plan – All Applicants

2 page maximum

All V-STOP grant programs are required to provide DCJS with an evaluation plan to assess program goals and objectives. The questions in this section were designed to assist local program staff evaluate program effectiveness.

All applicants 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.

**Continuation Applicants** answer all questions; **New Applicants** answer only questions g and h:

- 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) 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.
- h) Describe how you will determine the overall effectiveness of your program.

## 6. Evidence of Community Collaboration – All Applicants

1 page maximum

- a) At what level has the agency or organization that receives V-STOP funding participated a Domestic Violence/Sexual Assault Coordinating Council?
- b) What role has (or will) the V-STOP funded staff person filled within the local Domestic Violence/Sexual Assault Coordinating Council (i.e. Chair, Recorder, Agency Rep.)?
- c) How often does the local Domestic Violence/Sexual Assault Coordinating Council meet?
- d) What significant activities or products has the local coordinating council produced in the past three years?

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:**

- New applicant
- Current V-STOP program director or staff has changed.
- Current executive staff or elected officials of the other agencies have changed.
- Original agreement was signed before 3/31/05.
- 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.

**V-STOP Underserved Data Sheet** \_\_\_\_\_

**All applicants** are required to respond to the two questions listed on the V-STOP Underserved Data Sheet (Attachment III) in addition to providing information on the number of victims served in the federally defined “underserved victims” category, if you are a continuation applicant.