

VIRGINIA
Recovery Act V-STOP
Services*Training*Officers*Prosecution
Violence Against Women
Grant Program

Program Guide and Application Procedures
Law Enforcement Category
January 1, 2010 - December 31, 2010



Department of Criminal Justice Services
Office of Training and Program Assistance
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I. Introduction

Authority and Purpose

This grant program is authorized by the American Recovery and Reinvestment Act of 2009 (Public Law 111-5) (the "Recovery Act) and the Violence Against Women Act (VAWA), (codified at 42 U.S.C. 3796gg through 3796gg-5). One part of the VAWA is the STOP (**S**ervices, **T**rainning, **O**fficers, **P**rosecution) Violence Against Women program.

Recovery Act funds are to be used specifically to enhance offender accountability in cases involving violence against women and to increase the availability of victim services in such cases.

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

The first section, 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 IA and IB) and data sheet (Attachment IV). It also includes narrative instructions and certain certifications and assurances, which must be signed and submitted to DCJS to be considered for funding. A list of required elements is also provided on page 8 to assist in the completion of this application.

Eligibility Requirements

Only one project per applicant is likely to be funded.

Only agencies meeting the following definition are eligible to apply for funding under these guidelines.

Law Enforcement - A public agency charged with policing functions, including any of its component bureaus, such as governmental victim services programs. Law enforcement support services, such as overseeing or participating in statewide or multi-jurisdictional violence against women task forces, conducting training for law enforcement officers or enforcing domestic violence-related protective orders shall be considered "direct responsibility" for purposes of this program. Governmental victims service programs (such as victim/witness programs) attached to a law enforcement agency should apply in this category.

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 treatment programs for batterers.

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

Restrictions/Requirements _____

Match: 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 only be used to support personnel costs (salary and benefits). Grant funds may be used only for positions that directly relate to carrying out the activities described in the fifteen purpose areas of V-STOP (see pages 5-7).

- Grant funds **may not** be used for the investigation of child abuse and neglect cases.
- Grant funds **may** be used to investigate teen dating violence/sexual assault cases.
- Grant funds **may** be used to employ civilian as well as sworn personnel, e.g. victim advocates.

Amount Available _____

The amount available is **\$225,769**.

Grant Period _____

The grant period for these guidelines is **January 1, 2010 through December 31, 2010**.

Applicants should anticipate that awards under the Recovery Act will be **one-time** awards and accordingly should propose project activities and deliverables that can be accomplished without additional V-STOP funding.

How to Apply _____

An original and three (3) unbound copies must be received by DCJS **by 4:30 p.m. on Friday, October 2, 2009**. 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
1100 Bank Street
Richmond, Virginia 23219
Attention: Grants Management

Attention applicants who hand deliver their applications: due to new security measures, any hand delivered applications must be delivered to DCJS by Friday, October 2, 2009, by 4:30 p.m. NO EXCEPTIONS.

Review Process _____

DCJS staff and outside reviewers with law enforcement and victim services expertise 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, 2009 to review the recommendations and will make final recommendations to the full CJSB on December 10, 2009. 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 _____

Recovery Act V-STOP guidelines, including the necessary grant application, forms, and instructions may be downloaded from the DCJS website beginning August 24, 2009, at <http://www.dcjs.virginia.gov>.

Technical Assistance and Training _____

To aid applicants in their grant preparation, DCJS is sponsoring one Grant Application Teleconference.

This teleconference will be held **Thursday, September 10, 2009, from 10:30 am – 12:30 pm**.

Registration for the Grant Application Teleconference must be done via the DCJS website – <http://www.dcjs.virginia.gov>. **Registration is required and must be completed by 5:00 p.m., September 9, 2009; 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 one of the following:

Deb Downing at (804) 371-8635, or deb.downing@dcjs.virginia.gov or
Eleanore Ashman at (804) 225-4060, or Eleanore.ashman@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

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. 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)
2. 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)
3. 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)
4. 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)
5. 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)
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.
14. Providing 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]¹; and
- The development of such protocols in collaboration with State, tribal, territorial and local victim services providers and domestic violence coalitions.

15. Develop or improve protection order registries compatible with the Federal Bureau of Investigation NCIC Protection Order File (New priority from Recovery Act solicitation).

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.

Other Considerations _____

- In an effort to address inequities in availability of resources, initiatives addressing sexual assault are encouraged.
- To have the broadest impact, funds will be awarded to agencies representing areas of varying geographic size and population density, reflecting the geography and diversity of Virginia.

III. Instructions and Forms

Required Elements

To be considered for funding, 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 (Attachment 1A). See pages 10-11.
2. Itemized Budget (Attachment IB). See page 11.
3. Project Budget Narrative, including a position description. See pages 11-12.
4. Purposes. See page 12.
5. Goals and Objectives. See page 12 and Attachment II.
6. Implementation Plan. See page 12 and Attachment III.
7. Evidence of Community Collaboration, including Cooperative Agreements with implementation and review dates. These agreements must document the participation of domestic violence programs and sexual assault crisis centers and other community partners in the planning for the proposed project. See page 13.
8. Underserved Data Sheet. See page 13 and Attachment IV.
9. General Grant Conditions and Assurances Form signed by the Program Administrator. See page 13 and Attachment V.
10. Certification Regarding Lobbying; Debarment, Suspension, and Other Responsibility Matters; and Drug-Free Workplace Requirements Form signed by the Program Administrator. See Attachment VI.

1. Grant Application Face Sheet (Attachment I)

A. Grant Program: V-STOP Recovery Act. You must obtain a **DUNS Number** (Data Universal Numbering System) to be eligible for a grant under the Recovery Act. You can obtain one by calling 1-888-705-5711 or by applying online at <http://www.dnb.com/us/>. You must also maintain a current registration in the **CCR** (Central Contract Registration) database. Information about registration procedures can be accessed at www.ccr.gov.

B. Applicant:

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

C. Jurisdiction(s) Served:

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

D. Program Title:

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

E. Grant Period (Start and End Date):

The grant period for the Face Sheet must be January 1, 2010 to December 31, 2010.

F. Type of Applicant:

Please check the box best describing your agency.

G. Project Director, Project Administrator, and Finance Director:

Project Director. Provide the name and address of the project director. This is the person at the 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 a 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.

H. 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**. Describe in quantifiable terms what this project will accomplish in the grant period. See example below.

E.g. *The Harristown Police Department (HPD) is requesting funding for a full-time Violence Against Women Officer (VAWO). HPD projects serving 125 domestic violence victims, 12 sexual assault victims, and 20 stalking victims during the grant period. This grant also supports the VAWO's participation on the Harristown Task Force on Domestic Violence.*

I. Project Budget Summary

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

2. Itemized Budget (Attachment I, second and third pages) _____

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.**

3. Project Budget Narrative _____

3 page maximum

A. Personnel/Employees

- **For salaries:** List each position by title (and name of employee, if applicable). 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.

B. Budget Justification – Respond to each of the following.

- Describe the need that the position funded will address.
- Describe whether this project will support a new position, preserve an eliminated position, or expand a current part-time position.
- Attach a detailed job description.
- If this is a new position, describe your recruitment and hiring process.

C. Match

- Itemize cash and in-kind match on the appropriate line. Funds provided by the applicant agency for salary, benefits, travel, and training are ordinarily considered cash match. Equipment, space, supplies, and volunteer support are ordinarily considered in-kind match.
- Please describe each match item and how the value was determined.

D. 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.

4. Purposes _____ **1/2 page maximum**

- Describe which VAWA purpose area(s) your V-STOP initiative will address.

5. Goals and Objectives _____ **6 page maximum**

Provide goals, quantifiable objectives, activities and deliverables 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 deliverables will be used to evaluate your program and the overall impact of V-STOP funds statewide. **See example in Attachment II.**

6. Implementation Plan _____ **2 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, 2010. **See example in Attachment III.**
- B.** Because this grant program is for one-time initiatives that will only continue for 12 months, describe how you will recruit and hire for this position in less than 3 months.
- C.** Who (which agency and/or which staff position(s)) is responsible for implementation? Provide an organizational chart of all agency employees including the proposed staff position. **See example in Attachment III.**

7. Evidence of Community Collaboration 1 page maximum

- A. At what level does your agency or organization participate on a Domestic Violence/Sexual Assault Coordinating Council?
- B. How often does the local Domestic Violence/Sexual Assault Coordinating Council meet?
- C. What significant activities or products has the local coordinating council produced in the past three years?
- D. Attach new, signed cooperative agreements with your local domestic violence and/or sexual assault crisis center and any other agency necessary for the successful completion of this project.

Cooperative agreements should be maintained with your partner agencies **in each locality** you are serving through this project. If your project is statewide, cooperative agreements should be made with other statewide agencies/coalitions. Cooperative agreements must include:

- how the partner agencies were involved in the planning of this grant;
- specific roles and responsibilities of each agency signing the agreement;
- an implementation date and a review date; and
- signatures of persons who have the authority to implement the agreement.

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

8. Attachments

- A. All applicants are required to respond to the four questions listed on the V-STOP Underserved Data Sheet (Attachment IV).
- B. All applicants are required to submit a General Grant Conditions and Assurances Form signed by the Program Administrator (Attachment V).
- C. All applicants are required to submit a Certification Regarding Lobbying; Debarment, Suspension, and Other Responsibility Matters; and Drug-Free Workplace Requirements Form signed by the Program Administrator (Attachment VI).