

Supplemental Funding for Violence Against Women Act (VAWA) also known as (VSTOP) Victims Services Programs

DCJS has set aside funds made available to Virginia through the Violence Against Women Act (VAWA) also known as V-STOP program to allow us to offer V-STOP programs the opportunities for some enhancements. The purpose of these funds is to improve V-STOP grantees reporting capability and/or make other programmatic improvements. Funds may also be used for the purchases of supplies.

- The maximum award allowed per each program request is \$1,500.
- V-STOP grantees must submit one application per program.
- Funds will be distributed upon receipt of required documents and approval by the DCJS VAWA Coordinator.

Examples of reporting capability improvements that could be funded include:

- Purchase of a desktop or laptop for the sole use of V-STOP funded staff
- Purchase of a computer to fully utilize the V-STOP database created by the Muskie Institute (<http://muskie.usm.maine.edu/vawamei/stopformuladb.htm>) which includes installed software package on desktop computers (PCs), laptops and Microsoft Access software, laser printers, new network server installation (or necessary upgrade) and software.

How to Apply for the V-STOP Equipment Awards

Complete the application and budget forms attached to this announcement and submit to:

Kassandra Edwards, VAWA Coordinator
Office of Programs and Services
Virginia Department of Criminal Justice Services
1100 Bank Street, 11th Floor
Richmond, VA 23219

Applications will be accepted and awarded on a rolling basis through **February 29, 2012**. Programs will be notified of the status of their application. Programs should only make requests for costs that are not currently covered by another funding source in the current budget. These requests can be for items that are either unanticipated costs in the budget or other costs that are in line items for which the program has yet to determine a funding source. In other words, the program must take caution not to engage in supplanting of funds.

Programs will receive the funds upon notice of the approval of the plan by DCJS. All funds must be expended by May 1, 2012. Once the expenditures are complete, programs must submit receipts or invoices to DCJS on the enclosed expense form. Any unexpended funds must be returned to DCJS by May 15, 2012.

Mail ALL receipts/invoices along with the Expense Form at one time to the Office of Programs and Services (address above). Please list V-STOP Equipment Funding in subject line.

Department of Criminal Justice Services
Office of Programs and Services
1100 Bank Street
Richmond, VA 23219

V-STOP EQUIPMENT GRANT APPLICATION

Grant Program: V-STOP Program Supplemental Funding Award

Applicant: _____

Program Title: _____

FIN#: _____

Time of Performance: **Beginning Date** February 1, 2012 **Ending Date** May 15, 2012

	PROJECT DIRECTOR	PROJECT ADMINISTRATOR	FINANCE OFFICER
Name:	_____	_____	_____
Title:	_____	_____	_____
Address:	_____	_____	_____
	_____	_____	_____
	_____	_____	_____
Tel./Fax #:	_____	_____	_____

E-Mail Address _____ _____ _____

Signature of Project Administrator

Brief Description and Intended use:

A. Project Budget Summary:

Federal

Equipment \$ _____

Supplies and other Operating Expenses _____

TOTAL (not to exceed \$1,500) \$ _____

APPLICATION FORM A
Budget Summary

Category and Description	Amount Requested
Equipment:	
Supplies/Other Operating Expenses:	
TOTAL BUDGET	

Expense Form

V-STOP Program: _____

FIN: _____

Date: _____

Please attach supporting documents (e.g., receipts; credit card statements showing the expenditure was charged; cancelled checks for expenses) **for each expenditure listed below:**

Items of Expenditure	Amount Awarded	Actual Amount Expended	Amount to be Returned to DCJS
Equipment			
Supplies and Other			
TOTAL			

For DCJS Use Only

Approved _____
Date Signature

Project Code: V-STOP
46501

Department of Criminal Justice Services
Office of Programs and Services
1100 Bank Street
Richmond, VA 23219

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FIN#: _____

Time of Performance: **Beginning Date** February 1, 2012 **Ending Date** May 15, 2012

	PROJECT DIRECTOR	PROJECT ADMINISTRATOR	FINANCE OFFICER
Name:	_____	_____	_____
Title:	_____	_____	_____
Address:	_____ _____ _____	_____ _____ _____	_____ _____ _____
Tel./Fax #:	_____	_____	_____
E-Mail Address	_____	_____	_____

Signature of Project Administrator

Brief Description and Intended use:

A. Project Budget Summary:

Federal

Equipment \$ _____

Supplies and other Operating Expenses _____

TOTAL (not to exceed \$1,500) \$ _____

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Budget Summary

Category and Description	Amount Requested
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Expense Form

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