

# Virginia Services, Training, Officers, Prosecution (VSTOP) Formula Grant Program One Time Projects for New Applicants

## Program Guidelines and Application Procedures

### Grant Application Due Date

- Friday, August 4, 2017, by 11:59 pm

### Grant Period: 2017-2018

- October 1, 2017 - June 30, 2018

### Award Amount Available

- New Projects may apply for up to \$100,000

### Grant Application Checklist

- Grant Application Cover Sheets
- Itemized Budgets & Budget Narratives
- Project Description, to include:
  - Needs Justification
  - Goals and Objectives
  - Implementation Plan
  - Signed Grant Conditions & Certifications

### Questions?

- A Grant Application Teleconference Training for New Applicants will be offered on **Tuesday, July 11, 2017 from 10:00am- 12:30pm.** Pre-registration is required and can be completed at **<http://www.dcjs.virginia.gov>**.
- Contact Julia Fuller-Wilson at (804) 371-0386 or [julia.fuller-wilson@dcjs.virginia.gov](mailto:julia.fuller-wilson@dcjs.virginia.gov)



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## 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 VSTOP funded programs must address. The third section, **Instructions and Forms**, includes the application form (Attachment I). It also includes narrative instructions and certain certifications and assurances, which must be signed and submitted to Department of Criminal Justice Services (DCJS) to be considered for funding.

## 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, January 5<sup>th</sup>, 2006, and March 7, 2013 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 VSTOP in Virginia and is guided by the VSTOP State Planning Team.

### VSTOP Eligibility

Only projects that are **new** or **expanding** are permitted to apply for these grant funds. **These funds are not intended for “start-up” programs. The purpose of VSTOP funding is not to fund core services, but rather to fund projects that are outlined in the purpose and/or priority areas on pages 7-8.**

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.



### **Ineligible projects:**

- Per the VAWA Reauthorization of 2013, “youth” has been redefined to include any person under the age of eleven years old. Grant funds **may not** be used to support services that focus exclusively on youth.
- Grant funds **may not** be used to support programs for perpetrators or batterers’ treatment programs.

### **Restrictions/Requirements**

VSTOP funds are a formula-based allocation awarded to all states. VAWA specifies that each VSTOP 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. VAWA Reauthorization 2013 directs that Court category funds go “to” Courts, instead of “for” Courts.
- 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.

**Match:** For law enforcement, prosecution, courts, and discretionary applicants, VSTOP 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 VSTOP 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:** VSTOP 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 VSTOP 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 seven purpose areas of VSTOP (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 used for children's services **only if the applicant can demonstrate an inextricable link between children's services and providing services for the primary victim**. Youth has been redefined, per VAWA Reauthorization 2013, to include any person under the age of eleven years old. For example, VSTOP 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 food, renovations, construction, land acquisition, lobbying, fund-raising, or formation of corporations.

### **Notice of Funding Available**

In an effort to ensure that VSTOP funds are utilized to meet the purpose of the funding and that all funds are allocated, **approximately five, one-time, 9-month grants** are being offered utilizing VSTOP funds.

Applicants can apply for **up to \$100,000** for this one time grant funding cycle.

### **Grant Period**

The grant period for these guidelines is **October 1, 2017 through June 30, 2018**. The grant application **must** contain a separate **Cover Sheet, Itemized Budget, and Project Budget Narrative** for the grant funding cycle. **No grant extensions will be granted and all grant funds must be expended by June 30, 2018.**

### **How to Apply**

Applications must be **received** by DCJS **by 11:59 p.m. on August 4, 2017** and must be submitted electronically.

Please **email** the following to [grantsmgmt@dcjs.virginia.gov](mailto:grantsmgmt@dcjs.virginia.gov):

- **One (1) completed Excel file budget itemization worksheet**

### **AND**

- **One (1) Microsoft Word file containing the Project Description and the Budget Narrative**



## **AND**

- **One (1) PDF scanned copy of the signed application and all application documents together.**

### **Sample file naming convention:**

Include the name of the applicant in the file names.

For example, if Albemarle County applies, they would email the following files:

<b><u>Albemarle itemized Budget.xlsx</u></b>	Albemarle's CY17 Excel budget itemization
<b><u>Albemarle Proj Desc.doc</u></b>	Word file - Project Description and the Budget Narrative
<b><u>Albemarle Complete.PDF</u></b>	Scanned copy of <u>all</u> application documents

To be considered for funding, an eligible applicant must file a completed application, in accordance with these guidelines by the submission deadline.

### **Review Process**

DCJS staff and subject matter experts will review all applications and make programmatic and budgetary recommendations for consideration by a committee of the Criminal Justice Services Board (CJSB). The committee will meet in early September to review the recommendations and will make final recommendations to the full CJSB in mid-September. If the committee recommends for substantive reasons that an application, earning more than half the available points, 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**

One-Time VSTOP guidelines, including the necessary grant application, forms, and instructions may be downloaded from the DCJS website at <http://www.dcjs.virginia.gov>. Please see "What's New" for funding announcements.

### **Technical Assistance and Training**

To aid applicants in their grant preparation, DCJS is sponsoring one Grant Application Teleconference for new applicants. Attendance is not required, but new applicants are strongly encouraged to attend the Grant Application Training on **Tuesday, July 11, 2017, from 10:00 a.m. – 12:30 p.m.** Registration for the Grant Application Teleconference must be completed via the



DCJS website – <http://www.dcjs.virginia.gov>. Registration is required and must be completed by Monday, July 10, 2017.

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

For questions regarding the guidelines, please contact:

Julia Fuller-Wilson (804) 371-0386, [julia.fuller-wilson@dcjs.virginia.gov](mailto:julia.fuller-wilson@dcjs.virginia.gov)

## II. Program Brief

### **The Goal of the VSTOP 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, VSTOP 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 2013.

1. Developing, installing, or expanding data collection and communication systems, including computerized systems, linking police, prosecutors, and courts or for the purpose of identifying, classifying, and tracking arrests, protection orders, violations of protection orders, prosecutions, and convictions for violent crimes against women, including the crimes of sexual assault, dating violence, stalking, and domestic violence. (data)
2. 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, stalking, and dating violence. Training can now include information related to non-immigrant status (specifically T and U visas). (training)
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, dating violence, stalking, and domestic violence. Protocols and policies that address the appropriate treatment of victims is now included. (protocol)
4. Developing, implementing, and strengthening Sexual Assault Response Teams (SART) or Coordinated Community Response Teams (CCRT) for addressing and responding to sexual violence.
5. Develop and strengthen policies, protocols, best practices, and training for law enforcement agencies and prosecutors relating to the investigation and prosecution of sexual assault,





domestic violence, dating violence, and stalking cases and the appropriate treatment of victims.

6. Develop, enhance, or strengthen prevention and educational programming to address domestic violence, dating violence, sexual assault, or stalking. (No more than 5% of the total award can be used towards prevention efforts).

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

### **Priorities for NEW Applicants**

The following priority areas have been identified and ***applicants that address one or more of these areas will be given priority*** in funding:

- **Development of law enforcement model policies for best practices in investigating and responding to victims of sexual/domestic violence and stalking.**
- **Developing training curricula for law enforcement, prosecutors, and/or advocates on trauma-informed responses to victims of sexual/domestic violence and stalking.**
- **Conduct training for law enforcement, prosecutors, and/or victim advocates on trauma-informed responses to victims of sexual/domestic violence and stalking.**
- **Develop local and/or regional Sexual Assault Response Teams (SART) or Coordinated Community Response Teams (CCRT).**
- **Policy development and training for evidence-based investigation and prosecution.**

## **III. Instructions and Forms**

### *Required Elements*

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**To be considered for funding, all applicants must submit an application containing the following documents in the following order. Please be sure to number all pages and make sure your Project Administrator signs the cover page(s), and conditions and assurances before scanning and sending to DCJS.**

1. Grant Application face sheet that is signed by the Project Administrator (Attachment I) and Itemized Budget (Attachments II).
2. Project Budget Narrative - See pages 11-13
3. Needs Justification. See page 14.





4. Goals and Objectives. See page 14 and Attachment III.
5. Implementation Plan. See page 15.
6. General Grant Conditions and Assurances Form signed by the Project Administrator (Attachment IV)
7. Certification Regarding Lobbying; Debarment, Suspension, and Other Responsibility Matters; and Drug-Free Workplace Requirements Form signed by the Project Administrator (Attachment V)
8. 501(c)(3) confirmation letter (nonprofit agencies only)

## Instructions for Completing the Cover Sheet

The [DCJS Grant Application Form](http://www.dcjs.virginia.gov/forms/sectionForms.cfm?code=7&menuLevel=10&mID=6) may be found on our website at [www.dcjs.virginia.gov/forms/sectionForms.cfm?code=7&menuLevel=10&mID=6](http://www.dcjs.virginia.gov/forms/sectionForms.cfm?code=7&menuLevel=10&mID=6)

- Grant Program** – List the grant program you are applying for.
- Congressional Districts** – List the congressional districts that will benefit from this program.
- Applicant** – Use this space to provide the name of the locality or state agency applying.
- Faith Based Organization** – Is the *applicant* a faith-based organization?
- Applicant FIN** – Use this space to provide the applicant's federal Identification number.
- Best Practice** – For JJDP programs only.
- Jurisdiction(s) Served** - List all localities to be served; or indicate "statewide" if that is appropriate.
- Program Sponsor**- Indicate if your program is sponsored by a larger entity. For example, Commonwealth Attorney's offices often sponsor victim/witness programs.
- Program Title** - List the specific title of the grant program category, if any, under which you are requesting funds; for example "Multidisciplinary Partnerships."
- Certified Crime Prevention Community** – Has your locality been certified by DCJS?
- Grant Period** – Provide the proposed grant period.
- DUNS Number** – Provide the Data Universal Numbering (DUNS) Number. DUNS number is a unique nine-character identification number provided by Dun and Bradstreet. If you do not have a number for the locality or organization, please go to the website <http://fedgov.dnb.com/webform>.
- Type of Application** – New, Continuation or revised application
- Rural, Urban or Suburban** – Check the box that best describes the applicant locality. Statewide programs can mark all applicable boxes.



❑ **Project Director, Project Administrator, and Finance Officer**

- **Project Director** – The person who will have day-to-day responsibility for managing the project.
- **Project Administrator** – The person who has authority to formally commit the organization, locality or state agency to complying with all the terms of the grant application including the provision of the required match. This **must** be the president of the Board of Directors of a nonprofit organization; the city, county or town manager; the chief elected officer of the locality, such as the Mayor or Chairman of the Board of Supervisors; or, in the case of a state agency, the agency head. If someone other than one of these officials has been delegated the authority to sign, and signs the grant application, provide a copy of the letter, memorandum or other document by which the signing authority was delegated.
- **Finance Officer** – The person who will be responsible for fiscal management of funds.

It is extremely important that you provide e-mail address, telephone and fax numbers for each person. Also please provide the zip +4 code for each person.

❑ **Brief Project Description** – A short description of the proposed project.

Provide a short summary of the proposed project. **Please use the format below to provide your project summary.** 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 specific number of people that will be impacted by your program in the proposed grant period.** This number can be the anticipated number of victims served by the program, the anticipated number of participants in a training initiative, or another specific, determinate outcome.

For example:

*The Heartsville Medical Center (HMC) is requesting funds from the VSTOP grant to purchase forensic nursing equipment that will be used for evidence collection in the sexual assault cases of 50 victims between October 1, 2017 and June 30, 2018.*

Statewide programs should also provide a description of their proposed projects.

For example:

*The Virginia Law Enforcement Association is requesting funds to conduct four regional trainings on law enforcement response to sexual assault for 160 officers between October 1, 2017 and June 30, 2018. Training topics will include dynamics of sexual assault, model law enforcement response to sexual assault, and a coordinated community response to sexual assault.*

❑ **Project Budget Summary**

When listing match, indicate whether the match is cash © or in-kind (I). Verify that these figures match the budget totals on the Itemized Budget (Attachment II). **Round all figures to the nearest dollar.**



## Instructions for Completing the Itemized Budget and Narrative

### Itemized Budget (Attachment II, two pages)

Itemize all budget amounts and place in the 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 new staff or consultants, to request a minimum of non-local travel 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. A job description should be submitted with the application for any proposed 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 \$650.00 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 .535 cents/mile.

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



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.

### **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 .535 cents a mile. Justify travel by explaining its relevance to job duties.

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, dating violence and stalking victims.

**Requests for funding to support attendance at 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, dating 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.)



## 6. Indirect Costs

### Administrative/Indirect Costs:

Administrative costs are the general or centralized expenses necessary for the overall administration of an organization. Administrative costs do not include particular project costs.

Indirect costs are costs of an organization that are not readily assignable to a particular project, but are necessary to the operation of the organization and the performance of the project. The cost of operating and maintaining facilities, depreciation, and administrative salaries are examples of the types of costs that are usually treated as indirect costs. Organizations must have an established federally approved indirect cost rate. Such costs are generally identified with the organization's overall operation and are further described in the Office of Management and Budget Circulars 2 CFR 200.

For the purposes of this grant, applicants may be permitted an allocation for administrative costs under **one** of the following:

Scenario A: Administrative Costs: If the Applicant does not have a federally approved indirect cost rate, the Applicant may include an allocation for administrative costs for up to 10% of the total direct funds requested. Provide an itemized list of the requested administrative costs items and the corresponding cost of each item.

Scenario B: Federally Approved Indirect Costs: If the Applicant has a federally approved indirect cost rate agreement in place, the Applicant may include an allocation for indirect costs. Applicants must provide a copy of their federally approved indirect cost rate agreement.

## 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

1. The Project Description must be no longer than the page limits provided. The Project Description should be double spaced and completed in Arial 12 font. Please outline the following in the project description:

- (a) The goal of the project,
- (b) How the project will improve safety for victims and/or their children,
- (c) What activities will be implemented,
- (d) What jurisdictions will benefit

To complete the following components of the project description, please label each section (i.e. 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.

## 2. Needs Justification

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 or coordinated to lessen the possibility of duplication of effort.
- d) Describe how your V-STOP initiative will address one or more of the funding priorities for new projects listed on pages 7-8.

## 3. Goals and Objectives

5 page maximum

Provide goals, objectives, activities and performance measures for your project. (Please complete Attachment III 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 VSTOP funds statewide. **Objectives should include numerical targets.**

E.g.

**Objective 1: The Sexual Assault Crisis Center anticipates conducting a statewide training to 300 victim advocates, prosecutors, and law enforcement officers on trauma-informed response to victims of sexual violence by June 30, 2018.**



#### 4. Implementation Plan

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 June 30, 2018.
- b) Who (which agency and/or which staff position(s)) is responsible for implementation?  
Include 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.

