

Virginia Services, Training, Officers, Prosecution (VSTOP) Formula Grant Program For Continuation Applicants

Calendar Years 2019-2021 Program Guidelines and Application Procedures

Grant Application Due Date

- Tuesday, September 18, 2018, by 11:59pm

Grant Period: Calendar Years 2019-2021

- January 1, 2019 - December 31, 2021

Award Amount Available

- Continuation Programs may apply for level funding

Grant Application Checklist

- Grant Application Cover Sheets
- Itemized Budget & Budget Narrative
- Project Description, to include:
 - Goals and Objectives
 - Evaluation Plan
 - Evidence of Community Collaboration
 - VSTOP Underserved Data Sheet
- Signed Grant Conditions & Certifications

Questions?

- Contact your Grant Monitor



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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. Congress and the President reauthorized the Violence Against Women Act in 2013 (2013 VAWA Reauthorization), 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; 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 those subgrantees who received funding in Calendar Year (CY) 2016-2018 are eligible for continuation funding. Due to the limited amount of funds, DCJS will **NOT** be accepting NEW applications for NEW initiatives for the 2019-2021 funding cycle through **this** solicitation.

Please see attachment VIII for a listing of maximum award amounts for Calendar Years 2019, 2020, and 2021.

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.”

Applicant Category

The following applicant categories are eligible for STOP funding. **All programs must apply under the category indicated in their CY2016-2018 grant cycle.** Categories are Law Enforcement, Prosecution, Victims Services, Courts, or Discretionary.

Ineligible projects:

- Per the VAWA Reauthorization of 2013, “youth” has been redefined to include any person under the age of 11 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

Match: ***Nonprofit/non-governmental applicants that are funded under the victim services category are currently exempt from the match requirement.*** 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.

To calculate the required match, please use the following formula:

$(\text{Total federal funds requested} \div .75) - \text{Total federal funds requested}$

For example, if you are requesting \$100,000 in **federal funds**, the calculation to determine the required match would be:

$(\$100,000 \div .75) - \$100,000 = \$33,333$

- **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.

Cost Assumption: VSTOP grants that are currently implementing their tenth VSTOP grant program are required to **reduce their VSTOP budget requests by 15%** from their 2017 award.

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 twenty-one purpose areas of VSTOP (see pages 8-11).

- 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 now** be awarded to legal assistance programs to provide representation for victims in their attempts to obtain civil protective orders, separation, divorce, and child custody.
- 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. Youth has been redefined, in the 2013 VAWA Reauthorization, to include any person under the age of 11 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 renovations, construction, land acquisition, lobbying, fund-raising, or formation of corporations.

Notice of Funding Available

The Virginia STOP allocation for CY 2019 funding is \$3,686,105. VAWA specifies 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. 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.
 - **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.

Grant Period

The grant period for these guidelines is **January 1, 2019 through December 31, 2021**. Second year awards are contingent upon funds allocated to support the Violence Against Women Act, program performance, and the availability of funds. The grant application **must** contain a separate **Cover Sheet, Itemized Budget, and Project Budget Narrative for CY2019, CY2020, and CY2021**.



How to Apply

Applications must be received by DCJS by **11:59 p.m. on September 18, 2018** and must be submitted electronically.

Please email the following to **grantsmgmt@dcjs.virginia.gov**:

- One (1) completed Excel budget itemization worksheet for each year, CY 19, CY 20, CY 21

AND

- One (1) Microsoft Word file containing the Project Description and the Budget Narratives for CY 19, CY 20 and CY 21

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:

Albemarle itemizeCY19.xlsx	Albemarle's CY19 Excel budget itemization
Albemarle itemizeCY20.xlsx	Albemarle's CY20 Excel budget itemization
Albemarle itemizeCY21.xlsx	Albemarle's CY21 Excel budget itemization
Albemarle Proj Desc.doc	Word file - Project Description and the Budget Narrative
Albemarle Complete.PDF	Scanned copy of all 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

Continuation applications will be reviewed by each applicant's assigned monitor, who will make programmatic and budgetary recommendations for consideration by the Grants Subcommittee of the Criminal Justice Services Board (CJSB). The Subcommittee will meet in early December to review the recommendations and will make final recommendations to the full CJSB in mid-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

Calendar Year 2019-2021 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 application preparation, DCJS is facilitating a webinar for continuation grantees.

The webinar will be held on **Friday, August 17th, from 2:00pm – 3:00pm. Registration must be completed by August 16, 2018. Registration is required and there is no registration fee.**

Registration for the grant application webinar must be completed via the DCJS website – <http://www.dcjs.virginia.gov>. **Instructions for webinar participation will be provided.**

Please print a copy of the guidelines and have it available during the webinar training. For further information or assistance, please contact the following staff members.

For questions regarding the guidelines, please contact:
Julia Fuller-Wilson (804) 371-0386, julia.fuller-wilson@dcjs.virginia.gov

Continuation applicants may also contact their assigned grant monitor for technical assistance.
Amia Barrows (804) 225-4060, Amia.barrows@dcjs.virginia.gov
Dione Bassett (804) 371-2419, Dione.bassett@dcjs.virginia.gov
Andrew Kinch (804) 225-4331, Andrew.kinch@dcjs.virginia.gov
Michelle Miles (804) 225-1846, Michelle.miles@dcjs.virginia.gov
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Tierra Smith (804) 786-1165, Tierra.smith@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 2013 VAWA Reauthorization:

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, dating violence, stalking, 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, 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)
3. Developing, enlarging, or strengthening victim service and legal assistance 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, stalking, and dating violence. Legal assistance can now be provided on such matters as separation, divorce, and custody. (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, stalking, and dating violence. Training can now include information related to non-immigrant status (specifically T and U visas). (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, dating violence, stalking, and domestic violence. Protocols and policies that address the appropriate treatment of victims are now included. (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, dating violence, stalking, 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, stalking, 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, dating violence, stalking, and 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, dating violence, stalking, 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 and evidence-based indicators 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. 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];
 - The development of such protocols in collaboration with State, tribal, territorial and local victim services providers and domestic violence coalitions.
15. Develop or promote state, local, or tribal legislation, policies that enhance best practices for responding to domestic violence, sexual assault, stalking, or dating violence.
 16. Developing, implementing, and strengthening Sexual Assault Response Teams (SART) or Coordinated Community Response Teams (CCRT) for addressing and responding to sexual violence
 17. 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.
 18. Develop, enlarge, or strengthen programs addressing sexual assault against men, women, and youth in correctional and detention settings.
 19. Identify and conduct inventories of backlogs of sexual assault evidence collection kits and developing protocols and policies for responding to and addressing such backlogs, including protocols and policies for notifying and involving victims
 20. Develop, enlarge, or strengthen programs and projects to provide services and responses targeting male and female victims of domestic violence, dating violence, sexual assault, or stalking, whose ability to access traditional services and responses is affected by their sexual orientation or gender identity.
 21. 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.

Calendar Years 2019, 2020, and 2021

All applicants must document that their agency actively participates as part of a coordinated community response to violence against women. See pages 18-19.



III. Instructions and Forms

Required Elements

To be considered for funding, **all** applicants must submit the following documents in the following order. Please number pages and email the following to grantsmgmt@dcjs.virginia.gov.

1. Grant Application face sheet for each calendar year (2019, 2020, and 2021) signed by the Program Administrator (Attachments IA, IB, IC) and Itemized Budget (Attachments IIA, IIB, and IIC).
2. Project Budget Narrative for each calendar year (2019, 2020, and 2021) - See pages 13-17.
3. Goals and Objectives. See page 18 and Attachment III.
4. Evaluation plan: Client/Community Survey. See page 18.
5. Evidence of Community Collaboration, including a list of current Cooperative Agreements with implementation and review dates, signed and dated after July 1, 2016. See pages 18-19. ***Please only submit copies of NEW or REVISED Cooperative Agreements.**
6. VSTOP Underserved Data Sheet – Indicate the number of victims served in each category in 2017. If necessary, you may attach a separate page to respond to the two questions asked at the end of the data sheet. See page 19 and Attachment IV.
7. Certification Regarding Lobbying; Debarment, Suspension, and Other Responsibility Matters; and Drug-Free Workplace Requirements Form signed by the Program Administrator (Attachment V)
8. General Grant Conditions and Assurances Form signed by the Program Administrator (Attachment VI)
9. 501(c)(3) confirmation letter (nonprofit agencies only)
10. Modified Total Direct Cost (MTDC) Worksheet (*if applicable*) (Attachment IX)
11. Certification of De Minimis Indirect Cost Rate form (*if applicable*) (Attachment X)

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

- 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 locality or state agency to complying with all the terms of the grant application including the provision of the required cash match. This **must** be 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. For Non-Profit organizations, the Project Administrator should be the Board President.*
 - **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. Also, please include **statistical information (the number of clients who received services, trainings conducted, etc.) from January 1, 2017 – December 31, 2017.**

For example:

The Heartsville Sexual and Domestic Violence Advocacy Program (HSDVAP) is requesting funds from the VSTOP grant for a part-time Hispanic Outreach Advocate (HOA). During the period of January 1, 2017 through December 31, 2017, the HSDVAP served 58 victims of domestic violence, 20 victims of sexual assault, and 18 stalking victims. The HSDVAP anticipates serving 60 domestic violence victims, 20 sexual assault victims, and 20 stalking victims and will attend 18 events or meetings in the Hispanic community between January 1, 2019 and December 31, 2019.

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

For example:

The Virginia Law Enforcement Association is requesting funds to conduct statewide training on law enforcement response to sexual assault for 160 officers between January 1, 2019 and December 31, 2019. Training topics will include dynamics of sexual assault, model law enforcement response to sexual assault, and a coordinated community response to sexual assault. During the period of January 1, 2017 through December 31, 2017, the Virginia Law Enforcement Association trained 160 officers on law enforcement response to sexual assault.

Project Budget Summary

Add the figures from budget categories. 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 IIA, IIB, and IIC, both pages). **Round all figures to the nearest dollar.**

Instructions for Completing the Itemized Budget and Narrative

Itemized Budget (Attachments IIA, IIB, and IIC, two pages each)

Current V-STOP grantees should refer to Attachment VIII to determine the maximum amount they can apply for in CY 2019, CY 2020, and CY 2021.

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 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 \$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 .545 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.

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 .545 cents a mile. Justify travel by explaining its relevance to job duties.

If available, applicants are encouraged to request funding to support attendance at DCJS sponsored training events. At the time of the guidelines, no DCJS trainings have been scheduled.



However, applicants are encouraged to set aside funds to cover training costs. Please feel free to contact VAWA Program Coordinator for more information.

Applicants are also encouraged to attend Virginia Sexual and Domestic Violence Action Alliance sponsored training events, particularly the Biennial Spring Retreat and "Trauma to Trial," a weeklong school for law enforcement and prosecutors on the investigation and prosecution of adult, non-stranger, sexual violence cases.

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 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, 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.)

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.

6. Indirect Costs

Defining Indirect 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. Indirect costs are those that benefit more than one activity and are common or joint purpose costs. For example, costs of an office manager/receptionist position that answers general phone calls, greets clients, etc. are considered indirect costs.

According to §2 CFR Part 200.56, indirect costs are defined as:

Those costs incurred for a common or joint purpose benefitting more than one cost objective, and not readily assignable to the cost objectives specifically benefitted, without effort disproportionate to the results achieved.

The salaries of administrative and clerical staff should generally be treated as indirect costs. Salaries of administrative/clerical staff may be appropriate to include **as direct costs ONLY if ALL** of the following conditions are met:

1. Administrative or clerical services are integral to a project or activity;
2. Individuals involved can be specifically identified with the project or activity;
3. Such costs are explicitly included in the budget or have the prior written approval of the awarding agency; and
4. The costs are not also recovered as indirect costs.

Requesting Indirect Costs

Requesting indirect costs is optional. You do not have to request indirect costs, but if you choose to, it is allowable.

To calculate indirect costs, **you must first determine the Modified Total Direct Costs (MTDC)** amount of your budget. Indirect costs that can be requested are **not based on the entire project budget**, but on the MTDC amount.

You have two options when requesting Indirect Costs: using a formal **Indirect Cost Rate Agreement (ICRA)** or using a **“De Minimis” rate**. These two options are outlined below.

I. Indirect Cost Rate Agreement (ICRA)

- This is a formal rate agreement that an organization has applied for and received from the federal cognizant agency (DCJS does not approve ICRA's)
- Organizations will have a letter or other documentation that lists the federally-negotiated rate



- The rate in the ICRA must be accepted, unless otherwise specified by federal awarding agency
- Can request the percentage (as outlined in the ICRA) of the Modified Total Direct Costs (MTDC) of their budget for indirect costs

II. “De Minimis” Rate

- This can be used by organizations that have never had a federally-approved Indirect Cost Rate Agreement
- Can use a rate of up to 10% of the Modified Total Direct Costs (MTDC) of their budget for indirect costs

Use the “MTDC Worksheet” to calculate your MTDC amount. The Worksheet will also calculate the amount of indirect costs that you can request.

If Indirect Costs are requested, you must submit two additional documents with your grant application:

1. MTDC Worksheet (Excel document)(Attachment IX)

AND

2. Certification of De Minimis Indirect Cost Rate form (Attachment X)

OR

A copy of your agency’s Indirect Cost Rate Agreement letter/documentation

You are not required to describe or itemize what is included in the indirect costs.

Additional Indirect Costs Reporting Requirements

For organizations that request and receive Indirect Costs, the **MTDC Worksheet must be completed each quarter, based on actual expenses.**

The actual MTDC amount will determine the amount of Indirect Costs to be reimbursed for that quarter. In other words, the amount of Indirect Costs reimbursed should/will vary from quarter to quarter. The amount of Indirect Costs requested for reimbursement each quarter cannot simply be the total for the year divided by four; the amount must be based on actual MTDC amounts.

The MTDC Worksheet should be uploaded to GMIS each quarter.



Project Description

1. 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 for 2019, 2020, and 2021.**

E.g.

Objective 1: The Sexual Assault Crisis Center anticipates providing court advocacy services through the funded position to 100 adult victims of sexual violence in 2019, 100 adult victims of sexual assault in 2020, and 110 adult victims of sexual violence in 2021.

2. Evaluation Plan

2 page maximum

All VSTOP grant programs are required to provide DCJS with an evaluation plan to assess program goals and objectives.

Please **attach a copy of the survey your program/organization uses or plans to use to obtain feedback from victims who receive services.**

All VSTOP funded programs should be prepared to share the results of the most recent analysis of the program upon request from their assigned grant monitor. Typically these results will be viewed during desk reviews or monitoring visits.

3. Evidence of Community Collaboration

1 page maximum

- a) At what level has the agency or organization that receives VSTOP funding participated on a Domestic Violence/Sexual Assault Coordinating Council?
- b) What role has (or will) the VSTOP 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? If available, please include any model protocols related to sexual violence and/or domestic violence community coordinated response.



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 VSTOP program director or staff has changed.
- Current executive staff or elected officials of the other agencies have changed.
- Original agreement was signed before 7/1/16.
- 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.

4. VSTOP Underserved Data Sheet

All applicants are required to respond to the two questions listed on the VSTOP Underserved Data Sheet (Attachment IV) in addition to providing information on the number of victims served in the federally defined "underserved victims" category.

