



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

For Continuation and New Applicants

Program Guidelines and Application Procedures
Calendar Years 2024-2025

***Application Due via the On-line Grant Management System
(OGMS) on***

Monday, August 28, 2023 12:00 p.m. (noon)

Late applications will not be accepted.

Virginia Department of Criminal Justice Services
1100 Bank Street, Richmond, Virginia 23219
www.dcjs.virginia.gov

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I. Introduction

In 1994, the United States Congress passed the Violence Against Women Act (VAWA) as part of the Violent Crime Control and Law Enforcement Act. One part of VAWA is the STOP (Services, Training, Officers, Prosecution) Violence Against Women program, administered by the U.S. Department of Justice Office on Violence Against Women (OVW). 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 Virginia Department of Criminal Justice Services (DCJS) implements the Violence Against Women Act STOP grant program for Virginia. The STOP program, known as VSTOP in Virginia, is guided by the VSTOP State Planning Team.

These guidelines provide detailed guidance to aid applicants seeking funds. Using the guidance presented in this document, applicants should be able to efficiently and effectively prepare complete applications. The development of these requirements was informed by the Office on Violence Against Women and U.S. Department of Justice Grants Financial Guide.

A. Grant Period

The grant period for awards made under these guidelines is for the two-year period, January 1, 2024 – December 31, 2025. All grant awards are contingent upon program performance and funds available through the Violence Against Women Act.

Applicants under this funding opportunity should submit one (1) application via the online grant management platform for the 24-month award period. A budget is not required for each individual calendar year. For example, if your maximum award amount is \$50,000 for one year, you should submit a grant application for \$100,000.

Awarded programs will receive one Statement of Grant Award (SOGA) for the 24-month award period.

B. Purpose

The VSTOP grant program administered by DCJS offers funds to enhance the capacity of local communities to develop and strengthen effective law enforcement and prosecution strategies to combat violent crimes against women and to develop and strengthen victim services in cases involving violent crimes against women.

Grant funds must be used to address one or more of the following purpose areas, pursuant to OVW requirements and 34 U.S.C. § 10441(b). All program goals and objectives must be consistent with these purpose areas.

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 domestic violence, dating violence, sexual assault, and stalking, including the appropriate use of nonimmigrant status under subparagraphs (T) and (U) of section 101 (a)(15) of the Immigration and Nationality Act (8 U.S.C. § 1101(a)(15)).
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 domestic violence, dating violence, sexual assault, and stalking.

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 domestic violence, dating violence, sexual assault, and stalking, as well as the appropriate treatment of victims including implementation of the grant conditions in section 40002(b) of the Violence Against Women Act of 1994 (34 U.S.C. 12291(b)).
4. 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 domestic violence, dating violence, sexual assault, and stalking.
5. Developing, enlarging, or strengthening victim services and legal assistance programs, including domestic violence, dating violence, sexual assault, and stalking programs, developing or improving delivery of victim services and legal assistance 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 domestic violence, dating violence, sexual assault, and stalking.
6. Developing, enlarging, or strengthening programs addressing the needs and circumstances of Indian tribes in dealing with violent crimes against women, including the crimes of domestic violence, dating violence, sexual assault, and stalking.
7. 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 domestic violence, dating violence, sexual assault, and stalking.
8. 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.
9. Developing, enlarging, or strengthening programs to assist law enforcement, prosecutors, courts, and others to address the needs and circumstances of individuals 50 years of age and over, individuals with disabilities, and Deaf individuals who are victims of domestic violence, dating violence, sexual assault, or stalking, including recognizing, investigating, and prosecuting instances of such violence or assault and targeting outreach and support, counseling, legal assistance and other victim services to such individuals.
10. Providing assistance to victims of domestic violence and sexual assault in immigration matters.
11. Maintaining core victim services and criminal justice initiatives, while supporting complementary new initiatives and emergency services for victims and their families, including rehabilitative work with offenders.
12. 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: a. developing, in collaboration with prosecutors, courts, and victim service providers, standardized response policies for local law enforcement agencies, including the use of evidence-based indicators to assess the risk of domestic and dating violence homicide and prioritize dangerous or potentially lethal cases; b. notifying persons seeking enforcement of protection orders as to what responses will be provided by the relevant law enforcement agency; c. referring persons seeking enforcement of protection orders to supplementary services (such as emergency shelter programs, hotlines, or legal assistance services); and d. taking other appropriate action to assist or secure the safety of the person seeking enforcement of a protection order.
13. Providing funding to law enforcement agencies, 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: a. 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; b. 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)); and c. the development of such protocols in collaboration with state, tribal, territorial and local victim services providers and domestic violence coalitions. Note: Any law enforcement, state, tribal, territorial, or local government agency receiving funding under the Crystal Judson Domestic Violence Protocol Program, and any subgrantee of such an agency, shall (1) receive specialized training, on an annual basis, from domestic violence and sexual assault nonprofit organizations on the topic of incidents of domestic violence committed by law enforcement personnel and (2) provide a report to the Department of the protocol(s) adopted in connection with the Crystal Judson Domestic Violence Protocol Program, including a summary of progress in implementing such protocol(s), once every two years.
 14. Developing and promoting state, local, or tribal legislation and policies that enhance best practices for responding to domestic violence, dating violence, sexual assault, and stalking.
 15. Developing, implementing, or enhancing Sexual Assault Response Teams, or other similar coordinated community responses to sexual assault.
 16. Developing and strengthening policies, protocols, best practices, and training for law enforcement agencies and prosecutors relating to the investigation and prosecution of sexual assault cases and the appropriate treatment of victims.
 17. Developing, enlarging, or strengthening programs addressing sexual assault against men, women, and youth in correctional and detention settings.
 18. Identifying and conducting 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.
 19. Developing, enlarging, or strengthening 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, as defined in section 249(c) of title 18 of the United States Code.
20. Developing, enhancing, or strengthening prevention and educational programming to address domestic violence, dating violence, sexual assault, stalking, or female genital mutilation or cutting, with not more than 5 percent of the amount allocated to a state to be used for this purpose.
 21. Developing, enhancing, or strengthening programs and projects to improve evidence collection methods for victims of domestic violence, dating violence, sexual assault, or stalking, including through funding for technology that better detects bruising and injuries across skin tones and related training.
 22. Developing, enlarging, or strengthening culturally specific victim services programs to provide culturally specific victim services and responses to female genital mutilation or cutting.
 23. Providing victim advocates in State or local law enforcement agencies, prosecutors' offices, and courts to provide supportive services and advocacy to Indian victims of domestic violence, dating violence, sexual assault, and stalking.
 24. Paying any fees charged by any governmental authority for furnishing a victim or the child of a victim with any of the following documents: (A) A birth certificate or passport of the individual as required by law. (B) An identification card issued to the individual by a State or Tribe, that shows that the individual is a resident of the State or a member of the Tribe.

C. Eligibility

Organizations that currently receive Calendar Year (CY) 2023 VSTOP funding are eligible to apply. Current CY 2023 awards must be in good standing (all VSTOP required progress reports and financial reports submitted and not in suspended status).

In some circumstances, **new applicants are eligible to apply under the priority areas indicated.**

This grant program is open to local units of government, state agencies, and nonprofit/nongovernmental victim services programs which fall into one of the following applicant categories: Discretionary, Law Enforcement, Prosecution, Victim Services.

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 of crime.

D. Priority Areas:

In accordance with Federal Fiscal Year (FFY) 2023 OVW funding requirements and priorities established by the VSTOP State Planning Team, applicants are encouraged to develop, maintain, or expand initiatives within one of the following priority areas:

1. Law Enforcement Category Initiatives

Projects that increase access to justice for all survivors of sexual assault, domestic violence, dating violence, and stalking, by establishing a new VSTOP initiative within the law enforcement category, through the creation of VSTOP officer positions within localities that do not currently have them, will be given additional priority.

2. Culturally Specific Community Based Organizations

Projects that increase access to justice for all survivors of sexual assault, domestic violence, dating violence, and stalking, by establishing a new VSTOP initiative that is culturally specific, will be given additional priority.

According to [42 U.S.C. 13925](#), “culturally specific” is defined as “primarily directed toward racial and ethnic minority groups (as defined in [42 U.S.C. 300u-6\(g\)](#)).” The term “culturally specific services” means “community-based services that include culturally relevant and linguistically specific services and resources to culturally specific communities.”

An organization will qualify for funding for the culturally specific allocation if it demonstrates the following:

- Its primary mission is to address the needs of racial and ethnic minority groups; or
- It has developed a special expertise regarding services to address the demonstrated needs of a particular racial and ethnic minority group. The organization must do more than merely provide services to the targeted group; rather, the organization must provide culturally competent services designed to meet the specific needs of the target population.

3. Enhancing Current Initiatives

Special consideration for an increased award amount will be given to the following types of current CY 2023 VSTOP grantees:

- Those in the law enforcement category
- Projects that are categorized as culturally specific (“culturally specific set-aside”)
- Projects that are categorized as meaningfully addressing sexual assault (“sexual assault set-aside”)

These grantees must have successfully implemented their projects and must be making satisfactory progress toward meeting the goals and objectives outlined in their CY 22-23 grant applications.

II. VSTOP Funding Source, Funding Categories and Amount Available, Program Requirements, Restrictions on Funding, Disbursement of Funds, Financial and Progress Reporting, and Match

A. Funding Source

This grant program is supported by federal STOP (Services, Training, Officers, and Prosecutors) Violence Against Women Formula Grant Program funds, through the U.S. Department of Justice, Office on Violence Against Women. The VSTOP awards for this grant period are the Commonwealth of Virginia’s 2022 and 2023 federal STOP awards, assistance listing number 16.588.

B. Funding Categories and Amount Available

The VSTOP allocation for CY 2024 funding is **\$4,151,395**. VAWA requires that each category receive a certain percentage of the state allocation per year:

- “Courts” category will receive 5% of the total STOP allocation. VAWA Reauthorization 2013 directs that Court category funds go “to” Courts, instead of “for” Courts.
- “Discretionary” category can receive up to 15% of the total STOP allocation.
- “Law Enforcement” category will receive at least 25% of the total STOP allocation.
- “Prosecution” category will receive at least 25% of the total STOP allocation.
- “Victim Services” category will receive at least 30% of the total STOP allocation. At least 10% of the Victim Services category shall fund linguistically and culturally specific services and activities based in culturally specific, community-based organizations.

Continuation Applicants:

Current CY 2023 VSTOP grantees within the **Courts, Discretionary, Prosecution, and Victim Services categories**, who are not funded under the culturally specific set-aside or sexual assault set-aside, are eligible to apply for funding amounts level to their current CY 2023 awards, per year, for CY 2024 and 2025. Grantees may contact Tierra Williams at tierra.williams@dcjs.virginia.gov or 804-239-8850, if needed, to confirm how they are categorized.

Current CY 2023 VSTOP grantees within the **Law Enforcement category** are eligible to apply for up to \$50,000 per year or their current CY 2023 funding level, whichever is greater, for CY 2024 and 2025. Grantees may contact [Tierra Williams](#), if needed, to confirm how they are categorized.

Current CY 2023 VSTOP grantees that provide **culturally specific**, community-based services that meaningfully address the unique needs of underserved communities are eligible to apply for up to \$50,000 per year or their current CY 2023 funding level, whichever is greater, for CY 2024 and 2025. Grantees may contact [Tierra Williams](#) to confirm whether they are currently categorized as culturally specific.

Current CY 2023 VSTOP grantees that are categorized as **meaningfully addressing sexual assault** are eligible to apply for up to \$50,000 per year or their current CY 2023 funding level, whichever is greater, for CY 2024 and 2025. Grantees may contact [Tierra Williams](#) to confirm whether they are currently categorized under the sexual assault set-aside.

New Competitive Applicants:

New applicants applying under priority areas one (1) or two (2), as defined in Section I. D. of these guidelines, are eligible to apply for a maximum award of **\$50,000** per year for CY 2024 and 2025, for a total of **\$100,000** for the two-year grant period.

Due to uncertainty regarding future STOP funding, programs are encouraged to develop long-term strategies and infrastructure to ensure sustainability after this grant period.

Award amounts are contingent upon the availability of funding, program performance, and compliance with grant requirements.

C. Program Requirements

By applying for these grant funds, the applicant asserts that they have read, understand, and will comply with the following state and federal requirements and policies:

[Federal Register: Conforming STOP Violence Against Women Formula Grant Program Regulations to Statutory Change; Definitions and Confidentiality Requirements Applicable to All OVW Grant Programs](#)
[DOJ Grants Financial Guide \(ojp.gov\)](#)
[Civil Rights Office | Limited English Proficient \(LEP\) | Office of Justice Programs \(ojp.gov\)](#)
[EEOP FAQs | Office of Justice Programs \(ojp.gov\)](#)

D. Restrictions on Funding

Cost Assumption:

VSTOP grant recipients outside of the Law Enforcement category, that are currently implementing their tenth VSTOP grant award, are **required to reduce their VSTOP budget requests by 15%** from their previous award.

Non-Supplantation:

VSTOP funds may not be used to supplant state, local, or other funds which would otherwise be available for the same purposes. Instead, grant funds must be used to increase the total amount of funds available for these purposes. Federal guidance describes non-supplantation as follows: “Federal funds must be used to supplement existing state and local funds for program activities and must not supplant (replace) those funds that have been appropriated for the same purpose.”

Allowable and Non-Allowable Expenses:

Grant funds may be used only for expenses that directly relate to carrying out the activities described in the 24 purpose areas listed in Section I. B. of these guidelines.

- Grant funds may support personnel costs directly associated with staffing the grant-funded projects, specialized training for staff members involved in the project, and/or the costs of equipment and supplies necessary for the project. All staff and/or positions must be directly linked to the project in a clear manner.
- Grant funds may support legal assistance programs to provide representation for victims in their attempts to obtain civil protective orders, separation, divorce, and child custody.
- Grant funds may support children’s services only if the applicant can demonstrate an inextricable link between children’s services and providing services for an adult victim. For example, VSTOP funds may support the expansion of emergency shelter services to include programs for children of the adults residing in the shelter.
- STOP/VAWA funds cannot be used to cover any costs not directly related to service delivery for victims of crimes. Additionally, organizations cannot use STOP/VAWA funds for any of the following:
 - Direct payments to victims or any dependents
 - Activities that directly benefit the offender/perpetrator
 - Construction costs
 - Food for staff and/or Board meetings and trainings
 - Immigration fees
 - Late fees
 - Mortgage payments
 - Stipends to volunteers or crisis line advocates
 - Victim property loss
 - Renovations

- Construction
 - Physical modifications to buildings
 - Land acquisition
 - Purchase of real estate
 - Lobbying
 - Fundraising
 - Cannot serve more than 15% male victims (unless project is focused on purpose areas #17 or #19 from Section I.B.)
- Consult Tierra Williams at Tierra.Williams@dcjs.virginia.gov or 804-239-8850 or your assigned grant monitor for questions regarding additional allowable and non-allowable expenses or visit the [Virginia STOP Violence Against Women Act \(VSTOP\) | Virginia Department of Criminal Justice Services](#) resource page for more information.

E. Disbursement of Funds

Disbursement of funds will occur on a cost-reimbursement basis for actual funds expended. Actual expenditures must be reported quarterly and invoiced pursuant to approved line-item budget categories in the grant award package. Grantees will only be reimbursed for costs that have been incurred within the grant period, and which are reported on their financial report. Grant funds may only be expended and/or obligated during the grant period. All obligations must be fulfilled no later than 45 days after the end of the grant period. Requests for reimbursement shall be submitted through the DCJS online grants management platform.

F. Financial and Progress Reporting

DCJS requires online submission of financial and progress reports into the Online Grants Management System (OGMS); therefore, all recipients of grant funding must have access to the Internet for reporting purposes. In addition, all persons responsible for grants management must be registered and utilize their assigned credentials to access the system. Please refer to the [OGMS Training & Resources Page](#) for instructions on how to submit claims (financial reports and reimbursement) and status reports.

Required reports include:

1. **Quarterly** claims, which include a detail of expenditures (financial report) and reimbursement request, due on the 15th day following the end of each quarter. If that day falls on a holiday or weekend, the report is due the next business day. Projected CY 2024 claims due dates:

Reporting Quarter	Due Date
January-March	April 15, 2024
April-June	July 15, 2024
July-September	October 15, 2024
October-December	January 15, 2025

2. **Two (2) Biannual Progress Reports**, with narratives (July, January).
3. **One (1) Cumulative Annual Progress Report**, without a narrative (January). Projected CY 24 progress report due dates:

Reporting Period	Due Date
January-June	July 15, 2024
July-December	January 15, 2025
January-December (Cumulative Annual Report)	January 31, 2025

OVW requires all STOP-funded projects to report biannual and annual project activities using the [STOP Subgrantee Progress Reporting Form](#).

G. Match Requirements

Nonprofit/non-governmental applicants that are funded under the Victim Services category are exempt from the match requirement.

For grantees categorized as Courts, Discretionary, Law Enforcement, and Prosecution, 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 as cash or in-kind match. All funds designated as match are restricted to the same uses as the VSTOP funds and must be expended during the same project period. Match cannot be derived from other federal funds.

To calculate the required match, use the following formula:
(Total federal funds requested / .75) – Total federal funds requested

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

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

In-Kind Match:

In-kind match may include donations of expendable equipment (cell phones, computers), office supplies, workshop or classroom materials, workspace, 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 of volunteer services shall be consistent with the rate of compensation (which may include fringe benefits) paid for similar work in the program. If the similar work is not performed in the program, the rate of compensation shall be consistent with the rate found in the labor market in which the program competes. Records must be maintained documenting all volunteer services used as in-kind match. For additional guidance on the value of volunteer time, go to [www.independentsector.org/volunteer time](http://www.independentsector.org/volunteer-time). Programs may not use federally funded time as volunteer in-kind match hours, as match cannot be derived from federal sources. This is applicable both for internal staff members and individuals external to the program. The value placed on loaned or donated equipment may not exceed its fair market 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.

III. Application Deadline, Grant Application Technical Assistance, Review Process

A. Application Deadline

Applications must be received in [OGMS \(https://ogms.dcjs.virginia.gov\)](https://ogms.dcjs.virginia.gov) **no later than 12:00 p.m. (noon) on Monday, August 28, 2023**. Applications received at 12:01 p.m. or later on August 28, 2023 will not be considered. DCJS recommends submitting your grant application 1-2 days in advance of the deadline.

Applicants who are not registered in OGMS should register for the system well in advance of the deadline as it could take up to a week for new users to be approved. All applicants should participate in self-guided training of the recorded webinars for application submission in OGMS. If applicants have questions after watching the training webinar, [OGMS Submitting Applications](#), please email questions to ogmsupport@dcjs.virginia.gov.

B. Grant Application Technical Assistance and Training

To aid applicants in their grant application preparation, Victims Services has developed a free webinar that applicants can access for additional information.

Please use the link and access code below to view the training.

Training Link:

[CY 24-25 VSTOP Grant Application Training](#)

Passcode: ^X20==CZ

If applicants have questions, please email the VSTOP & VSDVVF Grant Program Coordinator, Tierra Williams, at tierra.williams@dcjs.virginia.gov and copy your assigned DCJS Grant Monitor. A response will be sent within two business days.

C. Grant Application Review Process

For all new applicants, applications will first be reviewed by DCJS staff who will determine whether the following criteria are met:

1. Applicant is eligible for VSTOP funding.
2. Proposed project activities are VSTOP eligible.

If these criteria are not met, the application will not be reviewed further and will not be considered for funding. For questions regarding the status of your current award, please refer to OGMS.

All eligible new and continuation applications will be reviewed by DCJS staff and/or external/non-DCJS reviewers. The reviewers will assess each application based on information provided, adherence to these Grant Guidelines, and the clarity, substance, and strength of the request made for funding. Reviewers may consider demonstrated need, geographic location, budget justification, cost-effectiveness of proposed projects, and the availability of funds. DCJS reserves the right to change program budgets based on allowability and justification of items, and available funding. Applications will be reviewed by DCJS staff to ensure the following:

1. The requested budget matches, or is less than, the maximum award amount allowed.
2. All certifications are complete and signed by the correct individual(s) in OGMS.
3. All items listed in the budget are:
 - a. Allowable,

- b. Allocable,
 - c. Justified as needed for the project,
 - d. Including a basis of computation, and
 - e. Prorated if needed (and include a basis of computation for the proration).
4. The application includes three goals with 2-3 objectives, and all objectives are specific, measurable, attainable, related to the items in the budget, and time based.

Reviewers may be unfamiliar with the applicants and their projects, so applicants are strongly encouraged to write their proposals and budget justifications with that in mind.

Each application can earn a score of **100 points**. Scoring is as follows:

Project Narrative	30
Demonstration of Need (0-15 points) <ul style="list-style-type: none"> • A successful applicant will indicate any applicable information on how the need or demand for these services exceeds what is currently available. 	
Project Description (0-10 points) <ul style="list-style-type: none"> • A successful applicant will provide a description of the project and activities, including the overall purpose and the persons to be served. 	
Sustainment Plan (0-5 points) <ul style="list-style-type: none"> • A successful applicant will describe how the program will achieve financial sustainability to ensure continuation of services when the funding period ends. The applicant will also be specific in identifying additional funding sources and strategies to support the program long-term. 	
Goals and Objectives (0-20 points) <ul style="list-style-type: none"> • A successful applicant will identify goals, and each goal must have objectives and activities. Each objective must be measurable and directly related to one or more items requested in the grant proposal budget. 	20
Budget (0-25 points) <ul style="list-style-type: none"> • A successful applicant will only list items in their budget that are allowable under the VSTOP grant. • A successful applicant will include a basis of computation with all requested costs/items. • All items are justified as necessary to the proposed project. • The applicant will indicate whether each item is used exclusively for the proposed project. All items that are not used exclusively for the project will be prorated, and the applicant will include an explanation how the items were prorated. 	25
Engagement and Evaluation	25
Evaluation Plan (0-10 points) <ul style="list-style-type: none"> • A successful applicant will provide a plan for evaluation of their proposed goals and objectives to include a description of how they evaluate the project’s effectiveness. • A successful applicant will include a copy of the survey used by the organization to obtain feedback. 	
Evidence of Community Collaboration (0-15 points) <ul style="list-style-type: none"> • A successful application will describe how they have or will actively participate as a part of a coordinated community response. This will 	

include addressing the level at which they have or will participate, the staff involved or to be involved, frequency of meetings and significant activities or products that the group has produced or will produce. <ul style="list-style-type: none"> • A successful applicant will include a list of current cooperative agreements. 	
Required Attachments (2 points deducted for each absent item)	
TOTAL	100

The Grants Committee of the Criminal Justice Services Board (CJSB) will review applicant evaluations and make funding recommendations to the full CJSB. **The CJSB will make final grant award decisions at its meeting in October 2023.** Funding decisions made by the CJSB are final and may not be appealed.

DCJS will issue grant award packages based on the final approval of the CJSB. Fiscal and programmatic revisions may be required as a condition of funding.

IV. Application Forms and Instructions

A. Application Components

All VSTOP applicants are required to submit their CY 2024-2025 applications in the OGMS system, using the OGMS Funding Opportunities (FO) tab (FO # 516977). OGMS has an internal checklist to ensure completion of each application component before final submission. Instructions for submitting applications as well as additional resources can be found at the [OGMS Training & Resources](#) page.

Required application elements include:

- General Information
- Face Sheet
- Project Narrative
- Goals and Objectives
- Budget and Budget Narrative
- Indirect Costs
- Engagement and Evaluation
- Attachments (reviewers will deduct 2 points for each required attachment that is not included):
 - Proof of valid SAM Registration with Unique Entity Identifier (UEI) number is required for all applicants.
 - [Acknowledgement of Notice of Statutory Requirement to Comply with the Confidentiality and Privacy Provisions of the Violence Against Women Act, as Amended](#) is required for all applicants.
 - Victim Safety Assurance Statement is required for all applicants.
 - Evaluation Plan and/or Survey (Engagement and Evaluation) is required for all applicants.
 - List of current Cooperative Agreements with implementation and review dates, signed and dated after July 1, 2022 (Engagement and Evaluation) is required for continuation applicants. New applicants should provide a list of anticipated Cooperative Agreements.
 - Job descriptions are required for any position for which funding is requested. If this is not provided, reviewers may not be able to determine whether the funding requested for personnel is an eligible cost or whether the request must be prorated. (*New applicants only*)
 - Non-profit applicants must attach a letter from the Internal Revenue Service designating 501(c)(3) status.

- Modified Total Direct Cost (MTDC) Worksheet (if applicable)
- Certification of De Minimis Indirect Cost Rate form (if applicable)
- Non-Supplantation
- Civil Rights Certification
- General Conditions and Assurances
- Lobbying and Disbarment
- Authority Certification

These Calendar Year 2024-2025 VSTOP Grant Program Guidelines and Application Procedures may be downloaded from the DCJS website at <http://www.dcjs.virginia.gov> or on the attachments tab of the funding opportunity in OGMS.

Follow these steps to begin an application for this funding opportunity in OGMS.

1. Log into [OGMS](#). If you have never registered for OGMS, select the Registration button on the OGMS home page.
2. Select *Funding Opportunities*.
3. Select # 516977 CY 24-25 Virginia Services, Training, Officers, Prosecution Formula Grant Program for Continuation and New Applicants
4. Select *Start New Application*
5. Under *Application Title*, enter the name of the proposed VSTOP grant project. For example, “VSTOP CY 24-25 DV Investigator Lucky County”
6. Under *Primary Contact*, select the name of the person completing the application. This can be changed later in the application process if needed. Select *Save Form Information*. You will be taken to a new screen.
7. Under *Organization*, select the organization and then select *Save Form Information*. This will take you to a new screen.
8. Under *Additional Applicants*, select any organization members who should have access to this application and to the grant if it is awarded. Grant recipients can also add or delete people after the grant is awarded. If you do not see the name of a person who should have access to the application/grant, it could mean they are not registered in OGMS or they are not registered under the same organization. Select *Save Form Information*. This will take you to a new screen. **This step is very important as it will allow the correct people to sign sections of the application that require their signature using their own OGMS account.**
9. Under the *Application Details* screen, complete all sections by clicking on each line. You cannot submit the application until all sections are complete. A green check mark indicates the section is complete. Refer to the [OGMS Training & Resources | Virginia Department of Criminal Justice Services](#) webpage for technical assistance with the OGMS system.

The following sections are incorporated into the OGMS application system:

B. Face Sheet

Congressional Districts: List the congressional districts that will benefit from this program.

Jurisdictions Served: Select all jurisdictions served.

Certified Crime Prevention Community: Not applicable to this grant program. As this is a required field, please answer this question to the best of your knowledge.

Type of Application: Enter “Continuation” if you are a CY 23 VSTOP current subrecipient and “New” if you are not.

Community Setting: Check the box(es) that best describes the applicant service area.

Brief Project Description: Provide a short description of the project. 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. It is important that applicants include this information and use correct spelling and grammar. This information is used by the Criminal Justice Services Board when making award decisions.

Project Director: List 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 county administrator; 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 serve as Project Administrator, provide a copy of the letter, memorandum, or other document by which the signing authority was delegated. Such letter must be specific to this funding opportunity. The letter can be uploaded to the Attachments component in the funding opportunity.

Finance Officer: List the individual who will be responsible for fiscal management of the funds.

Note: Appropriate internal controls necessitate that the Project Director, Project Administrator and Finance Officer are different people.

C. Project Narrative

All applicants must complete the Project Narrative portion of the application. The *Demonstration of Need* should indicate any applicable information, including recent and relevant statistics, on how the need or demand for these services exceeds what is currently available. The *Project Description* provides a brief description of the project, including the overall purpose and the persons to be served. The *Sustainment Plan* requires that applicants describe how the program will achieve financial sustainability to ensure continuation of services when the funding period ends. Be specific in identifying additional funding sources and strategies to support the program long-term.

All continuation applicants must describe any changes in implementing the project as outlined in your CY 2022-2023 grant project. Applicants should also describe any significant successes, as

well as obstacles that may have prevented you from meeting the goals and objectives outlined in your CY 2022-2023 grant application.

D. Goals and Objectives

All applicants must provide goals, objectives, activities, and performance measures for your project. 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 CY 2024 and 2025. Programs must have at least three (3) goals with 2-3 objectives and activities notated for each goal.

Goals and objectives should be reflective of the grant funded project. Applicants are encouraged to assess funding and staffing levels and develop goals/objectives that are reflective of the work anticipated to occur in the grant period.

For example:

Objective 1: The Victim Support Center anticipates providing court advocacy services through the funded position to 100 adult victims of sexual violence in CY 2024 and 100 adult victims of sexual assault in CY 2025.

E. Budget

The project budget is for the period of January 1, 2024 through December 31, 2025 (two calendar years). The budget total for the two-year period must equal or be less than the maximum award amount allowed as indicated below:

Continuation Applicants:

Current CY 2023 VSTOP grantees within the **Courts, Discretionary, Prosecution, and Victim Services categories**, who are not funded under the culturally specific set-aside or sexual assault set-aside, are eligible to apply for funding amounts level to their current CY 2023 awards, per year, for CY 2024 and 2025.

Current CY 2023 VSTOP grantees within the **Law Enforcement category** are eligible to apply for up to \$50,000 per year or their current CY 2023 funding level, whichever is greater, for CY 2024 and 2025.

Current CY 2023 VSTOP grantees that provide **culturally specific**, community-based services that meaningfully address the unique needs of underserved communities are eligible to apply for up to \$50,000 per year or their current CY 2023 funding level, whichever is greater, for CY 2024 and 2025. Grantees may contact [Tierra Williams](#) to confirm whether they are currently categorized as culturally specific.

Current CY 2023 VSTOP grantees that are categorized as **meaningfully addressing sexual assault** are eligible to apply for up to \$50,000 per year or their current CY 2023 funding level, whichever is greater, for CY 2024 and 2025. Grantees may contact [Tierra Williams](#) to confirm whether they are currently categorized under the sexual assault set-aside.

New Competitive Applicants:

New applicants applying under priority areas one (1) or two (2), as defined in Section I. D. of these guidelines, are eligible to apply for a maximum award of **\$50,000** per year for CY 2024 and 2025, for a total of **\$100,000** for the two-year grant period.

Enter all requested funds under federal funds. Include match funds, if required. Each budget line must correspond to the itemized budget forms. Prior to submitting the application, please ensure that each itemized budget form aligns with the total amount requested on the budget and does not exceed the maximum award amount allowed.

Funds from Other Sources: Enter all funds from other sources that support the organization. Additionally, if the proposed project will generate project income, enter the anticipated amount of project income that will be earned.

F. Itemized Budget Forms

Requirements:

- All items requested in each budget form must be allowable.
- For all items, under item justification, explain how the item is needed to support the proposed project. This tells reviewers about whether the item is allowable. The dollar amounts assigned to in-kind match must be thoroughly justified.
- All items must include a basis of computation in the description of the item and an explanation of how the requested cost was determined.
- For all items, the applicant must indicate in the description whether the item is used exclusively for the proposed VSTOP project. Items that are not used exclusively for the VSTOP project must be prorated, and the applicant must include an explanation of how the items were prorated.
 1. What does “prorated” mean? For the purposes of these guidelines, prorating means the request for funding is proportional to the use of each item for this grant program.
 2. When do I need to prorate? If an item is used exclusively for this proposed VSTOP program, prorating is not needed. If the item is used to support other projects in the agency, prorating is needed.
 3. How do I prorate?
 - a. Proration Based on Salary: If your VSTOP funded staff serve 10% of the total victims served by your agency, you can prorate items that are not used exclusively for this proposed VSTOP program by 10%.
 - b. Proration Based on Direct Services Budget: If your VSTOP request for funding is 15% of your total direct service budget, you can prorate items that are not used exclusively for this proposed VSTOP program by 15%.
 - c. Proration Based on VSTOP Funded Staff: If your VSTOP funded staff is funded 50% on VSTOP, you can prorate this person’s computer, office supplies, office furniture or other assigned items by 50%.
- The applicant is responsible for ensuring totals in each itemized budget form matches what is on the budget form and does not exceed the maximum award amount.
- At the bottom of each itemized budget form, the applicant must identify the funding source for the budgetary items. Allocate all expenses under federal funds or matching funds.

1. Personnel Itemized Budget Form

If the applicant is seeking funds for personnel, complete all required sections on this form including a position description and justification. The position description should describe

grant-related duties performed. All requested amounts must be reasonable given the complexity of work, and consistent with the applicant's staff compensation plan. To promote the retention of qualified project staff, applicants are encouraged to request competitive salaries. New applicants should attach a job description for each position for which funding is being requested. Each item should reflect expenditures for a 24-month grant period.

Example

Description

VSTOP funding is requested to cover 50% of the salary for law enforcement officer, John Doe. John is a full-time employee (40 hours/week) who handles cases involving sexual assault and domestic violence. VSTOP funding will support half of John's work with victims of these crimes. \$60,000 (total annual salary) x 50% = \$30,000.

Justification

John's salary is consistent with similar positions in the surrounding area and the organization's compensation plan. These personnel costs are allowable under the VSTOP grant guidelines.

2. Fringe Benefits

Applicants can add requests for fringe benefits per grant funded staff member. Fringe benefits should be prorated based on time spent on the grant. Using the example above, the applicant may request up to 50% of John's fringe benefit costs. Each item should reflect expenditures for a 24-month grant period.

3. Consultants

If the applicant is seeking funds for consultants, complete all required sections on this form including a consultant description and justification. Any service that is provided by a third party, regardless of whether there's a contract in place or not, should be under consultants in the budget. This includes co-pays for victims, daycare services, translation services, interpreter services, etc. Each item should reflect expenditures for a 24-month grant period.

The rate of compensation for individual consultants must be reasonable and consistent with that paid for similar services in the marketplace; however, the rate may not exceed \$650.00 per day (\$81.25 per hour, exclusive of travel and/or subsistence), and may not exceed the consultant's usual and customary fee.

Example #1

Description

Applicant requests funding for 104 hours of counseling services contracted with Acme Counseling. 104 hours of counseling services will allow the organization to send 2 victims per week to one hour of counseling located in our offices with Acme Counselors. (52 weeks x 2 victims per week x 1 hour per session= 104 hours). All counseling sessions are exclusive to this VSTOP project, so this request is not prorated. The Acme Counseling rate is \$80/per hour. 104 hours x \$80/hour = \$8,320.

Justification

Our in-house counselor cannot keep up with the need for counseling services. By contracting with Acme Counseling, we can shorten the wait list and get more victims into this needed service. \$80/hour is within the federal contracting limits, and it is the actual hourly rate Acme charges its clients.

Example #2

Description

Applicant requests funding for Spanish and Russian translation services contracted with Jane Doe. Translation services are needed to translate our current sexual assault services brochure into Spanish. Our brochure is 1020 words. Jane Doe's translation services rate is 15 cents per word. 15 cents x 1020 words x 2 (Two Languages: Spanish and Russian) = \$306.00.

Justification

Our current sexual assault brochure was recently updated. It is important to translate this brochure to reach Spanish and Russian speaking people living in our service area. Jane Doe's rate of 15 cents per word is the middle range rate for translation services according to Bureau Works.

4. Travel

If the applicant is seeking funds for mileage, complete all required sections on this form including a description and justification for all mileage. Mileage reimbursement must be for VSTOP funded staff or volunteers. If the applicant does not have an established local travel policy, then the applicant must adhere to federal/state travel policy. If local travel policy differs from the federal/state travel policy, please provide or describe the policy in the justification.

State in the description whether the request is based on the federal/state travel policy or the agency's policy. Refer to the following U.S. General Services Administration (GSA) website for the most current travel rates and policies: [Privately Owned Vehicle \(POV\) Mileage Reimbursement Rates | GSA](#). Each item should reflect expenditures for a 24-month grant period.

Mileage is separated in this grant solicitation because many programs have differing mileage rates for local and non-local mileage. **Local mileage** is considered travel within the immediate service area (satellite offices, court, meetings, etc.). **Non-local mileage** is outside of the immediate service area (trainings, conferences, meetings, etc.).

DCJS will **not** consider requests to support attendance, subsistence, or travel for out-of-state trainings or conferences with this funding opportunity.

Example

Description

Agency requests mileage for our VSTOP funded advocate to travel to the hospital to meet directly with sexual assault victims. We anticipate the advocate will respond to 40 calls at the hospital specific to sexual assault cases based on 2022 statistics. A round-trip to our local hospital is 20 miles. 40 calls x 20 miles each = 800 miles. Per agency policy, we reimburse mileage at a rate of 55 cents per mile, which is different from federal (GSA) guidelines. 800 miles x .55 = \$440. Mileage used by the VSTOP funded advocate is used exclusively to this VSTOP project, so this request is not prorated.

Justification

Mileage is needed so that our VSTOP funded staff person can be present with victims at the hospital where they can provide a wide range of services in a supportive, trauma-informed way.

5. Subsistence/Other Travel Costs

If the applicant is seeking funds for other travel expenses, complete all required sections on this form including a description and justification for all line items. Travel reimbursement must be

for VSTOP funded staff or volunteers. If the applicant does not have an established local travel policy, then the applicant must adhere to federal/state travel policy. If local travel policy differs from the federal/state travel policy, please provide or describe the policy in the justification. State in the description whether the request is based on the federal/state travel policy or the agency's policy. Refer to the following U.S. General Services Administration (GSA) website for the most current travel rates and policies: [Per Diem Rates | GSA](#). Each item should reflect expenditures for a 24-month grant period.

DCJS will **not** consider requests to support attendance, subsistence, or travel for out-of-state trainings or conferences with this funding opportunity.

Example

Description

Agency requests train travel for our VSTOP funded prosecutor to attend the Acme Sexual Assault & Domestic Violence Annual Conference, September 1–5, 2024, in Richmond, VA. Applicant anticipates purchasing a train ticket costing \$100 roundtrip. This request is prorated to \$50 because the VSTOP funded prosecutor who will attend is funded by VSTOP at 50%. $\$100 \times 50\% = \50 .

Justification

Attendance at this conference will give the VSTOP prosecutor tools and knowledge to work with victims, as there is an entire prosecution track during the conference. Since the prosecutor in this position is new, it is important gain additional education on these crimes.

6. Equipment (items \$5,000 per unit and greater)

If the applicant is seeking funds for equipment, complete all required sections on this form including a description and justification for all line items. Each item should reflect expenditures for a 24-month grant period.

Equipment is defined in the federal Department of Justice [2022 Grants Financial Guide](#) as “tangible personal property (including information technology systems) having a useful life of more than 1 year and a per-unit acquisition cost which equals or exceeds the lesser of the capitalization level established by the non-federal entity for financial statement purposes, or \$5,000.”

Funds through this grant program may not be used for new vehicle leasing agreements or vehicle purchases.

Example

Description

Applicant is seeking funding to purchase a scanner/copier. The total cost for the item is \$5,000. The scanner/copier will be used by all twenty staff and will not be exclusive to the VSTOP funded advocate. As VSTOP funding makes up 15% of the agency's direct services budget, the applicant is seeking VSTOP funding for 15% of the scanner/copier. $\$5,000$ (total cost) $\times 15\% = \$750$.

Justification

The scanner/copier will replace a current one which is approximately 15 years old. The current one is unreliable and often breaks down. This new scanner/copier will be used to copy materials provided to victims and documents needed for case management.

7. Supplies and Other Expenses

If the applicant is seeking funds for supplies and other expenses, complete all required sections on this form including a description and justification for all line items. Each item should reflect expenditures for a 24-month grant period.

Supplies are defined in the [2022 Grants Financial Guide](#) as “all other items of tangible personal property that are not equipment. This includes computing devices that cost less than \$5,000 per unit (or the organization’s capitalization threshold, if that is less than \$5,000).”

VSTOP funds may be used to purchase supplies needed by VSTOP funded staff. These requests must be prorated unless the staff person using the item is funded 100% by VSTOP. The applicant must explain how the item was prorated. Note: computers that are purchased with grant funds must be equipped with updated anti-virus protection software.

Example

Description

Applicant is seeking funding to purchase a laptop computer for VSTOP funded staff advocate Jane Doe. The laptop identified for purchase costs \$900. The laptop includes the programming and security features needed. Jane is funded by VSTOP at 80%; therefore, we have prorated this request to 80%. $\$900$ (total cost) \times 80% = $\$720$.

Justification

The laptop computer will give Jane the ability to manage their cases. Jane does not currently have a laptop. They only have a desktop computer. The laptop is needed so that Jane can take it to court and have access to needed information.

8. 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 benefited, without effort disproportionate to the results achieved.

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.

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.
4. The costs are not also recovered as indirect costs.

Requesting Indirect Costs: Requesting indirect costs is optional. Directions for calculating indirect costs are on the OGMS Indirect Cost form. The allowable amount calculated does not

need to be prorated. Applicants that intend to charge indirect costs through the use of a negotiated indirect cost rate must have a current, signed, federally approved indirect cost rate agreement and must attach a copy of the agreement in this section in OGMS. State, local, and tribal governments that have never received a federally approved indirect cost rate and receive less than \$35 million in direct federal funding per year may elect to charge a de minimis rate of 10% of modified total direct costs, which may be used indefinitely.

G. Engagement and Evaluation

a) Evaluation Plan

All VSTOP applicants are required to provide DCJS with an evaluation plan to assess program goals and objectives. Describe how you evaluate your program's effectiveness.

Attach a copy of the survey your program/organization uses or plans to use to obtain feedback from people who receive services through this project.

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

b) Evidence of Community Collaboration

All applicants must document that their agency actively participates as part of a coordinated community response to violence against women. Address the following in your response:

- At what level has or will the agency or organization that receives VSTOP funding participated in a coordinated community response group addressing domestic and/or sexual violence (e.g., Coordinating Council, Sexual Assault Response Team, Task Force)?
- What role(s) has (or will) VSTOP-funded staff fill within the coordinated community response group addressing domestic and/or sexual violence (e.g., Chair, Secretary, Agency Representative)?
- How often does (or will) this group meet?
- What significant activities or products has (or will) this group produced in the past three years? If available, please include any model protocols related to sexual violence and/or domestic violence community coordinated response.

Attach a list of current Cooperative Agreements with implementation and review dates, signed and dated after July 1, 2022. New applicants should provide a list of anticipated Cooperative Agreements.

H. Attachments

- Proof of valid SAM Registration with Unique Entity Identifier (UEI) number is required for all applicants.
- [Acknowledgement of Notice of Statutory Requirement to Comply with the Confidentiality and Privacy Provisions of the Violence Against Women Act, as Amended](#) is required for all applicants.
- Victim Safety Assurance Statement is required for all applicants.
- Evaluation Plan and/or Survey (Engagement and Evaluation) is required for all applicants.

- List of current Cooperative Agreements with implementation and review dates, signed and dated after July 1, 2022 (Engagement and Evaluation) is required for continuation applicants. New applicants should provide a list of anticipated Cooperative Agreements.
- Job descriptions are required for any position for which funding is requested. If this is not provided, reviewers may not be able to determine whether the funding requested for personnel is an eligible cost or whether the request must be prorated. (*New applicants only*)
- Non-profit applicants must attach a letter from the Internal Revenue Service designating 501(c)(3) status.

I. Non-Supplantation

All applicants must complete this certification, which must be signed by the Project Administrator. VSTOP funds may not be used to supplant state, local, or other funds which would otherwise be available for the same purposes. Instead, grant funds must be used to increase the total amount of funds available for these purposes. The federal Grants Financial Guide describes non-supplantation as follows: “Federal funds must be used to supplement existing state and local funds for program activities and must not supplant (replace) those funds that have been appropriated for the same purpose.”

J. Civil Rights Certification

All applicants must complete this certification, which must be signed by the Project Administrator and Project Director.

K. General Conditions and Assurances

The Project Administrator must electronically sign this component.

L. Lobbying and Disbarment

The Project Administrator must electronically sign this component.

M. Authority Certification

All applicants must complete this certification, which must be signed by Project Administrator.

Important Reminders:

The CY 2024-2025 VSTOP Grant Application is due in OGMS on Monday, August 28, 2023 at 12:00 p.m. (noon).

For questions regarding OGMS, email: ogmssupport@dcjs.virginia.gov (and include your grant name and grant number) or visit [OGMS Training & Resources](#). You may also use the “Question” feature in OGMS.

The monitoring team and VSTOP Grant Program Coordinator are available to provide technical assistance and support during the application process via email at tierra.williams@dcjs.virginia.gov or 804-239-8850.