



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

For Continuation Applicants

Program Guidelines and Application Procedures
Calendar Years 2022 and 2023

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

Thursday, August 26, 2021 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

A. 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. 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 STOP program, known as VSTOP in Virginia, is guided by the VSTOP State Planning Team and is administered by the Virginia Department of Criminal Justice Services (DCJS).

B. Grant Period

The grant period for awards made under these guidelines is for the **two-year period, January 1, 2022 – December 31, 2023**. All grant awards are contingent upon program performance and funds available through the Violence Against Women Act.

Applicants should submit one (1) application via the online grant management platform. A budget is not required for each individual calendar year.

Separate award packages will be provided for each calendar year (January 1 to December 31) of the two-year cycle.

C. Eligibility

Only those recipients who received funding in Calendar Years (CY) 2019–2021 are eligible to apply for continuation funding. Due to the limited amount of funds available, DCJS will **not** be accepting applications from new applicants for the CY 2022–2023 funding cycle.

See attachment for a listing of maximum award amounts for Calendar Years 2022 and 2023.

Applicant Categories:

The following applicant categories are eligible for VSTOP funding: Law Enforcement, Prosecution, Victim Services, Courts, or Discretionary. All programs must apply under the same category as their CY 2019–2021 grants.

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. Application Deadline

Applications must be received **no later than 12:00 p.m. (noon) on Thursday, August 26, 2021**.

II. VSTOP Grant Program Information

A. Program Goals

The goal of the VSTOP Grant 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, the VSTOP Grant Program also supports projects that develop and enhance victim services in cases involving violent crimes against women.

B. Purpose Areas

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.
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 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 older and disabled women 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, and other victim services to such older and disabled 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.
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. States and territories must notify and provide OVW with a list of subgrantee recipients awarded STOP funds under the Crystal Judson Domestic Violence Protocol Program, and ensure that all subgrantees satisfy the requirements of this paragraph.

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, or stalking, with not more than 5 percent of the amount allocated to a state to be used for this purpose.

C. Funding Amount Available

Virginia's federal fiscal year 2021 STOP award amount is \$3,649,564, which will primarily support CY 2022 VSTOP grant awards. It is anticipated that Virginia's federal fiscal year 2022 award will be at a similar level, and will support CY 2023 VSTOP grant awards.

D. Restrictions on Funding

Cost Assumption:

VSTOP grant recipients that are currently implementing their tenth VSTOP grant award are **required to reduce their VSTOP budget requests by 15%** from their previous award. Grant recipients will be notified if this reduction applies to them.

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. 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."

Allowable and Non-Allowable Expenses:

Grant funds may be used only for expenses that directly relate to carrying out the activities described in the 20 purpose areas listed in Section II. 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.
- Grant funds **may not be used** for renovations, construction, land acquisition, lobbying, fundraising, or formation of corporations.

E. Match Requirements

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

For the categories of Courts, Discretionary, Law Enforcement, and Prosecution, VSTOP funds may not be used to pay more than 75% of the total 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:

$$(Total\ federal\ funds\ requested / .75) - Total\ federal\ funds\ requested = Match\ required$$

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, 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 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.

F. Financial and Progress Reporting Requirements

Required reports for each year of the grant cycle include:

1. **Quarterly** Financial Reports, detailing quarterly expenditures;
2. **Two (2)** Biannual Progress Reports, with narratives; and

3. **One (1)** Annual Progress Report, without a narrative.

All grant recipients are required to submit financial and progress reports by the 15th of the month after the close of each reporting period. OVW requires all STOP-funded projects to report biannual and annual project activities using the [STOP Subgrantee Progress Reporting Form](#). DCJS requires submission of all reports into the agency's online grants management platform. Additional information about the online system can be found on the DCJS website at: <https://www.dcjs.virginia.gov/grants/ogms-training-resources>.

III. Application Instructions and Forms

A. How to Apply

Applications and attachments must be submitted electronically via the [DCJS On-line Grant Management System \(OGMS\)](#). Applications must be received **no later than 12:00 p.m. (noon) on Thursday, August 26, 2021**. Applications received at 12:01 p.m. or later on August 26, 2021 will not be considered. Since this is the first time submitting applications in OGMS, DCJS recommends submitting your grant application 1–2 days in advance of the deadline.

All applicants should participate in self-guided training of the recorded webinars for application submission in OGMS: [OGMS Submitting Applications](#). If applicants have questions after watching the training webinar, please email questions to ogmssupport@dcjs.virginia.gov.

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

These Calendar Year 2022–2023 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.

B. Technical Assistance and Training

To aid applicants in their grant application preparation, DCJS is facilitating a webinar on **Thursday, August 12, 2021, at 1:00 p.m.** Registration is required but there is no registration fee. Instructions for webinar registration and participation will be provided via email to eligible applicants. Be sure to have these guidelines available to you during the webinar training.

For questions regarding these guidelines, please contact:

Tierra Smith, (804) 239-8850, tierra.smith@dcjs.virginia.gov

Applicants may also contact their assigned Grant Monitor for technical assistance:

Amia Barrows, (804) 292-4194, amia.barrows@dcjs.virginia.gov

Dione Bassett, (804) 804-965-4019, dione.bassett@dcjs.virginia.gov

Haymanot Cummings, (804) 510-9316, haymanot.cummings@dcjs.virginia.gov

Chad Felts, (804) 965-4427, chad.felts@dcjs.virginia.gov

Andrew Kinch, (804) 225-4331, andrew.kinch@dcjs.virginia.gov

Erin Osiol, (804) 510-9540, erin.osiol@dcjs.virginia.gov

Sharon Reed, (804) 658-8179, sharon.reed@dcjs.virginia.gov

Chrissy Smith, (804) 339-9137, chrissy.smith@dcjs.virginia.gov

Christine Wengloski, (804) 965-4423, christine.wengloski@dcjs.virginia.gov

C. Grant Application Review Process

DCJS staff will review applications and will present application evaluations for consideration to the Grants Committee of the Criminal Justice Services Board (CJSB). The Grants Committee will then make funding recommendations to the full CJSB. **The CJSB will make final grant award decisions at its meeting in October 2021.** Funding decisions made by the CJSB are final and may not be appealed.

The CJSB and/or DCJS reserve the right to negotiate program budgets based on allowability and justification of items, as well as available funding.

DCJS Grants Management Section 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.

D. Application Components

All VSTOP applicants are required to submit their CY 2022–2023 applications in the OGMS system, using the OGMS Funding Opportunities tab. 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
- Attachments:
 - Certification Regarding Lobbying; Debarment, Suspension, and Other Responsibility Matters; and Drug-Free Workplace Requirements Form, signed by the Program Administrator
 - General Grant Conditions and Assurances Form, signed by the Program Administrator
 - 501(c)(3) confirmation letter (nonprofit agencies only)
 - Modified Total Direct Cost (MTDC) Worksheet (if applicable)
 - Certification of De Minimis Indirect Cost Rate form (if applicable)
 - Engagement and Evaluation (2 attachments)
- Non-Supplantation
- Civil Rights Certification
- Engagement and Evaluation, to include a list of current Cooperative Agreements with implementation and review dates, signed and dated after July 1, 2020
- Authority Certification

E. Instructions for Completing Application Components

1. Face Sheet

Complete the **Face Sheet** Component by entering the following **information in OGMS**:

- **Congressional Districts:** Choose all that apply. Hold the “Ctrl” key to enter multiple districts.
- **Best Practice:** This section is currently not applicable to VSTOP.

- **Jurisdiction(s) Served:** Select all jurisdiction(s) to be served; or select “STATEWIDE” if applicable.
- **Program Title:** List the name of your program.
- **Certified Crime Prevention Community (CCPC):** Select **Yes** only if your locality is a CCPC.
- **Type of Application:** Select Continuation of Grant.
- **Grant Number:** Enter your CY 2021 grant number.
- **Performance Statement:** Please provide information on past performance. Examples: *This program served 100 victims CY2020.*
- **Community Setting:** Check the box(es) that best describes the applicant service area.
- **Brief Project Overview:** Provide a short description of the proposed project. Estimate the 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, include statistical information (the number of clients who received services, trainings conducted, etc.) from January 1, 2020 - December 31, 2020, if applicable.

OGMS provides fields to enter the email addresses, phone numbers, and mailing addresses (including plus-four zip code) for the following:

- **Project Director:** The person who will have day-to-day responsibility for managing the project.
- **Project Administrator:** The person who has authority to formally commit the organization, locality, or state agency to complying with all the terms of the grant application. 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; the president of the board of directors; 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 as an attachment.
- **Finance Officer:** List the person who will be responsible for fiscal management of the funds.

2. Project Narrative

All applicants must complete the Project Narrative portion of the application. The *Demonstration of Need* should indicate any applicable information 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. Applicants may include statistics from their local victim services program(s), law enforcement agency, or prosecutor’s office, as well as court records and/or crime statistics. If applicable, applicants may document the number of victims that are un-served or underserved. 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 applicants must describe any changes in implementing the project as outlined in your CY 2019–2021 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 2019–2021 grant application.

3. Goals and Objectives

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 2022 and 2023.

For example:

Objective 1: The Sexual Assault Crisis Center anticipates providing court advocacy services through the funded position to 100 adult victims of sexual violence in 2022 and 110 adult victims of sexual assault in 2023.

4. Budget Grid and Budget Narrative

The project budget and budget narrative are for the period of January 1, 2022 through December 31, 2022 (one calendar year). This entered budget will also be used for calendar year 2023.

Applicants must explain the reasons for each requested budget item and how requested amounts were determined. Requested items not thoroughly justified will not be approved for funding. Be sure that your Budget Grid in OGMS is consistent with your Budget Narrative requests.

Itemize all budget amounts and place them in the appropriate category for each line item. Each item should reflect expenditures for a twelve-month grant period. The cells will automatically round amounts to the nearest dollar.

Applicants must document that the personnel costs and items requested are for the exclusive use of the program or staff supported with the VSTOP Grant. 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. The dollar amounts assigned to in-kind match must be thoroughly justified.

Budget Narrative (located in the Budget tab)

The budget narrative should detail anticipated expenses for CY 2022. Applicants must explain the reasons for each requested budget item. Complete the Budget Narrative Tab(s) in OGMS for each specific category applicable to your request for funding.

a) Personnel Budget Category

List each position by title. Show the annual salary rate for the employee and the hours of time to be devoted to the project by the employee. Typically, full-time employees work 2,080 hours annually.

Justify the position requested for funding with the grant. Describe the duties, responsibilities, and qualifications of each grant funded position. Indicate how the position will promote your organization's ability to enhance victim services.

Fringe Benefits Budget Category

Under *Requested Total*, enter the total request of fringe benefits for each employee listed. If the applicant is not seeking fringe benefits for one of the listed positions, enter zero.

Under *Description of Fringe Benefits/Basis of Computation*, provide the basis of computation and the total amount of each fringe benefit in each respective space. If the applicant is not seeking fringe benefits for one of the listed positions, enter zero.

b) Consultant Budget Category

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

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 adhere to the applicant's travel policy or the 2021 Internal Revenue Service (IRS) mileage rate of .56 cents per mile.

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

c) Travel & Subsistence for Project Personnel Budget Category

Itemize total travel expenses of project personnel by local mileage, non-local travel, and subsistence (lodging and meals). Applicants must follow their locality or organization's travel policy, or the IRS mileage rate. The 2021 IRS mileage rate is .56 cents per mile.

The applicant must clearly explain the basis for all calculations. Justify travel by explaining why 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 so that they are better able to offer quality services to crime victims. These skills should enhance the quality of services to domestic violence, sexual assault, dating violence, and/or stalking victims. Additionally, applicants must document that grant funds will only cover travel costs of the project's direct service providers.

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. Training/conference registration fees should be detailed in the "Supplies and Other Expenses" category only.

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

Equipment is defined in the federal Department of Justice *2017 Grants Financial Guide* as “tangible personal property (including information technology systems) having 1) a useful life of more than one year and 2) a per-unit acquisition cost of \$5,000 or greater (or the organization’s capitalization policy, if it is less than \$5,000). If the organization does not have a capitalization policy in place, the Federal amount of \$5,000 must be followed.”

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 agreement. Provide the basis of computation for the requested amount. Include a written estimate of cost and local contract guidelines, if applicable. Justify equipment expenses by documenting that items will enhance direct services to victims of domestic violence, dating violence, sexual assault and/or stalking. Document the necessity and cost effectiveness of requested expenditures.

If equipment is requested to replace outdated or “old” equipment, briefly describe why replacement is necessary and when the “old” equipment was acquired.

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 prorated share of such an item. Prorating calculations must be documented.

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

e) Supplies and Other Expenses (items under \$5,000 per unit)

Supplies are defined in the *2017 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).”

Operating expenses under Supplies include, but are not limited to, the following: telephone services, internet access/internet provider contracts, mobile phone services, office supplies, training, postage, training registration, and printing projects.

All costs must be itemized within this category by major types (i.e., office supplies, equipment use fees when supported by usage logs, printing, photocopying, postage, brochures, telephone). If the item includes more than one component, identify subcomponents. For example, “*Office Supplies: copy paper, pens, and folders.*” Additionally, show the basis for computation (i.e., “x” dollars per month per three staff people for office supplies). Explain whether the item is for exclusive use of the VSTOP.

Explain how the item is essential to the goals of the project. Explain the rationale used to determine the basis for each computation (i.e., “the photocopying cost estimate is based on the cost spent in 2020 for similar services”). Applicants should document actual expenses for each line item requested when possible (i.e., “Last year we spent \$400 on postage. For CY 2022-2023, we anticipate spending \$950, due to stamp rate increase.”). If a supply is requested to replace an outdated or “old” item, describe why replacement is necessary and when the “old” item was acquired.

Office space rental and equipment maintenance requests must be prorated to support this VSTOP project alone. DCJS will carefully examine office space rental and equipment

maintenance requests, especially costs related to computer maintenance, network access, and the provision of technical support. Applicants must thoroughly document the necessity and cost effectiveness of requested expenditures.

All computers purchased with DCJS grant funds must be equipped with updated anti-virus protection software. Applicants are encouraged to limit computer purchase requests to \$1500 per workstation.

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 prorated share of such an item. Prorating calculations must be documented.

Grant funds may support a maximum of three memberships per year in victim assistance organizations. Identify each organization and its membership rate. Memberships must be in the name of the organization, not an individual. Applicants must explain how requested membership fees support or enable the program to provide direct service to crime victims.

f) 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. Most costs can and should be assigned to a project, thereby reducing indirect costs.

Applicants requesting Indirect Costs must indicate the expense in OGMS and include the necessary Indirect Cost Rate attachments. If this section is not completed, or if the necessary attachments are not included with the application, Indirect Costs may not be awarded.

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. Applicants do not have to request indirect costs, but it is allowable. To calculate indirect costs, applicants must first determine the Modified Total Direct Costs (MTDC) amount of the project budget. Indirect costs that can be requested are not based on the entire project budget, but on the MTDC amount. Applicants are not required to describe or itemize what is included in the indirect costs.

Applicants 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.

1. 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.
- Applicants can request the percentage (as outlined in the ICRA) of the Modified Total Direct Costs (MTDC) of their budget for indirect costs.

2. *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 percent of the Modified Total Direct Costs (MTDC) of their budget for indirect costs.

Use the MTDC Worksheet to calculate the MTDC amount. The Worksheet will also calculate the amount of indirect costs that can be requested. If Indirect Costs are requested, applicants must submit two additional documents with the grant application:

- a. MTDC Excel Worksheet **AND**
- b. Certification of De Minimis Indirect Cost Rate form **OR** a copy of the applicant's Indirect Cost Rate Agreement letter/documentation

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 MTDC Worksheet must be emailed to grantsmgmt@dcjs.virginia.gov each quarter.

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 will likely 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.

It is anticipated that grant awards will not exceed the projected maximum awards listed in this funding announcement. Applicants are discouraged from requesting indirect costs. Applicants should carefully evaluate the impact of budgeting indirect costs and should use grant funds to support direct service delivery to the maximum extent possible.

5. Attachments

- Certifications Regarding Lobbying
- [DCJS General Grant Conditions and Assurances](#)
- 501(c)(3) confirmation letter (nonprofit agencies only)
- Modified Total Direct Cost (MTDC) Worksheet (if applicable)
- Certification of De Minimis Indirect Cost Rate form (if applicable)
- Evaluation Plan and/or Survey (Engagement and Evaluation)
- List of current Cooperative Agreements with implementation and review dates, signed and dated after July 1, 2020 (Engagement and Evaluation)

6. 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. 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.” The Project Administrator must electronically sign this component.

7. Civil Rights Certification

The Project Administrator must electronically sign this component.

8. 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 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 this group meet?
- What significant activities or products has 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, 2020.

9. Authority Certification

The certifications must be completed as indicated in OGMS.

Important Reminders:

The CY 2022–2023 VSTOP Grant Application is due in OGMS on Thursday, August 26, 2021 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.smith@dcjs.virginia.gov. Thank you!