

**VIRGINIA**  
**V-STOP**  
**Services\*Training\*Officers\*Prosecution**  
**Violence Against Women**  
**Grant Program**

Program Guide and Application Procedures  
January 1, 2014 - December 31, 2015



Department of Criminal Justice Services  
Division of Programs  
1100 Bank Street  
Richmond, VA 23219  
804-371-0386

July 1, 2013

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## I. Introduction

### Authority and Purpose

In 1994, the United States Congress passed the Violence Against Women Act (VAWA) as part of the Violent Crime Control and Law Enforcement Act (codified at 42 U.S.C. 3796gg through 3796gg-5). One part of the VAWA is the STOP (**S**ervices, **T**raining, **O**fficers, **P**rosecution) Violence Against Women program. On October 28, 2000, January 5<sup>th</sup>, 2006, and March 7, 2013 Congress and the President reauthorized the Violence Against Women Act, and enacted changes in eligibility requirements, funding categories, and priority areas. **The STOP program promotes a coordinated, multidisciplinary approach to improving the criminal justice system's response to violent crimes against women and encourages the development and strengthening of effective law enforcement and prosecution strategies to address violent crimes against women and the development and strengthening of victim services in cases involving violent crimes against women.** The STOP grant program is known as V-STOP in Virginia and is guided by the V-STOP State Planning Team.

### Overview of Program Guide

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The **Introduction** contains basic information addressing eligibility criteria and funding restrictions, as well as a description of the review process. The second section, the **Program Brief**, offers guidance on the goals and purpose areas that all V-STOP funded programs must address. The third section, **Instructions and Forms**, includes the application form (Attachment I) and data sheet (Attachment III). It also includes narrative instructions and certain certifications and assurances, which must be signed and submitted to Department of Criminal Justice Services (DCJS) to be considered for funding. A checklist is also provided to assist in the completion of the application.

### V-STOP Eligibility

Only those subgrantees who received funding in CY2012-2013 are eligible for continuation funding. Due to the limited amount of funds, DCJS will **NOT** be accepting NEW applications for NEW initiatives for the 2014-2015 funding cycle.

**Please see attachment VII for a listing of maximum award amounts for 2014/2015.**

### Applicant Category

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The following applicant categories are eligible for STOP funding.

**Law Enforcement** - A public agency charged with policing functions, including any of its component bureaus, such as governmental victims' services programs. Law Enforcement support services, such as overseeing or participating in statewide or multi-jurisdictional violence against women task forces, conducting training for prosecutors or enforcing domestic violence-related protective orders shall be considered "direct responsibility" for purposes of this program. Governmental victims services programs (such as victim/witness programs) attached to a law enforcement agency may also be eligible in this category.

**Prosecution** - Any public office or agency charged with direct responsibility for prosecuting criminal offenders, including the office's or agency's component departments (such as governmental victims services programs). Prosecution support services, such as overseeing or participating in statewide or multi-jurisdictional violence against women task forces, conducting training for prosecutors or enforcing domestic

violence-related protective orders shall be considered “direct responsibility” for purposes of this program. Governmental victims services programs (such as victim/witness programs) attached to a prosecutor’s office should apply in this category.

**Courts** – This category includes courts, court service units, magistrates’ offices, and public agencies or private, nonprofit, non-governmental organizations that assist victims of domestic violence, sexual assault and/or stalking through court advocacy. Court advocates provide support, information, and resources to victims as they navigate the legal system.

**Victim Services** - A nonprofit, nongovernmental organization that assists victims of domestic violence, stalking and/or sexual assault victims. Lawyer and non-lawyer advocates, including specialized court advocates are eligible to apply in this category. Per VAWA 2005, within the Victim Services category, 10% must fund linguistically and culturally specific services and activities based in culturally specific, community based organizations. *Per VAWA Reauthorization 2013, rape crisis centers that are within governmental agencies can now be counted in this category if, they are not a part of the criminal justice system and can provide comparable levels of confidentiality as traditional, non-governmental rape crisis centers.*

**Discretionary** - Governmental victim services programs that are not connected to a law enforcement agency or a prosecutor’s office and are not considered nonprofit organizations may apply for funding through their local unit of government in the discretionary category. Statewide domestic violence, sexual assault and stalking coalitions should apply in this category. Forensic Nurse Examiner programs should apply in this category. Any state agency, nonprofit/nongovernmental agency or local unit of government agency not meeting the above definitions, but meeting all other criteria set forth in these guidelines, should apply for funds in the Discretionary category.

All programs must apply in one of the following categories: Law Enforcement, Prosecution, Courts, Victims Services or Discretionary. DCJS reserves the right, when appropriate, to change categories in which applicants apply.

#### Ineligible projects:

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

Grant funds **may not** be used to support programs for perpetrators or batterers’ treatment programs.

#### Restrictions/Requirements

**Match:** ***Nonprofit/non-governmental applicants are currently exempt from the match requirement.*** For law enforcement, prosecution, courts, and discretionary applicants, V-STOP funds may not be used to pay more than 75% of the costs of proposed projects. The remaining 25% must be provided by the applicant, in cash or in-kind. All funds designated as match are restricted to the same uses as the V-STOP Program funds and must be expended in the same period. Match cannot be derived from other Federal funds.

- **In-kind match** may include donations of expendable equipment (cell phones, computers), office supplies, workshop or classroom materials, work space, or the monetary value of time contributed by professional and technical personnel and other skilled and unskilled labor (including volunteers), if the services they provide are an integral and necessary part of a funded project. The value placed on loaned or donated equipment may not exceed its fair rental value. The value placed on donated

services must be consistent with the rate of compensation paid for similar work in the organization or the labor market.

**Cost Assumption:** VSTOP grants that are currently implementing their tenth V-STOP grant program are required to **reduce their V-STOP budget requests by 15%** from their 2014 award.

**Non-supplantation:** V-STOP funds **may not be used to supplant** state, local or other funds which would otherwise be available for the same purpose. Instead, grant funds must be used to **increase** the total amount of funds used to combat violence against women. State, local or other funds currently allocated to combat violence against women may not be reallocated to other purposes if a V-STOP grant is made.

**Allowable and Non-Allowable Expenses:** Grant funds under this program may support personnel, training, technical assistance, evaluation, data collection and equipment that promote **the apprehension, prosecution and adjudication** of persons committing violent crimes against women. Grant funds may be used only for expenses that directly relate to carrying out the activities described in the twenty-one purpose areas of V-STOP (see pages 8-10).

- Grant funds **may** support personnel costs directly associated with staffing the project, specialized training for staff members involved in the project, and/or the costs of equipment necessary for the project. All staff and/or positions must be directly linked to outreach to underserved populations and/or provide links to the criminal justice system in a very clear manner.
- Grant funds **may now** be awarded to legal assistance programs to provide representation for victims in their attempts to obtain civil protective orders, separation, divorce, and child custody.
- Grant funds **may** be used for children's services only if the applicant can demonstrate an inextricable link between children's services and providing services for a woman. Youth has been redefined, per VAWA Reauthorization 2013, to include any person under the age of eleven years old. For example, V-STOP funds may support the expansion of battered women's shelter services to include programs for children of the battered women residing in the shelter.
- Grant funds **may not** be used for renovations, construction, land acquisition, lobbying, fund-raising, or formation of corporations.

### **Notice of Amount Available**

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The Virginia STOP allocation for CY 2014 funding is \$3,009,998 which is a 4% decrease, when compared to the CY 2012 award. VAWA specifies that each category receive a certain percentage of the state allocation. See below:

- Law Enforcement will receive **25%** of the total STOP allocation.
- Prosecution will receive **25%** of the total STOP allocation.
- Courts will receive **5%** of the total STOP allocation. VAWA Reauthorization 2013 directs that Court category funds go "to" Courts, instead of "for" Courts.
- Victim Services will receive **30%** of the total STOP allocation.
  - Per VAWA 2005, **10%** of the Victim Services category shall fund linguistically and culturally specific services and activities based in culturally specific, community based organizations.
- Discretionary will receive **15%** of the total STOP allocation.

### **Grant Period**

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The grant period for these guidelines is **January 1, 2014 through December 31, 2015**. **Second year awards are contingent upon funds allocated to support the Violence**

**Against Women Act, program performance, and the availability of funds. The grant application must contain a separate Face Sheet for CY 2014 and 2015, a separate Itemized Budget for CY 2014 and 2015, and a separate Project Budget Narrative for CY 2014 and 2015.**

### **How to Apply**

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**An original and three (3) unbound copies** must be received by DCJS **by 4:30 p.m. on Friday, August 30, 2013**. Late applications **will not be accepted**. Faxed or online applications copies will not be accepted. Applications may be hand-delivered or mailed to:

Virginia Department of Criminal Justice Services  
Attention: Grants Administration  
1100 Bank Street, 12th Floor  
Richmond, Virginia 23219

### **Review Process**

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DCJS staff and subject matter experts from outside DCJS will review all applications and make programmatic and budgetary recommendations for consideration by a subcommittee of the Criminal Justice Services Board (CJSB). The subcommittee will meet in mid-December to review the recommendations and will make final recommendations to the full CJSB in December. If the subcommittee recommends for substantive reasons that an application not be funded, the applicant may appeal the recommendation before an appeals panel of the CJSB. However, if funds are insufficient to make the award, there will **NOT** be an appeal process.

### **Availability of Guidelines on Internet**

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CY 2014 and 2015 V-STOP guidelines, including the necessary grant application, forms, and instructions may be downloaded from the DCJS website at <http://www.dcjs.virginia.gov>. Please see "What's New" for funding announcements.

### **Technical Assistance and Training**

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To aid applicants in their grant application preparation, DCJS is sponsoring two Teleconferences for continuation grantees. **Registration is required and there is no registration fee.**

**Applicants may participate in only one of the two teleconferences.**

V-STOP applicants may attend either one of the two Grant Application Teleconferences. The first teleconference will be held **Wednesday, July 31, 2013, from 2 pm – 4 pm**. **Registration must be completed by July 26, 2013**. The second teleconference will be held **Monday, August 12, 2013 from 10 am – 12 pm**. **Registration must be completed by August 7, 2013**.

Registration for the Grant Application Teleconferences must be done via the DCJS website – <http://www.dcjs.virginia.gov>. **Instructions for teleconference participation will be provided.**

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

For further information or assistance, please contact the following staff members.

For questions regarding the guidelines, please contact:

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

Continuation applicants may also contact their assigned grant monitor for technical assistance.

Eleanore Ashman (804) 225-4060, [Eleanore.ashman@dcjs.virginia.gov](mailto:Eleanore.ashman@dcjs.virginia.gov)

Patricia Foster (804) 371-8634, [Patricia.foster@dcjs.virginia.gov](mailto:Patricia.foster@dcjs.virginia.gov)

Lenora Jones Elliott (804) 225-4320, [lenora.elliott@dcjs.virginia.gov](mailto:lenora.elliott@dcjs.virginia.gov)

## II. Program Brief

### **The Goal of the V-STOP 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, V-STOP will also support programs that develop and enhance victim services in cases involving violent crimes against women.

### **Purpose Areas**

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Grant funds must be used to address one or more of the following purpose areas as detailed in the Violence Against Women Act that was reauthorized in 2013.

1. Developing, training, or expanding units of law enforcement officers, judges, other court personnel, and prosecutors specifically targeting violent crimes against women, including the crimes of sexual assault, dating violence, stalking, and domestic violence. (units)
2. Developing, installing, or expanding data collection and communication systems, including computerized systems, linking police, prosecutors, and courts or for the purpose of identifying, classifying, and tracking arrests, protection orders, violations of protection orders, prosecutions, and convictions for violent crimes against women, including the crimes of sexual assault, dating violence, stalking, and domestic violence. (data)
3. Developing, enlarging, or strengthening victim service and legal assistance programs, including sexual assault, domestic violence, and dating violence programs, developing or improving delivery of victim services to underserved populations, providing specialized domestic violence court advocates in courts where a significant number of protection orders are granted, and increasing reporting and reducing attrition rates for cases involving violent crimes against women, including crimes of sexual assault, domestic violence, stalking, and dating violence. Legal assistance can now be provided on such matters as separation, divorce, and custody. (victims)
4. Training law enforcement officers, judges, other court personnel, and prosecutors to more effectively identify and respond to violent crimes against women, including the crimes of sexual assault, domestic violence, stalking, and dating violence. Training can now include information related to non-immigrant status (specifically T and U visas). (training)
5. Developing and implementing more effective police, court, and prosecution policies, protocols, orders, and services specifically devoted to preventing, identifying, and responding to violent crimes against women, including the crimes of sexual assault, dating violence, stalking, and domestic violence. Protocols and policies that address the appropriate treatment of victims is now included. (protocol)
6. Developing, enlarging, or strengthening programs addressing stalking. (stalking)



7. Developing, enlarging, or strengthening programs addressing the needs and circumstances of Indian tribes in dealing with violent crimes against women, including the crimes of sexual assault, dating violence, stalking, and domestic violence. (tribes)
8. Supporting formal and informal statewide, multidisciplinary efforts, to the extent not supported by state funds, to coordinate the response of state law enforcement agencies, prosecutors, courts, victim services agencies, and other state agencies and departments, to violent crimes against women, including the crimes of sexual assault, domestic violence, stalking, and dating violence. (statewide)
9. Training of sexual assault forensic medical personnel examiners in the collection and preservation of evidence, analysis, prevention, and providing expert testimony and treatment of trauma related to sexual assault. (forensic)
10. Developing, enlarging, or strengthening programs to assist law enforcement, prosecutors, courts, and others to address the needs and circumstances of older and disabled women who are victims of domestic violence, dating violence, stalking, and sexual assault, including recognizing, investigating, and prosecuting instances of such violence or assault and targeting outreach and support, counseling, and other victim services to such older and disabled individuals. (disabled)
11. Providing assistance to victims of domestic violence, dating violence, stalking, and sexual assault in immigration matters. (immigration)
12. Maintaining core victim services and criminal justice initiatives, while supporting complementary new initiatives and emergency services for victims and their families. (victim services)
13. Supporting the placement of special victim assistants (to be known as "Jessica Gonzales Victim Assistants") in local law enforcement agencies to serve as liaisons between victims of domestic violence, dating violence, sexual assault, and stalking and personnel in local law enforcement agencies in order to improve the enforcement of protection orders. Jessica Gonzales Victim Assistants shall have expertise in domestic violence, dating violence, sexual assault, or stalking and may undertake the following activities-
  - Developing, in collaboration with prosecutors, courts, and victim service providers, standardized response policies and evidence-based indicators for local law enforcement agencies, including triage protocols to ensure that dangerous or potentially lethal cases are identified and prioritized;
  - Notifying persons seeking enforcement of protection orders as to what responses will be provided by the relevant law enforcement agency;
  - Referring persons seeking enforcement of protection orders to supplementary services (such as emergency shelter programs, hotlines, or legal assistance services); and
  - Taking other appropriate action to assist or secure the safety of the person seeking enforcement of a protection order; and

14. To provide funding to law enforcement agencies, nonprofit nongovernmental victim services providers, and State, tribal, territorial, and local governments, (which funding stream shall be known as the Crystal Judson Domestic Violence Protocol Program) to promote-
  - The development and implementation of training for local victim domestic violence service providers, and to fund victim services personnel, to be known as "Crystal Judson Victim Advocates," to provide supportive services and advocacy for victims of domestic violence committed by law enforcement personnel:
  - The implementation of protocols within law enforcement agencies to ensure consistent and effective responses to the commission of domestic violence by personnel within such agencies (such as the model policy promulgated by the International Association of Chiefs of Police ['Domestic Violence by Police Officers: A Policy of the IACP, Police Response to Violence Against Women Project' July 2003];
  - The development of such protocols in collaboration with State, tribal, territorial and local victim services providers and domestic violence coalitions.
15. Develop or promote state, local, or tribal legislation, policies, that enhance best practices for responding to domestic violence, sexual assault, stalking, or dating violence.
16. Developing, implementing, and strengthening Sexual Assault Response Teams (SART) or Coordinated Community Response Teams (CCRT) for addressing and responding to sexual violence
17. Develop and strengthen policies, protocols, best practices, and training for law enforcement agencies and prosecutors relating to the investigation and prosecution of sexual assault, domestic violence, dating violence, and stalking cases and the appropriate treatment of victims.
18. Develop, enlarge, or strengthen programs addressing sexual assault against men, women, and youth in correctional and detention settings.
19. Identify and conduct inventories of backlogs of sexual assault evidence collection kits and developing protocols and policies for responding to and addressing such backlogs, including protocols and policies for notifying and involving victims
20. Develop, enlarge, or strengthen programs and projects to provide services and responses targeting male and female victims of domestic violence, dating violence, sexual assault, or stalking, whose ability to access traditional services and responses is affected by their sexual orientation or gender identity.
21. Develop, enhance, or strengthen prevention and educational programming to address domestic violence, dating violence, sexual assault, or stalking. (No more than 5% of the total award can be used towards prevention efforts)

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

### **Priorities for Continuation Applicants**

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Implement community-driven initiatives to address the needs of traditionally underserved populations. Please refer to the list of underserved populations, provided by the U. S. Department of Justice. (rural, tribal, underserved urban, African American, Asian American, Pacific Islander, Hispanic, Native American, Spanish speaking, Speakers of an Asian language, speakers of other non-English languages, mentally/emotionally challenged women, physically/medically challenged women, older women, migrant farm workers, the LGBTQ community, immigrants, and women at risk – substance abusers, prostitutes, etc.)

- Offer services or referrals to persons who are elderly, physically disabled, non-English speaking, or otherwise underserved as identified by the U.S. Department of Justice.
- Address sexual assault services, development and implementation of protocols, education and training programs for local and campus law enforcement, prosecution, and the judiciary.
- Support services and/or training in working with intimate partner sexual assault cases.
- Represent areas of varying geographic size and population density, reflecting the geography and diversity of Virginia.
- Train and develop materials for judges, magistrates, court administrators, and other court personnel on violence against women, pertinent laws, and ways to increase court responsiveness to diverse communities.
- Create protocols within the court system that address the lack of trained, certified court translators available to victims of domestic and sexual violence who are non-English speaking.
- Demonstrate a coordinated and integrated approach to combating violence against women by restructuring and strengthening the criminal justice system's response to violence against women.
- Provide court-based advocacy to provide support, information, and resources to victims as they navigate the legal system.
- Perform court monitoring or court watch projects as a means of identifying, quantifying and responding to systemic problems.
- Document the positive effect this funding has had on combating violence against women.
- Develop and implement statewide training for law enforcement officers and prosecutors on crimes related to adult sexual violence.
- Develop local or regional Sexual Assault Response Teams (SART).

**Calendar Year 2014/2015**

- All applicants must document that their agency actively participates as part of a coordinated community response to violence against women. See page 19-20.

Note: The Criminal Justice Services Board approved the following reporting policy.  
“No current recipient of funding through this grant program will be considered for continuation funding if, as of the continuation application due date, any of the required Financial/Progress Reports for the current grant are more than 30 days overdue. For good cause, submitted in writing, DCJS may waive this provision.”

### III. Instructions and Forms

#### Required Elements

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**To be considered for funding, all applicants must submit an original and three (3) unbound copies of the following documents in the following order. Please number pages and secure your application with a binder clip.**

1. Grant Application face sheet for 2014 signed by the Program Administrator, Brief Project Summary, Itemized Budget (Attachment I).
2. Project Budget Narrative for 2014 - See pages 15-17.
3. Grant Application face sheet for 2014 signed by the Program Administrator, Brief Project Summary, Itemized Budget (Attachment I).
4. Project Budget Narrative for 2015 - See pages 15-17.
5. Goals and Objectives. See page 18 and Attachment II.
6. Sustainability plan. See page 18.
7. Evaluation plan, including a client/community survey. See page 19.
8. Evidence of Community Collaboration, including a list of current Cooperative Agreements with implementation and review dates, signed and dated after July 1, 2011. See page 20. ***\*Please only submit copies of NEW or REVISED Cooperative Agreements.***
9. V-STOP Underserved Data Sheet – Indicate the number of victims served in each category in 2012. If necessary, you may attach a separate page to respond to the two questions asked at the end of the data sheet. See page 20 and Attachment III
10. General Grant Conditions and Assurances Form signed by the Program Administrator (Attachment IV)
11. Certification Regarding Lobbying; Debarment, Suspension, and Other Responsibility Matters; and Drug-Free Workplace Requirements Form signed by the Program Administrator (Attachment V)
12. 501(c)(3) confirmation letter (nonprofit agencies only)
13. Most current (FY 2011 or FY 2012) auditor's certification/report of financial audit (non-profit agencies only)

## Instructions for Grant Application Face Sheet (Attachment I)

### Grant Program: V-STOP

#### Applicant:

Provide the official name of the local unit of government, state agency or nonprofit/nongovernmental agency

#### Jurisdiction(s) Served:

List all local units of government served; if statewide, indicate as "statewide".

#### Program Title:

List the specific title of the program for which you are requesting funds.

#### Grant Period (Start and End Date):

The grant period for the first Face Sheet must be January 1, 2014 to December 31, 2014.

The grant period for the second Face Sheet must be January 1, 2015 to December 31, 2015.

#### Type of Application:

Continuation Applicant: Please indicate that your agency or organization received V-STOP funds during the 2012/2013 funding cycle.

#### Project Director, Project Administrator, and Finance Director:

Project Director. Provide the name and address of the project director. This is the person at the project, local or state agency level that DCJS can contact if further information is needed. *The individual listed here should not be listed under Project Administrator or Finance Director.*

Project Administrator. Provide the name and address of the project administrator. This person must be the Chief Executive Officer of a local unit of government or nonprofit/nongovernmental agency or the Director of a State Agency. *The individual listed here should not be listed under Project Director or Finance Director.*

Project Finance Director. Provide the name and information of the finance director. This is the individual who will be responsible for fiscal management of the funds. *The individual listed here should not be listed under Project Director or Project Administrator.*

Signature of Project Administrator: The project administrator, as defined above or designee must sign the face sheet. If a designee signs the face sheet, a letter giving the designee authorization to sign must either be on file with DCJS or accompany the application.

#### Brief Project Summary:

Provide a short summary of the proposed project. This will be used to describe your program to the Criminal Justice Services Board during grant review, and **must not exceed 6 lines**. Indicate the number of clients to be served by your program in the proposed grant year. ALL applicants, please indicate the number of clients served by your program so far during this grant year.

E.g. *The Raynesboro Police Department (RPD) is requesting V-STOP continuation funding for a full-time Violence Against Women Officer (VAWO). RPD has worked with 87 domestic violence victims, 7 sexual assault victims and 13 stalking victims in the first half of 2013. HPD projects serving 125 domestic violence victims, 12 sexual assault victims, and 20 stalking victims in 2014. This grant also supports the VAWO's in-service training and participation on the Raynesboro Task Force on Domestic Violence.*

The Brief Project Summary on the second Face Sheet should be adjusted to reflect CY 2015.

### **Project Budget Summary**

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Add the figures from budget categories. When listing match, indicate whether the match is cash © or in-kind (I). Indirect costs are not allowable. Verify that these figures match the budget totals on the Itemized Budget (Attachment IB, both pages). **Round all figures to the nearest dollar.**

### **Itemized Budget** (Attachment IB, both pages)

Current V-STOP grantees should refer to Attachment VII to determine the maximum amount they can apply for in CY 2014 and CY 2015.

Itemize all budget amounts and place in the appropriate column for each line item. In-kind match must be thoroughly documented. Matching funds included in a grant budget are subject to the same requirements and conditions that apply to the V-STOP funds. **Round all figures to the nearest dollar.**

### **Project Budget Narrative**

**This is not the same as the Project Description.** Briefly explain in **3 pages or less** the reason for each requested budget item. The Department of Criminal Justice Services (DCJS) encourages frugality to the extent possible without seriously affecting program quality. Applicants are encouraged to utilize existing personnel and volunteers instead of paid staff or consultants, to request a minimum of non-local travel; request a minimum of expensive equipment; rent rather than purchase expensive equipment when more cost effective; and investigate the availability of used, reconditioned or surplus equipment when appropriate. Requested items not thoroughly justified will be deleted from budgets. The dollar amounts of in-kind match must be thoroughly justified.

#### **1. Personnel/Employees**

- **For salaries:** List each position by title (and name of employee). Show the annual salary rate for the employee and the hours of time to be devoted to the project by the employee.
- **For employee benefits:** Indicate each type of benefit included and the total cost allowable to employees assigned to the project. Budgets should take into account time needed to acquire new staff and the changing demands for personnel during the course of the project. Provide percentages used in calculating benefits for each employee.

#### **2. Consultants**

- **For individuals to be reimbursed for personal services on a fee basis:** List each type of consultant or service (with numbers in each category and names of major consultants when

available), the proposed daily fee rate, and the amount of time to be devoted to such services. An individual consultant's rate must not exceed \$450.00 per day.

- **For organizations, including professional associations and educational institutions, performing professional services:** Indicate type of services being performed and estimated contract price.
- **Consultant Travel and Subsistence:** Estimate actual cost. The cost must be reasonable and also adhere to the state or local travel policy. Maximum mileage rate is .565 cents/mile.

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

### 3. Travel

Itemize total travel expenses of project personnel by local mileage, non-local travel, and subsistence (lodging and meals). Subgrantees must follow local or state travel policy. Transportation costs, such as air and rail fares, are at coach rates. Mileage rate is .565 cents a mile. Justify travel by explaining its relevance to job duties.

If available, applicants are encouraged to request funding to support attendance at DCJS sponsored training events. At the time of the guidelines, no DCJS trainings have been scheduled. However, applicants are encouraged to set aside funds to cover training costs. Please feel free to contact VAWA Program Coordinator for more information.

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

Justify travel by explaining how costs are necessary and essential to providing direct services to victims, or by documenting that grant funds will be used exclusively for developing the skills of direct service providers. These skills should enhance the quality of services to domestic violence, sexual assault, dating violence and stalking victims.

**Requests for funding to support attendance of national level trainings will not be considered.**

### 4. Equipment

DCJS strongly encourages applicants to request only equipment that is essential to the operation of the program. Applicants must thoroughly document the necessity and cost effectiveness of any request.

Each major item to be purchased must be listed separately with unit cost. List each item to be leased or rented with the cost associated with the lease or rental. Justify equipment expenses by documenting that the item will provide or enhance direct services to victims of domestic violence,



dating violence, sexual assault and/or stalking. Applicants are reminded that grant funds cannot support the entire cost of an item that is not used exclusively for victim related activities. However, grant funds can support a pro-rated share of such an item.

All computers purchased with V-STOP funds must be equipped with anti-virus protection software, which must be updated regularly.

#### **5. Supplies and Other Operating Expenses**

All costs should be itemized within this category by major types (e.g., office supplies, equipment use fees, printing, photocopying, postage, brochures, books and other victim-related materials, and telephone).

For each itemized cost, show the basis for computation ("x" dollars per month for office supplies; "y" dollars per person for training materials; telephone long distance at "z" dollars per month, etc.). Additionally, the rationale used to determine the basis for each computation should be explained (e.g. the photocopying cost estimate was determined based on factors including X number of staff; Y number of community presentations; Z average monthly cost of copies.)

Grant funds may support a maximum of three memberships in victim assistance organizations. Each organization and its membership rate must be identified. Memberships must be in the name of the agency, not the individual. DCJS will not support professional association, bar dues or memberships, other than for victim assistance organizations.

#### **6. Indirect Costs**

Indirect costs are not allowed.

#### **7. Cash Funds From Sources Other than Grant Program Supporting This Project**

List source and amount of cash from the other sources that support this project.

## Project Description

**As a part of the application process, all VSTOP applicants must complete sections 1-4 below in their entirety.** The Goals and Objectives, Sustainability Plan, Evaluation Plan, and Evidence of Community Coordination must be no longer than the page limits provided. The Project Description should be double spaced and completed in Arial 12 font. Please label each section (i.e. Goals and Objectives, Sustainability Plan, etc.) and provide the number and letter of each question or requirement. Please limit miscellaneous attachments that are not specifically outlined in the Project Description.

### 1. Goals and Objectives

5 page maximum

Provide goals, objectives, activities and performance measures for your project. (Please complete Attachment II for each objective). The purpose of quantifying this information is to establish a process for evaluating the manner and extent to which programs, projects, or initiatives achieve their stated objectives (comparing EXPECTED results with ACTUAL results). Consequently, objectives and performance measures will be used to evaluate your program and the overall impact of V-STOP funds statewide. **Objectives should include numerical targets for both 2014 and 2015.**

E.g.

**Objective 1: The Sexual Assault Crisis Center anticipates providing court advocacy services through the funded position to 100 adult victims of sexual violence in 2014 and 100 adult victims of sexual violence in 2015.**

### 2. Sustainability Plan

1 page maximum

- a) What piece of this project is most important? Is there a commitment from your office, board, or chief executive to continue this work?
- b) Describe what efforts have been made to finance this program through local or other funding sources (e.g. local government, United Way, fund raising and private foundations).
- c) Describe the approach that was utilized to gain financial support.
- d) Have you applied for any of the following grant programs? Please give the amount applied for and/or awarded and the grant period. If you did not apply, please indicate so. If you have applied for or been awarded any of the following funding, please explain how funds will not duplicate services funded by V-STOP.
  - Community Defined Solutions Grant  
(Formerly known as the Grants to Encourage Arrest Policies and Enforcement of Protection Orders)
  - Civil Legal Assistance for Victims Grant
  - Grants to Reduce Violent Crimes Against Women on Campus
  - STOP Violence Against Indian Women Discretionary Grant
  - Grants to State Coalitions
  - Grants to Address Tribal Domestic Violence and Sexual Assault
  - Rural Domestic Violence and Child Victimization Enforcement Grant
  - Other Department of Justice or VAWA grant programs

### 3. Evaluation Plan

2 page maximum

All V-STOP grant programs are required to provide DCJS with an evaluation plan to assess program goals and objectives. The questions in this section were designed to assist local program staff to evaluate program effectiveness.

All applicants please **attach a copy of the survey your program/organization uses or plans to use** to obtain feedback from victims who receive services. Please provide an analysis of past survey results.

Please answer **ALL** questions:

- a) For how many years has your program received funds through V-STOP?
- b) Describe both in subjective and objective terms what impact the V-STOP project has had on the community.
- c) What aspects of the project contribute most to the success of the program?
- d) Have program services increased or decreased since V-STOP funds have been available to your program? Please provide statistics to document increase or decrease and an analysis of any significant change.
- e) Describe any gaps in services you have identified.
- f) What type of barriers or obstacles have you encountered?

### 4. Evidence of Community Collaboration

1 page maximum

- a) At what level has the agency or organization that receives V-STOP funding participated on a Domestic Violence/Sexual Assault Coordinating Council?
- b) What role has (or will) the V-STOP funded staff person filled within the local Domestic Violence/Sexual Assault Coordinating Council (i.e. Chair, Recorder, Agency Rep.)?
- c) How often does the local Domestic Violence/Sexual Assault Coordinating Council meet?
- d) What significant activities or products has the local coordinating council produced in the past three years? If available, please include any model protocols related to sexual violence and/or domestic violence community coordinated response.

A **list** of current cooperative agreements and their implementation dates should be submitted with the application. **Entire copies of revised cooperative agreements should ONLY be submitted in the following cases:**

- New applicant
- Current V-STOP program director or staff has changed.
- Current executive staff or elected officials of the other agencies have changed.
- Original agreement was signed before 7/1/11.
- Any part of the program (including expanded elements) has changed.

Cooperative agreements should be on file with the agencies listed below **in each locality** you are serving. If your project is statewide, cooperative agreements should be made with other statewide agencies/coalitions. Cooperative agreements should include specific roles and responsibilities of

each agency signing the agreement. Each cooperative agreement should have an implementation date, a review date and be signed by persons who have the authority to implement the agreement.

Cooperative agreements are strongly encouraged with the following groups:

Law Enforcement Agencies  
Sexual Assault Centers  
Victim/Witness Programs

Prosecutors' Offices  
Domestic Violence Programs

Cooperative agreements with the following agencies are also encouraged.

Court Service Units  
Offender Treatment Programs  
Social Services  
Mental Health Offices

SANE Programs  
Medical Professionals  
Legal Aid Offices

If cooperative agreements cannot be made with a particular agency, explain why and describe future plans to foster a relationship with the agency.

#### **V-STOP Underserved Data Sheet**

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