# Virginia Services, Training, Officers, Prosecution (VSTOP)

# Formula Grant Program

For Law Enforcement Applicants

# October 1, 2016- June 30, 2018

# Program Guidelines and Application Procedures

**Table of Contents**

|  |  |
| --- | --- |
| DESCRIPTION | PAGE(S) |
| ***INTRODUCTION*** | 3-7 |
| **Overview of Program**  | 3 |
| Restrictions/Requirements | 5 |
| Notice of Funding Available | 5-6 |
| Technical Assistance and Training | 6-7 |
| ***PROGRAM BRIEF*** | 8 |
| Purpose Areas | 8 |
| ***INSTRUCTIONS AND FORMS*** | 9-15 |
| Required Elements | 9 |
| Instructions for Completing the Grant Cover SheetInstructions for Completing the Itemized Budget and Narrative | 9-1111-14 |
| **Project Description** | 14-15 |
| Needs JustificationGoals and ObjectivesImplementation Plan 15Evidence of Community Collaboration 15  | 14141515 |
| ***APPENDICES*** |  |
| Attachments IA and IB - Grant Application Cover SheetsAttachments IIA and IIB- Itemized Budget SheetsAttachment III- Goals and Objectives FormAttachment IV- General Grant Conditions and AssurancesAttachment V- Certifications Regarding Lobbying, etc… |  |

### **Overview of Program**

The Virginia Department of Criminal Justice Services (DCJS) is making federal funds available for the implementation of Virginia Code § 18.2-308.1:4(B) to reduce the rates and impact of domestic violence on victims. DCJS will fund select pilot programs developed by law enforcement agencies which utilize a multi-faceted approach that encompasses education, prevention, and enforcement designed to carry out the provisions of section 18.2-308.1:4(B). This section, effective July 1, 2016, provides that it is a Class 6 felony for a person who is subject to a permanent protective order (i.e., a protective order with a maximum duration of two years) for family abuse to possess a firearm while the order is in effect. The bill also provides that such person may continue to possess and transport a firearm for 24 hours after being served with the order for the purposes of selling or transferring the firearm to another person.

Funds for these grants come from money allocated to Virginia through the Services, Training, Officers, Prosecution (STOP) grant program. This is a competitive grant with up to two years of funding available. Second year funding will depend on among other things program performance, success of the pilot programs, and available funding. Approved grants will be reimbursement-based awards.

This pilot program to develop and implement protocols for the confiscation of firearms of individuals subject to a protective order will not exceed $50,000 per grant award ***including*** a 25% local cash or in-kind match. **Total federal grant award cannot exceed $37,500.** Applications requesting more than this amount will **not** be considered.

Approved projects must be completed within a nine month period beginning October 1, 2016 and ending June 30, 2017, with the potential for additional funding from July 1, 2017-June 30, 2018. Grant recipients will be required to submit financial, program, and performance measure reports including those required by the Office on Violence Against Women.

**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 5th, 2006, and March 7, 2013 Congress and the President reauthorized the Violence Against Women Act, and enacted changes in eligibility requirements, funding categories, and priority areas. **The STOP program promotes a coordinated, multidisciplinary approach to improving the criminal justice system's response to violent crimes against women and encourages the development and strengthening of effective law enforcement and prosecution strategies to address violent crimes against women and the development and strengthening of victim services in cases involving violent crimes against women.** The STOP grant program is known as VSTOP in Virginia and is guided by the VSTOP State Planning Team.

This competitive solicitation is for public law enforcement agencies to establish or enhanceprotocols and resources which address the agencies’ acceptance and storage of firearms transferred by individuals subject to Virginia Code § 18.2-308.1:4(B), coordinate related efforts with other criminal justice stakeholders, and to educate officers, victims, and other stakeholders about their local programs, and other related efforts.

Approved grantees will have 90 days after the award to implement the program proposed. The proposed program should, at a minimum, inform those served with protective orders of firearms restrictions and establish procedures to transfer, store, and return firearms upon expiration of protective orders.

The number of protective orders issued by the locality must be reported on a monthly basis to DCJS. (See below requirements.)

**Applicants must describe the multi-faceted approach to educating, implementing and enforcing Virginia Code Section 18.2-308.1:4(B), to include:**

* Develop a local protocol to implement the new law including a process for accepting firearms that addresses:
	+ number and type of firearms accepted by agency
	+ length of storage of firearms determined by agency
	+ agency terms of returning firearm to subject or designated 3rd party
	+ agency terms for when the subject or subject’s designated representative fails to retrieve firearm after allotted time period – ex: destruction
	+ whether the agency will charge a fee
* Develop protocols for the service of family abuse permanent protective orders that include training on:
	+ The new law
	+ Safety protocols for responding to domestic violence calls for service
	+ Agency protocols for service of permanent protective orders
	+ The process to accept firearms
	+ Serving family abuse permanent protective orders as soon as practicable based on the new law
	+ Advising respondents about the new law (24 hour window + felony penalty)
	+ Advising respondents that agency will accept firearms (including terms; see below)
	+ Advising respondents about other options for transferring firearms
* A description of how the applicant will coordinate with commonwealth’s attorneys, victim service programs and other stakeholders to successfully educate, implement, and enforce this law.

**Applicant Category- Law Enforcement**

New applications will only be accepted from those that meet the required elements of the **law enforcement** category, as detailed below.

Law Enforcement -A public agency charged with policing functions, including any of its component bureaus, such as governmental victims’ services programs.

**Restrictions/Requirements**

Match: **For law enforcement applicants**, VSTOP funds may not be used to pay more than 75% of the costs of proposed projects. The remaining 25% must be provided by the applicant, in cash or in-kind*.*

*For example, an applicant can request up to $37,000 in federal VSTOP funds and must provide a 25% match of $12,500. The total award, including the local match required, would be $50,000.*

*To calculate match, (take total requested amount x .25) = match required.*

All funds designated as match are restricted to the same uses as the VSTOP Program funds and must be expended in the same period. Match cannot be derived from other Federal funds.

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

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

Allowable and Non-Allowable Expenses**:**

* Grant funds **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.
* Grant funds **may not** be used for renovations, construction, land acquisition, lobbying, fund-raising, or formation of corporations.

**Notice of Funding Available**

VSTOP funding will be available to support **law enforcement** agencies for the 9 month period, October 1, 2016 to June 30, 2017. Second year funding (July 1, 2017-June 30, 2018) will depend on program performance, success of the pilot programs, and available funding. Approved grants will be reimbursement-based awards.

The amount available is contingent upon Virginia’s allocation from the Violence against Women Act STOP program.

**Grant Period**

The grant period for these guidelines is **October 1, 2016 to June 30, 2017, with a second full year of funding based on program performance of July 1, 2017-June 30, 2018.** The grant application **must** contain a *separate***Cover Sheet, Itemized Budget, and Budget Narrative for the period of October 1, 2016- June 30, 2017 and July 1, 2017-June 30, 2018.**

**How to Apply**

All applications must be received via email to grantsmgmt@dcjs.virginia.gov by DCJS **by 11:59 p.m. on Friday, July 29, 2016 as documented by the time stamp on the email.** Late applications **will not be accepted.** Faxed applications copies will not be accepted.

In summary, the email to grantsmgmt@dcjs.virginia.gov will contain **three attachments**:

1. One PDF file of the entire completed and signed grant application

2. 2016 Excel budget itemization worksheet

3. FY 2017 Excel budget itemization worksheet

**Review Process**

DCJS staff and subject matter experts from outside DCJS will review all applications and make programmatic and budgetary recommendations for consideration by a committee of the Criminal Justice Services Board (CJSB). The committee will meet in September to review the recommendations and will make final recommendations to the full CJSB in mid-September.

If the committee recommends for substantive reasons that an application, earning more than half the available points, not be funded, the applicant may appeal the recommendation before an appeals panel of the CJSB. However, if funds are insufficient to make the award, there will **NOT** be an appeal process.

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

### VSTOP guidelines, including the necessary grant application, forms, and instructions may be downloaded from the DCJS website at http://www.dcjs.virginia.gov.

### **Please see “What’s New” for funding announcements.**

**Technical Assistance and Training**

To aid applicants in their grant preparation, DCJS is sponsoring one in-person Grant Application Training for new applicants. Attendance is not required, but new applicants are strongly encouraged to attend the in-person Grant Application Training on **Friday, July 8, 2016, from 1:30 p.m. – 4:30 p.m. at the Eanes-Pittman Public Safety Training Center located at 6610 Public Safety Way Chesterfield, VA 23832.**

Registration for the Grant Application Training must be completed via the DCJS website **– http://www.dcjs.virginia.gov**. **Registration is required and must be completed by Wednesday July 6, 2016.**

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

For further information or assistance, please contact Julia Fuller-Wilson, the Violence Against Women Program Administrator, at (804) 371-0386 or julia.fuller-wilson@dcjs.virginia.gov. or Albert Stokes, Law Enforcement Grant Manager (804) 225-2091 Albert.Stokes@dcjs.virginia.gov

**II. Program Brief**

**Purpose Areas:**

The Virginia Department of Criminal Justice Services (DCJS) is making federal funds **available for the implementation of Virginia Code § 18.2-308.1:4(B) to reduce the rates and impact of domestic violence on victims. DCJS will fund select pilot programs developed by law enforcement agencies which utilize a multi-faceted approach that encompasses education, prevention, and enforcement designed to carry out the provisions of Virginia Code 18.2-308.1:4(B).**

This is a competitive grant with up to two years of funding available. Second year funding will depend on program performance, success of the pilot programs, and available funding. Approved grants will be reimbursement-based awards.

**Grant funds must be used to address one or more of the following law enforcement-related purpose areas as they relate to the implementation of Virginia Code § 18.2-308.1:4(B)**.

1. Developing, installing, or expanding data collection and communication systems, including computerized systems, linking police, prosecutors, and courts or for the purpose of identifying, classifying, and tracking arrests, protection orders, violations of protection orders, prosecutions, and convictions for violent crimes against women, including the crimes of sexual assault, dating violence, stalking, and domestic violence. (data)
2. Training law enforcement officers, judges, other court personnel, and prosecutors to more effectively identify and respond to violent crimes against women, including the crimes of sexual assault, domestic violence, stalking, and dating violence. (training)
3. Developing and implementing more effective police, court, and prosecution policies, protocols, orders, and services specifically devoted to preventing, identifying, and responding to violent crimes against women, including the crimes of sexual assault, dating violence, stalking, and domestic violence. Protocols and policies that address the appropriate treatment of victims is now included. (protocol)
4. 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.

\*All applicants must document that their agency actively participates as part of a coordinated community response to violence against women. For example, please indicate the Coordinated Community Response Teams and/or SART teams that your agency participates on.

**III. Instructions and Forms**

### Required Elements

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

1. Grant Application cover sheets for *each* year (2017 and 2018) signed by the Program Administrator (Attachments IA and IB) and Itemized Budget (Attachments IIA and IIB).
2. Project Budget Narrative for each calendar year (2017 and 2018), including a job description for any requested positions.
3. Project Description (to include #4-7 below)
4. Needs Justification
5. Goals and Objectives. *Attachment III.*
6. Implementation Plan.
7. Evidence of Community Collaboration.
8. General Grant Conditions and Assurances Form signed by the Program Administrator (Attachment IV)
9. Certification Regarding Lobbying; Debarment, Suspension, and Other Responsibility Matters; and Drug-Free Workplace Requirements Form signed by the Program Administrator (Attachment V)

**Instructions for Completing the Cover Sheet**

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

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

## Project Director, Project Administrator, and Finance Officer

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

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

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

Provide a short summary of the proposed project. **Please use the format below to provide your project summary.** This will be used to describe your program to the Criminal Justice Services Board during grant review, and **must not exceed 6 lines**. Indicate **the specific number of people that will be impacted by your program in the proposed grant period**. This number can be the anticipated number of victims served by the program, the anticipated number of participants in a training initiative, or another specific, determinate outcome.

Example:

*The Heartsville Police Department (HDP) is requesting funds from the VSTOP grant to develop protocols and utilize a multi-faceted approach that encompasses education and enforcement designed to carry out the provisions of Virginia Code 18.2-308.1:4(B*) for the period of *October 1, 2016 through September 30, 2017.*

* **Project Budget Summary**

Add the figures from budget categories. When listing match, indicate whether the match is cash © or in-kind (I). Verify that these figures match the budget totals on the Itemized Budget (Attachment IIA, IIB, and IIC, both pages). **Round all figures to the nearest dollar.**

**Instructions for Completing the Itemized Budget and Narrative**

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

V-STOP law enforcement category applicants can apply for up to $50,000 per year (including local match funds).

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 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**

1. **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. Please include a job description for any requested position(s).
2. **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**

1. **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.

1. **For organizations, including professional associations and educational institutions, performing professional services:** Indicate type of services being performed and estimated contract price.

1. **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 .54 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). Sub-grantees must follow local or state travel policy. Transportation costs, such as air and rail fares, are at coach rates. Mileage rate is .54 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. DCJS has provided Basic Program Management Trainings for an overview of grant programs and reporting requirements, Basic and Advanced Victim Assistance Academies, as well as specialized trainings and conferences that train law enforcement to investigate violent crimes against women and better serve victims of sexual assault, domestic violence, dating violence, and stalking. Many of these trainings are free of charge or have a minimal registration fee. Please feel free to contact the VAWA Program Coordinator for more information.

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

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

### **4. Equipment**

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

Each major item to be purchased must be listed separately with unit cost. List each item to be leased or rented with the cost associated with the lease or rental. Justify equipment expenses by documenting that the item will provide or enhance direct services to victims of domestic violence, dating violence, sexual assault and/or stalking. Applicants are reminded that grant funds cannot support the entire cost of an item that is not used exclusively for victim related activities. However, grant funds can support a pro-rated share of such an item.

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

**5. Supplies and Other Operating Expenses**

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

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

**6. Administrative/Indirect Costs**

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

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

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

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

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

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

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

**Project Description**

### **The Project Description, including Need Justification, Goals and Objectives, Implementation 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 outline the following in the project description: (a) the goal(s) of the project, (b) how the project will improve safety for victims and/or their children, (c) what activities will be implemented, (d) what jurisdictions will benefit, and (e) description of coordinated community response. Please label each section (i.e. Goals and Objectives, etc.) and provide the number and letter of each question or requirement. Please limit miscellaneous attachments that are not specifically outlined in the Project Description.**

**1. Needs Justification 3 page maximum**

1. Describe your department or agency and your community;
2. Describe the unmet need or deficiency the project will address, documented with statistical information about the number of protective orders annually issued in the locality and the impact of implementing the new law on the functioning of your department and its ability to serve the community;
3. Describe in what ways your V-STOP initiative will address one or more of the funding priorities for new projects listed on page 8.

**2. Goals and Objectives 5 page maximum**

Provide goals, objectives, activities and performance measures for your project. (Please complete Attachment III for each objective). The purpose of quantifying this information is to establish a process for evaluating the manner and extent to which programs, projects, or initiatives achieve their stated objectives (comparing EXPECTED results with ACTUAL results). Consequently, objectives and performance measures will be used to evaluate your program and the overall impact of VSTOP funds statewide. **Objectives should include quantifiable, numerical targets for years 2017 and 2018.**

Objective 1: The Newville Police Department, within 60 days of the grant award, will develop a local protocol to implement the new law including a process for accepting firearms that addresses number and type of firearms accepted by agency

* length of storage of firearms determined by agency
* agency terms of returning firearm to subject or designated 3rd party
	+ agency terms for when the subject or subject’s designated representative fails to retrieve firearm after allotted time period – ex: destruction
	+ whether the agency will charge a fee

E.g.

**3. Implementation Plan 3 page maximum**

1. Provide a timeline that includes all activities listed in your goals and objectives.

The timeline must clearly show if the program will be completed by June 30, 2018 or require ongoing funding beyond that date.

1. Describe how activities will be coordinated across the various elements of the criminal justice system and victims services.

This includes community coordinating councils or other regular meetings with other agencies’ staff.

**4. Evidence of Community Collaboration 1 page maximum**

a) At what level has the applicant agency or organization participated on a Domestic Violence Coordinating Council and Sexual Assault Response Team (SART)?

b) How often do the local Domestic Violence Coordinating Council and SART meet?