



Commonwealth of Virginia
Virginia Department of Criminal Justice Services
Additional Requirements for New Projects

The Virginia Department of Criminal Justice Services (DCJS) will accept applications from new programs not currently/previously funded through the DCJS Sexual Assault Grant Program (SAGP) or the Victims of Crime Act (VOCA) Grant Program previously administered by the Virginia Department of Social Services (VDSS). See the grant application guidelines to determine eligibility to apply as a new project.

New project applicants must complete these additional requirements, as well as all other requirements outlined in the grant application guidelines, in order to be considered for funding.

Need Justification and Other Requirements

Label each response in this section by number as listed below. This section should be double-spaced and have page numbers.

New project applicants must include the following:

1. A detailed description of the proposed service area(s) of the new project. Describe why this area is unserved or underserved, and include data that describes the service area population. If the applicant proposes to replace an existing program, a detailed and thorough justification for this must be provided.
2. An estimate of the number of clients to be served through this new project in Fiscal Year 2017. Describe how this estimate was determined.
3. A detailed description of the new project. Describe the project's location, staffing level and structure, and the qualifications of the staff that will be providing services to victims.
4. A detailed description of how victims will find out about the services offered by the new project, and how victims will access or enter these services.
5. A detailed description of how the applicant will maintain the confidentiality of those receiving services from the new project. **Include a copy of the project's confidentiality form/policy.**
6. Copies of all Cooperative Agreements. New projects should develop cooperative agreements with the agencies/organizations listed below for each proposed service area. Each agreement should include the specific roles and responsibilities of each agency entering the agreement. A single agreement can be made with multiple agencies. Each agreement should have an implementation date, a review date, and should be signed by persons who have the authority to implement the agreement. Cooperative agreements are strongly encouraged with the following:

Commonwealth's Attorneys
Law Enforcement Agencies
Social Services
Forensic/Sexual Assault Nurse Examiner Programs

Domestic Violence Programs
Sexual Assault Crisis Centers
Victim/Witness Programs

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