



FY 2013 STOP VIOLENCE AGAINST WOMEN FORMULA INSTRUCTIONS FOR GRANT APPLICATION

APPLICATION DEADLINE: September 26, 2014

The STOP (Services, Training, Officers, and Prosecutors) Violence Against Women Formula Grant Program promotes a coordinated, multidisciplinary approach to improving the criminal justice system's response to violent crimes against women. The STOP Program continues to emphasize the implementation of comprehensive strategies addressing violence against women that are sensitive to the needs and safety of victims and hold offenders accountable for their crimes.

The STOP Formula grant supports projects or initiatives that improve Hawaii's criminal justice system as it addresses violence against women, provides greater access to services, and protects women from domestic and dating violence, sexual assault, or stalking.

- Eligibility:** JUDICIARY
- Match Requirement:** 25 percent in-kind or cash match requirement. (Attachment A)
- Length of Support:** Project period is from November 1, 2014 to October 31, 2015 (subject to availability of funds)
- FY 2013 Funds Available:** \$45,457
- VAWA Purpose Areas:** Attachment B
- Funding Priority Areas:** Attachment C
- Certificate of Collaboration:** The Judiciary is required to provide this documentation to show that it has consulted with local victim services organizations during the course of developing its grant application in order to ensure that the proposed services, activities, and equipment acquisitions are designed to promote the safety, confidentiality, and economic independence of victims of domestic violence, sexual assault, stalking, and dating violence.
- Instructions and Forms:** <http://ag.hawaii.gov/cpja/gp/>
- Submit Applications to:** Department of the Attorney General
Crime Prevention and Justice Assistance Division
235 S. Beretania Street, Suite 401
Honolulu, HI 96813
- Mail one original and three copies and include a CD file.***
- Contact Information:** If you have any questions, please contact Jocelyn de Guia at:
Phone: (808) 586-1054 or Email: Jocelyn.A.deGuia@hawaii.gov

STOP Formula Grant
Department of the Attorney General

CHECKLIST FOR GRANT APPLICATION

Parts I, II, and III of the application for grant must be submitted together. Check that the following have been completed.

1. **Part I. Title Page** (AG/CPJAD #1 VAWA Application for Judiciary [Rev 7/2014])
 - a) project period _____
 - b) total project cost _____
 - c) VAWA purpose area(s) _____
 - d) funding priority area(s) _____

2. **Part II. Description of Project** (AG/CPJAD #1(a) [Rev 3/23/2010])
 - a) problem statement includes supporting data or facts _____
 - b) goals are clearly defined _____
 - c) objectives are specific and measurable _____
 - d) activities demonstrate how objectives will be accomplished _____
 - e) schedule and timeline are included _____
 - f) defines the agency(s) and personnel that will manage and work on the project _____
 - g) performance indicators/outcome measures are linked to the goals/objectives _____
 - h) there is probability that the project can improve the criminal justice system _____

3. **Part III. Budget Detail and Explanation** (AG/CPJAD #1(b) [Rev 12/16/2010])

Provide as much detail as possible (e.g., travel costs should be itemized by the number of trips and estimated cost per trip); equipment costs should contain descriptions and costs of specific items; and overtime should include an estimate of the number of hours needed and the average salary per hour.

 - a) items A through G total the amount of the grant application _____
 - b) budget explanation completed and attached _____
 - c) budget clearly supports the project's objectives and activities _____
 - d) budget identifies the amount and source of the 25% match _____

4. **Certificate of Collaboration** – Applicant agency must have a local victim service organization sign off on the lower half of the form. Applicant agency must complete and sign top half of the form. _____

5. The Application (Parts I Title Page, II. Description of the Project, and III. Budget Detail and Explanation) **must be saved on Microsoft Word 2003** and submitted on a CD. _____

6. With the CD, submit one original and three copies of the Application. _____

PART I. TITLE PAGE

Complete the “Application for the STOP Formula Grant Part I. Title Page.” A fillable form (AG/CPJAD #1 VAWA Application for Judiciary [Rev 7/2014]) is provided in Microsoft Word 2003 template. **Please use the most recent fillable form provided on <http://ag.hawaii.gov/cpja/gp/>. Do not use a previous version of the fillable form from previous years.**

- A. **PROJECT TITLE.** Enter a brief descriptive title of no more than four words. An application for second or subsequent year funding must retain the same title as the original application.
- B. **APPLICANT AGENCY.** Enter the official title of the state or county agency requesting the grant.
- C. **ADDRESS.** Enter the mailing address of applicant agency.
- D. **DUNS NUMBER.** Enter the agency’s Data Universal Number System (DUNS) number. The DUNS number is a unique nine-character number that identifies your organization. It is a tool of the federal government to track how federal money is distributed.
- E. **PRIMARY PLACE OF PERFORMANCE.** Enter the primary location where services are rendered or where a majority of your project activities occur. Enter only one city, state and zip code, including the 4 digits after the zip code, of the primary location.
- F. **PROJECT PERIOD.** Enter the expected starting and ending dates of the project, which should not exceed one (1) year.
- G. **AUTHORIZED VAWA PURPOSE AREA(S).** Identify one or more of the appropriate purpose area(s) to be addressed by the project (see Attachment B). Check all the boxes that apply.
- H. **FUNDING PRIORITY AREA(S).** Identify one or more of the funding priority area(s) to be addressed by the project (see Attachment C). Check all the boxes that apply.
- I. **TOTAL PROJECT COSTS.** Enter the total federal grant amount the applicant is applying for. Enter the agency 25% match. Enter total amount of project cost.
- J. **PROJECT DIRECTOR.** Enter the name, address, title, telephone and fax numbers, and e-mail address of the person who will be directly responsible for administering the project.
- K. **FINANCIAL OFFICER.** Enter the name, address, title, telephone and fax numbers, and e-mail address of the person who will be responsible for the fiscal matters of the project. The Financial Officer should be someone other than the Project Director.

PART II. DESCRIPTION OF PROJECT

This section is the most important part of the application because it justifies the need for the project and describes what will be done and who will do it. The information requested in Sections A to I below must be described in detail. Please follow this order in describing the project. A fillable form (AG/CPJAD #1(a) [Rev 3/23/2010]) is provided in Microsoft Word 2003 template.

Required Format:

Font	Times New Roman
Font size	12 point
Margins	1-inch
Spacing	Single

A. THE PROBLEM

Describe the nature and scope of the existing problem, including the present status of activities by the applicant regarding the problem. This section should clearly justify the reasons why the project is needed.

If this is a continuation project, describe results of previous project period.

The following outline may be used as a guide:

1. What specific problem(s) and/or target population will the project address?
(Example: an increasing incidence of stalking, an increase in domestic violence complaints, overcrowded shelter facilities, overburdened court dockets, etc.)
2. What is the scope of the problem?
 - a. Geographical
 - Is the problem concentrated in one location or in several with similar characteristics?
 - Is the problem countywide?
 - Is the problem statewide? Is the project either a statewide or model solution?
 - b. Criminal Justice System
 - What segments of the criminal justice system are affected by this problem?
3. What is the magnitude of the problem?
 - a. Include all available pertinent data (e.g., number of arrests, number of agency referrals, caseloads, clearance rates, etc.) as well as any other indicators that further define the problem.
 - b. How many people are currently affected by the problem?

4. How have county or state agencies dealt with this problem in the past? What were the limitations in that approach?
5. Why is it important that the problem be addressed at this time?
6. If this is a continuation project, include a brief statement discussing the current problems in light of previous years' accomplishments.

B. GOALS AND OBJECTIVES

This section should be limited to a precise statement of the specific project goals and objectives that will help to solve or overcome the problem(s) described above.

The following may serve as a guide with regard to definition of terms and contents:

1. A goal may be defined as a general statement of an undesirable condition to be improved or desired state of affairs toward which to strive. Violence Against Women goals generally fall into two categories:
 - a. Crime-oriented (example: to reduce the occurrence of stalking incidents on college campuses).
 - b. System improvement (example: to improve the collection of forensic evidence of sexual assault victims).
2. An objective is a specific statement of a measurable end condition to be achieved within a stated period of time. Examples are:
 - a. Crime-oriented: To decrease by 25 percent from the previous fiscal year the number of stalking incidents at all community colleges in the State.
 - b. System improvement: 80 percent of the sexual assault cases where a forensic examination is performed will be accepted for prosecution during the project period.

C. PROJECT ACTIVITIES

Provide a clear, detailed description of the proposed project activities, broken down into phases or tasks.

The type of information should include, but not be limited to, the following, as applicable:

1. A description of the strategy or method to achieve your objectives and the reasons for selecting the particular approach.
2. A description of the staffing, including number and type.

3. A description of the target population to be served and the criteria for selecting this group.
4. A description of any special training or technical assistance which will be required to complete the actual work, including the manner in which this training/technical assistance is to be utilized.
5. A description of equipment to be purchased, including a justification of the need for equipment and an explanation of its proposed use.
6. A project schedule and timeline detailing what will be accomplished at each phase, including the division of labor and the estimated time intervals involved and when purchases for goods and services will be conducted.
7. An outline of available resources.
8. A description of the specific gains, benefits, improvements, increased efficiencies, changes or other planned impact on the existing problem area, operating system or criminal justice system that are expected to occur as a result of the project.

D. PROJECT ORGANIZATION AND MANAGEMENT

Describe the proposed duties and responsibilities of the Project Director. Indicate to whom the Director reports and the manner in which project accountability will be maintained.

E. PERSONNEL

If the project requires the employment of full- or part-time personnel, indicate the positions and the duties or responsibilities of each. Include any personnel whose time will be used towards meeting the required agency match.

F. BRIEF PERSONNEL BIOGRAPHIES

Include a brief resume or biographies for each personnel who will work on the project or indicate that the resume will be submitted when the staff is hired. Provide the names(s) of staff, if already known.

G. PARTICIPATING AGENCIES

List all participating State or county agencies and/or non-profit/non-governmental organizations and briefly describe the history of collaboration and the responsibilities of each agency. Include letters of intent, if applicable.

H. PERFORMANCE INDICATORS/OUTCOME MEASURES

Describe the performance indicators/outcome measures that the project will use. The performance indicators/outcome measures identify the data that will be collected to determine whether the goals and objectives have been met. Performance

indicators/outcome measures must have a logical link to project goals, objectives, and activities and provide an explicit measure of effects or results.

Identify the individual(s) responsible for the data collection and analysis.

The following are performance indicators/outcome measures in the context of a sample objective and related training activities:

Sample Objective: To improve the investigations of domestic violence in District 32.

Activities linked to Objective: The domestic violence unit will be staffed with 4 detectives by January 1, 2012. Detectives in the unit will attend specialized training to improve the investigations of reported domestic violence cases (e.g., training on witness interviews, victim trauma, etc.). All of the unit detectives will complete a post-training assessment. The unit will develop an off-hour response schedule whereby a detective will respond to a report of domestic violence. The unit's lieutenant will develop a response schedule to ensure that a detective is assigned to the victim within 5 minutes of notification thereby starting the investigation in a timely manner.

Performance Indicators/Outcome Measures:

As linked to training activities **

- Number of detectives received training,
- Type of training received/dates/ location/trainer,
- Results of the post-training assessments
- Number of domestic violence cases that were assigned to a detective within 5 minutes after the victims were identified.
- Number of domestic violence cases that were assigned to a detective that took 6 minutes or longer after the victims were identified.

(**) Performance indicators/outcome measures should cover all major activities that result in the desired objective.

Note: By submitting an application, the applicant agrees to participate in a data collection process measuring program outputs and outcomes. The data elements for this process will be outlined by the Department of the Attorney General, Crime Prevention and Justice Assistance Division.

I. PROBABILITY TO IMPROVE THE CRIMINAL JUSTICE SYSTEM

Explain the anticipated benefits and results of the proposed project.

PART III. BUDGET DETAIL AND EXPLANATION

Submit a budget and budget narrative using the fillable form (AG/CPJAD #1(b) [Rev 12/16/2010]) available in Microsoft Word template, Part III. Budget Detail and Explanation. Include computations that clearly show how the costs were derived, as well as documentation that explains the cost or line item. All budget items must fit in one of the seven budget categories. Round off all budgeted amounts to the nearest dollar.

A. SALARIES AND WAGES

List each position to be compensated, indicating the monthly and/or hourly rate of the employee and the percentage or ratio of time that will be devoted to the project. Overtime and standby cost can be listed here.

NOTE: Overtime cost cannot exceed 30% of the total project budget. An individual shall not incur overtime with project funds in excess of 10% of the individual's gross annual salary.

B. FRINGE BENEFITS

1. Show employee benefits and list the percentage breakdown of the employee benefits on a separate sheet. The fringe benefit rate can only include allowable items as approved by the Department of the Attorney General. The allowable fringe benefits include:

- Pension Accumulation
- Pension Administration
- Retiree Health Insurance
- Employees' Health Fund
- Workers' Compensation
- Unemployment Compensation
- Social Security
- Medicare

2. List the fringe benefit cost per position(s).

NOTE: Vacation payout is not an allowable fringe benefit. Fringe benefits on overtime hours are limited to FICA, Workers' Compensation, and Unemployment Compensation.

C. CONSULTANTS/CONTRACTS

1. List type of consultant/contract to be selected and total estimated costs. Include the estimated length of the consultant/contract services, in days, weeks, or months. In the budget explanation section, detail the scope of services to be performed and the basis for calculating the cost.
2. Applicants are encouraged to promote free and open competition in awarding contracts and should follow their county or state procurement rules.

NOTE: Compensation for individual consultant services is to be reasonable and consistent with that paid for similar services in the marketplace. In addition, when the rate exceeds \$650 (excluding travel and subsistence costs) for an 8-hour day, a written **PRIOR APPROVAL** is required from the Department of the Attorney General. Prior approval requests require additional justification. An 8-hour day may include preparation, evaluation, and travel time in addition to the time required for actual performance. Please note, however, that this does not mean that the rate can or should be \$650 for all consultants. Rates should be developed and reviewed on a case-by-case basis and must be reasonable and allowable in accordance with OMB cost principles. Approval of consultant rates, in excess of \$650 a day, which are part of the original application with appropriate justification and supporting data will be approved on a case-by-case basis.

D. TRANSPORTATION AND SUBSISTENCE

1. Show travel costs by estimating the number of trips, multiplied by the estimated cost per trip and the number of people traveling.
2. Itemize per diem, ground transportation and other related travel costs separately.
3. Explain proposed destination(s) and purpose(s) of trip(s) on the budget explanation page.

NOTE: Prior approval by the Department of the Attorney General, Crime Prevention and Justice Assistance is required for all out-of-state travel and applicants must follow the State or County (for county agencies) established travel rates.

E. OFFICE SUPPLIES

List and describe items by type (office supplies, postage, training materials, copying paper and other expendable items) and show the basis for computation.

F. EQUIPMENT

List and describe non-expendable items to be purchased. A non-expendable equipment is tangible property having a useful life of more than two years. Applicants should analyze the cost benefits of purchasing versus leasing equipment, especially high cost items and those subject to rapid technical advances. Explain how the equipment is necessary for the success of the project.

G. OTHER COSTS

Specify any other costs not covered by cost elements listed above. In the budget explanation section, provide the basis of the computation.

H. TOTAL PROJECT COSTS

Total budgeted amounts from items A to G.

I. BUDGET EXPLANATION

On a separate page after the budget detail, provide the budget explanation. The cost of the budgeted items should be reasonable and the items necessary for the execution and completion of the activities listed in Part II, Description of the Project.

The budget explanation should reflect how the expenditures will support the project activities and be listed in the same order as the budget detail.

Examples:

The Salary and Fringe Benefits will support the 2.5 FTE required to staff the program. The annual salary reflects the current starting rate of a DV/SA Victim Services Coordinator position, SR 21, Step C. The fringe rate being used is the current state rate.

The digital camera and laptop computer will be used to take photographs of victims' injuries and document evidence obtained from forensic exams to aid in police investigation and prosecution of sex assault cases.

DEPARTMENT OF THE ATTORNEY GENERAL
Crime Prevention and Justice Assistance Division

STOP VIOLENCE AGAINST WOMEN FORMULA GRANT PROGRAM

CERTIFICATE OF COLLABORATION

To be completed by applicant agency:

Applicant Agency: _____

In satisfaction of the requirements under this grant program, this agency certifies that it has consulted with the local victim services program during the course of developing this proposal in order to ensure that our proposed activities and/or equipment acquisitions are designed to promote the safety, confidentiality, and economic independence of victims of domestic violence, sexual assault, stalking and dating violence.

Please provide a brief description of the consultation with and/or collaborative relationship established between the applicant and the local victim services organization identified below:

Date

Authorized Signature of Applicant Agency

To be completed by local victim services organization. The individual signing this section may not be from the applicant agency

As a designated representative of _____, a recognized local victim services organization, I certify that the above is an accurate description of the consultation with and/or collaborative relationship established between my agency and that applicant agency identified above.

Name of Organization: _____

Name & Title of Signing Authority: _____

Signature: _____

Date: _____

**VAWA STOP Formula Grant
Match Requirements**

Subgrants awarded under this formula grant program may support up to 75 percent of the total cost of each project. Cash or in-kind services may be used as match. Non-profit, non-governmental victim services programs are exempt from the match requirement.

In-kind match may include donations of expendable equipment, 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 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. Fringe benefits may be included in the valuation. Volunteer services must be documented, and to the extent feasible, supported by the same methods used by the recipient organization for its own employees. The value of donated space may not exceed the fair rental value of comparable space and facilities in a privately owned building in the same locality.

The source of the non-federal match is governed by the Office of Justice Program's *Financial Guide*. Generally, cash match may be applied from the following sources: funds from States and local units of government that have a binding commitment of matching funds for programs or projects; funds from the Housing and Community Development Act of 1974, 42 U.S.C. § 5305, et seq., or the Appalachian Regional Development Act, 40 U.S.C. § 214, or the Equitable Sharing Program, 21 U.S.C. § 881(e); funds contributed from private sources; program income funds from seized assets and forfeitures; or funds otherwise authorized by law. All funds designated as match are restricted to the same uses as the Violence Against Women program funds and must be expended within the grant period.

VAWA Program Purpose Areas for STOP Formula Grants

STOP formula grants and subgrants supported through this program must meet one or more of the following statutory program 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 sexual assault, domestic violence, and dating violence.
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 sexual assault and domestic violence.
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 and domestic violence.
4. Developing, installing, or expanding data collection and communication systems, including computerized systems, linking police, prosecutors, and courts or for the purpose of identifying and tracking arrests, protection orders, violations of protection orders, prosecutions, and convictions for violent crimes against women, including the crimes of sexual assault and domestic violence.
5. Developing, enlarging, or strengthening victim services 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, and dating violence.
6. Developing, enlarging, or strengthening programs addressing stalking.
7. Developing, enlarging, or strengthening programs that address the needs and circumstances of Indian tribes dealing with violent crimes against women, including the crimes of sexual assault and domestic violence.
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 service agencies, and other state agencies and departments to violent crimes against women, including the crimes of sexual assault, domestic violence, and dating violence.
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.
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 sexual assault or domestic violence, including recognizing, investigating, and prosecuting instances of such assault or violence and targeting outreach and support, counseling, and other victim services to such older and disabled individuals.
11. Providing assistance to victims of sexual assault and domestic violence in immigration matters.

12. Maintaining core victim services and criminal justice initiatives, while supporting complementary new initiatives and emergency services for victims and their families.
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 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 service 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.

Note: Any law enforcement, State, tribal, territorial, or local government agency receiving funding under the Crystal Judson Domestic Violence Protocol Program under paragraph (14) shall on an annual basis, receive additional training on the topic of incidents of domestic violence committed by law enforcement personnel from domestic violence and sexual assault nonprofit organizations and, after a period of 2 years, provide a report of the adopted protocol to the Department of Justice, including a summary of progress in implementing such protocol.

**VAWA State Implementation Plan
Funding Priorities for State and Local Court**

The Judiciary's application shall identify the specific problem or area that will be addressed by STOP funds, and should attempt to address one or more of the following funding priorities as detailed in the State VAWA Implementation Plan:

1. Develop an effective coordinated community response for domestic violence, sexual assault, dating, and/or stalking;
2. Improve system response to stalking;
3. Promote offender accountability;
4. Develop and sustain training in areas on violence against women;
5. Standardize and enhance data collection;
6. Involve and integrate probation services into STOP-funded activities;
7. Improve system response (court security and interpreter services for victims);
8. Develop and share departmental policies, standard operating procedures, and protocols on domestic violence, sexual violence, stalking, and dating violence;
9. Improve enforcement of protection orders; and
10. Support underserved/marginalized communities.



POST AWARD

INFORMATION

The following attachments are not required at this time. These attachments will be included as part of the contract.

- A. ACCEPTANCE OF CONDITIONS (AG/CPJAD #14A)
- B. ACCEPTANCE OF VAWA SPECIAL CONDITIONS (AG/CPJAD #26 VAWA Gov't)
- C. CERTIFICATION OF NON-SUPPLANTING (AG/CPJAD #3)
- D. CERTIFICATION OF NON-DISCRIMINATION (AG/CPJAD #15)
- E. CERTIFICATION REGARDING DRUG-FREE WORKPLACE REQUIREMENT
(AG/CPJAD #16)
- F. CERTIFICATION REGARDING EQUAL EMPLOYMENT OPPORTUNITY PROGRAM (OCR form; expiration date: 05/31/14)
- G. CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY, AND VOLUNTARY EXCLUSION (OJP Form 4061/1)