



**FY 2021 STOP VIOLENCE AGAINST WOMEN  
FORMULA GRANT PROGRAM  
INSTRUCTIONS FOR GRANT APPLICATION:  
LAW ENFORCEMENT AND PROSECUTION AGENCIES**

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**APPLICATION DEADLINE: February 11, 2022**

**Overview:**

The Office on Violence Against Women (OVW) in the United States Department of Justice (DOJ) implements the Violence Against Women Act (VAWA) and subsequent legislation. VAWA created several grant programs that are administered by OVW. One of VAWA's major grant programs is the Services-Training-Officers-Prosecutors (STOP) Violence Against Women Formula Grant Program for states, territories, and tribal entities. Its purpose is to develop and strengthen effective responses to sexual assault, domestic violence, dating violence, and stalking. The STOP Formula Grant 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.

VAWA mandates that STOP funds be distributed according to a formula plan: 25 percent for law enforcement, 25 percent for prosecution, 5 percent to the courts, and 30 percent for non-profit, non-governmental victim service providers. The remaining 15 percent is distributed among service providers and/or criminal justice agencies at the discretion of the state. At least 20 percent of the state's total award must be allocated for projects in 2 or more allocations (victim services, courts, law enforcement, or prosecution) that meaningfully address sexual assault. A minimum of 10 percent from the victim services allocation must be set aside for culturally-specific services.

STOP-funded projects must fall within at least one (1) of the twenty (20) federal VAWA Statutory Purpose Areas and one (1) or more of the state Funding Priority Areas for law enforcement and prosecution.

- Eligibility:** LAW ENFORCEMENT AND PROSECUTION AGENCIES
- Match Requirement:** 25 percent in-kind or cash agency match requirement (Attachment A)
- Length of Support:** Project period is from June 1, 2022 to May 31, 2023  
Earlier start date may be considered upon request
- FY 2021 Federal Funds Available:** Law Enforcement = \$248,318 (Total) / Prosecution = \$248,318 (Total)

Funds are distributed for law enforcement and prosecution through a formula plan in which each department receives a base amount, with the balance of the allocation divided based upon county population. Through a formula distribution, police and prosecutors are able to develop long-term plans for the funds, leverage and coordinate the STOP funds with local resources, and have greater flexibility for use of funds as needs change.

Award amounts for each LE/Prosecution county agency are as follows:

<b>POLICE DEPARTMENTS (Law Enforcement)</b>			
<b>County</b>	<b>FY 2021 Federal Amount</b>	<b>FY 2021 Match Amount</b>	<b>Total Award</b>
Honolulu	\$90,917	\$30,306	\$121,223
Hawaii	\$54,995	\$18,332	\$73,327
Maui	\$53,717	\$17,906	\$71,623
Kauai	\$48,689	\$16,230	\$64,919
Total	\$248,318	\$82,774	\$331,092

<b>PROSECUTORS OFFICE</b>			
<b>County</b>	<b>FY 2021 Federal Amount</b>	<b>FY 2021 Match Amount</b>	<b>Total Award</b>
Honolulu	\$90,917	\$30,306	\$121,223
Hawaii	\$54,995	\$18,332	\$73,327
Maui	\$53,717	\$17,906	\$71,623
Kauai	\$48,689	\$16,230	\$64,919
Total	\$248,318	\$82,774	\$331,092

**VAWA Statutory Purpose Areas:** Attachment B

**Funding Priority Areas:** Attachment C

**Limitations on Funding:** Attachment D

**Statutory Requirements:** Attachment E

**Certificate of Collaboration:** Law enforcement and prosecution agencies are required to provide this documentation to show that they have consulted with local victim services organizations during the course of developing their grant applications 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 (printed) and include an electronic version saved on Microsoft Word on a CD or thumb drive.*

**Contact Information:** If you have any questions, please contact Felix Mata at:(808) 586-1153 or [Felix.S.Mata@hawaii.gov](mailto:Felix.S.Mata@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 LE and Pros [Rev 12/2021])
  - a) Items A to K are completed \_\_\_\_\_
  
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) identifies/describes agency personnel who 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 10/2018])

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

  - a) items A through H 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 \_\_\_\_\_
  - e) if budget includes indirect costs, supporting document attached \_\_\_\_\_
  
4. **Certificate of Collaboration** – Applicant agency must complete and sign off on the upper half of the form. Applicant agency must have a local victim service organization sign off on the lower 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** and submitted electronically on a CD or thumb drive. \_\_\_\_\_
  
6. With the CD/USB flash drive, submit one original and three copies (printed) of the Application. \_\_\_\_\_

## PART I. TITLE PAGE

Complete the “Application for STOP Formula Grant Part I. Title Page.” A fillable form (AG/CPJAD #1 VAWA Application for LE and Pros [Rev 12/2021]) is provided in a Microsoft Word template. **Please use the most recent fillable form provided. 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. **SYSTEM FOR AWARD MANAGEMENT (SAM) AND DATA UNIVERSAL NUMBERING SYSTEM (DUNS) NUMBER.** Registration with SAM and having a DUNS Number are requirements to receiving STOP funds.

### **SAM:**

The SAM is the official U.S. Government system that consolidated the capabilities of CCR/FedReg, ORCA, and EPLS. There is no cost to registrants for registering on the SAM website, <http://www.sam.gov>. Check to see if your agency is already registered with SAM. The DUNS number provided in your application **must match** the number in the SAM.

If your agency is registered with SAM, then check “Yes.” Please note that Applicants must update or renew their SAM registration annually to maintain an active status. Information about registration procedures can be accessed at the SAM website. If your agency has not registered, then check “No.” If your application is selected for an award, your agency must have an active SAM registration in order to contract.

### **DUNS NO.:**

A Data Universal Numbering System (DUNS) number is a unique nine-digit sequence recognized as the universal standard for identifying and keeping track of entities receiving Federal funds. The identifier is used for tracking purposes and to validate address and point of contact information for federal assistance applicants, recipients, and subrecipients. Enter the agency DUNS number. Check with your fiscal or administrative office as to whether your agency has a DUNS number. For more information on the DUNS number, go to <https://fedgov.dnb.com/webform>.

- 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 federal VAWA Statutory 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 state funding priority area(s) to be addressed by the project (see Attachment C). Check all the boxes that apply.
- I. **TOTAL PROJECT COST**. Enter the federal grant amount the applicant is applying for. Enter the agency match amount. Enter the total project cost.
- J. **PROJECT DIRECTOR**. Enter the name, address, title, telephone number, 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 number, 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 a Microsoft Word 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 biography 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 sample performance indicators/outcome measures in the context of a sample objective and related sample activities:

**Sample Objective:** *To improve the quality and timeliness of domestic violence investigations in District 32 through training 100% of the domestic violence unit and ensuring that 80% of all off-hour cases are assigned to a detective within five minutes of report of an incident.*

**Sample Activities linked to Objective:** *The domestic violence unit will be staffed with 4 detectives by January 1, 2022. All of the unit detectives 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's lieutenant will develop an off-hour response schedule whereby a detective is assigned to a domestic violence incident within 5 minutes of notification thereby starting the investigation in a timely manner.*

**Sample Performance Indicators/Outcome Measures:**

- *Number of detectives received training.*
- *Type of training received/dates/ location/trainer.*
- *Results of the post-training assessments.*
- *Number of domestic violence cases reported off-hours.*
- *Number of domestic violence cases that were assigned to a detective within 5 minutes of report of an incident.*
- *Number of domestic violence cases that were assigned to a detective that took 6 minutes or longer after report of an incident.*

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 detail and explanation using the fillable form (AG/CPJAD #1(b) [Rev 10/2018]) 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 eight budget categories. Round off all budgeted amounts to the nearest dollar.

#### **A. SALARIES AND WAGES**

List each position to be compensated, indicating the monthly salary 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 Budget and Finance. The allowable fringe benefits include:

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

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. CONSULTANT SERVICES/CONTRACTS**

1. List type of consultant service/contract to be procured and total estimated costs. Include the estimated length of the consultant service/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. Itemize the consultant service/contract travel costs. If a consultant or contractor has travel costs associated with the consultant service/contract, itemize these costs. Travel costs can include airfare, mileage, per diem (meals and lodging), vehicle rental, parking fees, etc.

3. Applicants are encouraged to promote free and open competition in awarding contracts and should follow their county or state procurement rules.

NOTE: Consultant services cannot exceed a rate of \$650 (excluding travel and subsistence costs) for an 8-hour day, or \$81.25/hour, without written **PRIOR APPROVAL** from the Department of the Attorney General, Crime Prevention and Justice Assistance Division. Compensation for individual consultant services is to be reasonable and consistent with that paid for similar services in the marketplace. An 8-hour day may include preparation, evaluation, and travel time in addition to the time required for actual performance. Justification for exceeding the established maximum rate may be included where a rate is established through a competitive bidding process. Please note, however, that this does not mean that the rate can or should be the maximum limit for all consultants.

In order to calculate a rate of compensation for consultants associated with and employed by institutions of higher learning, divide the total compensation projected for 12 months by 260. If the resulting rate of compensation exceeds the maximum consultant rate, written prior approval must be obtained.

Compensation for consultants employed by State and local government will only be allowed when the unit of government will not provide these services without cost. If a State or local government employee has been contracted to provide services that are related to his or her employment with the State or local government, the rate of compensation is not to exceed the daily salary rate for the employee paid by the unit of government.

If the State or local government employee has been contracted to provide services that are unrelated to his or her employment with the State or local government, then the rate of compensation is based on the necessary and reasonable cost principles which cannot exceed the maximum rate without prior written approval.

#### **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 airfare, 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. Applicants must follow the State or County (for county agencies) established travel rates for intra-state and out-of-state travel.

#### **E. 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. 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.

**G. OTHER COSTS**

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

**H. INDIRECT COSTS**

Indirect costs are costs of an organization that are not readily assignable to a particular project, but are necessary to the operation of the organization and the performance of the project. Such costs are generally identified with the organization's overall operation and are further described in the Uniform Administrative Requirements, Cost Principles, and Audit Requirements in 2 C.F.R. Part 200 as adopted and supplemented by the Department of Justice in 2 C.F.R. Part 2800 (the "part 200 Uniform Requirement"). Examples of indirect costs include the cost of operating and maintaining facilities, depreciation, and administrative salaries.

Indirect costs are allowed only under the following circumstances:

- a. Applicant has a current, federally approved indirect cost rate.
  - Applicants who elect to utilize their indirect cost rate must attach a copy of the federally approved indirect cost rate agreement to the application.

**OR**

- b. Applicant is eligible to use and elects to use the "De Minimis" Indirect Cost Rate described in the Part 200 Uniform Requirements as set out at 2 C.F.R. 200.414(f).

- In order to use the "De Minimis" Indirect Cost Rate, Applicants must:
  - Submit a signed Certification (post award) of 10% De Minimis Indirect Cost Rate (AG/CPJAD #37). If the Applicant elects the "De Minimis" method, costs must be consistently charged as either indirect or direct costs, but may not be double charged or inconsistently charged as both.

NOTE: If an applying agency chooses to use the "De Minimis" Indirect Cost Rate, then it must be used consistently for all federal awards until such time as the Applicant chooses to negotiate a federally approved indirect cost rate.

- A breakdown of the Applicant's Modified Total Direct Costs (MTDC) must be included and submitted with the proposed budget. MTDC means all direct salaries and wages, applicable fringe benefits, materials and supplies, services, travel, and up to the first \$25,000 of each subaward (regardless of the period of performance of the subawards

under the award). The MTDC will exclude equipment, capital expenditures, rental costs, and the portion of each subaward in excess of \$25,000.

Applicants that do not have a federally approved rate may request one through their cognizant federal agency, which will review all documentation and approve a rate for the Applicant organization, or, if the Applicant's accounting system permits, costs may be allocated in the direct cost categories. For the definition of Cognizant Federal Agency, see the "Glossary of Terms" in the Department of Justice Grants [Financial Guide](#). For assistance with identifying your cognizant agency, please contact the Customer Service Center at 1-800-458-0786 or at [ask.ocfo@usdoj.gov](mailto:ask.ocfo@usdoj.gov).

**I. TOTAL PROJECT COSTS**

Total budgeted amounts from each of the budget detail categories A to H. Check your calculations to ensure they are correct and rounded to the nearest dollar.

**J. 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

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*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 *DOJ 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 Statutory Purpose Areas for STOP Formula Grants**

*(from OVW FY 2021 STOP Formula Grant Solicitations)*

VAWA Statutory Purpose Areas. To be eligible for funding under the Violence Against Women Act, applicants must design projects that fall within at least one of the twenty authorized 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, dating violence, and stalking, including the appropriate use of nonimmigrant status under subparagraphs (T) and (U) of section 101(a)(15) of the Immigration and Nationality Act (8 U.S.C. § 1101(a));
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, domestic violence, dating violence, and stalking;
3. Developing and implementing more effective police, court, and prosecution policies, protocols, orders, and services specifically devoted to preventing, identifying, and responding to violent crimes against women, including the crimes of sexual assault, domestic violence, dating violence, and stalking, as well as the appropriate treatment of victims;
4. Developing, installing, or expanding data collection and communication systems, including computerized systems, linking police, prosecutors, and courts or for the purpose of identifying, classifying, and tracking arrests, protection orders, violations of protection orders, prosecutions, and convictions for violent crimes against women, including the crimes of sexual assault, domestic violence, dating violence, and stalking;
5. Developing, enlarging, or strengthening victim services and legal assistance programs, including sexual assault, domestic violence, dating violence, and stalking programs, developing or improving delivery of victim services to underserved populations, providing specialized domestic violence court advocates in courts where a significant number of protection orders are granted, and increasing reporting and reducing attrition rates for cases involving violent crimes against women, including crimes of sexual assault, domestic violence, dating violence, and stalking;
6. Developing, enlarging, or strengthening programs addressing the needs and circumstances of Indian tribes in dealing with violent crimes against women, including the crimes of sexual assault, domestic violence, dating violence, and stalking;
7. Supporting formal and informal statewide, multidisciplinary efforts, to the extent not supported by state funds, to coordinate the response of state law enforcement agencies, prosecutors, courts, victim services agencies, and other state agencies and departments, to violent crimes against women, including the crimes of sexual assault, domestic violence, dating violence, and stalking;
8. Training of sexual assault forensic medical personnel examiners in the collection and preservation of evidence, analysis, prevention, and providing expert testimony and treatment of trauma related to sexual assault;



9. Developing, enlarging, or strengthening programs to assist law enforcement, prosecutors, courts, and others to address the needs and circumstances of older and disabled women who are victims of sexual assault, domestic violence, dating violence, or stalking, including recognizing, investigating, and prosecuting instances of such violence or assault and targeting outreach and support, counseling, and other victim services to such older and disabled individuals;
10. Providing assistance to victims of domestic violence and sexual assault in immigration matters;
11. Maintaining core victim services and criminal justice initiatives, while supporting complementary new initiatives and emergency services for victims and their families;
12. Supporting the placement of special victim assistants (to be known as “Jessica Gonzales Victim Assistants”) in local law enforcement agencies to serve as liaisons between victims of sexual assault, domestic violence, dating violence, 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 sexual assault, domestic violence, dating violence, or stalking and may undertake the following activities:
  - a. Developing, in collaboration with prosecutors, courts, and victim service providers, standardized response policies for local law enforcement agencies, including the use of evidence-based indicators to assess the risk of domestic and dating violence homicide and prioritize dangerous or potentially lethal cases;
  - b. Notifying persons seeking enforcement of protection orders as to what responses will be provided by the relevant law enforcement agency;
  - c. Referring persons seeking enforcement of protection orders to supplementary services (such as emergency shelter programs, hotlines, or legal assistance services); and
  - d. Taking other appropriate action to assist or secure the safety of the person seeking enforcement of a protection order;
13. Providing funding to law enforcement agencies, victim 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 —
  - a. The development and implementation of training for local victim domestic violence service providers, and to fund victim services personnel, to be known as “Crystal Judson Victim Advocates,” to provide supportive services and advocacy for victims of domestic violence committed by law enforcement personnel;
  - b. The implementation of protocols within law enforcement agencies to ensure consistent and effective responses to the commission of domestic violence by personnel within such agencies such as the model policy promulgated by the International Association of Chiefs of Police (“Domestic Violence by Police Officers: A Policy of the IACP, Police Response to Violence Against Women Project” July 2003); and

- c. The development of such protocols in collaboration with state, tribal, territorial and local victim service providers and domestic violence coalitions;

Note: Any law enforcement, state, tribal, territorial, or local government agency receiving funding under the Crystal Judson Domestic Violence Protocol Program, and any subgrantee of such an agency, shall (1) receive specialized training, on an annual basis, from domestic violence and sexual assault nonprofit organizations on the topic of incidents of domestic violence committed by law enforcement personnel and (2) provide a report to the Department of the protocol(s) adopted in connection with the Crystal Judson Domestic Violence Protocol Program, including a summary of progress in implementing such protocol(s), once every two years. States and territories must notify and provide OVW with a list of subgrantee recipients awarded STOP funds under the Crystal Judson Domestic Violence Protocol Program, and ensure that all subgrantees satisfy the requirements of this program.

14. Developing and promoting state, local, or tribal legislation and policies that enhance best practices for responding to sexual assault, domestic violence, dating violence, and stalking;
15. Developing, implementing, or enhancing Sexual Assault Response Teams, or other similar coordinated community responses to sexual assault;
16. Developing and strengthening policies, protocols, best practices, and training for law enforcement agencies and prosecutors relating to the investigation and prosecution of sexual assault cases and the appropriate treatment of victims;
17. Developing, enlarging or strengthening programs addressing sexual assault against men, women, and youth in correctional and detention settings;
18. Identifying and conducting inventories of backlogs of sexual assault evidence collection kits and developing protocols and policies for responding to and addressing such backlogs, including protocols and policies for notifying and involving victims;
19. Developing, enlarging, or strengthening programs and projects to provide services and responses targeting male and female victims of sexual assault, domestic violence, dating violence, or stalking, whose ability to access traditional services and responses is affected by their sexual orientation or gender identity, as defined in section 249(c) of title 18, United States Code; or
20. Developing, enhancing, or strengthening prevention and educational programming to address sexual assault, domestic violence, dating violence, or stalking, with not more than 5 percent of the amount allocated to a state to be used for this purpose.

**Funding Priority Areas for Law Enforcement and Prosecution**

*[from State of Hawaii Implementation Plan for the STOP Violence Against Women Formula Grant:  
FY 2018 – 2021 (July 1, 2017 through June 30, 2021)]*

Funds are distributed for law enforcement and prosecution through a formula plan in which each department receives a base amount, with the balance of the allocation divided based upon county population. Through a formula distribution, police and prosecutors are able to develop long-term plans for the funds, leverage and coordinate the STOP funds with local resources, and have greater flexibility for use of funds as needs change.

To be eligible for funding, applications submitted shall identify the specific problem or area that will be addressed by STOP funds, and should address one or more of the following funding priorities as detailed in the State of Hawaii Implementation Plan for the STOP Violence Against Women Formula Grant:

- 1) Develop an effective coordinated community response for domestic violence, sexual assault, dating violence, 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) Develop and share departmental policies, standard operating procedures, and protocols on domestic violence, sexual violence, stalking, and dating violence as applicable;
- 7) Improve enforcement of protection orders;
- 8) Support underserved/marginalized communities including:
  - o Immigrants and migrants with limited English proficiency
  - o Victims in rural areas where access to services can be limited
  - o LGBTQ population
  - o Elderly population
  - o Individuals with disabilities including victims with substance abuse and/or mental health issues
  - o Youth – ages 11 or older
- 9) Conduct domestic violence, sexual assault, dating violence, or stalking prevention, education and/or outreach activities (prevention and education not to exceed five percent of the total STOP Formula grant); and/or
- 10) Improve system response to disarming abusers in civil protection order cases.

## Limitations on STOP Program Funding

1. Activities That Compromise Victim Safety. OVW does not fund activities that jeopardize victim safety, deter or prevent physical or emotional healing for victims, or allow offenders to escape responsibility for their actions. Applicants should not propose projects that include the following activities:
  - Procedures or policies that exclude victims from receiving safe shelter, advocacy services, counseling, and other assistance based on their actual or perceived sex, age, immigration status, race, religion, sexual orientation, gender identity, mental health condition, physical health condition, criminal record, work in the sex industry, income or lack of income, or the age and/or sex of their children;
  - Procedures or policies that compromise the confidentiality of information and/or privacy of persons receiving services;
  - Procedures or policies that require victims to take certain actions (e.g., seek an order of protection, receive counseling, participate in couples counseling or mediation, report to law enforcement, seek civil or criminal remedies) in order to receive services;
  - Procedures or policies that fail to include conducting safety planning with victims; or
  - Project designs, products, services and/or budgets that fail to account for the unique needs of individuals with disabilities, with limited English proficiency, or who are deaf or hard of hearing, including accessibility for such individuals.

Information about additional activities that compromise victim safety and undermine offender accountability can be found in the FY 2021 Solicitation Companion Guide – OVW Grant Programs & Post-Award Information.

2. Legal Services. Pursuant to 34 U.S.C. § 12291 (b)(12), any recipient or subrecipient providing legal assistance with funds awarded under this program must certify in writing that:
  - a. any person providing legal assistance with STOP funds
    - (1) has demonstrated expertise in providing legal assistance to victims of domestic violence, dating violence, sexual assault, or stalking in the targeted population; or
    - (2)
      - i. is partnered with an entity or person that has such demonstrated expertise described in subparagraph a(1); and
      - ii. has completed or will complete training in connection with domestic violence, dating violence, sexual assault or stalking, and related legal issues, including training on evidence-based risk factors for domestic and dating violence homicide;
  - b. any training program conducted in satisfaction of the requirement listed above in paragraph (a) has been or will be developed with input from and in collaboration with a tribal, state, territorial, or local

domestic violence, dating violence, sexual assault, or stalking victim service provider or coalition, as well as appropriate tribal, state, territorial, and local law enforcement officials;

- c. any person or organization providing legal assistance with funds through the STOP program has informed and will continue to inform state, local, or tribal domestic violence, dating violence, or sexual assault programs and coalitions, as well as appropriate state and local law enforcement officials of their work; and
  - d. the subrecipient's organizational policies do not require mediation or counseling involving offenders and victims physically together, in cases where sexual assault, domestic violence, dating violence, or child sexual abuse is an issue.
3. Prevention and Public Awareness Campaigns. VAWA Statutory Purpose Area number 20 allows for "developing, enhancing, or strengthening prevention and educational programming to address domestic violence, dating violence, sexual assault, or stalking[.]" However, no more than 5 percent of the total project costs can be used for this purpose. In addition, a proposal that falls within this purpose area would not fall under the victim services allocation and would need to be funded using STOP discretionary funds.

*Note: The term "prevention" includes both primary and secondary prevention efforts. Primary prevention means strategies, programming, and activities to stop both first-time perpetration and first-time victimization. Primary prevention is stopping domestic violence, dating violence, sexual assault, and stalking before they occur. Secondary prevention is identifying risk factors or problems that may lead to future domestic violence, dating violence, sexual assault, or stalking and taking the necessary actions to eliminate the risk factors and the potential problem. "Prevention" is distinguished from "outreach," which has the goal of informing victims and potential victims about available services. Additional information can be found in OVW's Frequently Asked Questions (FAQs) About STOP Formula Grants – Updated October 2017.*

4. Food and Beverage Costs. STOP funds cannot be used to purchase any food and/or beverages for any meeting, conference, training, or other event.
5. Consultants/Contracts. Compensation for individual services is to be reasonable and consistent with that paid for similar services in the marketplace. When the rate exceeds \$650 (excluding travel and subsistence costs) for an 8-hour day, a written prior approval is required from the Department.
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. For organizations that have an established federally approved indirect cost rate for Federal awards, indirect costs mean those costs that are included in the organization's indirect cost rate. Such costs are generally identified with the organization's overall operation and are further described in the Uniform Administrative Requirements, Cost Principles, and Audit Requirements in 2 CFR Part 200.

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.

For the purposes of this solicitation, applicants may be permitted an allocation in their budget for indirect costs under one of the following:

- a. If the applicant has a current, federally approved indirect cost rate agreement, the applicant may include an allocation for indirect costs. Applicants must provide a copy of their federally approved indirect cost rate agreement.
- b. If the applicant does not have a federally approved indirect cost rate, the applicant may include a 10% de minimis rate – §2 CFR 200.414(f) provides for this type of rate, see description below.

“Any non-Federal entity that has never received a negotiated indirect cost rate, (except for those non-Federal entities described in Appendix VII to Part 200 — States and Local Government and Indian Tribe Indirect Cost Proposals, paragraph (d)(1)(B)) may elect to charge a de minimis rate of 10% of modified total direct costs (MTDC) which may be used indefinitely. As described in §200.403, Factors Affecting Allowability of Costs, costs must be consistently charged as either indirect or direct costs, but may not be double charged or inconsistently charged as both. If chosen, this methodology once elected must be used consistently for all Federal awards until such time as a non-Federal entity chooses to negotiate for a rate, which the non-Federal entity may apply to do at any time.”

According to §200.68, MTDC is composed of the following:

MTDC means all direct salaries and wages, applicable fringe benefits, materials and supplies, services, travel, and subawards and subcontracts up to the first \$25,000 of each subaward or subcontract (regardless of the period of performance of the subawards and subcontracts under the award). MTDC excludes equipment, capital expenditures, charges for patient care, rental costs, tuition remission, scholarships and fellowships, participant support costs and the portion of each subaward and subcontract in excess of \$25,000. Other items may only be excluded when necessary to avoid a serious inequity in the distribution of indirect costs, and with the approval of the cognizant agency for indirect costs.

*Note: If a 10% de minimis rate is to be used by the applicant, a breakdown of the applicant’s MTDC must be submitted with the proposed budget.*

7. Other unallowable uses of STOP funds include:

- Lobbying (except with explicit statutory authorization)
- Research projects
- Fundraising
- Purchase of real property
- Physical modifications to buildings, including minor renovations (such as painting or carpeting)
- Construction

*For additional information on the uses of STOP funds, refer to OVW’s Frequently Asked Questions (FAQs) About STOP Formula Grants – Updated October 2017.*

## Federal Statutory Eligibility Requirements of VAWA 2013 and Department of Justice Grants Financial Guide

The Department and its grantees must meet certain federal eligibility criteria in order to receive funds. Criteria are established by the Violence Against Women Reauthorization Act of 2013 and are listed in the *FY 2021 Solicitation Companion Guide – OVW Grant Programs & Post-Award Information*. Additional criteria are listed in the *Department of Justice Grants Financial Guide* (<http://ojp.gov/financialguide/DOJ/index.htm>).

1. *Confidentiality*. Grantees and subgrantees receiving VAWA funds must protect the confidentiality and privacy of persons receiving services to ensure their safety and their families' safety. Grantees and subgrantees are prohibited from disclosing personally identifying information collected in connection with services requested, utilized, or denied through the grantee's program, to any third party or third-party database without informed, written, reasonably time-limited, consent of the person, unless compelled by statutory or court mandate. Grantees and subgrantees intending to share aggregate information with other organizations must ensure that such information does not identify specific individuals.
2. *Filing Costs for Criminal Charges and Protection Orders*. Victims will not be charged a fee with the filing of misdemeanor or felony criminal charges against the offender in a sexual assault, domestic violence, dating violence, or stalking offense. Victims will not pay any costs associated with the filing, issuance, registration, modification, enforcement, dismissal, withdrawal, or service of a warrant, protection order, petition for a protection order, or witness subpoena, whether issued inside or outside the state or local jurisdiction for protection against sexual assault, domestic violence, dating violence, or stalking.
3. *Forensic Medical Examination*. The state, unit of local government, or another governmental entity shall incur the full out-of-pocket cost of forensic medical exams for victims of sexual assault; and shall coordinate with health care providers in the region to notify victims of sexual assault of the availability of rape exams at no cost to victims. Trained examiners perform forensic medical exams for victims of sexual assault and do not require victims of sexual assault to pay or seek reimbursement for the exam from their insurance carriers. The state, unit of local government, or another governmental entity will not require victims of sexual assault to participate in the criminal justice system or cooperate with law enforcement in order to be provided with a forensic exam, reimbursement for the cost of the exam, or both.
4. *Judicial Notification*. The State of Hawaii and local judicial administrative policies and practices include notification to domestic violence offenders of Federal, state, or local gun laws.
5. *Polygraph Testing Prohibition*. Federal statutes require a state, territory, or unit of local government to certify their laws, policies, or practices will ensure that no law enforcement officer, prosecuting officer, or other government official shall ask or require an adult, youth, or child victim of an alleged sex offense as defined under Federal, state, or local law to submit to a polygraph examination or other truth telling device as a condition for proceeding with the investigation of such an offense. The refusal of a victim to submit to a polygraph or other truth telling examination shall not prevent the investigation, charging, or prosecution of the offense.

6. DUNS number is required. In accordance with the Federal Funding Accountability Act (FFATA) of 2006, all applicants must have a DUNS (Data Universal Numbering System) number to be eligible for STOP funds. Applicants that do not have a DUNS number should request one through the D&B D-U-N-S Request Service for US Federal Government Contractors and Grantees (<http://fedgov.dnb.com/webform/displayHomePage.do>)

*Note: Applicants must provide the Agency's DUNS number at the time the application is submitted to the Department of the Attorney General.*

7. System for Award Management (SAM) is required. All applicants applying for STOP funds must obtain and maintain a current registration in the System for Award Management (SAM) database. The SAM is the official U.S. Government system that consolidated the capabilities of CCR/FedReg, ORCA, and EPLS. There is no cost to registrants for registering on the SAM website <https://www.sam.gov>. Check to see if your agency is already registered with the SAM. The DUNS number provided in your application must match the number in the SAM.

*Note: Applicants must update or renew their SAM registration to maintain an active status.*

8. Federal Reporting Requirement Under OVW. All applicants awarded STOP funds must submit an annual progress report for the duration of the award. A copy of the reporting format will be provided by CPJAD to grant recipients.

9. Violence Against Women Act Non-Discrimination Provision. The Violence Against Women Reauthorization Act of 2013 expanded its civil rights provision that applies to all OVW grants. These additions to the provision prohibit OVW grantees and subgrantees from excluding, denying benefits to, or discriminating against any person on the basis of actual or perceived race, color, religion, national origin, sex, gender identity, sexual orientation, or disability in any program or activity funded in whole or in part by OVW. Additional information on the civil rights obligations of OVW funding recipients can be found at <https://www.justice.gov/sites/default/files/ovw/legacy/2014/06/20/faqs-ngc-vawa.pdf>.

10. Audit Requirement. All applicants awarded STOP funds shall provide for an independent audit of its activities on a periodic basis in accordance with Part 200 Uniform Requirements.

11. No Duplicative Funding. During this solicitation, the State has or may be issuing a separate solicitation or request for proposals for services funded by other federal grants, such as the Victims of Crime Act (VOCA) Victim Assistance Grant. Applicants may apply to multiple requests for proposals issued by the State, but in the event it is determined that an applicant will be or has been awarded any contracts which are federally funded for the same cost items; the State reserves its right to reject such proposal on the basis that there would be a duplication of federal funding awards for the same cost items.

12. Contract Monitoring and Evaluation. The criteria by which the performance of the contract will be monitored and evaluated are:

- (1) Performance/Outcome Measures
- (2) Output Measures
- (3) Quality of Care/Quality of Services
- (4) Financial Management
- (5) Administrative Requirements



The applicant shall comply with the applicable provisions of VAWA and the requirements of the most current edition of the Department of Justice Grants Financial Guide (“DOJ Financial Guide”), which includes maintaining appropriate programmatic financial records that fully disclose the amount and disposition of the STOP funds received. In addition, the applicant shall develop and maintain fiscal, statistical, and administrative records pertaining to the services as specified by the Department. Periodic onsite or desk monitoring may occur during the grant period to ensure compliance with all applicable rules and regulations.



***POST AWARD***

***INFORMATION***

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

- A. ACCEPTANCE OF CONDITIONS (AG/CPJAD #14)
- 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 OF NON-DISCRIMINATION COMPLAINT PROCEDURES  
(AG/CPJAD #30)
- F. CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY,  
AND VOLUNTARY EXCLUSION (OJP Form 4061/1)
- G. CERTIFICATION REGARDING EQUAL EMPLOYMENT OPPORTUNITY PLAN  
(OCR form; expiration date: 12/31/15)
- H. CERTIFICATION REGARDING LOBBYING (AG/CPJAD #22)
- I. CERTIFICATION REGARDING FORENSIC MEDICAL EXAMINATION  
PAYMENTS AND POLYGRAPH TESTING PROHIBITION (AG/CPJAD #34)
- J. CERTIFICATION REGARDING FILING COSTS FOR CRIMINAL CHARGES OR  
PROTECTION ORDERS AND JUDICIAL NOTIFICATION OF FIREARMS  
PROHIBITION (AG/CPJAD #35)
- K. CERTIFICATION OF 10% DE MINIMIS INDIRECT COST RATE (AG/CPJAD #37)