



FY 2015 STOP VIOLENCE AGAINST WOMEN FORMULA INSTRUCTIONS FOR GRANT APPLICATION

APPLICATION DEADLINE: December 16, 2016

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 victims from domestic and dating violence, sexual assault, or stalking.

The Violence Against Women Act was reauthorized in 2013 resulting in changes to some of the grant requirements and purpose areas. An important change is that services may be provided to adolescents age 11 or older who are: 1) victims of dating violence, or 2) sexually assaulted by a person who is not a family or household member. Services may also be provided to male and female victims of domestic violence, dating violence, sexual assault, or stalking, whose ability to access traditional services and responses is affected by their sexual orientation or gender identity; or who are victims of sexual assault in a detention setting. Male victims who do not fall under VAWA Statutory Purpose Areas number 17 and/or number 19 but request services may be eligible as long as the project's primary focus is on at least one of the other VAWA Statutory Purpose Areas. Under the anti-discrimination provision of the Omnibus Crime Control and Safe Streets Act of 1968, 42 U.S.C. § 3789d, programs may not exclude any person from receiving grant-funded services on a number of prohibited grounds, including that person's sex.

Eligibility: LAW ENFORCEMENT AND PROSECUTION AGENCIES

Length of Support: Project period is from January 1, 2017 to December 31, 2017 (subject to availability of funds)

FY 2015 Funds Available: Law Enforcement = \$238,949 Prosecution = \$238,949

Match Requirement: 25 percent in-kind or cash agency match is required. (Attachment A)

<u>County</u>	<u>Base Amount</u>	+	<u>Population Amount</u>	=	<u>Funding Amount</u>	<u>25% Agency Match</u>
Honolulu	\$45,000		\$39,260		\$84,260	\$28,087
Hawaii	\$45,000		\$8,205		\$53,205	\$17,735
Mau	\$45,000		\$8,022		\$53,022	\$17,674
Kauai	\$45,000		\$3,462		\$48,462	\$16,154

VAWA Purpose Areas: Attachment B

Funding Priority Areas: Attachment C

Limitations on Funding: Attachment D

Statutory Requirements: Attachment E

Certificate of Collaboration: 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 two copies and include a CD file.

Contact Information: If you have any questions, please contact Shaleigh Tice at:
Phone: (808) 586-1157 or Email: shaleigh.k.tice@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 11/2016])
 - 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 11/2016])

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 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 _____

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 off on the upper 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 LE and Pros [Rev 7/2016]) 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. **SYSTEM FOR AWARD MANAGEMENT (SAM) AND DUNS NUMBER.** All applicants 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. Check to see if your agency is already registered with the SAM. Provide your agency’s Data Universal Number System (DUNS) number. The DUNS number is a unique nine-character number that identifies your organization. The DUNS number provided in your application must match the number in the SAM.
- 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 number, and e-mail 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 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 11/2016]) 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 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
- 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. 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 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. 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.

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.

I. TOTAL PROJECT COSTS

Total budgeted amounts from items A to H.

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

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 Department of Justice Grants *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

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 below.

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, stalking, and dating violence, including the use of nonimmigrant status under subparagraphs (U) and (T) 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, dating violence, stalking, 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, dating violence, stalking, and domestic violence, 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, dating violence, stalking, and domestic violence;
5. Developing, enlarging, or strengthening victim services and legal assistance programs, including sexual assault, domestic violence, stalking, 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, dating violence, stalking, and domestic violence;
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, dating violence, stalking, and domestic violence;
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, stalking, and dating violence;

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 domestic violence, dating violence, stalking, or sexual assault, including recognizing, investigating, and prosecuting instances of such violence or assault and targeting outreach and support, counseling, and other victim services to such older and disabled individuals;
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 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 —
 - 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 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 two years, provide a report of the adopted protocol to the Department of Justice, including a summary of progress in implementing such protocol. As such, states and territories are responsible for ensuring that each subgrantee receiving funds under this purpose area will receive the required annual training. States are also responsible for ensuring that subgrantees submit their two-year report to the Department of Justice. 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.

14. Developing and promoting state, local, or tribal legislation and policies that enhance best practices for responding to domestic violence, dating violence, sexual assault, 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 or 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 to male and female victims of domestic violence, dating violence, sexual assault, or stalking, whose ability to access traditional services and responses is affected by their sexual orientation or gender identity, as defined in section 249(c) of title 18, United States Code.
20. Developing, enhancing, or strengthening prevention and educational programming to address domestic violence, dating violence, sexual assault, or stalking, with not more than 5 percent of the amount allocated to a state to be used for this purpose.

**VAWA State Implementation Plan
Funding Priorities for Law Enforcement and Prosecution**

Distribution to law enforcement and prosecution is through a formula plan consisting of each department receiving a base amount with the balance of the allocation divided based on population. Through a formula distribution, police and prosecution are able to develop long-term plans for the funds, better able to leverage and coordinate the STOP funds with local resources, and have the flexibility to use the funds as needs change.

Applications submitted 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. Develop and share departmental policies, standard operating procedures, and protocols on domestic violence, sexual violence, stalking, and dating violence;
7. Improve enforcement of protection orders;
8. Support underserved/marginalized communities; and
9. Conduct domestic violence, sexual assault, dating violence or stalking prevention, education, and/or outreach activities (not to exceed five percent of the total STOP Formula grant).

Limitations on STOP Program Funding

1. Activities That May Compromise Victim Safety. Ensuring victim safety is the guiding principle underlying the STOP Grant Program. Certain activities have been found to decrease victim safety, deter or prevent physical and emotional healing for victims or allow offenders to escape responsibility for their actions. Accordingly, consistent with the goals of ensuring victim safety while holding perpetrators accountable for their criminal conduct, applicants are strongly discouraged from proposing projects that include any activities that may compromise victim safety such as the following:
 - procedures or policies that exclude victims from receiving safe shelter, advocacy services, counseling, and other assistance based on their actual or perceived age, immigration status, race, religion, sexual orientation, gender identity, mental health condition, physical health condition, criminal record, work in the sex industry, relationship to the perpetrator, or the age and/or gender of their children;
 - procedures or policies that compromise the confidentiality of information and privacy of persons receiving OVW-funded services;
 - offering perpetrators the option of entering pre-trial diversion programs or placing batterers in anger management programs;
 - requiring mediation or counseling for couples as a systemic response to domestic violence or sexual assault, or in situations in which child sexual abuse is alleged;
 - requiring victims to report sexual assault, stalking, or domestic violence crimes to law enforcement or forcing victims to participate in criminal proceedings;
 - relying on court-mandated batterer intervention programs that do not use the coercive power of the criminal justice system to hold batterers accountable for their behavior; or
 - supporting policies or engaging in practices that impose restrictive conditions to be met by the victim in order to receive services (e.g., attending counseling, seeking an order of protection)

2. Legal Services. Under VAWA Statutory Purpose Area number 5, as amended, states can now provide a full range of legal services, such as housing, family law, public benefits, and other similar matters. *Note: prosecution projects do not fall under this purpose area and do not need to submit this certification.* Any applicant providing legal assistance must certify that:
 - A. any person providing legal assistance with STOP funds
 - a. has demonstrated expertise in providing legal assistance to victims of domestic violence, dating violence, sexual assault, or stalking in the targeted population; or
 - b. is partnered with an entity or person that has such demonstrated expertise and has completed or will complete training in connection with domestic violence, dating violence, stalking, sexual assault, 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 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 subgrantee'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. In VAWA 2013, Congress added a new purpose area 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 amount allocated to a state 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: STOP funds may be used to support, inform, and outreach to victims about available resources.

- 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 Office of Management and Budget Circulars 2 CFR 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 FY 2015 budget for indirect costs under one of the following:

- a. If the applicant has a federally approved indirect cost rate agreement in place, the applicant may include an allocation for indirect costs. Applicants must provide a copy of their federally approved indirect cost rate agreement.

- 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
- Construction
- Physical modifications to buildings, including minor renovations (such as painting or carpeting)

For additional information on the uses of STOP funds, refer to OVW's "Frequently Asked Questions:" <http://www.justice.gov/sites/default/files/ovw/legacy/2014/02/06/consolidated-stop-faqs-bla.pdf>

Federal Statutory Eligibility Requirements of VAWA 2013

The Department and its grantees must meet certain federal eligibility criteria established by the Violence Against Women and Department of Justice Reauthorization Act of 2013 and the Department of Justice Grants Financial Guide in order to receive STOP funds. (<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 family's 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 to file misdemeanor or felony criminal charges against the offender in a domestic violence offense. Victims will not pay any costs associated with the filing, issuance, registration, or services of a warrant, protection order, petition for a protection order, or witness subpoena, whether issued inside the state or local jurisdiction for protection against domestic violence, sexual assault, 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. 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 or territory 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 an 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 FY 2014 and later. 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 <http://www.justice.gov/sites/default/files/ovw/legacy/2014/06/20/faqs-ngc-vawa.pdf>.

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

- Performance/Outcome Measures
- Output Measures
- Quality of Care/Quality of Services
- Financial Management
- Administrative Requirements



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 #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 LOBBYING for awards greater than \$100,000 (AG/CPJAD #30)
- G. CERTIFICATION REGARDING EQUAL EMPLOYMENT OPPORTUNITY PROGRAM (OCR form; expiration date: 05/31/14)
- H. CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY, AND VOLUNTARY EXCLUSION (OJP Form 4061/1)
- I. CERTIFICATION REGARDING FILING COSTS FOR CRIMINAL CHARGES OR PROTECTION ORDERS AND JUDICIAL NOTIFICATION OF FIREARMS PROHIBITION (AG/CPJAD #35)
- J. CERTIFICATION REGARDING FORENSIC MEDICAL EXAMINATION PAYMENTS AND POLYGRAPH TESTING PROHIBITION (AG/CPJAD #34)

Special Certifications (to be submitted ONLY if applicable to your agency):

- A. CERTIFICATE OF 10% DE MINIMIS INDIRECT COST RATE (AG/CPJAD #37)
Required for eligible projects who elect to charge indirect cost rates and who do not have a federally approved indirect rate.