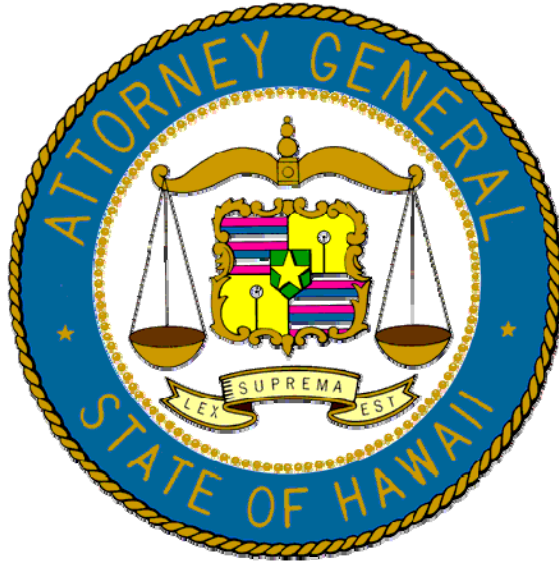


GRANT MANUAL

STOP VIOLENCE AGAINST WOMEN FORMULA GRANT PROGRAM (VAWA)



**Grants and Planning Branch
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GRANT MANUAL

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Fiscal

STOP Formula Grants

FOREWORD

This manual is for recipients of the STOP Violence Against Women Formula Grant from the Office on Violence Against Women, U.S. Department of Justice. The Hawaii Department of the Attorney General is the State Administering Agency (SAA) for the grant.

The purpose of this manual is to provide:

- ▶ information on the policies and procedures for projects funded with STOP Violence Against Women Formula Grant Program funds authorized under the Violence Against Women Act of 1994 (VAWA) and reauthorized and amended by the Violence Against Women Act of 2000 (VAWA 2000), 2005 (VAWA 2005), and 2013 (VAWA 2013); and
- ▶ information on the program and fiscal responsibilities of the Grantee.

The Office on Violence Against Women (OVW), U.S. Department of Justice, has published program policy and administrative guidance for implementation of the formula grant program. This manual incorporates the OVW guidelines and describes state procedures and requirements for administering the funds.

Units of state and local governments and non-profit, non-governmental or faith-based victim service providers (Grantees) are advised to study the complete manual.

Since not all pertinent information can be furnished in a manual such as this, Grantee should consult their assigned specialist at the Grants and Planning Branch, Crime Prevention and Justice Assistance Division for answers to questions not specifically or adequately covered by this manual.

SECTION I. BACKGROUND INFORMATION

A. STATUTORY AUTHORITY

The statutory authority for the guidance of the STOP (Services, Training, Officers, Prosecutors) Violence Against Women Formula Grant Program (hereinafter called the STOP Program) is the Violence Against Women Act (VAWA) of 1994 (P.L. 103-322), and reauthorized and amended by the VAWA of 2000 (P.L. 106-386), enacted on October 28, 2000, and by the VAWA of 2005 (P.L. 109-162), enacted on January 5, 2006, and by the VAWA of 2013 (P.L. 113-4), enacted on March 7, 2013.

B. PURPOSE OF FORMULA GRANT FUNDS

The STOP Program promotes a coordinated, multidisciplinary approach to improving the criminal justice system's response to violent crimes against women.

The STOP Program Grants are awarded to states to develop and strengthen the criminal justice system's response to violence against women and to support and enhance services for victims. 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. States should seek to carry out these strategies by forging lasting partnerships between the criminal justice system and victim advocacy organizations and by encouraging communities to look beyond traditional resources and to new partners to respond more vigorously to domestic violence, sexual assault, and stalking. All projects funded by STOP monies must fall under one of the VAWA Federal Statutory Purpose Areas and one of the Hawaii State VAWA Implementation Plan Funding Priority Areas detailed in Appendix A.

STOP funded activities must be focused on victims of domestic violence, dating violence, sexual assault, and stalking. Services to children must show an inextricable link and be the direct result of providing services to the adult victims. 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 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 found in Appendix A but request services may be eligible as long as the agency'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.

C. ELIGIBLE APPLICANTS

STOP formula grants are intended for use by states; state, local, and tribal courts; Indian tribal governments; units of local government; and non-profit, non-governmental victim services programs with IRS 501(c) (3) status, including faith-based organizations.

As a requirement to receiving the VAWA funds, Grantee must be registered with the System for Award Management (SAM) and maintain active status throughout the duration of the project period. Grantee must also have a valid Data Universal Numbering System (DUNS) number.

D. FUNDING

Allocation of STOP formula grant funds to each state is determined by a base amount set by Congress, with remaining funds allocated on the basis of state population. Each state and territory must allocate 25 percent of the grant funds to law enforcement, 25 percent to prosecution, 5 percent to courts, and 30 percent to victim services (of which at least 10 percent shall be distributed to culturally specific community-based organizations). The remaining 15 percent is discretionary within the parameters of the VAWA.

With the VAWA Reauthorization Act of 2013, two additional allocation requirements were added. In addition to the four allocation categories previously listed, the state must provide assurance that the state will use 4.75 percent of the STOP funds to come into compliance with the Prison Rape Elimination Act Standards. The second added requirement is the sexual assault set-aside which mandates that at least 20 percent of formula grant funds shall be allocated for projects in two or more allocations (victim services, courts, law enforcement, or prosecution) that meaningfully address sexual assault, including stranger rape, acquaintance rape, alcohol or drug-facilitated rape, and rape within the context of intimate partner relationship. The 20 percent is based on the total amount of funds granted to the state, and is not a separate allocation.

The STOP grant requires a 25 percent cash or in-kind match. However, matching funds are not required of 501(c)(3) non-profit victim service providers. Refer to page 19, Section III B.4.0 for more information about the match requirement.

SECTION II. AWARD AND CONTRACTING PROCEDURES

APPLICATION TO CONTRACT FLOWCHART

(1)

**Criminal Justice and Judiciary Grantees receive VAWA award letter from the Department of the Attorney General, CPJAD.
For non-profit agencies, the application is submitted first.**

(2)

**Criminal Justice and Judiciary Grantees submit application.
For non-profit agencies, applications selected for funding receive VAWA award letter.**

(3)

If instructed, Grantee submits revised application to CPJAD.

(4)

CPJAD reviews the revised application.

If the application is not approved, the assigned specialist notifies Grantee as to what changes are needed.

(5)

CPJAD approves the application and prepares the Contract.

CPJAD attaches the application (Parts I to III and Part IV – Attachments – certificates & assurances), marked as “Exhibit A” to the Contract.

(6)

CPJAD sends the Contracts (2 originals) to Grantee for signing.

The number of signatures that are required differs between state, county and non-profit agencies and may take a few weeks. Monitor the contract’s whereabouts to avoid unnecessary delays.

(7)

Grantee returns the signed Contracts to CPJAD.

CPJAD forwards the contracts to the Administration Division for legal review.

(8)

Administration Division approves Contract to form.

(9)

Contract is sent to the Attorney General for signing.

(10)

Contract is executed.

(11)

CPJAD keeps a contract and the other contract is sent to Grantee.

(12)

Grantee can begin project activities.

SECTION III. ADMINISTRATIVE AND FISCAL REQUIREMENTS

Grantee should become familiar with the administrative and fiscal conditions applicable to the STOP Formula Program. Failure to comply with these conditions may result in the denial, reduction, or termination of funding. Grantee must comply with the provisions of the effective edition of the Uniform Administrative Requirements, Cost Principles, and Audit Requirements in guidance 2 CFR Part 200, and the Department of Justice (DOJ) "Grants Financial Guide." Grantee may call the Office of the Chief Financial Officer (OCFO) Customer Service at 1-800-458-0786 for additional copies or download the Guide directly from <http://ojp.gov/financialguide/DOJ/>. OCFO periodically revises the Financial Guide and issues changes which are also available on-line.

Contact your assigned specialist if you have any questions or concerns. If you do not know the name and phone number of the assigned specialist, call (808) 586-1150. CPJAD assigned specialists also conduct grant orientations with first time project directors and upon request.

A. ADMINISTRATIVE CONDITIONS

All grants are subject to, and incorporate by reference, the following general conditions:

A.1.0 Project Self-Assessment

To assist with monitoring and oversight of projects, Grantee is required to complete the Project Self-Assessment form (Appendix E, AG/CPJAD #32). Upon contract execution the assigned specialist will forward a copy of the form to the project director. The project director will have three weeks to complete and return the form to CPJAD.

A.2.0 Delayed Projects

Grantee is responsible for proceeding with as little delay as possible in commencing the project.

If the project has not begun within 30 days following the execution of the contract, Grantee shall report in writing to CPJAD the reasons for the delay, the steps being taken to initiate the project, and the anticipated starting date.

If after an additional 60 days, the project is still not operational, a further statement outlining reasons for the additional delay shall be submitted to CPJAD. CPJAD Administrator may, at his/her discretion, determine such delay to be excessive, cancel the grant authorization, and reallocate the funds to other projects.

A.3.0 Reporting Requirements

A.3.1 Progress Reports

Semi-Annual Progress Report

A semi-annual progress report shall be submitted to CPJAD for the following reporting periods by the specified due dates:

- January 1 to June 30 : due July 15th
- July 1 to December 31: due January 15th

The appropriate report form will be provided to each project by CPJAD. (Appendix E, AG/CPJAD #20) The report shall contain information describing progress, accomplishments, activities, changes and problems during the reporting period and any additional information specified by CPJAD.

Final Progress Report

The Final progress report is due 30 days after the project end date and should be marked as FINAL. This report will document all relevant project activities during the entire project period. This report should reflect the information collected in each of the semi-annual progress reports as stated above.

VAWA STOP Annual Report

OVW requires the submission of an annual report on the effectiveness of each project. This report is due to CPJAD on February 1st. Refer to Appendix C for the report form (OMB #1122-003, 4/30/17)) and instructions.

Failure to submit progress reports may result in the withholding of payments until such time as the reports are received by CPJAD. Grantee shall continue to provide the services, programs, and activities during the period that payment(s) are being withheld.

A.4.0 Project Activities

Grantee must complete all project activities during the project period. The project's start and end dates are listed on the contract and Application for Grant, Part. I. Title Page.

A.5.0 Project Supplies and Equipment Inventory/Title to Property

The Omnibus Crime Control and Safe Streets Act of 1968, as amended, 42 U.S.C. §3789, et seq., Section 808, requires that the title to all equipment and supplies purchased with funds made available under the Crime Control Act shall vest in the criminal justice agency or non-profit organization that purchased the property, if it provides written certification to the state office that it will use the property for criminal justice purposes. If such written certification is not made, title to the property shall vest in the state office, which shall seek to have the equipment and supplies used for

criminal justice purposes elsewhere in the state prior to using it or disposing of it in any other manner.

An inventory of equipment and supplies purchased during the project period must be maintained. The inventory should include a list of all the equipment and unused supplies purchased, the cost, and identification numbers, as applicable. If a project has received more than one award, a cumulative inventory of equipment should be kept. Refer to the DOJ Grants Financial Guide for additional information.

The Certification for Title to Property (Appendix F, AG/CPJAD #13) with an inventory of personal property purchased shall be submitted no later than 60 days after project end date.

A.6.0 Project Revisions

Grantee shall submit a written request to CPJAD to revise any aspect of the project. Modifications, alterations, or changes may be requested in writing by Grantee up to 45 days before the project end date. Project revisions include, but are not limited to, extending the project period, revising the budget, revising the objectives, or changing the project director/fiscal officer. Project revisions are reviewed and approved by CPJAD's Grants and Planning Branch Chief. To revise the project's:

End date, Grantee is to submit to CPJAD a written request and explanation indicating the revised end date that the project is seeking, as well as a new timeline of activities.

Description (goal, objectives, activities, evaluation), Grantee is to submit to CPJAD a written request and explanation that includes the revised Application for Grant, Part II. Description of the Project.

Budget, Grantee is to submit to CPJAD a written request and explanation that includes the revised Application for Grant, Part III. Budget Detail and Explanation. For additional information, refer to B.8.0 Modification of Approved Budget.

Other, Grantee is to submit to CPJAD any changes to program staff, including but not limited to the Project Director or Fiscal Officer. The request shall include the name of the new staff member, their title, and contact information (phone and email).

To increase or decrease the contracted amount, a supplemental agreement to amend the contract will be executed. If a supplemental agreement is required, then the assigned specialist will walk Grantee through the process. All other project revisions are executed with a project grant modification notice from CPJAD. No oral modification, alteration,

amendment, change, or extension of any term, provision, or condition of the contract shall be permitted.

A.7.0 Press Releases, Printed Materials, Publications, Training Material

All press releases, printed materials, publications, and training material regarding Federal grants must identify the grant and disclose the amount and the percentage of Federal dollars awarded. Exceptions are allowed if such disclosure would imperil the project.

Any written material or product intended for public release that is funded under the project shall be submitted to CPJAD for approval at least 45 days prior to targeted dissemination date. If the written material is found to be outside the scope of the program, or in some way may compromise victim safety, it will need to be revised to address these concerns or will not be allowed to use project funds to support the further development or distribution of the materials.

Any publication (written, visual, or sound, but excluding press releases, newsletters, and issue analyses) issued by Grantee describing programs funded in whole or in part with Federal funds, shall contain the following statement:

“This project was supported by Grant No. _____, awarded by the Office of Violence Against Women, Office of Justice Programs, U.S. Department of Justice through the Hawaii Department of the Attorney General. The opinions, findings and conclusions or recommendations expressed in this publication/program/exhibition are those of the author(s) and do not necessarily represent the position of the state or the U.S. Department of Justice.”*

(*) Grantee should contact the assigned specialist for the federal award number.

This statement should appear on the first page of written publications. For audio and video publications, it should be included immediately after the title of the publication in the audio or video file.

Any written material or product intended for commercial publication or distribution requires prior approval. Grantee must submit a publication and distribution plan to CPJAD for approval, 45 days before any materials that have been developed under an award are commercially published or distributed.

- The plan must include a description of the materials, the rationale for commercial publication and distribution, the criteria to be used in the selection of a publisher, and – to assure reasonable competition – the identification of the firms that will be approached.
- Grantee must obtain prior approval from CPJAD of this plan for publishing project activities and results when it uses Federal funds to pay for the publication.

A.8.0 Copyright

Pursuant to Title 28 Code of Federal Regulations (C.F.R.) 66.34, OVW reserves a royalty-free, nonexclusive, and irrevocable license to reproduce, publish or otherwise use, and to authorize others to use, in whole or in part for Federal Government purposes:

- a. any work that is subject to copyright and was developed under this award, subaward, contract, or subcontract pursuant to this award.
- b. any work that is subject to copyright for which ownership was purchased by a Grantee, subgrantee, or a contractor with support under this award.

In addition, Grantee must obtain advance written approval from OVW and must comply with all conditions specified by the OVW program manager in connection with that approval before using award funds to purchase ownerships of, or a license to use a copyrighted work, or incorporating any copyrighted work into a new work developed under this award.

A.9.0 Monitoring Subgrantees

If applicable, Grantee agrees to monitor any subgrantee under this VAWA award in accordance with all applicable statutes, regulations, Office of Management and Budget (OMB) circulars, and guidelines, including the DOJ Grants Financial Guide, and to include the applicable conditions of this award in any subaward. Grantee is responsible for oversight of its subgrantee's spending and monitoring of specific outcomes and benefits attributable to use of VAWA funds by subgrantee. Grantee agrees to submit, upon request, documentation of its policies and procedures for monitoring of subawards under this award.

A.10.0 Assurances and Certifications

A.10.1 General Conditions

OVW requires that CPJAD pass down certain requirements and provisions to all Grantees. Grantee must complete the Acceptance of Conditions (Appendix D, AG/CPJAD #14) that is attached to the contract.

A.10.2 Acceptance of VAWA Special Conditions

OVW requires that CPJAD pass down certain requirements and provisions related to the STOP grant to all Grantees. Grantee must complete the appropriate Acceptance of VAWA Special Conditions (Appendix D, AG/CPJAD #26 VAWA) that is attached to the contract. One version is for government agencies. The other version is for non-profit agencies (Chapter 103F contracts) which incorporates conditions present in the government boilerplate contract. The Special Conditions also contain state administrative rules related to the grant.

A.10.3 Non-Supplanting

Federal funds may not be used to replace state or local funds that would, in the absence of Federal assistance, be available or forthcoming for criminal justice or victim service agencies. Instead, Federal funds must be used to increase the total amount of such other funds Grantee agency uses.

Grantee may not use Federal grant funds to defray any costs that Grantee is already obligated to pay. For example, if a Grantee, prior to applying to participate in the grant program, had committed to purchase 10 new computers for crime analysis, then Grantee must purchase those 10 computers in addition to any computers requested for the grant program. (Refer to B.3.0 Non-Supplanting for more information.) Grantee must complete the Certification of Non-Supplanting (Appendix D, AG/CPJAD #3) that is attached to the contract.

A.10.4 Drug-Free Workplace

If a Grantee is a state agency, Grantee must complete the Certification Regarding Drug-Free Workplace Requirements (Appendix D, AG/CPJAD #16). If applicable, the certification will be attached to the contract.

A.10.5 Debarment, Suspension, Ineligibility and Voluntary Exclusion

Grantee must complete the Certification Regarding Debarment, Suspension, Ineligibility, and Voluntary Exclusion Lower Tier Covered Transactions (Appendix D, OJP #4061/1) that is attached to the contract.

A.10.6 Lobbying

The Anti-Lobbying Act (18 U.S.C. § 1913) was amended to expand significantly the restriction on use of appropriated funding for lobbying. This expansion also makes the anti-lobbying restrictions enforceable via large civil penalties, with civil fines between \$10,000 and \$100,000 per each individual occurrence of lobbying activity. These restrictions are in addition to the anti-lobbying and lobbying disclosure restrictions imposed by 31 U.S.C. § 1352.

Grantee must understand that no federally appropriated funding made available under Department of Justice (DOJ) grant programs may be used, either directly or indirectly, to support the enactment, repeal, modification or adoption of any law, regulation, or policy, at any level of government, without the express approval by the DOJ. Any violation of this prohibition is subject to a minimum \$10,000 fine for each occurrence. This prohibition applies to all activity, even if currently allowed within the parameters of existing OMB regulations.

Grantee with projects that total \$100,000 or more (per project) must complete a Certification Regarding Lobbying (Appendix D, AG/CPJAD #22). If applicable,

the certification is attached to the contract.

A.10.7 Civil Rights

All organizations that receive Federal funds are subject to prohibitions against discrimination in the provision of services under a program or in their employment practices.

a. Non-Discrimination

No person shall on the grounds of race, religion, color, national origin, sex, disability, English proficiency, or age be excluded from participation in, be denied the benefits of, be subjected to discrimination under, or denied employment in connection with any programs or activity funded in whole or in part with funds made available under this title. Grantee will comply with:

The Omnibus Crime Control and Safe Streets Act of 1968, as amended, which prohibits discrimination on the basis of race, color, national origin, religion, or sex, in Office of Justice Programs (OJP), Office of Community Oriented Policing Services (COPS Office), and OVW funded programs or activities. (42 U.S.C. §3789d and 28 C.F.R. §42.201 et seq.);

Title VI of the Civil Rights Act of 1964, which prohibits discrimination on the basis of race, color or national origin in OJP, COPS Office, and OVW funded programs or activities. (42 U.S.C. §2000d and 28 C.F.R. §42.101 et seq.);

Section 504 of the Rehabilitation Act, which prohibits discrimination on the basis of disability in OJP, COPS Office, and OVW funded programs or activities. (29 U.S.C. §794 and 28 C.F.R. §42.501 et seq.);

Section 1407 of the Victims of Crime Act (VOCA), which prohibits discrimination on the basis of race, color, national origin, religion, sex, or disability in VOCA funded programs or activities. (42 U.S.C. §10604);

Title II of the Americans with Disabilities Act of 1990, as it relates to discrimination on the basis of disability in OJP, COPS Office, and OVW funded programs or activities. (42 U.S.C. §12132 and 28 C.F.R. Pt. 35);

Title IX of the Education Amendments of 1972, as it relates to discrimination on the basis of sex in OJP, COPS Office, and OVW funded training or educational programs. (20 U.S.C. §1681 and 28 C.F.R. Pt. 54);

The Age Discrimination Act of 1975 as it relates to services discrimination on the basis of age in OJP, COPS Office, and OVW funded programs or activities. (42 U.S.C. §6102 and 28 C.F.R. §42.700 et seq.);

Executive Order 13166, 65 Fed. Reg. 50121(2000) and the U.S. DOJ, Guidance to Federal Financial Assistance Recipients Regarding Title VI Prohibition Against National Origin Discrimination Affecting Limited English Proficient Persons, 67 Fed. Reg. 41455 (2002) is the obligation that Grantee of Federal financial assistance provide meaningful access to funded programs and activities for persons with limited English proficiency (LEP). Additional information on LEP is available on-line at www.lep.gov;

Executive Order No. 13279 regarding equal protection of the laws for faith-based organizations. (28 C.F.R. pt. 38); The Equal Treatment Regulation provides in part that DOJ grant awards of funding may not be used to fund any inherently religious activities, such as worship, religious instruction, or proselytization. Grantee may still engage in inherently religious activities, but such activities must be separate in time or place from the DOJ funded program, and participation in such activities by individuals receiving services from Grantee or a sub-grantee must be voluntary. The Equal Treatment Regulation also makes clear that organizations participating in programs funded by the DOJ are not permitted to discriminate in the provision of services on the basis of a beneficiary's religion. Notwithstanding any other special condition of this award, faith-based organizations may, in some circumstances, consider religion as a basis for employment. See http://www.ojp.gov/about/ocr/equal_fbo.htm; and

The Violence Against Women Reauthorization Act of 2013, Pub. L. No. 113-4, 127 Stat. 54 § 3(b)(2013) which prohibits 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 with funds made available through VAWA or the OVW. (42 U.S.C. § 13925(b)(13)). Additional information on the civil rights obligations of VAWA Grantee can be found at <http://www.justice.gov/sites/default/files/ovw/legacy/2014/06/20/faqs-ngc-vaawa.pdf>.

These grant conditions shall not be interpreted to require the imposition in Grantee programs of any percentage ratio, quota system, or other program to achieve racial balance or eliminate racial imbalance in a law enforcement agency or victim services program. The OJP reserves the right to seek judicial enforcement to insure compliance with the foregoing conditions. Grantee must complete the Certification of Non-

Discrimination (Appendix D, AG/CPJAD #15) that is attached to the contract.

b. Equal Employment Opportunity Plan (EEOP)

An EEOP is a comprehensive document that analyzes a Grantee's relevant labor market data, as well as Grantee's employment practices, to identify possible barriers to the participation of women and minorities in all levels of a Grantee's workforce. Its purpose is to ensure the opportunity for full and equal participation of men and women in the workplace, regardless of race, color or national origin.

Title 28 of the C.F.R., § 42.301 et seq.; requires that governmental grantees of Federal funds or any private entity to which federal financial assistance is extended directly or through such government or agency, which have received \$25,000 or more in grants and have 50 or more employees; must formulate, implement and maintain a written Equal Employment Opportunity Plan (EEOP).

Grantee must certify that an EEOP is not required, that an EEOP has been formulated and is on file, or that an EEOP has been submitted to the OJP Office for Civil Rights (OCR) (Appendix D, EEOP Certification, OMB Approval No. 1121-0340 Expiration Date: 12/31/15. Non-profit organizations, educational institutions, Indian tribes, or medical institutions are exempt from the EEOP requirement and should certify that the EEOP is not required. The certification is attached to the contract.

By OJP policy, state and local Grantee and subgrantees must submit an EEOP Short Form for review to the OJP OCR when receiving a single award of \$500,000 or greater. This does not apply to Grantees who are exempt from the EEOP requirement.

The number of employees refers to employees within the organization's entire workforce and not simply the number of employees within the unit directly responsible for the STOP-funded project.

Additional information on completing an EEOP is available on-line at <http://ojp.gov/about/ocr/eeop.htm>.

c. Procedures for Processing Complaints Alleging Violations of Federal Non-Discrimination Requirements

Grantee should have a non-discrimination complaint procedure/process in place, which includes the following:

- An identified coordinator who is responsible for overseeing the complaint process,
- A procedure to ensure that beneficiaries or employees are aware that they may complain of discrimination and to whom,
- A procedure to investigate the complaint,
- A procedure to notify the Department of the Attorney General, CPJAD of the complaint, and
- A procedure to notify the Department of the Attorney General of the findings of the investigation.

Grantee must complete the Certificate of Non-Discrimination Complaint Procedure (Appendix D, AG/CPJAD #30) that is attached to the contract.

In the event that a federal or state court or federal or state administrative agency makes a finding of discrimination after a due process hearing, on the grounds of race, color, religion, national origin, sex, age, or disability against Grantee, Grantee shall forward a copy of the finding to the OJP OCR, and CPJAD.

Any individual or group who believes that it is aggrieved by the funded agency can file a complaint with the OJP OCR, which investigates all individual complaints of discrimination filed against Grantees of funding from OJP and its component organizations, OVW, and the COPS Office. If voluntary compliance is not achieved, suspension or termination of funding may result.

A.10.8 Certificate of Collaboration

OVW requires that state and local governmental Grantees consult with a local victim services program during the course of developing its project proposal in order to ensure that the 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. State and local governmental Grantees must complete the Certificate of Collaboration (Appendix D, AG/CPJAD #24), describing their consultation and/or collaborative relationship with a local victim services program. The certificate is attached to the contract.

A.10.9 Delivery of Legal Assistance

OVW requires that Grantees providing legal assistance must submit a letter (Appendix D, Certification Letter Regarding Delivery of Legal Assistance) certifying that:

- a. Any person providing legal assistance through a program funded under the VAWA STOP Program
 - i. has demonstrated expertise in providing legal assistance to victims of domestic violence, dating violence, sexual assault, or stalking in the targeted population; or
 - ii. is partnered with an entity or person that has such demonstrated expertise described in paragraph (i) 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 in paragraph (a) has been or will be developed with input from and in collaboration with a state, local, territorial, or tribal 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 a program funded under 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.
- d. Grantee'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.

A.11.0 Federal Statutory Eligibility Requirements of VAWA 2013

Grantee must meet certain federal eligibility criteria established by the VAWA Reauthorization Act of 2013 and the DOJ Grants Financial Guide in order to receive STOP funds.

A.11.1 Confidentiality

Grantee receiving STOP funds must protect the confidentiality and privacy of persons receiving services to ensure their safety and their families' safety. Grantee is prohibited from disclosing personally identifying information collected in connection with services requested, utilized, or denied through 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. Grantee intending to share aggregate information with other organizations must ensure that such information does not identify specific individuals.

A.11.2 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. Grantee must complete the Certification Regarding Forensic Medical Examination Payments and Polygraph Testing Prohibition (Appendix D, AG/CPJAD #34) that is attached to the contract. *Required for state and county agencies only.*

A.11.3 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. Grantee must complete the Certification Regarding Forensic Medical Examination Payments and Polygraph Testing Prohibition (Appendix D, AG/CPJAD #34) that is attached to the contract. *Required for state and county agencies only.*

A.11.4 Filing Costs for Criminal Charges and Protection Orders

Victims shall 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. Grantee must complete the Certification Regarding Filing Costs for Criminal Charges or Protection Orders and Judicial Notification of Firearms Prohibition (Appendix D, AG/CPJAD #35) that is attached to the contract. *Required for state and county agencies only.*

A.11.5 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. Grantee must complete the Certification Regarding Filing Costs for Criminal Charges or Protection Orders and Judicial Notification of Firearms Prohibition (Appendix D, AG/CPJAD #35) that is attached to the contract. *Required for state and county agencies only.*

A.12.0 10% De Minimis Indirect Cost Rate

The 2 CFR Part 200 Uniform Guidance allows for a 10% de minimis indirect cost rate if an agency has never received a federally approved indirect cost rate.

- The de minimis rate of 10% will be applied to the Modified Total Direct Costs (MTDC) which 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. Other items will 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.
- The project costs will be consistently charged as either indirect or direct and will not be double charged or inconsistently charged as both.
- The Department of the Attorney General may perform an audit to ensure compliance with 2 CFR Part 200. If it is determined that Grantee is inconsistently charging costs, or not in compliance with 2 CFR Part 200, Grantee may be required to return grant funds.

If applicable, Grantee must complete the Certification of 10% De Minimis Indirect Cost Rate (Appendix D, AG/CPJAD #37). If applicable, the certificate is to be attached to the contract.

A.13.0 Activities that Compromise Victim Safety

Grantee agrees that grant funds will not support activities that compromise victim safety and recovery, such as:

- a. 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;

- b. procedures or policies that compromise the confidentiality of information and privacy of persons receiving OVW-funded services;
- c. offering perpetrators the option of entering pre-trial diversion programs or placing batterers in anger management programs;
- d. 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;
- e. requiring victims to report sexual assault, stalking, or domestic violence crimes to law enforcement or forcing victims to participate in criminal proceedings;
- f. 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;
- g. 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);
- h. any other activities outlined in the federal solicitation.

A.14.0 Termination of Aid

Projects may be terminated or payments discontinued by CPJAD where it finds a substantial failure to comply with the provisions or regulations of the grant or the project plans.

For state and local governmental Grantees, CPJAD has the right to terminate the contract with a Grantee by giving written notice of such termination 10 calendar days before the effective date of such termination, or without a statement of cause at any time by giving written notice to a Grantee of such termination at least 30 calendar days before the effective date of such termination.

For non-profit Grantee, CPJAD has the right to terminate the contract with a Grantee by giving written notice of such termination 10 working days before the effective date of such termination.

Refer to your contract for more information regarding termination.

A.15.0 Grant Closeout Procedures

The project director, in concert with CPJAD assigned specialist, is responsible for all detailed actions and controls necessary for timely accomplishment of the grant closeout process.

The final fiscal reports must be received by CPJAD within 60 days after the date the contract terminates, unless mandated earlier by CPJAD. Records and financial accounts shall be retained by Grantee and shall be accessible to CPJAD and the U. S. DOJ for at least three years after CPJAD's grant with OVW is closed. Grantee is to contact CPJAD before destroying any project files and project related documents.

The required Grantee documents are: final Request for Funds and Cash Balance Report, final Project Expenditures and Obligations Report, final Progress Report, and Certification for Title to Property (if applicable).

A.16.0 Retention and Access Requirement of Records

Project files, including all pertinent programmatic and financial documents relating to the project, must be retained for at least three years after the Federal award between OVW and the Department of the Attorney General is closed. Documentation includes all books of original entry, source documents* supporting accounting transactions, the general ledger, subsidiary ledgers, personnel and payroll records, canceled checks, and related documents and records. Agencies considering disposing records should call CPJAD regarding the date of grant closure by OVW.

(*) Source documents include copies of all awards, applications, and required Grantee financial and narrative reports. Personnel and payroll records shall include the time and activity reports for all individuals paid under the project, whether they are employed full-time or part-time. Time and activity reports are also required for consultants.

The DOJ, OVW, Office of the Inspector General, OCFO, or any of their authorized representatives, shall have the right of access to any pertinent books, documents, papers, or other records of Grantee which are pertinent to the award, in order to make audits, examinations, excerpts, and transcripts.

B. FISCAL CONDITIONS

Grantee shall comply with the financial and administrative requirements set forth in 2 CFR Part 200 and the current edition of the DOJ Grants Financial Guide (refer to page 4 for additional information on obtaining a copy). Not all of these requirements and conditions are included in this document; however, in general, CPJAD grants are subject to and incorporate by reference, the following fiscal requirements and conditions:

B.1.0 Purpose

Federal funds may be expended only for the purposes and activities specified in Grantee's approved plan and budget.

If a Grantee materially fails to comply with the terms and conditions of an award, CPJAD may take one or more of the following actions, as appropriate in the circumstances.

- Temporarily withhold cash payments pending correction of the deficiency by Grantee.
- Disallow (that is, deny both use of funds and any applicable matching credit for) all or part of the cost of the activity or action not in compliance.
- Wholly or partly suspend or terminate the current award.
- Withhold further awards for the project or program.
- Take other remedies that may be legally available.

B.2.0 Project Period

The project director can select the project's start and end date with CPJAD approval. For projects receiving continuation funding, the project period should run consecutively with the prior contract. Once a contract is executed, the project's start date cannot be modified.

B.3.0 Non-Supplanting

Federal funds may be used only to supplement and not supplant local funds otherwise available for law enforcement, criminal justice, and victim services programs. (Refer to A.10.3 for more information.)

B.4.0 Match Requirement

The federal share of a grant made under STOP funds may not exceed 75 percent of the total project costs. Twenty-five percent of the project cost must be provided by a non-Federal cash or in-kind match. State and local governmental Grantees must provide this 25 percent non-Federal match. Under VAWA 2013, victim service providers are exempt from the 25 percent non-Federal 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 Grantee for its own employees. The value of donated space may not exceed the fair rental value of comparable space as established by an independent appraisal of comparable space and facilities in a privately owned building in the same locality. The basis for determining the value of personal services, materials, equipment, and space must be documented. Matching funds are subject to the same conditions as the federal funds.

B.5.0 Use of Funds

B.5.1 Project Expenditures

Project activities are supported by employees paid by the grant-funded project and/or by purchases of services, supplies, and equipment that are approved by CPJAD. An obligation occurs when grant or match funds are encumbered, such as in a valid purchase order or requisition to cover the cost of purchasing an authorized item on or after the project start date, but not later than the project end date. All obligations must be liquidated within 60 days after the end of the project.

a. Procurement of Goods and Services

Funds budgeted in the award to Grantee for, among other purposes, the procurement of goods and services, shall be expended in strict compliance with applicable county, state, and Federal procurement requirements.

b. Equipment

The purchase or acquisition of equipment with Federal funds is allowable if the costs are a necessary part of an approved project.

c. Computer Equipment and Software

The purchase of computer equipment and software (CES) with Federal funds is allowable if the costs are a necessary part of an approved project.

The following procurement criteria must be met:

The CES type to be purchased is identified within the grant application and is necessary and sufficient to meet project goals.

If CES equipment procurement is to be sole source, Grantee has submitted adequate documentation to justify the action. (Refer to B.6.0 Sole Source for additional information.)

Grantee has conducted a purchase/lease comparison demonstrating that it is more advantageous to purchase rather than lease the CES equipment under consideration, or leasing is not allowed by the jurisdiction.

If software development is involved, Grantee has demonstrated that existing computer software already produced and available will not meet the needs of the Grantee.

d. Salaries, Wages, and Fringe Benefits

Payment of salaries and wages with Federal funds is permitted if the costs are a part of an approved project. Grant-funded personnel are required to maintain daily time and activity reports (timesheets) whether they are employed full or part-time.

- Grant-funded full-time personnel whose salaries are charged/supported solely on a single Federal award are also required to complete the Certification of Grant-Funded Employment (Appendix D, Form AG/CPJAD #38) on a semi-annual basis. The certification must be signed by the employee and a supervisory official having firsthand knowledge of the work performed by the employee.

The fringe benefit cost is also allowable. For the current approved fringe benefit rate for the State of Hawaii, go to the Department of Budget and Finance website www.budget.hawaii.gov and search under the “Statewide Policies, Finance Memorandum.”

The state approved fringe benefit rate is set by Hawaii’s Department of Budget and Finance (B&F) and approved by the U.S. Department of Health and Human Services. Grantees from county agencies should consult with the county’s B&F counterpart for the county approved fringe benefit rate. The county rate used cannot include fringe items that are not included in the state’s approved rate. Non-profits can negotiate with CPJAD on fringe benefit rates and fringe items.

Overtime cost is allowable but cannot exceed 30 percent of the total project budget. An individual shall not incur overtime with project funds in excess of 10 percent of the individual’s base gross annual salary.

Fringe benefits on overtime hours are limited to FICA, Worker’s Compensation, and Unemployment Compensation.

e. Consultants

Compensation for individual consultant services is to be reasonable and consistent with that paid for similar services in the marketplace. Effective June 1, 2014, the maximum allowable rate is \$650 per day (excluding travel and subsistence costs) for an eight-hour day or \$81.25 per hour. An eight-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 the maximum limit for all consultants.

Consultants who are contracted through a competitive bidding process are not subject to the maximum consultant rate threshold. Those consultants who have been contracted without a competitive bidding process (e.g., sole source) are subject to the maximum consultant rate threshold.

When the rate exceeds the limit for an eight-hour day, or a proportionate hourly rate (excluding travel and subsistence costs), Grantee must request written approval from CPJAD, prior to obligating grant funds.

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

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 a 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 allowed by the awarding agency without prior written approval.

Refer to the DOJ Grants Financial Guide for additional information. It is recommended that Grantee contact CPJAD to ensure that the compensation they are planning to pay a consultant is at the market rate and meets Federal requirements.

Time and activity reports are required for consultants.

f. Travel, Per Diem Rate, and Rental Cars

Project-funded travel must fall within the project period. For additional information refer to A 4.0 Project Activities.

Travel to attend specialized training on the mainland is allowable, if necessary to carry out the project objective(s) and Grantee can demonstrate that similar training is not available locally, or cannot be

brought to Hawaii at a comparable price. Prior approval from CPJAD is required for each trip.

The allowable per diem rate and excess lodging costs for travel are based on the county and state approved rates.

All contracts funded by OJP awards for events that include 30 or more participants (both Federal and non-Federal) must ensure that lodging costs for any number of attendees do not exceed the prevailing Federal rate for lodging. If the lodging rate is not the Federal rate or less, none of the lodging costs associated with the event are allowable costs to the award. As a result, Grantee would be required to pay for all lodging costs for the event with non-grant funds, not just the amount in excess of the Federal rate. For example, if the Federal rate for lodging is \$78 per night, and the lodging rate for the event is \$100 per night, Grantee would be required to pay the full \$100 per night with non-grant funds, not just the difference of \$22 per night.

Car rental while attending mainland conferences or training is not allowable except in special circumstances, and require prior approval from CPJAD. It is expected that a taxi or shuttle service will be used whenever possible. Variances in special situations (for example when a rental car is more cost effective, when a taxi or shuttle service is not practicable) will be done on a case-by-case basis.

g. Training/Conference Planning Cost Threshold and Conditions

Reasonable conference-related activity costs are allowable uses of funds as long as the grant budget has been approved by CPJAD.

Grantee shall comply with all applicable laws, regulations, policies, and guidance (including specific cost limits, prior approval and reporting requirements, where applicable) governing the use of Federal funds for expenses related to conferences, meetings, training, and other events.

Information on pertinent laws, regulations, policies, and guidance is available at

www.ojp.gov/financialguide/DOJ/PostawardRequirements/chapter3.10a.htm.

Grantee should become familiar with the Policy and Guidance for Conference Costs applicable to the VAWA grant found in the DOJ Grants Financial Guide. DOJ periodically revises the policy and guidance for conference costs, therefore, Grantee must comply with the provisions of the most current policy/guidance. Failure to comply with these conditions may result in the denial, reduction, or termination of funding.

In general, conferences (defined broadly to include meetings, retreats, seminars, symposiums, events, and group training activity) conducted by Grantee are an allowable cost. However, Grantee must ensure compliance with the following limitations and cost thresholds:

- Meeting room/audio-visual services cost limit (lesser of \$25 per day per attendee or \$20,000)
 - Cost allowed for conference space and audio-visual equipment and services is limited to \$25 per day per attendee not to exceed a cumulative cost of \$20,000. Costs in excess of these limits require additional justification and approval outside of OJP.
- Printing - Every effort should be made to provide conference materials to participants electronically or via print-on-demand services/options. Printed materials should maximize paper usage (printing on both sides) and minimize higher cost options (color printing) where possible.
- Logistical Planners (cost limit, lesser of \$50 per attendee or \$8,750)
- Programmatic Planners (cost limit, lesser of \$200 per attendee or \$35,000)
- Food and Beverage (not allowed)
- Refreshments (not allowed)

Training or training materials developed or delivered with funding provided under this award must adhere to the OJP Training Guiding Principles for Grantee and Sub-Grantee, available at <http://ojp.gov/funding/Implement/TrainingPrinciplesForGrantee-SubGrantee.htm>.

Trinkets (items such as pens, hats, mugs, portfolios, t-shirts, coins, gift bags, etc., regardless of whether they include the conference name or OJP/DOJ logo) must not be purchased with grant funds as giveaways for conferences. Basic supplies that are necessary for the use during the conference (e.g., folders, name tags) may be purchased. Gifts, honorariums, lei, etc. cannot be purchased with grant funds.

h. Printing and Publication

Printing and publication costs are allowed. Refer to A.7.0 Press Releases, Printed Materials, Publications, Training Materials, and DOJ Grants Financial Guide for additional guidance on allowable printing and publication activities.

To be considered allowable, publication costs must be incurred for work done according to a process that Grantee has described in writing. This process should include writing, editing, and preparing the illustrated material (including videos). Refer to the current edition of the DOJ Grants

Financial guide for additional guidance on allowable printing and publication activities.

i. Indirect Costs

Indirect costs are allowed if Grantee has a current federally approved indirect cost rate. Grantee must provide a copy of the federally approved indirect cost rate agreement to CPJAD. Grantee that has never received a federally approved indirect cost rate may use the Certification of 10% De Minimis Indirect Cost Rate. Refer to A.12.0 for more information.

B.5.2 Unallowable Costs

a. Costs Incurred Outside the Project Period

Any costs that are incurred either before the start of the project period or after the expiration of the project period are not allowable. For additional information, refer to B.2.0 Project Period.

b. Land Acquisition

Acquisition of land or real property with Federal funds is prohibited.

c. Food and Beverage Expenditures

VAWA STOP funds cannot be used to purchase food and/or beverages for any meeting, conference, training or other event.

d. Fundraising

Costs of organized fundraising, including financial campaigns, endowment drives, solicitation of gifts and bequests, and similar expenses incurred solely to raise capital or obtain contributions, may not be charged either as direct or indirect costs against the award. Neither the salary of persons engaged in such activities nor indirect costs associated with those salaries may be charged to the award, except insofar as such persons perform other funding-related activities.

An organization may accept donations (i.e., goods, space, services) as long as the value of the donations is not charged as a direct or indirect cost to the award.

Nothing in this section should be read to prohibit a Grantee from engaging in fundraising activities, as long as such activities are not financed by Federal award or matching funds.

e. Firearms, Standard Law Enforcement Uniforms, and Gear

The purchase of firearms, ammunition, and standard law enforcement uniforms and gear with Federal funds is prohibited. Specialized law enforcement uniforms can be purchased if it is identified within the grant application and is necessary and sufficient to meet project goals.

f. Research Projects

Research projects are out of the scope of the STOP Program and should not be funded with grant funds. This does not include program assessments conducted only for internal improvement purposes. See section on Research and Protection of Human Subjects in the FY 2014 Solicitation Companion Guide at <http://www.justice.gov/sites/default/files/ovw/legacy/2013/12/16/companion-guide-fy2014.pdf>.

g. Lobbying

Refer to A.10.5. Lobbying.

h. Payment for Unused Accrued Vacation

Payouts for unused accrued vacation cannot be made with Federal funds.

i. Replacing Loss, Damage, Theft of Equipment

Refer to B.13.0. Loss, Damage, Theft of Equipment.

j. Other

- Entertainment, including amusement, diversion and social activities, and any costs directly associated with such costs (such as tickets to shows or sport events, meals, lodging, rentals, transportation, and gratuities)
- Fines and penalties (except when incurred as a result of compliance with specific provisions of an award or instructions in writing from the awarding agency)
- Credit card fees
- Passport charges
- Tips
- Bar charges/alcoholic beverages
- Membership fees to organizations whose primary activity is lobbying

- Premium (overtime) pay:
 - No payment of overtime costs solely because Federal funds are being used
 - Overtime pay must be authorized in advance through written approval from CPJAD

B.6.0 Non-Competitive Procurement (Sole Source)

CPJAD authorization is needed for sole source procurements over \$150,000 in Federal funds. Grantee is required to submit a completed Justification for Non-Competitive Procurement Form (Appendix E, AG/CPJAD #21) to CPJAD. Upon authorization by CPJAD Grants and Planning Branch Chief, Grantee may proceed with the process to obtain approval utilizing state and county procurement rules. The authorization from CPJAD is not approval for sole source procurement, it only authorizes Grantee to proceed with the process to obtain approval. All procurement transactions, whether negotiated or competitively bid and without regard to value, must comply with Grantee's procurement requirements that provide maximum open and free competition.

B.7.0 Program Income

Program income means gross income earned by Grantee that is directly generated by a supported activity or earned as a result of the Federal award during the project period. Grantee can use program income to advance program objectives or refund the income back to CPJAD. Program income may only be used for allowable program costs. Unless otherwise stipulated in the award, any program income earned during the project period but not utilized for the project must be refunded to CPJAD. Prior approval to expend the funds for program purposes must be obtained from CPJAD prior to the expenditure of such funds. Program income shall be reported by Grantee on the quarterly Project Expenditures and Obligations Report (Appendix B, AG/CPJAD #8). Refer to B.10.0 Expenditure Report.

B.8.0 Modification of Approved Budget

Modification of an approved budget must be submitted in writing to CPJAD in advance of the obligation of expenditures. Upon approval by CPJAD Grants and Planning Branch Chief, a project grant modification notice will be initiated.

All requests for budget modifications must be submitted by Grantee no later than 45 days prior to the project end date. All requests for modification to the approved budget shall be reviewed by CPJAD for consistency with Federal requirements and project goals and objectives. Grantee is to submit a revised Application for Grant, Part III. Budget Detail and Explanation.

The following conditions require a budget modification and CPJAD approval:

- Change in approved budget line item in excess of 5 percent of the total category

amount in which the line item is listed.

- Moving monies into any budget category with a zero dollar amount.
- Changes in the source of in-kind/cash match.

For additional information, refer to A.6.0 Project Revisions.

B.9.0 Request for Funds and Payments

Once the contract between the Department of the Attorney General and Grantee is executed, payments to Grantee shall be made in accordance with and subject to the following provisions:

- Payments shall be made monthly upon receipt of Grantee's completed Request for Funds. Funds are not paid in lump sum but rather distributed over time as project costs are incurred or anticipated.
- Drawdown requests should be based upon the minimum needed for disbursements/reimbursements to be made immediately or within 10 days to ensure that Federal cash on hand is kept to a minimum. If the requested funds are not spent or disbursed within 10 days of receipt, Grantee may be requested to return funds to CPJAD.
- Payments shall be made in accordance with and subject to Chapter 40, Hawaii Revised Statutes, which specifies the accounting procedures and controls applicable to payments out of the Treasury of the State of Hawaii.
- If an amount of reported expenditures is determined by CPJAD to be inappropriate and unallowable, CPJAD may deduct an equivalent amount from the next payable installment and may withhold payment of the amount of the monies equivalent to the questioned expenditures until resolution of the discrepancy by audit or other means.

If, after payment of the last installment, investigation and examination reveal additional expenditures that are determined by CPJAD to be inappropriate and unallowable, CPJAD may require that an equivalent amount of monies be refunded to CPJAD notwithstanding CPJAD's preliminary determination of appropriateness and allowability.

Grantee must submit the completed "Request for Funds and Cash Balance Report" (Appendix B, AG/CPJAD #7) to request funds. The Request for Funds form must be received by CPJAD by the 15th of each month, even if no funds are being requested. CPJAD also uses this report to monitor a project's cash balance. Refer to B.12.0 for allowable cash on hand.

The final drawdown for funds shall be received by CPJAD no later than 30 days after the contract terminates.

Refer to Appendix B. Financial Forms for a copy of the form and the instructions for completing it. The form is also available on the G&P website at www.ag.hawaii.gov/cpja/gp. Also refer to A.15.0 Grant Closeout Procedures for additional information on final reports.

B.10.0 Project Expenditures and Obligations Report

Grantee must submit the completed “Project Expenditures and Obligations Report” (Appendix B, AG/CPJAD #8) at the end of each calendar quarter. The “Project Expenditures and Obligations Report” must be received by CPJAD by the 15th day following the end of each calendar quarter. The “Project Expenditures and Obligations Report” is due as follows:

January to March calendar quarter	due April 15 th
April to June calendar quarter	due July 15 th
July to September calendar quarter	due October 15 th
October to December calendar quarter	due January 15 th

Non-adherence to these deadlines may result in the withholding of grant funds. The quarterly report allows CPJAD to monitor cumulative project expenditures that were paid with Federal funds, and the collection and dispersion of program income.

Refer to Appendix B. Financial Forms for a copy of the form and the instructions for completing it. The form is also available on the G&P website at www.ag.hawaii.gov/cpja/gp. Also refer to A.15.0 Grant Closeout Procedures for additional information on final reports.

B.11.0 Fiscal Administration

Grantee’s records on the grant project must be made available for inspection and audit by authorized Federal and state officials, in accordance with the DOJ Grants Financial Guide.

B.11.1 Accounting System

- Establish a separate account for the grant project with separate accountability of receipts, obligations, expenditures, and balances for each fiscal budget period.
- Itemize all supporting records of grant receipts and expenditures in sufficient detail to document the exact nature of fiscal activity for each fiscal budget period.
- Provide data and information for each expenditure, with proper reference to a supporting voucher or bill properly approved.

- Maintain payroll authorizations and vouchers.
- Maintain a time-reporting system for personnel charged to the grant.
- Maintain adequate records supporting charges for fringe benefits.
- Maintain adequate records supporting charges for equipment.
- Project accounting records should also reflect income received, if any, through fees, contributions, or payments by third party. Maintain supporting records of income received, expended, and balances for each fiscal budget period.

B.11.2 Audit

The DOJ Grants Financial Guide and the Uniform Guidance 2 CFR Part 200 state that if a Grantee is a non-Federal entity that expended \$750,000 or more in Federal funds during Grantee agency's fiscal year, Grantee is required to arrange for a single organization-wide audit conducted in accordance with the provisions of Title 2 CFR Subpart F. If applicable, Grantee shall submit a copy of their audit report to the Federal Audit Clearinghouse at <https://harvester.census.gov/facweb/> and to CPJAD.

Grantee shall comply with the applicable audit requirements of 2 CFR Part 200, and further understands that funds may be withheld, or other related requirements may be imposed, if outstanding audit issues (if any) are not satisfactorily and promptly addressed as further described in the audit requirements and current edition of the DOJ Grants Financial Guide.

Failure to comply with audit requirements may result in the withholding of new awards and/or withholding of funds.

B.11.3 Catalog of Federal Domestic Assistance (CFDA)

Title: OVW STOP Violence Against Women Formula Grant Program
 Number: 16.588
 Agency: Department of Justice

B.11.4 Unencumbered/Unexpended Funds

Funds provided to Grantee that are unencumbered on the date the project terminates shall be returned to CPJAD. Funds that are encumbered but not disbursed within 60 days after the project terminates shall be returned to CPJAD.

B.12.0 Cash on Hand

Excess cash on hand is unallowable. Grantee should request funds based upon the minimum needed for disbursements/reimbursements to be made immediately or within 10 days of receipt. Grantee should time drawdown requests to ensure that Federal cash on hand is kept to a minimum.

B.13.0 Loss, Damage, Theft of Equipment

Grantee is responsible for replacing or repairing equipment that is willfully or negligently lost, stolen, damaged, or destroyed. Any loss, damage, or theft of the property must be investigated and fully documented and made part of the official project records.

Grantee cannot use Federal funds to replace or repair equipment that is willfully or negligently lost, stolen, damaged, or destroyed.

APPENDIX A

AUTHORIZED PURPOSE AREAS

VAWA Federal Statutory Purpose Areas for STOP Formula Grants

STOP formula grants and subgrants must 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, 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.

**State of Hawaii Implementation Plan
STOP VAWA Formula Grant, FY 2015-2017**

VAWA Implementation Plan Funding Priorities

The Grantee 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 of Hawaii Implementation Plan for the STOP VAWA Formula Grant, FY 2015-2017:

For victim services agencies:

- support and develop core services, including, but not limited to:
 - Advocacy;
 - Case Management;
 - Counseling;
 - Crisis Response;
 - Increased accessibility by special populations or underserved including disabled, immigrant, and victims with substance abuse or mental health issues;
 - Legal Assistance;
 - Legal Advocacy;
 - Shelter;
 - Transitional services; and
 - Prevention, outreach, and education (not to exceed five percent of the total STOP Formula grant)
- develop an effective coordinated community response for domestic violence, sexual assault, dating violence, and/or stalking.

For criminal justice agencies:

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

APPENDIX B

FINANCIAL FORMS

**DEPARTMENT OF THE ATTORNEY GENERAL
REQUEST FOR FUNDS AND CASH BALANCE REPORT**

check one: ☐ MONTHLY DRAWDOWN (due at CPJAD by the 15th day of each month)
☐ FINAL DRAWDOWN (due at CPJAD by the 30th day after project end date)
☐ FINAL REPORT (due at CPJAD by the 60th day after project end date)

PROJECT NO. _____

PROJECT TITLE: _____

REPORT NO. _____

PART A. REQUEST FOR GRANT FUNDS

1. AMOUNT OF GRANT AWARD

GRANT	AGENCY MATCH	TOTAL
\$ 0	\$ 0	\$ 0

2. PERCENT OF TOTAL GRANT

#DIV/0!	#DIV/0!	#DIV/0!
---------	---------	---------

3. ADVANCES REQUESTED TO DATE

\$ 0	Leave Blank	Leave Blank
------	-------------	-------------

4. BALANCE OF AWARD AVAILABLE

\$ 0	Leave Blank	Leave Blank
------	-------------	-------------

5. AMOUNT OF THIS REQUEST

\$ 0	Leave Blank	Leave Blank
------	-------------	-------------

For State Agencies -- transfer of funds to Appropriation Code: _____

PART B. CASH BALANCE REPORT

1. TOTAL CASH RECEIVED
AS OF _____

GRANT	AGENCY MATCH	TOTAL
\$ 0.00	\$ Leave Blank	Leave Blank

2. LESS: CUMULATIVE EXPENDITURES
AS OF _____

\$ 0.00	\$ 0.00	\$ 0.00
---------	---------	---------

3. ENDING CASH BALANCE

\$ 0.00	\$ Leave Blank	Leave Blank
---------	----------------	-------------

I CERTIFY THAT THE INFORMATION CONTAINED HEREINABOVE IS IN ALL RESPECTS TRUE AND CORRECT AND THE DISBURSEMENTS BEING MADE ARE IN ACCORDANCE WITH THE GRANT AWARD CONTRACT FOR THE SUBJECT PROGRAM.

ADMINISTERING AGENCY: _____

AGENCY ADDRESS: _____

SIGNATURE OF

AUTHORIZED AUTHORITY: _____

DATE: _____

TYPED NAME & TITLE: _____

PREPARER NAME: _____

PHONE #: _____

FAX #: _____

FOR USE BY THE DEPARTMENT OF THE ATTORNEY GENERAL ONLY

Payment Approved: _____

Goods/Svs. Satisfactorily Received: _____

By: _____

Date Goods/Svs. Received: _____

Date Invoice Received: _____

Specialist _____

INSTRUCTIONS
REQUEST FOR FUNDS AND CASH BALANCE REPORT
(AG/CPJAD #7)

DUE: Monthly Drawdown: Submit a completed form (one original and two copies), by the 15th of each month, even if no funds are being requested. If no funds are being requested, submit one original only.

Final Drawdown: Submit a completed form (one original and two copies), by the 30th day after the project end date. This will be the project's final request for cash.

Final Report: Submit a completed form (one original and two copies), by the 60th day after the project end date.

PURPOSE: (1) To request funds.

 (2) To monitor cash balance (grant cash balance should be kept at a minimum).

PART A. REQUEST FOR GRANT FUNDS

1. Enter amounts (Grant, Agency Match, Total) awarded to the project in the appropriate column. "GRANT" means the State or Federal portion of the project's budget. NOTE: See Exhibit A, "Application for Grant, Part I, Title Page," of the Contract or any applicable Supplemental Agreement, for the Grant, Agency Match, and Total information.
2. Percentages will be automatically entered as Part A. Line 1 is completed. The percentages are also listed on Exhibit A, "Application for Grant, Part I, Title Page," of the Contract or applicable Supplemental Agreement. The sum of Grant and Agency percentages should equal 100%.
3. Enter cumulative requests for Grant made prior to this submittal in the Grant column. If Grant funds are returned to CPJAD, then the amount "Advances Requested to Date" is reduced proportionally.
4. The Balance of Award Available (Line 1 less Line 3) will be automatically entered in the Grant column as Lines 1 and 3 are completed.
5. **Enter amount requested, rounded to the nearest dollar,** in the Grant column.

PART B. CASH BALANCE REPORT

1. Enter total cash received to date in the Grant column. Enter the date in the space provided.
2. Enter total cumulative (not monthly) project expenditures to date in the appropriate column(s). Enter the date in the space provided. The amount entered in this column(s) should be actual expenditures. Do not include obligated costs. By the end of the project, the expenditures should match the percentages in Part A, Line 2.
3. The Ending Cash Balance (Line 1 less Line 2) will be automatically entered in the Grant column as Lines 1 and 2 are completed. **A federal requirement is that the cash balance should be kept to a minimum.**

SUBMITTING FINAL REPORT (due at CPJAD by the 60th day after the project end date)

1. Check the "Final Report" box to indicate that this is the agency's final report.

2. PART B. Line 3. Ending Cash Balance must be \$0 on the “final” report. If an amount more than \$0 is listed, then the project is required to return this amount to CPJAD. If the agency is in the process of returning funds to CPJAD or has not returned the funds to CPJAD, then do not check the “Final Report” box.

**DEPARTMENT OF THE ATTORNEY GENERAL
PROJECT EXPENDITURES & OBLIGATIONS REPORT**

RPT. # _____

PROJECT TITLE: _____

PROJECT # _____

REPORTING PERIOD: CALENDAR QUARTER ENDING: _____

PART A. EXPENDITURE CATEGORIES				
	APPROVED BUDGET	EXPENDITURES TO DATE	UNPAID OBLIGATIONS	BALANCE
SALARIES & WAGES				\$0.00
FRINGE BENEFITS				\$0.00
CONSULTANT SERVICES/CONTRACTS				\$0.00
TRANSPORTATION/SUBSISTENCE				\$0.00
OFFICE SUPPLIES				\$0.00
EQUIPMENT				\$0.00
OTHER COSTS				
1.				\$0.00
2.				\$0.00
List Total Other Cost from Page 2				\$0.00
EXPENDITURE TOTAL	\$0.00	\$0.00	\$0.00	\$0.00
PROGRAM INCOME SOURCES:				
1.				\$0.00
2.				\$0.00
PROGRAM INCOME TOTAL	\$0.00	\$0.00		\$0.00
GRAND TOTAL	\$0.00	\$0.00	\$0.00	\$0.00

PART B. SOURCE OF FUNDS				
	APPROVED BUDGET	EXPENDITURES TO DATE	UNPAID OBLIGATIONS	BALANCE
GRANT FUNDS: 0%				\$0.00
AGENCY MATCH: 0%				\$0.00
SUBTOTAL	\$0.00	\$0.00	\$0.00	\$0.00
PROGRAM INCOME	\$0.00	\$0.00	\$0.00	\$0.00
GRAND TOTAL	\$0.00	\$0.00	\$0.00	\$0.00

I CERTIFY THAT THIS IS A TRUE AND CORRECT STATEMENT OF EXPENDITURES AND OBLIGATIONS OF THE PROJECT IDENTIFIED ABOVE FOR THE PERIOD NOTED AND THAT THE APPROPRIATE DOCUMENTATION TO SUPPORT THESE EXPENDITURES AND OBLIGATIONS ARE AVAILABLE IN THE OFFICE NOTED BELOW.

ADMINISTERING AGENCY: _____

PREPARER: _____ PHONE: _____ FAX: _____

SIGNATURE OF
AUTHORIZED AUTHORITY: _____ DATE: _____

TYPED NAME & TITLE: _____

SUBMIT ORIGINAL PLUS 2 COPIES

MUST BE RECEIVED WITHIN 15 DAYS AFTER THE END OF EACH CALENDAR QUARTER DURING THE PROJECT PERIOD

FINAL REPORT MUST BE RECEIVED WITHIN 60 DAYS AFTER THE PROJECT END DATE

**DEPARTMENT OF THE ATTORNEY GENERAL
PROJECT EXPENDITURES & OBLIGATIONS REPORT, PAGE 2**

RPT. # _____

PROJECT TITLE: _____

PROJECT # _____

REPORTING PERIOD: CALENDAR QUARTER ENDING: _____

PART A. EXPENDITURE CATEGORIES Continued from Page 1				
	APPROVED BUDGET	EXPENDITURES TO DATE	UNPAID OBLIGATIONS	BALANCE
OTHER COSTS				
3.				\$0.00
4.				\$0.00
5.				\$0.00
6.				\$0.00
7.				\$0.00
8.				\$0.00
9.				\$0.00
10.				\$0.00
11.				\$0.00
12.				\$0.00
13.				\$0.00
14.				\$0.00
15.				\$0.00
16.				\$0.00
17.				\$0.00
18.				\$0.00
19.				\$0.00
20.				\$0.00
TOTAL	\$0.00	\$0.00	\$0.00	\$0.00

SUBMIT ORIGINAL PLUS 2 COPIES

MUST BE RECEIVED WITHIN 15 DAYS AFTER THE END OF EACH CALENDAR QUARTER DURING THE PROJECT PERIOD

FINAL REPORT MUST BE RECEIVED WITHIN 60 DAYS AFTER THE PROJECT END DATE

INSTRUCTIONS
PROJECT EXPENDITURES & OBLIGATIONS REPORT
(AG/CPJAD #8)

- DUE:** Fifteen (15) calendar days after the end of each calendar quarter. NOTE: Due dates are April 15th, July 15th, October 15th, and January 15th, regardless of project start date. Submit one original and two copies.
Final Report: Due by the 60th day after the project end date. Submit one original and two copies.
- PURPOSE:** For CPJAD and Grantee to monitor project expenditures to ensure that project funds are spent in a timely manner, within budget, and by the end of the project. The information on this form is reported to the Office of the Chief Financial Officer, Department of Justice. This is a requirement for all federally funded projects .

PART A. EXPENDITURE CATEGORIES

1. Approved Budget: Enter total (not quarterly) amounts in each category established by the project's current approved budget. The approved budget includes both the grant funds and the agency funds. NOTE: Project Directors should provide Fiscal Officers with a copy of the project's current approved budget.
2. Expenditures to Date: Enter cumulative (not quarterly) expenditures in each category as of the end date of the calendar quarter. The cumulative expenditures includes both the grant expenditures and the agency expenditures.
3. Unpaid Obligations: Enter unpaid obligations in each category as of the end date of the calendar quarter. The unpaid obligations includes both the grant obligations and the agency obligations. Unpaid obligations are obligations for which funds have been obligated but have not been paid (e.g., issued purchase orders, invoices that have not been paid, etc. (Do not complete shaded cells.)
4. Balance: The balance (approved budget less expenditures to date and unpaid obligations) will be automatically entered as the approved budget, expenditures to date, and unpaid obligations columns are completed.
5. Program Income Sources: Enter any sources of program income. Examples of program income include royalties, registration/tuition fees, and asset seizures and forfeitures. Program income from asset seizures and forfeitures is considered earned when the property has been adjudicated to the benefit of law enforcement. Program income earned as a result of project activities should be returned to the program.
6. Expenditure Total, Program Income Total, and Grand Total: The Excel spreadsheet includes formulas that will compute these items. The amounts in the "Grand Total" for both Parts A and B must be the same.

PART B. SOURCE OF FUNDS

1. Source of Funds: Enter the percentage of grant and agency funds. NOTE: See Exhibit A, “Application for Grant, Part I, Title Page,” of the Contract or any applicable Supplemental Agreement, for this information.
2. Approved Budget: Enter the grant and agency match amounts as established in the project’s current approved budget.
3. Expenditures to Date: Enter cumulative (not quarterly) grant and agency match expenditures as of the end date of the calendar quarter. (The grant and agency match expenditure amounts listed here should be the same amounts listed in the corresponding Request for Funds and Cash Balance Report, AG/CPIAD #7, Part B. Line 2.)
4. Unpaid Obligations: Enter cumulative (not quarterly) grant and agency match unpaid obligations as of the end date of the calendar quarter.
5. Balance: The balance (approved budget less expenditures to date and unpaid obligations) will be automatically entered as the approved budget, expenditures to date, and unpaid obligations columns are completed.
6. Subtotal, Program Income, and Grand Total: The Excel spreadsheet includes formulas that will compute these items. The amounts in the “Grand Total” for both Parts A and B must be the same.

SUBMITTING FINAL REPORT

1. After entering the RPT# (top right corner), type “Final” to indicate that this is the agency’s final report. A report cannot be “Final” if unpaid obligations remain.

APPENDIX C

STOP ANNUAL PROGRESS REPORT FORM

**U.S. Department of Justice
Office on Violence Against Women**

**ANNUAL PROGRESS REPORT FOR
STOP Violence Against Women
Formula Grant Program**

Brief Instructions: This form must be completed for all STOP Violence Against Women Formula Grant Program (STOP Program) subgrants received. The grant administrator or coordinator must ensure that the form is completed. Grant partners, however, may complete sections relevant to their portion of the grant. Grant administrators and coordinators are responsible for compiling and submitting a single report that reflects all information collected from grant partners.

All subgrantees should read each section to determine which questions they must answer, based on the activities supported under this subgrant during the current reporting period. Sections B and F of this form must be completed by all subgrantees. Subsections A1 and C2 must be answered by all subgrantees. In sections D, E, and subsections A2, C1, and C3-C7, subgrantees must answer an initial question about whether they supported certain activities during the current reporting period. If the response is yes, then the subgrantee must complete that section or subsection. If the response is no, the rest of that section or subsection is skipped.

For example, 1) if you are a victim services agency providing training and victim services with staff funded under this grant, you would complete A1, A2, B, C1, C2, D, and F (and answer 'no' in C3-C7, and E1-5); or 2) if you are a law enforcement agency receiving funds to pay for staff who provide training to other law enforcement, you would complete A1, A2, B, C1, C2, and F (and answer 'no' in C3, C7, D, and E1-5).

If you are required to provide a match for your STOP Program subgrant, report on activities supported with this match. The activities of volunteers or interns may be reported if they are coordinated or supervised by STOP Program-funded staff or if STOP Program funds substantially support their activities.

For further information on filling out this form, refer to the separate instructions, which contain detailed definitions and examples illustrating how questions should be answered.

SECTION	Page Number
Section A: General Information	1
A1: Grant Information	1
A2: Staff Information	3
Section B: Purpose Areas	4
Section C: Function Areas	5
C1: Training	5
C2: Coordinated Community Response	8
C3: Policies	10
C4: Products	13
C5: Data Collection and Communication Systems	14
C6: Specialized Units	15
C7: System Improvement	16
Section D: Victim Services	17
Section E: Criminal Justice System	24
E1: Law Enforcement	24
E2: Prosecution	27
E3: Courts	32
E4: Probation and Parole	36
E5: Batterer Intervention Program (BIP)	39
Section F: Narrative	40

SECTION
A1

GENERAL INFORMATION

Grant Information

All subgrantees must complete this subsection.

1. **Date of report**

--	--	--	--

(format date with 6 digits - 01/31/07)
2. **Current reporting period** **January 1- December 31** **(Year)**

--	--	--	--
3. **Subgrantee name** _____
4. **Subgrant number(s) for each subgrant award under which activities were supported during the current reporting period**
(List the numbers for all subgrants supporting activities engaged in during the current reporting period.)

5. **Type of funded organization**
(Check the one answer that best describes the organization receiving the STOP Program subgrant.)

<input type="checkbox"/> Community-based organization	<input type="checkbox"/> Prosecution
<input type="checkbox"/> Court	<input type="checkbox"/> Sexual assault program
<input type="checkbox"/> Domestic violence program	<input type="checkbox"/> Sexual assault state coalition
<input type="checkbox"/> Domestic violence state coalition	<input type="checkbox"/> Tribal coalition
<input type="checkbox"/> Dual program <i>(sexual assault and domestic violence)</i>	<input type="checkbox"/> Tribal government
<input type="checkbox"/> Dual state coalition <i>(sexual assault and domestic violence)</i>	<input type="checkbox"/> Tribal sexual assault and/or domestic violence program
<input type="checkbox"/> Government agency <i>(Department of Human Services, Bureau of Health)</i>	<input type="checkbox"/> Unit of local government
<input type="checkbox"/> Law enforcement	<input type="checkbox"/> University/school
<input type="checkbox"/> Probation, parole, or other correctional agency	<input type="checkbox"/> Other <i>(specify):</i> _____
- 5a. **Is this a faith-based organization?**
☐ Yes ☐ No
- 5b. **Is this a culturally-specific community-based organization?**
☐ Yes ☐ No

6. Point of contact

(person responsible for the day-to-day coordination of the subgrant)

First name _____ MI _____ Last name _____

Agency/organization name _____

Address _____

City _____ State _____ Zip code _____

Telephone _____ Facsimile _____

E-mail _____

7. Does this subgrant specifically address tribal populations?

(Check yes if your STOP Program subgrant focuses on tribal populations and indicate which tribes or nations you served or intend to serve.)

☐ Yes ☐ No **If yes, which tribes/nations:** _____

8. What percentage of your STOP Program subgrant was directed to each of these areas?

(Report the area[s] addressed by your STOP Program subgrant during the current reporting period and estimate the approximate percentage of funds [or resources] used to address each area [consider training, victim services, etc.]. The subgrantee may choose how to make this determination.)

Throughout this form, the term **sexual assault** includes both assaults committed by offenders who are strangers to the victim/survivor and assaults committed by offenders who are known to, related by blood or marriage to, or in a dating relationship with the victim/survivor. The term **domestic violence/dating violence** applies to any pattern of coercive behavior that is used by one person to gain power and control over a current or former intimate partner or dating partner. **Stalking** is defined as engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for his or her safety or the safety of others, or suffer substantial emotional distress. *(See separate instructions for more complete definitions.)*

	Percentage of subgrant funds
Sexual assault	<input type="text"/>
Domestic violence/dating violence	<input type="text"/>
Stalking	<input type="text"/>
TOTAL <i>(must equal 100 percent)</i>	<input type="text"/>

SECTION
A2**Staff Information****Were STOP Program grant funds used to fund staff positions during the current reporting period?**

(Check yes if STOP Program funds were used to pay staff, including part-time staff and contractors.)

- ☐ Yes—answer question 9
- ☐ No—skip to Section B

9. Staff

(Report the total number of full-time equivalent (FTE) staff funded by the STOP Program subgrant during the current reporting period. Report staff by the function(s) performed, not by title or location. Include employees who are part-time and/or only partially funded with these subgrant funds as well as consultants/contractors. Include employees who are funded with any required grant match. Report grant-funded overtime. If an employee or contractor was employed or utilized for only a portion of the reporting period, prorate appropriately. For example, if you hired a full-time advocate in October who was 100% funded with STOP Program funds, you would report that as .25 FTE. Report all FTEs in decimals, not percentages. One FTE is equal to 2,080 hours—40 hours per week x 52 weeks. See separate instructions for examples of how to calculate FTEs.)

Staff	FTE(s)
Administrator (fiscal manager, executive director)	<input type="text"/>
Attorney (does not include prosecutor)	<input type="text"/>
Counselor	<input type="text"/>
Court personnel	<input type="text"/>
Information technology staff	<input type="text"/>
Investigator (prosecution-based)	<input type="text"/>
Law enforcement officer	<input type="text"/>
Legal advocate (does not include attorney or paralegal)	<input type="text"/>
Paralegal	<input type="text"/>
Probation officer/offender monitor	<input type="text"/>
Program coordinator (training coordinator, volunteer coordinator, hotline coordinator, victim services coordinator)	<input type="text"/>
Prosecutor	<input type="text"/>
Sexual assault nurse examiner/sexual assault forensic examiner (SAFE/SANE)	<input type="text"/>
Support staff (administrative assistant, bookkeeper, accountant)	<input type="text"/>
Trainer	<input type="text"/>
Translator/interpreter	<input type="text"/>
Victim advocate (non-governmental, includes domestic violence, sexual assault, and dual)	<input type="text"/>
Victim assistant (governmental, includes victim-witness specialist/coordinator)	<input type="text"/>
Other (specify): _____	<input type="text"/>
TOTAL	<input type="text"/>

SECTION B

PURPOSE AREAS

All subgrantees must complete this section.

10. Statutory purpose areas

(Check all purpose areas that apply to activities supported with STOP Program funds during the current reporting period.)

Check ALL that apply	Purpose areas
<input type="checkbox"/>	Training law enforcement officers, judges, other court personnel, and prosecutors to more effectively identify and respond to violent crimes against women, including crimes of sexual assault, domestic violence, and dating violence.
<input type="checkbox"/>	Specialized 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, and dating violence.
<input type="checkbox"/>	Police, court, and prosecution policies, protocols, orders, and services specifically devoted to preventing, identifying, and responding to violent crimes against women, including the crimes of sexual assault and domestic violence.
<input type="checkbox"/>	Data collection and communication systems, including computerized systems, linking police, prosecutors, and courts or for the purpose of identifying and tracking arrests, protection orders, violations of protection orders, prosecutions, and convictions for violent crimes against women, including the crimes of sexual assault and domestic violence.
<input type="checkbox"/>	Victim services programs, including sexual assault, domestic violence and dating violence programs; delivery of victim services to underserved populations; specialized domestic violence court advocates in courts where a significant number of protection orders are granted; and increased reporting and reduced attrition rates for cases involving violent crimes against women, including crimes of sexual assault, domestic violence, and dating violence.
<input type="checkbox"/>	Programs to address stalking.
<input type="checkbox"/>	Addressing the needs and circumstances of American Indian tribes in dealing with violent crimes against women, including the crimes of sexual assault and domestic violence.
<input type="checkbox"/>	Supporting formal and informal statewide, multidisciplinary efforts, to the extent not supported by state funds, to coordinate the response of state law enforcement agencies, prosecutors, courts, victim service agencies, and other state agencies and departments to violent crimes against women, including the crimes of sexual assault, domestic violence, and dating violence.
<input type="checkbox"/>	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.
<input type="checkbox"/>	Programs to assist law enforcement, prosecutors, courts, and others to address the needs and circumstances of older and disabled women who are victims of sexual assault or domestic violence, including recognizing, investigating, and prosecuting instances of such violence or assault and targeting outreach and support, counseling, and other victims' services to such older and disabled individuals.
<input type="checkbox"/>	Assisting victims of sexual assault and domestic violence in immigration matters.
<input type="checkbox"/>	Maintaining core victim services and criminal justice initiatives, while supporting complementary new initiatives and emergency services for victims and their families.
<input type="checkbox"/>	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.
<input type="checkbox"/>	<p>To provide funding to law enforcement agencies, nonprofit nongovernmental victim services providers, and State, tribal, territorial, and local governments, (which funding stream shall be known as the Crystal Judson Domestic Violence Protocol Program) to promote</p> <ul style="list-style-type: none"> • The development and implementation of training for local victim domestic violence service providers, and to fund victim services personnel, to be known as "Crystal Judson Victim Advocates," to provide supportive services and advocacy for victims of domestic violence committed by law enforcement personnel; • The development (in collaboration with State, Tribal, territorial and local victim services providers and domestic violence coalitions) and implementation of protocols within law enforcement agencies to ensure consistent and effective responses to the commission of domestic violence by personnel within such agencies.

SECTION
C1

FUNCTION AREAS

Training

Were your STOP Program funds used for training during the current reporting period?

Check yes if STOP Program-funded staff provided training or if subgrant funds were used to directly support training.

- ☐ Yes—answer questions 11-14
☐ No—skip to C2

11. Training events provided

(Report the total number of training events provided during the current reporting period that were either provided by STOP Program-funded staff or directly supported by STOP Program subgrant funds. Do not include training provided to STOP Program-funded staff. For purposes of this reporting form, **training** means providing information on sexual assault, domestic violence, dating violence, and stalking that enables professionals to improve their response to victims/survivors as it relates to their role in the system.)

Total number of training events provided

12. Number of people trained

(Report the number of people trained during the current reporting period by STOP Program-funded staff or training supported by STOP Program funds. Use the category that is most descriptive of the people who attended the training event. STOP Program-funded staff who attended training events should not be counted as people trained. If you do not know how many people to report in specific categories, you may report the overall number in "Multidisciplinary," but this category should be used only as a last resort. Do not include staff funded under your STOP Program grant who attended staff development events.)

People trained	Number
Advocacy organization staff (NAACP, AARP)	
Attorneys/law students (does not include prosecutors)	
Batterer intervention program staff	
Correction personnel (probation, parole, and correctional facilities staff)	
Court personnel (judges, clerks)	
Disability organization staff (non-governmental)	
Educators (teachers, administrators, etc.)	
Elder organization staff (non-governmental)	
Faith-based organization staff	
Government agency staff (vocational rehabilitation, food stamps, TANF)	
Health professionals (doctors, nurses—does not include SANEs or SAFEs)	
Immigrant organization staff (non-governmental)	
Law enforcement officers	
Legal services staff (does not include attorneys)	
Mental health professionals	
Military command staff	
Multidisciplinary (various disciplines at same training)	
Prosecutors	
Sex offender treatment providers	
Sexual assault nurse examiners/sexual assault forensic examiners	
Social service organization staff (non-governmental—food bank, homeless shelter)	
Substance abuse organization staff	
Supervised visitation and exchange center staff	
Translators/interpreters	
Tribal government/Tribal government agency staff	
Victim advocates (non-governmental, includes sexual assault, domestic violence, and dual)	
Victim assistants (governmental, includes victim-witness specialists/coordinators)	
Volunteers	
Other (specify): _____	
TOTAL	

13. Training content areas

(Indicate all topics covered in training events provided with your STOP Program funds during the current reporting period. Check all that apply.)

Sexual assault, domestic violence/dating violence, and stalking

- ☐ Advocate response
- ☐ Child witnesses
- ☐ Confidentiality
- ☐ Dating violence overview, dynamics, and services
- ☐ Domestic violence overview, dynamics, and services
- ☐ Mandatory reporting requirements
- ☐ Response to victims/survivors who have been trafficked
- ☐ Response to victims/survivors who are incarcerated
- ☐ Safety planning for victims/survivors
- ☐ Sexual assault overview, dynamics and, services
- ☐ Stalking overview, dynamics and, services
- ☐ Supervised visitation and exchange
- ☐ Other (specify): _____

Justice system

- ☐ Civil court procedures
- ☐ Criminal court procedures
- ☐ Domestic violence statutes/codes
- ☐ Firearms and domestic violence
- ☐ Identification and arrest of predominant aggressor
- ☐ Immigration
- ☐ Judicial response
- ☐ Law enforcement response
- ☐ Pro-arrest policies
- ☐ Probation response
- ☐ Prosecution response
- ☐ Protection orders (including full faith and credit)
- ☐ Sexual assault statutes/codes
- ☐ Sexual assault forensic examination
- ☐ Stalking statutes/codes
- ☐ Tribal Jurisdiction and Public Law 280
- ☐ Other (specify): _____

Underserved populations

Issues specific to victims/survivors who:

- ☐ are American Indian or Alaska Native
- ☐ are Asian
- ☐ are black or African American
- ☐ are elderly
- ☐ are Hispanic or Latino
- ☐ are homeless or living in poverty
- ☐ are immigrants, refugees, or asylum seekers
- ☐ are lesbian, gay, bisexual, transgender, or intersex
- ☐ are Native Hawaiian or other Pacific Islander
- ☐ have disabilities
- ☐ have limited English proficiency
- ☐ have mental health issues
- ☐ have substance abuse issues
- ☐ live in rural areas
- ☐ Other (specify): _____

Community response

- ☐ Community response to sexual assault
- ☐ Coordinated community response
- ☐ Response teams (DART, DVRT, SART)
- ☐ Technology
- ☐ Other (specify): _____

14. (Optional) Additional information

(Use the space below to discuss the effectiveness of training activities funded or supported by your STOP Program subgrant and to provide any additional information you would like to share about your training activities beyond what you have provided in the data above. Examples might include a reduction in dual arrest rates following training provided on identifying the predominant aggressor, or improved system response to victims/survivors with disabilities following a multidisciplinary training provided to advocates, law enforcement, and prosecution agencies on issues specific to victims/survivors with disabilities.) (Maximum 2000 characters)

SECTION
C2

Coordinated Community Response

All subgrantees must complete this subsection.

15. Coordinated community response (CCR) activities during the current reporting period

(Check the appropriate boxes to indicate the agencies or organizations that you provided victim/survivor referrals to, received victim/survivor referrals from, engaged in consultation with, provided technical assistance to, and/or attended meetings with, during the current reporting period, according to the usual frequency of the interactions. If the interactions were not part of a regular schedule, you will need to estimate the frequency with which these interactions occurred during the current reporting period. Do not report "task force" in the "Other" category. If STOP Program-funded staff participated in a task force or work group, indicate that under "Meetings" by checking the frequency of the meetings and the types of organizations participating.)

Agency/organization	Victim/survivor referrals, consultations, technical assistance			Meetings		
	Daily	Weekly	Monthly	Weekly	Monthly	Quarterly
Advocacy organization (NAACP, AARP)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Batterer intervention program	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Corrections (probation, parole, and correctional facility staff)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Court	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Domestic violence organization	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Educational institutions/organizations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Faith-based organization	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Governmental agency (SSA, TANF)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Health/mental health organization	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Law enforcement	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Legal organization (legal services, bar association, law school)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Prosecutor's office	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sex offender management/sex offender treatment provider	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sexual assault organization	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Social service organization (non-governmental)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Tribal government/Tribal government agency	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other (specify): _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

16. (Optional) Additional information

(Use the space below to discuss the effectiveness of CCR activities funded or supported by your STOP Program subgrant and to provide any additional information you would like to share about your CCR activities beyond what you have provided in the data above. Examples might include an improved judicial response to victims/survivors requesting protection orders, following meetings of a regional task force that included victim advocates, legal services attorneys, and judges; or improved information to victims/survivors regarding resources and greater coordination between the prosecutor's office and the local victim services agency as a result of meetings between the governmental and non-governmental advocates.) (Maximum 2000 characters)

SECTION
C3

Policies

Were your STOP Program funds used to develop, substantially revise, or implement policies or protocols during the current reporting period?

Check yes if STOP Program-funded staff developed, substantially revised, or implemented policies or protocols, or if STOP Program funds were used to directly support the development, revision, or implementation of policies or protocols.

- ☐ Yes—answer questions 17-18
☐ No—skip to C4

17. Types of protocols and/or policies developed, substantially revised, or implemented during the current reporting period

(Check all that apply.)

Victim services

- | | |
|---|--|
| <input type="checkbox"/> Appropriate response to underserved populations | <input type="checkbox"/> Policies to protect victims/survivors from Internet disclosure of identifying information |
| <input type="checkbox"/> Appropriate response to victims/survivors with substance abuse issues and/or mental health diagnoses | <input type="checkbox"/> Pro-arrest/mandatory arrest |
| <input type="checkbox"/> Appropriate response to victims/survivors who are elderly or have disabilities | <input type="checkbox"/> Procedures for anonymous, confidential, or Jane Doe reporting of sexual assault |
| <input type="checkbox"/> Confidentiality | <input type="checkbox"/> Protection order enforcement (<i>including full faith and credit</i>) |
| <input type="checkbox"/> Mandatory training standards for staff and volunteers | <input type="checkbox"/> Providing information to victims/survivors about victim services |
| <input type="checkbox"/> Procedures for anonymous, confidential, or Jane Doe reporting of sexual assault | <input type="checkbox"/> Sexual assault response and protocols |
| <input type="checkbox"/> Staff, board, and/or volunteers represent the diversity of your service area | <input type="checkbox"/> Other (<i>specify</i>): _____ |
| <input type="checkbox"/> Victim/survivors informed about Crime Victims Compensation and Victim Impact Statements | |
| <input type="checkbox"/> Other (<i>specify</i>): _____ | |

Law enforcement

- | | |
|---|---|
| <input type="checkbox"/> Appropriate response to underserved populations | <input type="checkbox"/> Prosecution |
| <input type="checkbox"/> Appropriate response to victims/survivors who are elderly or have disabilities | <input type="checkbox"/> Appropriate response to underserved populations |
| <input type="checkbox"/> Identifying primary aggressor/discouraging dual arrest | <input type="checkbox"/> Appropriate response to victims/survivors who are elderly or have disabilities |
| <input type="checkbox"/> Immediate access to protection order information | <input type="checkbox"/> Mandatory training on sexual assault, domestic violence, dating violence, and/or stalking |
| <input type="checkbox"/> Mandatory training on sexual assault, domestic violence, dating violence, and/or stalking | <input type="checkbox"/> No charge to victim/survivors for any costs related to the prosecution of sexual assault, domestic violence/dating violence, and/or stalking |
| <input type="checkbox"/> No charge to victims/survivors for service of protection orders, warrants, or subpoenas | <input type="checkbox"/> No victims/survivors polygraphed |
| <input type="checkbox"/> No charge to sexual assault victims/survivors for any costs associated with forensic exam | <input type="checkbox"/> Policies to protect victims/survivors from Internet disclosure of identifying information |
| <input type="checkbox"/> No charge to victims/survivors for any costs related to the investigation of sexual assault, domestic violence/dating violence, and/or stalking offenses | <input type="checkbox"/> Protection order enforcement (<i>including full faith and credit</i>) |
| <input type="checkbox"/> No victims/survivors polygraphed | <input type="checkbox"/> Sexual assault response and protocols |
| | <input type="checkbox"/> Vertical prosecution |
| | <input type="checkbox"/> Victim-witness notification |
| | <input type="checkbox"/> Other (<i>specify</i>): _____ |

Courts

- ☐ Accelerated trial schedules
- ☐ Appropriate response to underserved populations
- ☐ Appropriate response to victims/survivors who are elderly or have disabilities
- ☐ Dedicated domestic violence docket
- ☐ Full faith and credit for protection orders
- ☐ Immediate access to obtaining protection orders
- ☐ Judicial monitoring of sexual assault, domestic violence/dating violence, and/or stalking offenders
- ☐ Mandatory training on sexual assault, domestic violence, dating violence, and/or stalking
- ☐ No charge to victims/survivors for any costs related to prosecution of a sexual assault, domestic violence/dating violence, and/or stalking offense or to obtaining a protection order
- ☐ Policies to protect victims/survivors from Internet disclosure of identifying information
- ☐ Policy against mutual restraining orders
- ☐ Procedures for courtroom security
- ☐ Standard protection order form
- ☐ Other (specify):

Health care

- ☐ Advocate response to emergency room
- ☐ Appropriate response for underserved populations
- ☐ Appropriate response to victims/survivors to avoid or eliminate re-traumatization
- ☐ Appropriate response to victims/survivors who are elderly or have disabilities
- ☐ Forensic exams not billed to victims/survivors
- ☐ Mandatory training on sexual assault, domestic violence, dating violence, and/or stalking
- ☐ Routine screening and referrals for sexual assault, domestic violence, dating violence, and/or stalking
- ☐ Other (specify):

Probation and parole

- ☐ Appropriate response for cases involving underserved populations
- ☐ Appropriate response for cases involving victims/survivors who are elderly or have disabilities
- ☐ Mandatory training on sexual assault, domestic violence, dating violence, and/or stalking
- ☐ Strategies to assist and protect victims/survivors during probation and parole
- ☐ Victim/survivor inclusion in offender supervision planning process/sex offender management
- ☐ Victim/survivor notification
- ☐ Other (specify):

18. (Optional) Additional information

(Use the space below to discuss the effectiveness of policies you have developed or implemented that were funded or supported by your STOP Program subgrant and to provide any additional information you would like to share about your activities related to the developing, revising, and implementing of policies beyond what you have provided in the data above. An example might include a significant increase in victim/survivor contact with, and input to the specialized probation officer/unit following the implementation of a policy on victim/survivor involvement.) (Maximum 2000 characters)

SECTION
C4

Products

Were your STOP Program funds used to develop, substantially revise, and/or distribute products during the current reporting period?

Check yes if STOP Program-funded staff developed, revised, and/or distributed products or if STOP Program funds directly supported the development, revision, or distribution of products.

- ☐ Yes—answer question 19
☐ No—skip to C5

19. Use of STOP Program funds for product development, substantial revision, and/or distribution

(Report the number of products developed, substantially revised, and/or distributed with STOP Program funds during the current reporting period. Report the number of new products developed or substantially revised during the current reporting period; the title/topic and intended audience for each product developed, revised, and/or distributed; and the number of products used or distributed. If a product was created in or translated into a language other than English, including Braille, indicate the language. Report on products that were newly developed during the current reporting period whether or not they were used or distributed, and on products that were previously developed or revised that were used or distributed during the current reporting period. Do not report the number of products printed or copied; only report the number developed or revised—in most cases that number will be one for each product described—and/or the number used or distributed. See separate instructions for examples of how to report under “developed or revised” and “used or distributed.”)

Products	Number developed or revised	Title/topic	Intended audience	Number used or distributed	Other languages
Brochures					
Manuals					
Training curricula					
Training materials					
Other (specify):					

SECTION
C5

Data Collection and Communication Systems

Were your STOP Program funds used to develop, install, or expand data collection and/or communication systems during the current reporting period?

Check yes if STOP Program funds or STOP Program-funded staff were used to develop, install, or expand data collection and/or communication systems.

- ☐ Yes—answer questions 20-21
☐ No—skip to C6

20. Use of STOP Program funds for data collection and/or communication systems

(Check all that apply.)

- ☐ Develop new data collection/communication systems
☐ Install data collection/communication systems
☐ Expand existing data collection/communication systems
☐ Link existing data collection/communication systems
☐ Share information with other community partners
☐ Manage data collection and communication
☐ Purchase computers and other equipment

21. Purpose of data collection and/or communication systems

(Indicate all types of information identified or tracked with this technology by checking all that apply.)

- ☐ Arrests/charges
☐ Bail/bond orders
☐ Case management
☐ Compliance with court-ordered sanctions
☐ Convictions
☐ Court docket management
☐ Evaluation/outcome measures
☐ Incident reports
☐ Probation conditions/violations
☐ Prosecutions
☐ Protection orders
☐ Recidivism
☐ Sentencing
☐ Stalking and harassment orders
☐ Victim notification
☐ Victim service availability
☐ Violations of protection orders
☐ Warrants
☐ Other (specify):

SECTION
C6

Specialized Units

Were your STOP Program funds used for specialized units in the criminal justice system during the current reporting period?

Check yes if any STOP Program-funded staff were part of a specialized unit in any of the categories listed below or if STOP Program funds were used to directly support a specialized unit. (A specialized unit is a centralized or coordinated group unit, or dedicated staff of law enforcement officers, prosecutors, probation officers, judge, or other court personnel responsible for handling sexual assault, domestic violence/dating violence, and/or stalking cases. A specialized unit may consist of one person, even if that person is partially funded by your STOP Program subgrant.)

☐ Yes—answer questions 22-23

☐ No—skip to C7

22. Use of STOP Program funds for specialized units

(Check all that apply for the current reporting period.)

	Law enforcement	Prosecution	Court	Probation or parole
Develop a new unit	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Support, expand, or coordinate an existing unit	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Train a specialized unit	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other (specify):	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

23. Victimization addressed by STOP Program-funded specialized units

(Check all victimizations addressed by your specialized unit during the current reporting period.)

	Law enforcement	Prosecution	Court	Probation or parole
Sexual assault	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Domestic violence/dating violence	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Stalking	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

SECTION
C7

System Improvement

Were your STOP Program funds used for system improvement during the current reporting period?

Check yes if any STOP Program-funded staff engaged in system improvement activities or if STOP Program funds directly supported system improvements (e.g., interpreters, safety audits, security).

☐ Yes—answer question 24

☐ No—skip to section D

24. Use of STOP Program funds for system improvement

(Check all that apply for the current reporting period.)

	Victim services	Law enforcement	Prosecution	Court	Probation or parole
Evaluation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Interpreters	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Language lines	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Meetings between tribal and non-tribal entities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Safety audits	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Security personnel or equipment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Translation of forms and documents	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other (specify): <input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



VICTIM SERVICES

Were your STOP Program funds used to provide victim services?

Check yes if STOP Program-funded staff provided victim services or if STOP Program funds were used to support victim services during the current reporting period. Report all victims/survivors served, and victim services provided with STOP Program funds, whether by a victim services agency or victim services within law enforcement, prosecution, or the court system in this section. Report criminal justice activities, such as 911 calls, cases investigated, and cases prosecuted, in section E only.

- ☐ Yes—answer questions 25-32
☐ No—skip to section E

25. Number of primary victims/survivors served, partially served, and victims/survivors seeking services who were not served

Please do not answer this question without referring to the separate instructions for further explanation and examples of how to distinguish among these categories. (Report the following, to the best of your ability, as an unduplicated count for each category during the current reporting period. This means that each victim/survivor who was seeking or who received services during the current reporting period should be counted only once in that reporting period. For purposes of this question, victims/survivors are those against whom the sexual assault, domestic violence, dating violence, and/or stalking was directed. If the victim/survivor experienced more than one victimization, that person should be counted only once under the primary victimization. Do not report secondary victims here.)

Primary victims/survivors	Sexual assault	Domestic violence/dating violence	Stalking	TOTAL
A. Served: Victims/survivors who received the service(s) they requested, if those services were funded by your STOP Program subgrant	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
B. Partially served: Victims/survivors who received some service(s), but not all of the services they requested, if those services were funded by your STOP Program subgrant	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
TOTAL SERVED and PARTIALLY SERVED (25A + 25B)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
C. Victims/survivors seeking services who were not served: Victims/survivors who sought services and did not receive the service(s) they were seeking, if those services were funded by your STOP Program subgrant	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

26. Number of secondary victims served

Please do not answer this question without referring to the separate instructions for further explanation and for examples of how and when to report secondary victims. (Report the following, to the best of your ability, as an unduplicated count for each category during the current reporting period. This means that each secondary victim who received services during the current reporting period should be counted only once and in only one of the listed categories, which should correspond to the category of victimization of the primary victim/survivor. For purposes of this question, secondary victims are those who are indirectly affected by the domestic violence/dating violence, sexual assault, and/or stalking—i.e., children, siblings, spouses or intimate partners, grandparents, other affected relatives, friends, neighbors, etc.)

Secondary victims	Sexual assault	Domestic violence/dating violence	Stalking	TOTAL
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Secondary victims who received service(s) funded by your STOP Program subgrant

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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27. Reasons that primary victims/survivors seeking services were not served or were partially served

(Check all that apply.)

Reasons not served or partially served	
<input type="checkbox"/>	Conflict of interest
<input type="checkbox"/>	Did not meet statutory requirements
<input type="checkbox"/>	Hours of operation
<input type="checkbox"/>	Insufficient/lack of culturally appropriate services
<input type="checkbox"/>	Insufficient/lack of language capacity (<i>including sign language</i>)
<input type="checkbox"/>	Insufficient/lack of services for people with disabilities
<input type="checkbox"/>	Lack of child care
<input type="checkbox"/>	Program reached capacity
<input type="checkbox"/>	Program rules not acceptable to victim/survivor
<input type="checkbox"/>	Program unable to provide service due to limited resources/priority-setting
<input type="checkbox"/>	Services inappropriate or inadequate for victims/survivors with mental health issues
<input type="checkbox"/>	Services inappropriate or inadequate for victims/survivors with substance abuse issues
<input type="checkbox"/>	Services not appropriate for victim/survivor
<input type="checkbox"/>	Services not available for victims/survivors accompanied by male adolescents
<input type="checkbox"/>	Transportation
<input type="checkbox"/>	Other (<i>specify</i>): _____

28. Demographics of primary victims/survivors served or partially served

(Based on the primary victims/survivors reported in 25A and 25B, report the total numbers for all that apply. Because victims/survivors may identify in more than one category of race/ethnicity, the total for "Race/ethnicity" may exceed the total number of victims/survivors reported in 25A and 25B. However, the total number of victims/survivors reported under "Race/ethnicity" should not be less than the total number of victims/survivors reported in 25A and 25B. The total number of victims/survivors reported under "Gender" and the total number reported under "Age" should equal the total number of victims/survivors reported in 25A and 25B. Those victims/survivors for whom gender, age, and/or race/ethnicity are not known should be reported in the "Unknown" category. Do not report demographics for secondary victims.)

Race/ethnicity (Victims/survivors should not be counted more than once in either the category "American Indian and Alaska Native" or in the category "Native Hawaiian and other Pacific Islander.")	Number of victims/survivors
American Indian and Alaska Native	<input type="text"/>
Asian	<input type="text"/>
Black or African American	<input type="text"/>
Hispanic or Latino	<input type="text"/>
Native Hawaiian and other Pacific Islander	<input type="text"/>
White	<input type="text"/>
Unknown	<input type="text"/>
TOTAL RACE/ETHNICITY (should not be less than the sum of 25A and 25B,)	<input type="text"/>
Gender	Number of victims/survivors
Female	<input type="text"/>
Male	<input type="text"/>
Unknown	<input type="text"/>
TOTAL GENDER (should equal to the sum of 25A and 25B,)	<input type="text"/>
Age	Number of victims/survivors
0-12	<input type="text"/>
13-17	<input type="text"/>
18-24	<input type="text"/>
25-59	<input type="text"/>
60+	<input type="text"/>
Unknown	<input type="text"/>
TOTAL AGE (should equal to the sum of 25A and 25B,)	<input type="text"/>
Other demographics	Number of victims/survivors
People with disabilities	<input type="text"/>
People with limited English proficiency	<input type="text"/>
People who are immigrants/refugees/asylum seekers	<input type="text"/>
People who live in rural areas	<input type="text"/>

29. Victims/survivors' relationships to offender by victimization

(For those primary victims/survivors reported as served and partially served in 25A and 25B, report the victim/survivor's relationship to the offender by type of victimization. If a victim/survivor experienced more than one type of victimization and/or was victimized by more than one perpetrator, count the victim/survivor in all categories that apply.)

The total number of relationships in the sexual assault column must be at least _____ ;
the total number in the domestic violence/dating violence column must be at least _____ ;
and the total number in the stalking column must be at least _____ ;
Do not report relationships to offender for secondary victims.)

Victim/survivor's relationship to offender	Number of victim/survivor relationships by victimization		
	Sexual assault	Domestic violence/dating violence	Stalking
Current or former spouse or intimate partner	<input type="text"/>	<input type="text"/>	<input type="text"/>
Other family or household member	<input type="text"/>	<input type="text"/>	<input type="text"/>
Dating relationship	<input type="text"/>	<input type="text"/>	<input type="text"/>
Acquaintance (neighbor, employee, co-worker, student, schoolmate, etc.)	<input type="text"/>	<input type="text"/>	<input type="text"/>
Stranger	<input type="text"/>	<input type="text"/>	<input type="text"/>
Relationship unknown	<input type="text"/>	<input type="text"/>	<input type="text"/>
TOTAL	<input type="text"/>	<input type="text"/>	<input type="text"/>

30A. Victim services

(Report the number of primary victims/survivors from 25A and 25B who received STOP Program-funded services. Count each victim/survivor only once for each type of service that victim received during the current reporting period; do not report the number of times that service was provided to the victim. The total for each type of service should not be higher than the total of 25A and 25B, _____. Shelter services should be reported in Question 30B. Do not report secondary victims receiving services in this question.)

Type of service	Number of victims/survivors served
Civil legal advocacy/court accompaniment (Assisting a victim/survivor with civil legal issues, including preparing paperwork for a protection order and accompanying victim/survivor to a protection order hearing, administrative hearing, or other civil court proceeding. Does not include advocacy by attorneys and/or paralegals.)	<input type="text"/>
Civil legal assistance (Civil legal services provided by an attorney and/or a paralegal.)	<input type="text"/>
Counseling services/support group (Individual or group counseling or support provided by a volunteer, peer, or professional)	<input type="text"/>
Criminal justice advocacy/court accompaniment (Assisting a victim/survivor with criminal legal issues including notifying the victim/survivor of case status, hearing dates, plea agreements, and sentencing terms; preparing paperwork such as victim impact statements; accompanying a victim/survivor to a criminal court proceeding or law enforcement interview; and all other advocacy within the criminal justice system.)	<input type="text"/>
Crisis intervention (Crisis intervention is a process by which a person identifies, assesses, and intervenes with an individual in crisis so as to restore balance and reduce the effects of the crisis in her/his life. In this category, report crisis intervention that occurs in person and/or over the telephone.)	<input type="text"/>
Forensic exam (Exam conducted by a sexual assault nurse examiner or by a sexual assault forensic examiner)	<input type="text"/>
Hospital/clinic/other medical response (Accompanying a victim survivor to or meeting a victim/survivor at a hospital, clinic, or medical office)	<input type="text"/>
Language services (Interpretation, translation)	<input type="text"/>
Transportation	<input type="text"/>
Victim/survivor advocacy (Actions designed to assist the victim/survivor in obtaining support, resources, or services, including employment, housing, shelter services, health care, victim's compensation, etc.)	<input type="text"/>
Other (specify): <input type="text"/>	<input type="text"/>

30B. Shelter services

(Report the number of victims/survivors and accompanying family members who received emergency shelter and/or transitional housing provided with STOP Program funds during the current reporting period. This should be an unduplicated count for both victims/survivors and for family members. This means that each victim/survivor and each family member who received shelter services during the current reporting period should be counted only once. Report the total number of bed nights provided in emergency shelter and/or transitional housing to victims/survivors and family members. The number of bed nights is computed by multiplying the number of victims and family members by the number of nights they stayed in the shelter. The number of bed nights will typically be significantly higher than the number of victims and family members. For example, one victim and her three children all stayed in the shelter for 10 nights. The number of bed nights would be 4 x 10, or 40.)

Shelter service	Number of victims/survivors	Number of family members	Number of bed nights
Emergency shelter	<input type="text"/>	<input type="text"/>	<input type="text"/>
Transitional housing	<input type="text"/>	<input type="text"/>	<input type="text"/>

30C. Hotline calls

(Report the number of hotline calls received from primary victims, and the total number of hotline calls received, on phone lines paid for with STOP Program funds or answered by STOP Program-funded staff, during the current reporting period. Primary victims whose calls are reported here should not be reported as victims served in question 25 unless they also received at least one of the services listed in question 30A Victim Services or question 30B Shelter Services. Victims/survivors who receive services such as crisis intervention or victim advocacy over the telephone, in addition to basic hotline information and/or referrals, should also be reported in question 30A. Hotline calls that include victim advocacy or crisis intervention services are those that require more time than the average call and involve a more intensive focus on the immediate needs and situation of the victim. For examples of when to report only the hotline call and when to report both the hotline call and a service or services in question 30A, see separate instructions.)

	Number of calls from victims/survivors	Total number of calls
Hotline calls (Crisis or information and referral calls received by an agency's hotline or office telephone)	<input type="text"/>	<input type="text"/>

30D. Victim-witness notification/outreach to victims/survivors

(Report the number of unsolicited letters, phone calls, or visits to victims/survivors of specific incidents of sexual assault, domestic violence, dating violence, and stalking identified in police reports or court documents, informing them of services and/or providing information about the criminal justice system. Victims/survivors who are the recipients of these notification/outreach activities should not be reported as victims/survivors served in question 25 unless they also received at least one of the services reported in question 30A Victim Services or question 30B Shelter Services. Victims/survivors who receive services such as criminal justice advocacy over the telephone should be reported in question 30A.)

	Number of notification/outreach activities to victims/survivors
Victim-witness notification/outreach to victims/survivors (unsolicited letters, phone calls, or visits)	<input type="text"/>

31. Protection orders

(Report the total number of temporary and/or final protection orders requested and granted for which STOP Program-funded victim services staff provided assistance to victims/survivors during the current reporting period. These orders may also be referred to as protection from abuse, protection from harassment or anti-harassment orders, restraining orders, or no-contact or stay-away orders.)

Sexual assault protection orders	Temporary orders	Final orders
Number requested	<input type="text"/>	<input type="text"/>
Number granted	<input type="text"/>	<input type="text"/>

Domestic violence/dating violence protection orders	Temporary orders	Final orders
Number requested	<input type="text"/>	<input type="text"/>
Number granted	<input type="text"/>	<input type="text"/>

Stalking protection orders	Temporary orders	Final orders
Number requested	<input type="text"/>	<input type="text"/>
Number granted	<input type="text"/>	<input type="text"/>

32. (Optional) Additional information

(Use the space below to discuss the effectiveness of victim services funded or supported by your STOP Program subgrant and to provide any additional information you would like to share about your victim services activities beyond what you have provided in the data above. An example might include that your agency, as a result of STOP Program-funding, was able to provide medical accompaniment to an increased percentage of sexual assault survivors. This resulted in a higher percentage of victims/survivors seeking additional support services.) *(Maximum 2000 characters)*

SECTION **E1**

CRIMINAL JUSTICE SYSTEM

Law Enforcement

Were your STOP Program funds used for law enforcement activities during the current reporting period?

Check yes if your STOP Program subgrant funded law enforcement activities. If STOP funds supported only a victim-witness assistant or victim advocate located in a law enforcement agency, then only Section D Victim Services should be completed.

- ☐ Yes—answer questions 33-36. Provide information only for STOP Program-funded law enforcement activities engaged in during the current reporting period.
- ☐ No—skip to E2.

33. Activities

(Report the number of STOP Program-funded activities related to sexual assault, domestic violence/dating violence, and/or stalking cases/incidents for the current reporting period. If an activity relates to a case/incident involving more than one type of crime, the activity should be counted only once under the primary victimization.)

Activity	Sexual assault	Domestic violence/ dating violence	Stalking
Calls for assistance (All 911 and other calls made to law enforcement)	<input type="text"/>	<input type="text"/>	<input type="text"/>
Incident reports (All responses to an incident as reported on an incident report)	<input type="text"/>	<input type="text"/>	<input type="text"/>
Cases/incidents investigated (All cases in which evidence was collected/witnesses interviewed relating to an incident)	<input type="text"/>	<input type="text"/>	<input type="text"/>
Forensic medical evidence (All cases in which rape kits were processed)	<input type="text"/>		
Arrests (All arrests made by law enforcement, except dual arrests)	<input type="text"/>	<input type="text"/>	<input type="text"/>
Dual arrests (Responses by law enforcement in which the two parties involved in the incident are arrested)		<input type="text"/>	
Protection/ex parte/temporary restraining orders served (All instances in which these types of orders were served on offenders)	<input type="text"/>	<input type="text"/>	<input type="text"/>
Arrests for violation of bail bond (All instances in which arrests were made of offenders who violated conditions set out in their bail bonds)	<input type="text"/>	<input type="text"/>	<input type="text"/>
Enforcement of warrants (All instances in which warrants relating to these incidents were enforced)	<input type="text"/>	<input type="text"/>	<input type="text"/>
Arrests for violation of protection order	<input type="text"/>	<input type="text"/>	<input type="text"/>
Protection orders issued (All orders directly issued by law enforcement in jurisdictions where law enforcement officers are so authorized)	<input type="text"/>	<input type="text"/>	<input type="text"/>
Referrals of cases to prosecutor	<input type="text"/>	<input type="text"/>	<input type="text"/>
Referrals of federal firearms charges to federal prosecutor	<input type="text"/>	<input type="text"/>	<input type="text"/>

34. Victim/survivor referrals to victim services

(Report the total number of victim/survivor referrals to victim services during the current reporting period. "Governmental" refers to victim services provided by victim assistants or victim-witness specialists/coordinators employed by criminal justice agencies, such as law enforcement, prosecution, courts, or probation that are targeted to victims/survivors of domestic violence, dating violence, sexual assault, and/or stalking. "Non-governmental" refers to services provided by non-profit community-based agencies to victims/survivors of domestic violence, dating violence, sexual assault, and/or stalking.)

	Governmental victim services			Non-governmental victim services		
Number of victim/survivor referrals						

35. Protection orders

(Report the total number of temporary and/or final protection orders requested and granted for which STOP Program-funded law enforcement staff provided assistance to victims/survivors during the current reporting period. These orders may also be referred to as restraining orders, anti-harassment orders, or no-contact or stay-away orders.)

Sexual assault protection orders	Temporary orders		Final orders	
Number requested				
Number granted				

Domestic violence/dating violence protection orders	Temporary orders		Final orders	
Number requested				
Number granted				

Stalking protection orders	Temporary orders		Final orders	
Number requested				
Number granted				

36. (Optional) Additional information

(Use the space below to discuss the effectiveness of law enforcement activities funded or supported by your STOP Program subgrant and to provide any additional information you would like to share about these activities beyond what you have provided in the data above. An example might include an increase in the number of cases accepted for prosecution as the result of a STOP Program-funded specialized investigator focused on domestic violence/dating violence, sexual assault, and stalking.) (Maximum 2000 characters)

SECTION **E2**

Prosecution

Were your STOP Program funds used for prosecution during the current reporting period?

Check yes if your STOP Program subgrant funded prosecution activities. If STOP Program funds supported only a victim assistant/victim-witness specialist or victim advocate located in a prosecution office, then only section D Victim Services should be completed.

- ☐ Yes—answer questions 37-43. Provide the information only for STOP Program-funded prosecution activities engaged in during the current reporting period.
- ☐ No—skip to E3.

37A. Number of cases received, accepted for prosecution, declined, or transferred

(Report the number of domestic violence/dating violence, sexual assault, or stalking-related case referrals received during the current reporting period—including cases already charged before reaching the prosecutor's office. Of those cases referred, report the number that were accepted and the number that were declined for prosecution during the current reporting period. A case should be characterized by the most serious offense and may include numerous charges or counts. In most instances, a case will refer to one victim, one offender, and one incident. It is strongly suggested that you refer to the separate instructions for examples of how to count and characterize cases.)

Misdemeanor and felony domestic violence cases may include any assaults, battery, vandalism, or other offenses that occurred in a domestic violence incident. Your state law does not have to name an offense "domestic violence" for a case addressing that offense to be counted here. Similarly, cases addressing sexual assault and stalking offenses should be counted, even if your state law uses other names for these types of offenses, such as "sexual battery" or "harassment."

Received/accepted/declined/transferred	Domestic violence/ dating violence	Sexual assault	Stalking
a. Number of case referrals received	<input type="text"/>	<input type="text"/>	<input type="text"/>
b. Number of cases accepted for prosecution	<input type="text"/>	<input type="text"/>	<input type="text"/>
c. Number of cases declined	<input type="text"/>	<input type="text"/>	<input type="text"/>
d. Transferred to higher or lower court that is outside grant-funded jurisdiction	<input type="text"/>	<input type="text"/>	<input type="text"/>

37B. Reasons for declining cases

(Of those cases reported in line c of question 37A as declined, report only the primary reason for the decision to decline prosecution. Please see separate instructions for further explanation of the reasons and for examples of how to apply them.)

Reason for declining	Domestic violence/ dating violence	Sexual assault	Stalking
Insufficient evidence (returned for further investigation)	<input type="text"/>	<input type="text"/>	<input type="text"/>
Insufficient evidence/victim unavailable (no further action requested)	<input type="text"/>	<input type="text"/>	<input type="text"/>
Request of victim/victim safety	<input type="text"/>	<input type="text"/>	<input type="text"/>
Other (specify): <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

38. Disposition of cases

(Report the dispositions of all cases resolved during the current reporting period.)

Type of case	Number dismissed	Number of deferred adjudications	Number convicted						Number acquitted
			Plead as charged	Plead to lesser charge in the same category	Plead to lesser charge in lower category	Guilty as charged	Guilty of lesser charge in the same category	Guilty of lesser charge in lower category	
Domestic violence/dating violence ordinance									
Misdemeanor domestic violence/dating violence									
Felony domestic violence/dating violence									
Domestic violence/dating violence homicide									
Misdemeanor sexual assault									
Felony sexual assault									
Sexual assault homicide									
Stalking ordinance									
Misdemeanor stalking									
Felony stalking									
Stalking homicide									
Violation of bail									
Violation of probation or parole									
Violation of protection order									
Violation of other court order									
Other (specify): <div></div>									

39. (Optional) Other issues present in cases that reached disposition

(If possible, use the space below to discuss the extent to which cases that were characterized as domestic violence, dating violence, sexual assault, and/or stalking also included additional charges or elements of domestic violence, dating violence, sexual assault, and/or stalking. For example, cases reported above as domestic violence felony cases may also have included counts of misdemeanor sexual assault, and cases reported as felony sexual assaults may also have included stalking charges. The purpose of this question is to gather information on how often multiple crimes were present in the cases reported. If detailed information is not available, feel free to provide estimates based on your experience.) (Maximum 2000 characters)

40. Tribal subgrantees

(Report the total number of sexual assault, domestic violence, dating violence, and stalking cases referred for state or federal prosecution during the current reporting period.)

	Number
Cases referred to federal entity for prosecution	<input type="text"/>
Cases referred to state entity for prosecution	<input type="text"/>
TOTAL	<input type="text"/>

41. Victim/survivor referrals to victim services

(Report the total number victim/survivor referrals referred to victim services during the current reporting period. "Governmental" refers to victim services provided by victim assistants or victim-witness specialists/coordinators employed by criminal justice agencies, such as law enforcement, prosecution, courts, or probation that are targeted to victims/survivors of domestic violence, dating violence, sexual assault, and/or stalking. "Non-governmental" refers to services provided by non-profit community-based agencies to victim/survivors of domestic violence, dating violence, sexual assault, and/or stalking.)

	Governmental victim services	Non-governmental victim services
Number of victim/survivor referrals	<input type="text"/>	<input type="text"/>

42. Protection orders

(Report the total number of temporary and/or final protection orders STOP Program-funded prosecutors requested and the number granted during the current reporting period. These orders may also be referred to as protection from abuse or protection from harassment orders, restraining orders, or no-contact or stay-away orders.)

Sexual assault protection orders	Temporary orders	Final orders
Number requested	<input type="text"/>	<input type="text"/>
Number granted	<input type="text"/>	<input type="text"/>

Domestic violence/dating violence protection orders	Temporary orders	Final orders
Number requested	<input type="text"/>	<input type="text"/>
Number granted	<input type="text"/>	<input type="text"/>

Stalking protection orders	Temporary orders	Final orders
Number requested	<input type="text"/>	<input type="text"/>
Number granted	<input type="text"/>	<input type="text"/>

43. (Optional) Additional information

*(Use the space below to discuss the effectiveness of prosecution activities funded or supported by your STOP Program subgrant and to provide any additional information you would like to share about those activities beyond what you have provided in the data above. An example might include expedited prosecution of felony domestic violence and sexual assault cases as a result of funding a specialized prosecutor to handle those cases.)
(Maximum 2000 characters)*

SECTION **E3**

Courts

Were your STOP Program funds used for courts during the current reporting period?

Check yes if your STOP Program subgrant funded court activities. If STOP funds supported only a victim advocate located in a court, then only section D Victim Services should be completed.

- ☐ Yes—answer questions 44-51. Provide the information only for STOP Program-funded court activities engaged in during the current reporting period.
- ☐ No—skip to E4.

44. Number of criminal cases

(Report the total number of new sexual assault, domestic violence, dating violence, and/or stalking-related cases filed during the current reporting period.)

Misdemeanor and felony domestic violence cases include any assaults, battery, vandalism, or other offenses that occurred in a domestic violence incident. Your state law or tribal code does not have to name the offense “domestic violence” for it to be counted here. Similarly, sexual assault and stalking cases should be counted under the appropriate sexual assault or stalking offense listed below (e.g., felony sexual assault), even if your state law uses another name for these types of offenses, such as “sexual battery” or “harassment.”

Type of case	New cases filed during the current reporting period
Misdemeanor sexual assault	<input type="text"/>
Felony sexual assault	<input type="text"/>
Homicide related to sexual assault, domestic violence/ dating violence, or stalking	<input type="text"/>
Domestic violence/dating violence ordinance	<input type="text"/>
Misdemeanor domestic violence/dating violence	<input type="text"/>
Felony domestic violence/dating violence	<input type="text"/>
Stalking ordinance	<input type="text"/>
Misdemeanor stalking	<input type="text"/>
Felony stalking	<input type="text"/>
Violation of protection order	<input type="text"/>
Violation of bail	<input type="text"/>
Violation of probation/parole	<input type="text"/>
Violation of other court order	<input type="text"/>
TOTAL	<input type="text"/>

45. Disposition of criminal cases

(Report the disposition of any sexual assault, domestic violence/dating violence, or stalking cases resolved during the current reporting period.)

Type of case	Number dismissed	Number of deferred adjudications	Number convicted	Number acquitted
Misdemeanor sexual assault				
Felony sexual assault				
Homicide related to sexual assault, domestic violence/dating violence, or stalking				
Domestic violence/dating violence ordinance				
Misdemeanor domestic violence/dating violence				
Felony domestic violence/dating violence				
Stalking ordinance				
Misdemeanor stalking				
Felony stalking				
Violation of protection order				
Violation of bail				
Violation of probation/parole				
Violation of other court order				
TOTAL				

46. Judicial monitoring

(Report the number of sexual assault, domestic violence, dating violence, and/or stalking offenders whose cases were reviewed by the court for compliance with conditions of probation or other court-ordered conditions, or for violations of those conditions, during the current reporting period. Also report the total number of individual review hearings conducted. The number of review hearings is the number of individual hearings held for each offender, even when that offender is reviewed during the same monitoring sessions as other offenders. For example, if 10 offenders were reviewed at the same three sessions during the reporting period, the number of offenders reviewed would be 10 and the number of review hearings conducted would be 10 multiplied by 3, or 30.)

	Number of offenders reviewed	Number of individual review hearings conducted
TOTAL		

47. Disposition of violations

(Report the number of sexual assault, domestic violence, dating violence, and/or stalking cases in which there were dispositions of violations during the current reporting period. The violation does not have to have occurred during this reporting period, only the disposition. A case may be counted more than once if there were multiple violations.)

Violation	No action taken	Verbal/written warning	Fine	Conditions added	Partial re-vocation of probation	Probation revoked/incarcerated
Protection order						
New criminal behavior						
Failure to attend batterer intervention program (BIP)						
Failure to attend mandated-offender treatment (does not include BIP)						
Other conditions of probation or parole						
TOTAL						

48. Victims/survivor referrals to victim services

(Report the total number victim/survivor referrals to victim services during the current reporting period. "Governmental" refers to victim services provided by victim-assistants or victim-witness specialists/coordinators employed by criminal justice agencies, such as law enforcement, prosecution, courts, or probation that are targeted to victims/survivors of domestic violence, dating violence, sexual assault, and/or stalking. "Non-governmental" refers to services provided by non-profit community-based agencies to victims/survivors of domestic violence, dating violence, sexual assault, and/or stalking.)

	Governmental victim services	Non-governmental victim services
Number of victim/survivor referrals	<input type="text"/>	<input type="text"/>

49. Civil protection orders

(Report the total number of temporary and/or final civil protection orders requested and granted by the court to victims/survivors of sexual assault, domestic violence/dating violence, and stalking during the current reporting period. These orders may be referred to as protection from abuse or protection from harassment or anti-harassment, or restraining orders. Include only civil orders.)

Sexual assault protection orders	Temporary orders	Final orders
Number requested	<input type="text"/>	<input type="text"/>
Number granted	<input type="text"/>	<input type="text"/>
Domestic violence/dating violence protection orders	Temporary orders	Final orders
Number requested	<input type="text"/>	<input type="text"/>
Number granted	<input type="text"/>	<input type="text"/>
Stalking protection orders	Temporary orders	Final orders
Number requested	<input type="text"/>	<input type="text"/>
Number granted	<input type="text"/>	<input type="text"/>

50. Criminal protection orders

(Report the total number of criminal protection orders requested and the total number granted by the court to victims/survivors of sexual assault, domestic violence/dating violence, and stalking during the current reporting period. These orders may be referred to as no-contact or stay-away orders.)

	Requested	Granted
Number of protection orders	<input type="text"/>	<input type="text"/>

51. (Optional) Additional information

(Use the space below to discuss the effectiveness of court activities funded or supported by your STOP Program subgrant and to provide any additional information you would like to share about those activities beyond what you have provided in the data above. An example might include an increased percentage of court-monitored offenders complying with mandated offender treatment and batterer intervention programs.)
(Maximum 2000 characters)

SECTION **E4**

Probation and Parole

Were your STOP Program funds used for probation and parole during the current reporting period?

Check yes if your STOP Program subgrant funded probation and parole activities.

- ☐ Yes—answer questions 52-56. Provide the information only for STOP Program-funded probation and parole activities engaged in during the current reporting period.
- ☐ No—skip to E5.

52. Number of offenders

(Report the total number of continuing and new offenders charged with sexual assault, domestic violence, dating violence, and/or stalking. This is an unduplicated count. If you have not previously filed an annual report, include all pending offenders at the beginning of the current reporting period as “number of continuing offenders.”)

	Number of continuing offenders	Number of new offenders	Number who completed probation	
			Without violations	With violations
Unduplicated count of domestic violence/dating violence offenders	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Unduplicated count of sexual assault offenders	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Unduplicated count of stalking offenders	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
TOTAL	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

53. Monitoring activities

(For new and continuing cases reported in question 52, report the number of the monitoring activities engaged in during the current reporting period. Report only those offenders who were monitored using the specific activity under “Number of offenders.” Report the total number of contacts for all offenders for the specific activity under “Total contacts.” For example, out of a total caseload of 150, a probation officer has face-to-face contact with 100 of those offenders during the reporting period. Multiplying those offenders by the number of face-to-face meetings the officer had with each offender, the total contacts amount to 900. The number of offenders reported as having face-to-face meetings would be 100, and the number of total face-to-face contacts would be 900.)

Activity	Number of offenders	Total contacts
Face-to-face meeting with offender	<input type="text"/>	<input type="text"/>
Telephone contact with offender	<input type="text"/>	<input type="text"/>
Unscheduled surveillance of offender	<input type="text"/>	<input type="text"/>

Activity	Number of victims/survivors	Total contacts
Outreach to victims/survivors	<input type="text"/>	<input type="text"/>

54. Dispositions of violations

(Report the total number of sexual assault, domestic violence/dating violence, and/or stalking cases in which there were dispositions of violations during the current reporting period. The violation does not have to have occurred during this reporting period, only the disposition. A case may be counted more than once if there were multiple violations.)

Violation	No action taken	Verbal/written warning	Fine	Conditions added	Partial revocation of probation	Probation revoked/incarcerated
Protection order	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
New criminal behavior	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Failure to attend batterer intervention program (BIP)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Failure to attend mandated-offender treatment (does not include BIP)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Other conditions of probation or parole	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
TOTAL	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

55. Victims/survivor referrals to victim services

(Report the total number victim/survivor referrals to victim services during the current reporting period. "Governmental" refers to victim services provided by victim-assistants or victim-witness specialists/coordinators employed by criminal justice agencies, such as law enforcement, prosecution, courts, or probation. "Non-governmental" refers to services provided by non-profit community-based agencies to victims/survivors of domestic violence, dating violence, sexual assault, and/or stalking.)

	Governmental victim services	Non-governmental victim services
Number of victim/survivor referrals	<input type="text"/>	<input type="text"/>

56. (Optional) Additional information

(Use the space below to discuss the effectiveness of probation activities funded or supported by your STOP Program subgrant and to provide any additional information you would like to share about those activities beyond what you have provided in the data above. An example might include a decrease in caseload and higher number of contacts with offenders as a result of funding a specialized domestic violence probation officer.)
(Maximum 2000 characters)

SECTION
E5

Batterer Intervention Program (BIP)

Were your STOP Program funds used for BIP during the current reporting period?

Check yes if STOP Program-funded staff or STOP Program funds directly supported BIP activities.

- ☐ Yes—answer questions 57-59, providing information for grant-funded activities
- ☐ No—skip to section F

57. Offenders in program

(Report the number of continuing and new offenders in your batterer intervention program during the current reporting period. If you have not previously filed an annual report, include all cases at the beginning of the current reporting period as “offenders continuing in BIP.”)

	Number of offenders continuing in BIP from last reporting period	Number of offenders entering BIP during current reporting period
Offenders in program		

58. Outcomes

(Report the total number of domestic violence/dating violence offenders in your program who completed the program, who were terminated from the program, or who returned to the program after termination during the current reporting period.)

	Number of offenders
Completed program	
Terminated from program	
Returned to program after termination	
Other (specify):	

59. Length of BIP in weeks

(Report the number of weeks batterers are expected to remain in the program in order to complete it. If your BIP has more than one program length and/or curriculum, provide the length for each type of program.)

	A	B	C
Number of weeks			

SECTION
F

NARRATIVE

All subgrantees must answer questions 60 and 61.

PLEASE LIMIT YOUR RESPONSES TO THE SPACE PROVIDED FOR EACH QUESTION.

- 60. What do you see as the most significant areas of remaining need, with regard to improving services to victims/survivors of sexual assault, domestic violence, dating violence, and stalking, increasing victim/survivor safety, and enhancing community response (including offender accountability for both batterers and sex offenders)?**

(Consider geographic regions, underserved populations, service delivery systems, types of victimization, and challenges and barriers unique to your jurisdiction.)

- 61. What has STOP Program funding allowed you to do that you could not do prior to receiving this funding?**

(e.g., expand coordination and cross-referrals with victim/survivor services, or track data on arrests and prosecutions)

Questions 62 and 63 are optional.

PLEASE LIMIT YOUR RESPONSES TO THE SPACE PROVIDED FOR EACH QUESTION.

- 62. Provide any additional information that you would like us to know about your STOP Program subgrant and/or the effectiveness of your grant.**

(If you have any other data or information that you have not already reported in answer to previous questions that demonstrate the effectiveness of your STOP Program-funded program please provide it below. Refer to separate instructions for a fuller explanation and examples.)

- 63. Provide any additional information that you would like us to know about the data submitted.**

(If you have any information that could be helpful in understanding the data you have submitted in this report, please answer this question. For example, if you submitted two different progress reports for the same reporting period, you may explain how the data was apportioned to each report; or if your STOP Program funds supported staff—e.g., victim advocates, law enforcement officers, etc.—but did not report any corresponding victim services or law enforcement activities, you may explain why; or if you did not use STOP Program funds to support either staff or activities during the reporting period, please explain how program funds were used, if you have not already done so.)

Public Reporting Burden

Paperwork Reduction Act Notice. Under the Paperwork Reduction Act, a person is not required to respond to a collection of information unless it displays a currently valid OMB control number. We try to create forms and instructions that are accurate, can be easily understood, and which impose the least possible burden on you to provide us with information. The estimated average time to complete and file this form is 60 minutes per form. If you have comments regarding the accuracy of this estimate, or suggestions for making this form simpler, you can write to the Office on Violence Against Women, U.S. Department of Justice, 800 K Street, NW, Washington, DC 20531.

What do you see as the most significant areas of remaining need, with regard to improving services to victims/survivors of sexual assault, domestic violence, dating violence, and stalking, increasing victim/survivor safety, and enhancing community response (including offender accountability for both batterers and sex offenders)?

Question #60

What do you see as the most significant areas of remaining need, with regard to improving services to victims/survivors of sexual assault, domestic violence, dating violence, and stalking, increasing victim/survivor safety, and enhancing community response (including offender accountability for both batterers and sex offenders)?

Question #60 (cont.)

What has STOP Program funding allowed you to do that you could not do prior to receiving this funding?

Question #61

What has STOP Program funding allowed you to do that you could not do prior to receiving this funding?

Question #61 (cont.)

Provide any additional information that you would like us to know about your STOP Program subgrant and/or the effectiveness of your grant.

Question #62

Provide any additional information that you would like us to know about your STOP Program subgrant and/or the effectiveness of your grant.

Question #62 (cont.)

Provide any additional information that you would like us to know about the data submitted.

Question #63

Provide any additional information that you would like us to know about the data submitted.

Question #63 (cont.)

APPENDIX D

CERTIFICATIONS AND ASSURANCES

Acceptance of Conditions	AG/CPJAD #14
Acceptance of VAWA Special Conditions	AG/CPJAD #26
Certification of Non-Supplanting	AG/CPJAD #3
Certification Regarding Drug-Free Workplace Requirement (<i>Required only for state agencies</i>)	AG/CPJAD #16
Certification Regarding Debarment, Suspension, Ineligibility, & Voluntary Exclusion	OJP 4061/1
Certification Regarding Lobbying (<i>Required only for awards of \$100,000 or more</i>)	AG/CPJAD #22
Certification of Non-Discrimination	AG/CPJAD #15
Certification of Equal Employment Opportunity Plan Requirements	OMB 1121-0340
Certification of Non-Discrimination Complaint Procedures	AG/CPJAD #30
Certificate of Collaboration (<i>Required only for state and county agencies</i>)	AG/CPJAD #24
Certification Letter Regarding Delivery of Legal Assistance (<i>Required only for projects providing legal assistance</i>)	
Certification Regarding Forensic Medical Examination Payments and Polygraph Testing Prohibition (<i>Required only for state and county agencies</i>)	AG/CPJAD #34

APPENDIX D (Continued)

Certification Regarding Filing Costs for Criminal Charges or Protection Orders and Judicial Notification of Firearms Prohibition <i>(Required only for state and county agencies)</i>	AG/CPJAD #35
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10% De Minimis Indirect Cost Rate <i>(Required only for the projects requesting indirect costs who have never received a federally negotiated rate.)</i>	AG/CPJAD #37
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DEPARTMENT OF THE ATTORNEY GENERAL
Crime Prevention and Justice Assistance Division

ACCEPTANCE OF CONDITIONS

The undersigned agrees, on behalf of the applicant agency, that:

1. This project, upon approval, shall constitute an official part of Hawaii's Violence Against Women Formula Grant Program established under Title IV of the Violent Crime Control and Law Enforcement Act of 1994, Public Law No. 103-322.
2. Any grant awarded pursuant to this application shall be subject to and will be administered in conformity with:
 - (a) general conditions applicable to administration of grants under Title IV of the Violent Crime Control and Law Enforcement Act of 1994, Public Law No. 103-322, as applicable;
 - (b) conditions applicable to the fiscal administration of grants under Title IV of the Violent Crime Control and Law Enforcement Act of 1994, Public Law No. 103-322, as applicable;
 - (c) any special conditions contained in the grant award; and
 - (d) general and fiscal regulations of the Crime Prevention and Justice Assistance Division.
3. Any grant received as a result of this application may be terminated, or fund payment may be discontinued, by the Crime Prevention and Justice Assistance Division when it finds a substantial failure to comply with the foregoing provisions, the application obligations or for non-availability of funds.

SUBMITTED BY:

Signature: _____ Date: _____

Name: _____ Title: _____

Agency: _____

DEPARTMENT OF THE ATTORNEY GENERAL
Crime Prevention and Justice Assistance Division

ACCEPTANCE OF VAWA SPECIAL CONDITIONS
(for Government Contracts)

The undersigned Grantee understands and agrees, on behalf of its agency that:

1. Applicability of Part 200 Uniform Requirements

Grantee agrees to comply with the financial and administrative requirements set forth in 2 C.F.R. Part 200 and the current edition of the Department of Justice (DOJ) Grants Financial Guide.

Grantee understands and agrees that CPJAD may withhold award funds, or may impose other related requirements, if the Grantee does not satisfactorily and promptly address outstanding issues from audits required by the Part 200 Uniform Requirements (or by the terms of this award), or other outstanding issues that arise in connection with audits, investigations, or reviews of CPJAD awards.

2. Grantee shall submit a Semi-Annual Progress Report to the CPJAD every six (6) months following the calendar year. The progress reports are to cover activities that the Grantee has completed during that reporting period. The semi-annual reporting periods and due dates are:

- January 1 through June 30 Due July 15
- July 1 through December 31 Due January 15

A Final Progress Report is due 30 days after the project end date and should report cumulatively on the entire project period. The appropriate report form will be provided to each project by CPJAD (AG/CPJAD #20). The report shall contain information describing progress, accomplishments, activities, changes, and problems during the report period and any additional information specified by the CPJAD.

3. The annual STOP report required by OVW shall be submitted to CPJAD by February 1 unless mandated earlier by CPJAD.

4. Reporting Potential Fraud, Waste, and Abuse, and Similar Misconduct

Grantee shall promptly refer to the DOJ OIG any credible evidence that a principal, employee, agent, contractor, subgrantee, subcontractor, or other person has either 1) submitted a false claim for grant funds under the False Claims Act; or 2) committed a criminal or civil violation of laws pertaining to fraud, conflict of interest, bribery, gratuity, or similar misconduct involving grant funds. Potential fraud, waste, abuse, or misconduct should be reported to the OIG by:

Mail: Office of the Inspector General
U.S. Department of Justice
Investigations Division
950 Pennsylvania Avenue, N.W.
Room 4706
Washington, DC 20530

E-mail: oig.hotline@usdoj.gov

Hotline: (contact information in English and Spanish): (800) 869-4499, or

Hotline fax: (202) 616-9881.

Additional information is available from the DOJ OIG website at www.usdoj.gov/oig

5. 41 U.S.C. 4712 (Including Prohibitions on Reprisal; Notice to Employees)

Grantee must comply with, and is subject to, all applicable provisions of 41 U.S.C. 4712, including all applicable provisions that prohibit, under specified circumstances, discrimination against an employee as reprisal for the employee's disclosure of information related to gross mismanagement of a federal grant, a gross waste of federal funds, an abuse of authority relating to a federal grant, a substantial and specific danger to public health or safety, or a violation of law, rule, or regulation related to a federal grant.

Grantee also must inform its employees, in writing (and in the predominant native language of the workforce), of employee rights and remedies under 41 U.S.C. 4712.

6. Federal Leadership on Reducing Text Messaging While Driving

Pursuant to Executive Order 13513, "Federal Leadership on Reducing Text Messaging While Driving," 74 Fed. Reg. 51225 (October 1, 2009), the CPJAD encourages grantees and sub-grantees to adopt and enforce policies banning employees from text messaging while driving any vehicle during the course of performing work funded by this grant, and to establish workplace safety policies and conduct education, awareness, and other outreach to decrease crashes caused by distracted drivers.

7. Training(s)/Conference(s) Compliance

Grantee agrees to comply with all applicable laws, regulations, policies, and guidance (including specific cost limits, prior approval and reporting requirements, where applicable) governing the use of federal funds for expenses related to conferences, meetings, trainings, and other events. Information on pertinent laws, regulations, policies, and guidance is available in the DOJ Grants Financial Guide Conference Cost Chapter.

Grantee understands and agrees that any training or training materials developed or delivered with funding provided under this award must adhere to the OVW Training

Guiding Principles for Grantees and Sub-grantees, available at <http://www.ovw.usdoj.gov/grantees.html>

8. Duplicate Award of Federal Funds

Grantee agrees that if it currently has an open award of federal funds or if it receives an award of federal funds other than this CPJAD award, and those award funds have been, are being, or are to be used, in whole or in part, for one or more of the identical cost items for which funds are being provided under this CPJAD award, the grantee will promptly notify, in writing, the assigned Criminal Justice Planning Specialist for this CPJAD award, and, if so requested by CPJAD, seek a budget or project narrative modification to eliminate any inappropriate duplication of funding. Further, the Grantee agrees and understands that any duplicative funding that cannot be re-programmed to support non-duplicative activities within the program's statutory scope will be deobligated from this award and returned to CPJAD.

9. VAWA Federal Eligibility Requirements

Grantee shall comply with the federal eligibility requirements established by the Violence Against Women and Department of Justice Reauthorization of 2013 (<http://www.usdoj.gov/ovw/regulations.htm>) and the effective edition of the DOJ Grants Financial Guide in order to receive STOP Program funds.

10. Civil Rights Provision

Grantee shall comply with civil rights provisions prohibiting the 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.

11. Non-Disclosure of Confidential or Private Information

Grantee shall comply with provisions of 42 U.S.C. 13925(b)(2), non-disclosure of confidential or private information, which includes creating and maintaining documentation of compliance, such as policies and procedures for release of victim information. Grantee shall also ensure that any subgrantees meet these requirements.

12. Restrictions and Certifications Regarding Non-Disclosure Agreements and Related Matters

No Grantee or subgrantee under this award, or entity that receives a contract or subcontract with any funds under this award, may require any employee or contractor to sign an internal confidentiality agreement or statement that prohibits or otherwise restricts, or purports to prohibit or restrict, the reporting (in accordance with law) of waste, fraud, or abuse to an investigative or law enforcement representative of a federal department or agency authorized to receive such information.

13. Prohibited Conduct Related to Trafficking in Persons

Grantee, and any subgrantee at any tier, must comply with all applicable requirements (including requirements to report allegations) pertaining to prohibited conduct related to the trafficking of persons, whether on the part of Grantees, subgrantees, or individuals defined (for purposes of this condition) as “employees” of the grantee or of any subgrantee.

The details of the Grantee’s obligations related to prohibited conduct related to trafficking in persons are posted on the OVW web site at <https://www.justice.gov/ovw/grantees> (Award condition: Prohibited conduct by grantees and subgrantees related to trafficking in persons (including reporting requirements and OVW authority to terminate award)), and are incorporated by reference here.

14. General Appropriations-Law Restrictions

Grantee, and any subgrantee at any tier, must comply with all applicable restrictions on the use of federal funds set out in federal appropriations statutes. Pertinent restrictions, including from various “general provisions” in the Consolidated Appropriations Act, 2016, are set out at <https://www.justice.gov/ovw/grantees> and are incorporated by reference here.

Should a question arise as to whether a particular use of federal funds by a Grantee or subgrantee would or might fall within the scope of an appropriations-law restriction, the grantee is to contact CPJAD for guidance, and may not proceed without the express prior written approval of CPJAD.

15. DOJ Regulations Pertaining to Civil Rights and Nondiscrimination - 28 C.F.R. Part 38

Grantee, and any subgrantee at any tier, must comply with all applicable requirements of 28 C.F.R. Part 38, specifically including any applicable requirements regarding written notice to program beneficiaries and prospective program beneficiaries. Part 38 of 28 C.F.R., a DOJ regulation, was amended effective May 4, 2016.

Among other things, 28 C.F.R. Part 38 includes rules that prohibit specific forms of discrimination on the basis of religion, a religious belief, a refusal to hold a religious belief, or refusal to attend or participate in a religious practice. Part 38 also sets out rules and requirements that pertain to grantee and subgrantee organizations that engage in or conduct explicitly religious activities, as well as rules and requirements that pertain to grantees and subgrantees that are faith-based or religious organizations.

The text of the regulation, now entitled “Partnerships with Faith-Based and Other Neighborhood Organizations,” is available via the Electronic Code of Federal Regulations (currently accessible at <http://www.ecfr.gov/cgi-bin/ECFR?page=browse>), by browsing to Title 28-Judicial Administration, Chapter 1, Part 38, under e-CFR “current” data.

SUBMITTED BY:

Signature: _____ Date: _____

Name: _____ Title: _____

Agency: _____

DEPARTMENT OF THE ATTORNEY GENERAL
Crime Prevention and Justice Assistance Division

ACCEPTANCE OF VAWA SPECIAL CONDITIONS
(for 103F Contracts)

The undersigned Provider understands and agrees, on behalf of its agency that:

1. PERFORMANCE REQUIREMENTS AND CONDITIONS.

A. PROVIDER shall comply with the guidelines set forth in the Violence Against Women Act and all applicable federal regulations and guidelines, including but not limited to guidance issued by the Office on Violence Against Women, 28 C.F.R. Chapter 1, Part 70, Uniform Administrative Requirements for Grants and Agreements (Including Subawards) With Institutions of Higher Education, Hospitals and Other Non-Profit Organizations, Office of Justice Programs, STOP Violence Against Women Formula and Discretionary Grants Program Guidance, Office of Management and Budget circulars, and the effective editions of the Department of Justice (DOJ) Grants Financial Guide.

B. PROVIDER shall comply with the financial and administrative requirements set forth in 2 C.F.R. Part 200 and the current edition of the DOJ Grants Financial Guide.

PROVIDER understands and agrees that CPJAD may withhold award funds, or may impose other related requirements, if PROVIDER does not satisfactorily and promptly address outstanding issues from audits required by the Part 200 Uniform Requirements (or by the terms of this award), or other outstanding issues that arise in connection with audits, investigations, or reviews of CPJAD awards.

C. PROVIDER shall comply with all the ordinances, codes, rules and regulations of the Federal, State and local government which in any way affect its performance under this Contract.

D. Prior to, or concurrently with the execution of this Contract, if so required by STATE, PROVIDER shall complete, execute and submit to STATE a Certification Regarding Drug-Free Workplace Requirements which meets the requirements of the Drug Free Workplace Act of 1988 (Pub. L. 100-690, Title V, Subtitle D), hereinafter referred to as the "Drug-Free Workplace Certification." A copy of the Drug-Free Workplace Certification shall be included in Attachment 1. PROVIDER covenants that the representations made in the Drug-Free Workplace Certification are true at the time this Contract is executed and will remain true throughout the entire term of this Contract and any extensions, and that PROVIDER shall fulfill all the requirements set forth therein. PROVIDER's execution and submission of a false Drug-Free Workplace Certification, or PROVIDER's violation of the requirements set forth therein shall entitle STATE to suspend one or more payments under this Contract, and/or terminate this Contract pursuant to the

provisions of Section 4 of the General Conditions. PROVIDER warrants that it is aware that such false certification or violation of the requirements contained in the Drug-Free Workplace Certification shall subject the State of Hawaii to government-wide suspension or debarment, or other sanctions which, in turn, shall result in the withdrawal of funds from PROVIDER and/or the unavailability of future funding for PROVIDER.

- E. Prior to, or concurrently with the execution of this Contract, PROVIDER shall complete, execute and submit to STATE a Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion, hereinafter referred to as the "Debarment Certification." A copy of the Debarment Certification shall be included in Attachment 1. PROVIDER covenants that the representations made in the Debarment Certification are true at the time this Contract is executed and will remain true throughout the entire term of this Contract and any extensions, and that PROVIDER shall fulfill any and all terms and conditions set forth therein.
- F. Prior to, or concurrently with the execution of this Contract, PROVIDER shall complete, execute and submit to STATE a Certification of Non-Supplanting, hereinafter referred to as the "Non-Supplanting Certification." A copy of the Non-Supplanting Certification shall be included in Attachment 1. PROVIDER covenants that the representations made in the Non-Supplanting Certification are true at the time this Contract is executed and will remain true throughout the entire term of the Contract and any extensions, and that PROVIDER shall fulfill any and all terms and conditions set forth therein.
- G. Prior to, or concurrently with the execution of this Contract, if so required by STATE, PROVIDER shall complete, execute and submit to STATE a Certification Regarding Lobbying, hereinafter referred to as the "Lobbying Certification," and any subsequent disclosure forms required under Section 1352, Title 31 U.S.C. A copy of the Lobbying Certification shall be included in Attachment 1. PROVIDER covenants that the representations made in the Lobbying Certification are true at the time this Contract is executed and will remain true throughout the entire term of this Contract and any extensions, and that PROVIDER shall fulfill any and all terms and conditions set forth therein.
- H. PROVIDER shall comply with the non-discrimination requirements of the Omnibus Crime Control and Safe Streets Act of 1968 which prohibits discrimination in employment and in the delivery of services or benefits on the basis of race, color, national origin, religion, or sex; Title VI of the Civil Rights Act of 1964 which prohibits discrimination in the delivery of services or benefits on the basis of race, color, or national origin; Section 504 of the Rehabilitation Act of 1973 and Title II of the Americans with Disabilities Act of 1990 which prohibit discrimination in employment and in the delivery of services or benefits based on disability; Title IX of the Education Amendments of 1972 which prohibits discrimination on the basis of sex in training or educational programs; the Age Discrimination Act of 1975 which prohibits discrimination in the delivery of services or benefits on the basis of age; the Department of Justice regulations

implementing the above-referenced statutes at 28 C.F.R. Part 42, subpts. C, D, G, and I, 28 C.F.R. Part 35, and 28 C.F.R. Part 54; Exec. Order No. 13279, 28 C.F.R. Part 38 (equal protection of the laws for faith-based and community organizations); Exec. Order No. 13166 and U.S. Department of Justice, Guidance to Federal Financial Assistance Recipients Regarding Title VI Prohibition Against National Origin Discrimination Affecting Limited English Proficient Persons; the Hawaii State Fair Employment Practices Act, Chapter 378, Hawaii Revised Statutes; and all other applicable federal and state laws, rules and regulations.

- I. PROVIDER assures STATE that if it is required to formulate an Equal Employment Opportunity Program in accordance with 28 C.F.R. 42.301 et seq., it will submit a certification to STATE that a current program is on file.
- J. PROVIDER shall maintain accounting procedures and practices acceptable to STATE, and books, records, documents and other evidence which sufficiently and properly reflect all direct and indirect expenditures and all interest or other income earned as the result of funds provided pursuant to this Contract. PROVIDER shall ensure that its own books, records, and documents are available for inspection, reviews or audits at all reasonable times by STATE or the United States Department of Justice. In addition, PROVIDER shall prepare and submit to the STATE reports in such form and at such times as STATE or the Office on Violence Against Women may require. Records and financial accounts shall be retained by the PROVIDER and shall be accessible to STATE and the United States Department of Justice for at least three years after STATE's grant with the Office on Violence Against Women is closed.
- K. Any funds provided to PROVIDER under this Contract which are unencumbered on the date this Contract terminates shall be returned to STATE; all funds provided under this Contract which are encumbered but not disbursed within sixty (60) days after this Contract terminates shall be returned to STATE.
- L. Grantee shall submit a Semi-Annual Progress Report to the CPJAD every six (6) months following the calendar year. The progress reports are to cover activities that the Grantee has completed during that reporting period. The semi-annual reporting periods and due dates are:
 - January 1 through June 30 Due July 15
 - July 1 through December 31 Due January 15
- M. A Final Progress report is due 30 days after the project end date and should report cumulatively on the entire project period. The appropriate report form will be provided to each project by CPJAD (AG/CPJAD #20). The report shall contain information describing progress, accomplishments, activities, changes, and problems during the report period and any additional information specified by the CPJAD.

- N. PROVIDER shall submit the annual STOP report required by the Office on Violence Against Women to STATE by February 1 unless mandated earlier by STATE.
- O. If so required by STATE, PROVIDER shall certify to STATE that any expendable or nonexpendable personal property purchased or acquired with funds received under this Contract will be used for victim services purposes before title in such property may vest in PROVIDER. PROVIDER shall submit a certification to STATE within thirty (30) days after the date this Contract terminates. If a certification is not provided by PROVIDER, title to any personal property purchased or acquired with funds received under this Contract shall vest in STATE and such personal property shall be delivered to the STATE in good working order upon expiration or sooner termination of this Contract.
- P. The source of funding for this Contract is federal funds and the provisions of Hawaii Revised Statutes, Section 29-15 shall apply.

2. AMENDMENTS TO GENERAL CONDITIONS FOR HEALTH AND HUMAN SERVICES CONTRACTS.

- A. Paragraph 2.1.1 of the General Conditions is amended by adding at the end thereof the following:

PROVIDER shall submit a completed Privacy Certification for review and approval prior to the expenditure of funds for the collection of identifiable research/statistical data. All information, data, or other material provided by the PROVIDER or the STATE shall be kept confidential only to the extent permitted by law.
- B. Paragraph 2.2 of the General Conditions is amended to read in its entirety as follows:

Ownership Rights, Copyright, and Patent.
The STATE shall have complete ownership of all material, both finished and unfinished, which is developed, prepared, assembled, or conceived by the PROVIDER pursuant to this Contract, and all such material shall be considered “works made for hire.” No summary, report, map, chart, graph, table, study or other documents or discovery, invention, or development produced in whole or in part with funds made available under this Contract shall be the subject of an application for copyright or patent by or on behalf of PROVIDER, its officers, agents, or its employees, or its subcontractors without prior written authorization from STATE. To the extent that any material, summary, report, map, chart, graph, table, study, or other documents, or discovery, invention, or development under this Contract is not recognized as a “work made for hire” as a matter of law, PROVIDER hereby assigns to the STATE any and all copyrights in and to the material.

- C. Paragraph 3.2 of the General Conditions is amended by adding at the end thereof the following:
- PROVIDER may provide some or all of the services required under this Contract by subcontract provided that PROVIDER secures the prior written consent of STATE. In the event PROVIDER enters into a subcontract with a private organization to perform any of the services or activities required under this Contract, PROVIDER agrees that the period of each subcontract shall not exceed one year, and funds to the private organization will not be released unless and until the requirements set forth in applicable State law and implementing rules are complied with by the subcontractor. All subcontracts shall include provisions to ensure that PROVIDER is capable of satisfying the requirements of this Contract. All subcontracts shall be reduced to writing and shall include all provisions of this Contract required of PROVIDER.
- D. Paragraph 4.1.1 of the General Conditions is amended to read in its entirety as follows:
- In writing. Any modification, alteration, or change to this Contract other than to the “Scope of Services” (attached hereto as part of Attachment 1) or to the period during which this Contract is in effect in Attachment 2, including increases (subject to the availability of funds) or decreases in the amount of compensation, shall be reduced to a written supplemental agreement and executed by PROVIDER and the Attorney General or the Attorney General’s designee. Modifications, alterations or changes to provisions of the “Scope of Services” may be requested by PROVIDER, approved by the Administrator or the Administrator’s designee of the Crime Prevention and Justice Assistance Division on STATE’s behalf, and made by substituting or inserting the revisions in Attachment 1. Modifications, alterations or changes to the period during which this Contract is in effect may be requested in writing by PROVIDER or STATE, up to forty-five (45) days before the Contract would otherwise terminate, and shall be effective as of the date approved by the Administrator or the Administrator’s designee of the Crime Prevention and Justice Assistance Division (if requested by PROVIDER) or PROVIDER (if requested by STATE) and made by attaching a party’s written request with the other party’s written approval thereon to this Contract.

3. DISPUTES.

Any dispute concerning a matter of fact arising under this Contract or any subcontract, which is not disposed of by mutual agreement within fifteen (15) calendar days, shall be decided by the Attorney General, or the Attorney General’s duly designated representative, who shall reduce the decision to writing and mail or otherwise furnish a copy of the decision to PROVIDER. The decision of such person shall be final and conclusive. Pending final decision of such dispute, PROVIDER shall proceed diligently

with the performance of this Contract in accordance with STATE's request.

4. ADDITIONAL CONDITIONS.

Additional conditions may be imposed upon PROVIDER by reducing them to writing and designating them as exhibits to this Contract. Any such exhibit shall be attached hereto and thereby incorporated herein.

5. VAWA FEDERAL ELIGIBILITY REQUIREMENTS.

PROVIDER shall comply with the federal eligibility requirements established by the Violence Against Women and Department of Justice Reauthorization Act of 2013 (<http://www.usdoj.gov/ovw/regulations.htm>) and the effective edition of the DOJ Grants Financial Guide in order to receive STOP Program funds.

6. REPORTING POTENTIAL FRAUD, WASTE, AND ABUSE, AND SIMILAR MISCONDUCT.

PROVIDER shall promptly refer to the DOJ OIG any credible evidence that a principal, employee, agent, contractor, subgrantee, subcontractor, or other person has either 1) submitted a false claim for grant funds under the False Claims Act; or 2) committed a criminal or civil violation of laws pertaining to fraud, conflict of interest, bribery, gratuity, or similar misconduct involving grant funds. Potential fraud, waste, abuse, or misconduct should be reported to the OIG by:

Mail: Office of the Inspector General
U.S. Department of Justice
Investigations Division
950 Pennsylvania Avenue, N.W.
Room 4706
Washington, DC 20530

E-mail: oig.hotline@usdoj.gov
Hotline: (contact information in English and Spanish): (800) 869-4499, or
Hotline fax: (202) 616-9881

Additional information is available from the DOJ OIG website at www.usdoj.gov/oig

7. 41 U.S.C. 4712 (INCLUDING PROHIBITIONS ON REPRISAL; NOTICE TO EMPLOYEES).

PROVIDER must comply with, and is subject to, all applicable provisions of 41 U.S.C. 4712, including all applicable provisions that prohibit, under specified circumstances, discrimination against an employee as reprisal for the employee's disclosure of information related to gross mismanagement of a federal grant, a gross waste of federal funds, an abuse of authority relating to a federal grant, a substantial and specific danger

to public health or safety, or a violation of law, rule, or regulation related to a federal grant.

PROVIDER also must inform its employees, in writing (and in the predominant native language of the workforce), of employee rights and remedies under 41 U.S.C. 4712.

8. FEDERAL LEADERSHIP ON REDUCING TEXT MESSAGING WHILE DRIVING.

Pursuant to Executive Order 13513, “Federal Leadership on Reducing Text Messaging While Driving,” 74 Fed. Reg. 51225 (October 1, 2009), the STATE encourages PROVIDER and sub-grantees to adopt and enforce policies banning employees from text messaging while driving any vehicle during the course of performing work funded by this grant, and to establish workplace safety policies and conduct education, awareness, and other outreach to decrease crashes caused by distracted drivers.

9. TRAINING(S)/CONFERENCE(S) COMPLIANCE.

PROVIDER agrees to comply with all applicable laws, regulations, policies, and guidance (including specific cost limits, prior approval and reporting requirements, where applicable) governing the use of federal funds for expenses related to conferences, meetings, trainings, and other events. Information on pertinent laws, regulations, policies, and guidance is available at <http://www.ovw.usdoj.gov/grantees.html>

PROVIDER understands and agrees that any training or training materials developed or delivered with funding provided under this award must adhere to the OVW Training Guiding Principles for Grantees and Sub-grantees, available at <http://www.ovw.usdoj.gov/grantees.html>

10. DUPLICATE AWARD OF FEDERAL FUNDS.

PROVIDER agrees that if it currently has an open award of federal funds or if it receives an award of federal funds other than this STATE award, and those award funds have been, are being, or are to be used, in whole or in part, for one or more of the identical cost items for which funds are being provided under this STATE award, the PROVIDER will promptly notify, in writing, the assigned Criminal Justice Planning Specialist for this STATE award, and, if so requested by STATE, seek a budget or project narrative modification to eliminate any inappropriate duplication of funding. Further, the PROVIDER agrees and understands that any duplicative funding that cannot be re-programmed to support non-duplicative activities within the program’s statutory scope will be deobligated from this award and returned to CPJAD.

11. CIVIL RIGHTS PROVISION.

PROVIDER shall comply with civil rights provisions prohibiting the 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.

12. NON-DISCLOSURE OF CONFIDENTIAL OR PRIVATE INFORMATION.

PROVIDER shall comply with provisions of 42 U.S.C. 13925(b)(2), non-disclosure of confidential or private information, which includes creating and maintaining documentation of compliance, such as policies and procedures for release of victim information. PROVIDER shall also ensure that any subgrantees meet these requirements.

13. 501(c)(3) STATUS FOR VICTIM SERVICE PROVIDERS.

PROVIDER assures STATE that its organization is an organization as described in section 501(c)(3) of the Internal Revenue Code of 1986 and is exempt from taxation under section 501(a) of that Code.

14. RESTRICTIONS AND CERTIFICATIONS REGARDING NON-DISCLOSURE AGREEMENTS AND RELATED MATTERS.

PROVIDER understands and agrees that no Grantee or subgrantee under this award, or entity that receives a contract or subcontract with any funds under this award, may require any employee or contractor to sign an internal confidentiality agreement or statement that prohibits or otherwise restricts, or purports to prohibit or restrict, the reporting (in accordance with law) of waste, fraud, or abuse to an investigative or law enforcement representative of a federal department or agency authorized to receive such information.

15. PROHIBITED CONDUCT RELATED TO TRAFFICKING IN PERSONS.

PROVIDER, and any subgrantee at any tier, must comply with all applicable requirements (including requirements to report allegations) pertaining to prohibited conduct related to the trafficking of persons, whether on the part of PROVIDER, subgrantees, or individuals defined (for purposes of this condition) as “employees” of the PROVIDER or of any subgrantee.

The details of the PROVIDER’s obligations related to prohibited conduct related to trafficking in persons are posted on the OVW web site at <https://www.justice.gov/ovw/grantees> (Award condition: Prohibited conduct by grantees and subgrantees related to trafficking in persons (including reporting requirements and OVW authority to terminate award)), and are incorporated by reference here.

16. GENERAL APPROPRIATIONS-LAW RESTRICTIONS.

PROVIDER, and any subgrantee at any tier, must comply with all applicable restrictions on the use of federal funds set out in federal appropriations statutes. Pertinent restrictions, including from various “general provisions” in the Consolidated Appropriations Act, 2016, are set out at <https://www.justice.gov/ovw/grantees> and are incorporated by reference here.

Should a question arise as to whether a particular use of federal funds by a PROVIDER or subgrantee would or might fall within the scope of an appropriations-law restriction, the grantee is to contact CPJAD for guidance, and may not proceed without the express prior written approval of CPJAD.

17. DOJ REGULATIONS PERTAINING TO CIVIL RIGHTS AND
NONDISCRIMINATION - 28 C.F.R. PART 38.

PROVIDER, and any subgrantee at any tier, must comply with all applicable requirements of 28 C.F.R. Part 38, specifically including any applicable requirements regarding written notice to program beneficiaries and prospective program beneficiaries. Part 38 of 28 C.F.R., a DOJ regulation, was amended effective May 4, 2016.

Among other things, 28 C.F.R. Part 38 includes rules that prohibit specific forms of discrimination on the basis of religion, a religious belief, a refusal to hold a religious belief, or refusal to attend or participate in a religious practice. Part 38 also sets out rules and requirements that pertain to PROVIDER and subgrantee organizations that engage in or conduct explicitly religious activities, as well as rules and requirements that pertain to PROVIDERS and subgrantees that are faith-based or religious organizations.

The text of the regulation, now entitled “Partnerships with Faith-Based and Other Neighborhood Organizations,” is available via the Electronic Code of Federal Regulations (currently accessible at <http://www.ecfr.gov/cgi-bin/ECFR?page=browse>), by browsing to Title 28-Judicial Administration, Chapter 1, Part 38, under e-CFR “current” data.

SUBMITTED BY:

Signature: _____ Date: _____

Name: _____ Title: _____

Agency: _____

DEPARTMENT OF THE ATTORNEY GENERAL
Crime Prevention and Justice Assistance Division

CERTIFICATION OF NON-SUPPLANTING

I certify that federal funds will not be used to supplant State, local or other non-federal funds that would, in the absence of such federal aid, be made available for law enforcement, criminal justice, and victim compensation and assistance activities.

SUBMITTED BY:

Signature: _____ Date: _____

Name: _____ Title: _____

Agency: _____

DEPARTMENT OF THE ATTORNEY GENERAL
Crime Prevention and Justice Assistance Division

INSTRUCTIONS

CERTIFICATION REGARDING DRUG-FREE WORKPLACE REQUIREMENTS
(AG/CPJAD #16)

1. By signing and/or submitting this application or grant agreement, the grantee, is providing the certification set out on the form entitled Crime Prevention and Justice Assistance Division, Department of the Attorney General, Certification Regarding Drug-Free Workplace Requirements (hereinafter referred to as the AG/CPJAD Form #16).
2. The certification set out on AG/CPJAD Form #16 is a material representation of fact upon which reliance will be placed when the Department of the Attorney General, State of Hawaii (hereinafter referred to as “grantor”) determines to subgrant federal funds to the grantee. Pursuant to the contract which grantor will offer grantee in the event a subgrant is awarded to grantee, false certification or violation of the conditions set forth in the certification shall be grounds for suspension of payments, or suspension or termination of the subgrant. Such false certification or violation of the conditions contained in the certification shall subject the State of Hawaii to governmentwide suspension or debarment, which shall, in turn, result in the withdrawal of funds from the grantee and/or the unavailability of future funding for the grantee.

DEPARTMENT OF THE ATTORNEY GENERAL
Crime Prevention and Justice Assistance Division

CERTIFICATION REGARDING DRUG-FREE WORKPLACE REQUIREMENTS

- I. _____(hereinafter referred to as “grantee”) certifies that it will provide a drug-free workplace by:
- (a) publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the grantee’s workplace and specifying the actions that will be taken against employees for violation of such prohibition;
 - (b) establishing a drug-free awareness program to inform employees about:
 - (1) the dangers of drug abuse in the workplace;
 - (2) the grantee’s policy of maintaining a drug-free workplace;
 - (3) any available drug counseling, rehabilitation, and employee assistance programs; and
 - (4) the penalties that may be imposed upon employees for drug abuse violations;
 - (c) making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a);
 - (d) notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will:
 - (1) abide by the terms of the statement; and
 - (2) notify the employer of any criminal drug statute conviction for a violation occurring in the workplace not later than five (5) days after such conviction;
 - (e) notifying the Department of the Attorney General, State of Hawaii, within ten (10) days after receiving notice under subparagraph (d) (2) from an employee or otherwise receiving actual notice of such conviction;
 - (f) taking one of the following actions with respect to any employee who is so convicted:
 - (1) taking appropriate personnel action against such an employee, up to and

including termination; or

- (2) requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;
- (g) making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (b), (c), (d), (e), and (f).

II. The grantee shall insert in the space provided below the site(s) for the performance of work done in connection with this specific grant:

Street Address

Street Address

City, State, Zip Code

City, State, Zip Code

County

County

SUBMITTED BY:

Signature: _____ Date: _____

Name: _____ Title: _____

Agency: _____



U.S. DEPARTMENT OF JUSTICE
OFFICE OF JUSTICE PROGRAMS
OFFICE OF THE COMPTROLLER

**Certification Regarding
Debarment, Suspension, Ineligibility and Voluntary Exclusion
Lower Tier Covered Transactions
(Sub-Recipient)**

This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 28 CFR Part 67, Section 67.510, Participants' responsibilities. The regulations were published as Part VII of the May 26, 1988 *Federal Register* (pages 19160-19211).

(BEFORE COMPLETING CERTIFICATION, READ INSTRUCTIONS ON REVERSE)

- (1) The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department of agency.
- (2) Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

Name and Title of Authorized Representative

Signature

Date

Name of Organization

Address of Organization

Instructions for Certification

1. By signing and submitting this proposal, the prospective lower tier participant is providing the certification set out below.

2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.

3. The prospective lower tier participant shall provide immediate written notice to the person to which this proposal is submitted if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.

4. The terms "covered transaction," "debarred," "suspended," "ineligible," "lower tier covered transaction," "participant," "person," "primary covered transaction," "principal," "proposes," and "voluntarily excluded," as used in this clause, have the meanings set out in the Definitions and Coverage sections of rules implementing Executive Order 12549.

5. The prospective lower tier participant agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated.

6. The prospective lower tier participant further agrees by submitting this proposal that it will include the clause titled, "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion – Lower Tier Covered Transaction," without modification in all lower tier covered transactions and in all solicitations for lower tier covered transactions.

7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may check the Nonprocurement List.

8. Nothing contained in the foregoing shall be construed to require establishment of a system of reports in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

9. Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.

DEPARTMENT OF THE ATTORNEY GENERAL
Crime Prevention and Justice Assistance Division

CERTIFICATION REGARDING LOBBYING

Each person shall file the most current edition of this certification and disclosure form, if applicable, with each submission that initiates agency consideration of such person for an award of a Federal contract, grant, or cooperative agreement of \$100,000 or more; or Federal loan of \$150,000 or more.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

The undersigned certifies, to the best of his or her knowledge and belief, that:

- (1) No Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any Federal agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan or cooperative agreement.
- (2) If any non-Federal funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any Federal agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall initial here ____ and complete and submit Standard Form # LLL, A Disclosure of Lobbying Activities, in accordance with its instructions.
- (3) Recipient understands and agrees that it cannot use any Federal funds, either directly or indirectly, in support of the enactment, repeal, modification, or adoption of any law, regulation or policy, at any level of government, without the express prior written approval of the U.S. Department of Justice, Office of Justice Programs.
- (4) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers and that all subrecipients shall certify and disclose accordingly.

SUBMITTED BY:

Signature: _____
Name: _____
Title: _____

Date: _____
Project No: _____

Name and Address of Organization

Name of OJP Agency

DEPARTMENT OF THE ATTORNEY GENERAL
Crime Prevention and Justice Assistance Division

CERTIFICATION OF NON-DISCRIMINATION

I certify that the applicant agency will comply with and will insure compliance by its subgrantees and contractors with the non-discrimination requirements of:

- The Omnibus Crime Control and Safe Streets Act of 1968, as amended, which prohibits discrimination on the basis of race, color, national origin, religion, or sex, in Office of Justice Programs, Office of Community Oriented Policing Services, and Office on Violence Against Women funded programs or activities. (42 U.S.C. §3789d and 28 C.F.R. §42.201 et seq.)
- Title VI of the Civil Rights Act of 1964, which prohibits discrimination on the basis of race, color or national origin in Office of Justice Programs, Office of Community Oriented Policing Services, and Office on Violence Against Women funded programs or activities. (42 U.S.C. §2000d and 28 C.F.R. §42.101 et seq.)
- Section 504 of the Rehabilitation Act, which prohibits discrimination on the basis of disability in Office of Justice Programs, Office of Community Oriented Policing Services, and Office on Violence Against Women funded programs or activities. (29 U.S.C. §794 and 28 C.F.R. §42.501 et seq.)
- Section 1407 of the Victims of Crime Act (VOCA), which prohibits discrimination on the basis of race, color, national origin, religion, sex, or disability in VOCA funded programs or activities. (42 U.S.C. §10604)
- Title II of the Americans with Disabilities Act of 1990, as it relates to discrimination on the basis of disability in Office of Justice Programs, Office of Community Oriented Policing Services, and Office on Violence Against Women funded programs or activities. (42 U.S.C. §12132 and 28 C.F.R. Pt. 35)
- Title IX of the Education Amendments of 1972, as it relates to discrimination on the basis of sex in Office of Justice Programs, Office of Community Oriented Policing Services, and Office on Violence Against Women funded training or educational programs. (20 U.S.C. §1681 and 28 C.F.R. Pt. 54)
- The Age Discrimination Act of 1975 as it relates to services discrimination on the basis of age in Office of Justice Programs, Office of Community Oriented Policing Services, and Office on Violence Against Women funded programs or activities. (42 U.S.C. §6102 and 28 C.F.R. §42.700 et seq.)
- Executive Order No. 13166 prohibiting discrimination of Limited English Proficient Persons.
- Executive Order No. 13279 and 28 C.F.R. pt. 38 regarding equal protection of the laws for faith-based organizations.
- The Violence Against Women Reauthorization Act of 2013, Pub. L. No. 113-4, 127 Stat. 54 § 3(b)(2013) which prohibits 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 with funds made available through VAWA or the Office on Violence Against Women. (42 U.S.C. § 13925(b)(13)).

No person shall, on the grounds of race, color, religion, national origin, sex, or disability, be excluded from participation in, be denied the benefits of, be subjected to discrimination under, or be denied employment in connection with any program or activity funded in whole or in part with funds made available under this title from the U.S. Department of Justice through the Department of the Attorney General, Crime Prevention and Justice Assistance Division. Noncompliance with the discrimination regulations may result in the suspension or termination of funding.

SUBMITTED BY:

Signature: _____ Date: _____
Name: _____ Title: _____
Agency: _____

CERTIFICATION FORM

Compliance with the Equal Employment Opportunity Plan (EEOP) Requirements

Please read carefully the Instructions (see below) and then complete Section A or Section B or Section C, not all three. If recipient completes Section A or C and sub-grants a single award over \$500,000, in addition, please complete Section D.

Recipient's Name:

Address:

Is agency a; ☐ Direct or ☐ Sub recipient of OJP, OVW or COPS funding? Law Enforcement Agency? ☐ Yes ☐ No

DUNS Number:

Vendor Number (only if direct recipient)

Name and Title of Contact Person:

Telephone Number:

E-Mail Address:

Section A—Declaration Claiming Complete Exemption from the EEOP Requirement

Please check all the following boxes that apply.

☐ Less than fifty employees.

☐ Indian Tribe

☐ Medical Institution.

☐ Nonprofit Organization

☐ Educational Institution

☐ Receiving a single award(s) less than \$25,000.

I, _____ [responsible official], certify that _____

[recipient] is not required to prepare an EEOP for the reason(s) checked above, pursuant to 28 C.F.R § 42.302.

I further certify that _____ [recipient] will comply with applicable federal civil rights laws that prohibit discrimination in employment and in the delivery of services.

If recipient sub-grants a single award over \$500,000, in addition, please complete Section D

Print or Type Name and Title

Signature

Date

Section B—Declaration Claiming Exemption from the EEOP Submission Requirement and Certifying That an EEOP Is on File for Review

If a recipient agency has fifty or more employees and is receiving a single award or, subaward, of \$25,000 or more, but less than \$500,000, then the recipient agency does not have to submit an EEOP to the OCR for review as long as it certifies the following (42 C.F.R. § 42.305):

I, _____ [responsible official], certify that _____

[recipient], which has fifty or more employees and is receiving a single award or subaward for \$25,000 or more, but less than \$500,000, has formulated an EEOP in accordance with 28 CFR pt. 42, subpt. E. I further certify that within the last twenty-four months, the proper authority has formulated and signed into effect the EEOP and, as required by applicable federal law, it is available for review by the public, employees, the appropriate state planning agency, and the Office for Civil Rights, Office of Justice Programs, U.S. Department of Justice. The EEOP is on file at the following office:

[organization],

[address].

Print or Type Name and Title

Signature

Date

Section C—Declaration Stating that an EEOP Short Form Has Been Submitted to the Office for Civil Rights for Review

If a recipient agency has fifty or more employees and is receiving a single award, or subaward, of \$500,000 or more, then the recipient agency must send an EEOP Short Form to the OCR for review.

I, _____ [responsible official], certify that _____

[recipient], which has fifty or more employees and is receiving a single award of \$500,000 or more, has formulated an EEOP in accordance with 28 CFR pt. 42, subpt. E, and sent it for review on _____

[date] to the Office for Civil Rights, Office of Justice Programs, U.S. Department of Justice.

If recipient sub-grants a single award over \$500,000, in addition, please complete Section D

Print or Type Name and Title

Signature

Date

Section D—Declaration Stating that Recipient Subawards a Single Award Over \$500,000

If a recipient agency, subawards a single award of \$500,000 or more then the granting agency should provide a list; including, name, address and DUNS # of each such sub-recipient.

[illegible]

If additional space is necessary, please duplicate this page.

INSTRUCTIONS

Completing the Certification Form

Compliance with the Equal Employment Opportunity Plan (EEOP) Requirements

The federal regulations implementing the Omnibus Crime Control and Safe Streets Act (Safe Streets Act) of 1968, as amended, require some recipients of financial assistance from the U.S. Department of Justice subject to the statute's administrative provisions to create, keep on file, submit to the Office for Civil Rights (OCR) at the Office of Justice Programs (OJP) for review, and implement an Equal Employment Opportunity Plan (EEOP). *See* 28 C.F.R. pt. 42, subpt. E. All awards from the Office of Community Oriented Policing Services (COPS) are subject to the EEOP requirements; many awards from OJP, including awards from the Bureau of Justice Assistance (BJA), the Office of Juvenile Justice and Delinquency Prevention (OJJDP), and the Office for Victims of Crime (OVC) are subject to the EEOP requirements; and many awards from the Office on Violence Against Women (OVW) are also subject to the EEOP requirements. If you have any questions as to whether your award from the U.S. Department of Justice is subject to the Safe Streets Act's EEOP requirements, please consult your grant award document, your program manager, or the OCR.

Recipients should complete *either* Section A *or* Section B *or* Section C, not all three. If recipient completes Section A *or* C and sub-grants a single award over \$500,000, in addition, please complete Section D.

Section A

The regulations exempt some recipients from all of the EEOP requirements. Your organization may claim an exemption from all of the EEOP requirements if it meets any of the following criteria: it is a nonprofit organization, an educational institution, a medical institution, or an Indian tribe; *or* it received an award under \$25,000; *or* it has less than fifty employees. To claim the complete exemption from the EEOP requirements, complete Section A.

Section B

Although the regulations require some recipients to create, maintain on file, and implement an EEOP, the regulations allow some recipients to forego submitting the EEOP to the OCR for review. Recipients that (1) are a unit of state or local government, an agency of state or local government, or a private business; *and* (2) have fifty or more employees; *and* (3) have received a single grant award of \$25,000 or more, but less than \$500,000, may claim the limited exemption from the submission requirement by completing Section B. In completing Section B, the recipient should note that the EEOP on file has been prepared within twenty-four months of the date of the most recent grant award.

Section C

Recipients that (1) are a unit of state or local government, an agency of state or local government, or a private business, *and* (2) have fifty or more employees, *and* (3) have received a single grant award of \$500,000 or more, must prepare, maintain on file, *submit to the OCR for review*, and implement an EEOP. Recipients that have submitted an EEOP Utilization Report (or in the process of submitting one) to the OCR, should complete Section C.

Section D

Recipients that (1) receive a single award over \$500,000; *and* (2) subaward a single award of \$500,000 or more must provide a list; including, name, address and DUNS # of each such sub-recipient by completing Section D.

Submission Process

Recipients should download the online Certification Form, complete required sections, have the appropriate official sign it, electronically scan the signed document, and then send the signed document to the following e-mail address:

EEOPForms@usdoj.gov. *The document must have the following title: EEOP Certification.* If you have questions about completing or submitting the Certification Form, please contact the Office for Civil Rights, Office of Justice Programs, 810 7th Street, NW, Washington, DC 20531 (Telephone: (202) 307-0690 and TTY: (202) 307-2027).

Public Reporting Burden Statement

Paperwork Reduction Act Notice. Under the Paperwork Reduction Act, a person is not required to respond to a collection of information unless it displays a current valid OMB control number. We try to create forms and instructions that are accurate, can be easily understood, and which impose the least possible burden on you to provide us with information. The estimated minimum average time to complete and file this application is 20 minutes per form. If you have any comments regarding the accuracy of this estimate, or suggestions for making this form simpler, you can write to the Office of Justice Programs, 810 7th Street, N.W., Washington, D.C. 20531.

DEPARTMENT OF THE ATTORNEY GENERAL
Crime Prevention and Justice Assistance Division

CERTIFICATION OF NON-DISCRIMINATION COMPLAINT PROCEDURES

The U.S. Department of Justice, Office of Justice Programs (OJP), Office for Civil Rights (OCR) has jurisdiction to investigate complaints of discrimination against recipients of funding from OJP (which includes component agencies such as the Bureau of Justice Assistance, the Office for Victims of Crime, and the National Institute of Justice), Office on Violence Against Women, and the COPS Office. OCR has indicated that recipients and subrecipients of federal funding should have non-discrimination complaint procedures. Therefore,

I certify that the _____ (name of agency)
has non-discrimination complaint procedures which include:

- (1) a coordinator who is responsible for overseeing the complaint process. The agency's coordinator is:

_____	_____	_____
Name	Title	Phone

- (2) a procedure to ensure that beneficiaries or employees of funded subrecipients are aware that they may complain of discrimination directly to a subrecipient, to the Department of the Attorney General, or to the Office for Civil Rights.

- (3) a procedure to investigate the complaint. (The procedure may be an internal investigation or forwarding the complaint to the Department of the Attorney General, the OCR, or another appropriate external agency.)

- (4) a procedure to notify the Department of the Attorney General, Crime Prevention and Justice Assistance Division of the complaint. (The Department will forward the complaint information to OCR and may conduct an investigation of the complaint.)

- (5) a procedure to notify the Department of the Attorney General of the findings of the investigation.

SUBMITTED BY:

Signature: _____

Date: _____

Name: _____
(Head of Agency or Designee)

Title: _____

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: _____

SAMPLE LETTER

Certification Letter Regarding Delivery of Legal Assistance

[Applicant Letterhead]

[Date]

The Honorable Douglas S. Chin
Attorney General
Hawaii State Department of the Attorney General
425 Queen Street
Honolulu, Hawaii 96813

Dear Mr. Chin:

This letter serves to certify that **[Applicant]** is in compliance with the following statutory requirements:

(1) Any person providing legal assistance through a program funded under the VAWA STOP Program

(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) (i) is partnered with an entity or person that has demonstrated expertise described in subparagraph (A); and

(ii) has completed, or will complete, training in connection with domestic violence, dating violence, stalking, or sexual assault and related legal issues, including training on evidence-based risk factors for domestic and dating violence homicide.

(2) Any training program conducted in satisfaction of the requirement of paragraph (1) has been or will be developed with input from and in collaboration with a state, local, territorial, or tribal 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.

(3) Any person or organization providing legal assistance through a program funded under this 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.

(4) The grantee'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.

Sincerely,
[Applicant's Authorizing Official]

DEPARTMENT OF THE ATTORNEY GENERAL
Crime Prevention and Justice Assistance Division

**CERTIFICATION REGARDING FORENSIC MEDICAL EXAMINATION PAYMENTS
AND POLYGRAPH TESTING PROHIBITION**

As required by the Statutory Eligibility Requirements of the Violence Against Women Act (VAWA), STOP Formula Grant Program found in 42 U.S.C. 3796gg-4 and U.S.C. 3796gg-8 and implemented at 28 CFR Part 90,

I certify that the _____ (name of Grantee) will:

1. Ensure victims of sexual assault will not incur out-of-pocket costs for forensic medical examinations by either providing such exams free of charge or arranging for victims to receive such exams free of charge, without regard to whether or not the victim participates in the criminal justice system or cooperates with law enforcement.
2. Coordinate with health care providers in the region to notify victims of sexual assault of the availability of forensic medical exams at no cost to victims.
3. Ensure that any victims of an alleged sexual offense as defined under federal, state, or local law will not be asked or required 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 an alleged sex offense by a state or unit of local government.

The undersigned understands and agrees, on behalf of the Grantee, that if it fails to comply with any of the provisions stated above, it will jeopardize the Grantee and the State of Hawaii from receiving any funds from the VAWA STOP Formula Grant.

SUBMITTED BY:

Signature: _____

Date: _____

Name: _____
(Head of Grantee Agency or Designee)

Title: _____

DEPARTMENT OF THE ATTORNEY GENERAL
Crime Prevention and Justice Assistance Division

**CERTIFICATION REGARDING FILING COSTS FOR CRIMINAL CHARGES OR
PROTECTION ORDERS AND JUDICIAL NOTIFICATION OF
FIREARMS PROHIBITION**

As required by the Statutory Eligibility Requirements of the Violence Against Women Act (VAWA), STOP Formula Grant Program found in 42 U.S.C. 3796gg-5 and 18 U.S.C. § 922(g)(8)-(9) and implemented at 28 CFR Part 90,

I certify that the _____ (name of Grantee) will:

1. Ensure its policies and practices do not require that the victim bear the costs associated with the prosecution of any misdemeanor or felony domestic violence, dating violence, sexual assault, or stalking offense, or in connection with the filing, issuance, registration, modification, enforcement, dismissal, withdrawal, or service of a warrant, protection order, or a petition for a protection order to protect a victim of domestic violence, dating violence, sexual assault, or stalking, or witness subpoena, whether issued inside or outside the state.
2. Provide notification to domestic violence offenders of the requirements delineated in section 922(g)(8) and (g)(9) of the title 18, United States Code and any applicable related federal, state, and local laws.

18 U.S.C. § 922(g)(8)-(9) states:

“It shall be unlawful for any person --

(8) who is subject to a court order that --

(A) was issued after a hearing of which such person received actual notice, and at which such person had an opportunity to participate;

(B) restrains such person from harassing, stalking, or threatening an intimate partner of such person or child of such intimate partner or person, or engaging in other conduct that would place an intimate partner in reasonable fear of bodily injury to the partner or child; and

(C) (i) includes a finding that such person represents a credible threat to the physical safety of such intimate partner or child; or (ii) by its terms explicitly prohibits the use, attempted use, or threatened use of physical force against such intimate partner or child that would reasonably be expected to cause bodily injury; or

(9) who has been convicted in any court of a misdemeanor crime of domestic violence

to ship or transport in interstate or foreign commerce, or possess in or affecting commerce, any firearm or ammunition; or to receive any firearm or ammunition which has been shipped or transported in interstate or foreign commerce.”

The undersigned understands and agrees, on behalf of the Grantee, that if it fails to comply with any of the provisions stated above, it will jeopardize the Grantee and the State of Hawaii from receiving any funds from the VAWA STOP Formula Grant.

SUBMITTED BY:

Signature: _____

Date: _____

Name: _____
(Head of Grantee Agency or Designee)

Title: _____

DEPARTMENT OF THE ATTORNEY GENERAL
Crime Prevention and Justice Assistance Division

CERTIFICATION OF 10% DE MINIMIS INDIRECT COST RATE

Any Grantee that proposes to use federal grant funds to pay for indirect costs but has never received a federally negotiated indirect cost rate may elect to charge a de minimis rate of 10% of its modified total direct costs (MTDC) which may be used indefinitely. (2 CFR § 200.414) In order to charge a de minimis rate of 10% of its MTDC, the Grantee must submit this certification form to the Department of the Attorney General.

I certify that the _____ (name of Grantee) meets the following eligibility criteria to use the 10% de minimis indirect cost rate:

1. The Grantee has never received a Federally-negotiated indirect cost rate for any federal awards.
2. The Grantee has received less than \$35 million in direct federal funding for the fiscal year requested.

In addition, the undersigned certifies on behalf of the Grantee that:

1. The de minimis rate of 10% will be applied to the Modified Total Direct Costs (MTDC) which 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).
2. The MTDC will exclude equipment, capital expenditures, rental costs, and the portion of each subaward in excess of \$25,000. Other items will 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.
3. The project costs will be consistently charged as either indirect or direct and will not be double charged or inconsistently charged as both.
4. The documentation to support the methodology (as set forth in 2 CFR Part 200.403) used to determine the MTDC (as set forth in 2 CFR Part 200.68) will be provided as part of the Grantee's budget.
5. The proper use and application of the de minimis rate is the responsibility of _____ (name of Grantee). The Department of the Attorney General may perform an audit to ensure compliance with 2 CFR Part 200. If it is determined that the Grantee is inconsistently charging costs, or is not in compliance with 2 CFR Part 200, the Grantee may be required to return grant funds.

SUBMITTED BY:

Signature: _____

Date: _____

Name: _____
(Head of Grantee Agency or Designee)

Title: _____

APPENDIX E

MISCELLANEOUS FORMS

Certification for Title to Property	AG/CPJAD #13
Progress Report	AG/CPJAD #20
Sole Source Justification	AG/CPJAD #21
Project Self-Assessment Form	AG/CPJAD #32
Certification of Grant-Funded Employment	AG/CPJAD #38

DEPARTMENT OF THE ATTORNEY GENERAL
Crime Prevention and Justice Assistance Division

CERTIFICATION FOR TITLE TO PROPERTY

This certifies that all expendable and non-expendable personal property purchased with federal funds by _____, (agency) will be used for criminal justice purposes.

(SEE ATTACHED LIST)

SUBMITTED BY:

Signature: _____ Date: _____

Name: _____ Title: _____

Agency: _____

PROGRESS REPORT

report, describe how the project impacted/improved the criminal justice system.

6. What problems/barriers did you encounter, if any, within the reporting period that prevented you from reaching your goals or milestones? Please include details on how the problems/barriers impacted the project and how they were resolved.
7. Is there any assistance that CPJAD can provide to address any problems/barriers identified in question #6 above?
8. Are you on track to fiscally and programmatically complete your program as outlined in your grant application? (Please answer YES or NO and if no, please explain.)
☐ Yes
☐ No
9. What major activities are planned for the next 6 months?
10. Based on your knowledge of the criminal justice field, are there any innovative programs/accomplishments that you would like to share with CPJAD?
11. Based on your knowledge, are there any gaps/needs you see in the criminal justice system that should be addressed? Please describe.

DEPARTMENT OF THE ATTORNEY GENERAL
Crime Prevention and Justice Assistance Division

JUSTIFICATION FOR NON-COMPETITIVE PROCUREMENT
(SOLE SOURCE JUSTIFICATION)

All sole source procurements in excess of the Simplified Acquisition Threshold set in accordance with 41 U.S.C. 1908 (currently set at \$150,000), must receive prior approval from CPJAD before entering into the contract. This authorization from CPJAD is not approval for non-competitive sole source procurement; it only authorizes you to proceed with the process to obtain approval utilizing state and county procurement rules. All procurement transactions, whether negotiated or competitively bid and without regard to value, must comply with procurement requirements that provide maximum open and free competition.

Provide a brief description of the program and the project or service to be procured, including the expected procurement amount.

--

Check which circumstance has led to the need for a non-competitive procurement process:

- _____ The item or service is available only from a single source.
- _____ The public exigency or emergency for the requirement will not permit a delay resulting from competitive solicitation.
- _____ After solicitation of a number of sources, competition is determined to be inadequate.

Provide an explanation of why it is necessary to procure non-competitively. The justification may include the following contractor qualities: (1) organizational expertise; (2) management; (3) knowledge of the program; (4) responsiveness; or (5) expertise of personnel.

Provide a statement of when contractual coverage is required and, if dates are not met, what impact it will have on the program (e.g., how long it would take another contractor to reach the same level of competence). Make sure to include the financial impact in dollars.

Outline the unique qualities of the contractor.

Indicate whether the established procurement rules for non-competitive sole source for goods and services will be followed:

_____ YES

_____ NO: please explain

Describe how this action is in the best interest to the agency.

[] AUTHORIZED TO PURSUE NON-COMPETITIVE PROCUREMENT

[] NOT AUTHORIZED TO PURSUE NON-COMPETITIVE PROCUREMENT

CPJAD Branch Chief

Date

DEPARTMENT OF THE ATTORNEY GENERAL
Crime Prevention and Justice Assistance Division
Project Self-Assessment

Agency:					
Project No:					
Contact Name:					
Email Address:					
Phone:				Date:	
<i>Instructions: Place an "x" in the appropriate column.</i>		Yes	No	N/A	N/A=Not Applicable <i>A comment is required for N/A to be considered</i>
General					
1	Has the project director operated or managed state and/or federal funds at any agency within the past 5 years?				
2	Has the fiscal officer operated or managed state and/or federal funds at any agency within the past 5 years?				
3	Is this project new for the agency (operational for less than two years)?				
4	Has there been staff turnover or agency reorganization that affects this project?				
5	Have the majority of project staff worked in the project for less than 2 years?				
6	Does the project have effective procedures and controls (standard policies & procedures)?				
Legal					
1	For Non-Government Organizations: Does the agency/entity have or previously had a lawsuit(s) filed against them? If yes, list all pending and/or previous lawsuits with detailed information regarding who filed the lawsuit, the reason for filing and the final judgment rendered.				
2	Is agency currently or previously been suspended or debarred?				
3	Have any agency staff connected to the project been convicted of a crime linked to any area related to the grant or, if the individual handles money relating to the grant convicted of any crime such as fraud, embezzlement or other crimes involving handling of money?				
Financial Systems					
1	For Government Organizations: Does the agency use a state or county uniform financial management/accounting system? If yes, proceed to question 3.				
2	For Non-Government Organizations: Does the agency have a financial management system in place to track and record the program expenditures? (Example: Quickbooks, Visual Bookkeeper, Socrates Media, Peachtree or a Custom Proprietary System)				
3	Does the accounting system identify the receipts and expenditures of program funds separately for each award?				

DEPARTMENT OF THE ATTORNEY GENERAL
Crime Prevention and Justice Assistance Division
Project Self-Assessment

Agency:					
Project No:					
Contact Name:					
Email Address:					
Phone:				Date:	
<i>Instructions: Place an "x" in the appropriate column.</i>		Yes	No	N/A	N/A=Not Applicable <i>A comment is required for N/A to be considered</i>
4	Does the accounting system provide for the recording of expenditures for each award by the budget cost categories shown in the approved budget?				
5	Does the agency require project-funded staff to complete time and activity sheets identified by funding source?				
6	As applied to this project, does the agency have an indirect cost rate that is approved and current?				
	a) If yes, who approved the rate?				

DEPARTMENT OF THE ATTORNEY GENERAL
Crime Prevention and Justice Assistance Division

CERTIFICATION OF GRANT-FUNDED EMPLOYMENT

Per Title 2 Code of Federal Regulations (CFR) Part 225, *Cost Principles for State, Local, and Indian Tribal Governments*, Appendix B, *Selected Items of Cost*, this is to certify that the below listed employee has worked solely on the specified single Federal award or cost objective, and that charges for the named employee(s) salary and wages are supported by this periodic certification for the period covered by this certification.

This certification is for the Project Period (max 6 months): _____

Employee Name: _____

Position: _____

Project Number: _____

Project Title: _____

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____

Note: The completed certification is to be filed with the official project records along with the employee's time and activity sheets.

APPENDIX F

FREQUENTLY ASKED QUESTIONS & ANSWERS

FREQUENTLY ASKED FISCAL QUESTIONS & ANSWERS

Cash on Hand

1. What is the maximum allowed for Cash on Hand?

ANSWER: \$0. Grantees should request funds based upon immediate disbursement requirements. Funds are to be requested as project costs are incurred or anticipated. Grantees should time their drawdown requests to ensure that the cash on hand is the minimum for disbursements to be made immediately or within a few days. CPJAD will ask for the return of funds if there is cash on hand that will not be expended in a timely manner.

2. For the final Request for Funds and Cash Balance Report (RFF) (AG/CPJAD #7), is it okay to leave a balance of more than \$0 in Part B.3. Ending Cash Balance?

ANSWER: No, any federal monies that were requested and not expended should be returned to CPJAD. The ending cash balance should be \$0 when submitting the final RFF report.

Time Sheets

1. Who is responsible for monitoring all of the time sheets completed by the staff paid with federal funds?

ANSWER: The Financial Officer and Project Director. The Project Director and the Financial Officer should have completed time sheets to verify who are being paid with grant monies and if the time spent by staff working on the project is consistent with the contract. During monitoring visits, the specialists are looking for whether the Financial Officer and Project Director are providing both cost and program management.

Allowable Cost

1. Can grant funds be obligated if the project period ends September 30, 2015 but the training will be held on October 15, 2015?

ANSWER: No. The project-funded activities (training) as well as the obligation must fall within the project period

Procuring Goods and Services and/or Health and Human Services

1. Are federal funds subject to state and/or county procurement rules?

ANSWER: Yes. State and County procurement rules are to be followed by the Grantee. While state and county procurement rules apply, additional federal rules for expenditures may also apply. For example, allowable consultant cost outlined in the guidance established by the Financial Guide from the U.S. DOJ, OJP, Office of the Comptroller may be more stringent than the state and county procurement rules.

2. Is the grantee subject to the purchasing policies by its own agency even though the policy maybe higher or in excess of the federal requirements?

ANSWER: Yes, it could be. If the policy is an agency or department-wide policy that is implemented regardless of the source of the funds, then the policy shall apply to the federally-funded project as well.

Frequently Asked Questions (FAQs) About STOP Formula Grants

**United States Department of Justice
Office on Violence Against Women**

Updated February 2016

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NOTE: These FAQs have been updated to reflect changes made by the Violence Against Women Reauthorization Act of 2013 (VAWA 2013). These changes took effect on October 1, 2014, with the fiscal year (FY) 2014 grants. If the funding involved is from FY 2013 or earlier, please refer to the FAQs updated January 2013. They have also been updated to reflect changes from 2 CFR Part 200, which generally take effect with 2015 grants.

SERVICE POPULATION

1. Can STOP funds be used to support services to children?

Yes, in limited circumstances. STOP funds should be used for projects that serve or focus on adult and youth (age 11-24) women and girls who are victims of domestic violence, dating violence, sexual assault, or stalking. In general, victims served with STOP funds must be adults or youth. Under a new purpose area created by VAWA 2005, however, STOP funds may also support “complementary new initiatives and emergency services for victims and their families.” For example, STOP funds may support services for secondary victims such as children who witness domestic violence.

2. Can STOP funds support services for men?

Yes, in some circumstances. The STOP statute states that “[t]he purpose of this [part] is to assist states, state and local courts (including juvenile courts), Indian tribal governments, tribal courts and units of local government to develop and strengthen effective law enforcement and prosecution strategies to combat violent crimes against women, and to develop and strengthen victim services in cases involving violent crimes against women.” 42 U.S.C. § 3796gg(a). Accordingly, with the exception of projects under the two purpose areas discussed below, and in certain circumstances in other projects, the focus of the subgrant projects must be on violence against women.

In VAWA 2013, Congress added two new purpose areas that specifically included men, which means that subgrantees under those purpose areas may have projects that target male victims. The specific purpose areas are purpose area 17 (focusing on programs addressing sexual assault against men, women, and youth in correctional and detention settings) and purpose area 19 (focusing on services and responses targeting 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).

Regardless of the purpose of the STOP subaward, STOP subgrantees must provide services to a male victim in need who is similarly situated to female victims the subgrantee ordinarily serves and who requests services. Under the anti-discrimination provision of the Omnibus Crime Control and Safe Streets Act of 1968, 42 U.S.C. § 3789d(c)(1) and under a new nondiscrimination grant condition from VAWA 2013, grantees, including STOP subgrantees, may not exclude any person from receiving grant-funded services on a number of prohibited grounds, including that person’s sex. The VAWA 2013 provision further provides that “If

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sex segregation or sex-specific programming is necessary to the essential operation of a program, nothing in this paragraph shall prevent any such program or activity from consideration of an individual's sex. In such circumstances, grantees may meet the requirements of this paragraph by providing comparable services to individuals who cannot be provided with the sex-segregated or sex-specific programming." For more information on the VAWA 2013 nondiscrimination provision, please see the separate FAQ document at www.justice.gov/ovw/docs/faqs-ngc-vawa.pdf.

To summarize, although the focus of the projects should be on female victims (with the exception of the two new purpose areas), subgrantees are expected to serve male victims who are in need and request services.

3. Can STOP funds be used to defend women who assault, kill, or otherwise injure their abusers?

No. STOP funds cannot be used to fund any criminal defense work, including defending women who assault, kill, or otherwise injure their abusers.

4. Can STOP funds be used to provide services to incarcerated victims of domestic violence, dating violence, sexual assault, or stalking?

Yes. As described above, there is now a specific purpose area for "developing, enlarging, or strengthening programs addressing sexual assault against men, women, and youth in correctional or detention settings." The services provided, however, may only address the domestic violence, dating violence, sexual assault, or stalking victimization experienced by the incarcerated individual, including both such crimes experienced while incarcerated and crimes experienced at other points in their youth and adult lives. Funds should not be used to provide any other types of services, such as rehabilitative services related to the crime committed by the incarcerated individual. Finally, as is the case with the use of all STOP funds, states must use those funds to supplement state funds, and not to supplant state funds that would otherwise be available for the activities funded.

Although STOP funds may be used to provide victim services as described above, other federal funds do have restrictions on serving incarcerated victims.

In addition, please note that under the Prison Rape Elimination Act (PREA), states must either certify to compliance with standards issued under PREA, submit an assurance that they will use five percent of "covered funds" (4.75% of STOP funds) to come into compliance with PREA, or lose five percent of covered funds (4.75% of STOP funds). For more information on this, please see the FAQ at www.justice.gov/ovw/docs/stop-prea-faq.pdf and the fact sheet at www.justice.gov/ovw/docs/stop-prea-reallocation.pdf.

FREQUENTLY ASKED QUESTIONS ABOUT STOP FORMULA GRANTS

5. Can STOP subgrantees provide services to lesbian, gay, bisexual, or transgender (LGBT) victims of domestic violence, dating violence, sexual assault, and stalking with STOP funds?

Yes. There is a new purpose area for developing, enlarging, or strengthening programs and projects to provide services and responses targeting 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. In addition, the new nondiscrimination grant condition described in the answer to [question 2](#), above, provides that subgrantees may not exclude any person from receiving grant-funded services on a number of prohibited grounds, including that person's sexual orientation or gender identity.

FREQUENTLY ASKED QUESTIONS ABOUT STOP FORMULA GRANTS

TYPES OF SERVICES

1. Can legal services be supported with STOP funds?

Yes. Under purpose area 5, as amended, states can now provide a full range of legal services, such as housing, family law, public benefits, and other similar matters. Any subgrantee providing legal assistance must certify that:

- 1) 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.
 - i. is partnered with an entity or person that has such demonstrated expertise and
 - ii. 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;
- 2) any training program conducted in satisfaction of the requirement of paragraph (1) 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;
- 3) 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
- 4) 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.

2. Can STOP funds be used to transport a woman safely out-of-state?

Yes, in limited circumstances. STOP funds may be used to cover reasonable transportation costs that would enhance a woman's safety.

3. Can a victim services organization receive an award to help place survivors in permanent housing after shelter stay? For example, could the organization purchase furniture or pay moving costs?

No. STOP funds may not be used to pay for moving household goods to a new location or acquiring furniture or housing in a new location. However, STOP funds may be used to cover reasonable transportation costs that would enhance a woman's safety. Please see

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[question 18](#) under [Financial Issues](#) for a discussion of paying rent for provision of transitional housing.

4. Under the STOP Program, can the state create a voucher program where victims are directly given vouchers for such services as housing or counseling?

No. The statutory purposes of the STOP Program do not authorize creation of a voucher program.

5. Can STOP dollars support batterers' intervention programs? If so, what allocation should they be funded under?

Yes. Batterers' intervention programs may be supported provided that the programs are part of a graduated range of sanctions that use the coercive power of the criminal justice system to hold abusers accountable for their criminal actions and for changing their behavior. However, couples counseling or any intervention that requires participation by a victim or that is not designed to hold offenders accountable for their violent behavior cannot be supported with STOP dollars.

The specific allocation may depend on the circumstances of the program and the particular state. Batterers' intervention may be supported through the "discretionary" portion of a state's formula grant (i.e., the 15 percent that is not designated for law enforcement, prosecution, courts, or victim services) or the courts portion.

6. Can STOP funds support violence prevention programs, such as media campaigns to educate the general public about violence against women?

Yes. 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 state's total STOP award for the year may be used for this purpose.

7. What is the difference between prevention/education (which is limited to 5 percent) and "outreach" which is more broadly allowable?

The goal of prevention is to stop or reduce domestic violence, dating violence, sexual assault, and stalking. By contrast, an outreach initiative is linked to a specific set of services and the goal is to increase awareness about the services, so that victims know where to go for the services.

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8. Can programs in schools be supported with STOP funds?

Yes, programs in schools may be supported to the extent that they fit within one or more of the STOP program's statutory program purpose areas. For example, STOP funds could be used to provide support groups that meet at school for dating violence victims or to provide information to students about services available to help victims of dating violence. Prevention programs are now allowed under new purpose area #20 but are limited to not more than five percent of funds.

9. When can STOP funds be used to assist child sexual abuse victims?

STOP funds can serve sexual assault victims who are age 11 or older. VAWA defines sexual assault as "any nonconsensual sexual act proscribed by federal, tribal, or state law, including when the victim lacks the capacity to consent." The target of the STOP Program is adult and youth victims. Youth is defined as "a person who is 11 to 24 years old."

10. Can STOP funds be used to address child sexual abuse when the victim is now an adult?

Yes, STOP funds may be used to address child sexual abuse when the victim is now an adult, provided that the abuse occurred or continued when the victim was age 11 or older.

11. Can STOP funds be used to pay for health care providers' time conducting forensic examinations?

Yes. Beginning with FY 2007 awards to the states, STOP funds may be used for health care providers' time conducting forensic examinations, if two requirements are met:

1. the examinations are performed by specially trained examiners for victims of sexual assault (such as Sexual Assault Nurse Examiners (SANEs) or Sexual Assault Forensic Examiners (SAFEs)); and
2. the jurisdiction does not require victims of sexual assault to seek reimbursement from their insurance carriers.

12. If the state is using STOP funds to pay for forensic examinations, do the medical providers performing the exams need to have any particular training or certification?

No, the medical providers do not need to have particular sexual assault forensic exam training. They do need to have sexual assault training, but the specific nature and form of that training is not defined by statute. States can determine the most appropriate training for the needs of their states. The National Training Standards for Sexual Assault Medical Forensic Examiners (available at www.ncjrs.gov/pdffiles1/ovw/213827.pdf) provides recommendations on training for medical providers performing forensic examinations.

FREQUENTLY ASKED QUESTIONS ABOUT STOP FORMULA GRANTS

13. If the state pays for sexual assault forensic examinations, which allocation should it come from?

It could come from law enforcement, prosecution, or discretionary. Please refer to the definitions section of VAWA for definitions of law enforcement and prosecution. A high-quality forensic exam could benefit either of these disciplines, depending on the structure and systems in the individual state. States should make decisions based on the laws, policies, and practices of their own state as to the most appropriate allocation. As discussed above, this only applies starting with FY 2007 funds.

14. Can a state provide funding to a child advocacy center?

Yes, it is technically allowable but, as described above, the state must ensure that the funding only supports services for victims age 11 and older. States should also think carefully about which allocation (law enforcement, prosecution, victim services, or discretionary) to use for this purpose, depending on the purpose of the subgrant.

15. Can STOP support payment for substance abuse counseling for domestic abuse or sexual assault victims?

Yes, in limited circumstances. STOP funds may not be used for general substance abuse counseling, but they may be used for victim service providers that wish to focus on providing services to victims with substance abuse issues.

16. Can STOP support alternative treatments for victims?

Yes, but on a limited basis. The subgrantee has to provide specific justification for the type of approach, such as research on the benefits of the specific type of treatment to domestic violence or sexual assault survivors. There would also need to be justification that the cost of service was reasonable.

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FINANCIAL ISSUES

1. Can STOP funds be used to purchase equipment that will be used partially for purposes other than those outlined in the STOP program?

STOP funds may be used to partially purchase equipment that will be used for the STOP project as well as other purposes if the expenses are prorated according to the percentage of time that the equipment is used for STOP purposes. For example, a state could use STOP funds to support a portion of the digitalization of a 911 network if it can document the percentage of expenses based on the number of calls received for domestic violence, dating violence, sexual assault, and stalking.

2. Can STOP funds be used to purchase automobiles?

No, STOP funds cannot be used to purchase vehicles. Please note that this is a change from a 1998 memorandum that authorized the purchase of vehicles under certain circumstances.

3. Can STOP funds be used to purchase food?

Yes, in some instances. The provision of food and beverages at training events or conferences is governed by the most recent version of the DOJ Financial Guide. Please review the requirements carefully in determining if food provision at a particular event is acceptable and contact the state's grant manager if the state has any questions. Food provision within the context of victim services (e.g., providing food in shelters) is permissible if the food is necessary or integral to providing services to women to enhance their safety.

4. Are the salaries of prosecutors, law enforcement officers or judges considered allowable costs?

Yes, if the paid prosecutors, law enforcement officers, or judges are handling cases involving violence against women. If they are not working full time on violence against women cases, their time must be prorated.

5. Can STOP funds be used to pay for immigration fees for battered immigrant women?

No, such fees are not within the scope of the STOP Program.

6. Can STOP dollars support the operational costs of a facility, such as a shelter?

Yes, except that if the project is supported with funds from other sources as well (e.g., Victims of Crime Act or Family Violence Prevention and Services Act funds), the rent and operational expenses must be prorated among the different funding sources. In addition, the

FREQUENTLY ASKED QUESTIONS ABOUT STOP FORMULA GRANTS

rent must be reasonable. If, however, the shelter owns its own facility, rent for use of that facility may not be charged to the grant at all; however, related expenses such as utilities and building security may be charged to the grant. As discussed below, renovations and construction may not be supported with STOP funds.

7. Can a state agency use STOP funds to support a project it would like to undertake itself?

Yes, as long as the project fits within the enumerated purpose areas. In such cases, however, the state will need to ensure that the STOP funds that are being used to support the project are supplementing and not supplanting non-federal funds that would otherwise be available for such a purpose. The state will also need to carefully consider the appropriate allocation for such a project, and should submit a STOP subgrant progress report regarding the specific project.

8. Can a state allow a subgrantee to charge indirect costs to the subgrant?

Yes. Furthermore, if a subgrantee has a federally approved indirect cost rate, the state must honor it. If there is no federally approved indirect cost rate, the state must recognize a rate negotiated between the state and the subgrantee (in accordance with 2 CFR 200) or a “de minimus indirect cost rate” of 10% of Modified Total Direct Costs as defined in 2 CFR §200.414.

9. If income is generated through grant-funded activities, how should that income be used?

Grantees must receive prior approval from OVW before they earn program income. Subgrantees must receive approval from the state. Program income may be added to the award amount, used to reduce program costs (with the extra amount returned to the Federal government), or used toward the matching requirement. Program income may only be used for allowable program costs, however, and must be expended prior to additional drawdowns. Please see the most recent version of the DOJ Financial Guide for more information on this topic.

10. Is there a difference between “supplies” and “equipment?”

Yes. “Equipment” consists of non-expendable items. Federal guidelines define equipment as tangible personal property having a useful life of more than one year and a per unit acquisition cost which equals or exceeds the lesser of the capitalization threshold of the non-federal entity or \$5,000. States should follow their own guidelines for capitalization of equipment. Supplies are all tangible property other than that defined as equipment. Supplies are generally items that will be expended during the project period. See 2 CFR §200.33 Equipment and 2 CFR §200.94 Supplies for definitions.

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11. Can STOP funds be used for renovations or construction?

No. STOP monies cannot be used for renovations or construction. This includes even such seemingly minor renovations as painting or replacing carpet.

12. Do states have an administrative allowance?

Yes. States can use up to 10 percent of funds for administrative costs.

13. Can unused administrative money be reallocated to fund subgrants?

If the state does not need the full 10 percent, these funds should be used to support subgrants.

14. Can a subgrantee charge a fee for counseling (therapy) of sexual assault victims?

Yes, at the discretion of the state administering agency. This income, however, should be treated as program income. See the DOJ Financial Guide and [question 9](#), above, for more details on the allowable uses for program income.

15. Can a subgrantee provide gift cards, such as gas cards or grocery cards, to support victims?

OVW strongly discourages the use of gift cards, because oversight of expenditures is very difficult to manage and there is a high risk of misuse. Gift cards are only allowable to the extent that they are used for purposes that are otherwise an allowable use of STOP funds, such as to purchase groceries for victims as described in [question 17](#), below. If the grantee or subgrantee determines that use of gift cards is necessary to provide services to victims, they must ensure that effective control and accountability is maintained over gift cards and that those cards are used solely for authorized purposes. As noted in [question 3](#) under Subgrant Management Issues, states are responsible for ensuring that their subgrantees use STOP funds appropriately. Please contact OVW's Grants Financial Management Division if the state has specific questions about adequate fiscal controls regarding the use of gift cards, including tracking and safeguarding of cards and ensuring that all items purchased with those cards are within the scope of the STOP program and are allowable under federal regulations.

16. Can STOP funds be used to provide stipends to victims who attend focus groups?

It is allowable to provide a stipend intended to reimburse the participants for their costs in attending, such as mileage, gas, childcare, etc. This can be done through actual reimbursement or through a generic gift card in an amount intended to compensate for such costs of attending. (As noted above, States are responsible to ensure adequate fiscal controls

FREQUENTLY ASKED QUESTIONS ABOUT STOP FORMULA GRANTS

are in place when gift cards are used.) Focus groups must be part of the implementation of one of the STOP Program purpose areas. For example, a jurisdiction might want to hold a focus group as part of the development of local “policies that enhance best practices for responding to domestic violence, dating violence, sexual assault, and stalking.”

17. Can STOP funds be used to purchase groceries?

Yes. STOP funding may be used to purchase groceries as part of victim services that subgrantees provide to victims. Grantees and subgrantees need to have a process in place to ensure that all items purchased are allowable, reasonable and necessary under applicable state and federal statutes and regulations and used for program purposes. Pursuant to federal regulations, the purchase of any alcohol, tobacco, or related products is strictly prohibited with the use of grant funds.

18. Can a subgrantee pay for the first month’s rent or rental deposit for a victim of domestic violence as part of the provision of transitional housing?

Yes, STOP funds can be used to pay the first month’s rent. Deposits are also allowable if the subgrantee has an agreement in place with the landlord that the full/remaining deposit will be returned to the subgrantee and not the victim at the end of the lease. OVW advises that the subgrantees arrange to pay the first month’s rent, rather than a security deposit, to alleviate the need to recover and account for the deposit.

19. Is the purchase of equipment and supplies allowable in the last month of a grant?

Equipment and supplies are allowable costs under the STOP program. Grantees and subgrantees, however, should plan and budget for equipment and supplies early in the grant project to ensure the full benefit of the purchase is received. Purchasing equipment and supplies during the last month of the grant may not be undertaken merely for the purpose of using unobligated funds, as this does not support the purpose of the program. OVW therefore disfavors such purchases in the final month of a grant. Please contact the state’s OVW program manager with questions about any particular purchases.

20. How is the administrative allowance calculated? For example, is it taken off the top of the award amount, is it taken out of each allocation, or is it part of the “discretionary” category?

The STOP statute requires that the designated allocation for each discipline (law enforcement, courts, prosecution, and victims services) be taken from the total award amount. We recognize the importance of both the administrative funds and the amount of funds available to be used at the discretion of states and territories. Therefore, we have a solution that would address these needs, while also ensuring adherence to STOP statute:

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states may allocate up to 10 percent of each of the other STOP allocations to be used for administration of the STOP grant. An example of the solution is as follows:

STOP award \$1,000,000

- 5% or \$50,000 for Courts; of this amount up to \$5,000 can be used for administration
- 25% or \$250,000 for Law Enforcement; of this amount up to \$25,000 for administration
- 25% or \$250,000 for Prosecution; of this amount up to \$25,000 for administration
- 30% or \$300,000 for Victim Services; of this amount up to \$30,000 for administration
- 15% or \$150,000 at the state's discretion; of this amount up to \$15,000 for administration

This solution gives states and territories the same amount of funds to meet the administrative cost and discretionary needs, but also complies with the statute because each discipline would receive the allocation amount calculated on the total amount awarded.

21. Can STOP be used to pay for co-location of services, such as Family Justice Centers?

Yes, STOP can pay for co-location of services under the purpose area for “maintaining core victim services and criminal justice initiatives, while supporting complementary new initiatives and emergency services for victims and their families.” However, if any of the underlying services at the center cannot be funded through STOP, such as services for children under 11, then the staffing for those services still cannot be supported through this purpose area, just the co-location. For example, co-location costs might include a centralized intake person, rent, or security. Such expenses should be pro-rated according to the percentage of the services in the center that can be covered with STOP. For example if ten percent of the services are out of scope of the STOP Program then STOP can pay up to ninety percent of the co-location costs.

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MATCH

A. Statute

1. What is the statutory language regarding match?

42 U.S.C. § 13925 (b)(1) provides:

Match. – No matching funds shall be required for any grant or subgrant made under [the Violence Against Women Act] for –

- (A) any tribe, territory, or victim service provider; or
- (B) any other entity, including a state, that –
 - i. petitions for a waiver of any match conditions imposed by the Attorney General or the Secretaries of Health and Human Services or Housing and Urban Development; and
 - ii. whose petition for waiver is determined by the Attorney General or the Secretaries of Health and Human Services or Housing and Urban Development to have adequately demonstrated the financial need of the petitioning entity.

42 U.S.C. § 3796gg-1(f) provides:

The federal share of a grant made under [the STOP Formula Program] may not exceed 75 percent of the total costs of the projects described in the application submitted, except that, for purposes of this subsection, the costs of projects for victim services or tribes for which there is an exemption under section 40002(b)(1) of the Violence Against Women Act of 1994 (42 U.S.C. 13925(b)(1)) shall not count toward the total costs of the projects.

B. Exemption

2. What entities are covered by the match exemption in 42 U.S.C. § 13925(b)(1)?

Under VAWA 2005, the state cannot require matching funds for a grant or subgrant for any tribe, territory, or victim service provider, regardless of funding allocation category.

3. When is the state exempted from match?

The state is exempted from matching the portion of the state award that goes to a victim service provider for victim services or that goes to tribes. Territories are also exempted in full. States can receive additional waiver of match based on a petition to OVW and a demonstration of financial need.

FREQUENTLY ASKED QUESTIONS ABOUT STOP FORMULA GRANTS

The below chart illustrates the specific situations where a state is exempt from match, and the situations where states cannot pass match on to specific subgrantees:

Situation	Match is waived for the subgrantee (but not exempted for the state)- the state cannot require the subgrantee to provide the match, but it is still required of the state	Match is waived for the subgrantee and exempted for the state- the state cannot require the subgrantee to provide match and it is not required of the state	Match is neither waived nor exempted- the state can require the subgrantee to provide match and it is required of the state
Award to victim service provider for victim services		X	
Award to victim service provider for another purpose (for example law enforcement training)	X		
Award to tribe		X	
Awards to courts, law enforcement, prosecution			X

4. Are there situations where victim service providers can be required to provide match?

No, a “victim service provider,” as defined in VAWA, cannot be required to provide match. See [question 11](#) under [Allocation Issues](#) for a discussion of when a victim service provider is required to have 501(c)(3) status. Such an entity can provide match voluntarily, including “in kind” match. This includes situations where a victim service provider is receiving a subgrant under a non-victim services allocation, such as law enforcement or prosecution.

5. Is it permissible to request exempt victim service providers to voluntarily provide match?

Yes. Often victim service providers have ready sources of in-kind match such as donated goods and volunteer services and may be willing to provide match even if not required to do so. However, such provision of match must be truly voluntary; if the provider chooses not to provide match, it should not suffer adverse consequences.

FREQUENTLY ASKED QUESTIONS ABOUT STOP FORMULA GRANTS

- 6. Is the match exemption based on the initial awards or final awards? For example, if a state gives funding to a law enforcement agency for law enforcement purposes, but the funds are returned and the state reallocates the returned funds to a victim service provider for victim services, is match required?**

Match exemption is based on the final award. In the example above, match would not be required for the amount that was reallocated to a victim service provider for victim services. OVW will look at the time of closeout at the entities and purposes of funds and base the required match on that.

C. General Issues

- 7. How should the value of in-kind match be determined?**

In-kind match must be documented in the same manner as grant-funded activities. In-kind match should be valued based on the fair market value of the goods or services. For example, the value of a volunteer answering a hotline should be the same as what the agency would pay an employee to answer the hotline. For more information see 2 CFR §200.306 Cost sharing or matching and specific examples, please see www.justice.gov/sites/default/files/ovw/legacy/2014/02/06/stop-match-requirement-for-formula-grants.pdf.

- 8. Do the match funds need to follow the allocation formula (i.e., 25 percent law enforcement, 25 percent prosecution, 5 percent courts, 30 percent victim services)?**

No, they do not. For example, a state could use match provided by its law enforcement and courts subgrantees to match its entire award.

D. Waiver

- 9. Who is eligible to submit a request for a match waiver?**

For the purpose of requesting a waiver through OVW's STOP Formula Program, eligible recipients are states. Territories do not need to request a waiver because they are automatically exempted from match.

- 10. How does a state request a match waiver?**

An eligible applicant should formally request a match waiver by submitting a request letter addressed to the Director of the Office on Violence Against Women. Please submit the state's waiver request and supporting documentation via grant adjustment notice in the Grants Management System.

FREQUENTLY ASKED QUESTIONS ABOUT STOP FORMULA GRANTS

11. When should a state administrator make a request for a match waiver?

As a general rule, a state has three months from the date of its most recent award to make a waiver request for that award year.

12. What is the standard for granting a match waiver?

The OVW Director must determine that the applicant for a match waiver has adequately demonstrated financial need.

13. What type of evidence demonstrates “financial need?”

Specific evidence of economic distress, such as documentation of high unemployment rates, poverty rates, and designation as a FEMA disaster area, and how this affects the State’s ability to provide violence against women matching funds may demonstrate financial need. For example, if a state shows that across the board budget cuts have directly reduced funding for violence against women by 20 percent, then the state would be considered for a 20 percent waiver, not a full waiver. Reductions in federal funds are not relevant to state match unless the state can show that the reduced federal funding directly reduced available state funds to support violence against women. The state would need to provide attachments to demonstrate this effect, such as portions of the state budget demonstrating shifts in funding or a letter from the Governor’s office.

14. What should a waiver application include?

States that wish to apply for full or partial waivers of match must submit documentation of the following:

- 1) The sources of non-federal funds available to the state for match and the amount available from each source, including in-kind match and match provided by subgrantees or other entities;
- 2) Efforts made by the state to obtain the matching funds, including, if applicable, letters from other state agencies stating that the funds available from such agencies may not be used for match;
- 3) The specific dollar amount or percentage waiver that is requested;
- 4) Cause and extent of the constraints on the historical and projected ability to raise violence against women matching funds; and
- 5) Specific evidence of economic distress, such as documentation of high unemployment rates, poverty rates, and designation as a FEMA disaster area, and how this affects the state’s ability to provide violence against women matching funds. For example, if a state shows that across the board budget cuts have directly reduced funding for violence against women programs by 20 percent, that state would be considered for a 20 percent

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waiver, not a full waiver. Reductions in federal funds are not relevant to state match unless the state can show that the reduced federal funding directly reduced available state funds to support violence against women programs. The state would need to provide attachments to demonstrate this effect, such as portions of the state budget demonstrating shifts in funding or a letter from the Governor's office.

15. How does a grantee learn of OVW's match waiver decision?

Once OVW receives the formal request for a match waiver and supporting documentation from the state, the time period from OVW review and consideration to notification will not exceed 90 days. OVW will notify the appropriate state STOP administrator of all determinations.

16. What if OVW denies the waiver request?

All requests for match waiver will be reviewed and considered by the Director of OVW on a case-by-case basis. Approval of such a waiver will require significant justification for need and will not be made automatically. All decisions are final.

17. If a state receives a match waiver for one grant award, will it automatically receive approval for the next grant award period?

A match waiver decision is only good for the current grant award.

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ALLOCATION ISSUES

1. If a state does not receive enough fundable projects in a particular allocation to meet the set aside for that category, can the state reallocate these funds to another allocation category?

Yes. If a state does not receive sufficient eligible applications to award the full funding within one of the allocations, then the state can reallocate the funds to another category. States should have the following documentation on file to demonstrate lack of sufficient eligible applications:

- A copy of their solicitation
- Documentation on how the solicitation was distributed, including all outreach efforts to entities from the allocation in question
- An explanation of their selection process
- A list of who participated in the selection process (name, title, and employer)
- Number of applications that were received for the specific allocation category
- Information about the applications received, such as who they were from, how much money they were requesting, and any reasons the applications were not funded
- Letters from any relevant state-wide body explaining the lack of applications (e.g., if the state is seeking to reallocate money from courts, a letter from the State Court Administrator)
- For the culturally specific allocation, demographic statistics of the relevant racial and ethnic minority groups within the state and documentation that the state has reached out to relevant OVW technical assistance providers and the U.S. Department of Health and Human Services Resource Centers for assistance in reaching the relevant culturally- specific providers for the populations in their state (for information on OVW TA Providers, please see <https://ta2ta.org/directory.html>; for more information on the Resource Centers, please see www.acf.hhs.gov/programs/fysb/programs/family-violence-prevention-services/programs/centers.)

Although OVW approval is not required prior to reallocation, OVW encourages states to reach out to their grant managers to ensure they have adequate justification, so that it does not become an issue later during monitoring.

2. What if a state allocates funding to a subgrantee, but gets the money back?

If funds awarded from a subgrant are returned to the state, then the state can re-allocate them under any allocation category (victim services, law enforcement, prosecution, courts, discretionary). If the state's award is at or near its end date, the funds would revert back to OVW. However, a state may request one automatic extension not to exceed 12 months and, in extraordinary circumstances, a second extension beyond 12 months as outlined in the DOJ Financial Guide. The state should contact its OVW Program Specialist if seeking a second extension.

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3. Should states make decisions to award law enforcement, prosecution, court, and victim services funds based on the purpose for which the funds will be used or the type of agency applying for the funds?

The current language of the STOP statute requires states to allocate certain percentages of funding "for" law enforcement, prosecution, and victim services. The courts allocation must be awarded "to" state and local courts. Decisions for law enforcement, prosecution, and victim services should be made based on the beneficiary of the funded activities. For example, a state may provide funds to its state coalition to provide training to police throughout the state under the "law enforcement" category because the training is to benefit law enforcement. Please review the definitions for law enforcement, prosecution, courts, and victim services to assist in making these determinations. If a subgrant recipient under a particular category is not the type of agency referred to in the category, states should ensure that the correct type of agency will benefit from the funds. For example, if a state coalition applies for law enforcement funds to train police, the application should include a Memorandum of Understanding or other documentation from police agencies indicating that they agree to attend the training and will be involved in the development of the training.

4. What types of entities are eligible for the 30 percent for victim services?

The 30 percent is "for victims services." Victim services is defined in VAWA as "services provided to victims of domestic violence, dating violence, sexual assault, or stalking, including telephonic or web-based hotlines, legal advocacy, economic advocacy, emergency and transitional shelter, accompaniment and advocacy through medical, civil or criminal justice, immigration, and social support systems, crisis intervention, short-term individual and group support services, information, and referrals, culturally specific services, population specific services, and other related supportive services." As long as the type of service is one described above, the subgrant can be awarded from the victim services allocation, regardless of the type of entity receiving the funding.

5. Under which category would a probation or parole project be funded?

This would depend on the structure of the state's criminal justice system. In some states, these agencies are part of the court system. In others, they are considered law enforcement. States should refer to the definitions of law enforcement and courts and use their best judgment.

6. Can STOP funds be subgranted to state law enforcement or prosecution training divisions, such as Police Officer Standards and Training (POST) offices?

Yes. Please see the VAWA definitions of law enforcement and prosecution.

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7. What allocation should be used for funding under the new prevention purpose area?

Prevention projects should be funded from the fifteen percent discretionary funding.

8. What entities can receive funds under the courts allocation?

The “courts” allocation is “to” courts, rather than “for” courts, so the money must be awarded to a court entity. This includes state, local, tribal, and juvenile courts. “Court” is defined in VAWA as “any civil, criminal, tribal, and Alaska Native Village, federal, state, local, or territorial court having jurisdiction to address domestic violence, dating violence, sexual assault, or stalking, including immigration, family, juvenile, and dependency courts, and the judicial officers serving in those courts, including judges, magistrate judges, commissioners, justices of the peace, or any other persons with decision making authority.” Examples could include a state administrative office of the courts, a state supreme court, a local domestic violence court, a local probation project (in a state where probation is part of the courts). States should include their state court administrators on their planning committees for advice on how to distribute court money in their states.

9. Can a court receive the funds but then pass some or all of them through to a victim service provider?

Yes, as long as the funds are initially awarded “to” a court, the court can then subcontract them to another entity for all or part of the project.

10. What type of agencies can receive funds under the 10 percent set aside within victim services for “culturally specific community-based organizations?”

An organization is eligible to receive the culturally-specific set aside if the organization is a nonprofit, nongovernmental organization or tribal organization that serves a specific geographic community that:

- focuses primarily on domestic violence, dating violence, sexual assault, or stalking;
- has established a specialized culturally specific program that addresses domestic violence, dating violence, sexual assault, or stalking;
- has a primary focus on underserved populations (and includes representatives of these populations) and domestic violence, dating violence, sexual assault, or stalking; or
- obtains expertise, or shows demonstrated capacity to work effectively, on domestic violence, dating violence, sexual assault, and stalking through collaboration;

and:

- is primarily directed toward racial and ethnic minority groups; **and**
- is providing services tailored to the unique needs of that population.

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An organization will qualify for funding if its primary mission is to address the needs of racial and ethnic minority groups or if it has developed a special expertise regarding a particular racial and ethnic minority group. (Please see [question 12](#) below for definition of covered racial and ethnic minorities.) The organization must do more than merely provide services to the targeted group; rather, the organization must provide culturally competent services designed to meet the specific needs of the target population.

In reviewing subgrant applications, states should look not only at the numbers of victims that will be served, but also at how the services will be provided, whether the community to be served has been involved in planning for the delivery of the services, and whether there will be outreach to that community regarding the availability of the services. For example, if an applicant proposes to provide services to Mexican immigrant victims, the state should consider such things as: line items in the budget for certified interpreters; a demonstration that the applicant has knowledge of and collaborative relationships with other organizations relevant to the community; established outreach activities to the community; and on-going staff training on Mexican culture. A community-based organization that accepts funding to provide services to a particular racial and ethnic population cannot exclude others from participating in its programs and activities based on race, color, religion, national origin, sex, gender identity, sexual orientation, disability, or age.

11. What type of subgrant entities are required to have 501(c)(3) status?

As a result of VAWA 2013, any entity that is eligible for funding based on its status as a nonprofit organization must be an organization that is described in section 501(c)(3) of the Internal Revenue Code of 1986 and is exempt from taxation under section 501(a) of that Code. See 42 U.S.C. § 13925(b)(16)(B). In the STOP program, this applies to grantees under the set aside to culturally specific community-based organizations, except for grantees that are tribal governmental organizations. In addition, for the state to receive the victim service match exemption, or for victim service providers to be waived from match, the victim service providers must have 501(c)(3) status unless they are tribal governmental organizations or governmental rape crisis centers (except in territories where governmental rape crisis centers are not eligible as victim service providers).

12. What victim populations may be served under the set aside for culturally specific community-based organizations?

The set aside may address “racial and ethnic minorities” as defined in section 1707(g) of the Public Health Service Act, which means “American Indians (including Alaska Natives, Eskimos, and Aleuts); Asian Americans; Native Hawaiians and other Pacific Islanders; Blacks; and Hispanics.”

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13. Can other underserved populations, such as Deaf victims LGBT victims, and religious minorities be served with the culturally specific set aside?

No. The set aside is only for racial and ethnic minorities, as defined in the answer to [question 12](#), above. However, states are required to address in their implementation plans how they will recognize and meaningfully respond to the needs of underserved populations, which may include Deaf, LGBT, and other victim populations. “Underserved populations” is defined as “populations who face barriers in accessing and using victim services, and includes populations underserved because of geographic location, religion, sexual orientation, gender identity, underserved racial and ethnic populations, populations underserved because of special needs (such as language barriers, disabilities, alienage status, or age), and any other population determined to be underserved by the Attorney General.”

14. How is the new 20 percent sexual assault set aside calculated?

Under VAWA 2013, 20 percent of funds granted to a state shall be allocated for programs or projects in 2 or more allocations (victim services, courts, law enforcement, and prosecution) that meaningfully address sexual assault, including stranger rape, acquaintance rape, alcohol or drug- facilitated rape, and rape within the context of an intimate partner relationship. The 20 percent is counted on the total amount granted to the state, but is not a separate allocation.

For example, if a state received \$100,000:

- The sexual assault set aside would be \$20,000
- The victim services allocation would be \$30,000
- The courts allocation would be \$5,000
- The law enforcement and prosecution allocations would be \$25,000 each

The \$20,000 for sexual assault would not be in addition to these other allocations, but must fit within at least 2 of them. So if the state used \$10,000 of its victim services money for sexual assault projects, it would need an additional \$10,000 from courts, law enforcement, and/or prosecution. Even if \$20,000 of the state’s victim services allocation were spent on sexual assault projects, the state would need to award sexual assault funding in the law enforcement, courts, or prosecution allocations to meet the set aside. If the state is funding sexual assault in a discretionary area (i.e., not victim services, courts, law enforcement, or prosecution) it will not count toward the set aside.

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SUBGRANT MANAGEMENT ISSUES

1. What can OVW do if a subgrantee is misappropriating funds?

OVW's relationship and monitoring obligation is at the state level because the state is the grantee. If such misappropriation comes to the attention of OVW, the state would be held responsible for the misuse of funds.

2. Can a state put a special condition on its subawards prohibiting activities that may compromise victim safety?

Yes. OVW includes special conditions in its discretionary grant awards prohibiting activities that may compromise victim safety. OVW encourages states to include similar conditions.

3. To what extent should states control subgrant details and monitor subgrants?

As the grantee, the state is responsible for ensuring that STOP funds are expended appropriately and for the purposes mandated in the Violence Against Women Act. The state is also responsible for establishing its own guidelines for subgrant oversight and monitoring intensity. Monitoring must include: reviewing financial and programmatic reports; following up and ensuring that the subgrantee takes appropriate action on any deficiencies noted during audits, on-site reviews, and other means; and issuing a management decision for audit findings pertaining to the STOP subgrant. States are required to assess the level of risk of subgrantees and impose additional special conditions based on the level of risk. Depending on the level of risk, these additional monitoring tools may be useful: providing subgrantees with training and technical assistance, performing on site reviews of the subgrantee's program operations, and arranging for specific procedures to address risk. States should consider taking enforcement actions against noncompliant subgrantees. For additional information on requirements for pass-through entities (i.e., states), please see 2 CFR §200.331.

4. Can states look at client records in monitoring subgrants?

The Violence Against Women Act confidentiality provision provides that grantees may not share identifying information about clients served unless the client signs an informed, time-limited release, or there is a statutory or court mandate for the release. The nature of identifying information is fact-specific and could include things like age, race, and number of children, depending on the situation. This means that states need to find ways to monitor subgrantees without looking at identifying information. For example, a state could ask a subgrantee to redact the identifying information from a sample of files.

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5. What is the difference between a subgrant and a contract?

A subgrant, or subaward, is for the purpose of carrying out the federal award and creates a federal assistance relationship with the subrecipient. A subgrant is generally for the purpose specified in the authorizing program statute as opposed to providing goods or services for the benefit of the state. In determining whether a particular relationship is a contract or subgrant, the substance of the relationship is more important than the form. See 2 CFR 200.414. The relationship is more important than the form. See 2 CFR 200.414. The relationship is more important than the form. See 2 CFR 200.414.

6. What information is required in a subgrant?

Subgrants must include the following information:

- Subgrantee name (which must match the name associated with its unique entity identifier)
- Subgrantee's unique entity identifier
- Federal Award Identification Number
- Federal Award Date
- Subgrant period of performance start and end date
- Amount of federal funds obligated by this action
- Total amount of federal funds obligated to the subrecipient
- Total amount of the federal award
- Federal award project description
- Name of federal awarding agency, state agency, and contact information of state awarding official
- CFDA number and name for the grant program
- Indirect cost rate for the federal award (including if the de minimis rate is charged)
- All requirements imposed by the state on the subgrantee so that the federal award is used in accordance with federal statutes and regulations and the terms and conditions of the federal award
- Any additional requirements that the state imposes on the subgrantee to meet its own responsibility to OVW, including identification of any required financial and performance reports
- An approved federally recognized indirect cost rate if the subgrantee has one, a rate negotiated between the state and the subgrantee, or a de minimis indirect cost rate (see 2 CFR 200.414)
- A requirement that the subgrantee permit the state administrator and auditors to have access to records and financial statements
- Appropriate terms and conditions concerning closeout of the subgrant

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VAWA 2013 QUESTIONS

1. When do the changes in VAWA 2013 take effect?

The changes take effect with FY 2014 STOP awards.

2. What purpose areas did VAWA 2013 add to the STOP Program?

VAWA 2013 added the following purpose areas:

- (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 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 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; and
- (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.

3. What changes were made to the rape exam payment certification?

Two substantive changes were made to the rape exam payment certification. First, states need to coordinate with health care providers in the region to notify victims of sexual assault of the availability of rape exams at no cost to the victims. Second, states no longer have the option of reimbursing the victim for the out-of-pocket costs for the exams: they must provide the exams free of cost to the victim or arrange for victims to obtain the exams free of charge to the victim.

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4. Can states still require, or ask, victims to submit charges for the exams to their personal insurance providers?

Yes, states can still require, or ask, victims to submit the charges for the exams to their health insurance. However, under the new provisions, they must ensure that victims are not billed any costs for co-payments or deductibles, but must ensure that such costs are billed to whatever government entity is responsible for payment for the exams.

5. What does it mean to “coordinate with health care providers in the region to notify victims of sexual assault of the availability of rape exams at no cost to the victims?”

The specifics will vary for each state and territory according to the needs and plans of that state or territory, but the underlying purpose is to ensure the broadest possible notification of victims of how to get a forensic exam. Examples of collaborating partners for distribution of notice might include state hospital associations, state medical associations, state nursing associations, Indian Health Services, and the state insurance commission. States should choose their partners so as to notify the broadest range of possible providers.

6. When do states need to be in compliance with the revised rape exam payment certification?

States have until March 7, 2016, to comply.

7. What changes were made to the fees and costs certification?

The fees and costs provision now includes felony and misdemeanor dating violence, sexual assault, and stalking offenses. It also includes fees in connection with modification, enforcement, dismissal, or withdrawal or a protection order, and it includes protection orders to protect victims of dating violence. Please see [question 17](#), under [Certification Questions](#), for the full text of the fees and costs certification.

8. When do states need to be in compliance with the revised fees and costs certification?

States need to be in compliance with the revisions to the fees and costs certification by the period ending on the date on which the next session of the state legislature ends, starting from October 1, 2013.

9. What is the new sexual assault set aside requirement?

The new requirement is that “not less than 20 percent of the total amount granted to a state under this subchapter shall be allocated to programs or projects in 2 or more allocations

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[victim services, courts, law enforcement, or prosecution] that meaningfully address sexual assault, including stranger rape, acquaintance rape, alcohol or drug-facilitated rape, and rape within the context of an intimate partner relationship.”

10. What is the compliance deadline for the new sexual assault set aside?

States had until March 7, 2015, to implement the sexual assault set aside. Any funds that were not obligated by this date are subject to the set aside.

11. How can states ensure that the projects funded under the set aside “meaningfully” address sexual assault?

OVW encourages states to work closely with sexual assault coalitions and service providers in each state to help ensure that programs “meaningfully” address sexual assault. Such coalitions and service providers can provide assistance like staff and peer reviewer training, language for solicitations, and insight into interventions that successfully respond to the unique needs of sexual assault survivors. It is important to only count subgrants toward the set aside that are truly dedicated to sexually assault, rather than subgrants that are really more focused on domestic violence and have added sexual assault without having a substantive understanding of the issue. OVW has experienced this in administering discretionary programs with sexual assault set asides. OVW encourages states to assess the extent to which existing subgrantees are addressing sexual assault through the subgrantee reporting system.

12. What changes did VAWA 2013 make to the implementation planning process?

There have been many changes to the implementation planning process:

- The implementation plan is due with the application.
- There is a new list of entities which must be consulted and coordinated with (see [question 14](#) for the specific list).
- The plan needs to be coordinated with the state plan for the Family Violence Prevention and Services Act and the programs under the Victims of Crime Act and Rape Prevention Education (see [question 13](#) for additional information).
- The plan needs to address the 20 percent sexual assault set aside (see [questions 9-11](#)).
- The plan needs to include documentation from the required planning committee members as to their participation in the planning process (see [question 15](#)).
- The plan needs to include documentation from the prosecution, law enforcement, court, and victim services programs to be assisted describing the need for the grant funds, the intended use of the grant funds, the expected result of the grant funds, and the demographic characteristics of the population to be served, including age, disability, race, ethnicity, and language background. This is not a new requirement, but it used to be part of the application rather than the implementation plan. This can

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still take the form of letters from each of the four listed categories— either from current grantees or from statewide organizations representing the category of grantee (for example a state law enforcement or prosecutors association) that can comment on the need for grant funds and the other required information.

- The plan needs to include a description of how the state will ensure that subgrantees will consult with victim service providers during the course of developing their grant applications in order to ensure that the proposed activities are designed to promote the safety, confidentiality, and economic independence of victims. This is similar to a requirement that was previously part of the application. Prior to VAWA 2013, states were required to provide letters on how the subgrantees already had consulted with victim service provider. Now the state is required to provide descriptive information on how it will ensure that the subgrantees will consult with victim service providers. For example, states could describe whether they will require letters of support or memoranda of understanding as part of the subgrant applications to demonstrate such consultation.
- The plan needs to include demographic data on the distribution of underserved populations within the state and a description of how the state will meet the needs of underserved populations, including the minimum allocation for culturally specific services.
- The plan needs to include information on how the state will meet the requirements to give priority to areas of varying geographic size with the greatest showing of need based on the availability of existing domestic violence, dating violence, sexual assault and stalking programs; determine the amount of subgrants based on the population and geographic area to be served; equitably distribute monies on a geographic basis including nonurban and rural areas of various geographic sizes; and recognize and meaningfully respond to the needs of underserved populations and ensure that monies set aside to fund culturally specific services and activities for underserved populations are distributed equitably among those populations.
- The plan needs to include goals and objectives for reducing domestic violence-related homicides within the state (see [question 19](#)).

13. How should states coordinate their implementation plans with the state plans for the Family Violence Prevention and Services Act and the Victims of Crime Act and Rape Prevention Education Programs? How will states be expected to document this coordination?

The purposes of this coordination process are to provide greater diversity of projects funded and leverage efforts under the various funding streams. Because states structure these programs differently and house them in different offices, there is no single way to meet the requirement. Options to meet the requirement include convening a meeting of the various program administrators to discuss the different plans and priorities, having a shared implementation planning process or meeting, having the different program administrators attend each other's implementation planning meetings, reading and commenting on each of the other plans, and sharing the STOP plan with the administrators for the other programs for their feedback on how it complements their programs. It may be possible to combine the

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plans, as long as the required elements for each are addressed. OVW hopes a side benefit of improved coordination might be more consistent policy in overall administration of the programs, such as coordinated terms and conditions or monitoring. States will be required to include in their implementation plans information on the process for how they are coordinating their plans and the impact of that process on the contents of the plans.

14. What entities must states consult and coordinate with in developing their implementation plans?

States must consult and coordinate with the following entities in developing their implementation plans:

- The state sexual assault coalition
- The state domestic violence coalition
- The law enforcement entities within the state
- Prosecution offices
- State and local courts
- All state and federally recognized tribal governments in the state
- Representatives from underserved populations, including culturally specific populations
- Victim service providers
- Population specific organizations

15. Are all collaborating partners members of the “planning committee?”

No. By statute, states must consult and coordinate with the state domestic violence and sexual assault coalitions, law enforcement, prosecution, courts, tribal governments, representatives from underserved populations, including culturally specific populations, victim service providers, and population specific organizations. The state must have meaningful consultation with all the entities on the above list, but they do not all need to be on the “planning committee.” For example, states need to consult with all state and federally recognized tribes in their state, but for the planning committee they could include representatives from a smaller number of tribes, tribal organizations, or tribal coalitions. Specifically, the planning committee must include at a minimum:

- The state domestic violence and sexual assault coalitions as defined by 42 U.S.C. 13925(a)(32) and (33) (or dual coalition)
- A law enforcement entity or state law enforcement organization
- A prosecution entity or state prosecution organization
- A court or the state administrative office of the courts
- Representatives from tribes, tribal organizations, or tribal coalitions
- Population specific organizations representing the most significant underserved populations and culturally specific populations in the state- in addition to tribes, which are addressed separately

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The full consultation process should include more robust representation from each of the required groups (as provided in question 14, above).

16. How will states be expected to provide “documentation from each member of the planning committee as to their participation in the planning process?”

The grantee must submit a form documenting the type and extent of each member’s participation in the planning process, as well as major issues that were raised during the process and how they were resolved. Specifically, states can accomplish this in the following manner:

First, the state/territory should retain documentation regarding attendees at all planning meetings. The type of documentation for meetings depends on the form of the meeting:

- For in-person meetings: use and retain a sign-in sheet with name, title, organization, which of the required entity types (e.g., tribal government, population specific organization, prosecution, courts, state coalition) the person is representing, phone number, email address, and signature
- For phone or online meetings: attendees should “sign-in” by emailing or faxing that they are on the call and administrators should retain these emails and/or faxes

Second, the STOP state administrator should create a summary of major concerns that are raised during the development process and how they are addressed, or why they are not addressed. This should be sent to the planning committee along with any draft implementation plan and with the final plan.

Third, the state should also keep track of any method of document review that occurred outside the context of a meeting, i.e., the state should record who the draft implementation plan was sent to, how it was sent (for example by email versus mail), and who responded. Although states/territories do not need to note every comment and how it was addressed, if there are serious or significant concerns with the draft implementation plan, these should be added to the summary of major concerns described above. For remote areas with limited internet connectivity, it may be necessary to consider blast faxes as a way to reach groups such as tribes and population specific organizations.

Finally, the state/territory must create and submit to OVW a checklist for each participant that documents, at a minimum, whether they were informed of meetings, whether they attended meetings, whether they were given drafts of the implementation plan to review, whether they submitted comments on the draft, and whether they received a copy of the final plan and the STOP state administrator’s summary of major concerns. The checklist should also include space for participants to include any major concerns that they have with the final plan. Each participant should check the appropriate categories on the checklist, sign the form, and return it to the STOP state administrator, who will attach the checklists to the plan when submitting the plan to OVW.

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States should ensure that committee members are sent the final version of the plan, after any necessary state approvals.

Only the checklists will need to be sent to OVW with the implementation plans. The remaining documentation described above should be kept on file.

17. What documentation should states provide for entities that were consulted but were not part of the formal planning committee?

States should submit proof that they consulted all of the required entities. For consultation by mail or email, states should submit a copy of the letter or email and the list of who it was sent to, including the type of entity. For consultation by phone, the state should submit a copy of the invitation, a list of who was invited, and a copy of the meeting agenda. States should keep records of, but do not need to send, the specific comments received by any consulting parties.

18. What does it mean to consult with tribes? Does it need to include all the tribes in states with significant numbers of tribes?

All state and federally recognized tribes should be invited to the table. This could mean that they are sent a written document (which can be via email) to comment on or that they are invited to a meeting or conference call. Regardless of format, states should make sure to give sufficient notice to tribes and should keep records of who was invited, how they were invited (e.g., email), and whether and how they participated. Many states have intertribal councils, or related groups which can facilitate communication with the tribes in the state.

19. What do states need to do to “provide goals and objectives for reducing domestic violence-related homicides” in their implementation plans?

First, states need to provide whatever statistics are available on the rates of domestic violence homicides within their states. As part of their consultation with law enforcement, prosecution, and victim services, they should discuss and document the perceived accuracy of these statistics and the best ways to address domestic violence homicide. The plan should identify specific goals and objectives for reducing domestic violence homicide, based on these discussions, which includes challenges specific to the state and how the plan can overcome them. For example, the state should identify which priority areas, projects, or technical assistance they are including with a purpose of reducing domestic violence homicides. In plans subsequent to the 2014 plan, they should include any changes in the statistics since the previous plan.

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20. When is the implementation plan due?

It is due with the application.

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CERTIFICATION QUESTIONS

A. Judicial Notification

- 1. Does the Judicial Notification certification apply to local courts not under the control of the state courts?**

The state certification does not need to cover local courts not under the control of the state courts. However, if a local court seeks STOP Program funding, then it should provide such a certification to the state as a condition of receiving the subgrant.

- 2. Under the Judicial Notice certification, would a state be in compliance if the notice is provided by law enforcement through the incident report, rather than through the courts?**

No. This would not qualify as “judicial” notice.

B. Forensic Examinations

- 3. What is required by the state to comply with the forensic examination certification?**

Under 42 U.S.C. § 3796gg-4, a state is not entitled to funds under the STOP Program unless the state or another governmental entity “incurs the full out-of-pocket cost of forensic medical exams. . . for victims of sexual assault” and “coordinates with health care providers in the region to notify victims of sexual assault of the availability of rape exams at no costs to the victims.” In addition, a state must comply with this requirement without regard to whether the victim cooperates in the criminal justice system or cooperates with law enforcement.

- 4. What is a "forensic medical exam?"**

The term "forensic medical exam" means an examination provided to a sexual assault victim by medical personnel trained to gather evidence of a sexual assault in a manner suitable for use in a court of law.

The examination should include at a minimum:

- (A) examination of physical trauma;
- (B) determination of penetration or force;
- (C) patient interview; and
- (D) collection and evaluation of evidence.

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The inclusion of additional procedures (e.g., testing for sexually transmitted diseases) to obtain evidence or provide treatment may be determined by the state in accordance with its current laws, policies, and practices.

5. What does a state have to do to "incur the full out-of-pocket cost" of forensic medical exams?

A state shall be deemed to incur the full out-of-pocket cost of forensic medical exams for victims of sexual assault if any government entity:

- (A) provides such exams to victims free of charge to victims; or
- (B) arranges for victims to obtain such exams free of charge to the victims.

6. What is the definition of "full out-of-pocket costs?"

"Full out-of-pocket costs" means any expense that may be charged to a victim in connection with a forensic medical examination for the purpose of gathering evidence of a sexual assault (e.g., the full cost of the examination, an insurance deductible, or a fee established by the facility conducting the examination). For individuals covered by insurance, "full out-of-pocket costs" means any costs that the insurer does not pay. However, as described below and above, if the state wishes to use STOP funds to pay for the exams, it may not require victims to seek reimbursement from their private health insurance.

7. Can STOP funds be used to pay for a health care provider's time conducting forensic examinations?

Yes. Starting with FY 2007, STOP funds may be used for health care providers' time conducting forensic examinations, if two requirements are met:

- (1) the examinations are performed by specially trained examiners for victims of sexual assault (such as Sexual Assault Nurse Examiners (SANEs) or Sexual Assault Forensic Examiners (SAFEs)); and
- (2) the jurisdiction does not require victims of sexual assault to seek reimbursement from their insurance carriers.

8. Can STOP Program funds pay for other aspects of SANE/SAFE programs even if the two above requirements are not met?

Yes. STOP Program funds may support the following activities related to SANE/SAFE programs even if the requirements for paying personnel costs are not met:

- training for SANE/SAFE personnel

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- expert testimony of SANE/SAFE personnel
- forensic evidence collection kits ("rape kits")
- equipment, such as colposcopes, swab dryers, and lights
- outreach efforts to inform victims about available services
- victim advocate personnel to accompany victims through the forensic examination process
- on-going counseling services for victims
- on-call time of the SANE/SAFE personnel

This list of SANE/SAFE activities that may be funded is not comprehensive and other similar activities may be funded. Please contact the state's grant program specialist with questions.

9. What if the hospital charges a fee for the use of the examination room?

If the hospital or other medical facility charges a fee for the use of the examination room, it is considered part of the exam and must be paid by the state or other governmental entity.

10. Can the state require victims to submit the claims for the cost of the exam to their personal health insurance providers?

Yes, if they are not using STOP Program funds to pay for the cost of the forensic exam. Under the definition of "full out-of-pocket costs," states can require that victims submit claims to their personal insurers. However, any expenses not covered by the insurer must be covered by the state or other governmental entity and cannot be billed to the victim. This includes any deductibles or denial of claims by the insurer. OVW urges states to keep in mind that, in some cases, insurance billing can present a hardship for victims. For example, a victim of spousal rape may not want her husband to find out that she got a forensic exam. If the victim is forced to submit the claim to her insurance company and she is on her husband's insurance, he may receive a statement from the insurance indicating that she got the exam. For this reason, OVW strongly encourages states to not require victims to file a claim with their insurers.

11. Are states permitted to require victims to cooperate with law enforcement as a condition for receiving a free exam?

No. Effective January 5, 2009, a state will not be in compliance with this provision and will be ineligible for STOP Program funds if the victim is required to cooperate with law enforcement or participate in the criminal justice system in order to receive an exam, payment for the exam, or both. Some victims are unable or unready to decide whether they want to cooperate with law enforcement in the immediate aftermath of the assault. Because evidence is lost as time progresses, such victims should be encouraged to have the evidence collected immediately and decide about reporting the crime at a later date. If local jurisdictions have policies or practices that require victim cooperation or participation in

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order to receive an exam or pay for the exam, the state is responsible for ensuring that all victims are able to receive free exams, regardless whether they cooperate with law enforcement or participate in the criminal justice system.

12. Can a state set a limit on the cost of the exam?

Yes, the state may set a rate for the cost of an exam. However, states should be cautious that they do not set the rate so low that no facilities are willing to provide exams.

13. Can a state use its Crime Victims Compensation Fund to pay for the forensic exams?

Yes, if state law designates the victim compensation program as the primary paying source for the exams. In many states, the compensation program is the primary payer under state law. For federal guidelines that apply to the Victims of Crime Act Victim Compensation Grant Program, go to www.ovc.gov/voca/pdf/voca_guidelines2001.pdf. If the state has further questions about the use of crime victim compensation funding for forensic exam payment, please contact the Office for Victims of Crime at (202) 307-5983.

14. Under the forensic exam certification, is the state required to provide exams for victims of child sexual abuse?

The certification applies only to adult and youth victims of sexual assault.

15. What should states do when the victim is raped in one state but gets the medical forensic exam in another?

Some states have laws or policies such that they only pay for forensic exams if the rape took place in the state. Others will only pay if the exam took place in the state. Thus, if the victim gets the exam in state A but was raped in state B, state A may refuse to pay on the grounds that the rape did not occur in their state. State B may refuse to pay because the exam did not take place there. States in such situations need to work together to ensure that the victim is not billed for any out of pocket costs.

C. Fees and Costs

16. What grant programs are affected by the “fees and costs” certification?

This requirement applies to grantees under the STOP (Services*Training*Officers*Prosecutors) Violence Against Women Formula Grants (STOP) and Grants to Encourage Arrest Policies and Enforcement of Protection Orders (Arrest) Programs.

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17. Who is affected by the “fees and costs” certification?

States, Indian tribal governments, units of local government, and state and local courts that apply for funding under the STOP or Arrest Programs are affected.

18. What is required to comply with the “fees and costs” certification?

Applicants for these programs must certify that:

[Their] laws, policies, and practices do not require, in connection with the prosecution of any misdemeanor or felony domestic violence, dating violence, sexual assault, or stalking offense, or in connection with the filing, issuance, registration, modification, enforcement, dismissal, withdrawal or service of a protection order, or a petition for a protection order, to protect a victim of domestic violence, dating violence, sexual assault, or stalking, that the victim bear the costs associated with the filing of criminal charges against the offender, or the 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, tribal, or local jurisdiction.

This certification shall be treated as a material representation of fact upon which the Department of Justice will rely when it determines whether to award the grant.

19. Do applicants need to change their statutes to come into compliance with the “fees and costs” certification?

If the laws of the state, tribe, or unit of local government conflict with the “fees and costs” provision, then the applicant will not be able to make the necessary certification, even if the jurisdiction has a policy of never charging fees.

20. What if an applicant’s statute is silent on the issue of fees?

If the statute is silent on the issue of fees, then the applicant may not need to pass a law because the policy does not need to be expressed in a law. However, the applicant will need to ensure that its policies and practices do not require victims to bear any of the relevant costs. We encourage applicants to pass a law or adopt a written policy to ensure that victims are not required to bear these costs.

21. As a policy matter, why is it important to comply with this requirement?

This provision is designed to ensure that jurisdictions are not forcing victims to bear costs related to criminal and civil domestic violence, dating violence, sexual assault, and stalking

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cases. The intent of the statutory language is to ensure that all victims can access legal relief in the civil and criminal justice systems, regardless of their financial circumstances.

22. Can grant funds be used to cover these fees and costs?

No, grantees cannot use grant funds to cover these fees and costs. Such use of grant funds would not comply with the certification because grantees are not entitled to funds unless they first certify that they have met (or will meet in certain cases as described in the answer regarding timing of compliance above) the filing fee requirement. This certification is a prerequisite for receiving grant funds. Program funds may not be used to pay these fees and costs, as Congress instructed grantees to certify that victims are not bearing these costs prior to receiving grant funds.

23. Can the respondent or defendant be charged fees in connection with protection orders or criminal cases?

There is nothing in the STOP or Arrest Program statutes to prevent jurisdictions from charging respondents or defendants.

24. What if the state law provides that persons below a certain income can get a fee waiver?

Providing fee waivers only for victims below a certain income is not sufficient. The statutory requirement applies to all victims, regardless of income.

25. Can victims be charged these fees if they are later reimbursed?

No. Charging victims up front and providing reimbursement also is not sufficient to meet the statutory requirement. Even if victims are fully reimbursed, this would require victims to “bear the cost” during the time from when they pay the fees until they receive the reimbursement, which is not permitted by the statute.

26. What if the respondent, defendant, or subject of a warrant or witness subpoena lives out of state? Who should pay the costs of service in such cases?

The statute specifies that the requirement applies whether the warrant, protection order, petition for protection order, or witness subpoena is “issued inside or outside the state, tribal, or local jurisdiction.” This makes clear that victims cannot be charged in such cases. However, the statute does not specify which jurisdiction is required to cover the fees in such a case.

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27. What types of protection orders are covered by the requirement?

The requirement specifically applies to an order “to protect a victim of domestic violence, dating violence, sexual assault, or stalking.” This includes any civil order of any type or duration so long as it was issued for the purpose of preventing violent or threatening acts or harassment against, or contact or communication with or physical proximity to, another person. This also includes orders issued by criminal courts, and pendente lite orders in other proceedings, as described in 18 U.S.C. § 2266.

28. Can fees be charged for general protection orders such as “antiharassment” or “repeat violence” orders?

If the person applying for the order is a victim of domestic violence, dating violence, sexual assault, or stalking and is applying to get an order because of that crime, then the order would constitute an order “to protect a victim of domestic violence, dating violence, sexual assault, or stalking.” Jurisdictions may charge for general protection orders when the applicant is not a victim of these crimes.

29. What if a victim of domestic violence, dating violence, sexual assault, or stalking returns to court to request a modification of a protection order?

“Modification” of orders is expressly covered by the certification, so the victim could not be charged for this.

30. If the court denies a petition for an order, can the petitioner then be charged fees?

Possibly, depending on the specific circumstances of the case. It is possible that a court may deny a protection order even though the petitioner is a victim of domestic violence, dating violence, sexual assault, or stalking. For example, if the state law requires physical abuse to have occurred within a certain time period, a victim could be denied an order because there was not a recent enough incident of physical abuse. The petitioner may be charged fees if the court makes a finding that the petitioner is not a victim of domestic violence, dating violence, sexual assault, or stalking and denies the order based on that finding.

31. Can fees still be charged for divorce cases filed by victims of domestic violence, dating violence, sexual assault or stalking?

The provision does not limit the ability of a jurisdiction to charge fees for divorce cases. However, if a victim of domestic violence, sexual assault or stalking files for a protection order within the divorce case, the victim cannot be charged fees associated with the protection order.

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D. Polygraphing

32. Does the polygraph testing prohibition mean that victim polygraphs can never be used in a sexual assault investigation?

The polygraph testing prohibition at 42 U.S.C. 3796gg-8 requires states to certify that their laws, policies, or practices “will ensure that no law enforcement officer, prosecuting officer, or other governmental official shall ask or require an adult, youth, or child victim of an alleged sex offense...to submit to a polygraph examination or other truth telling device as a condition for proceeding with the investigation for such an offense.”

This means that if the polygraph is not required and not a condition for the investigation, an official may request or offer an opportunity to take a polygraph examination. Jurisdictions should keep in mind however, that such “requests” may be inherently coercive to victims. Also, such requests should only be made in extreme circumstances and with justification, not as a routine matter. For example, the Attorney General Guidelines for Victim and Witness Assistance provide that “Department personnel are strongly discouraged from asking sexual assault victims to take polygraph examinations. The investigating agent may ask a sexual assault victim to take a polygraph examination only in extraordinary circumstances and only with the concurrence of a Special Agent in Charge or the Supervisory Assistant United States Attorney. All reasonable alternative investigative methods should be exhausted before requesting or administering a sexual assault victim polygraph examination.” Jurisdictions that do not prohibit all polygraph examinations of victims should consider implementing similar practices to ensure polygraph examinations are not misused.

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MISCELLANEOUS

1. Can universities be STOP subgrantees?

Yes, a university may be a STOP subgrantee if it meets STOP eligibility requirements and program purposes.

2. Why is there a greater emphasis in the STOP Program on collaboration with nonprofit, nongovernmental victim services programs than with law enforcement and prosecution?

One of the fundamental purposes of VAWA is to give an equal voice to victim advocates in establishing the priorities for funding within a state. Not all victims of violence against women seek help from the criminal justice system; many instead turn to shelters, rape crisis centers, and other programs for assistance.

3. Is it possible to change the project period or end date of the grant?

Yes. The state should contact its grant program specialist soon as possible so he/she can explain how to submit a Grant Adjustment Notice (GAN) for this purpose. The state will need to provide a justification for the change, including the amount of funds remaining in the grant, the reasons why the funds have not been (or will not be) expended by the current end date, and how the state plans to use the funds in the additional time period.

4. Is it possible change the project start date of the grant?

Yes, but only prior to the award being issued or in special circumstances after the award is issued but prior to any funds being drawn down on the award. States must contact their OVW grant manager to make the request.