



**FY 2024 STOP VIOLENCE AGAINST WOMEN FORMULA
GRANT PROGRAM
INSTRUCTIONS FOR GRANT APPLICATION: JUDICIARY**

APPLICATION DEADLINE: April 28, 2025 at 4:00 p.m.



- A complete application must be emailed to CPJAGrants@hawaii.gov by the deadline.
- Do not mail or send hard copies.

The Department of the Attorney General, Crime Prevention and Justice Assistance Division (CPJAD), Grants and Planning Branch is soliciting for applications from State and County government agencies for the STOP Violence Against Women (VAWA) Formula Grant Program.

The Office on Violence Against Women (OVW) in the United States Department of Justice (DOJ) implements VAWA and subsequent legislation. VAWA created several grant programs that are administered by OVW. One of VAWA’s major grant programs is the Services-Training-Officers-Prosecutors (STOP) Violence Against Women Formula Grant Program for states, territories, and tribal entities. Its purpose is to develop and strengthen effective responses to sexual assault, domestic violence, dating violence, and stalking. The STOP Formula Grant Program continues to emphasize the implementation of comprehensive strategies addressing violence against women that are sensitive to the needs and safety of victims and hold offenders accountable for their crimes.

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

STOP-funded projects must fall within at least one (1) of the twenty-four (24) federal VAWA Statutory Purpose Areas and at least one (1) of the state Funding Priority Areas for the Judiciary.

- Eligibility:** JUDICIARY
- Match Requirement:** 25 percent in-kind or cash match requirement (Attachment A)
- Length of Support:** Project period is from June 1, 2025 to May 31, 2026
Earlier start date may be considered upon request.

FY 2024 Federal Funds Available: \$52,837

Award amount for the Judiciary as follows:

Federal Amount	Match Amount	Total Award
\$52,837	\$17,613	\$70,450

VAWA Statutory 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 domestic violence, dating violence, sexual assault, and stalking, including the appropriate use of nonimmigrant status under subparagraphs (T) and (U) of section 101 (a)(15) of the Immigration and Nationality Act (8 U.S.C. § 1101(a)(15)).
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 domestic violence, dating violence, sexual assault, and stalking.
3. Developing and implementing more effective police, court, and prosecution policies, protocols, orders, and services specifically devoted to preventing, identifying, and responding to violent crimes against women, including the crimes of domestic violence, dating violence, sexual assault, and stalking, as well as the appropriate treatment of victims including implementation of the grant conditions in section 40002(b) of the Violence Against Women Act of 1994 (34 U.S.C. 12291(b));
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 domestic violence, dating violence, sexual assault, and stalking.
5. Developing, enlarging, or strengthening victim services and legal assistance programs, including domestic violence, dating violence, sexual assault, and stalking programs, developing or improving delivery of victim services and legal assistance 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 domestic violence, dating violence, sexual assault, and stalking.
6. Developing, enlarging, or strengthening programs addressing the needs and circumstances of Indian tribes in dealing with violent crimes against women, including the crimes of domestic violence, dating violence, sexual assault, and stalking.
7. Supporting formal and informal statewide, multidisciplinary efforts, to the extent not supported by state funds, to coordinate the response of state law enforcement agencies, prosecutors, courts, victim services agencies, and other state agencies and departments, to violent crimes against women, including the crimes of domestic violence, dating violence, sexual assault, and stalking.
8. Training of sexual assault forensic medical personnel examiners in the collection and preservation of evidence, analysis, prevention, and providing expert testimony and treatment of trauma related to sexual assault.

9. Developing, enlarging, or strengthening programs to assist law enforcement, prosecutors, courts, and others to address the needs and circumstances of individuals 50 years of age and over, individuals with disabilities, and Deaf individuals who are victims of domestic violence, dating violence, sexual assault, or stalking, including recognizing, investigating, and prosecuting instances of such violence or assault and targeting outreach and support, counseling, legal assistance and other victim services to such 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, including rehabilitative work with offenders.
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 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: 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 services providers and domestic violence coalitions. Note: Any law enforcement, state, tribal, territorial, or local government agency receiving funding under the Crystal Judson Domestic Violence Protocol Program, and any subgrantee of such an agency, shall

(1) receive specialized training, on an annual basis, from domestic violence and sexual assault nonprofit organizations on the topic of incidents of domestic violence committed by law enforcement personnel and

(2) provide a report to the Department of the protocol(s) adopted in connection with the Crystal Judson Domestic Violence Protocol Program, including a summary of progress in implementing such protocol(s), once every two years. States and territories must notify and provide OVW with a list of subgrantee recipients awarded STOP funds under the Crystal Judson Domestic Violence Protocol Program, and ensure that all subgrantees satisfy the requirements of this paragraph.

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 of the United States Code.
20. Developing, enhancing, or strengthening prevention and educational programming to address domestic violence, dating violence, sexual assault, stalking, or female genital mutilation or cutting, with not more than 5 percent of the amount allocated to a state to be used for this purpose.
21. Developing, enhancing, or strengthening programs and projects to improve evidence collection methods for victims of domestic violence, dating violence, sexual assault, or

stalking, including through funding for technology that better detects bruising and injuries across skin tones and related training.

22. Developing, enlarging, or strengthening culturally specific victim services programs to provide culturally specific victim services and responses to female genital mutilation or cutting.
23. Providing victim advocates in State or local law enforcement agencies, prosecutors' offices, and courts to provide supportive services and advocacy to Indian victims of domestic violence, dating violence, sexual assault, and stalking.
24. Paying any fees charged by any governmental authority for furnishing a victim or the child of a victim with any of the following documents:
 - (A) A birth certificate or passport of the individual as required by law.
 - (B) An identification card issued to the individual by a State or Tribe, that shows that the individual is a resident of the State or a member of the Tribe.

Funding Priority Areas:

To be eligible for funding, the Judiciary's application shall identify the specific problem or area that will be addressed by STOP funds. In addition to falling under one (1) or more of the VAWA Statutory Purpose Areas, proposed projects must also address one (1) or more of the following funding priorities as detailed in the FY 2023-2025 State of Hawaii Implementation Plan for the STOP Violence Against Women Formula Grant:

1. Develop an effective coordinated community response for domestic violence, sexual assault, dating violence, and/or stalking;
2. Improve system response to stalking;
3. Promote offender accountability;
4. Develop and sustain training in areas on violence against women;
5. Standardize and enhance data collection;
6. Develop and share departmental policies, standard operating procedures, and protocols on domestic violence, sexual violence, stalking, and dating violence as applicable;
7. Involve and integrate probation services into STOP-funded activities;
8. Improve system response (court security and interpreter services for victims)
9. Improve enforcement of protection orders;
10. Support underserved/marginalized communities including:
 - Immigrants and migrants with limited English proficiency
 - Victims in rural areas where access to services can be limited
 - LGBTQ population
 - Elderly population
 - Individuals with disabilities including victims with substance abuse and/or mental health issues
 - Youth – ages 11 and older

11. 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); and
12. Improve system response to disarming abusers in civil protection order cases.

Limitations on Funding: Attachment B

Statutory Requirements: Attachment C

Certificate of Collaboration: Agencies are required to provide this documentation to show that they have consulted with local victim services organizations during the course of developing their grant applications in order to ensure that the proposed services, activities, and equipment acquisitions are designed to promote the safety, confidentiality, and economic independence of victims of domestic violence, sexual assault, stalking, and dating violence.

Templates and Forms: Applicants shall use the templates for the Application for Grant, which are available online at <http://ag.hawaii.gov/cpja/gp/>.

Submission Requirements: Applicants shall submit the following as part of its application:

A complete application must be emailed to CPJAggrants@hawaii.gov by the deadline. For an application to be considered complete, the email must contain all of the following documents in the required formats:

- Abstract with Agency Head Acknowledgement; Part I. Title Page; and Part II. Description of Project and attachments (All in one document; PDF format)
- Part III. Budget Detail, Budget Narrative, and Budget Summary (Excel format);
- Certificate of Collaboration (PDF format); and
- Documentation of the Applicant's active registration in SAM.gov (PDF format)

Submit Application to: A complete application must be emailed to CPJAggrants@hawaii.gov by the deadline of April 28, 2025.

Contact Information: If you have any questions, please contact JoAnn Hamaji-Oto at:(808) 586-1153 or joann.s.hamaji-oto@hawaii.gov

CHECKLIST FOR GRANT APPLICATION AND LINKS TO FORMS AND TEMPLATES

Check that the following have been completed.

1. **Abstract** ([Form-Abstract](#)) _____

2. **Part I. Title Page for the Judiciary** ([Form AG/CPJAD #1](#))
 - a) Items A to L are completed. _____

3. **Part II. Description of Project** ([Form AG/CPJAD #1\(a\)](#))
 - a) Problem statement includes supporting data or facts _____
 - b) Goals are clearly defined. _____
 - c) Objectives are SMART. _____
 - d) Activities demonstrate how objectives will be accomplished. _____
 - e) Schedule and timeline are included. _____
 - *“Project Activities & Timeline” Chart is attached.* _____
 - f) Define the agency(s) and personnel that will manage and work on the project. _____
 - g) If applicable, a list of participating agencies is provided and includes a description of responsibilities of each entity. _____
 - h) Performance indicators are linked to the goals/objectives. _____
 - *“Logic Model – Performance Indicators” Chart is attached.* _____
 - i) There is probability that the project can improve the criminal justice system. _____

4. **Part III. Budget Detail, Budget Narrative, and Budget Summary** ([Form AG/CPJAD #1\(b\)](#))
 - a) Budget Detail Items A through L total the amount of the grant application. _____
 - b) Budget Narrative completed and attached. _____
 - c) Budget clearly supports the project’s objectives and activities. _____
 - d) Budget Summary is attached _____
 - e) Budget identifies the amount and source of the 25% match _____
 - f) If budget includes indirect costs, supporting document attached (i.e., copies of your agency’s current, federally approved indirect cost rate agreement OR the [Indirect Cost Worksheet](#)). _____

5. **Certificate of Collaboration** – ([Form AG/CPJAD #24](#))
 - *Completed/signed Certificate of Collaboration is attached.* _____

6. The **Application** for Grant (Abstract, Part I. Title Page, II. Description of Project, III. Budget Detail, Narrative and Budget Summary, and any attachments) and the Certificate of Collaboration **must be saved as a Excel or pdf (as applicable) and submitted. See Submission Requirements.** _____

APPLICATION INSTRUCTIONS

REQUIRED FORMAT:

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

ABSTRACT (250-Word Limit)

The applicant shall include a project Abstract (no more than 250 words) summarizing the proposed project. The abstract shall include:

- The project title;
- The overall goal(s) and objective(s);
- Brief description of project activities; and
- Summary of proposed budgeted costs.

All applications must be approved for submittal by its agency or department head. The agency or department head must sign the abstract.

A Microsoft Word template is available at <http://ag.hawaii.gov/cpja/gp/>.

PART I. TITLE PAGE

The following instructions are for the Application for Grant, Part I. Title Page. Applicants must use the Title Page for the Judiciary (AG/CPJAD #1) template, which is available at <http://ag.hawaii.gov/cpja/gp/>.

Please use the most recent fillable form provided. Do not use a previous version of the fillable form.

- PROJECT TITLE.** Enter a brief descriptive title of no more than four words. An application for second or subsequent year funding must retain the same title as the original application.
- APPLICANT AGENCY.** Enter the official title of the state or county agency requesting the grant.
- ADDRESS.** Enter the mailing address of applicant agency.

D. SYSTEM FOR AWARD MANAGEMENT (SAM) AND UNIQUE ENTITY IDENTIFIER (UEI).

Registration with the System for Award Management (SAM) and having a UEI are requirements of the VAWA program and hence, are mandatory requirements for all applying State and County government agencies.

Applicants must have an active registration in SAM.gov and must submit documentation confirming their active registration.

E. PRIMARY PLACE OF PERFORMANCE. Enter the primary location where services are rendered or where a majority of your project activities occur. Enter only one city, state and zip code, **including the 4 digits after the zip code**, of the primary location.

F. PROJECT PERIOD. Enter the expected starting and ending dates of the project, which should not exceed one (1) year.

G. AUTHORIZED VAWA PURPOSE AREA(S). Identify one or more of the appropriate federal VAWA Statutory Purpose Area(s) to be addressed by the project (see pg 2, VAWA Statutory Purpose Areas). Check all the boxes that apply.

H. FUNDING PRIORITY AREA(S). Identify one or more of the state funding priority area(s) to be addressed by the project (see page 5, Funding Priority Areas). Check all the boxes that apply.

I. COMPLIANCE WITH PERFORMANCE MEASURES. By submitting an application, the applicant agrees to participate and comply with all reporting, data collection, and evaluation requirements, as prescribed by the Department of the Attorney General, Crime Prevention and Justice Assistance Division. Applicant shall check box to acknowledge compliance.

J. TOTAL PROJECT COST. Enter the federal grant amount the applicant is applying for. Enter the agency match amount. Enter the total project cost.

K. PROJECT DIRECTOR. Enter the name, title, address, telephone number, and e-mail address of the person who will be directly responsible for administering the project.

L. FINANCIAL OFFICER. Enter the name, title, address, telephone number, and e-mail address of the person who will be responsible for the fiscal matters of the project. The Financial Officer should be someone other than the Project Director.

PART II. DESCRIPTION OF PROJECT

The following instructions are for the Application for Grant, Part II. Description of Project. The information requested in Sections A. to H. below must be described in detail. Applicants must use Part II. Description of Project (AG/CPJAD #1(a)) template, which is available at <http://ag.hawaii.gov/cpja/gp/>.

OVERVIEW AND TIPS FOR WRITING THIS SECTION:

This section is the most important part of the application because it describes what will be done, who will do it, and justifies the need for the project. Part II. Description of Project follows the Project Effectiveness Model.¹

A. PROBLEM STATEMENT

This section details the problem that is driving the need for the project. The problem statement should demonstrate a thorough understanding of the need or issue and include data and/or empirically-based evidence. This section should NOT be used to describe the project design (goals, objectives, activities, performance measures, etc.).

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

The problem statement describes the issue(s) or need(s) addressed by the proposed project by detailing:

1. The nature and/or context of the problem(s) to be addressed.
2. The scope of the problem(s), including the number of people affected by the problem(s), demonstrated by quantitative and/or qualitative data.

The problem statement should include all available pertinent data (i.e., average wait time, specific safety issues, number of arrests, number of agency referrals, caseloads, clearance rates, recidivism rates, etc.) and other indicators that define the problem or need.

3. Current and prior efforts by the applicant and/or other criminal justice agencies to address the problem(s), the limitations of those efforts, and how the proposed project differs from the current and prior efforts.

¹ The model provides a framework for developing a complete project with the ability to evaluate the project's effectiveness. Every section flows from one to the next and is designed to provide feedback on the status of the project. For more information on the Project Effectiveness Model and Effective Grant Writing go to <http://ag.hawaii.gov/cpja/gp/effective-grant-writing-training/>.

4. A description of the population affected by the problem(s) and/or the segments of the criminal justice system affected by the problem(s).
5. The geographic scope of the problem(s), i.e., specific counties/locations versus statewide.
6. A rationale for the importance of addressing the problem(s) now, including a projection of what might happen if the project's proposed intervention is not implemented.
7. If this is a continuation project, include a brief statement discussing the current problems in light of previous years' accomplishments.

B. GOALS AND OBJECTIVES

This section should be limited to a precise statement of the specific project goals and objectives that will help to solve or overcome the problem(s) described above. The following may serve as a guide with regard to definition of terms.

1. **Goal(s):** A goal is a general statement of overall purpose of the project. Avoid using multiple sentences or a paragraph to describe the goal of the project. Effective grant proposals summarize the goal into one sentence that describes the foundational purpose for addressing the problem/need.

Violence Against Women goals generally fall into two categories:

- a. Crime-oriented (example: to reduce the occurrence of stalking incidents on college campuses).
 - b. System improvement (example: to improve the collection of forensic evidence of sexual assault victims).
2. **Objective(s):** An objective is a specific statement of measurable results to be achieved within a stated period of time. Objectives are reflections of the goal statement and tells the application reviewer what the project intends to accomplish.

An objective has the following characteristics:

- Specific (identifies the result to be achieved)
- Measurable (quantifies how the result will be measured)
- Achievable (demonstrates/implies that the results are possible)
- Realistic (demonstrates/implies that the results are possible under the constraints faced by the applicant or within the project period)
- Time-Sensitive (specifies deadline to reach the result)

Every goal must have at least one objective.

Examples:

- a. *Crime-oriented: To decrease by 25 percent from the previous fiscal year the number of stalking incidents at all community colleges in the State.*

- b. *System improvement: 80 percent of the sexual assault cases where a forensic examination is performed will be accepted for prosecution during the project period.*

C. **PROJECT ACTIVITIES**

Applicants shall provide a clear detailed description of the proposed project activities. Project activities are descriptions of specific actions/steps that the project needs to complete to produce results and to accomplish its stated goal(s) and objective(s).

Activities should be broken down into phases or tasks.

Each objective should have at least one activity to describe how and when it will be addressed during the project.

Depending on the project design, this section should include:

- A detailed description of the **strategy** or method(s) to be implemented to achieve the project's goal(s) and objective(s).
- A description of the **staffing**, including number and type.
- A description of the **target population** to be served and the criteria for selecting this group.
- A description of proposed or existing **Resources** necessary to implement proposed project activities.
- If applicable, a description of any **training or technical assistance** which will be required to complete the work, including the manner in which this training/technical assistance is to be utilized.
- If applicable, a description of **equipment and/or supplies** to be purchased, including a justification of the need for equipment/supplies and an explanation of its proposed use.

Project Activities and Timeline

Applicants must complete the "**Project Activities and Timeline**" Chart, which is available at <http://ag.hawaii.gov/cpja/gp/>. The completed chart shall be attached to application.

The Project Activities and Timeline is a tool for applicants to demonstrate how and when proposed activities will be accomplished. The Project Activities and Timeline should:

- Describe major phases and/or milestones to occur during the project period;
- Provide a listing of project activities needed to reach each milestone;
- Identify the individual(s) responsible for implementing the activity; and

- Identify the anticipated quarter(s) the activity is completed.

A sample timeline is provided as Attachment D.

D. PROJECT ORGANIZATION AND MANAGEMENT

Applicants shall describe the proposed duties and responsibilities of the Project Director and Financial Officer. Indicate to whom the Project Director and Financial Officer reports to and describe how project accountability will be maintained.

E. PERSONNEL

If the project supports full- or part-time personnel (including overtime), applicants shall list all position(s) and shall describe the duties or responsibilities of each proposed position or attach the position description(s).

This section shall include any personnel whose time will be used towards meeting the required agency match.

Additionally, applicants shall also provide:

- The name(s) of staff for each grant funded position to be filled, if already known, and
- Include a brief resume or biography for each person. If the position is vacant, applicants shall indicate that the resume will be submitted upon hire.

F. PARTICIPATING AGENCIES

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

G. PERFORMANCE INDICATORS AND REPORTING

The applicant shall describe the performance indicators that the project will use. Additionally, applicants must complete the chart entitled “**Logic Model – Performance Indicators**”, which is available at <http://ag.hawaii.gov/cpja/gp/>. The completed chart shall be attached to application.

A sample chart is provided as Attachment E.

Performance indicators are explicit measures of an output or an outcome measure that is expected from the performance of the activities. Indicators should specify how the project accomplishments will be documented and overall project performance will be measured, assessed, and evaluated.

Each objective should have at least one performance indicator. Performance indicators do not provide a numerical value, rather it is a description of what numerical data you need to collect to evaluate the impact the project is making.

Identify the individual(s) responsible for the data collection and describe how they will be gathering and reporting data. Performance indicators/outcome measures should cover all major activities that result in the desired objective.

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

Output Measure is data showing your accomplishments towards project activities and objectives:

- *Number of stalking incidents reported on college campuses as compared to the previous fiscal year.*
 - *Collected through police/campus incident reports by fiscal year.*

- *The number of educational and informational sessions on stalking conducted. Identify date and location of training.*
 - *Collected through internal tracking of confirmed sessions conducted and sign-in sheets.*

- *The number of faculty and students who attended the informational session on the basis of stalking.*
 - *Collected through sign-in sheets and results of survey.*

Outcome Measure is part of the evaluation or outcome of your efforts:

- *Percentage of change in stalking incident reports*
 - *Collected through police/campus incident reports by fiscal year.*

- *Percentage of faculty and students who reported increased awareness and attended the educational and information session on stalking.*
 - *Collected through the Satisfaction Survey provided to participants who attended informational and educational sessions.*

H. **PROBABILITY TO IMPROVE THE CRIMINAL JUSTICE SYSTEM**

Explain the anticipated benefits and results of the proposed project.

PART III. BUDGET DETAIL, BUDGET NARRATIVE, AND BUDGET SUMMARY

The following instructions are for the Application for Grant, Part III. Budget Detail and Part III. Budget Narrative. The budget detail and narrative should be submitted using the Excel spreadsheet template (AG/CPJAD #1(b) (Rev. 01/2025), which is available at <http://ag.hawaii.gov/cpja/gp/>.

All requested information must be included in the budget detail and budget narrative worksheets. All proposed budget items must fit in one of the twelve budget categories. There are tabs on the Excel worksheets labeled “Budget Detail,” “Budget Narrative,” and “Budget Summary.”

In general, funds under this solicitation may be used to support overtime costs, provide additional personnel, equipment, supplies, contractual support, training, technical assistance, conferences*, and travel expenses for criminal justice agencies.

The Budget Detail shall include computations to clearly show how the costs were derived, including match. The Budget Narrative shall explain how the cost of the budgeted items are reasonable and necessary for the execution and completion of the project. An applicant may include documentation to support the cost or line item.

For additional details on allowable and unallowable usage of grant funds, refer to the most current edition of the [VAWA Frequently Asked Questions \(FAQs\)](#) and the [DOJ Financial Guide](#).

A. SALARIES AND WAGES

The purpose of this section is to identify the position(s) or employee(s) to be supported with grant funds. Overtime and standby costs should also be listed in this section.

Budget Detail: List the title of the position(s), name of employee (if available), salary, salary rate (i.e., hourly, monthly, or yearly), the time worked (i.e., number of hours, number of months, or year), and the percentage of time to be devoted to the project.

* All conferences (defined broadly to include meetings, retreats, seminars, symposiums, events, and group training activity) conducted by Applicant must be held in compliance with conference cost thresholds and limitations for meeting/room audio visual services, logistical planner and programmatic planner limitations. Please refer to the DOJ Grants Financial Guide, Policy and Guidance for Conference Approval, Planning and Reporting, provided in the Resources section of these instructions when planning these types of events. If budget includes conference costs, then the various components to host a conference should be allocated across applicable budget categories (i.e., cost for trainer should be budgeted under ‘Subawards/Procurement Contracts’, facility and audio visual fees under ‘Other’ costs, etc.)

Budget Narrative: Describe the project-related duties of each position/employee and why the position/employee is necessary for the execution and completion of the project.

Restrictions and Notes:

- Overtime cost cannot exceed 30% of the total project budget.
- An individual shall not incur overtime with project funds in excess of 10% of the individual's gross annual salary.
- Compensation paid for employees engaged in grant activities must be consistent with that paid for similar work within the applicant organization.

B. FRINGE BENEFITS

The purpose of this section is to detail the fringe benefit cost per position(s) to be supported with grant funds.

Budget Detail: List the title of the position(s), name of employee, if available, salary base, and fringe benefit rate.

Budget Narrative: List the composition of the fringe benefit package in the budget narrative or include as an attachment.

Restrictions and Notes:

- The fringe benefit rate can only include allowable items as approved by the Department of Budget and Finance. The allowable fringe benefits include:
 - Pension Accumulation
 - Pension Administration
 - Retiree Health Insurance
 - Employees' Health Fund
 - Workers' Compensation
 - Unemployment Compensation
 - Social Security
 - Medicare
 - Other Post-Employment Benefits
- Fringe benefits on overtime hours are limited to FICA, Workers' Compensation, and Unemployment Compensation.
- Vacation payout is not an allowable fringe benefit.

C. TRAVEL

The purpose of this section is to detail travel costs to be supported with grant funds.

Budget Detail: Describe the purpose of each travel expenditure, identify the location of travel, if known; or if unknown, indicate "location to be determined", and show the basis of computation separately (i.e., transportation, per diem, mileage, local travel, other). Applicants should use the lowest cost for transportation. Travel costs are calculated by

estimating unit cost multiplied by quantity (i.e., units, days of per diem), number of staff traveling, and number of trips.

Budget Narrative: Explain how the costs were estimated and why the travel is necessary for the execution and completion of the project. Proposed travel costs must be reasonable and in accordance with the applying Agency’s established written travel policy. Your agency’s travel policy should be described in the budget narrative. If no policy exists, then the Federal Travel Regulations are to be followed.

Restrictions and Notes:

- Prior approval by the Department of the Attorney General is required for all out-of-state travel.
- Travel expenses associated with subawards, procurement contracts, and/or consultants should be included in the “Consultant Travel” section of the “Subawards (Subgrants)” or Procurement Contracts” cost category, as applicable.
- Vehicle rental for interisland travel is allowable, however for mainland travel, local transportation tends to be the lowest cost (i.e., taxi, shuttle, hotel shuttle, etc.). If vehicle rental for mainland travel is included, justify the need and cost comparison in the budget narrative. Identify the location of travel, if known; or if unknown, indicate “location to be determined.”

D. EQUIPMENT

The purpose of this section is to itemize the equipment (i.e., non-expendable items) to be purchased with grant funds.

Equipment is tangible property having a useful life of more than two years, such as computers, desks, and technology systems. Applicants should analyze the cost benefits of purchasing versus leasing equipment, especially high-cost items and those subject to rapid technological advances.

Budget Detail: Itemize the equipment, quantity to be purchased, and estimated unit cost.

Budget Narrative: Explain how the costs were estimated for each equipment item and why the equipment is necessary for the execution and completion of the project.

Restrictions and Notes:

- Rented or leased equipment costs should be listed in the “Contracts” cost category.
- **VAWA-specific guidance:**
Refer to the detailed the [VAWA Frequently Asked Questions \(FAQs\)](#) for items that may fall under this category.

E. SUPPLIES

The purpose of this section is to itemize the supplies (i.e., expendable items) to be purchased with grant funds.

Supplies are items that are consumed (i.e., are expended or cannot be reused) during the course of the project, such as office supplies, postage, printing, or copy paper.

Budget Detail: Itemize the supply, quantity and estimated unit cost.

Budget Narrative: Explain how the costs were estimated for each supply and why the supply is necessary for the execution and completion of the project.

F. **SUBAWARDS (Subgrants)**

The purpose of this section is to describe subawards/subgrants to be supported with grant funds. See “subaward” definition at 2 CFR 200.92.

Consultants may be characterized as either subawards or procurement contracts. Please refer to the definition of subaward or procurement contract to determine the appropriate placement of consultants within your budget.

Applicants are encouraged to promote free and open competition in awarding subawards. Applicants must follow their Agency’s procurement/purchasing policies and procedures.

Budget Detail: Identify the subaward recipient’s name (if known), describe the purpose of the subgrant, identify the activities to be carried out by any subrecipient, indicate whether the subaward recipient is a consultant, and provide the estimated cost.² The estimated cost should be listed per subrecipient, to the extent known prior to the application submission. Expenses related to consultant travel must be listed separately (see Restrictions and Notes below).

Budget Narrative: Explain the purpose of the subawards, how the estimated costs were generated, and why the subaward is necessary for the execution and completion of the project. The budget narrative shall also include the name and brief biography of the subaward recipient, the subaward recipient’s duties and responsibilities, the length of the subaward, and a breakdown of the daily/hourly fees and rates.

If a training/conference/service will be provided as part of the subaward, the narrative should identify the topic and provide relevant details.

² **Consultant Rates:** Consultant services cannot exceed a rate of \$650 (excluding travel and subsistence costs) for an 8-hour day, or \$81.25/hour, without written PRIOR APPROVAL from the Department of the Attorney General, CPJAD. Compensation for individual consultant services is to be reasonable and consistent with that paid for similar services in the marketplace. An 8-hour day may include preparation, evaluation, and travel time in addition to the time required for actual performance. Justification for exceeding the established maximum rate may be included where a rate is established through a competitive bidding process.

If available, the applicant should attach the quote from the subaward recipient.

Restrictions and Notes:

- For restrictions on consultant rates, see footnote 2.
- **Consultant Travel:** Expenses related to travel must be listed separately. Itemize the travel costs on the budget detail. Explain the travel purpose, identify the travel destination, and show the basis of computation separately (i.e., transportation, per diem, mileage, local travel, other).

G. PROCUREMENT CONTRACTS

The purpose of this section is to describe procurement contracts to be supported with grant funds. See “contract” definition at 2 CFR 200.22.

Consultants may be characterized as either subawards or procurement contracts. Please refer to the definition of subaward or procurement contract to determine the appropriate placement of consultants within your budget.

Applicants are encouraged to promote free and open competition in awarding contracts. Applicants must follow their Agency’s procurement/purchasing policies and procedures.

Budget Detail: Identify the contractor’s name (if known), describe the purpose of the procurement contract, identify the activities to be carried out by any contractor, indicate whether the contract recipient is a consultant, and provide the estimated cost. (See footnote 2 regarding consultant rates). The estimated cost should be listed per contractor, to the extent known prior to the application submission. Expenses related to consultant travel must be listed separately (see Restrictions and Notes below).

Budget Narrative: Explain the purpose of the procurement contract, how the estimated costs were generated, and why the procurement contract is necessary for the execution and completion of the project. The budget narrative shall also include the name and brief biography of the procurement contract recipient, the procurement contract recipient’s duties and responsibilities, the length of the procurement contract, and a breakdown of the daily/hourly fees and rates.

If a training/conference/service will be provided as part of the procurement contract, the narrative should identify the topic and provide relevant details.

If available, the applicant should attach the quote from the contractor.

Restrictions and Notes:

- For restrictions on consultant rates, see footnote 2.
- **Consultant Travel:** Expenses related to travel must be listed separately. Itemize the travel costs on the budget detail. Explain the travel purpose, identify the travel

destination, and show the basis of computation separately (i.e., transportation, per diem, mileage, local travel, other).

H. INSURANCE

The purpose of this section is to itemize and describe insurance costs to be supported with grant funds.

Budget Detail: Describe the insurance policy and/or vendor and specify the quantity of insurance policies (by policy type or vendor), basis of the cost or rate (i.e., per square foot, per FTE allocated to the program, hourly, daily, monthly, yearly), cost and length of time of grant support.

Budget Narrative: Describe the methodology used to allocate insurance costs to the project (i.e., square footage or full-time equivalents), the basis of the computation, and why the cost is necessary for the execution and completion of the project.

I. LEASE/RENTAL OF SPACE

The purpose of this section is to itemize and describe the lease/rental of space to be supported with grant funds.

Budget Detail: Describe the property/space to be leased or rented and specify the number/quantity of spaces to be leased or rented, the basis of the cost or rate (i.e., per square foot, per FTE allocated to the program, hourly, daily, monthly, yearly), cost, and length of time of grant support.

Budget Narrative: Describe the methodology used to allocate lease/rental costs to the project (i.e., square footage or full-time equivalents), the basis of the computation, and why the cost is necessary for the execution and completion of the project.

J. UTILITIES/TELECOMMUNICATIONS

The purpose of this section is to itemize and describe utilities/telecommunication expenses to be supported with grant funds.

Budget Detail: Describe the utility or telecommunication item to be purchased or rented and specify the quantity of utilities/telecommunications units to be purchased or rented, the basis of the cost or rate (i.e., per square foot, per FTE allocated to the program, hourly, daily, monthly, yearly), cost, and length of time of grant support.

Budget Narrative: Describe the methodology used to allocate the costs to the project (i.e., square footage or full-time equivalents), the basis of the computation, and why the cost is necessary for the execution and completion of the project.

K. INDIRECT COSTS

The purpose of this section is to describe the calculation and composition of the indirect costs to be supported with grant funds.

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

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

Budget Detail: Specify whether the indirect cost is based on a current, federally-approved indirect cost rate or the 15% de minimis indirect cost rate (see Restrictions and Notes below), the cost base, and applicant's indirect cost rate.

Budget Narrative: Reiterate the circumstance under which the applicant falls that will allow it to use an indirect cost rate (see Restrictions and Notes below) and detail the computation of the cost base.

Restrictions and Notes:

The use of indirect costs is allowed. However, the costs must be consistently charged as either indirect or direct costs. It may not be double charged or inconsistently charged as both.

Indirect costs are allowed only under the following circumstances:

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

OR

2. Applicant is eligible to use and elects to use the 15% De Minimis Indirect Cost Rate described in the Part 200 Uniform Requirements as set out at 2 C.F.R. 200.414(f).
 - In order to use the 15% De Minimis Indirect Cost Rate, Applicants *must*:

- Submit a signed Certification (post award) of 15% De Minimis Indirect Cost Rate (AG/CPJAD #37).

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

- A breakdown of the Applicant’s Modified Total Direct Costs (MTDC) must be included and submitted with the proposed budget. MTDC means all direct salaries and wages, applicable fringe benefits, materials and supplies, services, travel, and up to the first \$50,000 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 \$50,000. Applicants should complete the Indirect Cost Worksheet located on the Department’s website at: https://ag.hawaii.gov/cpja/files/2025/01/AG_CPJAD-40-Indirect-Cost-Computation-12_2024.xlsx to help determine chargeable costs.

L. **OTHER COSTS**

The purpose of this section is to itemize and describe costs not covered by any other budget detail category (i.e., confidential funds or conference registration costs) to be supported with grant funds.

Budget Detail: Describe the cost item, quantity to be purchased, basis for the cost or rate (i.e., each/unit, per square foot), cost, and length of time of grant support.

Budget Narrative: Describe the methodology used to allocate the costs to the project, the basis of the computation, and why the cost item is necessary for the execution and completion of the project.

M. **BUDGET NARRATIVE**

Each cost item listed in the budget detail must have an associated entry in the budget narrative to explain why the cost item is necessary for the execution and completion of the project.

The budget narrative should not restate the information on the budget detail (i.e., 2 items @ \$300/item). Instead, the purpose of the budget narrative is to explain/identify:

- The purpose of each expense (i.e., why the expense is necessary for the execution and completion of the activities listed in Part II. Description of the Project);
- How the estimated costs in the budget detail were generated; and

- The policies/procedures that will be followed to purchase/procure the line item expense (if applicable).

Examples of Budget Narrative Entries:

- Salaries and Wages:
 - John Smith, Counselor, will provide individualized substance abuse counseling, group therapy and support group sessions, and treatment services to program participants. Services include focusing on strengthening protective factors, relapse prevention strategies and management, vocational skills, improving coping strategies and stress management, etc. The percentage of time devoted to this grant for the project period is 100%. The annual salary reflects the current starting rate of a Substance Abuse Counselor position, SR 21, Step C.
 - Vacant, Office Assistant III, will provide clerical support to the program. The percentage of time devoted to this grant for the project period is 50%. The annual salary reflects the current starting rate of an Office Assistant III position, SR 10, Step C.
- Fringe Benefits:

The fringe rate being used is the current state rate at 50.65% (see attached for breakdown of covered items).
- Equipment:

The digital recorder and DVD player will be used to document behavioral and attitude changes in participant’s criminogenic needs. Participants will be videotaped and the tapes will help to refine skills learned. The videos taken with the digital recorder will also help with staff training and development. Confidentiality rules and policies will be followed.

N. BUDGET SUMMARY

The Budget Summary will auto-calculate based on the entries on the Budget Detail. The Budget Summary provides the Total Project Costs.

CERTIFICATE OF COLLABORATION

The applicant must attach a completed and signed Certification of Collaboration form (Form AG/CPJAD #24), which is available at <https://ag.hawaii.gov/cpja/gp/>. The form requires government agencies to certify that it has consulted with a local victim services provider/program in the development of this application.

The top half of the form must be completed and signed by the applicant agency. The applicant shall:

- Enter the official title of the state or county agency requesting the grant;
- Provide a brief description of the consultation with and/or collaborative relationship established (activities, services, programming and more) between the applicant and the local victim services organization identified; and
- Sign and date the form.

The lower half of the form must be completed and signed by the local victim services organization with whom the applicant agency consulted with in the development of this application. The local victim services organization must:

- Enter the name of the designated representative;
- Enter the official name of the organization,
- Enter the full name and title of the signing authority; and
- Sign and date the form.

VAWA STOP Formula Grant Match Requirements

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

In-kind match may include donations of expendable equipment, office supplies, workshop or classroom materials, work space, or the monetary value of time contributed by professional and technical personnel and other skilled and unskilled labor if the services they provide are an integral and necessary part of a funded project. The value placed on loaned or donated equipment may not exceed its fair rental value. The value placed on donated services must be consistent with the rate of compensation paid for similar work in the organization or the labor market. Fringe benefits may be included in the valuation. Volunteer services must be documented, and to the extent feasible, supported by the same methods used by the recipient organization for its own employees. The value of donated space may not exceed the fair rental value of comparable space and facilities in a privately owned building in the same locality.

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

Limitations on STOP Program Funding

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

Information about additional activities that compromise victim safety and undermine offender accountability can be found in the *FY 2024 Solicitation Companion Guides – OVW Grant Programs & Post-Award Information*.

2. Legal Services. Pursuant to 34 U.S.C. § 12291(b)(12), to be eligible for an award, any recipient or subrecipient providing legal assistance with funds awarded under this program must certify in writing that they are in compliance with the mandatory statutory requirements.
 - A. any person providing legal assistance with funds through this program – (A)(i) is a licensed attorney or is working under the direct supervision of a licensed attorney; (ii) in immigration proceedings, is a Board of Immigration Appeals accredited representative; (iii) in Veterans’ Administration claims, is an accredited representative; or (iv) is any person who functions as an attorney or lay advocate in Tribal court; and
 - (B)(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)(I) is partnered with an entity or person that has demonstrated expertise described in clause (i); 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;

- B. 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, local, or culturally specific domestic violence, dating violence, sexual assault or stalking victim service provider or coalition, as well as appropriate tribal, state, territorial, and local law enforcement officials;
 - C. any person or organization providing legal assistance with funds through 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; and
 - D. 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, stalking, or child sexual abuse is an issue.
3. Prevention and Public Awareness Campaigns. VAWA Statutory Purpose Area number 20 allows for “developing, enhancing, or strengthening prevention and educational programming to address domestic violence, dating violence, sexual assault, stalking, or female genital mutilation or cutting[.]” However, no more than 5 percent of the total project costs can be used for this purpose. In addition, a proposal that falls within this purpose area would not fall under the victim services allocation and would need to be funded using STOP discretionary funds.

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

- 4. Food and Beverage Costs. STOP funds cannot be used to purchase any food and/or beverages for any meeting, conference, training, or other event.
- 5. Consultants/Contracts. Compensation for individual services is to be reasonable and consistent with that paid for similar services in the marketplace. When the rate exceeds \$650

(excluding travel and subsistence costs) for an 8-hour day, a written prior approval is required from the Department.

6. Administrative/Indirect Costs. Administrative costs are the general or centralized expenses necessary for the overall administration of an organization. Administrative costs do not include particular project costs. For organizations that have an established federally approved indirect cost rate for Federal awards, indirect costs mean those costs that are included in the organization's indirect cost rate. Such costs are generally identified with the organization's overall operation and are further described in the Uniform Administrative Requirements, Cost Principles, and Audit Requirements in 2 CFR Part 200.

Indirect costs are costs of an organization that are not readily assignable to a particular project, but are necessary to the operation of the organization and the performance of the project. The cost of operating and maintaining facilities, depreciation, and administrative salaries are examples of the types of costs that are usually treated as indirect.

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

- a. If the applicant has a current, federally approved indirect cost rate agreement, the applicant may include an allocation for indirect costs. Applicants must provide a copy of their federally approved indirect cost rate agreement.
- b. If the applicant does not have a federally approved indirect cost rate, the applicant may include a 15% de minimis rate – §2 CFR 200.414(f) provides for this type of rate, see description below.

“Any non-Federal entity that has never received a negotiated indirect cost rate, (except for those non-Federal entities described in Appendix VII to Part 200 — States and Local Government and Indian Tribe Indirect Cost Proposals, paragraph (d)(1)(B)) may elect to charge a de minimis rate of 15% of modified total direct costs (MTDC) which may be used indefinitely. As described in §200.403, Factors Affecting Allowability of Costs, costs must be consistently charged as either indirect or direct costs, but may not be double charged or inconsistently charged as both. If chosen, this methodology once elected must be used consistently for all Federal awards until such time as a non-Federal entity chooses to negotiate for a rate, which the non-Federal entity may apply to do at any time.”

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

MTDC means all direct salaries and wages, applicable fringe benefits, materials and supplies, services, travel, and subawards and subcontracts up to the first \$50,000 of each subaward or subcontract (regardless of the period of performance of the subawards and subcontracts under the award). MTDC excludes equipment, capital expenditures, charges for patient care, rental costs, tuition remission, scholarships and fellowships, participant support costs and the portion of each subaward and subcontract in excess of \$50,000. Other items may only be excluded when necessary to avoid a serious inequity in the

distribution of indirect costs, and with the approval of the cognizant agency for indirect costs.

Note: If a 15% de minimis rate is to be used by the applicant, a breakdown of the applicant's MTDC must be submitted with the proposed budget.

7. Other unallowable uses of STOP funds include:

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

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

Federal Statutory Eligibility Requirements of VAWA 2024 and Department of Justice Grants Financial Guide

The Department and its grantees must meet certain federal eligibility criteria in order to receive funds. Criteria are established by the Violence Against Women Act and are listed in the *FY 2024 Solicitation Companion Guide – OVW Grant Programs & Post-Award Information*. Additional criteria are listed in the [Department of Justice Grants Financial Guide](https://www.ojp.gov/doj-financial-guide-2024) (<https://www.ojp.gov/doj-financial-guide-2024>).

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

officer, prosecuting officer, or other government official shall ask or require an adult, youth, or child victim of an alleged sex offense as defined under Federal, state, or local law to submit to a polygraph examination or other truth telling device as a condition for proceeding with the investigation of such an offense. The refusal of a victim to submit to a polygraph or other truth telling examination shall not prevent the investigation, charging, or prosecution of the offense.

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

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

UEI: The UEI number is the primary means of identifying an entity for federal awards government-wide in SAM. The UEI is a 12-character alpha-numeric value. Once issued, the SAM UEI will not change. For more information on SAM UEI, go to <http://www.sam.gov>.

7. Federal Reporting Requirement Under OVW. All applicants awarded STOP funds must submit an annual progress report for the duration of the award. A copy of the reporting format will be provided by CPJAD to grant recipients.
8. Violence Against Women Act Non-Discrimination Provision. The Violence Against Women Reauthorization Act of 2013 expanded its civil rights provision that applies to all OVW grants. These additions to the provision prohibit OVW grantees and subgrantees from excluding, denying benefits to, or discriminating against any person on the basis of actual or perceived race, color, religion, national origin, sex, gender identity, sexual orientation, or disability in any program or activity funded in whole or in part by OVW. Additional information on the civil rights obligations of OVW funding recipients can be found at <https://www.justice.gov/sites/default/files/ovw/legacy/2014/06/20/faqs-ngc-vawa.pdf>.
9. Audit Requirement. All applicants awarded STOP funds shall provide for an independent audit of its activities on a periodic basis in accordance with Part 200 Uniform Requirements.
10. No Duplicative Funding. During this solicitation, the State has or may be issuing a separate solicitation or request for proposals for services funded by other federal grants, such as the Victims of Crime Act (VOCA) Victim Assistance Grant. Applicants may apply to multiple requests for proposals issued by the State, but in the event it is determined that an applicant will be or has been awarded any contracts which are federally funded for the same cost items; the State reserves its right to reject such proposal on the basis that there would be a duplication of federal funding awards for the same cost items.
11. Contract Monitoring and Evaluation. The criteria by which the performance of the contract will be monitored and evaluated are:

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

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

ATTACHMENT D

EXAMPLE - PROJECT ACTIVITIES AND TIMELINE

Adjust this template to account for the number of project objectives and activities.

To add more activities, add rows to the applicable table.

To add more objectives, copy and paste the entire table.

OBJECTIVE #:
To decrease by 25 percent from the previous fiscal year the number of stalking incidents at all community colleges in the State.

Activity Number	Description of Activity	Responsible Individual(s)	Anticipated Completion (X)			
			Jul – Sept Q1	Oct – Dec Q2	Jan – Mar Q3	Apr – Jun Q4
1	Create a student-centered public awareness campaign to increase awareness around stalking and available services.	Project Director		X		
1a	Establish a multi-disciplinary team (MDT) to review and develop awareness campaign. - Identify partners and create meeting schedule	Project Director	X			
1b	MDT to meet every two weeks to - Determine campaign approach/strategy - Identify goals/objectives. - Identify available resources	Det. John Doe		X		
1c	Gather student input and feedback: - Draft, finalize, and deploy student survey - Plan, coordinate, and conduct student focus groups	Project Director & Det. John Doe	X			
1d	Review and revise campus and police response protocols	Det. John Doe		X		
13	Finalize and deploy awareness campaign	Project Director		X		

OBJECTIVE # 2:

By the end of the project period, 10 informational and educational sessions on stalking will be provided to faculty and students

Activity Number	Description of Activity	Responsible Individual(s)	Anticipated Completion (X)			
			Jul – Sept Q1	Oct – Dec Q2	Jan – Mar Q3	Apr – Jun Q4
2	Create schedule and coordinate with campuses to secure date(s), location, etc.	Coordinator			X	
2a	Release ads, flyers, and posters announcing informational sessions	Project Director			X	
2b	Identify and schedule presenters	Project Director			X	
2c	Develop satisfaction survey	Coordinator		X		
2d	Conduct sessions	Project Director/ Coordinator				X

EXAMPLE - LOGIC MODEL – PERFORMANCE INDICATORS

Adjust this template to account for the number of project objectives and performance measures.

To add more performance indicators/data to be collected, add rows to the applicable table.

To add more objectives, copy and paste the entire table.

OBJECTIVE #1

Description of Performance Indicator/ Data to be Collected	Select One (X)		Baseline	Source of Data/Where Data Will be Collected From	Individual(s) Responsible for Data Collection
	Output	Outcome			
Number of stalking incidents reported on college campuses as compared to the previous year	X		200 (Based on prior FY campus/police reports)	<ul style="list-style-type: none"> Police report(s) and/or campus security incident report(s) 	Project Director
Percentage of change in stalking reports		X	25% reduction	<ul style="list-style-type: none"> Police report(s) and/or campus security incident report(s) 	Project Director
Completion and deployment of awareness campaign	X		N/A	<ul style="list-style-type: none"> Public service announcement, completed presentation 	Project Director

OBJECTIVE #2

Description of Performance Indicator/ Data to be Collected	Select One (X)		Baseline	Source of Data/Where Data Will be Collected From	Individual(s) Responsible for Data Collection
	Output	Outcome			
Number of educational and informational session on stalking conducted	X		10	<ul style="list-style-type: none"> • Schedule (Identifying date and location) • Sign-in Sheets 	Project Director
Number of attendees.	X		0	<ul style="list-style-type: none"> • Sign-in Sheets 	Project Director
Percent of faculty and students who attended the educational and informational sessions who reported an increased in knowledge and understanding of stalking and awareness of available services and resources.		X	75% (target)	<ul style="list-style-type: none"> • Sign in sheets tracking the # of participants • Results of completed satisfaction surveys 	Project Director



POST AWARD INFORMATION

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

- A. ACCEPTANCE OF CONDITIONS (AG/CPJAD #14)
- B. ACCEPTANCE OF VAWA SPECIAL CONDITIONS (AG/CPJAD #26 VAWA Gov't)
- C. CERTIFICATION OF NON-SUPPLANTING (AG/CPJAD #3)
- D. CERTIFICATION OF NON-DISCRIMINATION (AG/CPJAD #15)
- E. CERTIFICATION OF NON-DISCRIMINATION COMPLAINT PROCEDURES (AG/CPJAD #30)
- F. CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY, AND VOLUNTARY EXCLUSION (OJP Form 4061/1)
- G. CERTIFICATION REGARDING EQUAL EMPLOYMENT OPPORTUNITY PLAN (OCR form; expiration date: 12/31/15)
- H. CERTIFICATION REGARDING LOBBYING (AG/CPJAD #22)
- I. DISCLOSURE OF LOBBYING ACTIVITIES (SF-LLL)
- J. CERTIFICATION REGARDING FORENSIC MEDICAL EXAMINATION PAYMENTS AND POLYGRAPH TESTING PROHIBITION (AG/CPJAD #34)
- K. CERTIFICATION REGARDING FILING COSTS FOR CRIMINAL CHARGES OR PROTECTION ORDERS AND JUDICIAL NOTIFICATION OF FIREARMS PROHIBITION (AG/CPJAD #35)
- L. CERTIFICATION OF 15% DE MINIMIS INDIRECT COST RATE (AG/CPJAD #37)
- M. CERTIFICATION REGARDING DRUG-FREE WORKPLACE REQUIREMENT (AG/CPJAD #16)