



The United States Department of Justice, Office on Violence Against Women (OVW) (www.ovw.usdoj.gov) is pleased to announce that it is seeking applications for STOP Violence Against Women Formula Grant Program. This program furthers the Department of Justice's mission by supporting communities in their efforts 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.

OVW FY 2009 STOP Violence Against Women Formula Grant Program

Eligibility

Applicants are limited to any state of the United States, the District of Columbia, the Commonwealth of Puerto Rico, the Virgin Islands, American Samoa, Guam, and the Northern Mariana Islands

(See "Eligibility," page 3)

Deadline

All applicants should register online with GMS by **December 9, 2008**.

All applications are due by 8:00 p.m. e.t. on **January 9, 2009**.

(See "Deadline For Applications," page 3)

Contact Information

For assistance with the requirements of this solicitation, contact OVW at (202) 307-6026.

This application must be submitted through GMS. For technical assistance with submitting the application, call the GMS Helpdesk at 1-888-549-9901.

CONTENTS

| | |
|--------------------------------------------------------------------------------------------|-------|
| Overview of OVW STOP Violence Against Women Formula Grant Program | p. 3 |
| Deadline: Registration | p. 3 |
| Deadline: Application | p. 3 |
| Eligibility | |
| • STOP Certification Requirements | p. 4 |
| • Faith-Based and Other Community Organizations | p. 4 |
| OVW STOP Violence Against Women Formula Grant Program Specific Information | p.6 |
| • Types of Applicants | p. 6 |
| • Availability of Funds | p. 6 |
| • Award Period | p. 6 |
| • Award Amounts | p. 6 |
| • Program Scope | p. 6 |
| • Program Requirements | p. 9 |
| o Consultation and Documentation | |
| o STOP Implementation Plan | |
| o Allocation of Funds | |
| • Required Match | p. 12 |
| Performance Measures | p. 14 |
| How to Apply | p. 15 |
| What An Application Must Include | p. 15 |
| • Standard Form 424 | p. 16 |
| • Standard Assurances and Certifications | p. 16 |
| • Narrative | p. 17 |
| • Letters Regarding Grant Funds | p. 17 |
| • Letters Demonstrating Participation | p. 17 |
| • Letter of Nonsupplanting | p. 18 |
| • Budget Requirements | p. 18 |
| Additional Requirements | p. 18 |
| Application Checklist | p. 19 |
| Appendices | p. 21 |

OVW STOP Violence Against Women Formula Grant Program

(CFDA 16.588)

Overview

About the Office on Violence Against Women

The Office on Violence Against Women (OVW) is a component of the United States Department of Justice (DOJ). Created in 1995, OVW implements the Violence Against Women Act (VAWA) and subsequent legislation and provides national leadership against domestic violence, dating violence, sexual assault and stalking. Since its inception, OVW has launched a multifaceted approach to responding to these crimes. By forging State, local and tribal partnerships among police, prosecutors, the judiciary, victim advocates, health care providers, faith leaders, and others, OVW grants help provide victims with the protection and services they need to pursue safe and healthy lives and enable communities to hold offenders accountable.

About the OVW STOP Violence Against Women Formula Grant Program

This solicitation provides program and application guidelines for FY 2009 Services*Training*Officers*Prosecutors (STOP) Violence Against Women Formula Grant Program (STOP Program) funding, including guidelines for requirements of the VAWA as amended. By statute, the STOP Program supports communities in their efforts 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.

Deadline: Registration

The Grants Management System (GMS) registration deadline is **8:00 p.m. e.t. on December 9, 2008**. It may take up to one week for you receive confirmation that you are eligible to apply. Applicants should retain proof of timely submission.

Note: OVW discretionary competitive programs are required to submit their applications through Grants.gov. However, the STOP Violence Against Women Formula Grant Program is not a discretionary program. Applications will continue to be submitted through GMS.

Deadline: Application

The due date for applying for funding under this announcement is **8:00 p.m. e.t. on January 9, 2009**.

Eligibility

It is very important that applicants review this information carefully. Applications that are submitted by non-eligible entities will be removed from further consideration during an initial review process.

By statute, eligible entities for this program are:

- any state of the United States;
- the District of Columbia; and,
- the Commonwealth of Puerto Rico, the Virgin Islands, American Samoa, Guam, and the Northern Mariana Islands (hereafter referred to as “states and territories”).

STOP Certification Requirements

To be eligible for funds, states and territories **must** certify that they are in compliance with the statutory eligibility requirements of the Program.¹ The *Certification of Compliance with the Statutory Eligibility Requirements of the Violence Against Women Act (as Amended)* form, must be signed and submitted annually by the Authorized Representative to demonstrate compliance with these requirements. (This form can be found at Appendix A).

1. With respect to the VAWA requirement concerning costs for criminal charges and protection orders, a state or territory must certify:
 - that its laws, policies, and practices do not require, in connection with the prosecution of any misdemeanor or felony domestic violence offense, or in connection with the filing, issuance, registration, or service of a protection order, or a petition for a protection order, to protect a victim of domestic violence, stalking, or sexual assault, 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, 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.
2. With respect to the VAWA requirement concerning forensic medical examination payment for victims of sexual assault, a state or territory must certify:
 - the state or territory, Indian tribal government, unit of local government, or another governmental entity incurs the full out-of-pocket cost of forensic medical exams for victims of sexual assault; and,
 - that, by **January 5, 2009**, it will not require a victim of sexual assault to participate in the criminal justice system or cooperate with law enforcement in order to be provided with a forensic medical exam, reimbursement for charges incurred on account of such an exam, or both.

Note: STOP funds may now be used to pay for forensic medical exams performed by trained examiners for victims of sexual assault, except that such funds may not be used to pay for forensic medical exams if victims of sexual assault are required to seek reimbursement for such exams from their insurance carriers.

3. With respect to the VAWA requirement concerning judicial notification, a state or territory must certify:

¹STOP Program applicants must provide a brief description of the status of their compliance with the statutory requirements and submit copies of any legislative or administrative rule changes regarding these requirements that have occurred since submission of the state’s last application for STOP funds.

- that its judicial administrative policies and practices include notification to domestic violence offenders of the requirements delineated in section 922(g)(8) and (g)(9) of title 18 of the United States Code, and any applicable related Federal, State, or local laws; or that its judicial administrative policies and practices will be in compliance with the above by:
 - the period ending on the date on which the next session of the State legislature after January 5, 2006 ends; or
4. With respect to the VAWA requirement prohibiting polygraph testing, a state or territory must certify:
- that, not later than **January 5, 2009**, 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, tribal, state, territorial, 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 an alleged sex offense by a state, Indian tribal government, territorial government, or unit of local government.

For more information on these statutory requirements, please visit the OVW Web site, which can be found at http://www.ovw.usdoj.gov/info_grantees.htm and click on "Consolidated FAQ."

Funding to Faith-Based and Community Organizations

Consistent with President George W. Bush's Executive Order 13279, dated December 12, 2002, and 28 C.F.R. Part 38, it is DOJ policy that faith-based and community organizations that statutorily qualify as eligible applicants under DOJ programs are invited and encouraged to apply for assistance awards to fund eligible grant activities. Faith-based and community organizations will be considered for awards on the same basis as other eligible applicants and, if they receive assistance awards, will be treated on an equal basis with all other grantees in the administration of such awards. No eligible applicant or grantee will be discriminated for or against on the basis of its religious character or affiliation, religious name, or the religious composition of its board of directors or persons working in the organization.

Faith-based organizations receiving DOJ assistance awards retain their independence and do not lose or have to modify their religious identity (e.g., removing religious symbols) to receive assistance awards. DOJ grant funds, however, may not be used to fund any inherently religious activity, such as prayer or worship. Inherently religious activity is permissible, although it cannot occur during an activity funded with DOJ grant funds; rather, such religious activity must be separate in time or place from the DOJ-funded program. Further, participation in such activity by individuals receiving services must be voluntary. Programs funded by DOJ are not permitted to discriminate in the provision of services on the basis of a beneficiary's religion.

If the applicant organization is a faith-based organization that makes hiring decisions on the basis of religious belief, it may be entitled, under the Religious Freedom Restoration Act, 42 U.S.C. § 2000bb, to receive Federal funds and yet maintain that hiring practice, even if the

law creating the funding program contains a general ban on religious discrimination in employment. For the circumstances under which this may occur, and the certifications that may be required, please see http://www.ojp.usdoj.gov/funding/other_requirements.htm.

Applicants are encouraged to review the Civil Rights Compliance section at http://www.ojp.usdoj.gov/funding/other_requirements.htm.

OVW STOP Violence Against Women Formula Grant Program – Specific Information

Availability of Funds

All awards are subject to the availability of appropriated funds and any modifications or additional requirements that may be imposed by law.

Award Period

The award period for these grants will be 24 months.

Award Amounts

By statute, OVW will award a base amount of \$600,000 to each state. Funds remaining after the allocated base amount will be distributed among the states according to population. The most accurate and complete data compiled by the United States Bureau of the Census is used to determine the state populations. By statute, Indian tribal populations are not included in the population count.

Program Scope

The scope of the STOP Program is defined by the statutory purpose areas and the identified program activities.

Statutory Program Purposes

By statute, funds under the STOP Program may be used for the following purposes:

STOP Program grants are intended for use by states and territories; state, local, and tribal courts (including juvenile courts); Indian tribal governments; units of local government; and nonprofit, nongovernmental victim services programs, including those of faith-based and community organizations. Grants and subgrants supported through this Program **must** meet one or more of the following statutory purpose areas²:

- training law enforcement officers, judges, other court personnel, and prosecutors to more effectively identify and respond to violent crimes against women, including the crimes of sexual assault, domestic violence, and dating violence;
- developing, training, or expanding units of law enforcement officers, judges, other court personnel, and prosecutors specifically targeting violent crimes against women, including the crimes of sexual assault and domestic violence;

² 42 U.S.C. § 3796gg(b).

- developing and implementing more effective police, court, and prosecution policies, protocols, orders, and services specifically devoted to preventing, identifying, and responding to violent crimes against women, including the crimes of sexual assault and domestic violence;
- developing, installing, or expanding data collection and communication systems, including computerized systems, linking police, prosecutors, and courts or for the purpose of identifying and tracking arrests, protection orders, violations of protection orders, prosecutions, and convictions for violent crimes against women, including the crimes of sexual assault and domestic violence;
- developing, enlarging, or strengthening victim services programs, including sexual assault, domestic violence, and dating violence programs, developing or improving delivery of victim services to underserved populations, providing specialized domestic violence court advocates in courts where a significant number of protection orders are granted, and increasing reporting and reducing attrition rates for cases involving violent crimes against women, including crimes of sexual assault, domestic violence, and dating violence;
- developing, enlarging, or strengthening programs addressing stalking;
- 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 and domestic violence;
- 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, and dating violence;
- 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;
- 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 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;
- providing assistance to victims of domestic violence and sexual assault in immigration matters;
- maintaining core victim services and criminal justice initiatives, while supporting complementary new initiatives and emergency services for victims and their families;
- supporting the placement of special victim assistants (to be known as “Jessica Gonzales Victim Assistants”) in local law enforcement agencies to serve as liaisons between

victims of domestic violence, dating violence, sexual assault, and stalking and personnel in local law enforcement agencies in order to improve the enforcement of protection orders. Jessica Gonzales Victim Assistants shall have expertise in domestic violence, dating violence, sexual assault, or stalking and may undertake the following activities—

- Developing, in collaboration with prosecutors, courts, and victim service providers, standardized response policies for local law enforcement agencies, including triage protocols to ensure that dangerous or potentially lethal cases are identified and prioritized;
 - Notifying persons seeking enforcement of protection orders as to what responses will be provided by the relevant law enforcement agency;
 - Referring persons seeking enforcement of protection orders to supplementary services (such as emergency shelter programs, hotlines, or legal assistance services); and
 - Taking other appropriate action to assist or secure the safety of the person seeking enforcement of a protection order.
- Providing 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—
 - The development and implementation of training for local victim domestic violence service providers, and to fund victim services personnel, to be known as “Crystal Judson Victim Advocates,” to provide supportive services and advocacy for victims of domestic violence committed by law enforcement personnel;
 - The implementation of protocols within law enforcement agencies to ensure consistent and effective responses to the commission of domestic violence by personnel within such agencies (such as the model policy promulgated by the International Association of Chiefs of Police (“Domestic Violence by Police Officers: A Policy of the IACP, Police Response to Violence Against Women Project” July 2003³);
 - 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 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, including a summary of progress in implementing such protocol. As such, states are responsible for ensuring that each subgrantee receiving funds under this purpose area will receive the required annual training. States are also

³A copy of this document is available on the IACP Web site at <http://www.theiacp.org/documents/pdfs/Publications/DomViolenceModelPolicy.pdf>

responsible for ensuring that subgrantees submit their two year report to the Department. 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

Program Priorities

The emphasis of the STOP Program continues to be on 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 and territories 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 look to new partners to respond more vigorously to domestic violence, dating violence, sexual assault, and stalking crimes, such as faith-based and community organizations.

In shaping their strategies for Federal Fiscal Year 2009, states and territories are encouraged to develop and support projects to:

- implement culturally competent services and community-driven initiatives, utilizing faith-based and community organizations, to address the needs of underserved, cultural and linguistic populations as defined by VAWA, including people with disabilities and elder victims of domestic violence, dating violence, sexual assault, and stalking;
- address sexual assault and stalking through service expansion; development and implementation of protocols; training for judges, other court personnel, prosecutors, and law enforcement; and development of coordinated community responses to violence against women;
- enhance or strengthen statewide collaboration efforts among law enforcement, prosecution, non-profit/non-governmental victim service providers, including faith-based and community organizations, and courts in addressing violence against women;
- Develop, strengthen or enhance statewide court initiatives that implement innovative court procedures and practices to address violence against women.

Program Requirements

Upon satisfying the application requirements, a state or territory shall be qualified for funds under the STOP Program provided that the state or territory complies with the following program requirements:

Program Purposes

The funds can be used for any of the fourteen statutory purpose areas listed previously and set forth in the STOP Program statute.

Consultation and Documentation Requirement

State applications **must now** include “documentation showing that tribal, territorial, state, or local prosecution, law enforcement, and courts **have** consulted with tribal, territorial, state or local victim services programs during the course of developing their grant applications in order to ensure that proposed 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.” 42 U.S.C. § 3796gg–(d) (4).

STOP Implementation Plan

In 2007, all states and territories should have submitted a new or substantially revised implementation plan covering a three year period. In Federal Fiscal Year 2008 and Federal Fiscal Year 2009, the state or territory fulfills the implementation plan requirement by providing to OVW a certification letter that indicates whether or not the three year plan has changed. If the implementation plan has not changed, the state or territory should so indicate in the letter and submit it to the appropriate OVW STOP Program Manager for approval within 120 days after receiving the award. If there are revisions to the three year plan, the state's or territory's revised implementation plan must be identified by letter and mailed to the appropriate OVW STOP Program Manager for approval within 120 days after receiving the award. Regardless if changes were made to the three year plan, all states and territories must submit relevant state statistics, data, or information relating to changes in underserved populations and submit this information along with the certification or revised implementation plan. **Applicants are reminded that they will not be able to draw down all funds until their implementation plan or certification letter has been approved by OVW.** For assistance in conducting the state planning process and developing implementation plans, please refer to STOP State Implementation Plans: A Tool for Administrators, on OVW's Web site, which is located at http://www.usdoj.gov/ovw/docs/implementation_plan_tool.pdf.

Note: If grantees submit a revised implementation plan, they must develop their revised implementation plans through deliberative consultation and coordination with a broad range of participants, specifically nonprofit, nongovernmental victim services programs (including sexual assault and domestic violence programs, faith-based and community organizations). States and territories must demonstrate through the plan that they have consulted and coordinated in a meaningful way with sexual assault and domestic violence victim services programs and coalitions.

The identification of which victim services programs to consult is at the discretion of each state or territory; however, states should bear in mind that the VAWA defines a victim services program as "a nonprofit, nongovernmental organization that assists domestic violence, dating violence, sexual assault, or stalking victims, including rape crisis centers, domestic violence shelters, faith-based organizations, and other organizations with a documented history of effective work concerning domestic violence, dating violence, sexual assault or stalking." States and territories are strongly encouraged to involve representatives from Indian tribal governments in their planning processes and to consider the needs of Indian tribes in developing the state's law enforcement, prosecution, court, and victim services strategies.

A revised implementation plan must describe:

- the process used to redevelop the plan and the involvement of victim services, tribes, diverse populations, programs and advocates;
- major shifts in direction, if any, because of reevaluation or reassessment of previous efforts;
- how the approach to reducing and preventing violence against women this year will build on efforts of previous years;

- the types of programs the grantee intends to support to address revised efforts with grant dollars;
- whether the revised program will target the Crystal Judson Domestic Violence Protocol Program; and
- how the success of the revised grant-funded activities will be evaluated.

The implementation plan also should describe how the state or territory will achieve and ensure the following:

- the continued equitable distribution of monies on a geographic basis, including nonurban and rural areas of various geographic sizes; and
- recognition and meaningful response to the needs of underserved populations and ensure that monies set aside to fund linguistically and culturally specific services and activities for underserved populations are distributed equitably among those populations.

Allocation of Funds

The Implementation Plan must clearly state that, of the total award amount:

- at least 5 percent will be allocated for state and local courts including juvenile courts;
- at least 25 percent will be allocated for law enforcement;
- at least 25 percent will be allocated for prosecutors; and,
- at least 30 percent will be allocated for nonprofit, nongovernmental victim services, of which at least 10 percent is to be distributed to culturally specific community-based organizations; and

The implementation plan shall also briefly summarize the distribution of Administrative funds.

The allocation of funds is a statutory requirement. **These allocations may not be redistributed or transferred to another funding allocation area.** States and territories have 24 months (the duration of the grant period) to meet the statutory funding allocations. The remainder of the funds (15%) may be spent at the discretion of the state or territory to address the statutory program purposes described previously. Grantees are required to submit only total cost estimates, not category-specific amounts, for each subgrant. Decisions about the allocation of STOP Program funds must be made in a manner that avoids any conflicts of interest as described in the OJP Financial Guide.⁴

Activities That May Compromise Victim Safety

Ensuring victim safety is a guiding principle underlying this Program. Experience has shown that certain practices may compromise victim safety rather than enhance it. Certain responses by the authorities may have the effect of minimizing or trivializing the offender's criminal behavior. Accordingly, consistent with the goals of ensuring victim safety while holding

⁴OJP Financial Guide, p. 10

perpetrators accountable for their criminal conduct, applicants are strongly discouraged from proposing projects that include any activities that may compromise victim safety, such as the following:

- offering perpetrators the option of entering pre-trial diversion programs;
- requiring mediation or counseling for couples as a systemic response to domestic violence or sexual assault;
- requiring victims to report sexual assault, stalking, or domestic violence crimes to law enforcement or forcing victims to participate in criminal proceedings;
- court mandated batterer intervention programs that do not use the coercive power of the criminal justice system to hold batterers accountable for their behavior;
- placing of batterers in anger management programs; or,
- procedures that would penalize victims of domestic violence for failure to testify against their abusers or impose other sanctions on them;

Unallowable Activities

Grant funds under the STOP Program may not be used for any unauthorized purposes, including but not limited to the following activities:

- Lobbying;
- Fundraising;
- Research projects;
- Building Renovations.

Required Match

A grant made under this program may not cover more than 75 percent of the total costs of the project being funded. The applicant must identify the source of the 25 percent non-Federal portion of the budget and how match funds will be used. Applicants may satisfy the required match with either cash or in-kind services.

Exception: VAWA 2005, as amended, created a new provision eliminating match in certain circumstances and providing for waivers of match in other circumstances. Specifically, 42 U.S.C. § 13925 (b)(1) provides:

No matching funds shall be required for any grant or subgrant made under this Act for—

- any tribe, territory, or victim service provider; or
- any other entity, including a State, that—
 - Petitions for a waiver of any match condition imposed by the Attorney General or the Secretaries of Health and Human Services or Housing and Urban Development; and
 - Whose petition for a 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.

Note: This provision does not relieve the state from providing the full 25 percent match unless the state requests and receives a waiver. For more information, please contact your OVW Program Manager or consult OVW's Web site at http://www.ovw.usdoj.gov/info_grantees.htm and click on "Consolidated FAQ."

The following provisions apply to match requirements:

- The state may satisfy the match requirement with either cash (e.g., funds contributed from private sources or state and local governments) or in-kind services (e.g., services or goods donated by the applicant organization or other entities).
- Funds from other Federal sources may not be used to meet the match requirement. A state may use its discretion to require some or all of its subgrantees (except victim services organizations) to meet the match requirement, in whole or in part. OVW encourages states to consider the ability of subgrantees to meet match requirements when deciding whether and how much of the match to pass on; however, the state remains responsible to satisfy the match requirement.
- Funds or in-kind resources used as match must be directly related to the project goals and objectives.
- Grantees or subgrantees "must maintain records which clearly show the source, the amount, and the timing of all matching contributions."⁵
- Sources of match are restricted to the same requirements under the STOP Program and must be documented in the same manner as STOP Program funds, including financial and programmatic reports.
- The state must calculate its match based on the entire STOP formula award, including amounts states are allowed to allocate for administrative expenses.

The formula for calculating the required match is:

Award Amount ÷ 75% Federal Share = Adjusted Project Costs

Adjusted Project Costs X 25% Recipient's Share = Required Match

Example: 75/25% Required Match

For a Federal award amount of \$350,000, required match would be calculated as follows:

$\$350,000 \div 75\% = \$466,667$

$\$466,667 \times 25\% = \$116,667$ Required Match

⁵ OJP Financial Guide, p. 46

Grantees are advised that further guidance on the calculation, documentation and auditing of the match requirement can be found in the OJP Financial Guide and on OVW's Web site. Copies of the Guide are available from the Department of Justice Response Center at 1-800-421-6770 or on-line at <http://www.ojp.usdoj.gov/financialguide/index.htm>. For more information and ideas regarding match, please see OVW's Web site at http://www.ovw.usdoj.gov/docs/match_requirement.pdf.

Training and Technical Assistance

OVW holds an annual STOP Administrators conference to provide STOP Administrators with the forum to share and enhance critical information for the STOP Program. Access to current research and practice on violence against women through training and technical assistance can reduce staff burnout, improve project performance, and impact project sustainability. Therefore, OVW offers a wide range of training and technical assistance opportunities to all of its grantees. These offerings are specifically designed to assist grantees in meeting their goals and objectives and in complying with all relevant statutory and programmatic requirements.

Performance Measures

To assist in fulfilling DOJ's responsibilities under the Government Performance and Results Act (GPRA), Pub. L. No. 103-62, applicants who receive funding under this solicitation must provide data that measures the results of their work. Performance measures for this solicitation are as follows:

| Objective | Performance Measures | Data Grantee Provides |
|----------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Strengthen partnerships for safer communities and enhance the Nation's capacity to prevent, solve, and control crime | <ol style="list-style-type: none"> 1) The number and percentage of arrests relative to the number of police responses to domestic violence incidents; 2) The number of sexual assault nurse examiners trained; 3) The number of victims receiving requested services; and 4) The number of victim advocates supported by grant funding. | <p>This information will be provided to OVW through annual progress report forms. Please see http://muskie.usm.maine.edu/vawamei/formstop.htm#dwnfrm] for a sample form.</p> |

How to Apply

Applicants must submit a fully executed application to OVW through the **Grants Management System (GMS)**, including all required supporting documentation. All supporting documentation should be attached to the grant application via GMS. Applications submitted via GMS must be in the following word processing formats: Microsoft Word (.doc), PDF files (.pdf), or Text Documents (.txt). (Please refer to Appendix B, the Step-by-Step Guide to OJP's Grants Management System).

Note: The Office of Justice Programs (OJP) Grants Management System (GMS) does not accept executable file types as application attachments. GMS is the system in which OVW reviews applications and manages awarded grants. These disallowed file types include, but are not limited to, the following extensions: ".com", ".bat", ".exe", ".vbs", ".cfg", ".dat", ".db", ".dbf", ".dll", ".ini", ".log", ".ora", ".sys", and ".zip".

In addition, applicants must send **via overnight delivery** a complete hard copy original of the application **dated by January 9, 2009** to:

The Office on Violence Against Women

**Attn: STOP Unit
800 K Street NW, Ste. 920
Washington, DC. 20530**

CFDA Number

The Catalog of Federal Domestic Assistance number for this program is 16.588, titled "FY 2009 STOP Violence Against Women Formula Grant Program."

A DUNS number is required

The Office of Management and Budget requires that all business and nonprofit applicants for Federal funds include a DUNS (Data Universal Numeric System) number in their application for a new award or renewal of an award. Applications without a DUNS number are incomplete. A DUNS number is a unique nine-digit sequence recognized as the universal standard for identifying and keeping track of entities receiving Federal funds. The identifier is used for tracking purposes and to validate address and point of contact information. The DUNS number will be used throughout the grant life cycle. Obtaining a DUNS number is a free, simple, one-time activity. Obtain one by calling 1-866-705-5711 or by applying online at https://eupdate.dnb.com/requestoptions.asp?cm_re=HomepageB*TopNav*DUNSNumberTab. Individuals are exempt from this requirement.

What an Application Must Include

Applicants must complete each of the following sections as part of their response to this solicitation. **It is the responsibility of the applicant to ensure that the application is complete.** Please be sure to number each page of the application.

Applications must use the following page format requirements:

- Double spaced
- 8½ x 11 inch paper
- One inch margins
- Type no smaller than 12 point, Times New Roman font

Application for Federal Assistance (SF-424)

The SF-424 will be filled out online through through GMS. The Catalog of Federal Domestic Assistance number for this program is 16.588 (block 10). Please be sure that the Federal amount requested on the SF-424 matches the amount in the submitted budget. Also, in block 7 (Type of Applicant), please do not select "other."

Applicants must ensure that the contact information for the authorizing official and alternate contact is filled out correctly. The authorizing official is an individual authorized to accept grant funds on behalf of the jurisdiction or nongovernmental private entity applying. Please do not type in all capital letters.

Standard Assurances and Certifications Regarding Lobbying; Debarment, Suspension, and Other Responsibility Matters; and Drug-Free Workplace Requirements (Form 4061/6)

Review the assurances and certification forms. To successfully submit an application, applicants must agree to all of these assurances and certifications without exception. Agreement to these assurances and certifications will be assumed upon receipt of an application received through GMS.

Narrative

The following narrative will be submitted as an attachment in GMS and should contain the following elements:

- if applicable, please address any innovative or promising practices being used in your state to end violence against women;
- an explanation of the status of the applicant's compliance with the VAWA provisions pertaining to payment for forensic medical exams, costs related to criminal charges and protection orders, judicial notification, and polygraphing prohibition;
 - Are you in compliance with each of these certifications? If not, what are the steps being taken to come into compliance?
- a report on the status of subgrant awards for fiscal years 2003 - 2008, if none has been submitted to date or if the status has changed since the last report; if the state has not completed making subgrants, the state should provide the amount of each fiscal year's funds not yet awarded, an explanation of why the funds have not been awarded, and the anticipated date funds will be obligated;
- what outreach efforts are being made to underserved populations as defined by VAWA include populations underserved because of geographic location, underserved racial and ethnic populations, special needs (such as language barriers, disabilities, alienage status, or age) and other populations determined to be underserved by the Attorney General, to more fully engage them in the following activities: (1) state planning process, (2) increased application submission, and (3) enhancing services for these specific populations;
- a description of current projects meeting the 10% set aside for culturally specific community-based organizations;
- information on whether the project or activity proposed in the application includes research that may involve human subjects, as defined in 28 CFR Part 46, or collection or use of information identifiable to a private person as defined in 28 CFR Part 22;

- a description on how the state is meeting its implementation plan stated goals and objectives;
- a brief description on how the state makes its subgrant awards; and
- a brief summary (not a detailed budget) of how administrative funds will be used.

Note: Items described below must be submitted via attachments to the application in GMS. Please use descriptive titles for all on-line attachments.

Letters regarding grant funds

Applicants must submit four separate and distinct letters to OVW regarding grant funds. At least one letter must be submitted from each of the following areas: (1) prosecution, (2) law enforcement, (3) court, and (4) victim services programs demonstrating the need for the grant funds, intended use of grant funds, expected results from the use of the grant funds, and demographic characteristics of the populations to be served, including age, marital status, disability, race, ethnicity, and language background. This documentation may be in the form of letters from current grantees or state-wide organizations representing prosecution, law enforcement, courts and victims services able to comment on the current and proposed use of grant funds as well as the anticipated results for the populations to be served.

Letters Demonstrating Participation

Applicants must submit letters demonstrating the commitment of nonprofit, nongovernmental victim-services programs to participate in the development of the grantee's implementation plan. This documentation may be in the form of letters from members of the planning team and should indicate that the plan will address the needs and services identified as priorities by the team, including the needs of underserved populations.

Letters Documenting Consultation

State applications **must now** include "documentation showing that tribal, territorial, state, or local prosecution, law enforcement, and courts **have** consulted with tribal, territorial, state or local victim services programs during the course of developing their grant applications in order to ensure that proposed 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."

Note: The aforementioned victim services letters regarding grant funds and victim services letters regarding participation and consultation should be **separate and distinct letters** and not one letter addressing more than one topic.

Certification of Compliance with the Statutory Eligibility Requirements of the Violence Against Women Act as Amended (Appendix A): This form should be signed by an authorized official.

Letter of Nonsupplanting

Applicants must submit a letter to OVW's Director, certifying that Federal funds will not be used to supplant State or local funds should a grant award be made. Please refer to <http://www.ovw.usdoj.gov/applicants.htm> for a sample letter.

Budget Requirements

The following is a short list of budget guidelines:

- Applicants are strongly discouraged from requesting consultant rates in excess of \$450 per day, because they require prior approval from the OVW's Director.
- Applicants **may not** allocate any funds for building renovations. This includes seemingly minor activities such as painting or carpeting.
- Applicants **may not** allocate any funds to purchase vehicles. Exceptions may be made on a case by case basis for use by subgrantees with OVW prior approval.
- Applicants may not allocate more than 10% of their budgets for administrative funds.
- Applicants may not use any OVW funds for conducting research. However, up to 1% of the budget may be allocated for the purpose of assessing the effectiveness of funded activities. For example, funds may be used to conduct pre and post testing of training recipients or victim satisfaction surveys. In conducting such testing or surveys, grantees may not collect, analyze or disseminate any information identifiable to a private person during the course of assessing the effectiveness of funded activities.

Applicants are also encouraged to include funds in their budgets to attend Financial Management Training Seminars sponsored by OJP, Office of the Chief Financial Officer. These seminars instruct participants in the financial administration of OJP and OVW formula and discretionary grant programs. A schedule listing the financial training seminars is available at http://www.ojp.usdoj.gov/training/fmts_general.htm.

Additional Requirements

- Civil Rights Compliance;
- Confidentiality and Human Subjects Protections regulations;
- Anti-Lobbying Act;
- Financial and Government Audit Requirements;
- National Environmental Policy Act (NEPA) compliance;
- DOJ Information Technology Standards;
- Single Point of Contact Review;
- Non-Supplanting of State or Local Funds;
- Criminal Penalty for False Statements;
- Compliance with OJP's Office of the Chief Financial Officer [Financial Guide](#);

- Suspension or Termination of Funding;
- Government Performance and Results Act (GPRA);
- Rights in Intellectual Property; and
- Federal Funding Accountability and Transparency Act (FFATA) of 2006.

We strongly encourage applicants to review the information pertaining to these additional requirements prior to submitting their applications. Additional information for each can be found at http://www.ojp.usdoj.gov/funding/other_requirements.htm. References to OJP and its components are deemed to refer to the OVW, as applicable.

OVW Application Checklist

Applicants must submit a fully executed application to OVW via GMS, including all required supporting documentation. Although most parts of the application will be submitted through GMS as well as hard copy form, it is the hard copy that will be reviewed.

Applications submitted via GMS must be in the following word processing formats: Microsoft Word (.doc), PDF files (.pdf), or Text Documents (.txt). Please use logical titles when saving and uploading documents. For example, the narrative section of the application could be saved as “narrative.txt.”

Complete applications should include the following:

- The SF-424;
- Standard Assurances and Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug Free Workplace Requirements;
- Letter of nonsupplanting;
- Separate Letters from prosecution, law enforcement, court, and victim services programs demonstrating the need for, intended use of, and expected results from the use of grant funds, and the demographic characteristics of the populations to be served;
- Individual letters demonstrating the commitment of nonprofit, nongovernmental victim services programs to participate in the development of the grantee’s implementation plan;
- Individual Letters showing that tribal, territorial, State, or local prosecution, law enforcement, and courts have consulted with tribal, territorial, State or local victim services programs during the course of developing their grant applications;
- Certification of Compliance with the Statutory Eligibility Requirements of the VAWA, as amended (Appendix A); and
- Project Narrative.

Note: An application missing any of the above components will be considered incomplete and cannot move forward in the grant making process which may result in the delay of funding. For additional information, please contact OVW at 202-307-6026 and reference the STOP Program.

For technical assistance and questions regarding how to submit your application to GMS, please call the toll-free GMS helpdesk telephone number at 1-888-549-9901.

To help expedite the review process, applicants must send **via overnight delivery** a complete hard copy original of the application **dated by January 9, 2009** to:

The Office on Violence Against Women
Attn: STOP Unit
800 K Street NW, Ste. 920
Washington, DC. 20530

APPENDIX A

CERTIFICATION OF COMPLIANCE WITH THE STATUTORY ELIGIBILITY REQUIREMENTS OF THE VIOLENCE AGAINST WOMEN ACT AS AMENDED



Certification of Compliance with the Statutory Eligibility Requirements of the Violence Against Women Act as Amended, STOP Formula Grant Program

Applicants should refer to the regulations cited below for further information regarding the certifications to which they are required to attest. Applicants also should review the instructions for certification included in the program regulations before completing this form. Signature on this form certifies that the state is qualified to receive the funds and provides for compliance with relevant requirements under 28 CFR Part 90 and 42 U.S.C 3796gg through 3796gg-5 and 3796gg-8. The certifications shall be treated as a material representation of fact upon which the Department of Justice will rely if it determines to award the covered transaction, grant, or cooperative agreement.

Upon complying with the application requirements set forth in this Application Guide, any state shall be qualified for funds provided under the Violence Against Women Act upon certification that:

- (1) the funds will be used only for the statutory purposes described in 42 U.S.C. § 3796gg (a) and (b);
- (2) grantees and subgrantees will develop plans for implementation and will consult and coordinate with nonprofit, nongovernmental victim services programs, including sexual assault and domestic violence victim services programs and describe how the state will address the needs of underserved populations;
- (3) the amount granted will be allocated, without duplication, as follows: not less than 25 percent for law enforcement, not less than 25 percent for prosecutors, not less than 30 percent for nonprofit, nongovernmental victim services programs (of which at least 10 percent will be distributed to culturally specific community-based organizations), and not less than 5 percent for state and local courts; and
- (4) any federal funds received under this subchapter will be used to supplement, not supplant, nonfederal funds that would otherwise be available for activities funded under this chapter.

In addition, as required by 42 U.S.C. 3796gg-4, 3796gg-5, and 3796gg-8 and implemented at 28 CFR Part 90:

(1) Forensic Medical Examination Payment Requirement for Victims of Sexual Assault

(a) A state, Indian tribal government, or unit of local government shall not be entitled to funds unless the state, Indian tribal government, unit of local government, or another governmental entity incurs the full out-of-pocket costs of forensic medical exams for victims of sexual assault.

(b) A state, Indian tribal government, or unit of local government shall be deemed to incur the full out-of-pocket cost of forensic medical exams for victims of sexual assault if any government entity:

(1) provides such exams to victims free of charge to the victim;

(2) arranges for victims to obtain such exams free of charge to the victims; or

(3) reimburses victims for the cost of such exams if

(i) the reimbursement covers the full cost of such exams, without any deductible requirement or limit on the amount of a reimbursement;

(ii) the reimbursing governmental entity permits victims to apply for reimbursement for not less than one year from the date of the exam;

(iii) the reimbursing governmental entity provides reimbursement not later than 90 days after written notification of the victim's expense; and

(iv) the state, Indian tribal government, unit of local government, or reimbursing governmental entity provides information at the time of the exam to all victims, including victims with limited or no English proficiency, regarding how to obtain reimbursement.

(c) A State or Indian tribal government may use STOP grant funds to pay for forensic medical exams performed by trained examiners for victims of sexual assault, except that such funds may not be used to pay for forensic medical exams by any State, Indian tribal government, or territorial government that requires victims of sexual assault to seek reimbursement for such exams from their insurance carriers.

(d) As of the effective date for compliance with 42 U.S.C. 3796gg-4(d), no State, Indian tribal government, or territorial government may require a victim of sexual assault to participate in the criminal justice system or cooperate with law enforcement in order to be provided with a forensic medical exam, or to be reimbursed for charges incurred on account of such an exam.

(2) Filing Costs For Criminal Charges and Protection Orders

A state, Indian tribal government, or unit of local government will not be entitled to funds unless it certifies that its laws, policies, and practices do not require, in connection with the prosecution of any misdemeanor or felony domestic violence offense, or in connection with the filing, issuance, registration, or service of a protection order, or a petition for a protection order, to protect a victim of domestic violence, stalking, or sexual assault, 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, 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.

(3) Judicial Notification

A State or unit of local government shall not be entitled to funds under this part unless the State or unit of local government--

(a) certifies that its judicial administrative policies and practices include notification to domestic violence offenders of the requirements delineated in section 922(g)(8) and (g)(9) of title 18, United States Code, and any applicable related Federal, State, or local laws; or

(b) gives the Attorney General assurances that its judicial administrative policies and practices will be in compliance with the requirements of subparagraph (A) within the later of—

(1) the period ending on the date on which the next session of the State legislature ends; or

(2) January 5, 2008.

(4) Polygraph Testing Prohibition

(a) In order to be eligible for grants under this part, a State, Indian tribal government, territorial government, or unit of local government shall certify that, not later than January 5, 2009, 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, tribal, State, territorial, 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.

(b) Under 42 U.S.C. 3796gg-8(b), 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, Indian tribal government, territorial government, or unit of local government.

As the duly authorized representative of the applicant, I hereby certify that the applicant will comply with above certifications.

Typed Name of Authorized Representative

Title

Telephone Number

Signature of Authorized Representative

Date Signed

Agency Name

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 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 20530.

APPENDIX B

GMS QUICK START GUIDE

OMB Clearance #121-0185

Expiration Date 08/31/2006

Quick-Start Guide to Using the Office of Justice Programs Online Grants Management System (GMS)

- ◆ **Step 1.** Using your established Internet account,* go to **www.ojp.usdoj.gov/fundopps.htm**. **An online GMS Application Procedures Handbook is available on this page**, and you may link directly to GMS, which will provide online "help" screens.
- ◆ **Step 2.** Select "**Logon to the Grants Management System (GMS)**" to apply for OJP grant funding.
- ◆ **Step 3.** If you have never used GMS, click on "**New User? Register Here**" and follow the on-screen instructions to register with GMS. After you register, you must select the FY 2009 Program solicitation and begin working on it so that your registration will be sent to OVW. You will receive confirmation through email that you are eligible to submit your application. Confirmation may take up to one week.

If you are not a new user and have a GMS password, click on "**Login.**" If your password has expired, you will receive an "Authentication Error" or "Unauthorized User" message. In this case, click on "Having Login Problems?" for assistance in updating your password.

Please Note: Applicants must ensure that the information for the authorizing official and alternate contact is entered correctly. The authorizing official is the individual authorized to accept grant funds in your organization (e.g., executive director, attorney general, governor). If the individual applying online is not the authorizing official, that individual must list the authorizing official's name and contact information where appropriate.

- ◆ **Step 4.** To submit your application online, complete the on-screen *424 /Application for Federal Assistance*, upload your budget narrative (which should include your budget detail), program narrative, and other program attachments in either word processing or spreadsheet files. All supporting documentation may be submitted as attachments. All GMS attachments must be in the following word processing formats: Microsoft Word (*.doc*), PDF files (*.pdf*), or Text Documents (*.txt*). **Please use descriptive titles when naming the attachments for easy identification, i.e., MOU, letter of non-supplanting. After submission, you will receive confirmation through email that OVW has received your application and you will be given an application number for future reference. All documents must be submitted electronically as attachments to the application through GMS.**

If you have any questions about GMS or need technical assistance with applying online, contact the GMS Hotline at 1-888-549-9901.

****If you do not have an Internet account, call the OVW at 202-307-6026 for assistance.***

