

Office on Violence Against Women (OVW)



OVW Fiscal Year 2012 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 5)

Deadline

All applications are due by 11:59 p.m. E.T. on April 12, 2012.
(See "Deadline: Application," page 4)

To ensure all applicants have ample time to complete the registration process through **GMS**, applicants should register online with **GMS** by March 29, 2012.

Contact Information

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

In Fiscal Year 2012, OVW applications will be submitted through the Office of Justice Programs Grants Management System (GMS). For technical assistance with GMS contact OVW GMS Support at 1-866-655-4482.

It is anticipated that all applicants will be notified of the outcome of their applications by September 30, 2012.

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OVW STOP Violence Against Women Formula Grant Program (CFDA 16.588)

Overview

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 on issues of sexual assault, domestic violence, dating violence, and stalking. Since its inception, OVW has supported a multifaceted approach to responding to these crimes through implementation of grant programs authorized by VAWA. By forging State, local and tribal partnerships among police, prosecutors, judges, 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, while improving communities' capacity to hold offenders accountable for their crimes. For general information on OVW grant programs please see the OVW Fiscal Year 2012 Grant Program Solicitation Reference Guide (Reference Guide) at <http://www.ovw.usdoj.gov/docs/resource-guidebook.pdf>.

About the OVW STOP Violence Against Women Formula Grant Program

This solicitation provides program and application guidelines for Fiscal Year 2012 Services*Training*Officers*Prosecutors (STOP) Violence Against Women Formula Grant Program (STOP Program) funding, including guidelines for complying with requirements of the Violence Against Women Act (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.

Deadlines

Application

The deadline for applying for funding under this grant announcement is **11:59 p.m E.T on April 12, 2012**. Applications submitted after **April 12, 2012, 11:59 p.m E.T** will not be considered for funding.

Note: For applicants without Internet access, who cannot submit an application electronically, please contact Kevin Sweeney at Kevin.Sweeney@usdoj.gov no later than April 5 to request permission to submit an application by alternative means.

Registration

The GMS registration deadline is March 29, 2012. It is strongly encouraged that applicants begin the registration process well in advance of the deadline. For more information on the process of registering with GMS, please see the [Reference Guide](#).

Eligibility

It is very important that you review this information carefully. Applications that are submitted by ineligible entities will not be considered for funding.

Eligible Entities

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.**

(These eligible entities are hereafter referred to as “States and Territories.”)¹

Program Eligibility Requirements

In addition to meeting the eligible entity requirement outlined above, applications for the **OVW STOP Violence Against Women Formula Grant Program** must also meet the following requirement(s):

Certification of Eligibility

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. 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 in the Appendix.) STOP Program applicants must also 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 or Territory’s last application for STOP funds.

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

¹If “State” is referenced herein or in the appendix, please note that “State” means each of the several States and the District of Columbia, and except as otherwise provided, the Commonwealth of Puerto Rico, Guam, American Samoa, the Virgin Islands, and the Northern Mariana Islands.

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 that:
 - the State or Territory or another governmental entity incurs the full out-of-pocket cost of forensic medical exams for victims of sexual assault; and,
 - 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 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:
 - 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.
4. With respect to the VAWA requirement prohibiting polygraph testing, a State or Territory must certify that:
 - its laws, policies, or practices 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, and

- the refusal of a victim to submit to a polygraph examination or other truth telling device shall not prevent the investigation, charging, or prosecution of an alleged sex offense.

For more information on these statutory requirements, please contact your OVW Program Manager or consult OVW's Web site at http://www.ovw.usdoj.gov/docs/FAQ_FINAL_nov_21_07.pdf for Frequently Asked Questions on STOP Formula Grants.

Award Information

Award Period

The grant award period is **24** months.

Award Amounts

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

Required Match

There is a 25% match requirement imposed on grant funds under this program. 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/docs/FAQ_FINAL_nov_21_07.pdf for Frequently Asked Questions on STOP Formula Grants.

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 and Indian Tribal governments) 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 for satisfying 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."²
- Sources of match are restricted to the same requirements as funds allocated 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:

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

² OVW Grants Financial Management Guide

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

Grantees are advised that further guidance on the calculation, documentation and auditing of the match requirement can be found in the [OVW Grants Financial Management](#) Guide and on OVW's Web site. For more information and ideas regarding match, please see OVW's Web site at http://www.ovw.usdoj.gov/docs/match_requirement.pdf.

All awards are subject to the availability of appropriated funds and any modifications or additional requirements that may be imposed by law. Funding is not guaranteed.

Program Scope

Activities supported by the STOP Violence Against Women Formula Grant Program are determined by federal statute, federal regulations, and OVW policies.

Purpose Areas:

In FY 2012, funds under the Violence Against Women Formula Grant 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 community-based organizations. Grants and subgrants supported through this Program **must** meet one or more of the following statutory purpose areas:³

- 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;
- 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

³ 42 U.S.C. § 3796gg(b).

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 and domestic 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 2003); and
 - 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 and Territories are responsible for ensuring that each subgrantee receiving funds under this purpose area will receive the required annual training. States are also responsible for ensuring that subgrantees submit their two-year

report to the Department. 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.

Mandatory 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 set forth in the STOP Program statute and outlined above.

STOP Implementation Plan

In FY 2010, all States and Territories should have submitted a new or substantially revised implementation plan covering a three year period. In 2011 and 2012, the State or Territory fulfills the implementation plan requirement by providing OVW with a certification letter that indicates whether the three-year plan has changed. If the implementation plan has not changed, the State or Territory should so indicate in a certification 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 or Territory must submit a revised implementation plan or certification letter setting forth the changes, and mail the revised plan or certification letter to the appropriate OVW STOP Program Manager for approval within 120 days after receiving the award. Regardless of whether changes were made to the three-year plan, all States and Territories must submit relevant State statistics, data, or information relating to underserved populations and submit this information along with the certification or revised implementation plan. **Applicants are reminded that they will only be able to draw down 10% of their total funds until their revised 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 website, which is located at http://www.usdoj.gov/ovw/docs/implementation_plan_tool.pdf.

Note: If grantees submit revised implementation plans, they must develop those plans through deliberative consultation and coordination with nonprofit, nongovernmental victim services programs (including sexual assault and domestic violence programs). 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 and Territories should bear in mind that 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;
- 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.

The implementation plan shall also briefly summarize how the State will use 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. However, no one allocation area is entitled to all or a portion of the funding. 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 [OVW Grants Financial Management Guide](#).

OVW Priority Areas

The emphasis of the STOP Program continues to be on the implementation of comprehensive strategies addressing violence against women that are sensitive to the immediate and long-term 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 victim advocacy organizations and the criminal justice system and by encouraging communities to look beyond traditional resources. States and Territories should also look to new partners, including community-based organizations, to respond more vigorously to sexual assault, domestic violence, dating violence, and stalking crimes.

In shaping their strategies for Fiscal Year 2012, OVW encourages States and Territories to develop and support projects that:

- Support core services for victims of sexual and domestic violence, particularly support for rape crisis centers and domestic violence shelters;
- Provide culturally-specific services and training to underserved communities based on factors such as race, ethnicity, language, sexual orientation, or gender identity;
- Provide basic and advanced training to Tribal law enforcement and Tribal courts regarding services for victims in Tribal communities;
- Provide comprehensive training to victim services, law enforcement, prosecution, and court personnel on sexual assault, to encourage increased reporting, arrest and successful prosecution of perpetrators;
- Support Full Faith and Credit training for Tribes, States and Territories; and
- Implement evidence-based risk/danger assessments to identify and prioritize victims who are considered to be in relationships with a high risk of lethality.

Activities that Compromise Victim Safety and Recovery

The following activities have been found to jeopardize victim safety, deter or prevent physical or emotional healing for victims, or allow offenders to escape responsibility for their actions and cannot be supported with STOP Violence Against Women Formula Grant Program funding:

- Procedures or policies that exclude victims from receiving safe shelter, advocacy services, counseling, and other assistance based on their actual or perceived age, immigration status, race, religion, sexual orientation, gender identity, mental health condition, physical health condition, criminal record, work in the sex industry, or the age and/or gender of their children;
- 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, or in situations in which child sexual abuse is alleged;
- Requiring victims to report sexual assault, stalking, or domestic violence crimes to law enforcement or forcing victims to participate in criminal proceedings;
- Relying on court-mandated batterer intervention programs that do not use the coercive power of the criminal justice system to hold batterers accountable for their behavior;
- Supporting policies that deny individuals access to services based on their relationship to the perpetrator;
- Supporting policies or engaging in practices that impose restrictive conditions to be met by the victim in order to receive services (e.g., attending counseling, seeking an order of protection);
- Sharing confidential victim information with outside organizations and/or individuals without the documented consent of the victim;
- Placing of batterers in anger management programs; or,
- Procedures that would penalize or impose sanctions on victims of domestic violence or sexual assault for failure to testify against the abuser and/or the perpetrator.

In addition, applicants should be cognizant of victim confidentiality. In accordance with 42 U.S.C. § 13925(b)(2), applicants receiving OVW funding, and their subgrantees, must protect the confidentiality and privacy of persons receiving OVW-funded services to support victims' safety. OVW grantees and their subgrantees are prohibited from disclosing personally identifying information collected in connection with services requested, utilized, or denied through the grantee and their subgrantee's programs, 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. In this case, grantees and subgrantees must make reasonable attempts to provide notice to victims affected by the disclosure of information. They must also

take necessary steps to protect the privacy and safety of the persons affected by the release of the information. Regarding unemancipated minors or persons with disabilities lacking capacity to consent, a parent or guardian may consent to the disclosure; however, if the parent or guardian is the abuser of the minor, the person with disabilities, or the minor's other parent, he or she is prohibited from giving consent to the disclosure.

Out-of-Scope Activities

OVW has determined the activities listed below to be out of the program scope. The following activities are out of scope and cannot be supported by STOP Violence Against Women Formula Grant Program funding:

- Research Projects (This does not include program assessments conducted only for internal improvement purposes. For background on activities that would constitute "research," please see "Additional Requirements" Section of OVW Grant Program Solicitation [Reference Guide](#) addressing "Research and Protection of Human Subjects.")

Unallowable Activities

The following is a list of activities that are unallowable and cannot be supported by STOP Violence Against Women Formula Grant Program funding. Applications that include substantial unallowable activities will not be considered for funding.

- Lobbying
- Fundraising
- Purchase of real property
- Construction
- Physical modifications to building, including minor renovations (such as painting or carpeting)

How To Apply

This section describes what an application should include. Applicants should anticipate that failure to submit an application that contains all of the specified elements will negatively affect the review of the application and may result in the application not being considered for funding; and, should a decision be made to make an award, it may result in the inclusion of special conditions that preclude access to or use of award funds pending satisfaction of the conditions.

It is the responsibility of the applicant to ensure that the application is complete and submitted by the deadline.

Formatting and Technical Requirements

Applications must follow the requirements below. Points may be deducted for applications that do not adhere to the following requirements:

- Double spaced (Project Abstract, Summary Data Sheet and charts may be single space)
- 8½ x 11 inch paper

- One inch margins
- Type no smaller than 12 point, Times New Roman font
- Page numbers
- No more than **20** pages for the Project Narrative
- Word processing documents must be in the following formats: Microsoft Word (.doc), PDF files (.pdf), or Text Documents (.txt).
- Headings and sub-headings that correspond to the sections identified in How to Apply

Experiencing Unforeseen Technical Issues

If you experience technical difficulties at any point during the application process, please contact OVW GMS Support at 1-866-655-4482.

If you experience unforeseen technical issues that prevent you from submitting your application by the deadline, you must contact the technical support number above prior to the deadline AND contact the **STOP Formula Grant Program at 202-307-6026 within 24 hours after the deadline** to request approval to submit your application. At that time, you will be required to email the complete grant application, your DUNS number, and provide a GMS Help Desk tracking number(s). After OVW reviews all of the information submitted and verifies your technical issues with the Helpdesk, OVW will contact you to either approve or deny your request to submit a late application. If the technical issues you reported cannot be verified, your application will be rejected as untimely.

Application Requirements

Applications must include the following required documents and demonstrate that the program eligibility requirements have been met. Applications that do not address the following will not be considered for funding:

1. Project Narrative
2. Letters Regarding Grant Funds
3. Letters Demonstrating Participation
4. Letters Documenting Consultation
5. Certification of Compliance with the Statutory Eligibility Requirements of the Violence Against Women Act as Amended (Appendix)

Applications must address each section and include the detailed information outlined below in the specified section of their application.

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

Project Narrative

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

- if applicable, please address any innovative or promising practices being

proposed in your State or Territory;

- a report on the status of subgrant awards for fiscal years 2006 - 2011, if none has been submitted to date, or if the status has changed since the last report; if the State or Territory has not completed making subgrants, the State or Territory 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 to include populations underserved because of geographic location, underserved racial and ethnic populations, populations underserved because of 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 of the types of projects to be funded with Fiscal Year 2012 funding;
- a brief description on how the State or Territory makes its subgrant awards (i.e., a competitive process); and
- a brief summary (not a detailed budget) of how administrative funds will be used.

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) courts, and (4) victim services programs, each letter demonstrating the need for the grant funds for the particular constituency, 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 or territory-wide organizations representing prosecution, law enforcement, courts and victims services able to comment on the current and proposed use of grant funds.

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. They must also provide documentation that a copy of the implementation plan has been provided or made accessible electronically to the organizations participating in the development of the implementation plan.

Letters Documenting Consultation

State applications **must** include "documentation showing that Tribal, State, or local prosecution, law enforcement, and courts **have** consulted with Tribal, State or local victim services programs during the course of developing their Fiscal Year 2012 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. This should include dates and content of planning meetings with victim services programs and advocates together with prosecution, law enforcement and courts.

Territorial applications **must** include "documentation showing that Territorial, or local prosecution, law enforcement, and courts **have** consulted with Territorial, or local victim services programs during the course of developing their Fiscal Year 2012 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. This should include dates and content of planning meetings with victim services programs and advocates together with prosecution, law enforcement and courts.

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. These letters also should accompany the completed application.

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

Additional Required Information

Application for Federal Assistance (SF-424)

Applicants will complete the SF-424 online.

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

Forms will be completed online during the submission process. For further information on the Standard Assurances and Certifications please see the [Reference Guide](#).

Letter of Nonsupplanting

Applicants must submit a letter to OVW's Director, signed by the Authorized Representative, 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/docs/nonsup_letter.pdf for a sample letter. This should be a separate attachment to the application in **GMS**.

Fiscal Considerations And Other Requirements

Fiscal Guidelines

The following is a short list of fiscal guidelines:

- Applicants are strongly discouraged from requesting consultant rates in excess of \$650 per day, because they require prior approval from the OVW Director.
- Applicants may allocate grant funds to support activities that help to ensure that LEP persons have meaningful access to their programs. For example, grant funds can be used to support interpretation and translation services. See also "Accommodations and Language Access" information below.
- 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, unless an exception is granted. Exceptions may be made on a case by case basis for use by subgrantees with OVW's prior approval.
- Applicants may not allocate more than 10% of their total award for administrative funds (this includes indirect costs).
- 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.
- No cost extension requests should be submitted **no more than 90 days prior to the award end period and no less than 30 days prior to the end of the award period**. A grant extension request submitted less than 30 days prior to the end of the award period must be submitted in writing to your Program Manager, who will then generate a Grant Adjustment Notice (GAN) on your behalf.

- Is the individual primarily responsible for fiscal and administrative oversight of grant awards familiar with the applicable grants management rules, principles, and regulations? If not, the applicant must contact OVW's Grants Financial Management Division at OVW.GFMD@usdoj.gov or 1-888-514-8556 immediately after the organization is notified of their award to coordinate training.

Federal Financial Guidelines and Reporting Requirements

Federal grants are governed by the provisions of the OMB circulars applicable to financial assistance and [OVW Grants Financial Management Guide](#). The Financial Grants Management Guide includes information on allowable costs, methods of payment, audit requirements, accounting systems, and financial records. This document outlines the successful administration of grant funds.

Any recipient of an award will be responsible for monitoring subgrants/contracts under the grant in accordance with all applicable statutes, regulations, OMB Circulars and guidelines, and the [OVW Grants Financial Management Guide](#). Primary recipients will be responsible for oversight of subgrantee spending and monitoring specific performance measures and outcomes attributable to the use of OVW funds.

Food and Beverage/Costs for Refreshments and Meals

OVW funding cannot be used to purchase food and/or beverages for any meeting, conference, training, or other event, except if the following applies:

- The location of the event is not in close proximity to food establishments. It should be a priority to try to secure a location near reasonably priced and accessible commercial food establishments.
- Not serving food will significantly lengthen the day or necessitate extending the meeting to achieve meeting outcomes.
- A special presentation at a conference requires a plenary address where there is no other time for food to be obtained; or
- Other extenuating circumstances which necessitate the provision of food.

Note: In addition to the requirements above, cooperative agreement or contract recipients, must complete and submit the Conference and Events Approval Form to OVW for review and approval prior to entering into a contract for any meeting, conference, training, or other event.

If an exception is made for food/beverages or refreshments, the cost of any individual meal, plus taxes and any hotel service costs (e.g., labor cost for room setup), cannot exceed 150 percent of the General Services Administration (GSA) Meals and Incidental Expenses (M&IE) rate for that meal in that locality per attendee. OVW, however strongly encourages costs to stay at or below 100% of the applicable per diem rate for any meal provided, including any service costs. The current GSA M&IE rate breakdown by meal and by locality can be found at <http://www.gsa.gov/portal/content/101518>. If OVW funds are used to provide breaks/refreshments, they can only be provided once per day, and any related expenses (food, beverages, plus taxes and any hotel service costs) cannot exceed 11.5% of the current GSA M&IE rate per attendee per day. OVW, however prefers that such costs fall well below 11.5%.

This restriction does not apply to water provided at no cost, but does apply to any and all other refreshments, regardless of the size or nature of the meeting. Additionally, this restriction does not impact direct payment of per diem amounts to individuals in a travel status under your organization's travel policy.

Updated Department of Justice and OVW guidance on conference planning, minimization of costs, and conference cost reporting will be forthcoming and will be accessible on the OVW website.

Training and Technical Assistance

OVW holds an annual mandatory STOP Administrators conference to provide STOP Administrating Agencies with a forum to share critical information about the STOP Program. Access to current research and practices relating to violence against women through training and technical assistance can reduce staff burnout, improve project performance, and positively impact project sustainability.

Accommodations and Language Access

Applicants are encouraged to allocate grant funds to support activities that help to ensure individuals with disabilities and Deaf individuals and persons with limited English proficiency to have meaningful and full access to their programs. For example, grant funds can be used to support American Sign Language (ASL) Interpreter services, language interpretation and translation services, or the purchase of adaptive equipment.

Applicants proposing to use grant funds to create websites, videos and other materials must ensure that they are accessible to persons with disabilities. Grant funds must be allocated for these purposes.

Additional Requirements

Applicants selected for awards must agree to comply with additional legal requirements upon acceptance of an award. OVW strongly encourages applicants to review the information pertaining to these additional requirements prior to submitting an application. Additional information for each requirement can be found in the [Reference Guide](#).

- Civil Rights Compliance
- Civil Rights Compliance Specific to State Administering Agencies
- Faith-Based and Other Community
- Confidentiality
- Research and the Protection of Human Subjects (if applicable)
- Anti-Lobbying Act

- Federal Financial Report (SF-425)
- OMB A-133 Audit Requirements
- National Environmental Policy Act (NEPA) (if applicable)
- DOJ Information Technology Standards (if applicable)
- Single Point of Contact Review
- Non-Supplanting of State or Local Funds
- Criminal Penalty for False Statements
- Compliance with OVW Financial Grants Management Guide
- Suspension or Termination of Funding
- Nonprofit Organizations
- Government Performance and Results Act (GPRA)
- Rights in Intellectual Property
- Federal Funding Accountability and Transparency Act (FFATA) of 2006
- Awards in Excess of \$5,000,000 – Federal Taxes Certification Requirement
- Active CCR Registration

Performance Measures

All OVW STOP grantees are required to submit annual progress reports, which will be provided to you. For more information, see the [Reference Guide](#).

Notice of New Post-Award Reporting Requirements

Applicants should anticipate that all recipients (other than individuals) of awards of \$25,000 or more under this solicitation, consistent with the Federal Funding Accountability and Transparency Act of 2006 (FFATA), will be required to report award information on any first-tier subawards totaling \$25,000 or more, and, in certain cases, to report information on the names and total compensation of the five most highly compensated executives of the recipient and first-tier subrecipients. Each applicant entity must ensure that it has the necessary processes and systems in place to comply with the reporting requirements should it receive funding.

It is expected that reports regarding subawards will be made through the FFATA Subaward Reporting System (FSRS), found at <https://www.fsrs.gov>. Additional guidance on reporting will be provided in the near future by OVW and/or the Office of Management and Budget (OMB).

Please note also that applicants should anticipate that no subaward of an award made under this solicitation may be made to a subrecipient (other than an individual) unless the potential subrecipient acquires and provides a Data Universal Numbering System (DUNS) number.

Public Reporting Burden

Paperwork Reduction Act Notice

Under the Paperwork Reduction Act, a person is not required to respond to a collection of information unless it displays a currently valid OMB control number. We try to create forms and instructions that are accurate, can be easily understood, and which impose the least possible burden on you to provide us with information. The estimated average time to complete and file this form is 30 hours. 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, 145 N Street, NE, Washington, DC 20530.

Application Checklist

Applicants must submit a fully executed application to OVW, including all required supporting documentation.

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 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); and
- Project Narrative.

OMB Number: 1122-0020
Expiration Date: 6/30/2013

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.

APPENDIX

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

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



OMB Clearance #1122-0001
Expiration Date 11/30/2012

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

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