

# 2021-2022 STOP Violence Against Women Grant Solicitation – **New 1 Year Project for Prosecution**

**Award Period of Project Grant Cycle:  
April 1, 2024 – March 31, 2025**

This Solicitation is for 1 year project applications for STOP funds, For Projects Benefiting Prosecution  
Only

Electronic Submission Deadline  
**February 8, 2024**  
5:00 p.m. MST

Solicitation Release Date: January 11, 2024

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# STOP Violence Against Women Grant

(Assistance Listing Number 16.588)

This is a special solicitation due to a lack of applications for law enforcement and prosecution in response to the “2021-2022 STOP Violence Against Women Grant Solicitation - New 1 Year Projects.” The remaining funding available for new STOP 1 year Law Enforcement and/or Prosecution projects is estimated at \$100,977. **All funds must go towards activities that assist prosecution in developing or strengthening effective responses to domestic violence, dating violence, sexual assault, and stalking.** Priority will be given to projects that will train prosecutor’s offices regarding victim centered approaches to domestic violence, dating violence, sexual assault, and/or stalking cases.

## Eligibility

To apply for STOP funding, applicants must be a state agency, unit of local government (city or county), faith-based organization, Indian Tribal Government, tribal victim services organization, or a non-profit organization. Victim service providers<sup>1</sup> (must have IRS 501(c)(3) status) and tribal governments are not required to provide a 25% match.

## Unique Entity Identification (UEI)

Applicants are required to have a Unique Entity Identification (UEI). If an applicant does not have an UEI, they should immediately request one online with SAM.gov. Entities that are currently registered in SAM.gov already have UEI which can be viewed in SAM.gov. Planning, Grants and Research (PGR) cannot make an award unless the applicant has obtained and provided a unique entity identifier. See 2 C.F.R. §§ 25.300.

## PGR Grants Management System (GMS)

Applicants must have an account in GMS to complete and submit STOP applications. To create an account or sign into GMS go to <https://www.isp.idaho.gov/gms/>.

Applicants are required to certify, via an electronic acceptance, that they are the signing authority, or have been delegated as such, by the chief executive officer of the applicant agency.

Instructions for completing the application are in the Resources section of PGR’s website <http://www.isp.idaho.gov/pgr>. Note: These are general instructions and apply to all new applications awarded through PGR; therefore, some sections may not be applicable. All required components will be outlined in this solicitation.

**GMS WILL allow applicants to submit an application WITHOUT all required components, so make sure all requirements are completed (see Application Checklist). An application may be considered non-responsive if all required application components are not addressed or attached.**

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<sup>1</sup> The term “victim service provider” means a private non-profit organization whose primary mission is to provide services to victims of domestic violence, dating violence, sexual assault, or stalking. Such term includes rape crisis centers, battered women’s shelters, domestic violence transitional housing programs, and other programs.

## Deadline

Applications are due February 8, 2024 no later than 5:00 p.m. MST.

**Note:** Any materials submitted as part of this application may be released pursuant to a request under the Freedom of Information Act.

## Contact and Application Information

If you have questions about applying for funding, questions about this solicitation, wish to discuss your proposed project, or need assistance submitting an application, please contact Misty Kifer at [misty.kifer@isp.idaho.gov](mailto:misty.kifer@isp.idaho.gov) (208-884-7054) or PGR at 208-884-7040.

## Statutory Authority

This program is authorized by 34 U.S.C. §§ 10441, 10446–10451.

Activities supported by this program are determined by statute, federal regulations, and the Office on Violence Against Women (OVW) policies. If an applicant receives a subaward, the funded project is bound by this solicitation, the [DOJ Grants Financial Guide](#), including any updates; and the conditions of the subaward.

Applicants are expected to have a thorough understanding of the enabling Violence Against Women Act (VAWA) statute and related legislation (see <https://www.justice.gov/ovw/legislation>), including the “[Violence Against Women Reauthorization Act of 2013](#),” before applying. In addition to the program eligibility requirements stated in the Act, the Department of Justice has issued guidelines to implement the STOP funds. A complete copy of the STOP Frequently Asked Questions is available at <https://www.justice.gov/ovw/page/file/1008816/download>.

This solicitation provides program and application guidelines, including those for complying with requirements of the VAWA, as amended.

## STOP Grant Program Overview

The Idaho State Police (ISP) PGR Department is the designated State Administering Agency (SAA) for the Services\* Training\* Officers\* Prosecutors (STOP) Violence Against Women Formula Grant. By statute, STOP funds support communities, including American Indian tribes, in their efforts to develop and strengthen effective responses to domestic violence<sup>2</sup>, dating violence, sexual assault, and stalking (where victims are aged 11 or older at the time of victimization). STOP funds continue to focus on the implementation of comprehensive strategies which are sensitive to the immediate and long-term needs and safety of victims, while holding offenders accountable for their crimes.

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<sup>2</sup> As defined in statute for STOP grant programs, domestic violence includes felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies, or by any other person against an adult or youth victim (aged 11 or older) who is protected from that person’s acts under the domestic or family violence laws of the jurisdiction.

The grant-making strategy for STOP funding is guided by the [Idaho STOP Implementation Plan: FFY2022-2025](#) developed in collaboration with the STOP Implementation Planning Committee. The STOP Implementation Plan and priorities are designed to improve connections between the criminal justice system, victim services, and Idaho's marginalized and underserved communities. The funding strategy focuses on: 1) implementing community-driven projects and initiatives that address the needs and issues faced by underserved populations through victim services, training, and the development of protocols and/or policies; 2) developing, enhancing, or implementing coordinated, multidisciplinary responses and training to enhancing victim services and improving the criminal justice system's response to violent crimes against women; 3) addressing sexual assault through training for prosecutors and law enforcement; and the development of coordinated community responses to sexual assaults; 4) reducing domestic violence related homicides through an intensely concentrated and coordinated early response to high-risk victims and incidents; and 5) reducing domestic violence related homicides by increasing training for law enforcement and prosecution to build expertise in the handling of domestic violence cases and protection of victims.

## Training

The Idaho STOP Implementation Planning Committee emphasized the need for training throughout the state. VAWA Funding priority will go to projects that provide statewide training to prosecutors and staff where the training is developed by experts in the field on victim-centered approaches to VAWA crimes<sup>3</sup>. **Under this solicitation, the target audience must be prosecution.** Law enforcement, victim services, and other organization can be invited to attend the training, but the target audience must be prosecution (such as Prosecuting Attorneys, Deputy Prosecutors, Victim Witness Coordinators, and other prosecutorial staff who handle cases involving domestic violence, dating violence, stalking, and sexual assaults).

The Planning Committee recognized the importance of in-person, as well as web-based training. Therefore, trainings should be recorded, if feasible, to provide access to those who cannot attend the in-person training. To overcome training barriers like staff shortages and budget restrictions, applications that reimburse for overtime and/or travel for law enforcement personnel and prosecuting attorneys and staff are encouraged.

\*If an applicant is providing training to another agency, a memorandum of understanding (MOU) signed by the chief executive of both the entity to be benefitted and the applicant entity is required (and **attached to the application**). The MOU must state that the benefiting entity supports the proposed project and agrees that it will benefit from the proposed training. For statewide projects, a MOU with a professional association is sufficient to meet this requirement (e.g., Idaho Sheriffs' Association, Idaho Prosecuting Attorneys

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<sup>3</sup> As stated in the 2022 Violence Against Women Act (VAWA) Reauthorization, within three years of receiving 2023 funds, prosecutor's offices must: 1) receive training developed by experts in the field regarding victim-centered approaches in domestic violence, sexual assault, dating violence, and stalking cases; 2) develop policies that support a victim-centered approach, informed by such training; and 3) implement a protocol outlining alternative practices and procedures for material witness petitions and bench warrants, consistent with best practices, that will be exhausted before employing material witness petitions and bench warrants to obtain victim-witness testimony in the investigation, prosecution, and trial of a crime related to domestic violence, sexual assault, dating violence, and stalking of the victim in order to prevent further victimization and trauma to the victim.

Association). If an MOU cannot be provided at the time of the application submission, a Letter of Support from participating agencies must be attached. **An MOU will be required before funds can be awarded.**

## Award Information

### Term of the Award

Projects are funded once, for a 12-month cycle, and will have a start date of April 1, 2024. Extensions may be granted up to six months on a case-by-case basis at the discretion of PGR and in accordance with the federal grant project cycle. Extensions are requested in GMS no less than 30 days prior to the project cycle end date. If projects are not operational within 90 days of the start date, subgrantees must contact PGR or funds may be withdrawn and/or re-awarded.

### Availability of Funds

There is no minimum or maximum application amount; rather applicants should request adequate funding to implement the proposed project. Project budgets may be reduced/increased as funds are available.

This is a special solicitation due to a lack of applications for prosecution in response to the “2021-2022 STOP Violence Against Women Grant Solicitation - New 1 Year Projects,” and the “2021-2022 STOP Violence Against Women Grant Solicitation – New 1 Year For Law Enforcement and Prosecution Projects Only.” **The remaining FY2022 funding available for new STOP 1 year prosecution projects is \$100,977.** All funds must go towards activities that assist prosecution in developing or strengthening effective responses to domestic violence<sup>4</sup>, dating violence, sexual assault, and stalking.

STOP funded activities must meet one or more of the 20 statutory purpose areas, seven (7) of which are Idaho’s top priorities. See Appendix A for a full list of STOP purpose areas.

\*Victim service providers may apply for Prosecution funds under this solicitation if the funds go towards activities that assist prosecution in responding to domestic violence, dating violence, sexual assault, and/or stalking.

#### Project examples:

- **Priority - Develop training, or hire skilled trainers, for prosecutor’s offices regarding victim centered approaches to domestic violence, dating violence, sexual assault, and/or stalking cases (includes Prosecuting Attorneys, Deputy Prosecuting Attorneys, Victim Witness Coordinators, and other pertinent staff who handle cases involving VAWA crimes).**

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<sup>4</sup> As defined in statute for STOP grant programs, domestic violence includes felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies, or by any other person against an adult or youth victim who is protected from that person’s acts under the domestic or family violence laws of the jurisdiction.

- Overtime and/or travel expenses for prosecuting attorneys and prosecutorial staff to attend training on domestic violence, dating violence, sexual assault, and/or stalking.
- Planning, developing, and implementing policies for a victim-centered approach to domestic violence, dating violence, sexual assault, and stalking cases.
- Planning, developing, and implementing a protocol for alternative practices and procedures for material witness petitions and bench warrants.

\*Training or projects involving forensic interviewing of children (under the age of 11), or SANE pediatrics is unallowable.

### Allocation Categories

Applications for the will be allocated (per statutory requirement) into the following categories:

- \$100,977 for prosecution

Statutory allocation amounts may not be redistributed or transferred to other funding allocation categories. Allocation categories for STOP applications are not determined by type of agency, rather by the purpose the funds will be used for (i.e., who benefits from project activities).

### STOP Purpose Areas and Idaho Priorities

The purpose of STOP funding is to assist states and territories; state, local, and tribal courts (including juvenile courts); Indian Tribal governments; units of local government; victim service providers; and culturally- and population-specific organizations. STOP funded activities **must meet one or more of the 20 statutory purpose areas**, seven (7) of which are Idaho’s top priorities. See [Appendix A](#) for a full list of STOP purpose areas.

### Required Application Components

#### A. Program Narrative (limited to 16,000 characters, including spaces)

When completing the Program Narrative, be sure to:

- **Address all statements/questions in the order listed AND use section headings and numbers as provided.** Failure to do so will result in reduced scores and/or may be considered non-responsive and removed from consideration (if a section is not applicable to the project, simply state N/A);
- Spell out all acronyms at least once;
- Site data sources.

**Tip:** PGR highly recommends saving the Program Narrative in Word and pasting it into GMS, as not all web browsers have spell check and there is no character count in GMS.

1. **Summary.** Provide a brief summary of proposed project and how much you are requesting (2-5 sentences).

**2. Statement of the Problem.** To establish the value of your project, you need to clarify the need or problem that your project responds to. If this problem affects a particular population, describe that group of people.

- What problem(s) or gap(s) does the project address?
  - Substantiate the problem, gaps, and needs with current or other relevant data; including crime rates, geographic location served, local demographics, and underserved populations. **Please provide agency and project specific local data**, if applicable. Applicants may find it useful to review and incorporate language from the [Idaho STOP Implementation Plan: FFY 2022-2025](#). Other helpful data sources include:
    - Applicant/Implementing Agency data
    - [Crime in Idaho Report](#)
    - [ISAC Data Dashboards](#)
    - [Crime in Idaho Database](#)
    - [United States Census Bureau](#)
    - [Idaho Statistical Analysis Center Publications](#)

### **3. Project Design and Implementation**

Provide a description of the project and how it solves the problem or fills the gaps or need identified in the previous section. This should include the project activities and what personnel/positions will carry out these project activities. Please identify if these positions and personnel are new and whether they will be fully funded with STOP funds. If the project is expected to go longer than the 03/31/2025 end date, please state so and the reasons why.

- If the application is for conducting or attending training, implementing or strengthening multi-disciplinary teams (CCR's or SARTS), ensure the project description addresses the required criteria listed below.
  - **Training.** Will the training be in-person? If training is being developed, who is the expected audience? Will the trainings be recorded to provide access to those who cannot attend the in-person training? Is reimbursement for overtime included in the project costs? If travel or overtime is being funded to attend training, identify the training and how it will improve responses to domestic violence, dating violence, or sexual assault.
    - \*If an applicant is providing training to another agency, a memorandum of understanding (MOU) signed by the chief executive of both the entity to be benefitted and the applicant entity is required (and **attached to the application**). The MOU must state that the benefiting entity supports the proposed project and agrees that it will benefit from the proposed training. For statewide projects, a MOU with a professional association is sufficient to meet this requirement (e.g., Idaho Sheriffs' Association, Idaho Prosecuting Attorneys Association). If an MOU cannot be provided at the time of the application submission, a Letter of Support from participating agencies must be attached. **An MOU will be required before funds can be obligated.**



- **Collaboration.** Explain how the proposed project is a coordinated community response to violence against women. Is one of the objectives of the coordinated Community Response to hold offenders accountable?

List each organization, partner, and consultant who will collaborate on the project, along with a short description of the nature of their effort or contribution. An MOU between participating agencies is required (attached to application). If an MOU cannot be provided at the time of the application submission, a Letter of Support from participating agencies must be attached. **An MOU will be required before funds can be obligated.**

3. **Pending Applications:** Address any existing funding or pending applications for funds supporting the same work proposed in this application. Identify the funding agency and grant title for pending applications submitted in the last 12 months.

### A. Goals, Objectives, and Performance Measures

All STOP applicants must include the following goals, objectives, and performance measures in their applications and report data on the performance measure each quarter. Please incorporate these as best as possible into your projects. Performance measure data must reflect **quarterly** figures, not cumulative, and only include activities funded by STOP or those used as match.

**Do not change any of the verbiage for the goals, objectives, or performance measures unless indicated.**

Example, copy and paste “Underserved Populations” into the Field Goal 1 Title.

Goal 1 Title: Underserved Populations

Goal 1 Narrative: Implement community-driven initiatives to address the needs and issues faced by underserved populations impacted by domestic and sexual violence through victim services, training, and the development of protocols and/or policies.

Objective 1 Title: Underserved Coordination

Objective 1 Narrative: Improve coordination with underserved populations through connections with representatives of the underserved populations.

Performance Measure Title: Underserved Outreach

Performance Measure Narrative: Number of outreach activities to underserved communities (including meetings with representatives).

Objective 2 Title: Underserved Access

Objective 1 Narrative: Increase the number of victims from underserved populations who have access to services.

Performance Measure Title: Underserved Victims

Performance Measure Narrative: Number of victims served from underserved populations.

Objective 3 Title: Protocols/Policies Addressing Underserved

Objective 3 Narrative: Increase the number of protocols and/or policies developed, substantially revised, or implemented concerning appropriate responses to underserved populations.

Performance Measure Title: Culturally Appropriate Protocols/Policies

Performance Measure Narrative: Number of culturally appropriate protocols or policies developed, revised, or implemented.

Objective 4 Title: Training Concerning Underserved

Objective 4 Narrative: Increase the number of trainings addressing the needs and/or appropriate responses to underserved populations.

Performance Measure Title: Trainings on Underserved

Performance Measure Narrative: Number of people trained in the appropriate responses to underserved populations.

Goal 2 Title: Coordinated Responses

Goal 2 Narrative: Develop, enhance, or implement coordinated, multidisciplinary responses to enhancing victim services and improving the criminal justice system's response to violent crimes against women.

Objective 1 Title: Coordinated Response

Objective 1 Narrative: Increase the coordination and collaboration between agencies and organizations that encounter victims of domestic violence, dating violence, stalking, and sexual assault.

Performance Measure Title: Meetings

Performance Measure Narrative: Number of collaborative meetings.

Objective 2 Title: Trainings Provided to Other Organizations

Objective 2 Narrative: Increase the number of trainings provided to law enforcement, prosecutors, judges, and court personnel regarding the handling of domestic violence, dating violence, stalking, and sexual assault crimes, as well as understanding lethality factors in domestic violence cases.

Performance Measure Title: Coordinated Trainings

Performance Measure Narrative: Number of trainings provided to criminal justice agencies.

**\*\***Goal 3 Title: Domestic Violence Related Homicides

Goal 3 Narrative: Reduce domestic violence related homicides through an intensely concentrated and coordinated early response to high-risk victims and clients.

Objective 1 Title: High Risk Cases

Objective 2 Narrative: Increase the identification of high-risk cases with the use of risk assessments by law enforcement and victim services for domestic violence incidents and improve the use of effective responses based on the identified lethality factors.

Performance Measure Title: Risk Assessments

Performance Measure Narrative: Number of risk assessments completed

Objective 2 Title: Safety Planning

Objective 2 Narrative: Increase frequency or quality of safety planning with victims.

Performance Measure Title: Number of Safety Plans

Performance Measure Narrative: Number of victims receiving safety plans

Objective 3 Title: Referrals from/to Victim Services

Objective 3 Narrative: Increase communication and collaboration between law enforcement and victim service agencies to improve offender accountability, and victim access to shelter and other lifesaving services.

Performance Measure Title: Referrals

Performance Measure Narrative: Number of referrals to victim services or received from criminal justice agencies.

**\*\*\*\***Objective 4 Title: Training on Handling Domestic Violence Cases

Objective 4 Narrative: Reduce domestic violence homicides through increased training for law enforcement, prosecution, and court personnel to build expertise in the handling of domestic violence cases and protection of victims.

Performance Measure Title: Training Criminal Justice Personnel

Performance Measure Narrative: Number of people trained.

\*\*\*\*Only enter Objective 4 under Goal 3 IF it is applicable to project activities.

## B. Budget and Budget Detail Worksheet

All required attachments are available at: <https://isp.idaho.gov/pgr/gms-instructions>.

The required Expense/Match Budget Detail Worksheet includes sections for calculations and narratives, and **must be attached to the application as an Excel document**. The Expense/Match Budget Detail Worksheet is located at <https://isp.idaho.gov/pgr/gms-instructions/>. The worksheet must contain a breakdown of all requested expenses and match. The requested budget must reflect as closely as possible all costs associated with the proposed project. If funded, adjustments to the budget can be made; however, **all deviations from the final approved budget must be pre-approved by PGR**.

Budget Narratives Must:

- **Thoroughly and clearly describe every expense listed under that budget category.** PGR expects proposed budgets to be complete, cost effective, and allowable (e.g., reasonable, allocable, and necessary for project activities).
- Include how STOP funds will be allocated (if applicable). For example, if a victim witness coordinator spends 30% of their time on STOP activities, only 30% of costs associated with the victim witness coordinator can be covered by the STOP grant. This includes equipment and supplies.
- Explain how the applicant estimated and calculated all costs, and how they are relevant to the completion of the proposed project.
- Be mathematically sound and correspond with the information and figures provided in the Description and Calculation sections of each budget category.
- If facility operating costs are included, the budget narrative must show the calculation used to support the percentage of operating costs in your application. If the project is also supported with funds from other federal sources, they must be prorated, and the rent must be reasonable. Three examples:
  - Example 1 (with non-shelter costs): If STOP is awarded, our agency will have 6 FTEs and STOP will cover 1.5 FTEs (25%). Our total facility operating costs are \$20,000 and 25% of that is 5,000.
  - Example 2: Our full time STOP funded person uses 5% of the facility's square footage and 1% of shared facility space. Our total facility operating costs are \$20,000 and 6% of that is \$1,200.
  - Example 3: We have \$500,000 in total funding (if STOP is awarded) and STOP personnel costs will account for 10% of that. Our total facility operating costs is \$20,000 and 10% of that is \$2,000.

**\*\*Read the Instructions in the Expense-Match Budget Detail Worksheet**

Once the Budget Detail Worksheet is completed, expense and match budget category totals must be entered in the Budget section in GMS (between Goals and Attachments).

#### Budget Considerations:

- Personnel included in your budget must be discussed and justified in the grant program narrative.
- Any position that is 100% funded through grant funds and/or match must be 100% dedicated to STOP program allowable activities.
- **Supplanting Prohibition** - STOP funds can be used to *supplement* or add to existing program activities, but must *not replace* (supplant) funds that have been appropriated for the same purpose and previously paid for by government funds. STOP subgrantees must submit a [Letter of Non-supplanting](#) with their applications.
- Review the [Allowable Costs, Activities and Unallowable Activities](#) in Appendix B.

#### Match Requirement:

There is a 25% match requirement for STOP funds. Victim service providers<sup>5</sup> (must have IRS 501(c)(3) status) and tribal organizations are not required to provide match, however any match provided will assist PGR in meeting the overall 25% match requirement. The following provisions apply to the match requirement:

Formula for Calculating Match:

- Award Amount ÷ 75% (federal share) = Adjusted Project Costs
- Adjusted Project Costs x 25% (subgrantee share) = Required Match

Examples of what can be used for match: personnel costs paid by government entities or non-federal sources for time spent managing the STOP project activities and/or grant or time that contributes to the STOP program like detective time spent on domestic violence or sexual assault cases; travel costs or time spent attending training that was developed with STOP funds; donations; volunteer hours; personnel time and benefits; furniture; equipment; office, meeting, or training space; time spent in CCR, SART, or High Risk Team meetings; supplies; or other items (paid with non-federal funds) that support the STOP project.

- **Match calculations and narratives, including identifying match sources (state or local funds, donations, etc.), and how matching funds will be used, must be included in the Budget Detail Worksheet.**
- **Funds from other federal sources cannot be used for match.** An exception is Indian tribes who may use funds appropriated by Congress for the activities of any agency of an Indian tribal government or for the activities of the Bureau of Indian Affairs performing law enforcement functions on any Indian lands.
- Funds or in-kind resources used as match must be directly related to the STOP project.
- **Sources of match are restricted to the same requirements as funds allocated under STOP and must be documented in the same manner as STOP funds, including financial and programmatic reports, and have back-up documentation (i.e., timesheets, meeting sign-in sheets, etc.).**

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<sup>5</sup> The term “victim service provider” means a private non-profit organization whose primary mission is to provide services to victims of domestic violence, dating violence, sexual assault, or stalking. Such term includes rape crisis centers, battered women’s shelters, domestic violence transitional housing programs, and other programs.

- The match requirement may be satisfied with either cash (e.g., funds contributed from private sources or state and local governments) or in-kind (e.g., services or goods donated by the applicant organization or other entities).

In-kind Match:

In-kind match are donations to project activities other than cash and may include donations of expendable equipment, office supplies, workshop or classroom materials, workspace, or the monetary value of time contributed by professional or technical personnel and other skilled or unskilled labor if the services they provide are an integral and necessary part of the funded project. In-kind match must directly relate to the project goals and objectives.

Value of Volunteers:

The monetary value placed on volunteer services provided as in-kind match **must be consistent with the rate of compensation paid (including benefits) for similar work in the applicant’s organization.** If the required skills are not within the organization, the rate of compensation must be consistent with the rate found in the labor market. The applicant must maintain records that indicate how the rate of compensation was determined and clearly document services delivered and hours worked.

- Equivalent position rate for community and social service occupations in Idaho (2021) is at \$23.89 per hour ([https://www.bls.gov/oes/current/oes\\_id.htm#21-0000](https://www.bls.gov/oes/current/oes_id.htm#21-0000)). Volunteers in this category have or receive specialized training to perform assigned duties providing services. The average pay for a “Social and Human Service Assistant” is \$18.53 (<https://www.bls.gov/oes/current/oes211093.htm>).
- An administrative support position (i.e., filing, sorting donations, cleaning, etc.) is valued at \$18.33 per hour ([https://www.bls.gov/oes/current/oes\\_id.htm#43-0000](https://www.bls.gov/oes/current/oes_id.htm#43-0000)).

Further guidance on calculating and documenting match and ideas regarding match can be found in the [Match Requirements for STOP Formula Grants](#).

### C. Data Plan

Available at: <https://isp.idaho.gov/pgr/gms-instructions>. Fill out the Data Plan, describing how data required for the performance measures and SAPR will be collected and the method for tracking data.

### D. Financial Administration

1. Provide complete responses to the **Financial Accounting Practices** (<https://isp.idaho.gov/pgr/gms-instructions>). Each applicant must prepare a response to all nine (9) of the questions. The attachment must be no more than three (3) pages.
2. Download and complete the “[Financial Management and System of Internal Controls Questionnaire](#)” and submit as a separate attachment to your application. Some applicants may have completed this form for another PGR application. If there are no changes to the answers or signing authority and the form was completed in the current calendar year, it does not need updated signatures and date, but it must be attached to the STOP application.

**Note:** Both the Questionnaire and the Financial Accounting Practices (two separate documents) are required and should only be completed by financial staff most familiar with the applicant’s systems, policies, and procedures to ensure that the correct responses are submitted to PGR. Both will directly

impact the subgrantee risk assessment and should accurately reflect the applicant's financial accounting practices, management, and internal control system at the time of the application.

Among other things, the Questionnaire requires each applicant to disclose whether they are currently designated high risk by another federal grant making agency must disclose that status. This includes any status requiring additional oversight by the federal agency due to past programmatic or financial concerns. If an applicant is designated high risk by another federal grant making agency, the applicant must include the following at the time of application submission:

- The federal awarding agency that currently designated the applicant as the high risk.
- Date the applicant was designated high risk.
- The high-risk point of contact name, phone number, and email address, from that federal agency.
- Reasons for the high-risk status, as set out by the federal awarding agency.

PGR seeks this information to ensure appropriate federal oversight of any grant award. Disclosing this high-risk information does not disqualify any organization from receiving an OJP award. However, if awarded, additional grant oversight may be included, if necessary, in the award documentation.

#### **E. PGR Risk Assessment**

Fill out the first sheet titled "Applicant" and attach to the application as an **EXCEL file**. The file is located at: <https://isp.idaho.gov/pgr/gms-instructions>. An applicant may be designated "high-risk" based on an assessment of current or previous funding, unresolved audit issues, delinquent programmatic and financial reporting, and prior performance. Awards to high-risk applicants may carry special conditions such as increased monitoring and/or prohibitions on drawing funds until certain requirements are met.

#### **F. Letter of Non-supplanting**

All applicants must submit a letter on agency letterhead 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 (See <https://isp.idaho.gov/pgr/gms-instructions> for a sample letter).

#### **G. Disclosure of Lobbying Activities**

All applicants must complete and submit a Disclosure of Lobbying Activities form (SF-LLL) available at: <https://isp.idaho.gov/pgr/gms-instructions>. Applicants that expend any funds for lobbying activities are to provide all the information requested on the form. **Instructions: Enter your agency Name and Address in item 4. Applicants that do not expend any funds for lobbying activities are to enter "N/A" in the text boxes for item 10 ("a. Name and Address of Lobbying Registrant" and "b. Individuals Performing Services"). Fill out item 11.**

### **Required, if Applicable**

#### **H. Confidentiality Notice Form**

"Acknowledgement of Notice of Statutory Requirement to Comply with the Confidentiality and Privacy Provisions of the Violence Against Women's Act, as Amended." **All victim service providers** must comply

with the confidentiality and privacy requirements of VAWA 2013. Applicants must sign and submit the acknowledgement form as an attachment. Available at: <https://isp.idaho.gov/pgr/gms-instructions>.

#### I. Victim Services Consultation Certification

This is required for **all applicants, except victim service providers** and is available at:

<https://isp.idaho.gov/pgr/gms-instructions>. Tribal, territorial, state or local prosecution, law enforcement, and courts have to consult with tribal, territorial, state, or local victim service programs during the course of developing their grant applications. The consultation is to ensure that proposed services, activities, and equipment acquisitions are designed to promote the safety, confidentiality, and economic independence of victims of domestic violence, sexual assault, stalking, and dating violence.

The certification form must have the date of the meeting, a brief description of the meeting, and be signed by both the applicant and victim service provider.

#### J. Memorandum of Understanding and Letters of Support

- 1) A signed MOU must be submitted with the application if the applicant is coordinating with another agency or organization to meet the proposed grant funded program activities
- 2) If an applicant under a particular allocation category is not the type of agency the project activities benefit, a MOU signed by the chief executive of both the entity to be benefitted and the applicant agency is required.

**\*Note:** If an MOU cannot be provided at the time of the application submission, a Letter of Support from participating agencies must be attached. **An MOU will be required before funds can be obligated.**

#### K. Indirect Cost Rate Agreement or De Minimis Eligibility

Applicants with a current approved indirect cost rate must attach a copy of the indirect cost rate agreement to the application if they are requesting reimbursement for indirect. If an applicant does not have an existing approved indirect cost rate agreement with a federal cognizant agency, the applicant must attach a written document addressing their eligibility to use the “de minimis” rate, including applicants’ election to do so. See Eligibility-for-De-Minimis at <https://isp.idaho.gov/pgr/gms-instructions>.

#### L. Non-profit Organization Requirement

Non-profit organizations applying for funds under this solicitation must demonstrate their non-profit status by attaching one (1) of the following documents to their grant application:

- Proof that the Internal Revenue Service recognizes the organization as being tax exempt under 501(c)(3) of the Internal Revenue Code. Victim service organizations must be an organization that is exempt from taxation under section 501(a) of that Code (See 42 U.S.C. § 13925(b)(16)(B)) in order to qualify for match exemption. This applies to STOP subgrantees under the 10% victim services set-aside for culturally specific community-based organizations, except for subgrantees that are tribal governmental organizations.

- A statement from a state taxing body or state secretary of state certifying that the organization is a non-profit organization and that no part of the organization’s net earnings may benefit any private shareholder or individual.
- A certified copy of a certificate of incorporation or similar document establishing non-profit status.
- Any of the above, if it applies to a state or national parent organization, with a statement by the state or national parent organization that the applicant is a local non-profit affiliate. 501(c)(3) Status Documentation (non-profits providing victim services)

**Assurances and Certifications**

These must be “signed” via an electronic acceptance by the executive official, or designee, representing the applicant agency. Each agency may designate a person to complete the application; however, this person must certify they have the authority to sign on behalf of the executive official.

- [Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; Drug-Free Workplace Requirements; Law Enforcement and Community Policing](#)
- [Certified Standard Assurances](#)

**Application Review Process**

STOP applications will be thoroughly reviewed by PGR and evaluated by the [Idaho Grant Review Council](#) (Council) based on the STOP Evaluation Questions in [Appendix C](#). The Council, formed by an Executive Order of the Governor, is designated as the decision-making body for the distribution of STOP funds. Members of the Council represent various facets of the criminal justice community, victim services, and the public. Both PGR and the Council are committed to ensuring a fair and open process for awarding grants. Applications are reviewed to make sure the information presented is reasonable, understandable, allowable, measurable, achievable, and consistent with the solicitation.

**Award Administration Requirements**

**Reporting Requirements**

Subgrantees are required to submit quarterly expense, match, and progress reports in GMS. Progress reports will consist of a narrative and performance measure updates and an attached “STOP Subgrantee Annual Performance Report” (SAPR). STOP subgrantees will attach the SAPR report to their quarterly progress report to ensure accurate data collection and reporting. Subgrantees are required to report on the sections of the SAPR that only pertain to their project, including match activities. A copy of the SAPR is located at <https://isp.idaho.gov/pgr/stop-vawa/>.

The due date for all reports is no later than the 15<sup>th</sup> day of the month following the end of each quarter.

Quarterly Reporting Periods	Due Dates
October – December	January 15 <sup>th</sup>
January – March	April 15 <sup>th</sup>
April – June	July 15 <sup>th</sup>
July - September	October 15 <sup>th</sup>



## **Fiscal Accountability**

Compliance with OVW Financial Requirements – All STOP subgrantees must agree to follow the financial and administrative requirements in the [DOJ Grants Financial Guide](#) as a condition of receiving grant funding. The DOJ Grants Financial 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. If PGR determines a subgrantee has violated any of the requirements of the Guide, the subgrantee’s award may be frozen or terminated, the subgrantee may be denied continued funding, and may be required to pay back unallowable expenses.

Subgrantees are responsible for monitoring contracts, including MOU partner activities, under the grant in accordance with all applicable statutes, regulations, 2 CFR Part 200, and the DOJ Grants Financial Guide. Subgrantees are responsible for oversight of partner spending and monitoring specific performance measures and outcomes attributable to the use of STOP funds. Commingling of funds on either a program-by-program or project-by-project basis is prohibited.

## **Award Requirements**

Applicants selected for awards by the Council must agree to comply with additional legal requirements upon acceptance of an award. PGR strongly encourages applicants to review the information pertaining to these additional requirements prior to submitting an application. General award conditions can be found at: <https://www.ojp.gov/funding/explore/legaloverview2022/mandatorytermsconditions>. Additional OVW award conditions are found at: <https://www.justice.gov/ovw/award-conditions#FY%202022>. These terms are subject to change prior to the issuance of the awards. Award conditions requiring particular attention are listed below.

### **Policy for Response to Workplace-related Incidents of Sexual Misconduct, Domestic Violence, and Dating Violence**

Subgrantees (at any tier) must have a policy, or issue a policy, within 270 days of the award date, to address workplace-related incidents of sexual misconduct, domestic violence, and dating violence involving an employee, volunteer, consultant, or contractor. The details of this requirement are posted at: <https://www.justice.gov/ovw/award-conditions> (Award Condition: Policy for response to workplace-related sexual misconduct, domestic violence, and dating violence).

**Office of Civil Rights** – Pursuant to 28 C.F.R. Section 42.302, all recipients of federal funds must comply with Equal Employment Opportunity Plan (EEO) and Civil Rights requirements. Violations may result in suspension or termination of funding, until the recipient is in compliance.

**Violence Against Women Act Non-Discrimination Provision** - The VAWA Reauthorization Act prohibits OVW grantees from excluding, denying benefits to, or discriminating against any person on the basis of actual or perceived race, color, religion, national origin, sex, gender identity, sexual orientation, or disability in any program or activity funded in whole or in part by OVW. Recipients may provide sex-segregated or sex-specific programming if doing so is necessary for the essential operation of a program, so long as the recipient provides comparable services to those who cannot be provided with the sex-segregated or sex-specific

programming. Additional information on the civil rights obligations of OVW funding recipients can be found in the OVW [Solicitation Companion Guide](#) under "Civil Rights Compliance."

**Accessibility** – Subgrantees must comply with applicable federal civil rights laws, which, among other things, prohibit discrimination on the basis of disability and national origin. Compliance with these laws includes taking reasonable steps to ensure that persons with Limited English Proficiency (LEP) have meaningful access to recipients' programs and activities and that these programs and activities are readily accessible to individuals with disabilities. More information on these obligations is available in the OVW [Solicitation Companion Guide](#) under "Civil Rights Compliance."

**Determinations of Suitability to Interact with Participating Minors** – Subgrantees whose activities involve participating minors must make determinations of suitability before certain individuals may interact with participating minors. Every five (5) years the covered individual's suitability to interact with participating minors must be reexamined. This requirement applies regardless of an individual's employment status. The details of this requirement are available at: <https://www.justice.gov/ovw/award-conditions#FY%202022>.

**Reporting of Actual or Imminent Breach of Personally Identifiable Information (PII)** – Subgrantees must have written procedures in place to respond in the event of an actual or imminent breach (as defined in OMB M-17-12) if it --1) creates, collects, uses, processes, stores, maintains, disseminates, discloses or disposes of PII (as defined in 2 C.F.R. 200.79), or 2) uses or operates a Federal information system (as defined in OMB Circular A-130). The breach procedures must include a requirement to report actual or imminent breach of PII to PGR no later than 24 hours after an occurrence of an actual breach, or the detection of an imminent breach.

## Grant Resources and Information

Applicants can always contact PGR for additional information and/or help with this solicitation at any time during the application process, as well as visiting the [PGR website](#) for information, publications, and grant writing under [Resources](#). Please contact Misty Kifer at [misty.kifer@isp.idaho.gov](mailto:misty.kifer@isp.idaho.gov) (208-884-7054) or PGR at 208-884-7040.

Forms and samples are available at: <https://isp.idaho.gov/pgr/gms-instructions>

# Application Checklist

## Prior to Application

\_\_\_\_\_ Obtain/verify Unique Entity Identifier

## Application Required Components

### A. Program Narrative

- \_\_\_\_\_ Project Summary (2-5 sentences)
- \_\_\_\_\_ Statement of the Problem
- \_\_\_\_\_ Project Design and Implementation
- \_\_\_\_\_ Underserved Populations
- \_\_\_\_\_ Pending Applications

### B. Goals, Objectives, and Performance Measures

\_\_\_\_\_ Goals, Objectives, Performance Measures entered

### C. Budget and Budget Detail Worksheet

- \_\_\_\_\_ Complete Budget Section in GMS
- \_\_\_\_\_ Expense/Match Budget Detail Worksheet Attachment **as an Excel document**

### D. Required Application Attachments for ALL Applications

- \_\_\_\_\_ Data Plan
- \_\_\_\_\_ Financial Accounting Practices
- \_\_\_\_\_ Non-supplanting Letter
- \_\_\_\_\_ Financial Management and System of Internal Controls Questionnaire
- \_\_\_\_\_ PGR Risk Assessment
- \_\_\_\_\_ Disclosure of Lobbying Activities Form (SFLLL)

### E. Additional Attachments (if applicable)

- \_\_\_\_\_ Victim Services Consultation Certification (non-victim service providers)
- \_\_\_\_\_ Confidentiality Notice Form (victim service providers)
- \_\_\_\_\_ Memorandum of Understanding
- \_\_\_\_\_ Indirect Cost Rate Agreement Or Eligibility to use the “de minimis” rate
- \_\_\_\_\_ 501 (c)(3) Status Documentation/Non-profit status documentation

### F. Assurances and Certifications (Electronic acceptance in GMS – Do not print and attach)

- \_\_\_\_\_ Certifications regarding lobbying; debarment; suspension and other responsibility matters; drug-free workplace requirements; Law Enforcement and Community Policing.
- \_\_\_\_\_ Certified Standard Assurances

## Appendix A – STOP Statutory Purpose Areas

### Idaho Priorities

The STOP Implementation Planning Committee for the 2022-2025 Implementation Plan decided on **seven top priorities** for STOP funds.

1. Training law enforcement officers, judges, other court personnel, and prosecutors to more effectively identify and respond to violent crimes against women, including the crimes of sexual assault, domestic violence, stalking, and dating violence, including the use of nonimmigrant status under subparagraphs (U) and (T) of section 101(a)(15) of the Immigration and Nationality Act (8 U.S.C. 1101(a));
2. Developing, enlarging, or strengthening victim services and legal assistance programs, including sexual assault, domestic violence, stalking, and dating violence programs, developing or improving delivery of victim services to underserved populations, providing specialized domestic violence court advocates in courts where a significant number of protection orders are granted, and increasing reporting and reducing attrition rates for cases involving violent crimes against women, including crimes of sexual assault, dating violence, stalking, and domestic violence;
3. Developing, training, or expanding units of law enforcement officers, judges, other court personnel, and prosecutors specifically targeting violent crimes against women, including the crimes of sexual assault, dating violence, stalking, and domestic violence;
4. Developing and implementing more effective police, court, and prosecution policies, protocols, orders, and services specifically devoted to preventing, identifying, and responding to violent crimes against women, including the crimes of sexual assault, dating violence, stalking, and domestic violence, as well as the appropriate treatment of victims;
5. Supporting formal and informal statewide, multidisciplinary efforts, to the extent not supported by State funds, to coordinate the response of state law enforcement agencies, prosecutors, courts, victim services agencies, and other state agencies and departments, to violent crimes against women, including the crimes of sexual assault, domestic violence, stalking, and dating violence;
6. Maintaining core victim services and criminal justice initiatives, while supporting complementary new initiatives and emergency services for victims and their families;
7. Developing, enlarging, or strengthening programs addressing the needs and circumstances of Indian tribes in dealing with violent crimes against women, including the crimes of sexual assault, dating violence, stalking, and domestic violence.

### Other Statutory Purposes Areas

If the proposed project does not meet one of the Idaho Priorities listed above, then it must meet one of the following federal statutory purpose areas.

8. Developing, installing, or expanding data collection and communication systems, including computerized systems, linking police, prosecutors, and courts or for the purpose of identifying, classifying, and tracking arrests, protection orders, violations of protection orders, prosecutions, and convictions for violent crimes against women, including the crimes of domestic violence, dating violence, sexual assault, and stalking.

9. 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.
10. Developing, enlarging, or strengthening programs to assist law enforcement, prosecutors, courts, and others to address the needs and circumstances of older and disabled women who are victims of domestic violence, dating violence, sexual assault, or stalking, 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.
11. Providing assistance to victims of domestic violence and sexual assault in immigration matters.
12. Supporting the placement of special victim assistants (to be known as “Jessica Gonzales Victim Assistants”) in local law enforcement agencies to serve as liaisons between victims of domestic violence, dating violence, sexual assault, and stalking and personnel in local law enforcement agencies in order to improve the enforcement of protection orders. Jessica Gonzales Victim Assistants shall have expertise in domestic violence, dating violence, sexual assault, or stalking and may undertake the following activities:
  - a. developing, in collaboration with prosecutors, courts, and victim service providers, standardized response policies for local law enforcement agencies, including the use of evidence-based indicators to assess the risk of domestic and dating violence homicide and prioritize dangerous or potentially lethal cases;
  - b. notifying persons seeking enforcement of protection orders as to what responses will be provided by the relevant law enforcement agency;
  - c. referring persons seeking enforcement of protection orders to supplementary services (such as emergency shelter programs, hotlines, or legal assistance services); and
  - d. taking other appropriate action to assist or secure the safety of the person seeking enforcement of a protection order.
13. Providing funding to law enforcement agencies, victim services providers, and state, tribal, territorial, and local governments (which funding stream shall be known as the Crystal Judson Domestic Violence Protocol Program) to promote:
  - e. 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;
  - f. 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
  - g. the development of such protocols in collaboration with state, tribal, territorial and local victim services providers and domestic violence coalitions. Note: Any law enforcement, state, tribal, territorial, or local government agency receiving funding under the Crystal Judson Domestic Violence Protocol Program, and any subgrantee of such an agency, shall (1) receive specialized training, on an annual basis, from domestic violence and sexual assault non-profit

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

**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 non-profit organizations and, after a period of two years, provide a report of the adopted protocol to OVW (through PGR), 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 OVW (via PGR). States and territories **must** notify and provide OVW (via PGR) with a list of subgrantees awarded STOP funds under the Crystal Judson Domestic Violence Protocol Program.

14. Developing and promoting state, local, or tribal legislation and policies that enhance best practices for responding to domestic violence, dating violence, sexual assault, and stalking.
15. Developing, implementing, or enhancing Sexual Assault Response Teams, or other similar coordinated community responses to sexual assault.
16. Developing and strengthening policies, protocols, best practices, and training for law enforcement agencies and prosecutors relating to the investigation and prosecution of sexual assault cases and the appropriate treatment of victims.
17. Developing, enlarging, or strengthening programs addressing sexual assault against men, women, and youth in correctional and detention settings.
18. Identifying and conducting inventories of backlogs of sexual assault evidence collection kits and developing protocols and policies for responding to and addressing such backlogs, including protocols and policies for notifying and involving victims.
19. Developing, enlarging, or strengthening programs and projects to provide services and responses targeting male and female victims of domestic violence, dating violence, sexual assault, or stalking, whose ability to access traditional services and responses is affected by their sexual orientation or gender identity, as defined in section 249(c) of title 18 of the United States Code.
20. Developing, enhancing, or strengthening prevention and educational programming to address domestic violence, dating violence, sexual assault, or stalking, with not more than 5 percent of the amount allocated to a state to be used for this purpose.

## Appendix B – Allowable Costs and Unallowable Activities

### Allowable Costs and Activities

#### Federal Financial Guidelines

Federal grants are governed by the provisions of the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (2 CFR Part 200) applicable to financial assistance and the [DOJ Grants Financial Guide](#). The Guide includes information on allowable costs, methods of payment, audit requirements, accounting systems, financial records, and outlines the successful administration of grant funds.

In general, STOP grants may support personnel; training; technical assistance; outreach; data collection; equipment costs to enhance the apprehension, prosecution, and adjudication of persons committing violent crimes against women; and to provide or improve services for victims.

#### STOP Program Funds Can Be Used For:

- Responding to domestic violence, dating violence, sexual assault, or stalking.
- Salaries of prosecutors, law enforcement officers, or judges are allowable costs if they are being paid to handle cases involving violence against women. If they are not working full time on violence against women cases, their time must be prorated.
- Services to victims ages 11 and older. Victims must have been age 11 or older at the time they were victimized.
- A child advocacy center if the funding only supports services for victims aged 11 or older.
- Developing, enhancing, or strengthening prevention and educational programming to address domestic violence, dating violence, sexual assault, or stalking, with not more than **5 percent** of the applicants budget going towards prevention. For example:
  - Funds may be used for media campaigns to educate the general public about violence against women, but it can be no more than 5% of the applicant’s budget.
  - Funds can be used in schools if the students are 11 years of age or older and are victims, or to provide information to students about services available to help victims.

#### **Funds are not available in this funding cycle for prevention activities.**

- Services to men in the following circumstances:
  - The program focuses on addressing sexual assault against men, women, and youth in correctional and detention settings.
  - The program focuses on services and responses targeting male and female victims of domestic violence, dating violence, sexual assault, or stalking, whose ability to access traditional services and responses is affected by their sexual orientation or gender identity.
  - Offender Intervention Programs - if the program uses court monitoring to hold offenders accountable for their behavior and meets the Offender Intervention Program Standards. However, couples counseling or any intervention that requires participation by a victim or that is not designed to hold offenders accountable for their violent behavior cannot be supported. Offender Intervention is typically under the courts allocation but may be supported through the “discretionary” allocation.

- Although other services to men may not be covered by STOP funding, a new nondiscrimination grant condition indicates that subgrantees may not exclude any person from receiving grant funded services on a number of prohibited grounds, including a person's sexual orientation, gender identity, and men who are similarly situated to female victims that the subgrantee ordinarily serves and who requests services.
- STOP funds can be used to provide services to incarcerated victims of domestic violence, dating violence, sexual assault, or stalking. Services must be limited to address the domestic violence, dating violence, sexual assault, or stalking victimization experienced by the incarcerated individual, including crimes experienced while incarcerated and crimes experienced at other points of their lives (at age 11 or older).
- Legal services for victims of domestic violence, dating violence, sexual assault, or stalking can be supported such as housing, family law, public benefits, and other similar matters (subgrantee must certify some conditions).
- To pay for health care providers' time conducting forensic examinations if 1) the exams are performed by specially trained SANEs or SAFEs and 2) the jurisdiction does not require victims of sexual assault to seek reimbursement from their insurance carriers.
- STOP can support the operational costs of a facility, such as a shelter – but if the project is supported with funds from other sources as well, they must be prorated, and the rent must be reasonable.
- To purchase equipment. If the equipment will be used for the STOP project, as well as other purposes, the expenses must be prorated according to the percentage of time that the equipment is used for STOP purposes. No vehicles can be purchased.
- Reasonable transportation costs can be covered that would enhance a woman's safety, including transporting a woman safely out-of-state.
- To pay for the first month's rent for a victim of domestic violence as part of the provision of transitional housing, as well as deposits if the subgrantee has an agreement in place with the landlord that the full/remaining deposit will be returned to the subgrantee and not the victim at the end of the lease.
- Food and beverages may be purchased under some guidelines; food within victim services is permissible if the food is necessary or integral to providing services to women to enhance their safety.
- Subgrantees must receive prior approval from PGR before generating program income through grant funded activities. Program income can be used to supplement or reduce project costs and must be used on allowable program costs. It must be expended prior to requesting a draw and any unspent income must be returned to OVW.
- Can be used for developing/promoting policies and legislation that enhances best practices for responding to domestic violence, dating violence, sexual assault, and stalking.

### **Program Assessments**

Subgrantees may not use any STOP funds to conduct research which is defined in 28 C.F.R. § 46.102 as a systematic investigation designed to develop or contribute to generalizable knowledge. Surveys and focus groups, depending on their design and purpose, may constitute research and therefore be out of scope.

**Funds are not available for program assessments for this funding cycle.**



## Indirect Costs

According to the [DOJ Grants Financial Guide](#), “Indirect costs are costs of an organization that are not readily assignable to a particular project, but are necessary to the operation of the organization and the performance of the project. Examples of costs usually treated as indirect include those incurred for facility operation and maintenance, depreciation, and administration salaries.” Applicants with a current approved indirect cost rate must attach a copy of their indirect cost rate agreement to their application if they are requesting reimbursement for indirect.

Exception: Units of local government who have not been assigned a cognizant federal agency by the Office of Management and Budget, are not required to submit their indirect cost proposal, unless required by the awarding agency. They are required to prepare and retain the proposal on file for review.

Non-federal entities, other than state and local governments and tribes, that do not have a federally approved indirect cost rate, may elect to charge a de minimis rate of 10% of the modified total direct costs (MTDC), which may be used indefinitely. The MTDC base includes all direct salaries and applicable fringe benefits, materials and supplies, services, and travel. The base excludes equipment, capital expenditures, charges for patient care, rental costs, tuition remission, scholarships and fellowships, and participant support costs. When using the MTDC method, costs must be consistently charged as either indirect or direct and must not be double charged or inconsistently charged as both. If this method is chosen, it must be used consistently for all federal awards until the non-federal entity chooses to negotiate an indirect cost rate, which can be done at any time. [See 2 C.F.R. § 200.414\(2\)](#)

**Indirect costs must be included in the “Other” budget category on the Budget Detail Worksheet. The calculation in the budget narrative must include the indirect cost rate and the total direct costs used to determine indirect costs.**

## STOP Unallowable Activities

The following information is provided to allow applicants to develop an application and administer grant funds consistent with program requirements. OVW awards are governed by the provisions of 2 C.F.R. Part 200 and the [DOJ Financial Guide](#), which include information on allowable costs, methods of payment, audit requirements, accounting systems, and financial records. The following is a list of unallowable activities and cannot be supported by STOP funding (include but are not limited to):

- Lobbying (**except with explicit statutory authorization**).
- Fundraising.
- Purchase of Real Property.
- Construction.
- Physical modifications to buildings, including minor renovations (such as painting or carpeting)
- Research, defined in 28 C.F.R. § 46.102 as a systematic investigation designed to develop or contribute to generalizable knowledge.
- Prevention activities exceeding 5% of applicants budget. Funds are not available in this funding cycle for prevention activities.

- Food/Beverage costs for refreshments and meals that are not within victim services where the food is necessary or integral to providing services to women to enhance their safety.
- Pre-award costs unless the applicant received prior approval from PGR.
- Placement of survivors in permanent housing after a shelter stay (including purchasing furniture or paying moving costs). However, funds can be used to cover reasonable transportation costs that would enhance a woman's safety.
- Legal or defense services for perpetrators including defense for women who assault, kill, or otherwise injure their abusers.
- Federal funds cannot be used to match other federal funds. An exception is Indian tribes who may use funds appropriated by Congress for the activities of any agency of an Indian tribal government or for the activities of the Bureau of Indian Affairs performing law enforcement functions on any Indian lands.
- Voucher programs.
- Purchase of a vehicle.
- Immigration fees for battered immigrant women.
- Services to children under age 11 (unless the children's services are of a secondary nature to the primary services provided to the adult victim or if children's services are complementary emergency services, such as serving child witnesses to domestic violence).

### **Activities that Compromise Victim Safety and Recovery**

The following unallowable 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:

- Procedures or policies that exclude victims from receiving services based on their actual or perceived sex, age, immigration status, race, religion, sexual orientation, gender identity, mental health condition, physical health condition, criminal record, work in the sex industry, income or lack of income, or the age and/or sex of their children.
- Procedures or policies that compromise the confidentiality of information and/or privacy of victims.
- Procedures or policies that require victims to take certain actions (e.g., seek an order of protection; receive counseling; participate in counseling, mediation, or restorative justice/circle processes; report to law enforcement or other authorities; seek civil or criminal remedies) or penalize them for failing to do so.
- Procedures or policies that fail to include conducting safety planning with victims.
- Project designs, products, services, and/or budgets that fail to account for the unique needs of individuals with disabilities, with limited English proficiency, or who are Deaf or hard of hearing, including accessibility for such individuals.
- Using technology without addressing implications for victim confidentiality, safety planning, and the need for informed consent.
- Partnering with individuals or organizations that support/promote practices that compromise victim safety and recovery or undermine offender accountability.

**Example of Activities that compromise victim safety and recovery and undermine offender accountability including:**

- a) The use of pre-trial diversion programs in cases of domestic violence, dating violence, sexual assault, or stalking or the automatic placement of offenders in such programs.
- b) Couples counseling, family counseling, or any other joint victim-offender counseling as a routine or required response to sexual assault, domestic violence, dating violence, or stalking, or in situation in which child sexual abuse is alleged.
- c) Mediation in cases of domestic violence, dating violence, sexual assault, or stalking, except where the mediation is voluntary for the victim and there is screening for such victimization prior to the start of mediation, there is informed consent on the part of the victim, the mediators have appropriate training on such victimization issues, and the process includes ongoing safety planning for victims and flexibilities such as having the victim and offender physically separated.
- d) Requiring victims to report sexual assault, stalking, or domestic violence crimes to law enforcement or forcing victims to participate in criminal proceedings.
- e) Offering or ordering anger management programs for offenders as a substitute for offender intervention programs or relying on offender intervention programs that do not use court monitoring to hold batterers accountable for their behaviors.
- f) Supporting policies that deny individuals access to services based on their relationship to the perpetrator.
- g) Requiring survivors to meet restrictive conditions in order to receive services (e.g., background checks of victim; clinical evaluation to determine eligibility for services) or other screening processes that elicit information that is not necessary for services, such as questions about immigration status, gender identity, sexual orientation, disability, physical or mental health, and work or criminal history that the service provider does not need to know to provide services safely.
- h) Developing materials not appropriately tailored to the dynamics of sexual assault or domestic violence or to the specific population(s) to be addressed by the funded project.
- i) Dissemination of information, education, or prevention materials that blame the victim or focus primarily on changing victim behavior.
- j) Sharing confidential victim information with outside organizations and/or individuals without the documented consent of the victim.
- k) 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.
- l) Procedures or policies that do not provide for the meaningful involvement of student victims in discussions and decisions that have a direct impact on them, such as changes to class schedules or living arrangements.
- m) Establishment or enhancement of a multidisciplinary collaborative community response without developing appropriate policies regarding confidentiality and information sharing for the members.
- n) Policies and procedures that fail to account for the physical safety of victims  
Purchases of standard issued law enforcement items such as uniforms, safety vests, shields, weapons, bullets, and armory.

## Appendix C – Evaluation Questions

### 2022 STOP Violence Against Women Grant (STOP) Evaluation Questions

**1. Summary – Weight 2**

- Was the summary brief and include the amount of funds requested?

**2. Statement of the Problem – Weight 30**

- Is there a demonstrated need for this project?

**3. Project Design and Implementation – Weight 55**

- Does the description address how the project solves the problem or fills the gaps/needs identified in the statement of the problem?
- Are project activities clearly stated and identify the personnel or positions responsible for those activities?

**4. Budget – Weight 10**

- Are all costs broken down on the required Expense/Match Budget Detail Worksheet?
- Do the budget narratives provide sufficient back-up for the requested costs?
- Are costs reasonable and necessary?
- Are expenses clearly tied to the problem and solution?
- Are match calculations included along with a match narrative? (Non-profit Victim Service organizations and Tribal governments are not required to provide match.)

**4. Attachments – Weight 3**

- a. Did the applicant attach all required documents?