

# 2021-2022 STOP Violence Against Women Grant Solicitation - New 1 Year Projects

**Award Period of Project Grant Cycle:**

**April 1, 2023 – March 31, 2024**

This Solicitation is for the following 1 year project applications: 1) STOP 2) Sexual Assault Set-aside

**Electronic Submission Deadline**

**January 20, 2023**

**6:00 p.m. MST**

Solicitation Release Date: December 8, 2023

## Table of Contents

Eligibility .....	1
STOP Grant Program Overview .....	2
20% Sexual Assault Set-Aside .....	3
Award Information .....	3
Term of the Award.....	3
Availability of Funds.....	3
Allocation Categories .....	4
STOP Purpose Areas and Idaho Priorities .....	5
Special Emphasis .....	6
Required Application Components .....	8
A. Program Narrative (limited to 16,000 characters, including spaces) .....	8
B. Goals, Objectives, and Performance Measures .....	11
C. Budget and Budget Detail Worksheet.....	13
D. Data Plan – Attachment A.....	16
E. Financial Administration .....	16
F. PGR Risk Assessment.....	17
G. Letter of Non-supplanting.....	17
H. Disclosure of Lobbying Activities.....	17
I. Confidentiality Notice Form .....	17
Required, if Applicable.....	17
J. Victim Services Consultation Certification (Attachment D) .....	17
K. 501(c)(3) Status Documentation (non-profits) .....	18
L. Legal Assistance for Victims Certification Letter.....	18
M. Memorandum of Understanding and Letters of Support .....	18
N. Indirect Cost Rate Agreement or De Minimis Eligibility.....	19
O. Culturally Specific Set-Aside for Victim Services .....	19
Assurances and Certifications .....	19
Application Review Process.....	19
Award Administration Requirements .....	20
Application Checklist.....	23
Appendix A – STOP Statutory Purpose Areas .....	24

Appendix B – Allowable Costs and Unallowable Activities .....27

Appendix C – Evaluation Questions .....33

ATTACHMENT A – Data Plan .....34

ATTACHMENT B – Financial Accounting Practices.....35

ATTACHMENT C – Non-supplanting Sample Letter .....36

ATTACHMENT D – Victim Services Consultation Certification.....37

# STOP Violence Against Women Grant

(Assistance Listing Number 16.588)

## Eligibility

To apply for 2022 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 with 501(c)(3) status (proof of 501(c)(3) status must be attached to the grant application).

## SAM Registration

Applicants are required to have an active System for Award Management (SAM) registration and keep it updated at all times during which it has an active award or application. If an applicant does not have an active SAM registration, they should immediately register online with SAM to obtain a Unique Entity Identification (UEI). The registration process may take up to two (2) weeks. Entities that are currently registered in SAM.gov already have UEI which can be viewed in SAM.gov. Planning, Grants and Research (PGR) may not make an award to an applicant until the applicant has complied with all applicable UEI and SAM requirements and, if an applicant has not fully complied with these requirements by the time PGR is ready to make an award, then PGR may determine that the applicant is not qualified to receive an award. See 2 C.F.R. §§ 25.200, 25.205.

## PGR Grants Management System (GMS)

Subgrantees must have an account in GMS in order 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 located 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 subgrantees 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.**

## Deadline

**Applications are due Friday January 20, 2023 no later than 6:00 p.m. MST.**

## Notification

PGR anticipates notifying applicants of funding decisions by March 24, 2023.

**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, 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 for 2021-2022 STOP funding cycle, including guidelines 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>1</sup>, dating violence, sexual assault, and stalking. 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.

The grant-making strategy for STOP funding is guided by the [Idaho STOP Implementation Plan: FFY2022-2025](#) (under Review by OVW) developed in collaboration with the STOP Implementation Planning Committee. The STOP Implementation Plan and priorities are designed to improve connections between the criminal justice

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<sup>1</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.

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 victim service expansion; training for judges, other court personnel, prosecutors, law enforcement, and community partners; 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, prosecution, and court personnel to build expertise in the handling of domestic violence cases and protection of victims.

## **20% Sexual Assault Set-Aside**

The 2013 Reauthorization of VAWA requires 20% of a State's STOP allocation be set-aside for subgrant projects that meaningfully address sexual assault across two (2) or more allocation categories (victim services, courts, law enforcement, and prosecution). Sexual assault includes stranger rape, acquaintance rape, alcohol or drug-facilitated rape, and rape within the context of an intimate partner relationship. To be funded, interventions must be tailored to meet the specific needs of sexual assault victims, have a legitimate focus on sexual assault, and personnel funded under the projects must have sufficient expertise and experience on sexual assault responses.

The STOP Implementation Planning Committee wishes these funds to be used to address sexual assault through victim service expansion; training for judges, other court personnel, prosecutors, law enforcement, and community partners; and the development of coordinated community responses to sexual assaults. The recent STOP Implementation Plan added community partners to the list of those needing training, such as high school principals' and School Resource Officers' responses to sexual assault.

Examples of other programs are Sexual Assault Nurse Examiners (SANEs), Sexual Assault Forensic Examiners (SAFEs) and Sexual Assault Response Teams.

There is not a separate solicitation for the 20% Sexual Assault Set-Aside. All of the information in this solicitation is applicable to both STOP and Sexual Assault Set-Aside applicants, unless otherwise noted.

## **Award Information**

### **Term of the Award**

Projects are funded on a 12-month cycle and will have a start date of April 1, 2024. Extensions may be granted to 18-24 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 you expect projects to go beyond the 12 months, please state the reasons why in the project narrative.

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.

The funding available for new STOP 1 year projects is estimated at \$896,797.

### There are two types of 2021/2022 STOP grants available:

1. STOP Violence Against Women Grant (\$655,932 available)
  - a. Projects must meet all STOP requirements and address at least one purpose area.
2. STOP Sexual Assault Set-Aside (\$240,865 available)
  - a. These funds will go to programs or projects that **cover two (2) or more federal allocation categories** (victim services, courts, law enforcement, and prosecution) and **meaningfully** address sexual assault, including stranger rape, acquaintance rape, alcohol or drug-facilitated rape, and rape within the context of an intimate partner relationship.

A **separate application** must be submitted for each type of grant. Agencies may apply for both types of funds (i.e. you may apply for both a STOP grant and a Sexual Assault Set-Aside grant). Applicants must identify which type of grant they are applying for in the project narrative.

Applications for the Sexual Assault Set-Aside that are not funded with the \$240,865 Sexual Assault Set-aside funds, will be considered for funding with the remaining competitive STOP 1 year applications.

## Allocation Categories

Applications for the **STOP grant** and **Sexual Assault Set-Aside grant** will be allocated (per statutory requirement) into the following categories:

- \$56,427 to State and local courts, including juvenile courts;
- \$228,739 for law enforcement;
- \$280,042 for prosecution<sup>2</sup>;
- Approximately \$132,874 for non-profit, non-governmental victim services (does not including Culturally Specific Set-aside);
- \$36,130 to a culturally specific community-based organization for victim services (see [Culturally Specific Set-Aside for Victim Services](#)); and,
- \$162,584 in discretionary funds are allocated at the discretion of the Idaho Grant Review Council.

Statutory allocation amounts may not be redistributed or transferred to other funding allocation categories.

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<sup>2</sup> A small portion of prosecution funds may be set-aside for training prosecutors and staff by experts in the field on victim-centered approaches to VAWA crimes to come into compliance with the 2023 VAWA Reauthorization Act.

**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).**

\*If an applicant under a particular allocation category is not the type of agency referred to in the category (i.e. law enforcement), a memorandum of understanding (MOU) signed by the chief executive of both the entity to be benefitted and the applicant entity is required. The MOU must state that the benefiting entity supports the proposed project and agrees that it benefits their entity's mission or purpose. For example, a non-profit victim services agency wishes to provide training for law enforcement officers, then the allocation category is law enforcement. In this example, an MOU between the victim services agency and the law enforcement agency must be signed by the chief executives (and attached to the application) stating that the law enforcement agency supports the project and agrees that it will benefit from the 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).

Examples of category allocations:

- Sexual Assault Forensic Exams, SANEs, and SARTs can benefit law enforcement and/or prosecution;
- Victim Assistance programs in law enforcement agencies benefit law enforcement (if funds go towards housing or counseling then this portion of funds is allocated in the victim services allocation category).
- High Risk Teams or Coordinated Community Response (CCR) teams are typically in the law enforcement or prosecution allocation categories as most CCR objectives include holding offenders accountable.

## **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 provider; 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.

### **Idaho Priorities**

The STOP Implementation Planning Committee for the 2022-2025 plan, decided on **seven top priorities** for STOP funds. In order to ensure these priorities are significantly addressed through STOP fund allocations, applicants who address at least one of the following priorities will receive **extra credit** (one percentage point added to the total score):

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; and,
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.

## Special Emphasis

Based on the [Idaho FFY 2022-2025 STOP Implementation Plan](#), which sets Idaho's strategies for STOP funding, **extra consideration and priority will be given to projects that either:**

1. Provide one of three identified trainings, (3%);
2. address service barriers for underserved populations, (2%); or,
3. develop, enhance, or implement coordinated, multidisciplinary responses to enhancing victim services and improving the criminal justice system's response to violent crimes against women, (2%).

## Training

The Idaho STOP Implementation Planning Committee emphasized the need for training throughout the state. Emphasis was placed on the need for a statewide training of victim services, law enforcement, prosecution, probation/parole, and other criminal justice practitioners on the Idaho Risk Assessment of Dangerousness (IRAD). The Committee also identified the need for training judges, other court personnel, prosecutors, law enforcement, and community partners on trauma informed responses to sexual assaults. An additional training is needed for prosecutors and staff to receive training developed by experts in the field on victim-centered approaches to VAWA crimes. Projects that provide for the above trainings will have priority and receive three percentage points added to the total score.

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. Applications that reimburse law enforcement, prosecutor's offices, probation/parole agencies, and court personnel for overtime to attend training is encouraged to overcome training barriers like staff shortages.

\*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.**

### **Underserved Populations**

The [Idaho FFY 2022-2025 STOP Implementation Plan](#) sets Idaho's strategies for STOP funding. The STOP Implementation Planning Committee decided to concentrate efforts on underserved populations in Idaho with the intent that serving these victims will assist all victims of domestic violence, dating violence, stalking, and sexual assault. Therefore, **special emphasis is placed on programs that meaningfully address barriers experienced by underserved populations in accessing services**. Two percentage points will be added to the total score for applicants whose proposed projects will significantly address barriers experienced by underserved populations. To qualify for the extra credit, these projects must truly be dedicated to removing access barriers to underserved populations. Some examples are: the establishment of a direct rape crisis hotline for the Deaf and Hard of Hearing; bi-lingual personnel like victim advocates, victim assistants, or victim witness coordinators; traveling advocates or satellite offices; and, providing services in an isolated location where there are no other victim services available within a reasonable distance.

The following are the underserved populations identified in the STOP Implementation Plan: Latinx/Hispanic, disabled, Deaf and Hard of Hearing, Tribal and American Indian, Refugee, Immigrant, LGBTQ, Elderly, and Remote/Isolated Areas (as demonstrated by the applicant). The Health Resources and Services Administration (HRSA) definition of rural is used, utilizing the '[Am I Rural](#)' tool. The rural areas in Idaho are everywhere except: Ada County, some areas around Caldwell, Nampa, Pocatello, Idaho Falls, Moscow, Lewiston, and Coeur d'Alene.

To receive extra credit for serving underserved populations (except for remote/isolated areas), applicants must attach a letter of support from groups representing the underserved communities they wish to concentrate their efforts on. This letter of support must state that the group was consulted by the applicant and that the project is designed to reduce barriers the underserved population experiences in seeking or accessing services.

In lieu of a letter of support, applicants addressing remote/isolated areas will need to provide additional details in their project narrative:

1. Describe the remoteness of the area to be served (the area they will serve, how isolated victims are from other services is the area);
2. How the project will alleviate the barriers to services (i.e. satellite offices, provide transportation, traveling advocate, or other significant measures to reduce victim barriers to receiving services);
3. How many victims are expected to receive services by alleviating service barriers.

Note: Applicants must demonstrate a reasonable funding need for the proposed project in the remote/isolated area.

### **Coordinated Multidisciplinary Responses**

One goal of the STOP program is to develop, enhance, or implement coordinated, multidisciplinary responses to enhancing victim services and improving the criminal justice system's response to violent crimes against women. To receive the extra two percentage points, projects should enhance the ability of criminal justice and community organizations to provide a coordinated response to domestic violence, dating violence, sexual violence, and stalking by developing community networking, coordination, and collaboration.

Examples of projects are Coordinated Community Response (CCR) Teams, Sexual Assault Response Teams (SART), High-Risk Teams, and collaborative efforts across jurisdictions with Missing and Murdered Indigenous Women/People. Effective collaborative efforts should involve organizational leaders.

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.**

\*If a victim services agency asks for funds for a person to provide both victim advocacy and coordinating High Risk Teams or Coordinated Community Responses, these hours must be separate line items in the budget so they can go into the correct allocation category.

## **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. **Award Type.** Identify which type of award you are applying for: STOP grant, Sexual Assault Set-Aside grant.
2. **Summary.** Provide a brief summary of proposed project and how much you are requesting (2-5 sentences).
3. **Idaho Priority/Purpose Area.** Identify by number the STOP Purpose Area(s) addressed by the proposed activities (e.g. Idaho priority 1 or Purpose area 8). This must be backed up in the narrative. DO NOT copy and paste the entire purpose area, only provide the number. **One (1) percentage** point will be added to the Grant Review Council's total score for addressing an Idaho Priority.
4. **Statement of the Problem.** In order 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?
  - Describe the availability of existing domestic violence, sexual assault, dating violence, and stalking programs in the service area.
    - 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.** 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](#)
  - How will the proposed project solve the problem?
  - Describe the availability of existing domestic violence, sexual assault, dating violence, and stalking programs in the service area.
5. **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. If the project is expected to go longer than the 03/31/2024 end date, please state so and the reasons why.

  - If the applicant is applying for **Sexual Assault Set-Aside** funds, please address how the program meaningfully addresses sexual assault across two (2) or more allocation categories (victim services, courts, law enforcement, and prosecution). Sexual assaults include stranger rape, acquaintance rape, alcohol or drug- facilitated rape, and rape within the context of an intimate partner relationship. Applicants must demonstrate that the proposed project is tailored to meet the specific needs of sexual assault victims, have a legitimate focus on sexual assault, and personnel funded under the projects have sufficient expertise and experience on sexual assault.

- If the application is seeking extra consideration for projects in the **Special Emphasis** section, ensure the project description addresses the required criteria (see the [Special Emphasis Section](#)).
- **Training.** Is the project one of the three trainings identified in the Special Emphasis Section? Who is the expected audience? Will the training be in-person? 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?
- **Collaboration.** Explain how the proposed project addresses collaboration and a coordinated community response to violence against women. 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.
- **Addressing Underserved Barriers.** If the applicant wishes to receive extra credit for their application based on addressing the needs of underserved populations, the applicant must identify the underserved population, describe the barriers they experience, and how the project will alleviate those barriers. The applicant must also provide letters of support from organizations or groups that represent those underserved communities demonstrating that those communities have been consulted and they agree that the proposed project is designed to reduce the barriers experienced by the targeted underserved population.
- Applicants wishing to receive extra credit for addressing the needs of **remote/isolated areas** do not need a letter of support. However, applicants must demonstrate that the project will adequately provide services to remote/isolated areas. Describe:
  - 1) the remoteness of the area to be served (the area they will serve, how isolated victims are from other services is the area such as the length of travel time to the next service provider, the area qualifies under the '[Am I Rural](#)' tool);
  - 2) how the project will alleviate the barriers to services (i.e. satellite offices, traveling advocate, provide transportation, or other significant measures to reduce victim barriers to receiving services); and,
  - 3) how many victims are expected to receive services by alleviating service barriers.

\*Applicants must demonstrate a reasonable funding need for the proposed project in the remote/isolated area.

**Note:** Two (2) percentage points will be added to the Grant Review Council's total score for serving an underserved population. Points will not be doubled for serving both underserved populations AND remote/isolated areas. Points will only be given for one or the other.

- 6. Underserved Populations.** Each quarter, all STOP subgrantees must address how they are implementing community-driven initiatives to address the needs and issues faced by underserved populations impacted by domestic violence, dating violence, sexual violence, and stalking through victim services, training, and the development of protocols and/or policies.

Provide information on the underserved populations in your service area, if this has not already been addressed in the sections “Statement of the Problem” or “Project Design and Implementation.” If this has already been addressed, state: “Please see the above project description.”

- i. Demographic information (race, ethnicity, age, etc.) for underserved victims in your service area (see Statement of the Problem for some data sources).
  - ii. Number of underserved victims served in calendar year 2021. If this is not available, please state as such.
- 7. 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.
- 8.** If the proposed project includes funds for assessing the effectiveness of funded activities, the applicant must address the following: (only 3% of applicants budget is allowed).
- Describe the assessment, i.e. pre- and post-testing, victim satisfaction surveys, etc.
  - Provide budget categories and amounts requested for this purpose.
- 9.** If the proposed project includes funds for prevention, the applicant must address the following: (only 5% of applicants budget is allowed).
- Describe the prevention activity.
  - Provide budget categories and amounts requested for this purpose.

## **B. 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 Goal 1 Title (do not copy and paste the underlined Goal 1 Title).

**Note: All start dates will be 1/1/2023.**

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.

**\*\*STOP applicants requesting funding out of the 20% Sexual Assault Set-Aside or those who provide only legal services are not required to include Goal 3 listed above and the associated objectives and performance measures in their application.**

**Sexual Assault Set-Aside applicants replace the above Goal 3 with:**

**\*\*Goal 3 Title**: Address Sexual Assaults

**Goal 3 Narrative**: Address sexual assaults through victim service expansion; training for judges, other court personnel, prosecutors, law enforcement, and community partners; and the development of coordinated community responses to sexual assaults.

Objective 1 Title: Sexual Assault Services

Objective 1 Narrative: Increase the number of sexual assault victims receiving services.

Performance Measure Title: Sexual Assault Victims

Performance Measure Narrative: Number of sexual assault victims served.

Objective 2 Title: Training and Coordinated Responses

Objective 2 Narrative: Increase the responsiveness of the criminal justice system through training and coordinated sexual assault responses.

Performance Measure Title: Coordinated Efforts and Training

Performance Measure Narrative: Number of SART/SAFE/SANE team meetings and/or trainings.

### **C. Budget and Budget Detail Worksheet**

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/stop-vawa/>. 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 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's advocate spends 30% of their time on STOP activities, only 30% of costs associated with the advocate can be covered by the STOP grant. This includes travel, equipment and supplies.
- Must 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 category.
- **If project activities can be funded out of two separate allocation categories, ensure the budget clearly separates these activities.** For example, if one person coordinates High-Risk Teams *and* provides victim advocacy, then their personnel costs must be on separate budget lines to account for each activity.
- 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 (if 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:

- Applicants should develop their first-year budget keeping in mind the total budget will be the same for all four years with little chance of increasing.
- 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* existing state and local funds for program activities, but must *not replace* (supplant) those funds that have been appropriated for the same purpose and previously paid for by state or local 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>3</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
- **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.
  - 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).**
  - 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.

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<sup>3</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.

- 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](#).

#### D. Data Plan – [Attachment A](#)

Fill out the Data Plan, describing how data required for the performance measures and SAPR will be collected and the method for tracking data.

#### E. Financial Administration

1. Provide complete responses to the **Financial Accounting Practices ([Attachment B](#))**. 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 in order 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.

#### **F. 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/stop-vawa/>. 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.

#### **G. 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 [Attachment C](#) for a sample letter).

#### **H. 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/stop-vawa/>. Applicants that expend any funds for lobbying activities are to provide all of 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.**

#### **I. 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 applicants must comply with the confidentiality and privacy requirements of VAWA 2013. Applicants must sign and submit the acknowledgement form as an attachment.

### **Required, if Applicable**

#### **J. Victim Services Consultation Certification ([Attachment D](#))**

Attachment D is required for all applicants, except victim service providers. 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.

## K. 501(c)(3) Status Documentation (non-profits)

Any entity that is eligible for a STOP subgrant based on its status as a non-profit organization must be an organization that is described in section 501(c)(3) of the Internal Revenue Code of 1986 and is exempt from taxation under section 501(a) of that Code (See 42 U.S.C. § 13925(b)(16)(B)). 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. In addition, victim service providers may need 501(c)(3) status in order to qualify for match exemptions.

## L. Legal Assistance for Victims Certification Letter

STOP funds can be used to provide a full range of legal services, such as housing, family law, public benefits, and other similar matters. Applicants providing legal assistance must certify, via a Legal Assistance for Victims Certification Letter (sample letter at <https://www.justice.gov/ovw/page/file/1107791/download>), that:

1. any person providing legal assistance with STOP funds
  - A. has demonstrated expertise in providing legal assistance to victims of domestic violence, dating violence, sexual assault, or stalking in the targeted population; or
  - B. (i) is partnered with an entity or person that has demonstrated expertise described in subparagraph (A); and  
(ii) has completed, or will complete, training in connection with domestic violence, dating violence, stalking, or sexual assault and related legal issues, including training on evidence-based risk factors for domestic and dating violence homicide;
2. any training program conducted in satisfaction of the requirement of paragraph (1) has been or will be developed with input from and in collaboration with a tribal, state, territorial, or local domestic violence, dating violence, sexual assault, or stalking victim service provider or coalition, as well as appropriate tribal, state, territorial, and local law enforcement officials;
3. any person or organization providing legal assistance with funds through the STOP program has informed and will continue to inform state, local, or tribal domestic violence, dating violence, sexual assault, or stalking programs and coalitions, as well as appropriate state and local law enforcement officials of their work; and
4. the subgrantee's organizational policies do not require mediation or counseling involving offenders and victims physically together, in cases where sexual assault, domestic violence, dating violence, or child sexual abuse is an issue.
- 5.

## M. 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. See [Allocation Categories](#).

**\*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.**

- 3) To receive special consideration for serving underserved populations (except remote/isolated areas), applicants must attach a **Letter of Support** from groups representing the underserved communities they wish to concentrate their efforts on. This letter must describe how and when the applicant agency consulted with the organization representing the underserved population and that the proposed project meaningfully addresses the underserved populations needs.

#### **N. 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.

#### **O. Culturally Specific Set-Aside for Victim Services**

Victim service providers that wish to be considered for the 10% culturally specific set-aside (unless they are a tribal government agency or are already receiving culturally specific set-aside funds) must attach documentation that addresses how they qualify for these funds.

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

- focuses primarily on domestic violence, dating violence, sexual assault, or stalking;
  - has established a specialized culturally specific program that addresses domestic violence, dating violence, sexual assault, or stalking;
  - has a primary focus on underserved populations (and includes representatives of these populations) and domestic violence, dating violence, sexual assault, or stalking; **or**
  - obtains expertise, or shows demonstrated capacity to work effectively, on domestic violence, dating violence, sexual assault, and stalking through collaboration;
- and:**
- is primarily directed toward racial and ethnic minority groups; and
  - is providing services tailored to the unique needs of that population.

#### **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 2021- 2022 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.

In evaluating each application, the following will be given **extra credit** (see [Special Emphasis](#)):

- The program meets the qualifications for Special Emphasis as it:
  - **Provides one of three trainings (2%).**
  - **Addresses service barriers for a recognized underserved group in their communities (2%).**
  - **Develops, enhances, or implements coordinated, multidisciplinary responses to enhancing victim services and improving the criminal justice system's response to violent crimes against women (2%).**
- The program falls under one of the seven (7) Idaho Priority Areas (1 percentage point). See [Idaho Priorities](#).

## 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
<b>October – December</b>	January 15 <sup>th</sup>
<b>January – March</b>	April 15 <sup>th</sup>
<b>April – June</b>	July 15 <sup>th</sup>
<b>July - September</b>	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 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.

**Nondisclosure of Confidential and Private Information** – Subgrantees must have policies and procedures in place that protect the confidentiality and privacy of persons receiving services. Absent informed, written, reasonably time-limited consent, agencies must not disclose, reveal, or release any personally identifying information or individual information collected in connection with services requested, utilized, or denied through a subgrantee program regardless of whether the information is encoded, encrypted, hashed, or otherwise protected. The term 'personally identifying information' or 'personal information' means individually identifying information for or about an individual. This includes information likely to disclose the location of a victim of domestic violence, dating violence, sexual assault, or stalking, including:

- first and last name;
- home or other physical address;
- contact information (including postal, e-mail, or Internet protocol addresses, and telephone or facsimile number);
- social security number, driver's license number, passport number, or student identification number; and
- any other information, including date of birth, racial or ethnic background, or religious affiliation that would serve to identify any individual.

## 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](#).

This solicitation, forms and samples are available at: <https://isp.idaho.gov/pgr/stop-vawa/>

# Application Checklist

## Prior to Application

\_\_\_\_\_ SAM Registration

## Application Required Components

### A. Program Narrative

- \_\_\_\_\_ Type of award (STOP or Sexual Assault Set Aside)
- \_\_\_\_\_ Project Summary (2-5 sentences)
- \_\_\_\_\_ Idaho Priority/STOP Purpose Area (number only)
- \_\_\_\_\_ Statement of the Problem
- \_\_\_\_\_ Project Design and Implementation
- \_\_\_\_\_ Underserved Populations
- \_\_\_\_\_ Pending Applications
- \_\_\_\_\_ Assessing Effectiveness
- \_\_\_\_\_ Prevention

### 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 \(Attachment A\)](#)
- \_\_\_\_\_ [Financial Accounting Practices \(Attachment B\)](#)
- \_\_\_\_\_ [Non-supplanting Letter \(Attachment C\)](#)
- \_\_\_\_\_ [Accounting System and Financial Capability Questionnaire](#)
- \_\_\_\_\_ PGR Risk Assessment (<https://isp.idaho.gov/pgr/stop-vawa/>)
- \_\_\_\_\_ [Disclosure of Lobbying Activities Form \(SFLLL\)](#)
- \_\_\_\_\_ [Confidentiality Notice Form](#)
- \_\_\_\_\_ Screenshot of SAM Registration and expiration date

### E. Additional Attachments (if applicable)

- \_\_\_\_\_ [Victim Services Consultation Certification \(Attachment D\)](#)
- \_\_\_\_\_ 501 (c)(3) Status Documentation
- \_\_\_\_\_ [Legal Assistance for Victims Certification Letter](#)
- \_\_\_\_\_ Memorandum of Understanding
- \_\_\_\_\_ Letter(s) of Support
- \_\_\_\_\_ Indirect Cost Rate Agreement/Eligibility to use the “de minimis” rate
- \_\_\_\_\_ Documentation Supporting [Culturally Specific Set-Aside for Victim Services](#)

### 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. In order to ensure these priorities are significantly addressed through STOP fund allocations, applicants who address at least one of the following priorities will receive **extra credit** in their application score:

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; however, the following are not Idaho priorities and therefore **will not receive extra credit** on their application score:

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 age 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.
- 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. However, up to 3% of the budget may be allocated for the purpose of assessing their work for internal

improvement purposes only, such as by convening a listening session to identify service gaps in the community, or surveying training participants about the quality of training content and delivery. For example, funds may be used to conduct pre- and post-testing of training recipients or for victim satisfaction surveys. In conducting such testing or surveys, subgrantees may not collect, analyze or disseminate any information that would disclose the identity of an individual. Applicants considering such assessments must refer to the OVW research decision tree in the [Solicitation Companion Guide](#) to ensure that the activity does not qualify as human subjects research.

Subgrantees must receive prior approval from PGR before using grant funds to support surveys, whether conducted as part of a program or needs assessment, or for any other purpose. Prior approval is necessary to determine whether the activity is within the scope of the award and meets the requirements of the Paperwork Reduction Act (see the Solicitation Companion Guide for more information).

### **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.
- 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 safety.
- 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.
- k) Sharing confidential victim information with outside organizations and/or individuals without the documented consent of the victim.
- l) 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.

- m) 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.
  - n) Establishment or enhancement of a multidisciplinary collaborative community response without developing appropriate policies regarding confidentiality and information sharing for the members.
  - o) 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

### 2021-2022 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 50

- 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. Underserved – Weight 5

- Was the number of underserved populations served addressed?
- Was demographic information for their area provided?

#### 5. 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?
- Do the budget narratives provide sufficient back up for the requested costs? Is the budget mathematically sound and correspond with the information and figures provided in the Description and Calculation section of each category?
- Are match calculations included along with a match narrative? (Non-profit organizations and Tribal governments are not required to provide match.)

#### 4. Attachments – Weight 3

- a. Did the applicant attach all required documents?

Extra Credit:

1) An Idaho Priority purpose area was identified with a description of how the project fits (1 percentage point added to the total score)

2) Special Emphasis requirements are met for:

- Providing one of three identified trainings; (3%)
- Addressing service barriers for a recognized underserved populations (2%); and/or,
- develops, enhances, or implements coordinated, multidisciplinary responses to enhancing (2%).



## ATTACHMENT B – Financial Accounting Practices

### Financial Accounting Practices

Each applicant must prepare a response to all nine (9) of the following questions. PGR will review the subgrantee's responses to assist in evaluating the adequacy of the applicant's financial management system and to identify areas of need for training and technical assistance. The attachment must be no more than three (3) pages.

1. Will all funds awarded under this program be maintained in a manner that they will be accounted for separately and distinctly from other sources of revenue/funding? Provide a brief description of the applicant's policies and procedures that ensure funds will be tracked appropriately.
2. Does the applicant have written accounting policies and procedures? How often are these policies and procedures updated? Provide a brief list of the topics covered in the applicant's policies and procedures. OVW may request a copy for review during the application/award process or as part of the grant monitoring process.
3. Is the applicant's financial management system able to track actual expenditures and outlays with budgeted amounts for each grant? Provide a brief summary of the organization's process for tracking expenditures, including tracking budgeted versus actual amounts.
4. Does the applicant have effective internal controls in place to ensure that federal funds are used solely for authorized purposes? Provide a brief description of the applicant's internal controls that will provide reasonable assurance that the award funds will be managed properly.
5. Does the applicant have a documented records retention policy? If so, briefly describe the policy and confirm that the policy complies with federal regulations. Information on Record Retention and Access can be found at 2 C.F.R. 200.334-200.338.
6. Does the applicant or any of its employees have any potential personal or organizational conflicts of interest related to the possible receipt of OVW award funds? Applicants are required to disclose in writing any potential conflicts of interest to PGR. See 2 C.F.R. 200.112 and Chapter 3.20, Grant Fraud, Waste and Abuse, of the DOJ Financial Guide for additional information.
7. Is the individual primarily responsible for fiscal and administrative oversight of grant awards familiar with the applicable grants management rules, principles, and regulations including the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (2 C.F.R. Part 200)? Provide a short list of the individual's qualifications/experience.
8. Does the applicant have policies and procedures in place to manage subawards and monitor activities of subrecipients as necessary to ensure that subawards are used for authorized purposes, in compliance with laws, regulation, and terms and conditions of the award; and that established subaward performance goals are achieved (2 C.F.R. §§ 200.330-332)? Please provide a brief description of the organization's policies and procedures on subrecipient management and monitoring, if applicable.
9. Does the applicant currently require employees to maintain time distribution records that accurately reflect the work performed on specific activities or cost objectives in order to support the distribution of employees' salaries among federal awards or other activities (2 C.F.R. 200.430)? Budget estimates do not qualify as support for charges to federal awards. Provide a brief description of the organization's established timekeeping policies and procedures.

## ATTACHMENT C – Non-supplanting Sample Letter

[Applicant Letterhead]

[Date]

Idaho State Police  
Planning, Grants, and Research  
700 S. Stratford Drive  
Meridian, ID 83642

[Name of applicant] certifies that any funds awarded through the STOP Violence Against Women grant will be used to supplement, not supplant, existing non-federal funds that otherwise would be available for activities under the award. The [name of applicant] understands that supplanting violations can result in a range of penalties including suspension of future funds under this program, suspension or debarment from federal grants, recoupment of monies provided under this grant, and civil and/or criminal penalties.

Sincerely,

[Applicant Authorizing Official]

## ATTACHMENT D – Victim Services Consultation Certification

All applicants, except victim service providers, **must consult** with victim service provider(s) in their area. Tribal, state or local prosecution, law enforcement, and courts have to consult with tribal, state, or local victim service programs during the course of developing their grant applications. Consulting with victim service providers is intended to ensure that the proposed activities are designed to promote the safety, confidentiality, and economic independence of victims of domestic violence, sexual assault, stalking, and dating violence.

Date of Meeting:

Brief Description of Meeting:

I, (name of the implementing agency's authorized official), certify that the (name of the implementing agency) is in compliance with the requirement regarding consultation with a state or local victim service provider during the course of the grant application process. I understand that this requirement is part of the Violence Against Women and Department of Justice Reauthorization Act of 2013 and as reauthorized in 2013.

Signature of the implementing agency's authorized official:

\_\_\_\_\_ Date \_\_\_\_\_

I, (name of the victim service provider's authorized official), certify that the (name of the implementing agency) did meet the aforementioned requirement regarding consultation with a tribal, state or local victim service provider during the course of the grant application process. I understand that this requirement is part of the Violence Against Women and Department of Justice Reauthorization Act of 2013.

Signature of the victim service provider's authorized official:

\_\_\_\_\_ Date \_\_\_\_\_