

NATHAN DEAL  
GOVERNOR



JACQUELINE BUNN  
EXECUTIVE DIRECTOR

The Criminal Justice Coordinating Council (CJCC) is pleased to announce that it is seeking continuation applications for funding under the Services, Training, Officers, Prosecution Violence Against Women Act (S.T.O.P. VAWA) Grant Program.

## **Services, Training, Officers, Prosecution Violence Against Women Act (S.T.O.P. VAWA) Grant Program 2014 Request for Applications**

CFDA 16.588

### **Eligibility**

#### *Continuation Funding Only*

Applicants are limited to non-profit, non-governmental, or local government agencies located in Georgia that received 2013 competitive VAWA awards, and that provide services to victims or hold offenders accountable through prosecution, courts, or law enforcement activities. Crimes addressed by S.T.O.P. VAWA are limited to domestic violence, dating violence, sexual assault or stalking.

Applicant agencies should be certified and eligible to receive Local Victim Assistance (LVAP) 5% funds. Agencies without certification may apply for funding; however, if funding is awarded the agency will have to complete certification requirements prior to drawing down funds.

### **Deadline**

Applications are due at 11:59 p.m. on Saturday, May 31, 2014

### **Award Period**

January 1, 2015-December 31, 2015

### **Contact Information**

For assistance with the requirements of this solicitation, contact:

Shontel Wright at 404-657-1961 or [Shontel.Wright@cjcc.ga.gov](mailto:Shontel.Wright@cjcc.ga.gov)

Betty Barnard at 404-654-5691 or [Betty.Barnard@cjcc.ga.gov](mailto:Betty.Barnard@cjcc.ga.gov)

*In accordance with the Americans with Disabilities Act, the State will provide reasonable accommodation for persons with disabilities. If you need a reasonable accommodation, please contact CJCC at 404-567-1956 or TTY: 404-463-7650.*

**Release Date: May 2, 2014**

# Services, Training, Officers, Prosecution (S.T.O.P.) Violence Against Women Act 2014 Request for Applications

## Criminal Justice Coordinating Council

The Criminal Justice Coordinating Council (CJCC) is designated by the Governor of Georgia as the State Administering Agency for criminal justice and victims' assistance programs. Created by the General Assembly (O.C.G.A. § 35-6A-2), the Council is comprised of twenty-four members representing various components of the criminal justice system. CJCC is charged with fiscal oversight of the Services, Training, Officers, Prosecution Violence Against Women Grant Program.

The Criminal Justice Coordinating Council (CJCC) is soliciting applications for the VAWA Grant Program. Agencies must submit an application to be considered for funding from the VAWA Grant Programs. Agencies are encouraged to read this entire RFA thoroughly before preparing and submitting their grant application. This application is open to all agencies meeting eligibility guidelines for the VAWA program; decisions about grant awards will be determined through a continuation process.

## Overview

The Office on Violence Against Women (OVW) is a component of the United States Department of Justice (DOJ). Created in 1995, OVW implements the Violence Against Women Act (VAWA) and subsequent legislation and provides national leadership on issues of sexual assault, domestic violence, dating violence, and stalking. Since its inception, OVW has supported a multifaceted approach to responding to these crimes through implementation of grant programs authorized by VAWA. By forging state, local and tribal partnerships among police, prosecutors, judges, victim advocates, health care providers, faith leaders and others, OVW grants help provide victims with the protection and services they need to pursue safe and healthy lives, while improving communities' capacity to hold offenders accountable for their crimes. By statute, the STOP Formula Grant Program supports communities in their efforts to develop and strengthen effective law enforcement and prosecution strategies to combat violent crimes against women and to develop and strengthen victim services in cases involving violent crimes against women.

### 1. Eligibility

Awards are limited to 2013 Competitive Award recipients. **Please note that the Criminal Justice Coordinating Council has not approved individual allocation amounts for this solicitation. Any award made pursuant to this solicitation is dependent upon the receipt and availability of federal grant awards and any requirements/conditions attached thereto.**

Awards are limited to organizations that work to combat domestic violence, dating violence, sexual assault and stalking, and are operated by a public agency, a nonprofit organization, or a combination of such agencies or organizations in order to be eligible to receive S.T.O.P VAWA grant funds. These organizations include, but are not limited to, sexual assault and rape treatment centers, domestic violence programs and shelters, community-based organizations, prosecution units, courts, law enforcement units, and universities. These organizations include, but are not limited to, the following:

- **Criminal Justice Agencies** – Law enforcement agencies, prosecutors’ offices, corrections departments, and probation and paroling authorities are eligible to receive VAWA funds to help pay for victims’ services and Criminal Justice Systems Improvement (CJSI) programs dedicated exclusively to cases involving domestic violence, dating violence, sexual assault and stalking. Criminal Justice agencies must collaborate with victim service providers to ensure victim safety, confidentiality and autonomy, and to promote victims’ economic independence. Per the 2013 VAWA Reauthorization, CJCC must award at least 5% of S.T.O.P. VAWA funds to courts. The “courts” allocation is “to” courts, rather than “for” courts, so the money must be awarded to a court entity. This includes state, local, tribal, and juvenile courts.

“Court” is defined in VAWA as “any civil, criminal, tribal, and Alaska Native Village, federal, state, local, or territorial court having jurisdiction to address domestic violence, dating violence, sexual assault, or stalking, including immigration, family, juvenile, and dependency courts, and the judicial officers serving in those courts, including judges, magistrate judges, commissioners, justices of the peace, or any other persons with decision making authority.” Examples could include a state administrative office of the courts, a state supreme court, a local domestic violence court, a local probation project (in a state where probation is part of the courts). Funds initially awarded to a court can be subcontracted by the subrecipient to other entities for all or part of the grant project.

- **Victim Service Organizations** – Applicants for VAWA Victim Services programs must be a victim service provider as defined in the 2013 VAWA Reauthorization statute. “Victim service provider” means a **nonprofit, nongovernmental or tribal organization or rape crisis center, including a State or tribal coalition, that assists or advocates** for domestic violence, dating violence, sexual assault, or stalking victims, including domestic violence shelters, faith-based organizations, and other organizations, with a **documented history of effective work** concerning domestic violence, dating violence, sexual assault, or stalking.

“Victim services” and “services” mean services provided to victims of domestic violence, dating violence, sexual assault, or stalking, including telephonic or web-based hotlines, legal advocacy, economic advocacy, emergency and transitional shelter, accompaniment and advocacy through medical, civil or criminal justice, immigration, and social support systems, crisis intervention, short-term individual and group support services, information and referrals, culturally specific services, population specific services, and other related supportive services.

- **Culturally Specific Organizations** – “Culturally specific” means “primarily directed toward racial and ethnic minority groups.” The term “racial and ethnic minorities” as defined in section 1707(d) of the Public Health Service Act (42 U.S.C. 300u-6(g)), which means “American Indians (including Alaska Natives, Eskimos, and Aleuts); Asian Americans; Native Hawaiians and other Pacific Islanders; Blacks; and Hispanics<sup>1</sup>.” Culturally specific services means “community-based services that include culturally relevant and linguistically specific services and resources to culturally specific communities.”
  - **Community-Based Organizations** - Community-Based Organizations are nonprofit, nongovernmental, or tribal organization that serves a specific geographic community.
- **Population Specific Organizations** – “Population specific organization” means a nonprofit, nongovernmental organization that primarily serves members of a specific underserved

---

<sup>1</sup> The term “Hispanic” means individuals whose origin is Mexican, Puerto Rican, Cuban, Central or South American, or any other Spanish-speaking country.

population and has demonstrated experience and expertise providing targeted services to members of that specific underserved population. "Population specific services" means victim-centered services that address the safety, health, economic, legal, housing, workplace, immigration, confidentiality, or other needs of victims of domestic violence, dating violence, sexual assault, or stalking, and that are designed primarily for and are targeted to a specific underserved population.

- **Rape Crisis Centers** – "Rape crisis center" means a nonprofit, nongovernmental, or tribal organization, or governmental entity in a State other than a Territory that provides intervention and related assistance to victims of sexual assault without regard to their age. In the case of a governmental entity, the entity may not be part of the criminal justice system (such as a law enforcement agency) and must be able to offer a comparable level of confidentiality as a nonprofit entity that provides similar victim services."
- **Religiously-Affiliated Organizations** – Organizations receiving VAWA funds must ensure that services are offered to all crime victims of domestic violence, dating violence, sexual assault or stalking without regard to religious affiliation and that the receipt of services is not contingent upon participation in a religious activity or event. Faith-based and community organizations will be considered for awards as are other eligible applicants, and if they receive assistance awards, will be treated on an equal basis with all other grantees in the administration of such awards. No eligible applicant or grantee will be discriminated against on the basis of its religious character or affiliation, or religious name. Faith-based and community organizations are required to abide by the same regulations and requirements specifically associated with the program under which they are awarded a grant, as any other agency awarded funding.

## **Additional Specific Eligibility Requirements**

S.T.O.P. VAWA established eligibility criteria that must be met by all organizations that receive funds. These funds are to be awarded to subgrantees only for providing services to victims of crime through their staff. For more information on eligibility, please see the [2014 S.T.O.P. VAWA Frequently Asked Questions](#).

Each subgrantee organization shall meet the following requirements:

- **Record of effective services** – Demonstrate a record of providing effective services to crime victims. This includes having the support and approval of its services by the community, and a history of providing direct services in a cost effective manner and financial support from other sources. For a glossary of terms and services, please refer to the [2014 VSSR Guide](#).
- **Promote community efforts to aid crime victims** - Promote community-based coordinated public and private efforts to aid victims of domestic violence, dating violence, sexual assault and stalking. Coordination may include, but is not limited to, serving on state, federal, local, or Native American task forces, commissions, working groups, coalitions, and/or multi-disciplinary teams. Coordination efforts also include developing written agreements that contribute to better and more comprehensive services to victims of domestic violence, dating violence, sexual assault and stalking.
- **Help victims apply for compensation benefits** - Such assistance may include identifying and notifying victims of domestic violence, dating violence, sexual assault and stalking of the availability of compensation, assisting them with the application forms and procedures, obtaining necessary documentation, and/or checking on claim status.
- **Comply with federal rules regulating grants** - Subrecipients must comply with the applicable provisions of S.T.O.P. VAWA, the Program Guidelines, and the requirements of the 2013 OVW

Financial Grants Management Guide, effective edition (<http://www.ovw.usdoj.gov/docs/ovw-fgmg.pdf>) which includes maintaining appropriate programmatic and financial records that fully disclose the amount and disposition of S.T.O.P. VAWA funds received. This includes financial documentation for disbursements, daily time and attendance records specifying time devoted to allowable S.T.O.P. VAWA project activities, client files, the portion of the project supplied by other sources of revenue, job descriptions, contracts for service, and other records which facilitate an effective audit.

- **Comply with CJCC grant requirements** – Agencies must adhere to financial and programmatic guidelines; comply with deadlines; and provide all information to CJCC as requested in a timely fashion.
- **Services to victims of federal crimes** - Applicants must provide services to victims of federal crimes on the same basis as victims of state and/or local crimes.
- **Promote victim safety** – CJCC prohibits activities that compromise victim safety, such as requiring victims to meet with offenders. As stated above, Criminal Justice agencies must collaborate with victim service providers to ensure victim safety, confidentiality and autonomy, and to promote victims’ economic independence.
- **No charges to victims for VAWA-funded services** - Applicants must provide services to crime victims, at no charge, through the VAWA-funded project. Applicants must not reimburse the victim for the out-of-pocket costs for the exams; they must provide the exams free of cost to the victim or arrange for victims to obtain the exams free of charge to the victim. Subgrantees can still require, or ask, victims to submit the charges for the exams to their health insurance. However, under the new provisions, they must ensure that victims are not billed any costs for co-payments or deductibles, but must ensure that such costs are billed to whatever government entity is responsible for payment for the exams. If the hospital or other medical facility charges a fee for the use of the examination room, it is considered part of the exam and must be paid by the state or other governmental entity.
  - **Cooperation with Law Enforcement and the Criminal Justice System** - Effective January 5, 2009, an applicant will be ineligible for STOP Program funds if victims are required to cooperate with law enforcement or participate in the criminal justice system in order to receive an exam, payment for the exam, or both. Some victims are unable or unready to decide whether they want to cooperate with law enforcement in the immediate aftermath of the assault. Because evidence is lost as time progresses, such victims should be encouraged to have the evidence collected immediately and decide about reporting the crime at a later date. In order to receive STOP funds, the State must certify that it incurs the full out-of-pocket cost of forensic medical exams for victims of sexual assault and that it coordinates with health care providers in the region to notify victims of sexual assault of the availability of sexual assault forensic exams at no cost to the victim. In addition, the State must certify that all victims are able to receive free exams, regardless of whether they cooperate with law enforcement or participate in the criminal justice system. The State of Georgia is responsible for ensuring that local jurisdictions are in compliance with the certification.
- **Nondisclosure of confidential and private information** – Eligible agencies 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
  - a first and last name;
  - a home or other physical address;

- contact information (including a postal, e-mail or Internet protocol address, or telephone or facsimile number);
- a social security number, driver 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.

Measures taken to maintain confidentiality of this information must be consistent with applicable Federal, state and local laws regarding privacy and confidentiality. Minors who receive services without parental or guardian consent can authorize the release of information without the consent of their parents or guardians. The federal statute requires subgrantees to **document compliance** with confidentiality and privacy provisions. As stated above, Criminal Justice agencies must collaborate with victim service providers to ensure victim safety, confidentiality and autonomy, and to promote victims' economic independence.

- **5% Certification and Eligibility** – Applicant agencies **should** be certified and eligible to receive 5% funds. Agencies without certification may apply for funding; however, if funding is awarded the agency will have to complete certification requirements prior to drawing down funds.
- **Legal assistance** - Under purpose area 5, as amended, states can now provide a full range of legal services, such as housing, family law, public benefits, and other similar matters. Any subgrantee providing legal assistance must certify 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 such demonstrated expertise and
      - ii. has completed or will complete training in connection with domestic violence, dating violence, stalking, 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 through the STOP program has informed and will continue to inform state, local, or tribal domestic violence, dating violence, or sexual assault programs and coalitions, as well as appropriate state and local law enforcement officials of their work; and
  - 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.
- **Prohibit Polygraph Testing** - The polygraph testing prohibition at 42 U.S.C. 3796gg-8 requires states to certify that their laws, policies, or practices “will ensure that no law enforcement officer, prosecuting officer, or other governmental official shall ask or require an adult, youth, or child victim of an alleged sex offense...to submit to a polygraph examination or other truth telling device as a condition for proceeding with the investigation for such an offense.”

## 2. Reporting Requirements

CJCC requires that grantees comply with and fully participate in the financial, program, and evaluation reporting for this grant program.

**Annual Progress Reports:** As a result of VAWA 2000, all grant recipients are statutorily required to report on the effectiveness of their projects, and the Attorney General must report to Congress on the

effectiveness of each grant program. Therefore, grantees funded under this program must collect and maintain data that measures their effectiveness. Subgrantees are required to submit an Annual Progress Report to CJCC in addition to quarterly VSSRs and semiannual OPMs.

CJCC staff will send the Annual Progress Report and instructions to subgrantees by January 15, 2015. Subgrantees are required to complete and submit the report to CJCC by February 15, 2015. The report covers the previous grant year, January 1, 2014-December 31-2014. CJCC will review and validate the reports and follow up with subgrantees as appropriate. CJCC has until March 30, 2015 to submit the reports to OVW. Forms and instructions can be found at the [Measuring Effectiveness Initiative website](#).

If the Office on Violence Against Women detects any errors (provided in the “Red Flag Report”) your agency must supply the CJCC with corrected information within **5 business days** of the request for corrections. Failure to submit these annual reports in a timely manner will significantly delay any and all sub grant expenditure reimbursements submitted within the grant period. Continued delays will result in a staff recommendation to Council requesting a reduction in the overall grant award.

**Quarterly Progress Reports:** All VAWA Victim Service grant recipients will be required to submit reports on their program outputs supported by SASP funding on a quarterly basis. SASP subgrantees must complete the Victim Services Statistical Report (VSSR) which details the number of victims (new and existing) served by type of victimization, and number of services delivered by type of service. SASP subgrantees must collect data according to the categories of the VSSR. Victimization and service definitions are provided in the [2014 VSSR Guide](#), which is posted on CJCC’s website. All statistical reports are due 30 days following the end of the quarter.

<b>VSSR QUARTERLY PROGRESS REPORTS</b>	
<b>REPORTING PERIOD</b>	<b>DUE ON OR BEFORE THE FOLLOWING DATES</b>
<b>October 1 – December 31</b>	<b>January 30</b>
<b>January 1 – March 31</b>	<b>April 30</b>
<b>April 1 – June 30</b>	<b>July 30</b>
<b>July 1 – September 30</b>	<b>October 30</b>

All statistical reports must be submitted electronically using CJCC’s online reporting tool. Recipients will receive the link for the reporting tool, along with a username and password to complete their report, on a quarterly basis. Failure to submit these output reports in a timely manner will significantly delay any Subgrant Expenditure Reimbursements (SERs) submitted within the grant period. Continued delays will result in a staff recommendation to reduce noncompliant agencies’ award amounts.

**Semi-Annual Outcome Reports:** All VAWA victim service grant recipients must use the survey instruments (revised October 2012) on the CJCC’s website to submit reports on their program outcomes. The instruments are categorized by the type of victim an agency serves. VAWA recipients must follow the updated version of the [Outcome Performance Measurement Guide](#). The [surveys](#) are available on the CJCC website, along with Excel spreadsheets to compile and aggregate data from individual clients.

Outcome performance data is reported twice per year. Because the outcome survey should be provided to

all clients, regardless of whether their services were supported by VAWA funding, the due dates and reporting periods do not correspond to the VAWA grant year. Outcome performance reporting dates for ALL victim services sub grant recipients are as follows:

<b>OUTCOME PERFORMANCE MEASURES</b>	
<b>REPORTING PERIOD</b>	<b>DUE ON OR BEFORE THE FOLLOWING DATES</b>
<b>November 1 – April 30</b>	<b>May 30</b>
<b>May 1 – October 30</b>	<b>November 30</b>

Failure to submit these outcome reports in a timely manner will significantly any SERs submitted within the grant period. Continued delays will result in a staff recommendation to reduce noncompliant agencies' award amounts.

**Semiannual Progress Reports:** Subgrantees funded under the law enforcement, prosecution, courts, or training provisions of CJSI STOP VAWA grants will complete the **Criminal Justice Services Statistical Report (CJSSR) form**. The reporting periods have been changed to a semi-annual basis instead of a quarterly basis. The link to submit these semi-annual reports will be activated at the beginning of the reporting period, at which time subgrantees may log in with their username and password to input data. The link will shut down on the last day of the reporting period.

<b>CJSSR SEMIANNUAL REPORTS</b>	
<b>REPORTING PERIOD</b>	<b>DUE ON OR BEFORE THE FOLLOWING DATES</b>
<b>January 1 – June 30</b>	<b>July 30</b>
<b>July 1 – December 31</b>	<b>January 30</b>

All statistical reports must be submitted using CJCC's online reporting system. Failure to submit these output reports in a timely manner will significantly delay any SERs submitted within the grant period. Continued delays will result in a staff recommendation to reduce noncompliant agencies' award amounts.

**Monthly or Quarterly Subgrant Expenditure Requests:** Upon accepting the award, each agency is required to indicate whether it agrees to submitting Monthly or Quarterly Subgrant Expenditure Requests (SERs) to CJCC. Monthly SERs are due on the 15<sup>th</sup> day of the month immediately following the month in which expenses were incurred; i.e., an SER for expenses incurred in January is due by February 15. Quarterly SERs are due on the following dates for the corresponding financial reporting periods:



<b>QUARTERLY SERs</b>	
<b>FINANCIAL REPORTING PERIOD</b>	<b>DUE ON OR BEFORE THE FOLLOWING DATES</b>
<b>October 1 – December 31</b>	<b>January 30</b>
<b>January 1 – March 31</b>	<b>April 30</b>
<b>April 1 – June 30</b>	<b>July 30</b>
<b>July 1 – September 30</b>	<b>October 30</b>

Failure to submit these financial reports in a timely manner will significantly delay any SERs submitted within the grant period. Continued delays will result in a staff recommendation to reduce noncompliant agencies' award amounts.

### 3. Other Requirements

#### Program Match Requirement

The purpose of matching contributions is to increase the amount of resources available to the projects supported by grant funds. Law enforcement, prosecution, and court services S.T.O.P. VAWA agencies are required to provide matching contributions of 25 percent cash or in-kind of the total costs of the project (S.T.O.P. VAWA grant funds plus match). *All funds designated as match are restricted to the same uses as the VAWA victim assistance funds and must be expended within the grant period.* Match must be provided on a project-by-project basis. These matching contributions must be derived from non-federal sources. Non-profit non-governmental agencies are not required to provide match on their S.T.O.P. VAWA award.

The chart below illustrates the match requirements or exemptions by agency type and project type:

<b>Situation</b>	<b>Match is waived for the subgrantee</b>	<b>25% match is required</b>
Award to victim service provider for victim services	X	
Award to victim service provider for another purpose (for example law enforcement training)	X	
Award to tribe	X	
Awards to courts, law enforcement, prosecution		X

#### Volunteers

VAWA guidelines do not require the use of volunteers as match; however, CJCC encourages the use of volunteers where appropriate. Please note that volunteer hours are valued by the CJCC at \$12.00 per hour.

Agencies may submit a written request for higher rates to CJCC.

### **Fiscal Accountability**

#### **Commingling of funds on either a program-by-program or project-by-project basis is prohibited.**

The subrecipient's accounting system must maintain a clear audit trail for each source of funding for each fiscal budget period and include the following:

- a) Separate accountability of receipts, expenditures, disbursements and balances. CJCC recommends creating an account in your accounting system for each grant using the grant number provided by CJCC.
- b) Itemized records supporting all grant receipts, expenditures and match contributions in sufficient detail to show exact nature of activity.
- c) Data and information for each expenditure and match contribution with proper reference to a supporting voucher or bill properly approved.
- d) Hourly timesheets describing work activity, signed by the employee and supervisor, to document hours personnel worked on grant related activities. Match hours must be documented in same manner.
- e) Maintenance of payroll authorizations and vouchers.
- f) Maintenance of records supporting charges for fringe benefits.
- g) Maintenance of inventory records for equipment purchased, rented, and contributed.
- h) Maintenance of billing records for consumable supplies (i.e., paper, printing) purchased.
- i) Provisions for payment by check.
- j) Maintenance of travel records (i.e., mileage logs, gas receipts).
- k) Lease Agreements, contracts services, and purchases of equipment that adhere to established procurement processes.

### **Office of Civil Rights**

Pursuant to 28 C.F.R. Section 42.302 all recipients of federal funds must be in compliance with EEOP and Civil Rights requirements. All programs that receive VAWA funds or are subawarded VAWA funds via program agreements are required to conform to the grant program requirements and all applicable civil rights laws. If there is a violation to this it may result in suspension or termination of funding, until such time as the recipient is in compliance. Information on required Civil Rights trainings can be found at <http://ojp.gov/about/ocr/assistance.htm>.

### **Nondiscrimination**

Federal laws prohibit recipients of financial assistance from discriminating on the basis of race, color, national origin, religion, sex, or disability in funded programs or activities, not only in respect to employment practices but also in the delivery of services or benefits. Federal law also prohibits funded programs or activities from discriminating on the basis of age in the delivery of services or benefits. Findings of discrimination must be submitted to the Office for Civil Rights and to CJCC.

The S.T.O.P. VAWA 2013 Reauthorization prohibits discrimination based on sexual orientation and gender identity. The VAWA 2013 provision further provides that "If sex segregation or sex-specific programming is necessary to the essential operation of a program, nothing in this paragraph shall prevent any such program or activity from consideration of an individual's sex. In such circumstances, grantees may meet the requirements of this paragraph by providing comparable services to individuals who cannot be provided with the sex-segregated or sex-specific programming."

### **Limited English Proficiency (LEP) Individuals**

In accordance with Department of Justice Guidance pertaining to Title VI of the Civil Rights Act of 1964, 42 U.S.C. § 2000d, recipients of federal assistance must take reasonable steps to provide meaningful access to their programs and activities for persons with limited English proficiency. For more information access <http://www.lep.gov>.

### **Equal Employment Opportunity Plans**

The applicant agency must meet the requirements of 28 CFR 42.301 et seq., Equal Employment Opportunity Plans (EEO). The plan must cover the grant period specified in the application. If your agency needs technical assistance in preparing an Equal Employment Opportunity Plan, please contact the Office for Civil Rights Compliance Specialist, Office of Justice Programs, Washington, D.C., (202) 307-0690.

### **Grant Acceptance/Request for Funds**

To accept the grant award, each applicant must return all award documents and all required forms with original signatures within 45 calendar days of the award date. The applicant will be unable to request funds until all required documents are returned to the CJCC office.

### **Special Conditions**

At the time of the subgrant award, CJCC will assign special conditions for each approved project. Each subgrantee should refer to their award packet for their special conditions. Applicants agree to comply with all the guidelines set forth by the Criminal Justice Coordinating Council. These guidelines can be found in the [Subgrantee Programmatic and Fiscal Compliance Policy](#) on CJCC's website. Any programmatic and fiscal non-compliance may result in a reduction of the award.

### **Other**

Applicants must comply with all forms, assurances, and certifications attached to this RFA. This includes maintaining a DUNS number, EIN, active registration with the System for Award Management (SAM), and other federal forms as requested by CJCC in the award packet.

## **4. Application Submission Instructions**

Applications must be submitted online via Adobe forms at [https://adobeformscentral.com/?f=rwlaT\\*OOSAYU8RhxYddxQ](https://adobeformscentral.com/?f=rwlaT*OOSAYU8RhxYddxQ). Agencies with more than one 2013 award from CJCC **must** submit a separate application for each grant number to receive continuation funding for that award. Applicants will not be able to log out or log back in once the application is started. CJCC recommends that each applicant compile all information requested in this RFP before beginning the online application, and allowing 2-3 hours for completion.

Applicants who experience technical difficulties or emergency circumstances should contact Shontel Wright immediately at [Shontel.Wright@cjcc.ga.gov](mailto:Shontel.Wright@cjcc.ga.gov) or 404.657.1961 to request an extension or alternate method of applying.

Applications must be submitted by **11:59pm on Saturday, May 31, 2014. There is no commitment on the part of CJCC to fund an application or to fund it at the amount requested.**

All line items within the budget are subject to review and approval. Decisions related to these budget line items are based on allowability, justification and reasonableness.

The application must be completed and submitted in accordance with RFP guidelines for submission or the proposal may be disqualified. Applications for funding will undergo reviews by CJCC staff, the Victim Assistance Grants Committee, and the Council. At any point during these reviews, a decision not to fund a project or any part thereof may be made. These decisions are within the complete discretion of CJCC.

### ***Basic Information***

The first section includes basic information about the applicant agency and its main points of contact for the application. You will also be asked to enter your 2013 VAWA grant number. This seven-digit grant number must be in the format W13-8-999 and will begin with W12-8 or W13-8. Failure to indicate your correct grant number may result in a miscategorization of an application and a delay in funds. Remember, if your agency has more than one award through CJCC, you must apply for continuation funding separately using each grant number.

### ***Application Category***

CJCC has established two categories to help identify the appropriate types of funding for your agency. The application will consist of three parts: Category 1 – Victim Services; Category 2 – CJSI; and Category 3 – Discretionary.

**Category 1 – Victim Services** is for agencies that want to apply for funding to expand or maintain core services for victims of domestic violence, dating violence, sexual assault and/or stalking. Core services are based on agency type. For more information on the core service requirements, please see the appendix. If your agency wishes to conduct a CJSI-eligible project in addition to victim services, you will need to complete a separate application for Category 2 - CJSI this year.

**Category 2 – CJSI** is for agencies that want to apply for funding to expand or maintain specialized units or programs that address the crimes of domestic violence, dating violence, sexual assault and/or stalking. Examples of projects include law enforcement or prosecution Special Victims Units; probation/parole offender monitoring programs; training on how to address the crimes of domestic violence, dating violence, sexual assault and/or stalking; developing protocols for addressing those crimes; and Multidisciplinary Team support and development. If your agency wishes to provide victim services in addition to a CJSI project, you will need to complete a separate application for Category 1 -Victim Services this year. **Please note:** Per the 2013 VAWA Reauthorization, training applicants must submit Memoranda of Understanding (MOUs) with agencies that employ the training audiences stating that they will collaborate with the agencies providing training to develop the course content and materials.

**Category 3 – Discretionary** is for agencies that want to apply for funding for other projects that address the crimes of domestic violence, dating violence, sexual assault and/or stalking. Examples include Batterer’s Intervention Programs (BIP) and domestic violence fatality review projects.

### ***Project Narrative***

#### **1. Project Information**

Please title your project and include the federal award amount and match, if applicable.

#### **2. Service Area and Congressional District**

Indicate the counties served during 2013 and the Congressional District(s) served by the project. Agencies can look up Congressional Districts at <https://www.govtrack.us/congress/members/GA>.

#### **3. Project Description**

In this section, explain the target population for the project. Include the geographic area targeted, the number of people to be targeted, and the relevant characteristics of those people. Also provide a brief description of your agency. Next, describe the VAWA-funded project activities, goals and services offered. Describe the need for your VAWA-funded activities. Indicate whether or not your project will have changes in scope, activities or services from the previous grant year. Then indicate information on any Multi-Disciplinary Team efforts. Please indicate the languages in which your VAWA-funded staff members are proficient. Finally, please sign off on the fees and costs certification.

**D. Project Activities**

Indicate the VAWA-funded project’s adherence to authorized purpose areas, use of funds, number of paid and volunteer staff, and ways that the VAWA-funded program meets the priority and underserved allocation requirements if applicable. You will also enter the agency type, budget information, type of victimizations served and services provided, in addition to your agency’s core services type.

**1. For the proposed victim services program indicate:**

The number of paid staff \_\_\_\_\_ (full-time equivalents)

The number of volunteer staff if applicable \_\_\_\_\_ (full-time equivalents)

**2. Identify any and or all of the VAWA Subgrant Award funds that will be used to address victims of the four VAWA-eligible crimes below (please indicate both dollar amount and percentage of FEDERAL VAWA Funds utilized toward each category):**

- a) Domestic Violence \$ \_\_\_\_\_ / \_\_\_\_\_ %
- b) Dating Violence \$ \_\_\_\_\_ / \_\_\_\_\_ %
- c) Sexual Assault \$ \_\_\_\_\_ / \_\_\_\_\_ %
- d) Stalking \$ \_\_\_\_\_ / \_\_\_\_\_ %

**3. Identify any and or all of the VAWA Subgrant Award funds that will be used to address underserved populations of victims using the categories below (please indicate both dollar amount and percentage of FEDERAL VAWA Funds utilized toward each category):**

- a) Rural \$ \_\_\_\_\_ / \_\_\_\_\_ %
- b) Racial or ethnic minority<sup>2</sup> \$ \_\_\_\_\_ / \_\_\_\_\_ %

Please indicate which racial/ethnic minorities your agency serves:

\_\_\_\_\_  
\_\_\_\_\_

- c) Incarcerated \$ \_\_\_\_\_ / \_\_\_\_\_ %
- d) LGBTQQIA \$ \_\_\_\_\_ / \_\_\_\_\_ %
- e) Men and boys \$ \_\_\_\_\_ / \_\_\_\_\_ %
- f) Religious minority \$ \_\_\_\_\_ / \_\_\_\_\_ %

Please indicate which religious minorities your agency serves:

\_\_\_\_\_  
\_\_\_\_\_

- g) Immigrant or refugee \$ \_\_\_\_\_ / \_\_\_\_\_ %

Please indicate the countries of origin of the victims your agency serves:

\_\_\_\_\_  
\_\_\_\_\_

- h) Limited English proficient \$ \_\_\_\_\_ / \_\_\_\_\_ %

Please indicate which languages are spoken by victims that your agency serves:

\_\_\_\_\_  
\_\_\_\_\_

<sup>2</sup> “Racial and ethnic minorities” as defined in section 1707(g) of the Public Health Service Act, which means “American Indians (including Alaska Natives, Eskimos, and Aleuts); Asian Americans; Native Hawaiians and other Pacific Islanders; Blacks; and Hispanics.”

---

i) Other (please explain): \$ \_\_\_\_\_ / \_\_\_\_\_ %

---

**4. Identify any and or all of the VAWA Subgrant Award funds that will be used to address the following VAWA purpose areas below:**

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, 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;

3. developing and implementing more effective police, court, and prosecution policies, protocols, orders, and services specifically devoted to preventing, identifying, and responding to violent crimes against women, including the crimes of sexual assault, dating violence, stalking, and domestic violence, as well as the appropriate treatment of victims;

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

5. 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;

6. developing, enlarging, or strengthening programs addressing the needs and circumstances of Indian tribes in dealing with violent crimes against women, including the crimes of sexual assault, dating violence, stalking, and domestic violence;

7. supporting formal and informal statewide, multidisciplinary efforts, to the extent not supported by State funds, to coordinate the response of state law enforcement agencies, prosecutors, courts, victim services agencies, and other state agencies and departments, to violent crimes against women, including the crimes of sexual assault, domestic violence, stalking, and dating violence;

8. training of sexual assault forensic medical personnel examiners in the collection and preservation of evidence, analysis, prevention, and providing expert testimony and treatment of trauma related to sexual assault;

9. developing, enlarging, or strengthening programs to assist law enforcement, prosecutors, courts, and others to address the needs and circumstances of older and disabled women who are victims of domestic

violence, dating violence, stalking, or sexual assault, including recognizing, investigating, and prosecuting instances of such violence or assault and targeting outreach and support, counseling, and other victim services to such older and disabled individuals;

10. providing assistance to victims of domestic violence and sexual assault in immigration matters;

11. maintaining core victim services and criminal justice initiatives, while supporting complementary new initiatives and emergency services for victims and their families;

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;

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);

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 or 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 to 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, 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.

**5. Type of Implementing Agency (check the appropriate boxes):**

- Criminal Justice – Government
- Court
- Law Enforcement
- Prosecution
- Probation
- Other (Please explain)\_\_\_\_\_

- Non-Criminal Justice – Government
- Social Services
- Mental Health
- Public Housing
- Hospital
- Other (Please explain) \_\_\_\_\_
  
- Non-Profit Non-Governmental
- Hospital
- Rape Crisis
- Religious Organization
- Shelter
- Mental Health Agency
- Other (Please explain) \_\_\_\_\_
  
- Other (Please Explain) \_\_\_\_\_

**6. Please provide the total amount of funding allocated to victim services based on your agency’s prior year and current fiscal year budget.**

<i>Funding Source</i>	<i>Prior Year</i>	<i>Current Year</i>
a) Federal (excluding VAWA)	\$ _____	\$ _____
b) VAWA Funds	\$ _____	\$ _____
c) FVPSA	\$ _____	\$ _____
d) RPE	\$ _____	\$ _____
e) State	\$ _____	\$ _____
f) Local	\$ _____	\$ _____
g) Other (Please explain)	\$ _____	\$ _____

**7. If applicable, check the victim services provided by this VAWA-funded project:**

- Crisis Counseling
- Follow-up Contact
- Therapy
- Group Treatment
- Crisis Hotline Counseling
- Shelter/Safe House
- Information & Referral (In-Person)
- Criminal Justice Support/Advocacy
- Emergency Financial Assistance
- Emergency Legal Assistance
- Assistance in Filing Compensation Claims
- Personal Advocacy
- Telephone Contacts (Information & Referral)
- Other (Please explain) \_\_\_\_\_

**8. Victim Services agencies, please select your core service agency type:**

- Court Appointed Special Advocates (CASA)
- Child Advocacy Center (CAC)
- Counseling Services



- Domestic Violence Program - Shelter
- Domestic Violence Program – Non-Shelter
- Legal Services
- Sexual Assault Center (SAC)
- Victim Witness Assistance Program (VWAP) – Law Enforcement
- Victim Witness Assistance Program (VWAP) – Prosecution
- Victim Witness Assistance Program (VWAP) – Community Based

9. Please list the languages spoken by program staff funded by this VAWA-funded project (including matching funds)

**10. Fees and Costs Certification**

The applicant agency’s laws, policies, and practices do not require, in connection with the prosecution of any misdemeanor or felony domestic violence, dating violence, sexual assault, or stalking offense, or in connection with the filing, issuance, registration, modification, enforcement, dismissal, withdrawal or service of a protection order, or a petition for a protection order, to protect a victim of domestic violence, dating violence, sexual assault, or stalking, that the victim bear the costs associated with the filing of criminal charges against the offender, or the costs associated with the filing, issuance, registration, modification, enforcement, dismissal, withdrawal or service of a warrant, protection order, petition for a protection order, or witness subpoena, whether issued inside or outside the state, tribal, or local jurisdiction.

[check box to certify]

***Budget***

Applicants must attach a budget using the [Budget Detail Worksheet](#). Staff will review the budget and provide feedback on whether line items are allowable, reasonable and justifiable.

The 2014 VAWA awards are only for continuation funding. The award amount received in 2013 should remain the same, pending availability of federal funds and compliance with programmatic and fiscal requirements imposed in your special conditions. Your budget should reflect the federal award amount received in 2013. Please see the appendix for the list of 2013 awards by grant ID number, which details the agency’s name, program type and federal award amount.

*Sexual Assault Set-aside*

Under VAWA 2013, 20 percent of funds granted to a state shall be allocated for programs or projects in 2 or more allocations (victim services, courts, law enforcement, and prosecution) that meaningfully address sexual assault, including stranger rape, acquaintance rape, alcohol or drug-facilitated rape, and rape within the context of an intimate partner relationship. In the application, subgrantees must indicate the portion of grant funds spent on projects that meaningfully address sexual assault. These programs must 1) meaningfully address sexual assault, including stranger rape, acquaintance rape, alcohol or drug-facilitated rape, and/or rape within the context of an intimate partner relationship; and 2) adhere to the core service requirements for sexual assault programs outlined in Appendix E. **Pending availability of federal funds and CJCC’s distribution of funding to meet the 20% set-aside requirement**, additional funds may be awarded to agencies that demonstrate a sound sexual assault program as described herein.

The following purpose areas and corresponding goals were identified as state priorities in the 2014-2016 S.T.O.P. VAWA Implementation Plan, in order of prioritization:

8. Training of sexual assault forensic medical personnel examiners in the collection and preservation of evidence, analysis, prevention, and providing expert testimony and treatment of trauma related to sexual

assault.

Goals:

- Increase training availability and coordination with domestic violence service providers
- Continue to improve training content to be both based on national models and area needs
- Increase availability in rural and south Georgia
- Work with hospitals and other medical providers to encourage attendance and paid staff time to complete trainings

*(15-18 tied)*

15. Developing, implementing, or enhancing Sexual Assault Response Teams, or other similar coordinated community responses to sexual assault.

Goals:

- Provide support and training to SART teams
- Develop innovative means of encouraging judicial presence and top-down support
- Develop protocols for SART establishment and development

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.

Goals:

- Increase training availability
- Develop protocols and implement to ensure consistency

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.

Goals:

- Identify areas with backlogs and rank based on size and need
- Develop protocols and policies for addressing backlogs, starting with highest-need areas
- Include protocols for speeding up results from initial testing

17. Developing, enlarging or strengthening programs addressing sexual assault against men, women, and youth in correctional or detention settings.

Goals:

- Begin to build a foundation to address this purpose area in future implementation plans, including forging relationships with correctional and detention facilities

*CJSI Applicants and Match*

All CJSI projects conducted by agencies **other than victim service providers** must submit a minimum funding match of 25% through cash and/or in-kind contributions. The sources of the match must be identified in the budget section of the application. If you have a discretionary project, please consult the points of contact listed on this RFA to discuss your agency and project to determine whether you will need to provide match.

The requirements and limitations that apply to the use of federal funds also apply to the use of matching

funds. Further, matching funds must be used only for the VAWA-funded project during the grant period to support the identified goals, objectives, and activities. That is, the matching funds cannot be used to support activities that are not concurrently supported by VAWA formula funds.

Formula for Match Calculation

- 1) Total Project Budget x Match Requirement Percentage = Match Requirement
- 3) Total Project Budget – Match Requirement = Amount of Grant Request

Example 1: For a project with a total budget of \$100,000 and a 25% Match Requirement Percentage:

- 1)  $\$100,000 \times 25\% = \$25,000$  (Match Requirement)
- 2)  $\$100,000 - \$25,000 = \$75,000$  (Grant Request/Federal Amount)

### **Program Income**

“Program income” is gross income earned during the funding period by the recipient as a direct result of the grant award. As a general rule, the CJCC does not allow VAWA applicants to earn or use program income for services by S.T.O.P. funds.

### **Allowable and Unallowable Costs**

A list of unallowable costs is provided in the appendix.

### **Supplantation**

Funds must be used to supplement existing funds for program activities and cannot replace or supplant funds that have been appropriated for the same purpose.

### **Certification and Completion**

Before you submit, review your application from start to finish to ensure you submit complete and accurate information. To finalize the application, please enter the name of the person submitting the application and initials to certify completion. **Remember to submit the application** when you are finished with this section. If more than one application is submitted for the same grant number, CJCC will only accept the most recent application.

## **E. ATTACHMENTS**

CJCC does not require attachments for the 2014 VAWA Application other than the budget and training MOUs if applicable. The required attachments listed below **will be included in each subgrantee’s award packet** and must be completed in full in order to activate the grant. Please carefully read and follow the instructions on all forms.

- Designation of Grant Officials
- Standard Assurances
- Certifications Regarding Lobbying, Debarment, Suspension and other Responsibility Matters
- Disclosure of Lobbying Activities
- Audit Requirements
- Civil Rights Contact
- Special Conditions
- If applicable:
  - Non-profit applicants must submit a copy of their 501(c)(3) certificate
  - Non-profit applicants must submit an organizational chart for the entire program and job descriptions for all employees included in the proposed budget
  - Fully executed Memoranda of Understanding and support letters as they demonstrate

- collaboration and support among stakeholders
- If grant funds are requested to pay for an IT network or computer system, proof that the system or network blocks pornography
- Copies of contracts, personnel action forms, leases and other documentation to support line-item costs claimed on the grant

## F. APPLICATION AND AWARD TIMELINE

CJCC strives for transparency in its VAWA application and award process. The working timeline for applications and awards is as follows:

Milestone	Target Date
Release RFAs and open application	May 1, 2014
Application closes	May 31, 2014
CJCC staff review	June 1-30, 2014
Target dates for Committee and Council meetings	July 1-15, 2014
CJCC sends award packets to subgrantees	August 1, 2014
Award packets due to CJCC	September 15, 2014
<b>Start of VAWA grant year</b>	<b>January 1, 2015</b>

### Funding Decisions and Appeals

All funding decisions related to the VAWA grant program from this solicitation are based on the availability of funding and recommendations of the CJCC staff review panel to the Victim Assistance Grants Advisory Committee. The Committee votes to accept or deny staff recommendations, which are subject to the Council's approval.

CJCC informs applicants of funding decisions through grant awards or denial letters. Applicants should not make assumptions regarding funding decisions until they have received official written notification of award or denial that is signed by CJCC's Executive Director. Applicants have the opportunity to **appeal the initial funding decision within fifteen business days of the date on which the denial notice was postmarked.**

## G. APPLICATION WEBINARS AND TECHNICAL ASSISTANCE

CJCC staff will conduct an application webinar on the following date and time:

	VAWA
<b>DATE</b>	Tuesday, May 13, 2014
<b>TIME</b>	2-4pm

To sign up for a webinar, please register here: <https://www1.gotomeeting.com/register/588016753>. Registration confirmation will be sent to the email specified. Webinars will cover both the RFA and the online application, and will conclude with a Q&A. The webinars will be recorded and available at [cjcc.georgia.gov](http://cjcc.georgia.gov).

Applicants may also contact members of the Victim Assistance Unit for technical assistance. CJCC does not coach applicants or provide feedback on the quality of the proposed application. CJCC does provide

feedback on whether or not financial or programmatic activities are allowable, reasonable and/or justifiable.

## APPENDICES

### A. Unallowable Services and Costs

1. Personnel-related expenses for an Executive Director and/or Volunteer Coordinator whose functions include recruiting, training, and supervising volunteers who provide direct victim services may be reimbursed for that portion of their functions that are tied to volunteers. Reimbursement for such positions will be pro-rated to exclude that proportion of their time dedicated to agency administrative or support staff responsibilities.
2. Expenses for positions whose primary responsibilities include staff support (e.g. secretary, administrative assistant, data entry specialist), fundraising, or public relations.
3. Expenses for positions and related activities, whose primary function is community education and prevention, not outreach to victims.
4. Purchasing and/or leasing a vehicle.
5. Building renovations, including minor activities such as painting or carpeting.
6. Conducting research, which **does not include** pre- and post-testing training recipients or conducting victim satisfaction or outcome surveys. In conducting such testing or surveys to assess program effectiveness, sub grantees may not collect, analyze or disseminate any information that may reveal a private person's or victim's identity.
7. The purchase of law enforcement equipment including uniforms, safety vests, shields, weapons, bullets, and armory or to support chemical dependency or alcohol abuse program that are not an integral part of a court-mandated batterer intervention program.
8. Substance abuse treatment and services.
9. Fees for immigration-related matters.
10. Generally, food at events and conferences. The provision of food and beverages at training events or conferences is governed by the OVW Grants Financial Management Guide. (See <http://www.ovw.usdoj.gov/docs/gfmd-financial-grants-management-guide.pdf>). Please review the requirements carefully in determining if food provision at a particular event is acceptable and contact the state's grant manager if the state has any questions.
11. STOP funds cannot be used to fund any criminal defense work, including defending women who assault, kill, or otherwise injure their abusers.
12. STOP funds may not be used to pay for moving household goods to a new location or acquiring furniture or housing in a new location. However, STOP funds may be used to cover reasonable transportation costs that would enhance a woman's safety.
13. Voucher programs where victims are directly given vouchers for such services as housing or counseling.

## **B. Allowable Services and Costs**

1. STOP funds should be used for projects that serve or focus on adult and youth (age 11-24) women and girls who are victims of domestic violence, dating violence, sexual assault, or stalking. In general, victims served with STOP funds must be adults or youth. Under a new purpose area created by VAWA 2005, however, STOP funds may also support “complementary new initiatives and emergency services for victims and their families.” For example, STOP funds may support services for secondary victims such as children who witness domestic violence.
2. In VAWA 2013, Congress added two new purpose areas that specifically included men, which means that subgrantees under those purpose areas may have projects that target male victims. The specific purpose areas are purpose area 17 (focusing on programs addressing sexual assault against men, women, and youth in correctional and detention settings) and purpose area 19 (focusing 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). STOP funds may be used to address child sexual abuse when the victim is now an adult, provided that the abuse occurred or continued when the victim was age 11 or older.
3. There is now a specific purpose area for “developing, enlarging, or strengthening programs addressing sexual assault against men, women, and youth in correctional or detention settings.” The services provided, however, may only address the domestic violence, dating violence, sexual assault, or stalking victimization experienced by the incarcerated individual, including both such crimes experienced while incarcerated and crimes experienced at other points in their youth and adult lives. Funds should not be used to provide any other types of services, such as rehabilitative services related to the crime committed by the incarcerated individual. Finally, as is the case with the use of all STOP funds, states must use those funds to supplement state funds, and not to supplant state funds that would otherwise be available for the activities funded.
4. STOP funds may be used to cover reasonable transportation costs that would enhance a woman’s safety. This includes costs associated with safely transporting a victim out of state.
5. Programs in schools may be supported to the extent that they fit within one or more of the STOP program’s statutory program purpose areas. For example, STOP funds could be used to provide support groups that meet at school for dating violence victims or to provide information to students about services available to help victims of dating violence.
6. Beginning with FY 2007 awards to the states, STOP funds may be used for health care providers’ time conducting forensic examinations, if two requirements are met: 1) the examinations are performed by specially trained examiners for victims of sexual assault (such as Sexual Assault Nurse Examiners (SANEs) or Sexual Assault Forensic Examiners (SAFEs)); and 2) the jurisdiction does not require victims of sexual assault to seek reimbursement from their insurance carriers.
7. Food provision within the context of victim services (e.g., providing food in shelters) is permissible if the food is necessary or integral to providing services to women to enhance their safety. STOP funding may be used to purchase groceries as part of victim services that subgrantees provide to victims. Grantees and subgrantees need to have a process in place to ensure that all items purchased are allowable, reasonable and necessary under applicable state and federal statutes and regulations and used for program purposes. Pursuant to federal regulations,

the purchase of any alcohol, tobacco, or related products is strictly prohibited with the use of grant funds.

8. Salaries for prosecutors, law enforcement officers, or judges being paid are handling cases involving violence against women. If they are not working full time on violence against women cases, their time must be prorated.
9. Operational costs of a facility, such as a shelter, except that if the project is supported with funds from other sources as well (e.g., Victims of Crime Act or Family Violence Prevention and Services Act funds), the rent and operational expenses must be prorated among the different funding sources. In addition, the rent must be reasonable. If, however, the shelter owns its own facility, rent for use of that facility may not be charged to the grant at all; however, related expenses such as utilities and building security may be charged to the grant. As discussed below, renovations and construction may not be supported with STOP funds.
10. Gift cards are only allowable to the extent that they are used for purposes that are otherwise an allowable use of STOP funds, such as to purchase groceries for victims as described in question 16, below. If the grantee or subgrantee determines that use of gift cards is necessary to provide services to victims, they must ensure that effective control and accountability is maintained over gift cards and that those cards are used solely for authorized purposes.
11. STOP funds can be used to pay victim's first month's rent. Deposits are also allowable 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. OVW advises that the subgrantees arrange to pay the first month's rent, rather than a security deposit, to alleviate the need to recover and account for the deposit.
12. STOP can pay for co-location of services under the purpose area for "maintaining core victim services and criminal justice initiatives, while supporting complementary new initiatives and emergency services for victims and their families." However, if any of the underlying services at the center cannot be funded through STOP, such as substance abuse counseling, then the staffing for those services still cannot be supported through this purpose area, just the co-location. For example, co-location costs might include a centralized intake person, rent, or security.
13. STOP Program funds may support the following activities related to SANE/SAFE programs even if the requirements for paying personnel costs are not met:
  - training for SANE/SAFE personnel
  - expert testimony of SANE/SAFE personnel
  - forensic evidence collection kits ("rape kits")
  - equipment, such as colposcopes, swab dryers, and lights
  - outreach efforts to inform victims about available services
  - victim advocate personnel to accompany victims through the forensic examination process
  - on-going counseling services for victims
  - on-call time of the SANE/SAFE personnelThis list of SANE/SAFE activities that may be funded is not comprehensive and other similar activities may be funded. Please contact the state's grant program specialist with questions.

## **C. Unallowable Activities**



Grant funds under the victim services grant program may not be used for any unauthorized purposes, including but not limited to the following activities:

- Lobbying,
- Fundraising,
- Research Projects,
- Building Renovations.

#### **D. Priorities Identified by the State for S.T.O.P. VAWA:**

At the 2014-2016 S.T.O.P. VAWA Implementation Plan committee meeting, CJCC asked stakeholders to evaluate the state's performance for each of the twenty S.T.O.P. VAWA 2013 Purpose Areas. The participants were asked to assess each purpose area from an agency perspective, then convene in small groups to discuss a statewide assessment and rank each purpose area in order of priority (high, medium, low, not applicable or declined to indicate). The rankings were assigned scores of 3, 2, 1 and 0 respectively. The scores assigned by each group were then averaged for each purpose area (mean score 2.19). The standard deviation was calculated to be 0.63. The scores were then classified as "high priority" if they fell within two standard deviations higher than the mean (3.45), medium priority if they were within one standard deviation of the mean (2.82), or low priority if they were less than the mean. Three purpose areas were identified as "high priority" and an additional nine purpose areas were identified as "medium priority." The remaining eight purpose areas were classified as "low priority." The ranked purpose areas are indicated below, in order of priority.

##### **High Priorities (all tied)**

9. 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, stalking, or sexual assault, including recognizing, investigating, and prosecuting instances of such violence or assault and targeting outreach and support, counseling, and other victim services to such older and disabled individuals.

11. Maintaining core victim services and criminal justice initiatives, while supporting complementary new initiatives and emergency services for victims and their families<sup>3</sup>.

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.

##### **Medium Priorities**

19. Developing, enlarging, or strengthening programs and projects to provide services and responses to male and female victims of domestic violence, dating violence, sexual assault, or

---

<sup>3</sup> Subgrantees were primarily concerned with sustaining core services. They thought supporting new initiatives was a much lower priority at the moment.

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, United States Code.

(5, 8, 10, and 14 tied)

5. 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.

8. Training of sexual assault forensic medical personnel examiners in the collection and preservation of evidence, analysis, prevention, and providing expert testimony and treatment of trauma related to sexual assault.

10. Providing assistance to victims of domestic violence and sexual assault in immigration matters.

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.

(1, 4 and 7 tied)

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)).

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

7. Supporting formal and informal statewide, multidisciplinary efforts, to the extent not supported by State funds, to coordinate the response of state law enforcement agencies, prosecutors, courts, victim services agencies, and other state agencies and departments, to violent crimes against women, including the crimes of sexual assault, domestic violence, stalking, and dating violence.

3. Developing and implementing more effective police, court, and prosecution policies, protocols, orders, and services specifically devoted to preventing, identifying, and responding to violent crimes against women, including the crimes of sexual assault, dating violence, stalking, and domestic violence, as well as the appropriate treatment of victims.

## Low Priorities

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.
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.
13. Providing funding to law enforcement agencies, victim services providers, and state, tribal, territorial, and local governments (which funding stream shall be known as the Crystal Judson Domestic Violence Protocol Program) to promote—
  - (A) the development and implementation of training for local victim domestic violence service providers, and to fund victim services personnel, to be known as “Crystal Judson Victim Advocates,” to provide supportive services and advocacy for victims of domestic violence committed by law enforcement personnel;
  - (B) the implementation of protocols within law enforcement agencies to ensure consistent and effective responses to the commission of domestic violence by personnel within such agencies such as the model policy promulgated by the International Association of Chiefs of Police (“Domestic Violence by Police Officers: A Policy of the IACP, Police Response to Violence Against Women Project” July 2003); and
  - (C) the development of such protocols in collaboration with state, tribal, territorial and local victim services providers and domestic violence coalitions.
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.
2. Developing, training, or expanding units of law enforcement officers, judges, other court personnel, and prosecutors specifically targeting violent crimes against women, including the crimes of sexual assault, dating violence, stalking, and domestic violence.

6. Developing, enlarging, or strengthening programs addressing the needs and circumstances of Indian tribes in dealing with violent crimes against women, including the crimes of sexual assault, dating violence, stalking, and domestic violence.

17. Developing, enlarging or strengthening programs addressing sexual assault against men, women, and youth in correctional or detention settings.

## E. 2013 Allocations

**Please note that the Criminal Justice Coordinating Council has not approved individual allocation amounts for this solicitation. Any award made pursuant to this solicitation is dependent upon the receipt and availability of federal grant awards and any requirements/conditions attached thereto.**

Agency	Grant ID	Program	Award	Match
AOC	W13-8-025	Court Services	67,118	22,373
AOC	W13-8-028	Court Services	25,000	8,333
Athens-Clarke County	W12-8-071	Law Enforcement	58,363	19,454
Athens-Clarke County	W12-8-073	Court Services	70,000	23,333
Athens-Clarke County	W13-8-041	Law Enforcement	70,000	23,333
Athens-Clarke County	W13-8-053	Prosecution	70,000	23,333
Atlanta Victim Assistance, Inc.	W13-8-001	Victim Services	91,495	0
Berrien County Board of Commissioners	W13-8-042	Prosecution	70,000	23,333
Caminar Latino, Inc.	W13-8-002	Victim Services	39,531	0
Catholic Charities of the Archdiocese of	W13-8-003	Victim Services	76,222	0
Cherokee County	W13-8-043	Prosecution	70,000	23,333
Cherokee Family Violence Center	W13-8-004	Victim Services	44,843	0
Clayton County Board of Commissioners	W13-8-044	Prosecution	70,000	23,333
Community Connection of Northeast Georgia	W13-8-005	Victim Services	25,000	0
Crisp County Board of Commissioners	W13-8-045	Prosecution	70,000	23,333
Dawson County Board of Commissioners	W13-8-029	Law Enforcement Training	39,589	13,196
DeKalb County	W13-8-046	Prosecution	50,786	16,929
DeKalb County	W13-8-047	Prosecution	50,000	16,667
DeKalb Rape Crisis Center	W13-8-006	Victim Services	25,000	0
Dougherty County	W13-8-048	Prosecution	50,000	16,667
Douglas County	W13-8-026	Court Services	53,849	17,950
Douglas County Task Force on Family Viol	W13-8-007	Victim Services	83,499	0
F.A.I.T.H. in Rabun County, Inc.	W13-8-008	Victim Services	28,323	0
Family Crisis Center of (WDCC) Counties	W13-8-009	Victim Services	36,861	0
Four Points, Inc.	W13-8-023	Victim Services	25,000	0
Georgia Coalition Against Domestic Violence	W12-8-067	Undesignated	177,561	59,187

<b>Agency</b>	<b>Grant ID</b>	<b>Program</b>	<b>Award</b>	<b>Match</b>
Georgia Coalition Against Domestic Violence	W13-8-027	Undesignated	37,500	12,500
Georgia Commission on Family Violence	W12-8-068	Undesignated	60,032	20,011
Georgia Legal Services Program, Inc.	W13-8-010	Victim Services	28,249	0
Georgia Mountain Women's Center, Inc.	W13-8-030	Law Enforcement Training	23,100	7,700
Georgia Network to End Sexual Assault	W13-8-031	Law Enforcement Training	120,137	40,046
Georgia Public Safety Training Center	W13-8-032	Law Enforcement Training	138,990	46,330
Grady Health System Rape Crisis Center	W13-8-011	Victim Services	69,122	0
Gwinnett Sexual Assault Center, Inc.	W13-8-033	Law Enforcement Training	61,461	20,487
Habersham County	W13-8-034	Law Enforcement Training	58,272	19,424
Henry County	W12-8-072	Law Enforcement	45,000	15,000
Henry County	W13-8-035	Law Enforcement	70,000	23,333
Houston County Commission	W13-8-049	Prosecution	50,000	16,667
International Women's House, Inc.	W13-8-012	Victim Services	60,065	0
NOA's Ark, Inc.	W13-8-013	Victim Services	86,990	0
Oconee County	W13-8-036	Law Enforcement	70,000	23,333
Oconee County	W13-8-050	Prosecution	70,000	23,333
Partnership Against Domestic Violence	W13-8-014	Victim Services	97,750	0
Paulding County Board of Commissioners	W13-8-051	Prosecution	50,000	16,667
Pickens County	W13-8-052	Prosecution	40,835	13,612
Project Safe, Inc.	W12-8-069	Undesignated	50,141	5,333
Raksha, Inc.	W13-8-015	Victim Services	66,921	0
Raksha, Inc.	W13-8-037	Law Enforcement Training	25,000	8,333
Rape Crisis & Sexual Assault Services	W13-8-024	Victim Services	77,168	0
Refugee Family Services, Inc.	W13-8-016	Victim Services	102,302	0
SAFE Homes of Augusta, Inc.	W13-8-038	Law Enforcement Training	23,586	7,862
Sexual Assault Center of NW GA, Inc.	W13-8-017	Victim Services	32,893	0
Support in Abusive Family Emergencies	W13-8-018	Victim Services	25,000	0
Support in Abusive Family Emergencies	W13-8-039	Law Enforcement	35,000	11,667
Tapestri, Inc.	W13-8-040	Law Enforcement	55,994	18,665
The Lily Pad SANE Center, Inc.	W13-8-019	Victim Services	50,425	0
The Southern Crescent Sexual Assault Center	W13-8-020	Victim Services	71,427	0
Tifton Judicial Circuit Shelter, Inc.	W13-8-021	Victim Services	55,389	0
Union Mission, Inc.	W13-8-022	Victim Services	43,362	0
Upton County	W12-8-070	Prosecution	50,000	16,667
Wayne County	W13-8-054	Prosecution	70,000	23,333
Whitfield County	W13-8-055	Prosecution	57,231	19,077