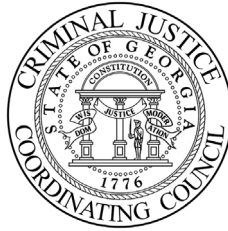


BRIAN P. KEMP
GOVERNOR



JAY NEAL
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 2023 Competitive Request for Applications**
CFDA 16.588

Eligibility

Applicants are limited to non-profit, non-governmental, or local government agencies located in Georgia 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, and/or stalking.

Applicant agencies should be certified and eligible to receive Local Victim Assistance Program (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 receiving an award.

Deadline

Applications are due at 5:00 P.M. on October 30, 2023

Award Period

Initial award period is January 1-December 31, 2024. Awarded agencies will be eligible annually for continued funding at the amount awarded through December 31, 2026.

Total Award Amount

1) Up to \$150,000 for Law Enforcement, Prosecution, and Victim Service Provider Projects/Programs; 2) Up to \$175,000 for Court Projects; and 3) Up to \$250,000 for Statewide Projects

Contact Information

For assistance with the requirements of this solicitation, contact:

Jennifer Thomas at 404-683-9101 or Jennifer.Thomas@cjcc.ga.gov
Victoria Miller at 404-654-1763 or Victoria.Miller@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 404-657-1956 or Kristy.Carter@cjcc.ga.gov.

Release Date: October 2, 2023

Table of Contents

Criminal Justice Coordinating Council Overview	3
S.T.O.P. VAWA Overview.....	3
Eligibility Requirements	3
Reporting Requirements.....	10
Other Requirements.....	13
Application Informational Session	16
Application Submission Instructions.....	16
Application and Award Timeline.....	25
Appendix A. Allowable and Unallowable Costs	27
Appendix B. Priority Areas	31
Appendix C. Core Services by Agency Type.....	36

Services, Training, Officers, Prosecution Violence Against Women Act (S.T.O.P. VAWA) Grant Program 2023 Competitive Request for Applications

Criminal Justice Coordinating Council Overview

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-seven members representing various components of the criminal justice system. CJCC is charged with fiscal and programmatic oversight of the S.T.O.P. VAWA.

The Criminal Justice Coordinating Council (CJCC) is soliciting applications for the S.T.O.P VAWA Grant Program. Agencies must submit an application to be considered for continuation funding from the S.T.O.P VAWA Grant Program. Agencies are encouraged to read this entire Request for Applications (RFA) thoroughly before preparing and submitting a grant application. This application is open to all agencies meeting eligibility guidelines for the S.T.O.P VAWA Grant Program.

S.T.O.P. VAWA Overview

The Office on Violence Against Women (OVW) is a component of the United States Department of Justice (DOJ). Created in 1995, OVW implements VAWA and subsequent legislation as well as provides national leadership on issues of sexual assault, domestic violence, dating violence, and/or stalking. Since its inception, OVW has supported a multifaceted approach to crime response 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, organizations that serve culturally specific and underserved communities, 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 S.T.O.P. 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.

Eligibility Requirements

Any award made pursuant to this solicitation is dependent upon the receipt and availability of federal grant awards and any requirements or conditions attached thereto.

Awards are limited to agencies that work to combat domestic violence, dating violence, sexual assault, and/or 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. Some examples of such 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/or stalking. Criminal Justice agencies must collaborate with victim service providers to ensure victim safety, confidentiality, and autonomy, and to promote victims’ economic independence. This collaboration must be documented in a current and valid letter of support or Memorandum of Understanding submitted as an attachment to the application.

Per the 2013 VAWA Reauthorization, CJCC must award at least 25% for law enforcement, 25% for prosecutors, and 5% to state and local (including tribal and juvenile) courts. The “courts” allocation is “to” courts, rather than “for” courts, so the money must be awarded to a court entity.

“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, and/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 subgrantee 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, and/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, and/or stalking.

Per the 2013 VAWA Reauthorization, CJCC must award at least 30% for victim services of which at least 10% must be distributed to culturally specific community-based organizations.

“Victim services” and “services” mean activities/assistance provided to victims of domestic violence, dating violence, sexual assault, and/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, such as: 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 Hispanics¹¹.” Culturally specific services mean “community-based services that include culturally relevant and linguistically specific services and resources to culturally specific communities.”
 - **Community-Based Organizations** - Community-Based Organizations are non-profit, non-governmental, and tribal organizations that serve a specific geographic community.
- **Population Specific Organizations** – “Population specific organization” means a nonprofit, nongovernmental organization that primarily serves members of a specific underserved 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, and/or stalking, and that are designed primarily for and are targeted to a specific underserved population.
- **Rape Crisis Centers** – “Rape crisis center” means a non-profit, non-governmental, 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 non-profit 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 and/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 subgrantees in the administration of such awards. No eligible subgrantee will be discriminated against on the basis of its religious character, affiliation, or 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.
- **Family Justice Centers** - multi-agency, multi-disciplinary, co-located centers that provide services to domestic violence, sexual assault, and child abuse victims. For the purposes of SASP, the applicant may only apply for funding to support services for victims of sexual assault regardless of age.

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

For additional information on the Family Justice Center model (Planning, Key Partners, Best-Practices, etc.), please see [Family Justice Center Initiative | Criminal Justice Coordinating Council \(georgia.gov\)](#).

Additional Specific Eligibility Requirements

S.T.O.P. VAWA established eligibility criteria must be met by all organizations receiving 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 [2017 S.T.O.P. VAWA Frequently Asked Questions](#).

Each subgrantee organization shall meet the following requirements. Failure to meet the federal statutory requirements may jeopardize funding for the entire state of Georgia. Please read the following requirements carefully:

- **Record of effective services (Victim service providers only)** - An agency must demonstrate a record of providing effective services to victims of crime. This includes having the support and approval of its services by the community, a history of providing direct services in a cost-effective manner, and a breadth or depth of financial support from other sources. For a glossary of terms and services, please refer to the [2021 VSSR Guide](#) on CJCC's website
- **Promote community efforts to aid crime victims** – An agency must 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 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** – Agencies must assist potential recipients of crime victim compensation benefits (including potential recipients who are victims of federal crime) in applying for such benefits including, but not limited to: referring potential recipients to an organization that can assist, identifying crime victims and advising them of the availability of benefits, assisting potential recipients with application forms and procedures, obtaining necessary documentation, monitoring claim status, and intervening on behalf of potential recipients with the crime victims' compensation program.
- **Comply with federal rules regulating grants** – Applicants must comply with the applicable provisions of S.T.O.P. VAWA, the Program Guidelines, and other requirements outlined in the special conditions to the subgrant award. This includes financial documentation for disbursements, daily time and attendance records specifying time devoted to allowable S.T.O.P. VAWA victim services, 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 and/or other state/federal agencies as requested in a timely fashion, including: Office of the Inspector General, Georgia

Department of Audits and Accounts, and Department of Justice.

- **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. Because of the overall purpose of the program to enhance victim safety and offender accountability, grant funds may **not** be used to support activities that compromise victim safety and recovery. The following activities have been found to jeopardize victim safety, deter/prevent physical and/or emotional healing for victims, and/or allow offenders to escape responsibility for their actions:
 1. Procedures or policies that exclude victims from receiving safe shelter, advocacy services, counseling, and other assistance based on their actual or perceived age, immigration status, race, religion, sexual orientation, gender identity, mental health condition, physical health condition, criminal record, work in the sex industry, relationship to the perpetrator, or the age and/or gender of dependent children,
 2. Procedures or policies that compromise the confidentiality of information and privacy of persons receiving OVW-funded services,
 3. Offering perpetrators the option of entering pre-trial diversion programs or placing batterers in anger management programs
 4. Requiring mediation or counseling for couples as a systemic response to domestic violence, sexual assault, or situations in which child sexual abuse is alleged,
 5. Requiring victims to report sexual assault, stalking, dating violence, and/or domestic violence crimes to law enforcement or forcing victims to participate in criminal proceedings,
 6. Relying on court-mandated batterer intervention programs that do not use the coercive power of the criminal justice system to hold batterers accountable for their behavior, and
 7. Supporting policies or engaging in practices that impose restrictive conditions to be met by the victim in order to receive services (e.g., attending counseling or seeking an order of protection).
- **No charges to victims for VAWA-funded services** – Applicants must provide services to crime victims at no charge through the VAWA-funded project.
 - o With respect to the VAWA requirement concerning costs for criminal charges and protection orders, a state or territory must certify that its laws, policies, and practices do not require:
 - The prosecution of any misdemeanor or felony domestic violence, dating violence, sexual assault, and/or stalking offense in connection with the filing, issuance, registration, modification, enforcement, dismissal, withdrawal, or service of a protection order or petition for a protection order to protect a victim of domestic violence, dating violence, stalking, or sexual assault, or;
 - The victim to bear costs associated with the filing of criminal charges against the offender or the costs associated with the filing, issuance, registration, modification, 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.

- o With respect to the VAWA requirement concerning forensic medical examination payment for victims of sexual assault, applicants must certify that:
 - The state or territory or another governmental entity incurs the full out-of-pocket cost of forensic medical exams for victims of sexual assault,
 - The state or territory coordinates with health care providers in the region to notify victims of sexual assault of the availability of rape exams at no cost to victims, and
 - It will not require a victim of sexual assault to participate in the criminal justice system or cooperate with law enforcement in order to be provided with a forensic medical exam, reimbursement for charges incurred on account of such an exam, or both.

Note: STOP funds may be used to pay for forensic medical exams performed by trained examiners for victims of sexual assault, except that such funds may not be used to pay for forensic medical exams if victims of sexual assault are required to seek reimbursement for such exams from their insurance carriers. In addition, due to changes in VAWA 2013, states cannot reimburse victims for the costs of the exams but must make the exam available free of charge to the victim. This includes any deductibles or copayments for states that require victims to submit the charges to their insurance carriers.

- **Cooperation with Law Enforcement and the Criminal Justice System – Effective January 5, 2009, an applicant will be ineligible for S.T.O.P. 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.
- **Judicial notification** – Applicants certify that judicial administrative policies and practices include notification to domestic violence offenders of the requirements delineated in section 922(g)(8) and (g)(9) of Title 18 of the United States Code and any applicable related federal, state, or local laws.
- **Nondisclosure of confidential and private information** – Eligible agencies must have policies and procedures in place that protect the confidentiality of all victim records, contact information, personally identifying information, and other information considered sensitive as well as the privacy of persons receiving services. Without 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, and/or stalking including, but not limited to:
 - o First and last name,
 - o Home or other physical address,

- o Contact information (including a postal, e-mail, or Internet protocol address or telephone or facsimile number),
- o Social security number, driver license number, passport number, or student identification number, and
- o 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% Local Victim Assistance Program (LVAP) 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 must [complete certification](#) requirements prior to drawing down funds.
- **Legal assistance** – Under Statutory Purpose Area #5, as amended in the 2013 VAWA Reauthorization, 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 S.T.O.P. funds
 - a. Has demonstrated expertise in providing legal assistance to victims of domestic violence, sexual assault, and/or stalking in the targeted population or
 - b. Is partnered with an entity or person that either has such demonstrated expertise or has completed or will complete training in connection with domestic violence, dating violence, stalking, sexual assault, and/or 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, and/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 S.T.O.P. program has informed and will continue to inform state, local, and/or tribal domestic violence, dating violence, and/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 such that offenders and victims are physically together in cases where sexual assault, domestic violence, dating violence, and/or child sexual abuse is an issue.
- **Prohibit Polygraph Testing** – With respect to the VAWA requirement prohibiting polygraph testing, the applicant must certify that:
 - o Its laws, policies, and/or practices ensure that no law enforcement officer, prosecuting officer, or other government official shall ask or require an adult, youth, or child victim of an alleged

sex offense as defined under federal, tribal, state, territorial, or local law to submit to a polygraph examination or other truth telling device as a condition for proceeding with the investigation of such an offense, and

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

Program Scope

Activities supported by the VAWA Grant Program are determinized by statute, federal regulations, and OVW policies. If an applicant receives an award, the funded project is bound by the provisions of this solicitation, the OVW Financial Guide, any updates to the Financial Guide, and the conditions of the recipient's award.

Priority Areas

In FY 2023, CJCC is interested in supporting the priority areas identified in this solicitation. Applicants may propose a project in one of the priority areas listed in Appendix B on pages 31-35.

Funding Allocations

The Criminal Justice Coordinating Council anticipates enforcing the following max dollar amounts:

- **Up to \$150,000 for Individual Program/Projects for Law Enforcement, Prosecution and Victim Services:** Organizations that propose to serve a county or multiple counties. Applicant must include an application that reflects a local or community project via the project description section and submitted MOUs.
- **Up to \$175,000 for Court Programs:** State/Local courts or court-based programs that respond to domestic violence, dating violence, sexual assault, and/or stalking.
- **Up to \$250,000 for Statewide Programs:** Organizations that propose to serve victims and/or provide education/training statewide. The organization application must include details on how the project will serve victims and disciplines that respond to sexual assault, domestic violence, dating violence and/or stalking across the state. Applicant must include MOUs and application responses that reflect a statewide project.

Reporting Requirements

CJCC requires that grantees comply with and fully participate in the financial, programmatic, and evaluation reporting for this grant program. CJCC staff provide training and technical assistance to assist subgrantees in accurate data collection and reporting. Assistance may be requested by contacting your assigned grant specialist. Failure to submit any required reports by the deadline specified will significantly delay all subgrant expenditure reimbursements (SERs) submitted within the grant period. Repeated failure to comply with deadlines will result in a staff recommendation to Council requesting a reduction in the overall grant award.

Annual Progress Reports: As a result of VAWA 2000, all subgrantees 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, subgrantees funded under this program must collect and maintain data that measures their effectiveness. Subgrantees are required to submit an Annual Progress Report to CJCC.

CJCC staff will send the Annual Progress Report and instructions to subgrantees during the first quarter of 2024. Subgrantees are required to complete and submit the report to CJCC within two weeks of receipt of the request. The report covers the previous grant year, January 1-December 31, 2023. CJCC will review and validate the reports and follow up with subgrantees as appropriate. CJCC has until the end of the quarter 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 CJCC with corrected information within **5 business days** of the request for corrections.

Subgrantees funded under the law enforcement, prosecution, courts, discretionary, or training provision of S.T.O.P. VAWA CJSI grants will complete the CJSSR form. This includes victim service projects that incorporate criminal justice system improvement components such as Coordinated Community Response/Sexual Assault Response Team/Multidisciplinary Team (CCR/SART/MDT) coordination. Effective in 2015, the reporting periods have been changed to an annual basis instead of a semi-annual basis. Please see the [2017 CJSSR Guide](#) for more information.

CJSSR ANNUAL REPORTS	
REPORTING PERIOD	DUE ON THE FOLLOWING DATE
January 1 – December 31	March 30

All statistical reports must be submitted electronically using CJCC’s online reporting tool or data management system. Subgrantees will use the link provided by CJCC along with the assigned permanent username and password to complete their reports. The link to submit the annual reports will be provided by March 1 and will be deactivated on the last day of the reporting period.

Quarterly Progress Reports: All victim service organizations that receive VAWA grants will be required to submit reports on their program outputs supported by VAWA funding on a quarterly basis. VAWA subgrantees must complete the VSSR which details the number of victims (new and existing) served by type of victimization and number of services delivered by type of service. VAWA subgrantees must collect data according to the categories of the VSSR. Victimization and service definitions are provided in the [2021 VSSR Guide](#), which is posted on CJCC’s website. All statistical reports are due 20 days following the end of the quarter.

VSSR QUARTERLY PROGRESS REPORTS	
REPORTING PERIOD	DUE ON THE FOLLOWING DATES
January 1 – March 31	April 20
April 1 – June 30	July 20
July 1 – September 30	October 20
October 1 – December 31	January 20

All statistical reports must be submitted electronically using CJCC's online reporting tool. Subgrantees will receive the link for the reporting tool, along with a username and password to complete their report, on a quarterly basis.

Semi-Annual Outcome Reports: All VAWA victim service subgrantees must use the survey instruments 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 subgrantees 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 are reported once per year. The outcome survey should be provided to all clients, regardless of whether their services were supported by VAWA funding. The outcome performance reporting dates for ALL victim services subgrantees is as follows:

OUTCOME PERFORMANCE MEASURES	
REPORTING PERIOD	DUE ON THE FOLLOWING DATES
October 1 – September 30	October 30

Monthly or Quarterly Subgrant Expenditure Requests: Upon accepting the award, each agency is required to submit Monthly or Quarterly SERs to CJCC. Monthly SERs are due on the 15th day of the month immediately following the month in which expenses were incurred. For example, an SER for expenses incurred in January, is due by February 15th. Quarterly SERs are due on the following dates for the corresponding financial periods:

QUARTERLY SER SCHEDULE	
FINANCIAL REPORTING PERIOD	DUE ON THE FOLLOWING DATES
January 1 - March 31	April 30
April 1 - June 30	July 30
July 1 - September 30	October 30
October 1 - December 31	January 30

Post-Award Requirements

- 1. Compliance Monitoring** - CJCC staff monitoring activities may also be conducted throughout the grant year; i.e., site visits and desk reviews. Visits and reviews will be scheduled with the grantee in advance. Site visits and desk reviews will be conducted to monitor the program for implementation and to view program documentation.
- 2. Additional Training, Technical Assistance, and Events** – CJCC may offer several non-mandatory, post-award training and technical assistance opportunities and special events. Grantees will be informed of events via e-mail, and the events will be posted on the CJCC website. CJCC staff also

will give ongoing, individual technical assistance, and other support activities to subgrantees as needed or requested throughout the year.

Other Requirements

Various requirements can be met with proper documentation available upon request and many are time sensitive. All subgrantees are required to be in compliance, and it is the responsibility of the agency to become acquainted with such 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% (cash or in-kind) of the total costs of the project (S.T.O.P. VAWA grant funds plus match) which must originate from non-federal sources. All funds designated as match are restricted to the same uses as the VAWA federal funds and must be expended within the grant period. Use of match funds must be reported on all financial and programmatic reports as described above. Match must be provided on a project-by-project basis. 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:

Situation	Match is waived for the subgrantee	25% match is required
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 \$15.00 per hour by default. Agencies must submit a written request for higher rates to CJCC for specialized volunteers.

Religion

Grantee programs may not promote, discuss, or teach religion. Program activities and services are required to be accessible to any interested participant, regardless of religious affiliation.

Criminal Background Checks

All subgrantees must conduct a state or national criminal background check on all direct service and outreach personnel, including volunteers, who have contact with victims and their children once every three years.

Internet Security Policy

CJCC requires all subgrantees to establish and enforce an Internet Security Policy, when participants, volunteers, and/or staff have access (supervised or unsupervised) to protect the confidentiality, integrity, and availability of data while preventing malicious and other security threats. This includes any technology provided by CJCC funding and technology utilized by participants during a CJCC funded program component.

Fiscal Accountability

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

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

- 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.
- Itemized records supporting all grant receipts, expenditures, and match contributions in sufficient detail to show exact nature of activity.
- Data and information for each expenditure and match contribution with proper reference to a supporting voucher or bill properly approved.
- 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.
- Maintenance of payroll authorizations and vouchers.
- Maintenance of records supporting charges for fringe benefits.
- Provisions for payment by check.
- Maintenance of inventory records for equipment purchased, rented, and contributed.
- Maintenance of billing records for consumable supplies (i.e., paper, printing) purchased.
- Maintenance of travel records (i.e., mileage logs, gas receipts).
- Lease agreements, contacts 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 subgrantees of federal funds must be in compliance with [Equal Employment Opportunity Plan](#) (EEO) and Civil Rights requirements. All programs that receive VAWA funds or are subawarded VAWA funds via program agreements are required to be familiar with and comply with all relevant federal civil rights requirements and are required to participate in the designated training once per grant period. If there is a violation it may result in suspension or termination of funding until the subgrantee is in compliance. Information on the required **annual** OJP Civil Rights trainings can be found at the link below.

[Office for Civil Rights - Training for Grantees](#)

Nondiscrimination

Federal laws prohibit subgrantees 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.” For more information, please see the [2014 FAQs on the Nondiscrimination Grant Condition in the Violence Against Women Reauthorization Act of 2013](#).

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, subgrantees 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>. CJCC requires subgrantees to have written LEP plans that outline the policies and procedures for ensuring victims have access to necessary forms of written and verbal communication.

Additional LEP Resources can be found at <https://cjcc.georgia.gov/grants/language-access-training-resource>.

Equal Employment Opportunity Plans

The applicant agency must meet the requirements of 28 CFR 42.301 et seq., EEOP. The plan must cover the grant period specified in the application. If technical assistance is needed while 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.

Award Acceptance

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 correctly completed and 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 also 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 in relation to this RFA. This includes maintaining a SAM UEI number, EIN, active registration with the System for Award Management (SAM), and other federal forms as requested by CJCC in the award packet. For assistance obtaining a UEI, please visit <https://sam.gov/content/duns-uei>.

Application Informational Session

An informational session will be held via webinar on Thursday, October 5, 2023, from 11:30 am-1:00 pm ET. Attendance is not required. The session will be recorded and available on CJCC's website.

Applicants are encouraged to [submit questions here](#).

Microsoft Teams Link for Informational Session

Join on your computer, mobile app or room device

[Click here to join the meeting](#)

Meeting ID: 215 491 443 285

Passcode: hsmnvK

[Download Teams](#) | [Join on the web](#)

Or call in (audio only)

[+1 470-645-0776,,280714792#](#) United States, Atlanta

Phone Conference ID: 280 714 792#

Application Submission Instructions

Applications must be submitted online via Formstack. Please [click here](#) for the application.

Applicants will be able to save their entries and continue once the application is started using the most recent unique link provided by the online application system. After each save, a new unique link to return to the most recent version of the application will be generated. Please keep the link received after the last save as well as opt-in to have that same link sent to email address provided by the applicant. **Please use the latest unique link generated** in order to return to the most recent version of the application. **Caution: If a previous link that is not the most recent is used, a portion of all entries may be lost. Attachments will not save, so please do not add them until you are ready to submit.**

Note:

- Please draft the organization's responses in a word document to copy and paste into the FormStack application to ensure nothing is lost if there is a technical issue with FormStack.
- To avoid any issues with this submission, please do not attach any large files to the application. The online form will still require you to submit required documents, but in place of the large attachment(s) you will create a dummy document in Microsoft Word that states "Emailed *attachment name* to victimassistance@cjcc.ga.gov". Upload this document and email any attachments to the victimassistance@cjcc.ga.gov email address and await a confirmation of receipt email.

Applicants may use this RFA as a worksheet for compiling the application. CJCC recommends that applications compile all information requested in this RFA before beginning the online application.

Applicants who experience technical difficulties with the online application tool can contact Jonathan Peart for support at peart.jonathan@cjcc.ga.gov. Applicants may submit written questions about RFA or Program Guidelines until October 19, 2023. Questions must be submitted via e-mail to victimassistance@cjcc.ga.gov.

Applications must be submitted by **5:00pm on October 30, 2023**. There is no commitment on the part of CJCC to fund an application or to fund it at the amount requested.

The application must be completed and submitted in accordance with RFA guidelines for submission or the proposal may be disqualified. The applications for funding will be scored and funding will be determined through a competitive review process. Applications for funding may undergo reviews by CJCC staff, the Victim Assistance Grants Committee, external reviewers, 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.

The application must be completed and submitted in accordance with RFA guidelines for submission or the proposal may be disqualified. The applications will be scored, and funding will be determined through a competitive review process. Applications for funding may undergo reviews by CJCC staff, external peer reviewers/subject matter experts, the Survivors Advisory Council, the Victim Assistance Grants Committee, and the Council. Each application will be rated, utilizing a scoring review tool, if the application meets eligibility. Applications will undergo a financial and programmatic review. 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.

Please see Appendix A for a detailed list of allowable/unallowable activities. This should be used as a guide when planning for your application. Although this is a list of allowable activities, please note that based on funding priorities, some activities may not be funded. As a reminder, any items the applicant includes in the budget request needs to be supported in the application narrative questions, and all requests should be justified, reasonable, allowable, and allocable.

Organization Information

This section includes basic information about the applicant organization and its main points of contact for the application. Failure to enter accurate organization and contact information may result in a mis-categorization of an application and a delay in funds.

Please indicate whether the organization is 5% LVAP certified, or not. The organization must be certified to receive 5% funds before drawing down funds.

Please briefly describe the organization's mission, what types of services the organization offers, and the organization's experience in providing direct victim services.

Application Narrative Questions (100 pts with Budget Forms)

Project Proposal (10pts). The description of the project the applicant proposes to fund with a VAWA award should include the following:

- Please provide an abstract of the project. The abstract should be no more than 800 characters. The abstract should be a brief summary of the proposed project.

- Please provide a description of the problem and the need for the project. The description should include a description of the proposed primary service area including appropriate facts, research, and statistical data. – i.e., demographics (is the community inherently more vulnerable to violent crime), barriers and gaps within the community, crime rates, prosecution rates, number of victims served, number of victims turned away due to lack of available resources, etc.

Goals and Objectives (15pts).

- Briefly state the short/long-term effects the project should achieve and at least one objective for each goal that will identify measurable results that the proposed project will attempt to achieve. Goals and objectives should be SMART – Specific, Measurable, Achievable, Relevant, and Time-bound.
- Please attach a Project Timeline, Logic Model, or comparable resource showing how the project will be executed over the period of performance and how the organization plans to capture, measure, and report the project results.

Project Details (15pts).

- Please state the number of individuals the organization anticipates serving/training through the proposed project.
- If applicable, please describe the direct service personnel positions and/or direct service contractors requested to achieve project goals. What are the qualifications required for all staff/contractors associated with the project?
- Please identify underserved, marginalized and culturally specific populations in your community. Describe ways the organization is uniquely qualified to provide services to underserved, marginalized and culturally specific populations and/or how the organization will work towards reaching and developing meaningful services for these populations.
- Please describe essential project activities and the implementation of activities to address the problem and need.
- Is the organization proposing any new, innovative, and/or evidence-based models or practices that will be implemented in the proposed project? An innovative practice may feature new methods or program designs to improve service delivery and community coordination.
- If yes, please describe and attach any citations to support the practices referenced in the responses.

Project Coordination (10pts). Providing assistance to victims of crime effectively requires coordination and cooperation at all levels. The development of Georgia's strategy for assisting victims of crime includes the participation of federal, state, and local criminal justice, prosecutorial, and victim service agencies.

- Please describe collaborative efforts to provide victim services with other agencies and individuals within the community. These descriptions should provide concrete examples of how working with

community partners will enhance project success. Describe in detail how the submitted MOUs will contribute substantively to victim services and how the agencies coordination efforts make a substantial impact within communities, sectors, or organizations to support victim service delivery.

- Are there any barriers or gaps in your community to meaningful victim coordination?
- Please attach any referenced MOUs to support your description.

Organization Performance (15pts).

- Please provide a description of services provided in the last year. Description must include number of clients served/persons trained, services/trainings provided, counties served, and the positive outcomes which were achieved through those services.
- Please describe the organization's outreach and services to unserved/underserved populations in the past year, including community awareness events, etc.
- Please describe any employee, volunteer, and board recruitment efforts, if applicable, in the last year. Do recruitment efforts include outreach that reflects the organization's community and individuals served?

Program Evaluation (15pts).

- Please describe any evaluation tools used by the organization to evaluate and improve/enhance programming; including how feedback from survivors and community partners is utilized to ensure the organization is victim-centered and responsive to survivor and community partner needs.
- How will you utilize these tools to measure outcomes of the project?
- Please attach any supporting documentation referenced in the response (i.e. surveys used to inform project design, focus group findings, survey data used to inform strategic planning, needs assessments, etc.).

Sustainability and Diversification of Funding (10pts).

- Please describe in detail the organization's efforts to diversify funding and to seek outside resources from 2021 to present.
- Please attach a current, specific, and detailed plan for sustainability and diversification of funding for the organization. Plans should include benchmarks, dates, and individuals responsible for efforts.

Attachments. The following upload fields are available for the Application Attachments. Please see below for description of each attachment.

Current Memorandums of Understanding (MOUs)	Required
LVAP Certification	If Applicable

Board Member Listing w/ Contact Information	If Applicable – Non-Profits
Verification of 501(c)3 Status	If Applicable
Conflict of Interest Disclosure	If Applicable
Project Timeline/Logic Model/Other Resource	Required
Citation Listing	If Applicable
Other (i.e. Examples Surveys, Supporting Docs, etc.)	If Applicable
Current Organization Strategic Plan	Required
Current Sustainability & Fund Diversification Plan	Required
Detailed Budget Worksheet	Required
Budget Narrative	Required
Funding Request Prioritization Form	Required
Job Descriptions for Requested Positions	Required
Organizational Chart	Required
Limited English Proficiency Plan	Required
Letters of Support	If Applicable
Federally Approved Indirect Cost Rate Letter	If Applicable

Attachment Descriptions

Memorandums of Understanding: Memorandums of Understanding (MOU) are signed by two or more organizations and lay out the common intentions and responsibilities of the signatory organizations. Some MOUs can be legally binding contracts, but more often they represent a formal declaration to work together as a collaborative team and to provide the stated capacities for the agreed upon timeframe.

LVAP Certification: Certification permits local victim assistance programs to request funding through their County Board of Commissioners from a fund derived from a five percent penalty added to fines in all criminal and criminal ordinance cases specifically to fund direct victim assistance programs. [LVAP \(5%\) Certification | Criminal Justice Coordinating Council \(georgia.gov\)](#)

Board Member Listing with Contact Information: Please include a listing of current Board members, including board positions as applicable (for example: Board Chair, Treasurer, Secretary, etc.), and contact information (at a minimum include board member emails).

Verification of 501(c)3 Status: Please provide the IRS determination letter recognizing the agency/organization as tax-exempt under the sub-section for which it applied or other support documentation.

Conflict of Interest Disclosures: Subrecipients must disclose any personal or organizational conflicts of interest, in fact or appearance, as defined within the [DOJ Grants Financial Guide, III. Postaward Requirements, 3.20 Grant Fraud, Waste, and Abuse, Conflicts of Interest](#). Disclosures should be prepared on letterhead, addressed to CJCC and uploaded in the designated upload field on the Attachments page. Subrecipients are required to disclose conflicts of interest for each grant period regardless of existence or prior disclosure in a previously funded grant year.

Project Timeline, Logic Model or Other Resource: Please provide a **detailed** Project Timeline or Logic Model. A logic model is an illustration of how a program will work, using words and diagrams to describe the sequence of activities thought to bring about change and how these activities are linked to the results the program is expected to achieve. The logic model serves as a foundation for program planning, performance measurement, and evaluation.

Citation Listing: A list of books, scholarly articles, peer reviewed materials, websites, or other sources that were used to support the agency's evidence-based project/program.

Current Organization Strategic Plan: A strategic plan outlines the organization overall goals and objectives needed to move the organization's mission forward.

Current Sustainability & Fund Diversity Plan: Please attach a current, specific and detailed plan for sustainability and diversification of funding for the organization. Plans should include benchmarks, dates, and individuals responsible for efforts to ensure the agency will be able to maintain program/project objective past the end of the grant award period.

Detailed Budget Worksheet: It is required applicants utilize the CJCC-approved Budget Worksheet linked [HERE](#).

Budget Narrative: The budget narrative should be submitted for clarity of expenses requested in the different budget categories. Applicants must provide details on each cost item in the budget. For example, applicants may not simply include a cost item for "Speaker Contracts"; the applicant must describe what the event is and its purpose, a brief bio of the speaker, and a justification of this cost and value added to the grant

Funding Request Prioritization Form: In this form, use the dropdowns to assign each line item a numerical ranking of priority (item ranked #1 being the most important) to be supported by VAWA funding. Each number can only be used once, and a ranking is required for each line item. Use the explanation section to provide justification for each cost's ranking, including how the item is essential to the project and service delivery and if there is other funding available to support that item. Click [HERE](#) to complete the Funding Request Prioritization Form.

Job Descriptions for Requested Positions: Please provide job descriptions for positions that are requested on the agency's project proposal. The job description should outline all duties, responsibilities, qualifications and/or expectation of the respective position.

Organizational Chart: An organizational chart is a diagram that visually conveys a company's internal structure by detailing the roles, responsibilities, and relationships between individuals within an entity.

Limited English Proficiency (LEP) Plans: An LEP Plan or Language Access plan is an organizational document that contains a comprehensive set of policies and procedures that ensure that limited English proficient individuals will have meaningful access to that agency's programs, services, and products.

Letters of Support: If applicable, please provide any Letters of Support that may enhance your project proposal and illustrate the agency's community collaboration and coordination efforts.

Federally approved (federally negotiated) Indirect Cost Rate Letter: According to 2 CFR 200, Subpart F, Appendix IV, Section A.1: "Indirect costs are those that have been incurred for common or joint objectives and cannot be readily identified with a particular final cost objective." If your agency has a federally negotiated indirect cost rate, please provide the supporting documentation.

Budget (10pts).

All applicants must attach a budget using the provided [Budget Detail Worksheet](#). All line items within the budget are subject to review and approval. Decisions related to these budget line items are based on allowance of line-item costs per VAWA program guidelines, justification of costs in relation to project activities, and reasonableness of costs based on current market rates

The budget narrative should be submitted for clarity of expenses requested in the different budget categories. Applicants must provide details on each cost item in the budget. For example, applicants may not simply include a cost item for "Speaker Contracts"; the applicant must describe what the event is and its purpose, a brief bio of the speaker, and a justification of this cost and value added to the grant. Grantees are responsible for obtaining and executing necessary agreements with partners or contractors providing services under this agreement. Documentation and copies of agreements can be requested by CJCC at any time during the contract period.

The funding prioritization form should be submitted. When completing the funding prioritization template, ensure that the costs and items requested reflect the organization's needs in. Across all costs, assign each line item a rank by its importance (item ranked #1 being the most important) to be supported by VAWA funding. Upload completed form to the listed Funding Prioritization Form attachment field.

Program Match Requirement

All applicants must submit a minimum funding match of 25% for their project through cash and/or in-kind contributions. The sources of the match must be identified in the budget section of the application. *Please note that volunteer hours are valued by the CJCC at \$15.00 per hour unless you submit a written request for higher rates to CJCC in your award packet.* The requirements and limitations that apply to the use of federal funds also apply to the use of matching funds. Matching funds must be used only for the funded project during the grant period to support the identified goals, objectives, and activities. Thus, the matching funds cannot be used to support activities that are not concurrently supported by VAWA Funds.

Formula for Match Calculation

1. Total Project Budget x Match Requirement Percentage = Match Requirement
2. 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)

Match Waivers

If the agency anticipates needing a match waiver, a link will be included with the award packet for submission. (Note: the full match value must be included on your budget regardless of the need for a waiver).

Indirect Costs

Indirect costs are not readily assignable to a particular award but are necessary both to the operation of the subgrantee and to the performance of the award. Common examples include building maintenance, telephone expenses, general supplies, and salaries and benefits of certain employees whose work benefits the entire organization.

Applicants are permitted to include indirect costs in their budget. If an agency currently has a negotiated federally approved indirect cost rate, then the same rate must be applied to all VAWA awards (2 C.F.R. 200.414(f)). An agency may submit an indirect cost proposal with its federal cognizant agency (such as DOJ) at any time but must apply the approved rate to all federal awards received regardless of funding agency. All other applicants may use the 10% de minimis cost rate of modified total direct costs (MTDC). Applicants may use the [MTDC Calculator](#) to aid in calculating the 10% de minimis cost rate.

Indirect cost rates may be included on the application budget as “Indirect Costs” but must later be specified to avoid double-charging if an award is granted. Please also note that the indirect cost rate applicable to portions of the grant in different fiscal years may vary and federal law, statutes, or regulations may cap or otherwise limit allowable indirect costs.

The de minimis rate is an option only for subgrantees that have **NEVER** received an approved federally negotiated indirect cost rate.

Program Income

Program income is gross income earned during the funding period by the subgrantee as a direct result of the grant award. Generally, the CJCC does not allow VAWA subgrantees to earn or use program income for services by S.T.O.P funds.

Allowable and Unallowable Costs

Allowable costs include services and activities that are eligible for support with VAWA grant funds. Unallowable costs are ineligible for use for various services or activities. See Appendix A.

Supplanting

Supplanting occurs when a state, local, or tribal government reduces previously allocated or appropriated funds by an agency for an activity, specifically because federal funds are available (or expected to be available) to fund the same activity. Any reduction in non-federal resources allocated for the same time period and the same purpose as the federal grant award will be subject to careful review.

To avoid potential supplanting issues, the following general guidelines should be followed:

1. Federal funds cannot be used to pay for existing employees unless the existing position is “back-filled” with a new hire.
2. Federal funds cannot be used to pay for items or costs that the subgrantee is already obligated to pay with state, local, or tribal funds.
3. State, local, or tribal funds previously appropriated, allocated, or budgeted for award purposes cannot be reduced or reallocated to other purposes because of receipt of federal funds.
4. Maintain contemporaneous documentation demonstrating that any reductions in non-federal resources budgeted for award purposes is unrelated to the receipt or expected receipt of federal funds. Examples of supporting documentation may include (but are not limited to) budget sheets and/or directives, city council or departmental meeting minutes, agency memoranda, notices, or orders, and any other official documents addressing the reduction in non-federal resources.

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. Supplanting may be grounds for suspension or termination of current and future federal funding, recovery of misused federal funds, and/or other remedies available by law.

Potential supplanting will be the subject of the application review, pre-award review, post-award monitoring, and possible audit. If there is potential supplanting, the applicant/subrecipient will be required to supply documentation demonstrating that the reduction in non-Federal resources occurred for reasons other than the receipt or expected receipt of Federal funds. Additional guidance for subrecipients on the maintenance of documentation to sufficiently demonstrate non-supplanting can be accessed at See

Section 2.3 of the DOJ Grants Financial Guide, available at <https://www.ojp.gov/funding/financialguidedojoii-preaward-requirements#z0opk7> additional information about supplanting, including guidance on maintaining documentation to sufficiently demonstrate non-supplanting.

Audit Requirements. A non-Federal entity that expends \$750,000 or more during the non-Federal entity's fiscal year in Federal awards must have a single audit conducted for that year in accordance with the provisions of [2 CFR 200.501 Audit Requirements](#).

Non-federal entities that expend less than \$750,000 a year in federal awards are exempt from federal audit requirements for that year. A financial audit may be required for any project expending more than \$100,000. Records must be available for review by appropriate officials including the federal agency, CJCC, Georgia Department of Audits and Accounts (DOAA).

Risk Assessment and Monitoring. [2 CFR 200.332\(b\)](#) states that “all pass-through entities must evaluate each subrecipient’s risk of noncompliance with Federal statutes, regulations, and the terms and conditions of the subaward for the purposes of determining the appropriate subrecipient monitoring.”

The VAWA monitoring schedule will be developed based on the overall subrecipient risk. Click [here to complete risk assessment](#). See below for instructions on how to complete the risk assessment:

1. [Non-Profit Risk Assessment Instructions](#)
2. [Government Agency Risk Assessment Instructions](#)
3. [University Risk Assessment Instructions](#)

****Risk assessment should only be completed by new applicants to CJCC funding who have not completed a risk assessment in the last 6 months.**

Certification and Completion

To finalize the application, please enter requested information for the point of contact and enter the name of the person submitting the application 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.

Submit Application

Before submitting, review the application from start to finish to ensure you submit a complete and accurate information.

Please be sure to click submit so that the online application is received. The application must be submitted to be considered for an award. If more than one application is submitted for the same project, CJCC will only accept the most recent application.

Once submitted, please right click the screen to print and save a .pdf of the confirmation page. The application point of contact will receive a confirmation email as well. This person will also be contacted in the event we have questions about your application.

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 RFA and open application	October 2, 2023
Application Informational Session	October 5, 2023
All RFA questions must be submitted	October 23, 2023
Application closes	October 30, 2023
Recommendations Presented to Council	December 4, 2023
CJCC sends award packets to subgrantees	December 2023
Award packets due to CJCC	January 2024

Start of VAWA grant year	January 1, 2024
<i>Note: Timeline is subject to change at the discretion of CJCC and the Council.</i>	

Funding Decisions

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 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.

Application Review Process

All applications and attachments are reviewed by CJCC Victim Assistance Division staff. Applications are primarily reviewed based on three basic criteria: submission of complete and accurate information, programmatic compliance with federal and state guidelines, and financial compliance in that all costs are allowable, reasonable, and justified per the federal and state guidelines.

Appendix A. Allowable and Unallowable Costs

Allowable Costs and Services

- S.T.O.P. 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, and/or stalking. In general, victims served with S.T.O.P. funds must be adults or youth. Under a new purpose area created by VAWA 2005, however, S.T.O.P. funds may also support “complementary new initiatives and emergency services for victims and their families.” For example, S.T.O.P. funds may support services for secondary victims such as children who witness domestic violence.
- There are now purpose areas that specifically include 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, and/or stalking, whose ability to access traditional services and responses is affected by their sexual orientation or gender identity). S.T.O.P. 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.
- In 2022, Congress added four new purpose areas (21-24), related to improved evidence collection; culturally specific services for victims of female genital mutilation or cutting; victim advocates in state or local law enforcement, prosecution, and courts for Indian victims; and fees for birth certificates, passports, and identification cards.
- 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, and/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 S.T.O.P. 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.
- S.T.O.P. 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.
- Programs in schools may be supported to the extent that they fit within one or more of the S.T.O.P. program’s statutory program purpose areas. For example, S.T.O.P. 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.
- 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. S.T.O.P. 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.

- 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.

- 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 S.T.O.P. funds.

- Gift cards are only allowable to the extent that they are used for purposes that are otherwise an allowable use of S.T.O.P. 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.

- S.T.O.P. 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.

- S.T.O.P. 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 S.T.O.P., 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.

- S.T.O.P. 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.

Unallowable Costs and Services

- 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
- Expenses for positions whose primary responsibilities include staff support (e.g., secretary, administrative assistant, data entry specialist), fundraising, or public relations
- Expenses for positions and related activities, whose primary function is community education and prevention, not outreach to victims
- Purchasing and/or leasing a vehicle
- Building renovations, including minor activities such as painting or carpeting
- Conducting research, which **does not include** pre- and post-testing training subgrantees 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
- 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
- Substance abuse treatment and services
- Fees for immigration-related matters
- 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
- S.T.O.P. funds cannot be used to fund any criminal defense work, including defending women who assault, kill, or otherwise injure their abusers
- S.T.O.P. 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, S.T.O.P. funds may be used to cover reasonable transportation costs that would enhance a woman's safety
- Voucher programs where victims are directly given vouchers for such services as housing or counseling

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, or
- Building Renovations.

Appendix B. Priority Areas

Priorities Identified by Georgia's S.T.O.P. VAWA Implementation Plan.

The priority areas for this solicitation were informed by the 2022-2025 S.T.O.P. VAWA Implementation Plan Committee, who met in May 2022 and again in June 2022 to confirm identified gaps in services and identified VAWA priority areas for the state. The planning process also involved a survey which was conducted in August 2020. The survey questions assessed S.T.O.P. VAWA recipients' achievement of addressing S.T.O.P. VAWA purpose areas. A total of 34 professionals from advocacy, law enforcement, and prosecutors' offices responded to the survey.

Applicants must propose a project in one of the five priority areas below. Special consideration will be given to applications that enhance culturally responsive services to include all populations regardless of sexual orientation, gender identity, race, ethnicity, and/or religion (e.g., lesbian, gay, bisexual, transgender, questioning [LGBTQ], individuals with limited English proficiency, immigrant/refugee communities, people of color, elderly, people with disabilities, First Nation Tribes, and/or people in rural isolation).

1. **Strengthen Interdisciplinary Collaboration:** Collaboration and the development of a comprehensive strategy to effectively respond to crimes of domestic violence, sexual assault, dating violence and stalking are cornerstones of Georgia's S.T.O.P. VAWA mission. Everyone deserves to be safe in their home and interpersonal relationships. If that right is violated, then a trained, multidisciplinary team of law enforcement, victim advocacy, and prosecution, in concert with a responsive court system, should work with the victim towards the goals of safety, justice and offender accountability. Applications that address one or more of the following are encouraged under this solicitation:
 - 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;
 - Developing a Domestic Violence High Risk Team, with individuals from the Domestic Violence Agency, Law Enforcement, Prosecutor's Office, Corrections, Parole, Probation, Batterer Intervention Program, Hospitals and/or Community Health Centers, to identify and monitor high risk offenders;
 - Developing a law enforcement protocol that uses an offender-focused model to review criminal history information to classify offenders into groups by severity of risk, with graduated tactics and adaptable monitoring (High Point Police Department);
 - Co-locating law enforcement, prosecution, and victim services integrating services within the Family Justice Center Model.
 - 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;

- Developing training for law enforcement officers, judges, court personnel, prosecutors, attorneys, and service providers to more effectively respond to sexual assault, dating violence, stalking and domestic violence through providing regular updates on annual legislative changes, including changes to state and federal law, and updates to case law;
- Conducting a Blueprint for Safety (Praxis International) and developing complete, collaborative domestic violence protocols in your community;
- 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;
- 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, and/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. **Reduce Domestic Violence Homicides:** The Georgia Domestic Violence Fatality Review Project (previously supported by S.T.O.P. VAWA) conducted reviews of fatalities in our state for 15 years and published hundreds of recommendations to improve system response, statewide data collection, and to reduce domestic violence homicides. The final report, published by the Project in 2018, prioritized 10 areas of recommendations which, if implemented, will result in improved victim safety and offender accountability, and ultimately, reduced homicides. Proposals will be considered that target communities that are disproportionately impacted by domestic violence-related homicides or address implementing one or all of the following recommendations made in the final Annual Report:

- Developing and implementing more effective police, court, and prosecution policies, protocols, orders, services, and training specifically devoted to enforce temporary protective orders and respond to violent crimes against women, including the crimes of sexual assault, dating violence, stalking, and domestic violence, as well as the appropriate, trauma-informed treatment of victims, such as:

- Addressing the reduction of domestic violence homicides through the increased implementation of research-based danger and lethality assessments that enhance collaboration between law enforcement, advocacy, and prosecution;
 - Supporting the development of policies that ensure enforcement of relief from abuse order provisions requiring relinquishment of firearms and other significant requirements;
 - Supporting the development of protocols for swift enforcement of violations of conditions of release that includes appropriate support and services for the victim;
 - Supporting the development of protocols for enhanced strangulation investigations and medical care for victims of strangulation;
 - Supporting the development of protocols for enhanced investigations and resources addressing stalking; and
 - Developing and implementing cross training on issues that co-occur with domestic violence, such as mental health and substance abuse.
3. **Create or Expand Specialized Court Services:** Specialized domestic violence courts can have an instrumental impact on enhancing victim safety and offender accountability. A “domestic violence court” refers to courts that have a dedicated, separate calendar for domestic violence cases, assigned judge(s) trained in domestic violence dynamics, and an approach to the handling of domestic violence cases centered on victim safety and offender accountability. Applications that address one or more of the following are encouraged under this solicitation:
- Creating or expanding a domestic violence [accountability] court (Applicants should follow the [“Georgia Domestic Violence Courts Best Practice”](#) manual published by the Georgia Commission on Family Violence and the Judicial Council of Georgia in March 2017);
 - Creating or implementing an evidence-based, pretrial risk assessment and lethality assessment for domestic and sexual violence cases to build more consistent release decisions and trauma-informed responses by the judiciary; and
 - Developing or expanding a compliance program to monitor offender compliance of Temporary Protection Orders, including the use of compliance officers.
4. **Increase Access to Services for Underserved & Marginalized Communities:** Enhancing and increasing provision of culturally competent services for underserved and marginalized communities (individuals with limited English proficiency (LEP), individuals who are lesbian, gay, bisexual, transgender, and/or queer (LGBTQ), immigrant/refugee communities, people of color, elderly, people with disabilities, First Nation Tribes, and/or people in rural isolation) is a priority of Georgia’s S.T.O.P. mission. Applications that address one or more of the following are encouraged under this solicitation:
- Developing, enlarging, or strengthening victim services and legal assistance programs, including sexual assault, domestic violence, stalking, and dating violence programs, by:
 - Providing legal assistance to victims of domestic violence and sexual assault seeking a divorce;
 - Providing legal assistance to victims of domestic violence and sexual assault in immigration matters;

- Increasing language access for victims of domestic violence and sexual assault, including for victims who are deaf and hard of hearing;
- Expanding resources to address victims of elder abuse and abuse later in life;
- Expanding resources to serve victims in rural and remote parts of our state; and
- Increasing transportation access for victims of domestic violence and sexual assault.
- 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;
- 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;
- 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));
- Developing, implementing, or enhancing Sexual Assault Response Teams (SART), or other similar coordinated community responses to sexual assault, through including Forensic Medical Exams.
- Developing, expanding, and implementing ongoing culturally specific training addressing the intersection of domestic violence and marginalized and underserved communities for victim services agencies, Sexual Assault Response Team(s), Multidisciplinary Teams (MDT).

5. Expand Innovative Services & Opportunities:

- Maintaining core victim services and criminal justice initiatives, while supporting complementary new initiatives and emergency services for victims and their families.
 - Enhancing efforts to offer and integrate community-based justice solutions (restorative justice and transformational justice), including careful incorporation of trauma-informed and victim-centered approaches that prioritize safety, healing and agency for survivors; accountability and transformation for people who abuse and do harm; community action, healing and accountability; and transformation of the social conditions that perpetuate violence ([Creative Interventions](#));
 - Expanding long-term economic justice opportunities for victims to secure high paying employment, to include training programs in the technology field (such as web development and coding); and
 - Offering alternative approaches to conventional services and support that integrate trauma-informed therapies to promote healing for victims of domestic violence,

dating violence, sexual assault, and stalking (such as yoga, meditation, art, sewing, gardening, dancing, cooking).

Appendix C. Core Services by Agency Type

The Criminal Justice Coordinating Council (CJCC) strives to be a responsible and exemplary steward of federal funds. In an effort to ensure that limited federal resources pay for basic services for all crime victims in Georgia, CJCC created the core service definitions for various types of programs that the agency typically funds with victim services grant funds.

These standards are based on extant program models across the state and should be revised as the response to victimization evolves and improves. The core service definitions outline the basic level of services agencies of various types should provide to be considered for CJCC Victim Services grant funds.

The types of programs defined herein include: Court Appointed Special Advocates (CASA), Child Advocacy Centers (CAC's), Counseling Services, Domestic Violence Shelter & Non-Shelter Programs, Legal Service Programs, Sexual Assault Centers, and Victim Witness Assistance Programs.

See the link below for definitions

<https://cjcc.georgia.gov/vawa-resources>