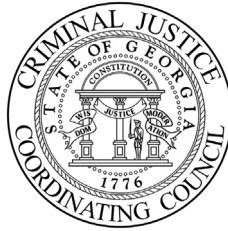


**BRIAN P. KEMP**  
GOVERNOR



**JAY NEAL**  
DIRECTOR

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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 2021 Continuation Request for Applications**

CFDA 16.588

### **Eligibility**

Applicants are limited to non-profit, non-governmental, or local government agencies located in Georgia that received FY2020 VAWA awards and that provide services to victims or hold offenders accountable through prosecution, courts, or law enforcement activities. Crimes addressed by S.T.O.P. VAWA are limited to domestic violence, dating violence, sexual assault, 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 December 30, 2021

### **Award Period**

Initial award period is January 1-December 31, 2022. Awarded agencies will be eligible annually for continued funding at the amount awarded through December 31, 2023. All continuation funding will be contingent upon availability of funds and compliance with grant management requirements.

### **Contact Information**

For assistance with the requirements of this solicitation, contact:

Jennifer Thomas at 404-683-9101 or [Jennifer.thomas@cjcc.ga.gov](mailto:Jennifer.thomas@cjcc.ga.gov)

Natalie Williams at 404-657-2224 or [Natalie.Williams@cjcc.ga.gov](mailto:Natalie.Williams@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](mailto:Kristy.Carter@cjcc.ga.gov).*

Release Date: November 19, 2021

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# Services, Training, Officers, Prosecution Violence Against Women Act (S.T.O.P. VAWA) Grant Program 2020 Continuation 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 listed in Appendix A (2020 Allocation Chart) that received a FY2020 S.T.O.P. VAWA award. **Please note that CJCC has approved individual allocation amounts for this solicitation (please see the Appendix A). 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.

- o **Culturally Specific Organizations** – “Culturally specific” means “primarily directed toward racial and ethnic minority groups.” The term “racial and ethnic minorities” as defined in section 1707(d) of the Public Health Service Act (42 U.S.C. 300u-6(g)), which means “American Indians (including Alaska Natives, Eskimos, and Aleuts); Asian Americans; Native Hawaiians and other Pacific Islanders; Blacks; and Hispanics<sup>11</sup>.” Culturally specific services mean “community-based services that include culturally relevant and linguistically specific services and resources to culturally specific communities.”
- o **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

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

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.

## **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 [2016 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 [2019 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 determined 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.

## **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 2022. 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, 2021. 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 [2019 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:

	Match is waived for	25% match is
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Situation	the subgrantee	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.

### **Equal Employment Opportunity Plans**

The applicant agency must meet the requirements of 28 CFR 42.301 et seq., EEO. 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 required by CJCC. This includes maintaining a DUNS number, EIN, active registration with the System for Award Management (SAM), and other federal forms as requested by CJCC in the award packet.

## **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.**

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 or emergency circumstances should contact Cynthia Valdez, [Cynthia.Valdez@cjcc.ga.gov](mailto:Cynthia.Valdez@cjcc.ga.gov) or Jonathan Peart, [Jonathan.Peart@cjcc.ga.gov](mailto:Jonathan.Peart@cjcc.ga.gov).

Applications must be submitted by **5:00pm on December 30, 2021. 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. Applications for funding will undergo reviews by CJCC staff, the Victim Assistance Grants Committee, and the Council. At any point during these reviews, a decision not to fund a project or any part thereof may be made. These decisions are within the complete discretion of CJCC.

### **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:

<b>Milestone</b>	<b>Target Date</b>
Release RFAs and open application	November 19 2021
Application closes	December 30, 2021
CJCC sends award packets to subgrantees	January 27, 2022
Award packets due to CJCC	February 28, 2022
Start of VAWA grant year	January 1, 2022

### **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.

### **Application Technical Assistance**

Applicants may also contact members of the Victim Assistance Division for technical assistance.

## Appendix A. FY2020 Allocations

Please note that the Criminal Justice Coordinating Council has approved individual allocation amounts for this solicitation. Any award made pursuant to this solicitation is dependent upon the receipt and availability of federal grant awards and any requirements/conditions attached thereto.

Grant ID	Agency	Program Type	Federal	Match
W20-8-046	Battered Women's Shelter	Victim Services	\$28,000	\$0
W20-8-047	GA Network to End Sexual Assault (GNESA)	Victim Services	\$166,079	\$0
W20-8-048	Sexual Assault Center of NWGA	Victim Services	\$50,000	\$0
W18-8-090/W20-8-049	Southern Crescent SAC & CAC	Victim Services	\$50,000	\$0
W20-8-050	Stepping Stone CAC & SAC	Victim Services	\$75,000	\$0
W20-8-051	The Lily Pad SANE Center, Inc	Victim Services	\$50,425	\$0
W20-8-052	The Refuge DV Shelter, Inc	Victim Services	\$22,680	\$0
W20-8-053	The Sexual Assault Victim Advocacy Center	Victim Services	\$28,149	\$0
W19-8-069	Athens-Clarke County: ACC Clerk of Court	Discretionary: Court Services	\$45,745	\$0
W19-8-071	Conasauga Judicial Circuit: Domestic Violence Court	Court Services	\$167,224	\$0
W19-8-072	Mountain Judicial Circuit: Superior Court	Court Services	\$30,670	\$0
W20-8-001	Atlanta Victim Assistance, Inc.	Law Enforcement	\$40,000	\$0
W20-8-002	Atlanta Legal Aid Society, Inc.	Victim Services	\$121,702	\$0
W20-8-003	Butts County BOC: District Attorney's Office	Prosecution	\$50,000	\$0
W20-8-004	Athens-Clarke County: Solicitor General's Office	Prosecution	\$70,000	\$0
W20-8-005	Fulton County BOC	Law Enforcement Training	\$25,000	\$0
W20-8-006	Fulton County BOC	Victim Services	\$67,000	\$0
W20-8-007	Atlanta Victim Assistance, Inc.	Victim Services	\$53,568	\$0
W20-8-008	Georgia Legal Services Program, Inc.	Victim Services	\$38,746	\$0
W20-8-009	Savannah-Chatham Board of Education Police Department	Law Enforcement	\$41,669	\$0
W20-8-010	Ser Familia, Inc.	Victim Services	\$94,325	\$0
W20-8-011	The Tahirih Justice Center	Victim Services	\$59,688	\$0
W20-8-012	Berrien County BOC: District Attorney's Office	Prosecution	\$50,000	\$0

W20-8-013	Caminar Latino, Inc.	Victim Services	\$91,165	\$0
W20-8-014	Crisp County BOC: District Attorney's Office	Prosecution	\$70,000	\$0
W20-8-015	DeKalb County Government: District Attorney's Office	Prosecution	\$55,000	\$18,333
W20-8-017	Dougherty County BOC: District Attorney's Office	Prosecution	\$50,000	\$0
W20-8-018	Houston County BOC: District Attorney's Office	Prosecution	\$49,908	\$0
W20-8-019	Noor Family Services Corporation	Victim Services	\$50,000	\$0
W20-8-020	Georgia Asylum and Immigration Network	Victim Services	\$55,663	\$0
W20-8-021	Raksha, Inc.	Law Enforcement Training	\$96,903	\$0
W20-8-022	Tapestri	Law Enforcement Training	\$62,410	\$0
W20-8-023	Atlanta Center for Self Sufficiency	Victim Services	\$25,000	\$0
W20-8-024	Athens-Clarke County: Department of Police Services	Law Enforcement	\$90,000	\$0
W20-8-025	Upson County BOC: District Attorney's Office	Prosecution	\$50,000	\$0
W20-8-026	Whitfield County BOC: District Attorney's Office	Prosecution	\$57,251	\$0
W20-8-027	Cherokee County BOC: District Attorney's Office	Prosecution	\$70,000	\$0
W20-8-028	Cobb County BOC: District Attorney's Office	Prosecution	\$50,000	\$0
W20-8-029	Douglas County BOC: District Attorney's Office	Prosecution	\$50,000	\$0
W20-8-030	Douglas County BOC: Solicitor General's Office	Prosecution	\$53,849	\$0
W20-8-031	Georgia Public Safety Training Center	Law Enforcement	\$138,990	\$0
W20-8-032	House of Globalization, Inc.	Victim Services	\$27,920	\$0
W20-8-033	Lowndes County BOC: Solicitor General's Office	Prosecution	\$50,000	\$0
W20-8-034	Oconee County BOC	Law Enforcement	\$140,000	\$0
W20-8-035	Oconee County BOC: District Attorney's Office	Prosecution	\$67,108	\$0
W20-8-036	Paulding County BOC: District Attorney's Office	Prosecution	\$50,000	\$0
W20-8-037	Rabun County BOC	Law Enforcement	\$46,612	\$0
W20-8-038	Wayne County BOC: District Attorney's Office	Prosecution	\$70,000	\$0

W20-8-039	Muscogee County BOC: Solicitor General's Office	Prosecution	\$50,000	\$0
W20-8-054	Macon-Bibb County	Victim Services	\$50,000	\$0
W20-8-055	DeKalb County Government: Solicitor General's Office	Prosecution	\$50,000	\$0
W19-8-073	Four Points, Inc.	Discretionary	\$13,728	\$0
W20-8-040	Georgia Coalition Against Domestic Violence	Discretionary	\$325,000	\$0
W19-8-074	Georgia Commission on Family Violence	Discretionary	\$156,125	\$0
W20-8-041	Georgia Commission on Family Violence	Discretionary	\$100,000	\$0
W19-8-075	Georgia Mountain Women's Center, Inc.	Law Enforcement Training	\$30,554	\$0
W19-8-076	N.O.A's Ark Inc./NOA	Victim Services	\$33,326	\$0
W20-8-042	Project Safe, Inc.	Victim Services	\$26,350	\$0
W20-8-043	Prosecuting Attorney's Council of GA	Prosecution	\$158,990	\$0
W20-8-044	SAFE Homes of Augusta, Inc.	Law Enforcement Training	\$30,000	\$0
W19-8-077	Support in Abusive Family Emerg., Inc.	Law Enforcement Training	\$25,000	\$0
W20-8-045	Support in Abusive Family Emerg., Inc.	Victim Services	\$25,000	\$0
W19-8-078	Women Moving On, Inc.	Victim Services	\$62,088	\$0

## Appendix B. 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.
- In VAWA 2014, Congress added two new purpose areas that specifically included men, which means that subgrantees under those purpose areas may have projects that target male victims. The specific purpose areas are purpose area 17 (focusing on programs addressing sexual assault against men, women, and youth in correctional and detention settings) and purpose area 19 (focusing on services and responses targeting male and female victims of domestic violence, dating violence, sexual assault, 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.
- 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. OVA 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 personnel
 This 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 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/sites/cjcc.georgia.gov/files/Core%20Services%20by%20Agency%20Type%203.9.2017%20%28v.%202%29.pdf>