



The Criminal Justice Coordinating Council (Council) is pleased to announce that it is seeking applications for funding under the Services\*Training\*Officers\*Prosecution (S.T.O.P) Violence Against Women (V.A.W.A.) Grant Program

## **S.T.O.P. V.A.W.A. Grant Program Court Services, Prosecution, & Law Enforcement 2012 Request for Application (RFA)**

### **Eligibility**

Applicants are limited to governmental and nongovernmental agencies within Georgia who received an award under the 2011 STOP VAWA Grant Program to support criminal justice system improvement initiatives to address violence against women. Subgrantee requests may not exceed the amount they received in calendar year 2011. For your maximum award, refer to the amount in the [“FY 2012 S.T.O.P VAWA Sub-Recipient Awards List”](#) on CJCC’s website.

### **Deadline**

Applications are due at 11:59 pm on September 23, 2012.

### **Award Period**

January 1, 2013 through December 30, 2013

### **Contact Information**

For assistance with the requirements of this solicitation, contact:  
Stefanie Lopez-Howard at 404-657-1960 or [stefanie.lopez-howard@cjcc.ga.gov](mailto:stefanie.lopez-howard@cjcc.ga.gov)  
Elizabeth Yates at 404-657-1965 or [Elizabeth.yates@cjcc.ga.gov](mailto:Elizabeth.yates@cjcc.ga.gov)

**RFA Release Date: August 20, 2012**  
**Online Application Available: August 20, 2012**

## Introduction

The 2012 application will follow the same format as the 2011 application. In an effort to streamline the information that subgrantees provide the Council, and to deliver meaningful information about the kinds of personnel, agencies, and service units STOP VAWA dollars are paying for, staff reformatted the 2011 application. Please read this entire solicitation, focus particularly on the “What Your Application Must Include” section, which contains information and definitions for the kinds of information the Council is looking for from the new multiple-choice questions.

Staff retained the separated application process for those subgrantees funded for prosecution, law enforcement, or court services projects. Subgrantees funded for victim services projects, will complete the same application as the Sexual Assault Services Program (SASP), which is similar to the VOCA application. The link to the online application in your email will lead you to the correct application for your project. If you have any questions about which application you should be completing, please contact: Elizabeth Yates at 404.657.1965 or [Elizabeth.yates@cjcc.ga.gov](mailto:Elizabeth.yates@cjcc.ga.gov).

Please take your time with this online application. The Council and its staff are very interested in obtaining a clear picture of the important work subgrantees do every day to change the community and criminal justice system’s response to women victims of violence. Using the information from this application, the Council’s staff hopes to paint a clear picture of the state’s STOP VAWA dollars at work. Please check the “Dollars at Work” page under the “Grants” section of the agency’s [website](#) for a summary report of the 2012 funded projects.

Finally, please note **logic models are no longer required.**

### **Who should complete the Court Services, Prosecution, and Law Enforcement Online Application?**

- Applicants providing training for law enforcement or probation officers, sexual assault nurse examiners, prosecutors, court interpreters or clerks, judges, employers, or members of the religious community;
- Applicants using funding to provide specialized investigation and prosecution services for domestic violence, sexual assault, dating violence, and/or stalking cases;
- Applicants using funding to provide specialized monitoring and accountability services for domestic violence, sexual assault, stalking, and/or dating violence offenders;
- Applicants intending to use funding for coordinated community response projects – including conducting fatality reviews or implementing fatality review recommendations;
- Applicants intending to provide batterer intervention program services.
- Any other applicants whose project involves anything other than direct victim services or training for direct victim service providers.

## **Criminal Justice Coordinating Council**

The Criminal Justice Coordinating Council (Council) is the state planning and grants agency for criminal justice and victims' assistance programs designated by the Governor of Georgia as the State Adminstrating Agency for a number of federal grant programs. Created by the General Assembly (O.C.G.A. § 35-6A-2), Council members represent all components of the criminal justice system. The Council uses a small proportion of each fiscal year's award to pay for costs incurred in administering the STOP VAWA grant program.

## **Overview of the STOP VAWA Grant Program**

The STOP VAWA Formula Grant Program was established under the Violence Against Women Act (VAWA), which is enacted under Title IV of the Violent Crime Control and Law Enforcement Act of 1994. VAWA has been reauthorized twice – once in 2000 (VAWA 2000) and again in 2005 (VAWA and Department of Justice Reauthorization Act 2005). Each reauthorization modified program requirements and guidelines.

STOP VAWA grants provide states with financial assistance to develop and strengthen effective law enforcement, prosecution and victim services strategies to combat violence against women. STOP VAWA formula grant funds encourage governmental, nongovernmental and nonprofit agencies to:

- restructure and strengthen the criminal justice system's response to be proactive against violence against women;
- draw on the experience of all the players in the system;
- develop a comprehensive strategy to deal with the complex problem of violence against women; and
- adopt a coordinated, multi-disciplinary approach to improve the criminal justice system's response to violence against women.

### **(1) Federal Program Purpose Areas**

Court Services, Prosecution, or Law Enforcement projects must fall within one or more of the following statutory purposes for which STOP VAWA funds may be used:

1. Training for law enforcement officers, judges, court personnel, and prosecutors about how to effectively identify and respond to violent crimes against women;
2. Developing, training, or expanding units of law enforcement officers, judges, court personnel, and prosecutors to specifically target violent crimes against women;
3. Developing and implementing more effective police, court, and prosecution policies, protocols, orders and services to prevent, identify, and respond to violence against women – including sexual assault and domestic violence;
4. Developing, installing or expanding data collection and communication systems to identify and track arrests, protection orders, protection order violations, prosecution and the conviction of offenders who commit violent crimes against women;
5. Developing formal and informal statewide, multidisciplinary efforts to coordinate community response to violence against women;

6. Training sexual assault forensic medical examiner personnel to collect and preserve evidence;

## **(2) Georgia STOP VAWA Implementation Plan: Priorities for Criminal Justice System Improvement**

Between 2012 and 2013, the Criminal Justice Coordinating Council will use STOP VAWA funding to both encourage the creation and maintenance of innovative partnerships between community and criminal justice agencies so that all women victims of violence have access to core services; and, to ensure that all branches of Georgia's criminal justice system provide an enlightened and sensitive response to crimes of violence against women.

Programs are encouraged to develop and support the following areas:

- Evidence-informed, and vigorous coordinated community response efforts to domestic violence, sexual assault, dating violence, and/or stalking that hold all members of the response effort accountable for responding to violence against women;<sup>1</sup>
- Training and/or protocols for law enforcement, prosecutors, and the courts to remove firearms from defendants convicted of domestic violence misdemeanors, felonies, or subject to a temporary protection order;
- Training and/or protocols for criminal justice system professionals about the primary aggressor in domestic violence cases;
- Implementation of recommendations from fatality reviews or safety audits for addressing domestic violence, sexual assault, dating violence, and/or stalking; and,
- Compiling and sharing training materials and methods or best practices for law enforcement, prosecutors, court personnel, judges, probation officers and others for responding to domestic violence, sexual assault, dating violence and/or stalking; and,

### **Deadline: Applications**

**The due date for applying for funding under this announcement is 11:59p.m. on September 23, 2012. All applications and required attachments must be submitted online by the deadline. No faxed, mailed, or emailed applications and/or attachments will be accepted. There are no exceptions to this deadline.\***

### **Eligibility**

Applicants are limited to agencies within Georgia who received an award under the 2010 STOP VAWA grant program for initiatives that combat violence against women. For your maximum award please refer to the "[FY 2012 S.T.O.P VAWA Sub-Recipient Awards List](#)" on CJCC's

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<sup>1</sup> See e.g., Rosewater, A. & Goodmark, L.(2007). *Steps toward Safety: Improving Systemic and Community Responses for Families Experiencing Domestic Violence*. Family Violence Prevention Fund, Available at: <http://www.aecf.org/upload/PublicationFiles/Steps%20Toward%20Safety.pdf> .; See also, Falsetti, S. & Bernatt, J. *Practice Guidelines: Rape and Sexual Assault*. Available at: <http://www.musc.edu/vawprevention/advocacy/rape.shtml> .

\* Per Council policy, any applications not received by the 5pm November 7, 2011 deadline, will receive an automatic 10% reduction in award.

website. Subgrantee requests may not exceed the amount they received in 2012, regardless of changes, addition, or diminution in project scope. If you have had to reduce or eliminate certain services or portions of your project, CJCC may decrease your award to correspond with the change in scope.

### **Eligibility Requirements – Criminal Justice Agencies**

Various criminal justice agencies, nonprofits, and nongovernmental programs are eligible for funding under the STOP VAWA criminal justice system improvement grants. The Council **requires** any criminal justice agencies receiving STOP VAWA funding to consult and coordinate with other nonprofit or nongovernmental programs that serve domestic violence, sexual assault, stalking and/or dating violence victims. The Council adheres to the definitions for these various agencies provided in 42 U.S.C. §13925. Generally, VAWA provides the following definitions for criminal justice organizations such as law enforcement, prosecutors, and courts. The Council also sets forth eligibility requirements for sexual assault forensic examiner or nurse examiner programs below:

- **Courts:** Courts include any organization that has criminal, civil, tribal, Federal, State, local, or territorial jurisdiction over domestic violence, sexual assault, stalking and/or dating violence cases. The Council includes in this definition specialized domestic violence courts,<sup>2</sup> as well as court administrative agencies.
- **Law Enforcement:** Law enforcement agencies are those public agencies charged with policing functions. These include Indian or tribal law enforcement agencies. VAWA includes victim service components – such as victim advocates within law enforcement agencies – in this definition as well.
- **Prosecution:** Prosecutor agencies are those public agencies charged with prosecuting criminal offenses and include the victim services components in these agencies such as victim witness assistance programs or victim advocates.
- **Sexual Assault Forensic Examiner Programs:** According to Georgia Law, victims of sexual assault are entitled to a free forensic medical exam defined under, O.C.G.A. §17-5-70, regardless of whether they cooperate with a criminal investigation. The Council encourages sexual assault forensic examiners to consult the SAFETA Source’s National Protocol for best practices in delivering victim services.<sup>3</sup> Please note that **STOP VAWA funds may not be used to pay for forensic medical exams or nurse examiner services** due to the State of Georgia requirement that the Georgia Crime Victim’s Compensation Program provide these at no cost (*see*, O.C.G.A. §17-5-72).

Criminal justice programs should strive to promote victim safety, ensure confidentiality of victim records, and hold offenders accountable.

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<sup>2</sup> For best practices about implementing a domestic violence court or domestic violence docket see: Wolf, R., Aldrich, L., & Moore, S. (2004). *Planning a Domestic Violence Court: The New York State Experience*. Center for Court Innovation. Available at: <http://www.courtinnovation.org/uploads/documents/dvplanningdiary.pdf>

<sup>3</sup> The protocol may be downloaded at <http://www.safeta.org/displaycommon.cfm?an=1&subarticlenbr=71>.

## *Application Review Criteria*

The Council will review and assess all applications considering the following:

- Past compliance with all financial, quarterly and annual reporting requirements and site visits;
- A reasonable budget that demonstrates that funds (including matching funds if applicable) comply with the stated federal and state guidelines and limitations;
- Complete answers to the multiple-choice and narrative questions.

## **Performance Measurement Requirements for STOP VAWA Grant-funded Programs**

### **(1) Quarterly Statistical Reports (Output Measures)**

All recipients of STOP VAWA grants for law enforcement, prosecution, court, probation and parole, batterer intervention program, and fatality review grantees and those providing training must complete the Criminal Justice System Statistical Report (CJSSR).

All statistical reports are due semi-annually. These reports are not cumulative; they report information about activities undertaken in a specific six-month period. The reporting dates are as follows:

**January 1 – June 30:  
July 1 – December 31:**

**Report due July 30  
Report due January 30**

All statistical reports must be submitted electronically using CJCC's web-based reporting form. For help completing the CJSSR please refer to the instructions for completing the [VAWA annual report](#) – as the data collected are relatively similar. Failure to submit these output reports in a timely manner will significantly delay any and all subgrant expenditure reimbursements submitted within the grant period. Continued delays will result in a staff recommendation to Council requesting a reduction in the overall grant award.

### **(2) Annual Reports**

Subgrant recipients are required to complete the STOP VAWA Annual Report using the PDF fillable form that will be emailed to your agency no later than January 30, 2013. Your agency must complete all of the relevant questions and send the completed report as an email attachment to the Council for validation. These Annual Reports are due to the Council in **February** of each year for the previous year (January 1-December 31). If the Office on Violence Against Women detects any errors (provided in the "Red Flag Report") your agency must supply the Council with corrected information within **5 business days** of the request for corrections. Failure to submit these annual reports in a timely manner will significantly delay any and all subgrant expenditure reimbursements submitted within the grant period. Continued delays will result in a staff recommendation to Council requesting a reduction in the overall grant award.

## At-A-Glance

<p><b>Victims Served</b></p>	<p>Females ages 12 and above who are victims of domestic violence, sexual assault, dating violence and/or stalking.  <b>NOTE: Men and/or women being served by an eligible court-mandated batterer intervention program are also allowable. According to federal law, 42 U.S.C. § 3789d(c)(1), STOP VAWA funded programs may not discriminate on the basis of sex in administering services. Programs must provide services to male victims of domestic violence, stalking, sexual assault, and/or dating violence if the need arises.</b></p>
<p><b>Funding Timeframe Rules</b></p>	<p>No maximum number of years a program can receive funding.</p>
<p><b>Representative Program Areas</b></p>	<p>Nongovernmental agencies, non-profits, and governmental agencies representing prosecution, courts, and law enforcement.</p>
<p><b>Funding Priorities</b></p>	<p>Personnel, training, technical assistance, evaluation, data collection and equipment costs to enhance the apprehension, prosecution, and adjudication of persons committing violent crimes against women, and direct services that meet the needs of female victims of domestic violence, sexual assault, stalking and/or dating violence.</p>
<p><b>Budget</b></p>	<p>A general description of most allowable items by category is included in the accompanying budget overview document. Please note that <b>STOP VAWA funds may not be used to pay for forensic medical exams or nurse examiner services</b> due to the State of Georgia requirement that the Georgia Crime Victim's Compensation Program provide these at no cost (<i>see</i>, O.C.G.A. §17-5-72).</p>
<p><b>Purpose Areas</b></p>	<p>Implementation of comprehensive strategies to address violence against women that are sensitive to victims' needs and safety and that hold offenders accountable for their crimes.</p>

## Allowable Services

STOP VAWA funds should **not** be viewed as operation subsidies for an applicant organization's existing budget. The intent of STOP VAWA funding is to promote the implementation of local practices that more effectively respond to female victims of violent crimes.

## Unallowable Services

STOP VAWA funds **may not** support the following services, activities and costs. Please note, this list is not exhaustive.

- **Direct Payment to Any Victim or Dependent of a Victim:** The direct payment of cash or any other monetary transaction with any victim or dependent of a victim for any purpose.
- **Lobbying and Administrative Advocacy:** Support of victim legislation or administrative reform, whether direct or indirect.
- **Needs assessments, Surveys, Evaluations and Studies:** Individual, agency, organizational, task force, or special commission efforts to study and/or research a popular issue related to violence against women. This does not preclude establishing relevant base line data to measure program activities.
- **Fundraising Activities:** Planning or executing any fundraising activity, including soliciting cash or other funding, donations, services or goods on behalf of the organization or an individual.
- **Indirect Organizational Costs:** Examples of indirect costs include agency/organization liability insurance on building and vehicles; capital improvements (**with the exception of facilitating access to STOP VAWA services for victims with disabilities**); security guards or body guards; property losses and expenses; real estate purchases; mortgage payments and/or construction costs.
- **Property Loss and Other Related Costs:** Reimbursing victims for expenses incurred as a result of domestic violence, sexual assault, dating violence and/or stalking. This prohibition includes insurance deductibles, replacement of damaged or stolen property, funeral expenses, lost wages, medical bills, or any other direct payment to victims or dependents for costs, services or debts.
- **Medical costs:** Health-care costs, in-patient treatment costs, hospital care and other types of emergency and non-emergency medical and/or dental treatment.
- **Relocation Expenses:** Moving Expenses, security deposits on housing or utilities, ongoing rent, or mortgage payments; **however**, STOP VAWA funds may be used to support staff time in locating resources to help victims with these expenses.
- **Cost of Sending Individual Victims to Conferences:** Travel expenses for victims to attend national, state or local conferences. If the agency/organization sub grantee employs the domestic violence, sexual assault, dating violence and/or stalking victim this restriction does not apply.
- **Victim/Offender Mediation:** Programs that involve a victim and her offender meeting as a means to resolve issues, instead of using criminal justice proceedings.
- **Financial Administration and Audit Costs:** Costs associated with bookkeeping, accounting, financial reporting and audit of STOP VAWA or other organizational financial activities.

- **Operation Subsidies:** STOP VAWA funds will not support either any cost for which the applicant as other income sources or revenues, or any services not directly related to the effectiveness and success of the STOP VAWA sub grant project.
- **Forensic Medical Exams or Nurse Examiner Costs/Services:** State law prohibits the reimbursement of the SANE expenses due to the requirement that Georgia's Crime Victim Compensation Fund pay for the exams.

## **Unallowable Activities**

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

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

## **Reviewing the Application**

The Council will only review complete applications received by the deadline. When an application is received at the Council office, there is no commitment on the Council's part to fund an application or to fund it at the amount requested.

## **Funding Decisions**

All funding decisions, related to the STOP VAWA grant program, from this solicitation are based on the availability of funding and recommendations of the review panel to the Criminal Justice System Advisory Committee and approval by the Governor's Office of Planning and Budget.

The Council 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 either the Governor or the Council Director. Applicants have the opportunity to appeal the initial funding decision within fifteen days of a denial notice.

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

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

## **Special Conditions**

At the time of the subgrant award, the Council will assign special conditions for each approved project. Each subgrantee should refer to their award packet for their special conditions.

## **What Your Online Application Must Include:**

### **Section 1 – Grant Application General Information (all applicants must complete this section)**

### **Section 2 – Designation of Grant Officials (all applicants must complete this section)**

Please review all sections. If there have been any changes to your Project Director, Financial Officer or Authorized Official since last year's application, please use the designated spaces to correct any information.

**Project Director** - This official must be an employee of the applicant agency or from a contractor organization, at the applicant's option, who will be directly responsible for operation of the project.

**Financial Officer** - This person must be the chief financial officer of the applicant agency such as the county auditor, city treasurer or comptroller or the Board Treasurer of the non-profit agency.

**Authorized Official** - This person is the official who is authorized to apply for, accept, decline or cancel the grant for the applicant agency. **This person must be the chairperson of the county Board of Commissioners, mayor, or chairperson of the City Council or Board chairperson/president of the non-profit agency.** The authorized official **must** sign all official correspondence regarding the grant and the application (assurances, disclosures, certifications, award documentation, subgrant expenditure reports, subgrant adjustment reports). Once an award has been made, the authorized official may submit a letter to the Council, on agency letterhead, designating someone else to sign this documentation.

### **Section 3 – General Agency and Project Description (all applicants must complete this section)**

- 1. Project Summary –**  
Provide a brief description of the project for which you are requesting STOP VAWA funding.
- 2. Activities –**  
A list of activities is provided for you to choose which ones your agency plans to use STOP VAWA funding to do. You may choose as many as you want, but depending on your choices here, you may have to complete other sections of the application. Please be as accurate as possible. The sections you have to complete based on your selections are noted in parentheses.
- 3. Types of Activities Follow-up –**  
Questions 3-7 ask more pointed questions about some of the activities in the list. You will be notified in parentheses under question 2 whether you have to complete these questions.

4. **Federal Purpose Area –**  
Identify the federal purpose area(s) that your project will address with the proposed grant funding.
5. **Use of Funds –**  
CJCC would like to know what proportion of project funds are used toward addressing domestic violence, sexual assault, and/or stalking.
6. **Technical Assistance Needs or Changes in Project Scope –**  
The remaining questions on this page help CJCC staff determine areas of technical assistance subgrantees may need in the coming year, whether subgrantees have implemented any best practices, whether they have experienced any obstacles to program implementation or intend to substantially change their project scope in the coming year.

#### **Section 4 – Training Project Questions**

Section 4 is only for applicants who intend to use their project funds to provide training in the upcoming grant year. The section consists of 12 multiple choice and short answer questions. CJCC is also providing space in Section 9 for applicants to upload training materials they have developed and intend to use in the coming year. The activities for which this section must be completed are denoted with a note in parentheses in Section 3, question 2.

#### **Section 5 – Special Victim Unit project questions**

Section 5 is only for applicants who intend to provide specialized investigative or prosecutorial services during the upcoming grant year. The section consists of 9 multiple choice and short answer questions. The activities for which this section must be completed are denoted with a note in parentheses in Section 3, question 2.

#### **Section 6 – Coordinated Community Response Project Specific Questions**

Section 6 is only for applicants who intend to use their upcoming award for coordinated community response – which includes fatality review and the implementation of fatality review recommendations. This section contains 5 questions, some of which are multiple-choice and one narrative question that allows the applicant to describe the kinds of projects they would like to accomplish with their CCR during the upcoming grant year. The activities for which this section must be completed are denoted with a note in parentheses in Section 3, question 2.

#### **Section 7 – Batterer Intervention Program Project Specific Questions**

Section 7 is only for applicants who intend on using their upcoming award to provide batterer intervention program services. This section contains 8 multiple-choice and short answer questions. The activities for which this section must be completed are denoted with a note in parentheses in Section 3, question 2.

#### **Section 8 – Budget Summary and Attachments (all applicants must complete this section)**

Since the online application includes a summary calculation section, a Budget Summary sheet is no longer required. The following budget document must be uploaded and submitted as an attachment to the application:

- Completed Budget Detail Worksheet (should be used in itemizing the budget).

Depending on the program/project request, the following attachments must be submitted as an attachment to the application:

- Salary Authorization Verification
- Lease Contract
- Job Description
- Health Insurance Verification
- Contractor/Consultant Agreements

### **Section 9 – Other Requirements and Attachments (all applicants must complete this section)**

Applicants must complete the following sections:

- Audit Requirements
- Civil Rights Requirements

Applicants must complete, upload and submit, with authorized signatures, the following as attachments to the application:

- Standard Assurances
- Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters
- Disclosure of Lobbying

Depending upon whether the subgrantee has anticipated training materials available, there will be space in this section to attach a reference list, slides or other materials, and any handouts.

State and local governments are governed by the Single Audit Act of 1984 and OMB Circular A133, as amended, which is effective regarding audits beginning July 1, 1996 and thereafter. The type of audit required under the Circular is dependent upon the amount of total Federal funds expended in the sub-recipient's fiscal year. State or local governments and non-profit organizations that expend \$500,000 or more a year in federal funds shall have an audit made in accordance with the Single Audit Act of 1984 and OMB Circular A-133, as amended. This audit report is due in the State Administering Agency's office not later than nine (9) months after the end of the sub-recipient's fiscal year. State or local governments that expend less than \$500,000 in federal funds yearly shall be exempt from compliance with the Single Audit Act and other federal audit requirements.

*[NOTE: This does not exempt you from the requirement to maintain, produce, and report financial and other records and documentation relative to the expenditure of these grant funds upon request of the State or Federal Agency administering this program.]*

## **FINAL APPLICATION CHECKLIST**

After completing all portions of the online application, review all information entered and/or attached compared to what was requested. Specifically, ensure you have attached the following:

- Budget Detail Summary and Worksheet
- Memorandum of Understanding, if applicable
- 501(c)(3) for non-profit agencies, if applicable
- Standard Assurances
- Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters
- Disclosure of Lobbying
- Other Attachments, if applicable
- Click the “Close Application” link on the main page and certify that the information is complete to submit your online application

### **Grant Application Schedule**

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|--|---------------------------------------|
| <b>1. Grant RFA and Online Application Released:</b> | <b>August 20, 2012</b>                |
| <b>2. Online Application Submission Deadline:</b>    | <b>September 23, 2012<sup>♦</sup></b> |

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<sup>♦</sup> Per Council policy, any applications not received by the 5pm September 14, 2012 deadline, will receive an automatic 10% reduction in award.