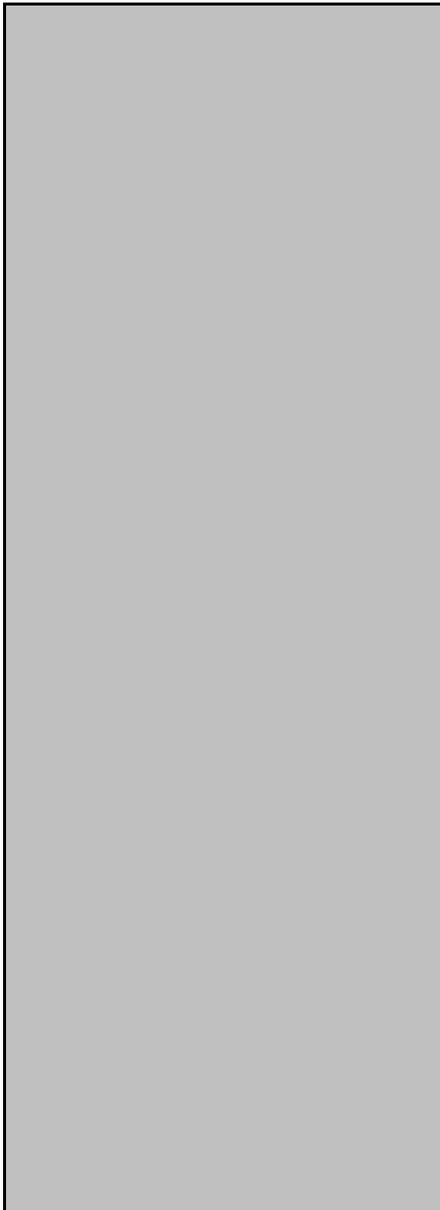




OJP

Violence Against Women Office



STOP
Violence Against
Women Formula
Grant Program
Fiscal Year 2003
Application
Guidelines

APPLICATION DEADLINE:
December 6, 2002

GMS REGISTRATION DEADLINE:
November 22, 2002

U.S. Department of Justice
Office of Justice Programs
810 Seventh Street, N.W.
Washington, D.C. 20531

John Ashcroft
Attorney General
U.S. Department of Justice

Deborah J. Daniels
Assistant Attorney General
Office of Justice Programs

Diane M. Stuart
Director
Violence Against Women Office

Office of Justice Programs
World Wide Web Homepage:
<http://www.ojp.usdoj.gov>

Violence Against Women Office
www.ojp.usdoj.gov/vawo

Department of Justice Response Center:
1-800-421-6770

How to Apply

The Office of Justice Programs (OJP) requires you to submit your application for funding through the OJP **Grants Management System (GMS)**. Access through the Internet to this online application system will expedite and streamline the receipt, review, and processing of your request for funding.

To learn how to begin your online application process, please see the Quick-Start Guide to Using GMS in Appendix A of this application kit. A toll-free telephone number has been established for you to receive technical assistance as you work through the online application process, 1-888-549-9901.

Applications will be accepted immediately but must be received no later than December 6, 2002.

Please Note: Agency policy requires that all applicants submit their applications electronically in order to be considered for a grant under the STOP Violence Against Women Formula Grant Program. However, if the applicant notifies the Violence Against Women Office in advance of the deadline of its inability to submit an application electronically and demonstrates that it has made reasonable efforts to comply with the requirement to submit its application electronically, the Agency may, in its discretion, allow submission of the application through the U.S. Mail and other carriers. Applicants must continue their efforts to submit their applications electronically. An application approved for submission in hard copy/paper version will only be accepted if postmarked no later than the date of the application deadline.

Please Note: Final applications will only be accepted through our on-line applications system **unless the applicant receives prior approval in writing from the Violence Against Women Office to submit the application through the U.S. Mail and other carriers.** Written approval to submit an application in hard copy will only be granted consistent with the policy described above.

FY 2003 STOP Violence Against Women Formula Grant Program Application Checklist

A completed application will include items submitted on the Internet through the Office of Justice Programs (OJP's) Grants Management System (GMS), as well as items faxed to OJP. Please use this checklist to ensure that your application is complete.

Step One: Submit the following information online through GMS:

See Quick-Start Guide (Appendix A)

Application for Federal Assistance (SF-424)

Certifications/Assurances

Note: Applicants will "sign off" on these assurances and certifications electronically through GMS.

Project Narrative

Note: Submit online as an attachment.

Other Program Attachment

Note: Submit online as an attachment. If you do not have "Other Program Attachments" to include, simply upload your program narrative three times, because you cannot submit your application in GMS until three attachments have been submitted.

Step Two: Fax the following required documents:

The following documents are not included in GMS and must be faxed to OJP as part of your application. Documents should either be faxed to 202/354-4147 or submitted on-line as "Other Program Attachments". Important: Please include the program title of the VAWO Program to which you are applying and your GMS application number on each page of the document. If applicants have an electronic version of these documents, or the ability to scan the documents into their computer system, please submit online as "Other Program Attachments."

Letter of Nonsupplanting

Required documentation from law enforcement, prosecution, courts, and victim services

Due Date

All materials must be received by 9:30 pm (EST) on December 6, 2002.

Please Note: Applicants who have never registered with GMS must register online at least two-weeks prior to the application deadline. It may take up to one week for you to receive confirmation that you are eligible to apply.

Applicants who have previously registered with GMS and have a GMS password should log on to GMS at least two weeks prior to the application deadline to determine that the password is still valid. If your password has expired follow the on-screen instructions or call the GMS helpdesk at 1-888-549-9901.

Contents

Introduction	1
Program Eligibility	1
Availability of Funds	2
Scope of Program	2
Program Purpose Areas	2
Program Priorities	3
Application Content and Guidelines	4
Program Requirements	6
Program Purposes	6
STOP Implementation Plan	6
Allocation of Funds	7
Allowable Costs	7
Administrative Funds	7
Match Requirements	7
Indirect Costs	8
Financial Information	8
Administrative Requirements	8
Program Reporting Requirements	10
Suspension or Termination of Funding	11
Contact Information	12

Appendices

GMS Quick Start Guide	Appendix A
Certification of Compliance with the Statutory Requirements of the Violence Against Women Act	Appendix B
Victims Services Program Criteria	Appendix C
Definitions Applicable to the STOP Program	Appendix D

Introduction

This solicitation provides program and application guidelines for FY 2003 STOP (Services*Training*Officers*Prosecutors) Violence Against Women Program (STOP Program) funding, including guidelines for requirements of the Violence Against Women Act of 2000 (VAWA 2000). By statute, the STOP Program continues to encourage the development and strengthening of effective law enforcement and prosecution strategies to address violent crimes against women and the development and strengthening of victim services in cases involving violent crimes against women.

Program Eligibility

Eligible applicants for the STOP Program include any state within the United States, the District of Columbia, the Commonwealth of Puerto Rico, the Virgin Islands, American Samoa, Guam, and the Commonwealth of the Northern Mariana Islands, hereafter referred to as states. To be eligible for funds, states **must** certify that they are in compliance with the statutory eligibility requirements of the Violence Against Women Act¹. Appendix B consists of the *Certification of Compliance with the Statutory Eligibility Requirements of the Violence Against Women Act (as Amended)* form which authorized representatives of states must sign and submit annually to demonstrate compliance with these requirements.

1) With respect to the VAWA 2000 requirement concerning costs for criminal charges and protection orders, a state must certify:

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

2) With respect to the VAWA requirement concerning forensic medical examination payment for victims of sexual assault,:

- The state, Indian tribal government, unit of local government, or another governmental entity must incur the full out-of-pocket cost of forensic medical exams for victims of sexual assault. VAWO strongly encourages states to pay for forensic exams without requiring victim/survivors to cooperate with law enforcement. VAWO also encourages states to allow victim/survivors the option of not filing a claim with their insurance company in order to receive reimbursement.

¹ STOP Program applicants must provide a brief description of the status of their compliance with the requirements and submit copies of any legislative or administrative rule changes on these requirements that have occurred since submission of the state's last application for STOP funds.

Availability of Funds

Funding for the STOP Program for FY 2003 is subject to the availability of a Congressional appropriation. To date, Congress has not yet passed the FY 2003 appropriation bill. However, the Office has made the decision to post an advance solicitation of the STOP Program to expedite the award process in the event that a FY 2003 appropriation occurs. The award period is 24 months.

Award Amount. The Violence Against Women Office will award a base amount of \$600,000 to each state. Funds remaining after the allocation of the base amount will be distributed among the states based on population. The most recent data compiled by the U.S. Bureau of the Census is used to determine the state populations. Indian tribal populations are not included in the population count.

Scope of Program

PROGRAM PURPOSE AREAS

STOP Program grants are intended for use by states; state, local, and tribal courts; Indian tribal governments; units of local government; and nonprofit, nongovernmental victim services programs. Grants and subgrants supported through this Program **must** meet one or more of the following statutory program purpose areas:

- 1) Training law enforcement officers, judges, other court personnel, and prosecutors to more effectively identify and respond to violent crimes against women, including the crimes of sexual assault, domestic violence, and dating violence.
- 2) Developing, training, or expanding units of law enforcement officers, judges, other court personnel, and prosecutors specifically targeting violent crimes against women, including the crimes of sexual assault and domestic violence.
- 3) Developing and implementing more effective police, court, and prosecution policies, protocols, orders, and services specifically devoted to preventing, identifying, and responding to violent crimes against women, including the crimes of sexual assault and domestic violence.
- 4) Developing, installing, or expanding data collection and communication systems, including computerized systems, linking police, prosecutors, and courts or for the purpose of identifying and tracking arrests, protection orders, violations of protection orders, prosecutions, and convictions for violent crimes against women, including the crimes of sexual assault and domestic violence.
- 5) Developing, enlarging, or strengthening victim services programs, including sexual assault, domestic violence, and dating violence programs; developing or improving delivery of victim services to underserved populations; providing specialized domestic violence court advocates in courts where a significant number of protection orders are granted; and increasing reporting and reducing attrition rates for cases involving violent crimes against women, including crimes of sexual assault, domestic violence, and dating violence.

- 6) Developing, enlarging, or strengthening programs addressing stalking.
- 7) Developing, enlarging, or strengthening programs addressing the needs and circumstances of Indian tribes dealing with violent crimes against women, including the crimes of sexual assault and domestic violence.
- 8) Supporting formal and informal statewide, multidisciplinary efforts, to the extent not supported by state funds, to coordinate the response of state law enforcement agencies, prosecutors, courts, victim services agencies, and other state agencies and departments, to violent crimes against women, including the crimes of sexual assault, domestic violence, and dating violence.
- 9) Training of sexual assault forensic medical personnel examiners in the collection and preservation of evidence, analysis, prevention, and providing expert testimony and treatment of trauma related to sexual assault.
- 10) Developing, enlarging, or strengthening programs to assist law enforcement, prosecutors, courts, and others to address the needs and circumstances of older and disabled women who are victims of domestic violence or sexual assault, including recognizing, investigating, and prosecuting instances of such violence or assault and targeting outreach and support, counseling, and other victim services to such older and disabled individuals.
- 11) Providing assistance to victims of domestic violence and sexual assault in immigration matters.

PROGRAM PRIORITIES

The emphasis of the STOP Program continues to be on the implementation of comprehensive strategies addressing violence against women that are sensitive to the needs and safety of victims and hold offenders accountable for their crimes. States should seek to carry out these strategies by forging lasting partnerships between the criminal justice system and victim advocacy organizations and by encouraging communities to look beyond traditional resources and to look to new partners to respond more vigorously to domestic violence, sexual assault and stalking crimes.

In shaping their strategies for FY 2003, states are encouraged to develop and support projects to:

- Implement community-driven initiatives to address the needs of underserved populations as defined by the Violence Against Women Act of 2000, including people with disabilities and elder victims of domestic violence, sexual assault, and stalking.
- Address sexual assault through service expansion; development and implementation of protocols; training for judges, other court personnel, prosecutors, and law enforcement; and development of coordinated community responses to sexual assault.

APPLICATION CONTENT AND GUIDELINES

The deadline for submitting applications is **December 6, 2002**. All applications must be submitted online through the OJP Grants Management System (GMS). Instructions for using GMS are provided in Appendix A, *Quick Start Guide to Using GMS*. The Catalogue of Federal Domestic Assistance number is 16.588 and the title is *FY 2003 STOP Violence Against Women Formula Grant Program*.

As you are filling out the contact information, GMS will ask you if you are the “signing authority.” The signing authority is an individual authorized to accept grant funds on behalf of your agency. If you are not the signing authority, you *must* list the authorizing official’s name and contact information. In addition, applicants must complete the federal form SF 424, Application for Federal Assistance, included in GMS.

All applications **MUST** include the following:

- 1) Application for Federal Assistance (SF-424)
- 2) A Program Narrative containing the following elements:
 - a) An explanation of the status of the applicant’s compliance with the VAWA provisions pertaining to payment for forensic medical exams, and costs related to criminal charges and protection orders.
 - b) A report on the status of subgrant awards for fiscal years 1995 - 2002, if none has been submitted to date or if the status has changed since the last report. If the state has not completed making subgrants, the state should provide the amount of each fiscal year’s funds not yet awarded, an explanation of why the funds have not been awarded, and the anticipated date funds will be obligated.
 - c) Information on active and pending federal grant awards supporting this or related efforts¹ and on how these will be coordinated with the STOP Program funding. For each funding source, please provide the program or project title, federal grantor agency, federal award amount, and a brief description of the purpose. This information is sought to encourage better coordination among federal agencies in addressing state and local needs.
 - d) Information on whether the project or activity proposed in the application includes research that may involve human subjects, as defined in 28 CFR Part 46, or collection or use of information identifiable to a private person as defined in 28 CFR Part 22. (*See Administrative Requirements*)

¹ “Related efforts” is defined as having the same purpose (i.e., proposed award would supplement, expand, complement, or continue activities funded with other federal grants), being another phase or component of the same program or project (e.g. to implement a planning effort funded with other federal dollars), or providing services of some kind (e.g., technical assistance, research, evaluation) to enhance STOP-funded activities.

- 3) Documentation from prosecution, law enforcement, court, and victim services programs demonstrating the need for the grant funds, intended use of the grant funds, expected results from the use of the grant funds, and demographic characteristics of the populations to be served, including age, marital status, disability, race, ethnicity, and language background.
- 4) Documentation demonstrating the commitment of nonprofit, nongovernmental victim-services programs to participate in the development of the grantee's implementation plan. This documentation may be in the form of letters from members of the planning team and should indicate that the plan will address the needs and services identified as priorities by the team. ***This information must be faxed to the Violence Against Women Office at 202/354-4147 or submitted on-line as an "Other Program Attachment", and should include your application number.***
- 5) *Certification of Compliance with the Statutory Eligibility Requirements of the Violence Against Women Act as Amended* (Appendix B) signed by an authorized official. ***This form must be faxed to Violence Against Women Office at 202/354-4147 or submitted on-line as an "Other Program Attachment", and should include your application number.***
- 6) *Assurances*: You will be agreeing to these assurances when you submit your application online through GMS. The recipient of federal funds is responsible for fully understanding and complying with these requirements. Failure to comply may result in the withholding of funds, termination of the award, or other sanctions.
- 7) *Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements*: (See *Administrative Requirements*) You will be agreeing to these certifications when you submit your application online through GMS.
- 8) A letter addressed to the Assistant Attorney General of OJP certifying that STOP Program funds will supplement and not supplant existing funds (See *Administrative Requirements*). ***This letter must be faxed to the Violence Against Women Office at 202-354-4147 or submitted on-line as an "Other Program Attachment", and should include your application number.***
- 9) ***Single Point of Contact***: Applicants must contact their SPOC to learn whether the STOP Program has been selected for state review. (See *Administrative Requirements* for additional information.) You can find the listing of the state SPOC at the following website address:

<http://www.whitehouse.gov/omb/grants/spoc.html>
- 10) ***Civil Rights Compliance***: Recipients of federal grant funds must comply with nondiscrimination requirements contained in federal laws (See *Administrative Requirements*). All applicants should consult the *Assurances* to understand the applicable legal and administrative requirements.

Program Requirements

Upon satisfying the application requirements, a state shall be qualified for funds under the STOP Program provided that the state complies with the following program requirements:

1. Program Purposes: The funds will be used for any of the eleven statutory purpose areas listed previously and set forth in the Violence Against Women Act.
2. STOP Implementation Plan: Grantees and subgrantees shall develop a plan for implementation of their STOP program. States must develop their state implementation plans through deliberative consultation and coordination with a broad range of participants, specifically nongovernmental, nonprofit victim services programs (including sexual assault and domestic violence programs) and victim advocates. States must demonstrate through the plan that they have consulted and coordinated in a meaningful way with sexual assault and domestic violence victim services programs or coalitions.

The identification of what victim services programs to consult is up to each state. However, states should bear in mind that the VAWA defines a victim services program as “a nonprofit, nongovernmental organization that assists domestic violence or sexual assault victims, including rape crisis centers, battered women’s shelters, and other sexual assault or domestic violence programs, including nonprofit, nongovernmental organizations assisting domestic violence or sexual assault victims through the legal process.” See Appendix C for further information on victim services program criteria.

States are strongly encouraged to involve representatives from Indian tribal governments in their planning processes and to consider the needs of Indian tribes in developing the state’s law enforcement, prosecution, court, and victim services strategies.

Beginning in FY 2003, states will be required to submit full implementation plans every three years. In the intervening years, i.e., FY 2004 and FY 2005, the state may fulfill the requirement by providing to VAWO a certification which indicates whether or not the three year plan has changed and, if so, outlining the changes in the plan for that year. States must submit their program implementation plans to their program manager at VAWO, Office of Justice Programs, within 90 days after receiving the award. The implementation plan must describe (1) the process used to develop the plan and the involvement of victim services programs and advocates; (2) major shifts in direction, if any, because of reevaluation or reassessment of previous efforts; (3) how the approach to reducing and preventing violence against women this year will build on efforts of previous years; (4) how the funds will be distributed across the law enforcement, prosecution, courts, and victim services categories; (5) the types of programs the grantee intends to support with grant dollars; and (6) how the success of grant-funded activities will be evaluated. The projects to be supported with STOP Program dollars must address one or more of the eleven statutory program purpose areas. The implementation plan also should describe how the state will achieve the following:

- Equitable distribution of funds and priority given to projects based on geographic diversity, which may include Indian tribes, and the availability of existing domestic violence and sexual assault services.
- Subgrant amounts based on the population and geographic area to be served.

- Recognize and address the needs of underserved populations as defined by VAWA 2000.

3. Allocation of Funds: The state implementation plan must reflect that at least 25 percent of each year's grant award will be allocated to police, at least 25 percent to prosecution, at least 5 percent to state and local courts including juvenile courts, and at least 30 percent to nonprofit, nongovernmental victim services. This is a statutory requirement that applies to the states. These allocations may not be redistributed or transferred to another area. States have 24 months (the duration of the grant period) to meet the statutory funding allocations. The remainder of the funds may be spent at the discretion of the state to address the statutory program purposes described previously. Grantees are required to submit only total cost estimates, not category-specific amounts, for each subgrant.

4. Allowable Costs: In general, STOP Program grants may support 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 to provide or improve services for victims.

5. Administrative Funds: Grantees may use up to 10 percent of the total award amount for grant administration, including statewide review, processing, monitoring, progress and financial report review, technical assistance, grant adjustments, accounting, auditing, and fund disbursement to subgrantees. Administrative funds will be available immediately upon receipt of the award. The balance of funds will be made available to states after the state has submitted and received approval for its implementation plan.

Allowable costs under administrative funds are the same as those for the program. Grantees should set aside the 10 percent allocated for administrative funds prior to the distribution of funds to subgrantees. Administrative funds should not be included in the allocations to law enforcement, prosecution, courts, and victim services.

6. Match Requirements: Subawards made under this grant program may support up to 75 percent of the total cost of each project. Cash or in-kind services may be used as match. The state is responsible for ensuring compliance with the 25 percent nonfederal match requirement. *Exception:* Pursuant to 48 U.S.C. § 1469a, OJP waives the requirement for matching funds for grants awarded to the Insular Areas (American Samoa, Guam, the Virgin Islands, the Trust Territory of the Pacific Islands, and the Commonwealth of the Northern Mariana Islands).

Grantees are advised that further guidance on the calculation, documentation and auditing of the match requirement can be found in the OJP Financial Guide.

7. Indirect Costs: The state administrative agency may charge its federally approved indirect cost rate to this grant. However, any indirect costs requested must be paid from the 10 percent administrative funds. An indirect cost rate and cost allocation plan must be on file or submitted and approved by the U.S. Department of Justice prior to budgeting funds for such costs.

8. Financial Information: All State agencies must adhere to the provisions of OMB Circular A-102, "Grants and Cooperative Agreements to State and Local Governments (Common Rule)", OMB Circular A-87, "Cost Principles for State, Local and Indian Tribal Governments", OMB Circular A-133, "Audits of States, Local Governments, and Non-Profit Organizations", as applicable to financial assistance. Non-profit organizations must adhere to the applicable OMB Circulars. Additional information and guidance on STOP Program grant funds are contained in the OJP Financial Guide, which includes information on accounting systems, allowable costs, audit requirements, financial records, and methods of payment. Copies of the Guide are available from the Department of Justice Response Center at 1-800-421-6770 or on-line at <http://www.ojp.usdoj.gov/FinGuide/>.

ADMINISTRATIVE REQUIREMENTS

1. Assurances: The GMS application contains a list of assurances with which the applicant must comply in order to receive federal funds under this Program. It is the responsibility of the recipient of the federal funds to fully understand and comply with these requirements. Failure to comply may result in the withholding of funds, termination of the award, or other sanctions.

2. Supplanting Prohibition: Federal funds must be used to supplement existing funds for program activities and may not replace (supplant) non-Federal funds that have been appropriated for the same purpose. Potential supplanting will be the subject of monitoring and audit. Violations can result in a range of penalties, including suspension of future funds under this Program, suspension or debarment from Federal grants, recoupment of monies provided under this grant, and civil and/or criminal penalties. Applicants must submit a letter addressed to the Assistant Attorney General of OJP certifying that STOP funds will supplement and not supplant existing funds.

3. Human Subject Testing: The Department of Justice (DOJ) is a signatory to the Federal policy on protection of human subjects of research, the "Common Rule." DOJ's incorporation of the Common Rule is set forth in 28 CFR Part 46 - Protection of Human Subjects, which requires that research involving human subjects be submitted to an independent review board for approval and that informed consent procedures be followed. The policies set forth in 28 CFR Part 46 apply to all research involving human subjects conducted, supported or otherwise subject to regulation by any Federal department or agency that has adopted the Common Rule. Federal funds may not be expended for research involving human subjects unless the requirements of this policy have been satisfied, if the research is not covered by an exemption set forth in 28 CFR section 46.101(b)(1). The applicant must indicate whether the project or activity in its application includes research that may involve human subjects, as defined in 28 CFR Part 46. In addition, 28 CFR Part 22 applies when data is collected or used as part of a research project involving information identifiable to a private person, and requires physical security of data and confidentiality of private information.

Certification Regarding Lobbying; Debarment, Suspension, and Other Responsibility Matters; and Drug-Free Workplace Requirements: The applicant must agree to the Certification Regarding Lobbying, Debarment, Suspension, and Other Responsibility Matters; and Drug-Free Workplace Requirements forms. Applicants will "sign off" on them electronically through GMS. The applicant must agree to comply with the following requirements:

Lobbying: The applicant and its subgrantees, contractors and subcontractors, will not use federal funds for lobbying and will disclose any lobbying activities.

Debarment: The applicant and its principals have not been debarred or suspended from federal benefits and/or no such proceedings have been initiated against them; have not been convicted of, indicted for, or criminally or civilly charged by a government entity for fraud, violation of antitrust statutes, embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property; and have not had a public transaction terminated for cause or default.

Drug-Free Workplace: The applicant will or will continue to provide a drug-free workplace. Signing this form commits the applicant to compliance with the certification requirements under 28 CFR Part 69, New Restrictions on Lobbying, and 28 CFR 67, Government-Wide Debarment and Suspension (Nonprocurement) and Government-Wide Requirements for Drug-Free Workplace (Grants). The certification will be treated as a material representation of the fact on which the U.S. Department of Justice will rely in making awards.

4. Single Point of Contact Review: Executive Order 12372 requires applicants from state and local units of government or other organizations providing services within a state to submit a copy of the application to the State Single Point of Contact (SPOC), if one exists, and if this program has been selected for review by the state. Applicants must contact the State SPOC to determine if the program has been selected for State review. The date that the application was sent to the SPOC or the reason such submission is not required should be entered in block 16 on the *Application for Federal Assistance*, SF-424. The listing of the state SPOC can be found at the following website address:

<http://www.whitehouse.gov/omb/grants/spoc.html>

5. Civil Rights Compliance: All recipients of federal grant funds are required to comply with nondiscrimination requirements contained in various federal laws. In the event that a court or administrative agency makes a finding of discrimination on grounds of race, color, religion, national origin, gender, disability, or age against a recipient of funds after a due process hearing, the recipient must agree to forward a copy of the finding to the Office of Civil Rights of the Office of Justice Programs. All applicants should consult the Assurances required with the application funds to understand the applicable legal and administrative requirements.

6. NEPA Compliance: The use of these grant funds are subject to compliance with the National Environmental Policy Act (42 U.S.C. Section 4331 et seq.) and other related federal environmental impact review requirements including the National Historic Preservation Act (16 U.S.C. Section 470 et seq.). These requirements are triggered whenever activities such as construction or renovation are planned either (1) with the use of grant funds or (2) the applicant's or a third party's funds, as long as the proposed construction or renovation is a prerequisite to the use of the grant funds. Whenever these environmental impact review requirements are applicable to a grant activity, the applicant must assist OJP in meeting such requirements prior to the commitment of the affected funds. This assistance may include, at a minimum, providing information on the age and historic importance of any buildings to be affected as well as their floodplain status. Applicants may also be requested to assist OJP in preparing environmental assessments, should assessments be required.

PROGRAM REPORTING REQUIREMENTS

1. Program Evaluation: As a special condition to any awards made under the STOP Program, grantees will be required to cooperate with VAWO, other DOJ components, and designated contractors on officially-sponsored evaluation initiatives.

2. Measuring Performance and Effectiveness: There are two statutory requirements that require grantees to collect and maintain data that measures the effectiveness of the funded project. The first is the **Government Performance and Results Act of 1993 (GPRA)** which was enacted to increase Congressional and Administrative focus on the results from government programs and activities. At its simplest, GPRA asks "What are we getting for the money that we are spending?" To make GPRA more directly relevant for federal officials who manage grant programs, GPRA expands this question into three: What is your program trying to achieve? How will its effectiveness be determined? How is it actually doing?

As a result of **VAWA 2000**, all grant recipients are now statutorily required to report on the effectiveness of their projects, and the Attorney General must now report to Congress on the effectiveness of each grant program. Therefore, grantees funded under the STOP Program must collect and maintain data that measures the success of the state's current efforts to strengthen effective law enforcement and prosecution strategies and victim services in cases involving violent crimes against women. Specifically, OJP is seeking data that includes baseline information to illustrate the effectiveness before and after implementation of any grant-supported activities. By statute, information that grantees must collect includes:

- The number of individuals served, detailing the nature of victimization
- The number of individuals seeking services who could not be served
- Demographic information on persons served including data on age, sex, relationship of victim to offender, geographic distribution, race, ethnicity, language, and disability

Other data of particular interest to OJP includes, but is not limited to:

- The number of sexual assault nurse examiners trained
- The number of protection orders granted, as well as the percentage of orders granted out of the total requests
- The number of dual arrests, and the percentage of dual arrests out of the total arrests for domestic violence
- The number and percentage of police reports resulting in criminal charges (both domestic violence and sexual assault)
- The number of arrests, and a percentage of arrests out of the total police responses (for both domestic violence and sexual assault)
- The number of prosecutions (domestic violence, sexual assault and stalking)
- Prosecution outcomes (domestic violence, sexual assault and stalking)
- The number of grant funded positions by type of position, i.e., victim services advocate, law enforcement officer, prosecutor, etc.

3. Annual Progress Reports: The state administrative agency is responsible for reporting to the VAWO, Office of Justice Programs on program activities. This requirement is currently met through the annual submission of the Subgrant Award and Performance Report. VAWA requires states to report on the effectiveness of the activities carried out with amounts made available to carry out the program, including numbers of persons served and the numbers of persons seeking services who could not be served. Information in performance reports will also be used to fulfill the requirement in Section 2004 (b) that the Attorney General report to Congress on the following information:

- (1) the number of grants made and funds distributed under this part;
- (2) a summary of the purposes for which those grants were provided and an evaluation of their progress;
- (3) a statistical summary of persons served, detailing the nature of victimization, and providing data on age, sex, relationship of victim to offender, geographic distribution, race, ethnicity, language, and disability, and the membership of persons served in any underserved population; and
- (4) an evaluation of the effectiveness of programs funded under this part.

Future awards and fund drawdowns may be withheld if Annual Progress Reports are delinquent.

4. Financial Status Report: Financial status reports (SF 269-A) are due quarterly on the 45th day following the end of each calendar quarter. Reports are due every quarter in which the award is active, even if there has been no financial activity during the reporting period. The final report is due 120 days after the award end date. The OJP Office of the Comptroller will include a copy of the reporting form in the award package. Future awards and fund drawdowns may be withheld if financial status reports are delinquent.

5. Single Audit Report: Recipients who expend \$300,000 or more of federal funds during their fiscal year must submit an organizationwide financial and compliance audit report. The audit must be performed in accordance with the U.S. General Accounting Office's Government Auditing Standards. The audit report is due to the Federal Audit Clearinghouse not later than 9 months after the end of the recipient's fiscal year.

SUSPENSION OR TERMINATION OF FUNDING

OJP may suspend funding in whole or in part, terminate funding, or impose another sanction on a recipient who has failed to comply substantially with the following:

- The requirements of the Violence Against Women Act and statutory objectives of the STOP Program;
- Timely submission of quarterly Financial Status Reports;
- Timely submission of Annual Progress Reports;
- The regulations and guidelines issued for the STOP Program; or

- The application submitted in accordance with the provisions of the Violence Against Women Act or other provision of any other applicable federal Act.

OJP will provide reasonable notice of its intent to impose sanctions and will attempt informally to resolve the problem. Hearing and appeal procedures will follow those in the Department of Justice regulations in 28 CFR Part 18.

CONTACT INFORMATION

For additional information about the STOP Program, please contact your VAWO program manager, Paula Julian, at 202-305-2379, Brenda Hollis, at 202-305-2381, or Marylouise Kelley, at 202-616-0530.

APPENDIX A

**QUICK-START GUIDE TO USING THE OFFICE OF JUSTICE PROGRAMS
ONLINE GRANTS MANAGEMENT SYSTEM**

**Quick-Start Guide to Using the Office of Justice Programs
Online Grants Management System**

Step 1. Using your established Internet account,* go to www.ojp.usdoj.gov/fundopps.htm. An online **GMS Application Procedures Handbook** is available on this page, and you may link directly to OJP's Grants Management System (GMS), which will provide online "help" screens.

Step 2. Select "Logon to the Grants Management System (GMS)" to apply for OJP grant funding.

Step 3. If you have never used GMS, click on "New User? Register Here" and follow the on-screen instructions to register with GMS. After you register, you must pick the FY 2003 STOP Program Solicitation and begin working on it so that your registration will be sent to the Violence Against Women Office. After registration, you will receive confirmation through email that you are eligible to submit an application. Confirmation may take up to one week.

If you are not a new user and have a GMS password, click on "Login." If your password has expired, you will receive an "Authentication Error" or "Unauthorized User" message. In this case, click on "Having Login Problems?" for assistance in updating your password.

Please Note: Applicants must ensure that the information for the authorizing official and alternate contact is entered correctly. The authorizing official is the individual authorized to accept grant funds in your organization (e.g., executive director, attorney general, governor). If the individual applying online is not the signing authority, that individual must list the authorizing official's name and contact information where appropriate.

Step 4. Select funding opportunities in the top left corner. At the Program Office box, select Violence Against Women Office. Click the Search button to search for all open solicitations. At the Funding Opportunities screen, select from the available list FY 2003 STOP Violence Against Women Grant Program. Click on "Apply on Line" to begin your application. Note: If you are a new user, clicking "Apply on Line" will send your registration

to the Violence Against Women Office and begin the registration approval process.

- Step 5.** To submit your application online, complete the on-screen *Standard Form 424 / Application for Federal Assistance* and attach and upload your program narrative, and other program attachments in either word processing or spreadsheet files. If you have no other attachments, simply upload your program narrative three times. After submission, you will receive confirmation through email that VAWO has received your application and you will be given an application number for future reference. Documents that cannot be submitted electronically through GMS must be faxed to (202) 354-4147. *You must include your GMS application number and the Program title of the VAWO program to which you are applying on all materials submitted by fax.*

If you have any questions about GMS or need technical assistance with applying online, contact the GMS Hotline at 1-888-549-9901.

APPENDIX B

**CERTIFICATION OF COMPLIANCE WITH THE STATUTORY REQUIREMENTS OF THE VIOLENCE
AGAINST WOMEN ACT**



U.S. Department of Justice
Office of Justice Programs
Violence Against Women Office

Certification of Compliance with the Statutory Eligibility Requirements of the Violence Against Women Act as Amended

Applicants should refer to the regulations cited below for further information regarding the certifications to which they are required to attest. Applicants also should review the instructions for certification included in the program regulations before completing this form. Signature on this form certifies that the state is qualified to receive the funds and provides for compliance with relevant requirements under 28 CFR Part 90 and 42 U.S.C 3796gg through 3796gg-5. The certifications shall be treated as a material representation of fact upon which the Department of Justice will rely if it determines to award the covered transaction, grant, or cooperative agreement.

Upon complying with the application requirements set forth in this Application Guide, any state shall be qualified for funds provided under the Violence Against Women Act upon certification that:

- (1) the funds will be used only for the statutory purposes described in 42 U.S.C. § 3796gg (b);
- (2) grantees and subgrantees will develop plans for implementation and will consult and coordinate with nonprofit, nongovernmental victim services programs, including sexual assault and domestic violence victim services programs;
- (3) the amount granted will be allocated, without duplication, as follows: at least 25 percent to police, at least 25 percent to prosecutors, at least 30 percent to nonprofit, nongovernmental victim services programs, and at least 5 percent for state and local courts;
- (4) any federal funds received under this subchapter will be used to supplement, not supplant, nonfederal funds that would otherwise be available for activities funded under this chapter.

In addition, as required by 42 U.S.C. 3796gg-4 and 3796gg-5 and implemented at 28 CFR Part 90:

(1) Forensic Medical Examination Payment Requirement for Victims of Sexual Assault

- (a) A state, Indian tribal government, or unit of local government shall not be entitled to funds unless the state, Indian tribal government, unit of local government, or another governmental entity incurs the full out-of-pocket costs of forensic medical exams for victims of sexual assault.
- (b) A state, Indian tribal government, or unit of local government shall be deemed to incur the full out-of-pocket cost of forensic medical exams for victims of sexual assault if any government entity
 - (1) provides such exams to victims free of charge to the victims;
 - (2) arranges for victims to obtain such exams free of charge to the victims; or

APPENDIX C
VICTIM SERVICES PROGRAM CRITERIA

VICTIMS SERVICES PROGRAM CRITERIA

- 1) Victim services programs must have, as one of their primary purposes, to provide services to victims of domestic violence, sexual assault, dating violence, or stalking.

- 2) Victim services programs must reflect (e.g., through mission statements, training for all staff) an understanding that the violence perpetrated against victims is grounded in an abuse of power by offenders, and reinforced through intimidation and coercion.

- 3) Victim services programs must address a demonstrated need in their communities by providing services that promote the integrity and self sufficiency of victims, improve their access to resources, and create options for victims seeking safety from perpetrator violence.

- 4) Victim services programs must not engage in activities that compromise victim safety.

- 5) Victim services programs must consult and coordinate with nonprofit, nongovernmental victim services programs, including sexual assault and domestic violence victim services programs.

APPENDIX D

**DEFINITIONS APPLICABLE TO THE STOP VIOLENCE
AGAINST WOMEN PROGRAM**

STOP Violence Against Women Program Fiscal Year 2003

Definitions

Dating Violence: The term “dating violence” means violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim; and where the existence of such a relationship shall be determined based on a consideration of the following factors: (i) the length of the relationship; (ii) the type of relationship; and (iii) the frequency of interaction between the persons involved in the relationship.

Domestic Violence: The term “domestic violence” includes felony or misdemeanor crimes of violence committed by a current or former spouse of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies, or by any other adult person against a victim who is protected from that person’s acts under the domestic or family violence laws of the jurisdiction receiving grant monies.

Forensic Medical Examination: The term forensic medical examination means an examination provided to a sexual assault victim by medical personnel trained to gather evidence of a sexual assault in a manner suitable for use in a court of law. The examination should include at a minimum the following: (i) examination of physical trauma; (ii) determination of penetration or force; (iii) patient interview; and (iv) collection and evaluation of evidence.

The inclusion of additional procedures (e.g. testing for sexually transmitted diseases) to obtain evidence may be determined by the state, Indian tribal government, or unit of local government in accordance with its current laws, policies, and practices.

Indian Tribe: The term “Indian tribe” means a tribe, band, pueblo, nation, or other organized group or community of Indians, including any Alaska Native village or regional or village corporation, that is recognized as eligible for the special programs and services provided by the United States to Indians because of their status as Indians.

Law Enforcement: The term “law enforcement” means a public agency charged with policing functions, including any of its component bureaus (such as governmental victim services programs).

Prosecution: The term “prosecution” means any public office or agency charged with direct responsibility for prosecuting criminal offenders, including such office’s or agency’s component departments or bureaus (such as governmental victims services programs). Prosecution support services, such as overseeing or participating in statewide or multijurisdictional domestic violence task forces, conducting training for State and local prosecutors; or enforcing victim compensation and domestic violence-related restraining orders shall be considered “direct responsibility” for purpose of this program.

Sexual Assault: The term “sexual assault” means any conduct proscribed by chapter 109A of Title 18, United States Code, whether or not the conduct occurs in the special maritime and territorial jurisdiction of the United States or in a federal prison and includes both assaults committed by offenders who are strangers to the victim and assaults committed by offenders who are known or related by blood or marriage to the victim.

Underserved Populations: The term “underserved populations” includes populations underserved because of geographic location (such as rural isolation), underserved racial and ethnic populations, populations underserved because of special needs (such as language barriers, disabilities, alienage status, or age), and any other population determined to be underserved by the state planning process in consultation with the Attorney General.

Victim Services: The term “victim services” means a nonprofit, nongovernmental organization that assists domestic violence or sexual assault victims, including rape crisis centers, battered women’s shelters, and other sexual assault or domestic violence programs, including nonprofit, nongovernmental organizations assisting domestic violence or sexual assault victims through the legal process.