

**NORTH DAKOTA
DEPARTMENT OF HEALTH**

**STOP VIOLENCE AGAINST
WOMEN**

**FY 2017
GRANT APPLICATION
GUIDANCE**

STOP Violence Against Women Grant Application Guidance

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Overview

This grant application provides program and application guidelines for the Services*Training*Officers*Prosecutors (STOP) Violence Against Women Formula Grant Program (STOP grant) funding, including guidelines for requirements of the Violence Against Women Act as amended. By statute, the STOP grant 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 and victim services in cases involving violent crimes against women.

North Dakota's STOP Implementation Plan was developed to address implementation of victim-centered strategies that encourage partnerships among police, prosecutors, judges, victim advocates, health care providers, faith leaders and others, to 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.

DO NOT USE PREVIOUS STOP GRANT APPLICATIONS OR GUIDANCE.

COMPLETED STOP APPLICATIONS MUST BE SUBMITTED ON THE ND DEPARTMENT OF HEALTH'S PROGRAM REPORTING SYSTEM BY JUNE 9, 2017, TO BE ELIGIBLE FOR REVIEW BY THE STOP VIOLENCE AGAINST WOMEN ADVISORY COMMITTEE.

PLEASE NOTE: ALL APPLICATION FORMS ARE AVAILABLE ON THE PROGRAM REPORTING SYSTEM (PRS) by clicking [here](#). To access PRS, you need a user account login id. If you don't have a PRS user account log in, please contact Deanna Askew at 701-328-3340 for further information.

Technical Assistance

Contact Deanna Askew for assistance with the requirements of this application:

Phone: 701-328-3340 or 1-800-472-2286 press #1

E-mail: daskew@nd.gov

GENERAL INFORMATION

ELIGIBLE AGENCIES/ORGANIZATIONS

- Private or public non-profit
- Faith-based organizations
- Colleges and universities
- Units of local government
- Indian tribal governments
- Non-governmental victim service programs
- Legal services programs
- State agencies

AWARD PERIOD

The contract period is October 1, 2017 – September 30, 2018.

ELIGIBILITY REQUIREMENTS

- STOP funds are to be used for projects that serve or focus on adult and teen women and men who are victims of domestic violence, dating violence, sexual assault, or stalking as listed in Proposed Projects Section. **STOP funds can serve sexual assault victims who are age 11 or older.** (Pages 8-12)
- The project must address one or more of the twenty statutory purposes. **See Appendix A.**
- **Violence Against Women Act Non-Discrimination Provision**
The Violence Against Women Reauthorization Act of 2013 added a new civil rights provision. This provision prohibits Office on Violence Against Women (OVW) grantees and subgrantees from excluding, denying benefits to, or discriminating against any person on the basis of actual or perceived race, color, religion, national origin, sex, gender identity, sexual orientation, or disability in any program or activity funded in whole or in part by OVW.
- **Limited English Proficiency (LEP):**
It is the responsibility of the recipient of STOP funds shall make accommodations for individuals with disabilities and Deaf individuals and persons with limited English proficiency to provide meaningful and full access to their programs. Meaningful access may entail providing language assistance services, including oral and written translation, where necessary. Recipient is encouraged to consider the need for language services for LEP persons served or encountered both in developing its budgets and in conducting its programs and activities. Additional assistance and information regarding your LEP obligations can be found at www.lep.gov

As clarified by Executive Order 13166, Improving Access to Services for Persons with Limited English Proficiency, and resulting agency guidance, national origin discrimination includes discrimination on the basis of limited English proficiency (LEP). To ensure compliance with the Omnibus Crime Control and Safe Streets Act of 1968 and Title VI of

the Civil Rights Act of 1964, recipient must take reasonable steps to ensure that LEP persons have meaningful access to its programs.

- **Recipients must comply with the confidentiality and privacy requirements** of the Violence Against Women Act, as amended. The acknowledgement form must be signed by the authorized representative and uploaded with the application on the Program Reporting System (PRS). **See Appendix B**
- Funds must be used to supplement existing State and local funds for program activities and must not replace those funds that have been appropriated for the same purpose.
- Children's services supported by STOP funds must be inextricably linked to providing services to victims of domestic violence. For example, STOP funds may support the expansion of shelter services for victims to include programs for their children.
- The recipients must agree that any training or training materials developed or delivered with STOP funding must adhere to the Office on Violence Against Women Training Guiding Principles for Grantees and Subgrantees, available at <http://www.ovw.usdoj.gov/grantees.html>
- All materials and publications (written, visual, or sound) supported with STOP funds shall contain the following statements: "This project was supported by Grant No. _____ awarded by the Office on Violence Against Women, U.S. Department of Justice. The opinions, findings, conclusions and recommendations expressed in this publication/program/exhibition are those of the author(s) and do not necessarily reflect the views of the Department of Justice, Office on Violence Against Women." Contact the Domestic Violence/Rape Crisis Program Director for the current "Grant No."
See Page 3.

SEXUAL ASSAULT ALLOCATION

Under the Violence Against Women Act (VAWA) 2013, 20 percent of funds granted to a State must be allocated to programs or projects in two or more allocations (victim services, law enforcement, prosecution and courts) that meaningfully address sexual assault, including stranger rape, acquaintance rate, alcohol or drug-facilitated rape, and rape within the context of an intimate partner relationship. (Note: Funding for sexual assault in a discretionary area will not count toward this requirement.)

Because of this requirement, are we are requesting that applicants indicate on the title page of the application the dollar amount of the required total, if applicable, that will be used for sexual assault from the following categories: law enforcement, prosecution or courts. (The percentage of victim services dollars that are used to address sexual assault will be calculated at the end of the grant year based on services provided.)

VICTIM SAFETY

Activities that Compromise Victim Safety and Recovery

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 or prevent

physical or emotional healing for victims, 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 their 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 or sexual assault, or in situations in which child sexual abuse is alleged;
5. Requiring victims to report sexual assault, stalking, 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; or
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, seeking an order of protection).

ALLOWABLE COSTS FOR SEXUAL ASSAULT NURSE EXAMINER AND/OR SEXUAL ASSAULT FORENSIC EXAMINER PROGRAMS

STOP Grant funds may support the following activities related to SANE/SAFE programs:

1. training for SANE/SAFE personnel
2. expert testimony of SANE/SAFE personnel
3. forensic evidence collection kits ("rape kits")
4. equipment, such as colposcope, swab dryers, and lights
5. development of protocols and policies to operate a SANE/SAFE program
6. outreach efforts to inform victims about available services
7. victim advocate personnel to accompany victims through the forensic examination process
8. on-going counseling services for victims
9. on-call time of the SANE/SAFE personnel
10. STOP funds may be used for health care providers' time conducting forensic examinations, if two requirements are met:

- the examinations are performed by specially trained examiners for victims of sexual assault (such as Sexual Assault Nurse Examiners (SANEs) or Sexual Assault Forensic Examiners (SAFEs); and
- the jurisdiction does not require victims of sexual assault to seek reimbursement from their insurance carriers.

PLEASE NOTE: As of July 1, 2007, a victim of sexual assault/rape is no longer responsible for the cost of the sexual assault forensic examination to gather evidence for a possible prosecution. A new law authorizes the Attorney General to provide reimbursement directly to the hospital or clinic where the examination is performed. Additional information is available on that office's website

<http://www.ag.nd.gov/CrimeLab/Information/SexAssaultExam/forms.htm>

NON-ALLOWABLE COSTS

- Lobbying
- Fundraising
- Physical modifications to buildings, including minor renovations (such as painting or carpeting)
- Purchase of real property
- Construction

REPORTING REQUIREMENTS

- Each funded agency must complete and submit the Annual Progress Report for STOP Violence Against Women Formula Grant Program for the time period January 1 – December 31 due on February 1.
- To obtain the STOP Annual Progress Report go to <http://muskie.usm.maine.edu/vawamei/stopformulamain.htm>

PROPOSED PROJECTS

VICTIM SERVICES FUNDS

Applications are to address projects/programs listed below:

PLEASE NOTE: The victim service funds can only be requested by the twenty domestic violence/rape crisis programs recognized by the North Dakota Department of Health.

1. The seventeen non-tribal Domestic Violence/Rape Crisis agencies will be offered the opportunity to apply for funds to provide quality direct services to victims of domestic violence, sexual assault, dating violence, stalking, and to children who witness domestic violence.
2. Support projects designed to provide services to children who have witnessed domestic violence, especially those residing in shelter with the victim.
3. Support projects which focus on collaborative efforts to provide direct services to victims with disabilities.
4. Support projects which focus on collaborative efforts to provide direct services to elderly victims.
5. Recognized Tribal Domestic Violence/Rape Crisis agencies will be offered the opportunity to apply for funds to provide quality direct services including shelter to victims of domestic violence, sexual assault, dating violence, stalking, and to children who witness domestic violence.
6. Seventeen non-tribal Domestic Violence/Rape Crisis agencies will be offered the opportunity to apply for funds to provide quality direct services to victims of domestic violence, sexual assault, dating violence, stalking, and to children who witness domestic violence through culturally specific projects.
7. Support projects which address victim service needs of immigrant and refugee populations.
8. Fund projects or programs that will support PREA compliance in ND. Examples: Providing advocates from rape crisis centers to accompany victims during forensic exams and investigatory interviews; and providing crisis intervention, support, and referrals; funding outside victim advocates to provide emotional support services for inmate victims.

DISCRETIONARY FUNDS

Applications are to address projects/programs listed below:

1. Support current and new safe family visitation and exchange centers that are in compliance with the *Standards for Supervised Parenting Time and Exchange Centers in North Dakota*.

2. Support the development, implementation, and maintenance of Sexual Assault Nurse Examiner (SANE) Programs.
3. Provide funding to purchase appropriate equipment, including colposcopy and other medical equipment to use during sexual assault forensic examinations.
4. Support LGBT non-profit organizations to collaborate with the NDDoH, state coalitions, DV/RC agencies, law enforcement agencies and other appropriate agencies to improve the response for victims from the LGBT community by law enforcement agencies along with creating accessible services and shelter by DV/RC agencies.
5. Fund projects or programs that will support PREA compliance in ND. Examples: Hiring a PREA Coordinator; training for employees, contractors, and volunteers of correctional facilities on prevention and response to sexual abuse; educating inmates on sexual abuse; providing emergency and ongoing medical and mental health care for inmate victims; conducting PREA compliance audits of facilities; providing advocates from rape crisis centers to accompany victims during forensic exams and investigatory interviews; and providing crisis intervention, support, and referrals; funding outside victim advocates to provide emotional support services for inmate victims; providing Sexual Assault Nurse Examiners for victims; developing policies for outside law enforcement responsible for investigating prison rape and training the law enforcement personnel; providing staff in an agency outside the correctional agency for inmates to report sexual abuse; developing a plan for internal coordination in the event of a sexual abuse incident (such as a Sexual Assault Response Team)
6. Support the multidisciplinary STOP Training Committee to develop and implement multidisciplinary trainings in rural areas of the state on domestic violence, sexual assault stalking.
7. Fund projects designed to provide services to children who have witnessed domestic violence, especially those residing in shelter with the victim.
8. Support agencies providing trauma-informed trainings to professionals providing services to victims and survivors of domestic violence and sexual assault.
9. Support direct services to victims of domestic violence, sexual assault, stalking, and dating violence on campus.
10. Support three years of stable funding to a local domestic violence/rape crisis program or other appropriate agency with expertise in elder abuse to pilot a project to assess the needs of elderly victims of domestic violence, sexual assault, dating violence, and stalking crimes; assess the working relationships between adult protective services and advocates, law enforcement officers and state's attorneys; coordinate and provide training to the aforementioned professionals to improve collaborative responses to older victims of abuse.
11. Support use of American Sign Language (ASL) interpreter services, language interpretation and translation services, or the purchase of adaptive equipment to ensure individuals with disabilities and deaf individuals and persons with limited English proficiency have

meaningful and full access to programs. Grant funds may be used by agencies to create websites, videos and other materials must ensure that they are accessible to persons with disabilities.

12. Support training to increase the knowledge and skills of DV/RC advocates and shelter staff on how to work with and refer victims with mental health illness and/or substance abuse.
13. Support batterer's treatment programs if such programs can establish they are a part of a graduated range of sanctions used by judges to hold abusers accountable for their criminal actions and for changing their behavior. The treatment programs shall either be in compliance or in the process of working towards compliance with the *ND Adult Batterer's Treatment Standards*.
14. Support appropriate projects to enhance services to victims of domestic violence, sexual assault, dating violence and stalking.
15. Support legal assistance agencies to provide legal assistance to victims of sexual assault, domestic violence, stalking, and dating violence related to protection orders, housing, family law, public benefits and other similar matters.

PROSECUTION FUNDS

Applications are to address projects/programs listed below:

1. Support current or new specialized prosecution units to prosecute domestic violence, sexual assault, dating violence, and stalking crimes.
2. Implement appropriate projects that will improve the prosecution of domestic violence, sexual assault, dating violence, and stalking.
3. Support the establishment or enhancement of victim advocacy programs within prosecutorial agencies or in collaboration with domestic violence/rape crisis agencies.
4. Support the development, implementation, and maintenance of Sexual Assault Nurse Examiner (SANE) programs.
5. Provide funding to purchase appropriate equipment, including colposcopy and other medical equipment to use during sexual assault forensic examinations.
6. Support the multidisciplinary STOP Training Committee in developing and implementing multidisciplinary trainings in rural areas of the state on domestic violence, sexual assault, stalking, and dating violence.
7. Support training from the Sexual Violence Justice Institute (MN) on effective Sexual Assault Response Teams.

8. Fund projects or programs that will support PREA compliance in ND. Example: providing Sexual Assault Nurse Examiners for victims.

LAW ENFORCEMENT FUNDS

Applications are to address projects/programs listed below:

1. Support current or new specialized domestic violence law enforcement units to respond to and investigate domestic violence, sexual assault, dating violence, and stalking crimes.
2. Purchase appropriate equipment, such as camera and audio equipment, for law enforcement departments to investigate domestic violence, sexual assault, dating violence, and stalking crimes. Also, fund the purchase of computers, printers, and software to collect data on domestic violence, sexual assault, dating violence, and stalking investigations conducted in the local areas.
3. Implement appropriate projects to improve the law enforcement response to domestic violence, sexual assault, dating violence, and stalking crimes.
4. Support the multidisciplinary STOP Training Committee to develop and implement multidisciplinary trainings in rural areas of the state on domestic violence, sexual assault, stalking, and dating violence.
5. Support current or new victim witness assistants within law enforcement agencies and/or in collaboration with Domestic Violence/Rape Crisis agencies to serve as liaisons between victims of domestic violence, sexual assault, dating violence, and stalking and personnel in local law enforcement agencies in order to improve the enforcement of protection orders.
6. Support training from the Sexual Violence Justice Institute (MN) on effective Sexual Assault Response Teams.
7. Support the cost of training law enforcement officers on recognition and response to human trafficking.
8. Support face-to-face or on-line training from health care providers to law enforcement officers on how to appropriately assess and transport victims to the hospital when victims have been sexually assaulted, strangled or experienced a head injury.
9. Support current and new safe family visitation and exchange centers that are in compliance with the *Standards for Supervised Parenting Time and Exchange Centers in North Dakota*.
10. Fund projects or programs that will support PREA compliance in ND. Examples: providing Sexual Assault Nurse Examiners for victims; developing policies for outside law enforcement responsible for investigating prison rape and training the law enforcement personnel; providing staff in an agency outside the correctional agency for inmates to report sexual abuse;

developing a plan for internal coordination in the event of a sexual abuse incident (such as a Sexual Assault Response Team) to the extent they are involved).

COURT FUNDS

Applications are to address projects/programs listed below:

1. Develop a bench book for tribal judges on domestic violence, sexual assault, dating violence, and stalking.
2. Support judges, court clerks, and other court personnel attending trainings on domestic violence, sexual assault, dating violence, and stalking issues, such as use of interpreters, referring to safe visitation and exchange centers, removal of firearms in misdemeanors, referring offenders batterer's treatment programs rather than anger management classes and other relevant topics.
3. Implement appropriate court-related projects that will improve the judicial response to domestic violence, sexual assault, dating violence, and stalking crimes.

GRANT REVIEW PROCESS

Below is a summary of the grant review process for STOP grant applications, the Grant Review Form, and the Grant Distribution Guidelines.

1. STOP applications are reviewed for eligibility and completeness by the Domestic Violence/Rape Crisis Program Director.
2. The appropriate subcommittee of the STOP Violence Against Women Advisory Committee reviews applications.
 - The Law Enforcement Subcommittee reviews law enforcement applications.
 - The Prosecution Subcommittee reviews prosecution applications.
 - The Discretionary Subcommittee reviews the court applications and other applications that cannot be supported with law enforcement, court, or prosecution funds.
 - The appropriate subcommittees review multidisciplinary applications.
 - The subcommittees document strengths and weaknesses of the application.
3. The full STOP Violence Against Women Advisory Committee reviews the recommendations of the subcommittees to determine the final funding awards to applicant agencies.
4. Approved applications will receive an awards letter and a contract agreement.
5. Denied applications will receive a letter indicating the reason(s) for the denial.

Applications will be rated on the following:

- Whether the application is complete;
- Whether the proposed activities clearly address one or more of the Statutory Purpose Areas;
- Whether the activities seem feasible and likely to succeed;
- Whether the requesting agency is able to demonstrate coordination and linkages related to the proposed project with other programs in the service area;
- Whether the application proposes significant activities that may compromise victim safety;
- The extent to which the proposed budget and budget justification is complete, reasonable, and cost-effective in relation to the proposed project.

STOP VIOLENCE AGAINST WOMEN GRANT REVIEW FORM

For use only by the STOP Advisory Committee

Applicant: _____

Proposed project summary: _____

Summary

Concisely list the main strengths and weaknesses of the grant application.

Strengths:

Weaknesses:

Funding Recommendations

List amount(s) the subcommittee recommends for this application in the appropriate funding categories below:

_____ Prosecution Funds

_____ Discretionary Funds

_____ Law enforcement Funds

_____ Court Funds

Comments: _____

List reason(s) for partially funding or not funding this application: (Include what portion(s) of the application the subcommittee does not recommend be funded)

List special conditions if appropriate:

GRANT DISTRIBUTION GUIDELINES

For

Law Enforcement, Prosecution, Courts, and Discretionary Funds

These funding guidelines are utilized by the STOP Violence Against Women Advisory Committee during the grant awarding process.

First Year	Potential for 100% funding of the requested budget
Second Year	Potential for 90% funding of the current requested budget
Third Year	Potential for 75% funding of the current requested budget
Fourth Year and beyond:	Potential for 50% funding of the current requested budget

STOP awards are dependent upon funds available, the type of project/program requested to be funded, and at the discretion of the committee.

**PLEASE NOTE:
YOU MAY REQUEST STOP FUNDS NECESSARY TO SUPPORT THE
PROJECT IN THE GRANT APPLICATION. THE COMMITTEE USES
THESE GUIDELINES AND OTHER INFORMATION FROM THE GRANT
APPLICATION TO ASSIST THEM IN AWARDING THE FUNDS.**

Sept 2012

**HOW TO COMPLETE
THE
STOP GRANT APPLICATION
AND
BUDGET**

GRANT PROPOSAL NARRATIVE

Four Important Grant Writing Tips

1. Write a grant application as if the reviewer has limited knowledge of the issues and your agency's services.
2. The project description and goals, objectives and activities should only relate to the project you want funded.
3. The budget should match what you indicated you want funded in the goals, objectives and activities.
4. A grant application is a balance of sufficient information – enough so the reviewer can clearly understand what the problem is and how you plan to solve the problem using the funds requested and not too much information to suffocate the reviewer.

Title Page

1. Complete the entire sheet.

Description of the Problem/Statistical Documentation

1. Provide a description of the problem in your service area, the impact of the problem and identify the factors that contribute to and/or cause the problem.
2. Provide important and related to the problem local or regional data of domestic violence, sexual assault, stalking, or dating violence.
3. Provide a brief overview of the community(s) where this project will take place. Include information about the geographic location (i.e. part of the state, rural/urban, tribal, etc.),
4. If the project is to provide services to culturally specific and / or underserved populations in your area, identify and discuss the needs of those target populations.

Statutory Program Purposes

1. Projects and programs supported with the STOP grant **must** meet one or more of the following statutory program purpose areas.
2. Check all that apply for the requested project or program.
3. Provide a one to two sentence description of how the proposal will relate to the selected statutory purpose(s).

Current Efforts

1. Describe progress toward meeting your current contract (October 1, 2016 – September 30, 2017) goals and objectives for the time period from October 1, 2016 through March 31, 2017.
 - a. If this the first time the agency is submitting a request for STOP funds, type N/A.

Project Description

The project description should explain the proposed projects funded with STOP funds. This section should correlate with your budget.

Program Plan

1. **Goals:** A general, broad statement of what the STOP funds will accomplish.
2. **Objectives:** Objectives are the measurable outcomes of the program which promise a solution to or reduction of the problem. They are something you are going to do, utilizing grant funds, by a certain amount within a certain time period. Your objectives must be tangible, specific, concrete, measurable, and achievable in a specified time period.
3. **Activities:** Activities describe in detail and logical order what your agency will do to meet the objectives and address the problem (How, When, and Why). Your reader should be able to gain a picture of exactly how things work, what your facility looks like, what staff does, and how clients are served.
4. **Performance Measures:**
 - Target Outputs: These are the proposed results of project staff activities. Target outputs are intended to be a concrete, objective measurement and can include the following information:
 - Number of clients served
 - Number of counseling sessions
 - Number of support group sessions
 - Number and type of services delivered.
 - Number of surveys completed.
 - Number of schools where presentations dating violence presentations were done
 - Short-Term Outcomes: These are the changes in participants' lives as a result of the staff activities. Short-term outcome measures address the immediate results for clients of services delivered by the project. Short-term outcomes are measured by asking those whom the project served for their feedback through an evaluation process.
 - 85% of victims will experience an increase in safety
 - 80% of participants at presentations walk away with more knowledge about domestic violence and services available
 - 90% of victims will verbalize a decrease in trauma symptoms
 - Number of clients with housing needs who take steps toward securing permanent housing.

Sustainability

In two or three sentences describe how this project will be funded after the STOP funds are no longer available.

Cooperation and Collaboration

1. All applicants are required to submit three current letters of collaboration specific to the STOP project. The letters should be written by other local or regional agencies your agency plans to partner with on the requested project described in this grant application to improve services to victims of domestic violence, sexual assault, stalking, and dating violence. The letters must be included with the grant application and must be current. **Appendix C: Sample Letter**
2. **Certification of Consultation:** The STOP grant requires law enforcement, prosecutorial, courts, and other agencies to consult with the local domestic violence/rape crisis agency during the course of developing their STOP grant application in order to ensure that proposed services, activities, and equipment acquisitions are designed to promote the safety, confidentiality, and economic independence of victims of domestic violence, sexual assault, stalking, and dating violence. **Appendix D-1 Certification of Consultation Directions; Appendix D-2: Certification of Consultation form**
3. **Benefits Agreement:** Law enforcement, prosecution, and court funds may be requested by other agencies only if they can document the project is a benefit to local/state law enforcement, prosecution, and court agencies. **Appendix E: Benefit Agreement form**

BUDGET GUIDANCE

STOP BUDGET

- Agencies should prepare budgets that cover the anticipated award period of October 1, 2017 through September 30, 2018.
 - Each requested expense needs to be itemized and clearly explain the need for the proposed funds being requested. There is no such thing as “miscellaneous” costs.
 - If the project includes requests from more than one of the funding sources, a separate budget justification for each funding source must be submitted with the application. Budget requests should be appropriately distributed between the funding sources according to the percentage of the work relating to each source.
 - Example: A Sexual Assault Nurse Examiner Program determines that 60% of the funds they are requesting pertain to prosecution funding and 40% pertain to discretionary funding. One budget justification must be submitted for the 60% prosecution funding and another budget justification must be submitted for the 40% discretionary funding.
- A. Personnel Salaries
- Indicate title of the individual to be funded with STOP dollars, the total salary of the individual, and the FTE percentage funded with STOP funds to be used to fund the salary for the project period.

B. Fringe benefits

- **Should be based on the percent of salary requested.** If salary is requested for a part time person, then the fringe benefit package must be prorated accordingly.

C. Travel-Food-Lodging

- Reimbursement is allowed only for overnight travel and other travel while away from the normal place of employment for four hours or more. Mileage, lodging and per diem rates may not exceed state rates.
- Indicate the estimated number of miles and the cost per mile, the estimated number of meals and per diem rate, the estimated number of nights needed for lodging and the lodging rate for the project period.
- Current state mileage rate is \$0.535/mile, but is subject to change. For current reimbursement rates, refer to this web page on page 49:
<https://www.nd.gov/omb/sites/omb/files/documents/agency/financial/fiscaladmin2015.pdf>
- Current state per diem rate is \$35/day, but is subject to change. Employees will not be reimbursed for breakfast if travel began after 7 a.m. In order to claim expenses for lunch and dinner, the employee must have been in travel status one hour before the start of lunch or dinner, and travel status must extend at least one hour into the lunch or dinner time period. Breakfast (6 a.m. – noon): \$7; Lunch (noon – 6 p.m.): \$10.50; Dinner (6 p.m. – midnight): \$17.50.
- Current state rate for lodging is \$81.90 plus applicable taxes, but is subject to change. Lodging rates differ for the following counties: Stark, Mercer, Billings, Ward, Williams, Mountrail, and McKenzie. For current reimbursement rates, refer to this web page on page 45:
<https://www.nd.gov/omb/sites/omb/files/documents/agency/financial/fiscaladmin2015.pdf>

D. Supplies (Any item costing \$5,000 or less)

- Allowable costs include office supplies, materials for in-house trainings, computers, printers, cameras, etc.
- Three itemized bids for computers, printers, and cameras must be included and local requirements for purchasing equipment must be followed.

E. Rent and Utilities - Indicate the estimated monthly rent and utilities for the specific to the project only.

F. Communications/Postage - Telephone/Fax-Indicate the estimate monthly telephone and fax costs for the project only. Indicate the estimated monthly amount of postage for the project only.

G. Equipment (Any item costing more than \$5,000)

- Three itemized bids for equipment must be included and local requirements for purchasing equipment must be followed.
- Equipment must be used primarily to address domestic violence, sexual assault, dating violence, and stalking situations.

H. Consultants/Contractors

- Compensation for services by an individual consultant should be reasonable and consistent with that paid for similar services in the marketplace.
- Applicants should consider the type of services provided and the experience and expertise of the individual consultant when deciding if a consultant's rate is reasonable.
- Consultant rates are not to excess of \$650 per day.
- Applicants should also include all costs associated with consultants/contracts in the "Consultants/Contracts" category including travel-related costs.
- Costs should not be reflected in the Personnel or Travel categories.

I. Other Costs

- Each item under this category must be itemized for the project only.

J. Match Funds Explanation

- Cash or in-kind may be used as match.
- Indicate the correct match and describe the source of the match (ex. county funds, volunteer hours).
- The cost of activities documented for the match requirement must be directly related to the project goals and objectives and should be included as part of any evaluation or assessment.

MATCH REQUIREMENTS

Required Match

- According to the STOP federal guidelines, STOP grant funds may not cover more than 75 percent of the total project cost of the project being funded. Therefore, agencies applying for law enforcement, prosecution, courts, discretionary, and victim services STOP funds must provide 25 percent of the total project cost from non-Federal sources such as cash or in-kind.
 - **Exceptions:** Tribes are exempt from matching victim service, law enforcement, prosecution, discretionary, and court funds. **Non-profit, non-governmental domestic violence/rape crisis agencies are exempt from matching victim service and discretionary funds. However, the members of the Council on Abused Women's Services (CAWS) North Dakota have agreed the member programs will match all awarded STOP funds.**
- The applicant must identify the source of the 25 percent non-Federal portion of the budget and how match funds will be used.
- Applicants may satisfy the required match with either cash or in-kind. The match source must directly relate to the project goals and objectives.
- The cost of activities documented for the match requirement must be directly related to the project goals and objectives and should be included as part of any evaluation or assessment.
- Agencies must maintain records which clearly show the source, the amount, and the timing of all match contributions.

Cash Match

- Payments for STOP activities utilizing non-Federal funds (i.e., state domestic violence revenue, cash donations, and local funding).
- All cash match shall have documentation for payment for purchases of items/services reported.

Examples of Cash Match

1. A sheriff's department is approved for STOP funds to purchase a camera. The total cost of the camera is \$1,000. STOP funds pay for 75% or \$750. The remainder of the camera cost or \$250 is paid for by non-Federal cash funds from the sheriff's department.
2. STOP funds are used to hire a second victim advocate in a prosecutor's office to expand the availability of services to battered and sexually assaulted women; the time and activities of current victim advocate staff being paid with non-Federal funds may be considered as match for the program. All advocates' time devoted to grant-related activities must be properly documented to satisfy audit requirements.

In-Kind Match

- The basis for determining the value of in-kind personnel services, materials, equipment, and space must be properly documented.

Examples of In-Kind Match

1. Donations of expendable equipment
 - The value placed on loaned or donated equipment may not exceed its fair rental value. Only the rental value and not the purchased value of the equipment is allowable unless the equipment is used solely for the STOP program. If equipment is purchased just for the STOP program, the cash expenditure is reported at the time of purchase as a cash match.
2. Workshop or classroom materials provided by another entity.
3. Workspace.
 - The value of donated space may not exceed the fair rental value of comparable space as established by an independent appraisal of comparable space and facilities in a privately owned building in the same locality.
4. Monetary value of time contributed by professional and technical personnel and other skilled and unskilled labor if the services they provide are an integral and necessary part of funded project.
 - The value placed on donated services must be consistent with the rate of compensation paid for similar work in the organization or the labor market.
 - Fringe benefits may be included in the valuation.
5. If volunteers provide services to the program, the market-value for their services is allowable as an in-kind match.
 - Volunteer services must be documented with: date of service, hours provided, labor market value of services, and signature of the volunteer.

Examples of In-kind Match

1. A business donates use of a room for a training session for law enforcement officers or prosecutors.
2. A local task force meeting.
 - Members of the task force who are not reimbursed for their salary if the meeting is held during regular working hours.
 - Costs for members' mileage and meals which are not reimbursed from another source.

HOW TO CALCULATE YOUR MATCH

Method 1:

If you want 100% of a cost item to be funded with STOP funds, do the following calculations:

1. Divide 100% of the cost item requested from STOP funds by 75% or .75 to determine the Total Project Cost.
2. Multiply the Total Project Cost by 25% or .25 to determine the match to be provided by the applicant from non-Federal sources.

Dakota Co Sheriff's Dept. is requesting 6 cameras for a total of \$2,000 with 100% of the cost of the cameras to be funded with STOP funds.

Calculations:

\$2,000 (100% of the cost item) divided by 75% or .75 = \$2,667 is the Total Project Cost.

Multiply \$2,667 (Total Project Cost) x 25% or .25 = \$667 is the match to be provided by Dakota Co Sheriff's Dept. from non-Federal sources.

STOP funds are \$2,000. Match is \$667. Total Project Cost is \$2,667.

Method 1 - Budget

<i>Budget Category</i>	<i>STOP Funds</i>	<i>Match Funds</i>	<i>Total Project Cost</i>
<i>Supplies</i>	<i>\$2,000</i>	<i>\$667</i>	<i>\$2,667</i>

Method 2:

If you want 75% of a cost item to be funded with STOP funds, do the following calculations:

1. Multiply 100% of a cost item by 75% to determine the requested STOP funds.
2. Multiply 100% of a cost item by 25% to determine the match to be provided by the applicant from non-Federal sources.

Dakota Co Sheriff's Dept. is requesting 6 cameras for a total of \$2,000 with 75% of the cost of the cameras to be funded with STOP funds.

Calculations:

\$2,000 (100% of the cost item) x 75% or .75 = \$1,500 is funded by STOP.

\$2,000 (100% of the cost item) x 25% or .25 = \$500 is the match to be provided by Dakota Co Sheriff's Dept. from non-Federal sources.

STOP funds are \$1,500. Match is \$500. Total Project Cost is \$2,000.

Method 2 - Budget

<i>Budget Category</i>	<i>STOP Funds</i>	<i>Match Funds</i>	<i>Total Project Cost</i>
<i>Supplies</i>	<i>\$1,500</i>	<i>\$500</i>	<i>\$2,000</i>

Explanation:

Total Project Cost is \$2,000 in Method 2, whereas, Total Project Cost is \$2,667 in Method 1. Therefore, Total Project Costs in Method 1 are \$667 higher than in Method 2. If the intent is to only purchase the 6 cameras for \$2,000 and there are no other costs for the project, then Method 2 should be followed. Otherwise, there is no documentation to support the additional amount of \$667.

Summary:

75% is the Federal share allowed by STOP through the NDDoH

25% is the applicant's share of match

100% is the Total Project Cost

Workshops

- An estimated itemized budget for workshop costs must be included along with an estimated cost per participant.
- Indicate who the target audience will be and the anticipated attendance.
- If a registration fee is charged it would be considered program income. Grantees must receive prior approval from Office on Violence Against Women before they earn program income. Program income may be used to supplement project costs or reduce project costs, or may be refunded to the Federal government. Program income may only be used for allowable program costs, however, and must be expended prior to additional drawdowns. Please see the OVW Grants Financial Management Guide <http://www.ovw.usdoj.gov/docs/ovw-fgmg.pdf> for more information on this topic.
- A registration fee cannot be used to purchase food or beverages for the training.

Food and Beverage/Costs for Refreshments and Meals

- STOP funding cannot be used to purchase food and/or beverages for any meeting, conference, training, or other event, except if the following applies:
 - The location of the event is not in close proximity to food establishments. It should be a priority to try to secure a location near reasonably priced and accessible commercial food establishments.
 - Not serving food will significantly lengthen the day or necessitate extending the meeting to achieve meeting outcomes.
 - A special presentation at a conference requires a plenary address where there is no other time for food to be obtained; or
 - Other extenuating circumstances which necessitate the provision of food.

- **Note:** In addition to the requirements above, cooperative agreement or contract recipients, must complete and submit the Conference and Events Approval Form to OVW for review and approval prior to entering into a contract for any meeting, conference, training, or other event.
- If an exception is made for food/beverages or refreshments, the cost of any individual meal, plus taxes and any hotel service costs (e.g., labor cost for room setup), cannot exceed 150 percent of the General Services Administration (GSA) Meals and Incidental Expenses (M&IE) rate for that meal in that locality per attendee. OVW, however strongly encourages costs to stay at or below 100% of the applicable per diem rate for any meal provided, including any service costs. The current GSA M&IE rate breakdown by meal and by locality can be found at <http://www.gsa.gov/portal/content/101518>. If OVW funds are used to provide breaks/refreshments, they can only be provided once per day, and any related expenses (food, beverages, plus taxes and any hotel service costs) cannot exceed 11.5% of the current GSA M&IE rate per attendee per day. Office on Violence Against Women, however prefers that such costs fall well below 11.5%.
- This restriction does not apply to water provided at no cost, but does apply to any and all other refreshments, regardless of the size or nature of the meeting. Additionally, this restriction does not impact direct payment of per diem amounts to individuals in a travel status under your organization's travel policy.

STOP Statutory Purpose Areas

Purpose Areas

STOP Formula Program funds are intended for use by states and territories; state, local, and tribal courts (including juvenile courts); Indian tribal governments; units of local government; and nonprofit, nongovernmental victim services programs, including community-based organizations. Grants and subgrants supported through this Program must meet one or more of the following statutory purpose areas.

In FY 2017, funds under the STOP Formula Grant Program may be used for the following purposes:

1. training law enforcement officers, judges, other court personnel, and prosecutors to more effectively identify and respond to violent crimes against women, including the crimes of sexual assault, domestic violence, stalking, and dating violence, including the use of nonimmigrant status under subparagraphs (U) and (T) of section 101(a)(15) of the Immigration and Nationality Act (8 U.S.C. 1101(a));
2. developing, training, or expanding units of law enforcement officers, judges, other court personnel, and prosecutors specifically targeting violent crimes against women, including the crimes of sexual assault, dating violence, stalking, and domestic violence;
3. developing and implementing more effective police, court, and prosecution policies, protocols, orders, and services specifically devoted to preventing, identifying, and responding to violent crimes against women, including the crimes of sexual assault, dating violence, stalking, and domestic violence, as well as the appropriate treatment of victims;
4. developing, installing, or expanding data collection and communication systems, including computerized systems, linking police, prosecutors, and courts or for the purpose of identifying, classifying, and tracking arrests, protection orders, violations of protection orders, prosecutions, and convictions for violent crimes against women, including the crimes of sexual assault, dating violence, stalking, and domestic violence;
5. developing, enlarging, or strengthening victim services and legal assistance programs, including sexual assault, domestic violence, stalking, and dating violence programs, developing or improving delivery of victim services to underserved populations, providing specialized domestic violence court advocates in courts where a significant number of protection orders are granted, and increasing reporting and reducing attrition rates for cases involving violent crimes against women, including crimes of sexual assault, dating violence, stalking, and domestic violence;

6. developing, enlarging, or strengthening programs addressing the needs and circumstances of Indian tribes in dealing with violent crimes against women, including the crimes of sexual assault, dating violence, stalking, and domestic violence; supporting formal and informal statewide, multidisciplinary efforts, to the extent not supported by State funds, to coordinate the response of state law enforcement agencies, prosecutors, courts, victim services agencies, and other state agencies and departments, to violent crimes against women, including the crimes of sexual assault, domestic violence, stalking, and dating violence;
7. 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;
8. developing, enlarging, or strengthening programs to assist law enforcement, prosecutors, courts, and others to address the needs and circumstances of older and disabled women who are victims of domestic violence, dating violence, stalking, or sexual assault, including recognizing, investigating, and prosecuting instances of such violence or assault and targeting outreach and support, counseling, and other victim services to such older and disabled individuals;
9. providing assistance to victims of domestic violence and sexual assault in immigration matters;
10. maintaining core victim services and criminal justice initiatives, while supporting complementary new initiatives and emergency services for victims and their families;
11. supporting the placement of special victim assistants (to be known as “Jessica Gonzales Victim Assistants”) in local law enforcement agencies to serve as liaisons between victims of domestic violence, dating violence, sexual assault, and stalking and personnel in local law enforcement agencies in order to improve the enforcement of protection orders. Jessica Gonzales Victim Assistants shall have expertise in domestic violence, dating violence, sexual assault, or stalking and may undertake the following activities—
 - (A) developing, in collaboration with prosecutors, courts, and victim service providers, standardized response policies for local law enforcement agencies, including the use of evidence-based indicators to assess the risk of domestic and dating violence homicide and prioritize dangerous or potentially lethal cases;
 - (B) notifying persons seeking enforcement of protection orders as to what responses will be provided by the relevant law enforcement agency;
 - (C) referring persons seeking enforcement of protection orders to supplementary services (such as emergency shelter programs, hotlines, or legal assistance services); and
 - (D) taking other appropriate action to assist or secure the safety of the person seeking enforcement of a protection order.
12. providing funding to law enforcement agencies, victim services providers, and state, tribal, territorial, and local governments (which funding stream shall be known as the Crystal Judson Domestic Violence Protocol Program) to promote—
 - (A) the development and implementation of training for local victim domestic violence service providers, and to fund victim services personnel, to be known as “Crystal Judson

Victim Advocates,” to provide supportive services and advocacy for victims of domestic violence committed by law enforcement personnel;

(B) the implementation of protocols within law enforcement agencies to ensure consistent and effective responses to the commission of domestic violence by personnel within such agencies such as the model policy promulgated by the International Association of Chiefs of Police (“Domestic Violence by Police Officers: A Policy of the IACP, Police Response to Violence Against Women Project” July 2003); and

(C) the development of such protocols in collaboration with state, tribal, territorial and local victim services providers and domestic violence coalitions.

Note: Any law enforcement, state, tribal, territorial, or local government agency receiving funding under the Crystal Judson Domestic Violence Protocol Program shall, on an annual basis, receive additional training on the topic of incidents of domestic violence committed by law enforcement personnel from domestic violence and sexual assault nonprofit organizations and, after a period of two years, provide a report of the adopted protocol to the Department, including a summary of progress in implementing such protocol. As such, states and territories are responsible for ensuring that each subgrantee receiving funds under this purpose area will receive the required annual training. States are also responsible for ensuring that subgrantees submit their two-year report to the Department. States and territories must notify and provide OVW with a list of subgrantee recipients awarded STOP funds under the Crystal Judson Domestic Violence Protocol Program.

13. Developing and promoting state, local, or tribal legislation and policies that enhance best practices for responding to domestic violence, dating violence, sexual assault, and stalking.
14. Developing, implementing, or enhancing Sexual Assault Response Teams, or other similar coordinated community responses to sexual assault.
15. Developing and strengthening policies, protocols, best practices, and training for law enforcement agencies and prosecutors relating to the investigation and prosecution of sexual assault cases and the appropriate treatment of victims.
16. Developing, enlarging or strengthening programs addressing sexual assault against men, women, and youth in correctional or detention settings.
17. Identifying and conducting inventories of backlogs of sexual assault evidence collection kits and developing protocols and policies for responding to and addressing such backlogs, including protocols and policies for notifying and involving victims.
18. Developing, enlarging, or strengthening programs and projects to provide services and responses to male and female victims of domestic violence, dating violence, sexual assault, or stalking, whose ability to access traditional services and responses is affected by their sexual orientation or gender identity, as defined in section 249(c) of title 18, United States Code.
19. Developing, enhancing, or strengthening prevention and educational programming to address domestic violence, dating violence, sexual assault, or stalking, with not more than 5 percent of the amount allocated to a state to be used for this purpose.

Acknowledgement of Notice of Statutory Requirement to Comply with the Confidentiality and Privacy Provisions of the Violence Against Women Act, as Amended

Under section 40002(b)(2) of the Violence Against Women Act, as amended (42 U.S.C. 13925(b)(2)), grantees and subgrantees with funding from the Office on Violence Against Women (OVW) are required to meet the following terms with regard to nondisclosure of confidential or private information and to document their compliance. By signature on this form, applicants for grants from OVW are acknowledging that that they have notice that, if awarded funds, they will be required to comply with this provision, and will mandate that subgrantees, if any, comply with this provision, and will create and maintain documentation of compliance, such as policies and procedures for release of victim information, and will mandate that subgrantees, if any, will do so as well.

(A) In general

In order to ensure the safety of adult, youth, and child victims of domestic violence, dating violence, sexual assault, or stalking, and their families, grantees and subgrantees under this subchapter shall protect the confidentiality and privacy of persons receiving services.

(B) Nondisclosure

Subject to subparagraphs (C) and (D), grantees and subgrantees shall not—

- (i) disclose, reveal, or release any personally identifying information or individual information collected in connection with services requested, utilized, or denied through grantees' and subgrantees' programs, regardless of whether the information has been encoded, encrypted, hashed, or otherwise protected; or
- (ii) disclose, reveal, or release individual client information without the informed, written, reasonably time-limited consent of the person (or in the case of an unemancipated minor, the minor and the parent or guardian or in the case of legal incapacity, a court-appointed guardian) about whom information is sought, whether for this program or any other Federal, State, tribal, or territorial grant program, except that consent for release may not be given by the abuser of the minor, incapacitated person, or the abuser of the other parent of the minor. If a minor or a person with a legally appointed guardian is permitted by law to receive services without the parent's or guardian's consent, the minor or person with a guardian may release information without additional consent.

(C) Release

If release of information described in subparagraph (B) is compelled by statutory or court mandate—

- (i) grantees and subgrantees shall make reasonable attempts to provide notice to victims affected by the disclosure of information; and
- (ii) grantees and subgrantees shall take steps necessary to protect the privacy and safety of the persons affected by the release of the information.

(D) Information sharing

(i) Grantees and subgrantees may share—

(I) nonpersonally identifying data in the aggregate regarding services to their clients and nonpersonally identifying demographic information in order to comply with Federal, State, tribal, or territorial reporting, evaluation, or data collection requirements;

(II) court-generated information and law enforcement-generated information contained in secure, governmental registries for protection order enforcement purposes; and

(III) law enforcement-generated and prosecution-generated information necessary for law enforcement and prosecution purposes.

(ii) In no circumstances may—

(I) an adult, youth, or child victim of domestic violence, dating violence, sexual assault, or stalking be required to provide a consent to release his or her personally identifying information as a condition of eligibility for the services provided by the grantee or subgrantee;

(II) any personally identifying information be shared in order to comply with Federal, tribal, or State reporting, evaluation, or data collection requirements, whether for this program or any other Federal, tribal, or State grant program.

(E) Statutorily mandated reports of abuse or neglect

Nothing in this section prohibits a grantee or subgrantee from reporting suspected abuse or neglect, as those terms are defined and specifically mandated by the State or tribe involved.

(F) Oversight

Nothing in this paragraph shall prevent the Attorney General from disclosing grant activities authorized in this Act to the chairman and ranking members of the Committee on the Judiciary of the House of Representatives and the Committee on the Judiciary of the Senate exercising Congressional oversight authority. All disclosures shall protect confidentiality and omit personally identifying information, including location information about individuals.

(G) Confidentiality assessment and assurances

Grantees and subgrantees must document their compliance with the confidentiality and privacy provisions required under this section.

Typed Name of Authorized Representative

Title

Signature of Authorized Representative

Date Signed

Agency Name

Sample Letter of Collaboration

July 21, 2017

Dear STOP Advisory Committee:

The Grand Forks States Attorney's Office has agreed to collaborate with the Grand Forks Police Department for STOP funds to support a domestic violence investigator.

The Grand Forks States Attorney's Office (GFCSAO) is in full support of the Grand Forks Police Department's (GFPD) application. As a commitment to collaborate with the Grand Forks Police Department in this program, the GFCSAO will collaborate with them to improve services to victims of domestic violence, sexual assault, stalking and dating violence as follows:

- Prosecute cases involving the above crimes, as well as protection order violations, as appropriate.
- Staff cases daily between the GFCSAO domestic prosecutor and the GFPD domestic investigator.
- Collaborate with the GFPD to hold offenders who are ordered into treatment accountable for following through and completing treatment as ordered by the court.
- Provide staff time to participate in Coordinated Community Response (CCR) Project stakeholder, interagency, case staffing and task force meetings.
- Participate in community boards/task forces with the GFPD investigator.
- Participate in training on the above crimes to improve the system's response.
- Collaborate with the GFPD in the creation and improvement of forms and reporting documents, to improve the prosecution process and the services to victims of domestic violence, sexual assault, stalking and dating violence.

We support the GFPD's application for STOP VAWA funds to support its domestic investigator position and will collaborate on a regular basis to improve services to victims of the above crimes.

Signature: _____
States Attorney

Date: _____

REQUIREMENT

Certification of Consultation Directions

The Violence Against Women Act has the following requirement of law enforcement, prosecutorial, courts and other agencies.

Tribal, territorial, State or local prosecution, law enforcement, and courts have consulted with tribal, territorial, State, or local victim service programs during the course of developing their grant applications in order to ensure that proposed services, activities and equipment acquisitions are designed to promote the safety, confidentiality, and economic independence of victims of domestic violence, sexual assault, stalking, and dating violence.

It requires law enforcement, prosecutorial, courts, and other agencies to consult with the local domestic violence/rape crisis agency during the course of developing their STOP grant application in order to ensure that proposed services, activities, and equipment acquisitions are designed to promote the safety, confidentiality, and economic independence of victims of domestic violence, sexual assault, stalking, and dating violence.

To meet this requirement prosecution and law enforcement agencies, courts and other agencies applying for the STOP Violence Against Women Funds must contact the domestic violence/rape crisis agency providing services within your service area to discuss the proposed project using the above listed requirement as a framework for such the discussion. If the proposed project is a statewide effort, please consult the Council on Abused Women's Services ND at 701-255-6240. The Certification of Consultation Form must be completed and submitted with the grant application.

If you are unaware of the domestic violence/rape crisis agency serving your service area contact:

Deanna Askew, Director
Division of Injury Prevention and Control
ND Department of Health
Phone: 701-328-3340 or 1-800-472-2286 press #1
E-mail: daskew@nd.gov

Certification of Consultation
STOP Funds

_____ (Insert agency name) certifies that we have consulted and will continue to consult with _____ (Insert the domestic violence\rape crisis agency) during the course of developing our STOP grant application in order to ensure that proposed services, activities, and equipment acquisitions are designed to promote the safety, confidentiality, and economic independence of victims of domestic violence, sexual assault, stalking, and dating violence.

Summary of Consultation Discussion: _____

Signature of Authorized Official

Printed Name and Title of Authorized Official

Organization Name of Applicant Agency

Signature of Authorized Official

Printed Name and Title of Authorized Official

Organization Name of local Domestic Violence/Rape Crisis Program

Date _____

Benefit Agreement
STOP Funds

Law enforcement and/or prosecution funds may be awarded to the non-law enforcement or non-prosecutorial agencies if those agencies can provide a clear benefit(s) to the local sheriff or police departments and/or state's attorney. If requesting law enforcement funds a local law enforcement agency must sign the form and if requesting prosecution funds a local state's attorney must sign the form.

This form must be completed after discussion and agreement has been reached between the two agencies. The form must have original signatures from both agencies (do not type in the signature) and be included with the grant application.

The _____ (Insert law enforcement or prosecutorial agency name) agrees that awarding _____ (insert law enforcement or prosecution funds) funds from the STOP Violence Against Women Formula grant funds (STOP grant) to _____ (Insert name of agency requesting funds) is of benefit to _____ (Insert law enforcement or prosecutorial agency name).

Summary of benefits and how the law enforcement or prosecutorial agency will be involved in the project: _____

Signature of Authorized Official

Name and Title of Authorized Official of the Applicant Agency

Signature of Authorized Official

Name and Title of Authorized Official of the Law Enforcement or Prosecutorial Agency

Date _____

Appendix F

Application Checklist

Application Documents	Completed
Title Page	
Statutory Program Purpose Area(s) identified	
Current Efforts	
Description of the Problem/Statistical Documentation	
Project Description	
Program Plan	
Sustainability	
Budget	
Confidentiality and Privacy Form (Appendix B)	
Cooperation & Collaboration - 3 Letters (Appendix C)	
Certification of Consultation Form (Appendix D-2)	
Benefit Agreement Form (Appendix E – if appropriate)	

DEFINITIONS APPLICABLE TO THE STOP PROGRAM

42 U.S.C.A. § 13925 Definitions and grant provisions

(a) Definitions in this Title:

(1) Courts

The term "courts" means any civil or criminal, tribal, and Alaska Native Village, Federal, State, local or territorial court having jurisdiction to address domestic violence, dating violence, sexual assault or stalking, including immigration, family, juvenile, and dependency courts, and the judicial officers serving in those courts, including judges, magistrate judges, commissioners, justices of the peace, or any other person with decision-making authority.

(2) Community-based organization

The term "community-based organization" means an organization that:

- (A) Focuses primarily on domestic violence, dating violence, sexual assault, or stalking;
- (B) Has established a specialized culturally specific program that addresses domestic violence, dating violence, sexual assault, or stalking;
- (C) Has a primary focus on underserved populations (and includes representatives of these populations) and domestic violence, dating violence, sexual assault, or stalking; or
- (D) Obtains expertise, or shows demonstrated capacity to work effectively, on domestic violence, dating violence, sexual assault, and stalking through collaboration.

(3) Court-based and court-related personnel

The term "court-based" and "court-related personnel" mean persons working in the court, whether paid or volunteer, including:

- (A) Clerks, special masters, domestic relations officers, administrators, mediators, custody evaluators, guardians ad litem, lawyers, negotiators, probation, parole, interpreters, victim assistants, victim advocates, and judicial, administrative, or any other professionals or personnel similarly involved in the legal process;
- (B) Court security personnel;
- (C) Personnel working in related, supplementary offices or programs (such as child support enforcement); and
- (D) Any other court-based or community-based personnel having responsibilities or authority to address domestic violence, dating violence, sexual assault, or stalking in the court system.

(4) Culturally- specific populations

The set aside may address "racial and ethnic minorities" as defined in section 1707(g) of the Public Health Service Act, which means "American Indians (including Alaska Natives, Eskimos, and Aleuts); Asian Americans; Native Hawaiians and other Pacific Islanders; Blacks; and Hispanics."

(5) 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 person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction.

(6) Dating partner

The term "dating partner" refers to a person who is or has been in a social relationship of a romantic or intimate nature with the abuser, and where the existence of such a relationship shall be determined based on a consideration of:

- (A) Length of the relationship;
- (B) Type of relationship; and
- (C) Frequency of interaction between the persons involved in the relationship.

(7) Dating violence

The term "dating violence" means violence committed by a person:

- (A) Who is or has been in a social relationship of a romantic or intimate nature with the victim; and
- (B) 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.
 - (iii) The frequency of interaction between the persons involved in the relationship.

(8) Elder abuse

The term "elder abuse" means any action against a person who is 50 years of age or older that constitutes the willful:

- (A) Infliction of injury, unreasonable confinement, intimidation, or cruel punishment with resulting physical harm, pain, or mental anguish; or
- (B) Deprivation by a person, including a caregiver, of goods or services with intent to cause physical harm, mental anguish, or mental illness.

(9) 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), including those referred to in [section 2802 of Title 25](#).

(10) Linguistically and culturally specific services

The term "linguistically and culturally specific services" means community-based services that offer full linguistic access and culturally specific services and resources, including outreach, collaboration, and support mechanisms primarily directed toward underserved communities. 10

(11) Personally identifying information or personal information

The term "personally identifying information" or "personal information" means individually identifying information for or about an individual including information likely to disclose the location of a victim of domestic violence, dating violence, sexual assault, or stalking, including:

- (A) A first and last name;
- (B) A home or other physical address;
- (C) Contact information (including a postal, e-mail or Internet protocol address, or telephone or facsimile number);
- (D) A social security number; and
- (E) Any other information, including date of birth, racial or ethnic background, or religious affiliation, that, in combination with any of subparagraphs (A) through (D), would serve to identify any individual.

(12) Prosecution

The term "prosecution" means any public agency charged with direct responsibility for prosecuting criminal offenders, including such agency's component bureaus (such as governmental victim services programs).

(1315) Rural area and rural community

The term "rural area" and "rural community" mean:

- (A) Any area or community, respectively, no part of which is within an area designated as a standard metropolitan statistical area by the Office of Management and Budget; or
- (B) Any area or community, respectively, that is:
 - (i) Within an area designated as a metropolitan statistical area or considered as part of a metropolitan statistical area; and
 - (ii) Located in a rural census tract.

(13) Sexual assault

The term "sexual assault" means any conduct proscribed by chapter 109A of Title 18, 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.

(14) Stalking

The term "stalking" means engaging in a course of conduct directed at a specific person that would cause a reasonable person to:

- (A) Fear for his or her safety or the safety of others; or
- (B) Suffer substantial emotional distress.

(15) State

The term "State" means each of the several States and the District of Columbia, and except as otherwise provided, the Commonwealth of Puerto Rico, Guam, American Samoa, the Virgin Islands, and the Northern Mariana Islands.

(16) State domestic violence coalition

The term "State domestic violence coalition" means a program determined by the Administration for Children and Families under the Family Violence Prevention and Services Act ([42 U.S.C. 10410\(b\)](#)).

(17) State sexual assault coalition

The term "State sexual assault coalition" means a program determined by the Center for Injury Prevention and Control of the Centers for Disease Control and Prevention under the Public Health Service Act ([42 U.S.C. 280b](#) et seq.).

(18) Supplanting

Supplanting is to deliberately reduce State or local funds because of the existence of Federal funds. For example, when State funds are appropriated for a stated purpose and Federal funds are awarded for that same purpose, the State replaces its State funds with Federal funds, thereby reducing the total amount available for the stated purpose.

(19) Territorial domestic violence or sexual assault coalition

The term "territorial domestic violence or sexual assault coalition" means a program addressing domestic or sexual violence that is:

- (A) An established nonprofit, nongovernmental territorial coalition addressing domestic violence or sexual assault within the territory; or
- (B) A nongovernmental organization with a demonstrated history of addressing domestic violence or sexual assault within the territory that proposes to incorporate as a nonprofit, nongovernmental territorial coalition.

(20) Tribal coalition

The term "tribal coalition" means:

- (A) An established nonprofit, nongovernmental tribal coalition addressing domestic violence and sexual assault against American Indian or Alaskan Native women; or
- (B) Individuals or organizations that propose to incorporate as nonprofit, nongovernmental tribal coalitions to address domestic violence and sexual assault against American Indian or Alaska Native women.

(21) Tribal Government

The term "tribal government" means:

- (A) The governing body of an Indian tribe; or
- (B) A tribe, band, pueblo, nation, or other organized group or community of Indians, including any Alaska Native village or regional or village corporation (as defined in, or established pursuant to, the Alaska Native Claims Settlement Act (43 U.S.C. 1601 et seq.)), that is recognized as eligible for the special programs and services provided by the United States to Indians because of their status as Indians.

(22) Tribal nonprofit organization

The term "tribal nonprofit organization" means:

- (A) A victim services provider that has as its primary purpose to assist Native victims of domestic violence, dating violence, sexual assault, or stalking; and
- (B) Staff and leadership of the organization must include persons with a demonstrated history of assisting American Indian or Alaska Native victims of domestic violence, dating violence, sexual assault, or stalking.

(23) Tribal organization

The term "tribal organization" means:

- (A) The governing body of any Indian tribe;

- (B) Any legally established organization of Indians which is controlled, sanctioned, or chartered by such governing body of a tribe or tribes to be served, or which is democratically elected by the adult members of the Indian community to be served by such organization and which includes the maximum participation of Indians in all phases of its activities; or
- (C) Any tribal nonprofit organization.

(24) Underserved populations

The term “underserved populations” is defined as “populations who face barriers in accessing and using victim services, and includes populations underserved because of geographic location, religion, sexual orientation, gender identity, 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 Attorney General.”

(25) Victim advocate

The term "victim advocate" means a person, whether paid or serving as a volunteer, who provides services to victims of domestic violence, sexual assault, stalking, or dating violence under the auspices or supervision of a victim services program.

(26) Victim assistant

The term "victim assistant" means a person, whether paid or serving as a volunteer, who provides services to victims of domestic violence, sexual assault, stalking, or dating violence under the auspices or supervision of a court or a law enforcement or prosecution agency.

(27) Victim services or victim service provider

The term "victim services" or "victim service provider" means a nonprofit, nongovernmental organization that assists domestic violence, dating violence, sexual assault, or stalking victims, including rape crisis centers, domestic violence shelters, faith-based organizations, and other organizations, with a documented history of effective work concerning domestic violence, dating violence, sexual assault, or stalking.

(28) Youth

The term "youth" means teen and young adult victims of domestic violence, dating violence, sexual assault, or stalking.

Can STOP funds be used to support services to children?

Yes, in limited circumstances. STOP funds should be used for projects that serve or focus on adult and youth (age 11-24) who are victims of domestic violence, dating violence, sexual assault, or stalking. In general, victims served with STOP funds must be adults or youth. Under a new purpose area created by VAWA 2005, however, STOP funds may also support “complementary new initiatives and emergency services for victims and their families.” For example, STOP funds may support services for secondary victims such as children who witness domestic violence.

When can STOP funds be used to assist child sexual abuse victims?

STOP funds can serve sexual assault victims who are age 11 or older. VAWA defines sexual assault as “any nonconsensual sexual act proscribed by federal, tribal, or state law, including when the victim lacks the capacity to consent.” The target of the STOP Program is adult and youth victims. Youth is defined as “a person who is 11 to 24 years old.”