



**U.S. Department of Justice**  
Office on Violence Against Women (OVW)

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# **OVW Fiscal Year 2016 STOP Formula Grant Program Solicitation**

## **Solicitation Release Date**

This solicitation was released on or about **April 8, 2016**.

## **Eligibility**

Eligible applicants are limited to: any state of the United States, the District of Columbia, the Commonwealth of Puerto Rico, the United States Virgin Islands, American Samoa, Guam, and the Commonwealth of the Northern Mariana Islands.

(See "[Eligibility](#)")

## **Deadlines**

**Application:** All applications are due by 11:59 p.m. Eastern Time (E.T.) on May 26, 2016.  
(See "[Submission Dates and Times](#)")

**Registration:** To ensure all applicants have ample time to complete the registration process, applicants must obtain a Data Universal Number System (DUNS) Number, register online with the System for Award Management (SAM) and with Office of Justice Programs [Grants Management System](#) (GMS) no later than, 11:59 p.m. Eastern Time (E.T.) on **May 5, 2016**.

(See "[Registration](#)")

## **Contact Information**

For assistance with the requirements of this solicitation, call OVW at (202) 307- 6026. In Fiscal Year 2016, OVW applications for the STOP Formula Grant Program will be submitted through the Office of Justice Programs (OJP) [Grants Management System](#) (GMS). For technical assistance with [GMS](#), contact OVW [GMS](#) Support at 1-866-655-4482.

**It is anticipated that all applicants will be notified of the outcome of their applications by September 30, 2016.**

Under the Paperwork Reduction Act, a person is not required to respond to a collection of information unless it displays a currently valid OMB control number. OVW tries to create forms and instructions that are accurate, can be easily understood, and which impose the least possible burden on applicants. The estimated average time to complete and file this form is 30 hours. Comments regarding the accuracy of this estimate or suggestions for simplifying this form, it can be submitted to the Office on Violence Against Women, U.S. Department of Justice, 145 N Street, NE, Washington, DC 20530.

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# OVW STOP Formula Grant Program (CFDA 16.588)

## ***A. Program Description***

### **Overview**

The Office on Violence Against Women (OVW) is a component of the United States Department of Justice (DOJ). Created in 1995, OVW implements the Violence Against Women Act (VAWA) and subsequent legislation and provides national leadership on issues of sexual assault, domestic violence, dating violence, and stalking. Since its inception, OVW has supported a multifaceted approach to responding to these crimes through implementation of grant programs authorized by VAWA. By forging state, local and tribal partnerships among police, prosecutors, judges, victim advocates, health care providers, faith leaders, organizations that serve culturally specific and underserved communities and others, OVW grants help provide victims across the life span with the protection and services they need to pursue safe and healthy lives, while improving communities' capacity to hold offenders accountable for their crimes.

### **About the OVW STOP Formula Grant Program**

The Services\* Training\* Officers\* Prosecutors (STOP) Violence Against Women Formula Grant Program (STOP Formula Grant Program) is authorized by (VAWA) and subsequent legislation and supports communities, including American Indian tribes and Alaska Native villages, in their efforts to develop and strengthen effective responses to sexual assault, domestic violence, dating violence and stalking.

This solicitation provides program and application guidelines for the Fiscal Year 2016 STOP Formula Grant Program funding, including guidelines for complying with requirements of VAWA, as amended.

For additional information on the STOP Formula Grant Program, including what past STOP Formula Grant Program grantees have accomplished with their grant funds and to view the STOP Formula Grant Program performance measures, see <http://muskie.usm.maine.edu/vawamei/stopformulamain.htm>.

### **Program Scope**

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

### **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; victim service providers; and culturally- and population-specific organizations. Grants and subgrants supported through this Program **must** meet one or more of the program's statutory purpose areas provided below.<sup>1</sup>

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<sup>1</sup> 42 U.S.C. § 3796gg(b).

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 domestic violence, dating violence, sexual assault, and stalking, including the appropriate 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 domestic violence, dating violence, sexual assault, and stalking.
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 domestic violence, dating violence, sexual assault, and stalking, 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 domestic violence, dating violence, sexual assault, and stalking.
5. Developing, enlarging, or strengthening victim services and legal assistance programs, including domestic violence, dating violence, sexual assault, and stalking 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 domestic violence, dating violence, sexual assault, and stalking.
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 domestic violence, dating violence, sexual assault, and stalking.
7. 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 domestic violence, dating violence, sexual assault, and stalking.
8. 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.
9. 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, or sexual assault, or stalking, 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.

10. Providing assistance to victims of domestic violence and sexual assault in immigration matters.
11. Maintaining core victim services and criminal justice initiatives, while supporting complementary new initiatives and emergency services for victims and their families.
12. 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.
13. 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.

14. 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.
15. Developing, implementing, or enhancing Sexual Assault Response Teams, or other similar coordinated community responses to sexual assault.
16. 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.
17. Developing, enlarging or strengthening programs addressing sexual assault against men, women, and youth in correctional or detention settings.
18. 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.
19. 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.
20. 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.

#### Prison Rape Elimination Act

Under the Prison Rape Elimination Act (PREA), states and territories were required to submit, by March 31, 2016, either a certification that the state/territory is in compliance with the PREA Standards (<http://www.prearesourcecenter.org/sites/default/files/library/2012-12427.pdf>) or an assurance that the state will use five percent of covered funds to come into compliance with the PREA Standards. For purposes of the STOP Formula Program, “covered funds” is 95 percent of the STOP award, because funding allocated to courts is excluded. Post award, OVW will provide a form to document the use of the funds set aside under the assurance.

#### **Mandatory Program Requirements**

##### Implementation Plan

As a result of changes in VAWA 2013, state implementation plans are due with the application. All states submitted three-year plans in FY 2014. For FY 2016, a plan update is required. An applicant that fails to include the required plan update with its application will not have access to funding, including administrative funds, until its plan update is submitted to and approved by OVW. For more information on what is required as part of the plan update, see page 14.



### **OVW Priority Areas**

The STOP Formula Grant Program continues to emphasize the implementation of comprehensive strategies addressing violence against women that are both sensitive to the immediate and long-term needs and safety of victims, and hold offenders accountable for their behavior. States and territories should seek to carry out these strategies by forging lasting partnerships between victim service providers and the criminal justice system, and by encouraging communities to look beyond traditional resources. States and territories should look to new partners, including culturally- and population-specific organizations, to respond to those communities most impacted by or least resourced to address sexual assault, domestic violence, dating violence, and stalking.

### **In shaping their strategies for FY 2016, OVW encourages states and territories to develop and support projects that:**

1. Support and retain core services for victims of sexual and domestic violence, particularly support for rape crisis centers and domestic violence shelters;
2. Increase support for sexual assault response, including services, law enforcement, and prosecution;
3. Increase support for underserved populations, particularly communities of color, in a culturally appropriate manner, with a special emphasis on African-American, tribal and LGBT communities;
4. Increase the use of promising or evidence-building practices, where available;
5. Meaningfully increase access to STOP-funded programming for specific underserved populations (based on race, ethnicity, sexual orientation, gender identity, disability, age, etc.);
6. Provide basic and advanced training to tribal law enforcement and tribal courts regarding responses to victims in tribal communities;
7. Provide comprehensive training to victim services, law enforcement, prosecution, and court personnel on sexual assault, to support increased reporting, arrest and successful prosecution of perpetrators;
8. Support training for tribes, states and territories on Full Faith and Credit enforcement of out-of-state protection orders;
9. Implement evidence-based risk/danger assessments to identify and prioritize victims who are considered to be in relationships with a high risk of lethality; and
10. Strengthen and revitalize coordinated community response and multidisciplinary teams, prioritizing those that meaningfully involve organizations and programs that focus on marginalized communities.

### **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, or the age and/or gender of their children;<sup>2</sup>
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 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).

### **Out-of-Scope Activities**

Research projects are outside the statutory scope of the STOP Formula Grant Program and therefore cannot be supported with program funds. (This does not include program assessments conducted only for internal improvement purposes. See section on Research and Protection of Human Subjects in the [Solicitation Companion Guide](#).)

**Any out-of-scope activities proposed within an implementation plan update will need to be removed prior to final approval by OVW.**

### **Unallowable Activities**

The following is a list of activities that are unallowable and cannot be supported by OVW STOP Formula Grant Program funding:

1. Lobbying (**except with explicit statutory authorization**)
2. Fundraising
3. Purchase of real property
4. Construction
5. Physical modifications to buildings, including minor renovations (such as painting or carpeting)

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<sup>2</sup>If an award is made, the recipient will also be subject to statutory prohibitions on discrimination. For further information on these civil rights requirements, see the section "Violence Against Women Act Non-Discrimination Provision" under "F. Federal Award Administration Information."

## ***B. Federal Award Information***

### **Award Information**

Applicants that receive an award are bound by statute, federal regulations, the provisions of this solicitation, the DOJ Financial Guide, any updates to the DOJ Financial Guide, and any conditions of the recipient's award.

### **Availability of Funds**

All awards are subject to the availability of appropriated funds and any modifications or additional requirements that may be imposed by law. There is no guarantee that funds will be available in the future. Therefore, OVW encourages applicants to develop a plan to sustain project activities if federal funding through the STOP Formula Grant Program ceases to be available.

### **Award Period**

The grant award period is 24 months. The total "estimated funding" on the SF-424 should reflect 24 months. Generally, the award period will start on July 1, 2016.

### **Award Amounts**

By statute, of the amount appropriated for the STOP Formula Grant Program OVW will award a base amount of **\$600,000** to each state and territory. Funds remaining after the allocated base amount will be distributed among the states and territories according to population. The most accurate and complete data compiled by the United States Bureau of the Census are used to determine the populations.

OVW will make a maximum of 56 awards. The STOP Formula Grant Program typically makes awards varying in range to each state and territory based on the formula described above. Awards will be made as grants.

### ***Rape Survivor Child Custody Act***

In FY 2016, states may receive additional funds (up to ten percent of the three year average of combined STOP and SASP formula grant funds, with 75 percent of that amount supplementing the SASP award and 25 percent supplementing the STOP award) if the state meets the requirements of the Rape Survivor Child Custody Act. To qualify, the state must have a law that allows the mother of a child conceived through rape to seek court-ordered termination of the parental rights of the rapist with regard to that child, which the court is authorized to grant upon clear and convincing evidence of rape. The effective date of the qualifying statute must be on or before October 1, 2016.

A state wishing to apply for these additional funds must include, as an attachment to both this application and the state's SASP application, a legal opinion stating that the state meets the above requirement and citing any statutory or case law or other authorities relied on in making the determination. This legal opinion may be in the form of a letter addressed to the Director of OVW and must be signed by the state Attorney General or a another state official with authority to make binding legal determinations. While the information provided by the state will inform OVW's decision, OVW will make the final eligibility determination.

If the state is awarded the additional funds, such funds will be subject to all of the requirements of the STOP program. Because this requirement applies to both STOP and SASP, we encourage the state administrators for the two programs to coordinate their response.

## ***C. Eligibility Information***

### **Eligible Applicants**

It is very important that applicants review this information carefully. Applications that are submitted by ineligible entities or that do not meet all program eligibility requirements will not be considered for funding.

### **Eligible entities for this program are limited to:**

- Any state of the United States;
- the District of Columbia; and,
- the Commonwealth of Puerto Rico, the United States Virgin Islands, American Samoa, Guam, and the Commonwealth of the Northern Mariana Islands.

### **Program Eligibility Requirements**

In addition to meeting the eligible entity requirements outlined above, applications for the OVW STOP Formula Grant Program must also meet the requirement(s) below. All certification and other eligibility related documents must be current and developed in accordance with the FY 2016 solicitation.

### **Cost Sharing or Match Requirement**

There is a 25 percent match requirement imposed on grant funds under this program. A grant made under this program may not cover more than 75 percent of the total costs of the project being funded. Subgrants to victim service providers for victim services can be excluded from the total costs. For a subgrant to qualify under this exclusion, the recipient must be an organization that is recognized by the IRS under section 501(c) (3) of title 26 (unless it is a tribal governmental organization or a governmental rape crisis center not in a territory). Subgrants to tribes can also be excluded from the total costs. 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 services.

In addition, victim service providers and tribes cannot be required to provide match. Such victim service providers must have IRS 501(c) (3) status (unless they are tribal governmental organizations or governmental rape crisis centers not in territories).

For more information, please contact your OVW Program Manager or consult OVW's [Frequently Asked Questions \(FAQs\) About STOP Formula Grants](#).

The following provisions apply to match requirements:

1. The state may satisfy the match requirement with either cash (e.g., funds contributed from private sources or state and local governments) or in-kind services (e.g., services or goods donated by the applicant organization or other entities).
2. Funds from other federal sources may not be used to meet the match requirement. A state may use its discretion to require some or all of its subgrantees (except victim service providers and Indian tribal governments) to meet the match requirement, in whole or in part. OVW encourages states to consider the ability of subgrantees to

meet match requirements when deciding whether and how much of the match to pass on; however, the state remains responsible for satisfying the match requirement.

3. Funds or in-kind resources used as match must be directly related to the project goals and objectives.
4. Grantees or subgrantees must maintain records which clearly show the source, the amount, and the timing of all matching contributions.
5. Sources of match are restricted to the same requirements as funds allocated under the STOP Formula Grant Program and must be documented in the same manner as STOP Formula Grant Program funds, including financial and programmatic reports.
6. The state must provide match for its administrative expenses.

Grantees are advised that further guidance on the calculation, documentation and auditing of the match requirement can be found in the DOJ Financial Guide and on OVW's website. For more information and ideas regarding match, please see the [Match Requirement for STOP Formula Grants](#) on OVW's website.

## Other

### Program Eligibility Requirements

In addition to meeting the eligible entity requirements outlined above, applications for the STOP Formula Grant Program must also meet the requirements below. All certification and other eligibility related documents must be current and developed in accordance with the FY 2016 solicitation.

To be eligible for funds, states and territories **must** certify that they are in compliance with the statutory eligibility requirements of the Program. The [Certification of Compliance with the Statutory Eligibility Requirements of the Violence Against Women Act](#) (as Amended) form must be signed and submitted annually by the Authorized Representative to demonstrate compliance with these requirements. (This form can also be found in the [Appendix A](#).)

STOP Formula Grant Program applicants must also provide a brief description of the status of their compliance with the statutory requirements and submit copies of any legislative or administrative rule changes regarding these requirements that have occurred since submission of the state or territory's last application for STOP funds. This information may be included in the implementation plan, discussed in the [implementation plan update](#).

1. With respect to the VAWA requirement concerning costs for criminal charges and protection orders, a state or territory must certify: that its laws, policies, and practices do not require, in connection with the prosecution of any misdemeanor or felony domestic violence, dating violence, sexual assault, or stalking offense, or in connection with the filing, issuance, registration, modification, enforcement, dismissal, withdrawal, or service of a protection order, or a petition for a protection order, to protect a victim of domestic violence, dating 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, modification, dismissal, withdrawal, or service of a warrant, protection order, petition for a protection order, or witness subpoena, whether issued inside or outside the state, tribal, or local jurisdiction.

If a state or territory is not in compliance with the amendments to this certification, it will have until the end of the next session of the state or territorial legislature from October 1, 2013. In this case, the applicant should include information in the implementation plan on the specific areas of noncompliance and progress in addressing them.

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

**Note:** STOP funds may be used to pay for forensic medical exams performed by trained examiners for victims of sexual assault, except that such funds may not be used to pay for forensic medical exams if victims of sexual assault are required to seek reimbursement for such exams from their insurance carriers.

**Note:** Due to changes in VAWA 2013, states can no longer reimburse victims for the costs of the exams, but must make the exam available free of charge to the victim. This includes any deductibles or copayments for states that require victims to submit the charges to their insurance carriers.

3. With respect to the VAWA requirement concerning judicial notification, a state or territory must certify:
  - A. that its judicial administrative policies and practices include notification to domestic violence offenders of the requirements delineated in section 922(g)(8) and (g)(9) of Title 18 of the United States Code, and any applicable related federal, state, or local laws.
4. With respect to the VAWA requirement prohibiting polygraph testing, a state or territory must certify that:
  - A. its laws, policies, or practices ensure that no law enforcement officer, prosecuting officer or other government official shall ask or require an adult, youth, or child victim of an alleged sex offense as defined under federal, tribal, state, territorial, or local law to submit to a polygraph examination or other truth telling device as a condition for proceeding with the investigation of such an offense, and
  - B. the refusal of a victim to submit to a polygraph examination or other truth telling device shall not prevent the investigation, charging, or prosecution of an alleged sex offense.

For more information on these statutory requirements, please contact your OVV Program Manager or consult OVV's [Frequently Asked Questions \(FAQs\) About STOP Formula Grants](#) .

### Delivery of Legal Assistance

Any grantee or subgrantee providing legal assistance with funds awarded under this program shall certify in writing that:

1. any person providing legal assistance with funds through this program
  - A. has demonstrated expertise in providing legal assistance to victims of domestic violence, dating violence, sexual assault, or stalking in the targeted population; or
  - B.
    - i. is partnered with an entity or person that has demonstrated expertise described in subparagraph (A); and
    - ii. has completed, or will complete, training in connection with domestic violence, dating violence, sexual assault or stalking and related legal issues, including training on evidence-based risk factors for domestic and dating violence homicide;
2. any training program conducted in satisfaction of the requirement of paragraph (1) has been or will be developed with input from and in collaboration with a tribal, state, territorial, or local domestic violence, dating violence, sexual assault or stalking victim service provider or coalition, as well as appropriate tribal, state, territorial, and local law enforcement officials;
3. any person or organization providing legal assistance with funds through this program has informed and will continue to inform state, local, or tribal domestic violence, dating violence, sexual assault or stalking programs and coalitions, as well as appropriate state and local law enforcement officials of their work; and
4. the grantee's organizational policies do not require mediation or counseling involving offenders and victims physically together, in cases where sexual assault, domestic violence, dating violence, or child sexual abuse is an issue.

This certification shall take the form of a letter, on letterhead, signed and dated by the authorizing official. States are responsible for ensuring that subgrantees meet the requirement. States should not award funds for legal assistance to any subgrantee that has not submitted a sufficient letter.

For a sample letter, see <http://www.justice.gov/ovw/file/786721/download>.

### **Limit on Number of Application Submissions**

An applicant should submit only one application per organization. If an applicant submits multiple versions of the same application, OVW will review only the most recent system-validated version submitted.

## ***D. Application and Submission Information***

### **Address to Request Application Package**

The complete application package is available on [GMS](#) or the [OVW website](#). Applicants wishing to request a paper copy of the application materials should contact OVW at (202) 307-6026.

## **Content and Form of Application Submission**

The following sections describe the required application content and provide guidance regarding the steps necessary to submit a complete application. It is the responsibility of each applicant to ensure that their application is complete, all registration requirements have been met or updated, and that their application is submitted by the specified deadline. Instructions regarding obtaining the required Data Universal Numbering System (DUNS) number, registering in the System for Award Management (SAM) and the [Grants Management System](#) (GMS), as well as submitting an application through GMS can be found later in this solicitation. Applicants are encouraged to submit their applications 48, but no less than 24, hours before the deadline to allow sufficient time to address technical problems.

## **Application Contents**

This section describes what is included in a complete application package. Applicants should anticipate that failure to submit an application that contains all of the specified elements may result in the delay of the processing of the award. Furthermore, it may also result in the inclusion of special conditions that preclude access to or use of award funds pending satisfaction of the conditions. It is the responsibility of the applicant to ensure that a complete application is submitted in a timely manner.

**Do not submit documents in addition to those specified in this solicitation. Please note that any materials submitted as part of an application may be released pursuant to a request under the Freedom of Information Act.**

## **Formatting and Technical Requirements**

Applications must follow the requirements below:

1. Double spaced (Summary Data Sheet and charts may be single space)
2. 8½ x 11 inch paper
3. One-inch margins
4. Type no smaller than 12 point, Times New Roman font
5. Page numbers
6. Word processing documents must be in the following formats: Microsoft Word (.doc), PDF files (.pdf), or Text Documents (.txt).
7. Headings and sub-headings that correspond to the sections identified in the Application Contents section of this solicitation.

## **Application Requirements**

Applications must include the following required documents and demonstrate that the program eligibility requirements have been met. Applications that do not address all of the following components will be considered substantially incomplete and may experience a delay in receiving their awards.

**A. The Summary Data Sheet** should be one to four pages in length single spaced. Please provide the following information:

1. Name, title, address, phone number, and e-mail address for the Authorized Organization Representative (AOR) of the applicant agency.
2. Name, title, address, phone number, and e-mail address for the grant point-of-contact. This person must be an employee of the applicant agency.
3. Statement as to whether the organization applying will serve as a “pass through entity” (a fiscal agent/sponsor) for an organization or organizations that will ultimately



implement the project. If so, the applicant must include a statement acknowledging that, should an award be made, it would be responsible for all statutory, fiscal and programmatic requirements, including those of 2 CFR Part 200, as well as all project deliverables. The organization applying for the award must also list all of the entities it will enter into agreements with to perform the work, and should include a description of how these entities intend to accomplish the purposes of the award.

4. Statement as to whether the agency applying has expended \$750,000 in federal funds in the organization's past fiscal year. Please specify the end date of the applicant's fiscal year.

5. [Summary of Current and Pending Non-OVW Discretionary Federal Grants to do the Same or Similar Work](#)

6. Summary of Current and Recent OVW Discretionary Awards (if applicable).

If the applicant has a current grant or cooperative agreement under any discretionary OVW program or a discretionary award that has been closed within the last 12 months from the date this solicitation closes, the information below must be provided in a table using the format found in [APPENDIX B](#). Failure to provide the required table may result in the delay of your award.

The table must:

- Identify all grants by OVW program, award number and project period.
- Specify the total funding amount for each grant (initial and supplemental amounts, if applicable).
- Specify the total funds remaining in each grant as of the date of application.
- Provide the total funds remaining in each budget category (Personnel, Fringe, Travel, Equipment, Supplies, Construction, Contractual, and Other) for each grant.
- Provide a justification for remaining funds.
- Estimate the amount of grant funds that will be remaining at the end of the current project period.
- List the number and titles of all full-time and/or part-time positions funded by the award.

## B. Implementation Plan

In FY 2014, all states and territories submitted a new implementation plan covering a three year period. For 2016, states and territories must submit updates to their plans as described below. Please see the [STOP Formula Program Implementation Plan Checklist](#) for a checklist of the statutorily required elements of the full implementation plan.

**Note:** Grantees that submit revised [implementation plans](#), must develop those plans through deliberative consultation and coordination with the full list of entities required for implementation plan consultation: domestic violence and sexual assault coalitions (or dual), law enforcement, prosecution, state and local courts, all state and federally recognized tribes, representatives from underserved populations, including culturally specific populations, victim service providers, and population specific organizations. States and territories must demonstrate through the plan that they have consulted and coordinated in a meaningful way with this full list of entities.

**Note:** If a state chooses to submit a completely new plan for FY 2016, it should be for one year, so that the state remains on the OVW three year schedule for a new plan in 2017.

**Implementation Plan Updates** should include the following:

- a. if applicable, please address any innovative or promising practices being proposed in your state or territory;
- b. a report on the status of subgrant awards for fiscal years 2010-2015, if none has been submitted to date, or if the status has changed since the last report; if the state or territory has not completed making subgrants, the state or territory 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. what outreach efforts are being made to underserved populations, as defined by VAWA to include 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 other populations determined to be underserved by the Attorney General, to more fully engage them in the following activities:
  - i. State planning process,
  - ii. Increased application submission, and
  - iii. Enhancing services for these specific populations;
- d. a description of current projects meeting the 10% set aside for culturally specific community-based organizations;
- e. a description of the types of projects to be funded with FY 2016 funding;
- f. a brief description on how the state or territory will make its subgrant awards in FY 2016 (i.e., competitive process or non-competitive process);
- g. a brief summary (not a detailed budget) of how administrative funds will be used; and
- h. A certification letter that indicates whether the three-year plan submitted in FY 2014 has changed. If the implementation plan has not changed, the state or territory should so indicate in the certification letter and submit it with the application. If there are revisions to the three-year plan, the state or territory must submit a revised [implementation plan](#) or certification letter setting forth the changes, and submit the revised plan or letter with the application. For assistance in conducting the state planning process and developing implementation plans, please refer to the [STOP Grant Administrators Implementation Planning Resources](#).

**C. Certification of Compliance with the Statutory Eligibility Requirements of the Violence Against Women Act as Amended, STOP Formula Grant Program**

See [Appendix A](#) for the complete certification form. Failure to provide may result in a delay of your award.

**D. Legal Assistance for Victims Certification Letter, if applicable**

See "Delivery of Legal Assistance" and sample letter at <http://www.ovw.usdoj.gov/docs/sample-cert-letter.pdf>.

**Additional Required Information**

The following documents should be included with your submission. Failure to include any of the information may result in the inability to access funds.

#### Confidentiality Notice Form

All applicants are required to acknowledge that they have received notice that grantees and subgrantees must comply with the confidentiality and privacy requirements of the Violence Against Women Act, as amended. The acknowledgement form is available on the OVW website at

[http://www.justice.gov/sites/default/files/ovw/pages/attachments/2015/01/20/confidentiality\\_acknowledgement\\_form\\_42015.pdf](http://www.justice.gov/sites/default/files/ovw/pages/attachments/2015/01/20/confidentiality_acknowledgement_form_42015.pdf) and must be signed by the authorized representative and uploaded to the application in [GMS](#).

#### Application for Federal Assistance (SF-424)

Applicants must complete the SF-424 online. For “Type of Applicant,” please do not select “other.” Please pay careful attention to the amount of Federal funding requested in the “Estimated Funding” section of this form. This amount must match the amount of Federal funding requested in the budget section of the application package. Only include values for “Applicant” if the program solicitation requires a match. The individual who is listed in “Authorized Representative” must be the AOR for the applicant agency. The AOR is an individual who has the authority to apply for and accept grant awards on behalf of the organization or jurisdiction.

#### Standard Assurances and Certifications Regarding Lobbying; Debarment, Suspension, and Other Responsibility Matters; and Drug-Free Workplace Requirements (Form 4061/6)

Please carefully review the assurances and certification forms online. These forms will be completed online at a later time during the application process. All applicants must complete the *Disclosure of Lobbying Activities* (SF-LLL) form. Applicants that expend any funds for lobbying activities must provide the detailed information requested on the form. Applicants that do not expend any funds for lobbying activities should enter “N/A” in the required highlighted fields.

#### Letter of Nonsupplanting

Applicants must submit a letter to OVW’s Director, signed by the AOR, certifying that Federal funds will not be used to supplant state or local funds should a grant award be made. Please refer to [http://www.justice.gov/sites/default/files/ovw/legacy/2012/10/09/nonsup\\_letter.pdf](http://www.justice.gov/sites/default/files/ovw/legacy/2012/10/09/nonsup_letter.pdf) for a sample letter. This should be a separate attachment to the application in [GMS](#).

#### Financial Accounting Practices

Each applicant must prepare a response to the following questions. OVW will review the applicant’s responses to assist in evaluating the adequacy of the organization’s financial management system and to identify areas of need for training and technical assistance. This section of your application should be no more than two pages and should be a separate attachment to the online application in [GMS](#).

1. Will all funds awarded under this program be maintained in a manner that they will be accounted for separately and distinctly from other sources of revenue/funding? Please provide a brief description of the organization’s policies and procedures that ensure funds will be tracked appropriately.
2. Does the applicant have written accounting policies and procedures? How often are these policies and procedures updated? Please provide a brief list of the topics covered in the organization’s policies and procedures. OVW may request a copy for review during the application/award process or as part of the grant monitoring process.
3. Is the applicant’s financial management system able to track actual expenditures and outlays with budgeted amounts for each grant or subgrant? Please provide a brief summary of the organization’s process for tracking expenditures.

4. Does the applicant have procedures in place for minimizing the time between transfer of funds from the United States Treasury and disbursement for project activities? Please provide a short summary of the organization's policy for requesting payments for grant awards.
5. Does the applicant have effective internal controls in place to adequately safeguard grant assets and to ensure that they are used solely for authorized purposes? Please provide a brief description.
6. Does the applicant have a documented records retention policy? If so, briefly describe the policy.
7. Is the individual primarily responsible for fiscal and administrative oversight of grant awards familiar with the applicable grants management rules, principles, and regulations including the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, (2 CFR Part 200)? Please provide a short list of the individual's qualifications/experience. If the individual is not familiar with the applicable rules and regulations, the applicant must contact OVW's Grants Financial Management Division at [OVW.GFMD@usdoj.gov](mailto:OVW.GFMD@usdoj.gov) or 1-888-514-8556 immediately after the organization is notified of its award to coordinate training.

**Please note: This information will be used for a mandatory pre-award risk assessment. Failure to provide this information or to respond to questions from OVW regarding this information in a timely manner could result in the applicant being removed from consideration or a delay in funds.**

#### **Indirect Cost Rate Agreement (if applicable)**

Applicants that intend to charge indirect costs through the use of an indirect cost rate must have a Federally-approved indirect cost agreement. Please include a copy of a current, signed Federally-approved indirect cost rate agreement. This should be a separate attachment to the application in [GMS](#).

Non-federal entities, other than State and local governments and Indian tribes that have never received a Federally-approved indirect cost rate may elect to charge a de minimis rate of 10% of modified total direct costs (MTDC) which may be used indefinitely. If chosen, this methodology once elected must be used consistently for all Federal awards until such time as a non-federal entity chooses to negotiate for a rate.

Organizations that wish to negotiate an indirect cost rate may contact OVW's Grants Financial Management Division at [OVW.GFMD@usdoj.gov](mailto:OVW.GFMD@usdoj.gov) or 1-888-514-8556 for more information. States must accept a federally approved indirect cost agreement or de minimis rate.

#### **Applicant Registration Requirements**

It is very important that all applicants read this section carefully. Applicants are responsible for ensuring that all registration requirements are met in a timely manner. Federal guidelines require that applicant organizations must (1) be registered in SAM prior to submitting an application; (2) provide a valid DUNS number in its application; and (3) continue to maintain an active SAM registration with current information at all times during which it has an active Federal award or an application under consideration by a Federal awarding agency.

Federal agencies may not make an award to an applicant until that applicant has complied with all applicable DUNS and SAM requirements. If an applicant has not fully complied with the requirements by the time that OVW is ready to make an award, then OVW may make the

determination that the applicant is not qualified to receive an award and use that determination as Applicants must be registered and current with the SAM registration and with [GMS](#) prior to submitting an application.

#### Registration

Applicants must follow the registration process outlined below. **There is no fee associated with the registration process. Additionally, the registration process cannot be expedited.** OVW strongly discourages applicants from paying a third party to register on their behalf in an attempt to expedite the registration process. To ensure all applicants have ample time to complete the registration process, applicants must obtain a Data Universal Number System (DUNS) Number, register online with the System for Award Management (SAM) and with [GMS](#) immediately, but no later than **May 5, 2016. Failure to begin the registration process in sufficient time may result in a delay in an applicant's ability to submit their application and there a delay in receiving funding. It is important that applicants do not wait until the day of the application deadline to begin the registration or submission processes.**

#### Dun and Bradstreet Universal Numbering System (DUNS) Number and System for Award Management (SAM)

Applicants for Federal grants and cooperative agreements are required to have a Data Universal Number System (DUNS) Number to submit an application. A DUNS Number is a unique nine-character identification number provided by the commercial company **Dun & Bradstreet (D&B)**. Once an applicant has completed the D&B registration, its DUNS Number should be available the next business day.

Federal guidelines require that applicant organizations must (1) be registered in SAM.gov prior to submitting an application; (2) provide a valid DUNS number in its application; and (3) continue to maintain an active SAM registration with current information at all times during which it has an active Federal award or an application under consideration by a federal awarding agency. Also, Federal agencies may not make an award to an applicant until that applicant has complied with all applicable DUNS and SAM requirements. If an applicant has not fully complied with the requirements by the time that OVW is ready to make an award, then OVW may make the determination that the applicant is not qualified to receive an award and use that determination as a basis for making the award to another applicant.

The SAM centralizes information about grant recipients and also provides a central location for grant recipients to change organizational information. [GMS](#) uses SAM to establish roles and IDs for electronic grant applicants.

If the applying organization already has an Employer Identification Number (EIN), the SAM registration will take **up to two weeks to process**. If the applying organization does not have an EIN, then **the applicant should allow two to five weeks for obtaining the information from IRS when requesting the EIN via phone, fax, mail or Internet.**] Follow the steps listed below to register in the SAM:

1. Obtain a DUNS number at the following website <http://www.dnb.com/us/> or call (866) 705-5711.
2. Access the SAM online registration through the SAM homepage at <https://www.sam.gov/portal/SAM/#1> and follow the online instructions for new SAM users.
3. Complete and submit the online registration. If the applying organization already has the necessary information on hand, the online registration takes approximately 30 minutes to



complete, depending upon the size and complexity of the business or organization. Once the SAM registration becomes active, the applicant will be able to return to [GMS](#) and complete the registration. **Please note that organizations must update or renew their SAM registration at least once a year to maintain an active status.**

**There is no fee associated with the registration process. Additionally, the registration process cannot be expedited.** OVW strongly discourages applicants from paying a third party to register on their behalf in an attempt to expedite the registration process. To ensure all applicants have ample time to complete the registration process, applicants must obtain a DUNS, register online with the SAM and with Grants.gov immediately, but no later than May 5, 2016.

### **Grants Management System**

Applicants are required to submit applications through the Office of Justice Programs' [Grants Management System](#) (GMS). This is not [Grants.gov](#). In order to apply for a grant through GMS, go to <https://grants.ojp.usdoj.gov/> and either sign in using the applicant's current [GMS](#) ID and password or register as a new user. Once the applicant has logged into [GMS](#), they should select the program for which they intend to apply and follow the instructions. Training materials are available on the main [GMS](#) homepage.

### **Submission Dates and Times**

It is important that applicants do not wait until the day of the application deadline to begin the application submission process. To ensure a timely application submission, OVW strongly encourages applicants to submit their applications at least 48, but no less than 24, hours before the deadline.

All applications will be submitted electronically. The deadline for submitting applications in response to this solicitation is **11:59 p.m. E.T. on May 26, 2016**. *Applications submitted after 11:59 p.m. E.T. on May 26, 2016 may experience a delay in funding.* Applicants experiencing difficulties submitting an application should refer to the [Experiencing Unforeseeable Technical Issues](#) section of this solicitation.

### **OVW Policy on Duplicate Applications**

An applicant can only submit one application per program. If an applicant submits multiple versions of an application, OVW will review the most recent version submitted.

### **Experiencing Unforeseeable Technical Issues**

As previously stated, applicants should begin the **registration process** immediately, but no later than May 5, 2016. Furthermore, the applicant should begin the **application submission process** 48, but no less than 24, hours prior to the application deadline. This will allow sufficient time for the applicant to contact the appropriate individuals and take corrective action, as outlined in this solicitation, should unforeseeable technical issues arise. If technical difficulties are experienced at any point during the application process, the applicant must contact OVW [GMS](#) Support at 1-866-655-4482, Monday through Friday, 9:00 a.m. to 5:00 p.m. E.T., except closed for Federal holidays.

If an applicant experiences unforeseeable technical issues that prevent submission of an application by the deadline, the applicant must take the following actions:

1. Contact the OVW GMS Support at 1-866-655-4482 or at [OVW.GMSSupport@usdoj.gov](mailto:OVW.GMSSupport@usdoj.gov) prior to the application deadline stating that the applicant is experiencing unforeseeable

- technical issues and provide a phone number and/or email address where the applicant can be reached; and
2. Contact the technical support number above prior to the application submission deadline.

**Within 24 hours after the deadline**, the applicant must again contact the STOP Formula Grant Program at (202) 305-2381 or [Omar.Mohammed@usdoj.gov](mailto:Omar.Mohammed@usdoj.gov) to request permission to submit the application. At that time, the applicant will be required to email the complete grant application and DUNS number, and provide the [GMS](#) Help Desk tracking number(s). After OVW reviews all of the information submitted and verifies the technical issues were unforeseeable with the Help Desk, OVW will contact the applicant to either approve or deny the request to submit a late application. If the technical issues cannot be verified as unforeseeable, the application will be rejected as late.

The following conditions are not valid reasons to permit late submissions: (1) failure to begin the registration process in sufficient time; (2) failure to register or update information on the SAM website; (3) failure to follow [GMS](#) instructions as posted on its website; and (4) failure to follow all of the instructions in the OVW solicitation.

### **OVW Policy on Late Submissions**

OVW offers several options for an applicant to provide advance notice to OVW if receipt of its application will be delayed due to a temporary lack of Internet access, unforeseeable technical issues, or geographic isolation. While OVW may accept a late application submission request for formula funding, it is the responsibility of the applicant to notify OVW about an issue that may cause a delay in the submission of the application. Applicants should note that late submission of an application, could result in a delay in their receiving their award. If an applicant does not provide advance notice to OVW about an issue that may cause a delay in the submission of its application, the application will not be considered for funding. If applicant follows the steps outlined above, OVW will consider the applicant's request for late submission. Extension of deadlines is not guaranteed and permission to submit a late application does not automatically result in an award. Late submission only allows an application to be considered for funding. If late submission is approved, the application will be reviewed for registration information and completeness and to ensure that the applicant meets the basic eligibility requirements (BMR) as defined in the solicitation. If the applicant meets BMR, the application will be subject to both peer review and programmatic review before any funding decision is made.

### **Extraordinary Natural or Manmade Disasters**

In cases of extraordinary natural or manmade disasters, such as extreme weather emergencies or terrorist acts, applicants may request to submit applications up to seven calendar days late by sending an e-mail to the contact listed in the solicitation. The request should specify the nature of the disaster and how it affected the applicant's ability to submit an application on time. OVW may request additional documentation from the applicant verifying the extraordinary natural or manmade disaster.

### **Intergovernmental Review**

#### 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 the program has been selected for review. Applicants must contact their state SPOCs to determine whether their programs have been

selected for state review. The applicant should enter the date that the application was sent to the SPOC or the reason such submission is not required in the section of the SF 424 which refers to EO 12372. Applicants can find a list of SPOCs on the Office of Management and Budget website at [http://www.whitehouse.gov/omb/grants\\_spoc](http://www.whitehouse.gov/omb/grants_spoc).

### **Other Submission Requirements**

As discussed in the “[Submission Dates and Times](#)” section above, applications must be submitted electronically through the Office of Justice Programs’ [Grants Management System](#) (GMS) instead of [Grants.gov](#). In order to apply for a grant through [GMS](#), go to <https://grants.ojp.usdoj.gov/> and either sign in using the applicant’s current [GMS](#) ID and password or register as a new user. Once the applicant has logged into [GMS](#), they should select the program that they intend to apply for and follow the instructions. Training materials are available on the main GMS homepage. Applicants that are unable to submit electronically must contact the OVW STOP Formula Grant Program unit at 202-307-6026 no later than May 12, 2016 to request permission to submit an application by alternative means.

**The application process can move forward once the organization successfully registers with [GMS](#).**

## ***E. Application Review Information***

### **Criteria**

This is a formula grant program, therefore applications are not subject to a peer review. However, applicants must submit all information requested in the Application Requirement and Additional Requirements sections of this solicitation. If any required documentation is missing the applicant will be contacted and the documentation must be submitted, prior to OVW making an award. Failure to include required information at the time of submission may result in a delay in receiving an award.

### **Review and Selection Process**

Each OVW grantee agrees to follow the financial and administrative requirements in the DOJ Financial Guide as a condition of receiving grant funding. If OVW determines that a current grantee has violated any of the requirements of the Guide, the grantee may experience a delay in receiving its award or may have additional conditions placed on its award.

### **High Risk Grantees**

Based on DOJ’s assessment of each grantee with regard to current or previous funding, unresolved audit issues, delinquent programmatic and fiscal reporting, and prior performance, a grantee may be designated “high risk.” Awards to high-risk grantees may carry special conditions such as increased monitoring and/or prohibitions on drawing funds until certain requirements are met. High-risk grantees with substantial or persistent performance or compliance issues, long-standing open audits, or open criminal investigations will likely not receive an additional OVW award until all issues are resolved.

### **Anticipated Announcement and Federal Award Dates**

It is anticipated that all applicants will receive an award notification by September 30, 2016.



## ***F. Federal Award Administration Information***

### **Federal Award Notice**

Successful applications will receive OVW award notifications electronically from the OJP Grants Management System. This award notification will be sent to the individuals listed as the Authorized Representative and the Point of Contact on the SF-424 for the application that was selected for funding and will include instructions on accepting the award. Recipients will be required to login; accept any outstanding assurances and certifications on the award; designate financial points of contact; and review, sign, and accept the award. The award acceptance process involves physical signature of the award document and terms and conditions by the authorized representative and the scanning of the fully-executed award document to OVW.

### **Funding Restrictions**

Federal assistance awards are governed by the provisions of 2 CFR Part 200. Additionally, OVW awards are covered by the DOJ Financial Guide. The DOJ Financial Guide includes information on allowable costs, methods of payment, audit requirements, accounting systems, and financial records. This document also outlines the successful administration of grant funds. OVW generally does not allow pre-award costs. Such costs require prior approval by OVW and will only be allowed in limited circumstances.

Any recipient of an award will be responsible for monitoring subgrants/contracts, including MOU partner activities, under the grant in accordance with all applicable statutes, regulations, guidelines, and the DOJ Financial Guide. Primary recipients will be responsible for oversight of subgrantee/partner spending and monitoring specific performance measures and outcomes attributable to the use of OVW funds.

### **Food and Beverage/Costs for Refreshments and Meals**

Generally food and beverage costs are **not** allowable, and under no circumstances may OVW funding be used to supply food and/or beverages during refreshment breaks. OVW may approve the use of OVW funds to provide food and/or beverages for a meal at a meeting, conference, training, or other event, if one of the following applies:

1. 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.
2. Not serving food will significantly lengthen the day or necessitate extending the meeting to achieve meeting outcomes.
3. A special presentation at a conference requires a plenary address where there is no other time for food to be obtained.
4. Other extenuating circumstances necessitate the provision of food.

Justification for an exception listed above must be included in the budget narrative, and funds may only be used to purchase food and/or beverages for a meal at a meeting, conference, training, or other event if OVW approves the specific expenditures in advance.

### **Conference Planning and Expenditure Limitations**

Applicants should be aware of all applicable laws, regulations, policies and guidance (including specific cost limits, prior approval and reporting requirements, where applicable) governing the use of federal funds for expenses related to conferences (which is defined to include meetings, retreats, seminars, symposiums, training and other similar events), including the provision of food and/or beverages at such events, and costs of attendance at such events. Information on

pertinent laws, regulations, policies and guidance is available at <http://www.justice.gov/ovw/grantees>. Applicants should also be aware of the following specific restrictions on conference planning and expenditure limitations:

1. Cost of Logistical Conference Planning
2. Cost of Programmatic Conference Planning
3. Conference Space and Audio-Visual Equipment and Services
4. Prohibition on Trinkets at Conferences
5. Entertainment at Conferences
6. Food and Beverages at Conferences
7. Prior Approval Required Before Entering Into Contracts or Expending Funds for Conferences
8. Conference Reporting

Updated Department of Justice and OVW guidance on conference planning, minimization of costs, and conference cost reporting is accessible on the OVW website <http://www.justice.gov/ovw/grantees>. For additional information regarding food and beverage regulations, please refer to the DOJ Financial Guide.

### **Accommodations and Language Access**

Recipients of OVW funds must comply with applicable federal civil rights laws, which, among other things, prohibit discrimination on the basis of disability and national origin. This includes taking reasonable steps to ensure that persons with limited English proficiency (LEP) have meaningful access to recipients' programs or activities. More information on these obligations is available in the [OVW FY 2014 Solicitation Companion Guide](#) and at [www.lep.gov](http://www.lep.gov). Applicants are encouraged to allocate grant funds to support activities that help to ensure individuals with disabilities, Deaf individuals, and persons with limited English proficiency have meaningful and full access to their programs. For example, grant funds can be used to support American Sign Language (ASL) interpreter services, language interpretation and translation services, or the purchase of adaptive equipment.

Applicants proposing to use grant funds to create websites, videos, and other materials must ensure that the materials are accessible to persons with disabilities. Grant funds may be allocated for these purposes.

### **Program Assessments**

Applicants may not use any OVW funds to conduct research. However, up to three percent of the budget may be allocated for the purpose of assessing the effectiveness of funded activities. For example, funds may be used to conduct pre- and post-testing of training recipients or for victim satisfaction surveys. In conducting such testing or surveys, grantees may not collect, analyze or disseminate any information that would disclose the identity of an individual.

### **Pre-Agreement Cost Approval**

Please be aware that costs incurred prior to the start date of the award may not be charged to the project unless the recipient receives prior approval from OVW. Please see the DOJ Financial Guide for more information on pre-award costs.

### **Administrative and National Policy Requirements Information for All Federal Award Grantees**

Applicants selected for awards must agree to comply with additional legal, administrative, and national policy requirements upon acceptance of an award. OVW strongly encourages

applicants to review the information pertaining to these additional requirements prior to submitting an application. Additional information for each requirement can be found in the FY 2014 OVW Solicitation Companion Guide:

<http://www.justice.gov/sites/default/files/ovw/legacy/2013/12/16/companion-guide-fy2014.pdf>

1. [Civil Rights Compliance](#)
2. Funding to Faith-Based Organizations
3. Confidentiality and Privacy Protections
4. Research and the Protection of Human Subjects (if applicable)
5. Anti-Lobbying Act
6. Reporting Requirements
7. National Environmental Policy Act (NEPA) (if applicable)
8. DOJ Information Technology Standards (if applicable)
9. Non-Supplanting of State or Local Funds
10. Criminal Penalty for False Statements
11. Reporting Fraud, Waste, Error, and Abuse
12. Suspension or Termination of Funding
13. Nonprofit Organizations
14. Government Performance and Results Act (GPRA)
15. Rights in Intellectual Property
16. Federal Funding Accountability and Transparency Act (FFATA) of 2006
17. Awards in Excess of \$5,000,000 – Federal Taxes Certification Requirement
18. Active SAM Registration

Terms and conditions for OVW awards, including awards under the STOP Formula Grant Program are available at <http://www.justice.gov/ovw/grantees>. These terms are subject to change prior to the issuance of the awards.

### **Violence Against Women Act Non-Discrimination Provision**

The Violence Against Women Reauthorization Act of 2013 added a new civil rights provision that applies to all FY 2016 OVW grants. This provision prohibits OVW grantees 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. For more information on this prohibition, see <http://www.justice.gov/sites/default/files/ovw/legacy/2014/06/20/faqs-ngc-vawa.pdf>.

Additional information on the civil rights obligations of OVW funding recipients can be found in the FY 2014 Solicitation Companion Guide under "Civil Rights Compliance."

### **Nonprofit Organization Requirement**

Any entity that is eligible for a STOP Formula subgrant based on its status as a nonprofit organization must be an organization that is described in section 501(c)(3) of the Internal Revenue Code of 1986 and is exempt from taxation under section 501(a) of that Code. See 42 U.S.C. § 13925(b)(16)(B). State and territorial agencies administering STOP Formula funds are responsible for ensuring that STOP subgrantees that are eligible as nonprofit organizations meet this requirement. In the STOP Formula program, this applies to grantees under the set aside to culturally specific community-based organizations, except for grantees that are tribal governmental organizations. In addition, victim service providers may need 501(c)(3) status, as described under "match" above, in order to qualify for match exemptions.

### **DOJ Federal Financial Guidelines**

Federal grants are governed by the provisions of the OMB circulars applicable to financial assistance and the DOJ Financial Guide. The DOJ Financial Guide includes information on allowable costs, methods of payment, audit requirements, accounting systems, and financial records. This document outlines the successful administration of grant funds.

Any recipient of an award will be responsible for monitoring subgrants/contracts, including MOU partner activities, under the grant in accordance with all applicable statutes, regulations, OMB circulars and guidelines, and the Financial Guide. Primary recipients will be responsible for oversight of subgrantee/partner spending and monitoring specific performance measures and outcomes attributable to the use of OVW funds.

### **Compliance with OVW Financial Requirements**

Each OVW grantee agrees to follow the financial and administrative requirements in the DOJ Financial Guide as a condition of receiving grant funding. If OVW determines that a current grantee has violated any of the requirements of the Guide, the grantee's award may be frozen or terminated and the grantee may be denied continuation funding.

### **Reporting**

#### Reporting Requirements

STOP Formula Grant Program grantees are required to submit annual progress reports and quarterly Federal Financial Reports (SF 425). Appropriate progress report forms will be provided to all applicants selected for an award. Forms will be submitted electronically via GMS.

Formula grantees are also responsible for submitting annual subgrantee progress reports. Future awards and fund drawdowns may be withheld if forms are delinquent.

### **Public Reporting Burden - Paperwork Reduction Act Notice**

Under the Paperwork Reduction Act, a person is not required to respond to a collection of information unless it displays a currently valid OMB control number. OVW tries to create forms and instructions that are accurate, can be easily understood, and which impose the least possible burden on applicants. The estimated average time to complete and file this form is 30 hours. Comments regarding the accuracy of this estimate or suggestions for simplifying this form, it can be submitted to the Office on Violence Against Women, U.S. Department of Justice, 145 N Street, NE, Washington, DC 20530.

## ***G. Federal Awarding Agency Contact(s)***

For assistance with the requirements of this solicitation, contact the OVW STOP Formula Grant Program Unit at (202) 307-6026 or Omar Mohammed at (202) 305-2381.

For technical assistance with [GMS](#), contact OVW GMS Support at 1-866-655-4482.

## ***H. Other Information***

### **Application Checklist**

Applicants must submit a fully executed application to OVW, including all required supporting documentation. Additionally, if an applicant plans to submit an application under any other OVW grant program this fiscal year, please ensure that only documents pertinent to this solicitation are included with this application. OVW will not redirect documents that are inadvertently submitted with the wrong application (e.g. a Grants to Encourage Arrest Policies and

Enforcement of Protection Orders Program Certification Letter submitted with a Transitional Housing Program Application will not be transferred to the Arrest Program application).

Application Documents	Date Completed
1. Summary Data Sheet	
2. Implementation Plan Updates	
3. Confidentiality Notice Form	
4. Application for Federal Assistance: SF 424	
5. Standard Assurances and Certifications	
6. Letter of Nonsupplanting	
7. Certification of Compliance with the Statutory Eligibility Requirements of the Violence Against Women Act as Amended, STOP Formula Grant Program	
8. Legal Assistance for Victims Certification Letter (if applicable)	
9. List of other federal discretionary grants for same or similar work	
10. Summary of Current and Recent OVW discretionary awards	

**Do not submit documents in addition to those specified in this solicitation. Please note that any materials submitted as part of an application may be released pursuant to a request under the Freedom of Information Act.**

## **Appendix A**

### **Certification of Compliance with the Statutory Eligibility Requirements of the Violence Against Women Act as Amended, STOP Formula Grant Program**



**U.S. Department of Justice**  
*Office on Violence Against Women*

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## **Certification of Compliance with the Statutory Eligibility Requirements of the Violence Against Women Act as Amended, STOP Formula Grant Program**

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Applicants should refer to the laws cited below for further information regarding the certifications to which they are required to attest. 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 and 3796gg-8. 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 (a) and (b);
- (2) grantees and subgrantees will develop plans for implementation and will consult and coordinate with:
  - (A) the State sexual assault coalition;
  - (B) the State domestic violence coalition;
  - (C) the law enforcement entities within the State;
  - (D) prosecution offices;
  - (E) State and local courts;
  - (F) Tribal governments in those States with State or federally recognized Indian tribes;
  - (G) representatives from underserved populations, including culturally specific populations;
  - (H) victim service providers;
  - (I) population specific organizations; and
  - (J) other entities that the State or the Attorney General identifies as needed for the planning process.
- (3) grantees will coordinate the State implementation plan with the State plans described in section 307 of the Family Violence Prevention and Services Act (42 U.S.C. 10407) and the programs described in section 1404 of the Victims of Crime Act of 1984 (42 U.S.C. 10603) and section 393A of the Public Health Service Act (42 U.S.C. 280b-1b).
- (4) the amount granted will be allocated, without duplication, as follows: not less than 25 percent for law enforcement, not less than 25 percent for prosecutors, not less than 30 percent for victim

services (of which at least 10 percent will be distributed to culturally specific community-based organizations), and not less than 5 percent to state and local courts;

- (5) not later than 2 years after March 7, 2013, and every year thereafter, not less than 20 percent of the total amount granted to a State under this subchapter shall be allocated for programs or projects in 2 or more allocations listed in paragraph (4) that meaningfully address sexual assault, including stranger rape, acquaintance rape, alcohol or drug-facilitated rape, and rape within the context of an intimate partner relationship; and

(6) 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, 3796gg-5, and 3796gg-8 and implemented at 28 CFR Part 90 states certify that they are in compliance with the following:

**(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 under this subchapter unless the State, Indian tribal government, unit of local government, or another governmental entity—
- (1) incurs the full out-of-pocket cost of forensic medical exams for victims of sexual assault; and
  - (2) coordinates with health care providers in the region to notify victims of sexual assault of the availability of rape exams at no cost to the victims.
- (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 victim; or
  - (2) arranges for victims to obtain such exams free of charge to the victims.
- (c) A State or Indian tribal government may use STOP grant funds to pay for forensic medical exams performed by trained examiners for victims of sexual assault, except that such funds may not be used to pay for forensic medical exams by any State, Indian tribal government, or territorial government that requires victims of sexual assault to seek reimbursement for such exams from their insurance carriers.
- (d) (1) To be in compliance with this section, a State, Indian tribal government, or unit of local government shall comply with this provision without regard to whether the victim participates in the criminal justice system or cooperates with law enforcement.
- (2) States, territories, and Indian tribal governments shall have 3 years from March 7, 2013 to come into compliance with this section.

**(2) Filing Costs For Criminal Charges and Protection Orders**



A state, Indian tribal government, or unit of local government will not be entitled to funds unless it certifies that its laws, policies, and practices do not require, in connection with the prosecution of any misdemeanor or felony domestic violence, dating violence, sexual assault, or stalking offense, or in connection with the filing, issuance, registration, modification, enforcement, dismissal, withdrawal or service of a protection order, or a petition for a protection order, to protect a victim of domestic violence, dating violence, sexual assault, or stalking, 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, modification, enforcement, dismissal, withdrawal or service of a warrant, protection order, petition for a protection order, or witness subpoena, whether issued inside or outside the State, tribal, or local jurisdiction.

**(3) Judicial Notification**

A State or unit of local government shall not be entitled to funds under this part unless the State or unit of local government--

- (a) certifies that its judicial administrative policies and practices include notification to domestic violence offenders of the requirements delineated in section 922(g)(8) and (g)(9) of title 18, United States Code, and any applicable related federal, state, or local laws; or
- (b) gives the Attorney General assurances that its judicial administrative policies and practices will be in compliance with the requirements of subparagraph (A) within the later of—
  - (1) the period ending on the date on which the next session of the State legislature ends; or
  - (2) January 5, 2008.

**(4) Polygraph Testing Prohibition**

- (a) In order to be eligible for grants under this part, a state, Indian tribal government, territorial government, or unit of local government shall certify that, not later than January 5, 2009, their laws, policies, or practices will ensure that no law enforcement officer, prosecuting officer or other government official shall ask or require an adult, youth, or child victim of an alleged sex offense as defined under federal, tribal, state, territorial, or local law to submit to a polygraph examination or other truth telling device as a condition for proceeding with the investigation of such an offense.
- (b) Under 42 U.S.C. 3796gg-8(b), the refusal of a victim to submit to a polygraph or other truth telling examination shall not prevent the investigation, charging, or prosecution of an alleged sex offense by a state, Indian tribal government, territorial government, or unit of local government.

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As the duly authorized representative of the applicant, I hereby certify that the applicant will comply with above certifications.

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Typed Name of Authorized Representative	Title	Telephone Number
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Signature of Authorized Representative	Date Signed
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## **APPENDIX B**

### **Summary of Current and Pending Non-OVW Discretionary Federal Grants to do the Same or Similar Work**

Summary of Current and Pending Non-OVW Discretionary Federal Grants to do the Same or Similar Work

[Applicant Name]							
Current Awards							
Service Area:							
Federal Awarding Agency	Award Number	Program	Award End Date	Award Amount	Amount Remaining	Grant-Individual(s), Job Title(s), and Percentages	Please describe how this project differs from the application for OVW funding.
OJP	XXX-XXX-XXXX	OVC	9/30/2017	\$300,000	<b>TOTAL: \$250,000</b> A. Personnel: <u>\$200,000</u> B. Fringe: <u>\$50,000</u> C. Travel: <u>\$0</u> D. Equipment: <u>\$0</u> E. Supplies: <u>\$0</u> F. Construction: <u>\$0</u> G. Consultants and Contracts: <u>\$0</u> H. Other Costs: <u>\$0</u> I. Indirect Costs: <u>\$0</u>	2FT DV/SA Advocates: John Doe (25%) and Jane Doe (35%)	[Insert description.]
Pending Applications							
Service Area:							
Federal Awarding Agency	Application Number (if known)	Program	Project Period	Total Requested Amount	Amount Requested	Grant-Individual(s), Job Title(s), and Percentages	Please describe how this project differs from the application for OVW funding.
COPS	XXX-XXX-XXXX	CAMP	36 months	\$300,000	<b>TOTAL: \$300,000</b> A. Personnel: <u>\$200,000</u> B. Fringe: <u>\$50,000</u> C. Travel: <u>\$0</u> D. Equipment: <u>\$0</u> E. Supplies: <u>\$50,000</u> F. Construction: <u>\$0</u> G. Consultants and Contracts: <u>\$0</u> H. Other Costs: <u>\$0</u> I. Indirect Costs: <u>\$0</u>	1FT DV Advocate: Janet Doe (20%); 1FT Shelter Advocate: Jay Doe (10%); 1FT Victim Liaison: John Doe (50%)	[Insert description.]

## APPENDIX C

### Summary of Current and Recent OVW Discretionary Awards

SAMPLE

## Summary of Current and Recent OVW Discretionary Awards

[Applicant Name]							
Current Awards							
Service Area:							
Federal Awarding Agency	Award Number	Program	Award End Date	Award Amount	Amount Remaining	Grant-Individual(s), Job Title(s), and Percentages	Please describe how this project differs from the application for OVW funding.
OJP	XXX-XXX-XXXX	OVC	9/30/2017	\$300,000	<b>TOTAL: \$250,000</b> A. Personnel: <u>\$200,000</u> B. Fringe: <u>\$50,000</u> C. Travel: <u>\$0</u> D. Equipment: <u>\$0</u> E. Supplies: <u>\$0</u> F. Construction: <u>\$0</u> G. Consultants and Contracts: <u>\$0</u> H. Other Costs: <u>\$0</u> I. Indirect Costs: <u>\$0</u>	2FT DV/SA Advocates: John Doe (25%) and Jane Doe (35%)	[Insert description.]
Pending Applications							
Service Area:							
Federal Awarding Agency	Application Number (if known)	Program	Project Period	Total Requested Amount	Amount Requested	Grant-Individual(s), Job Title(s), and Percentages	Please describe how this project differs from the application for OVW funding.
COPS	XXX-XXX-XXXX	CAMP	36 months	\$300,000	<b>TOTAL: \$300,000</b> A. Personnel: <u>\$200,000</u> B. Fringe: <u>\$50,000</u> C. Travel: <u>\$0</u> D. Equipment: <u>\$0</u> E. Supplies: <u>\$50,000</u> F. Construction: <u>\$0</u> G. Consultants and Contracts: <u>\$0</u> H. Other Costs: <u>\$0</u> I. Indirect Costs: <u>\$0</u>	1FT DV Advocate: Janet Doe (20%); 1FT Shelter Advocate: Jay Doe (10%); 1FT Victim Liaison: John Doe (50%)	[Insert description.]