

# Nebraska Crime Commission



## APPLICATION INSTRUCTIONS FOR FISCAL YEAR 2015 S.T.O.P. VIOLENCE AGAINST WOMEN ACT GRANT

**Applications are due in the Nebraska Crime Commission  
Office by 5:00 p.m. CST on January 11, 2016**

**Application and Instructions are available to download at  
[http://www.ncc.ne.gov/grant\\_information/application.htm](http://www.ncc.ne.gov/grant_information/application.htm)**

**Contact:**

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*In accordance with the Americans with Disabilities Act, the State would like to provide reasonable accommodation with respect to a grant application to persons with disabilities. If you need a reasonable accommodation, please contact the Nebraska Crime Commission, (402) 471-2194 (TDD 800-833-7352).*

## Introduction:

For an overview of the changes related to the 2013 Reauthorization of the Violence Against Women Act follow this link: [http://www.ncc.ne.gov/pdf/grants/training/VAWA\\_2013\\_reauthorization.pdf](http://www.ncc.ne.gov/pdf/grants/training/VAWA_2013_reauthorization.pdf)

These instructions are for applicants who wish to apply for funds under the federal S.T.O.P. Violence Against Women (VAWA) Formula Grant Program to create comprehensive, positive changes in the criminal justice system's response to individuals who are victims of domestic violence (including intimate partners as well as spouses), dating violence, sexual assault or stalking.

## GENERAL GUIDELINES

### Funds Available: \$1,033,969

These grant program funds are allocated according to the Violence Against Women Act 2013 Reauthorization mandates. The **required** categories and funds available are indicated below.

Category		Total Available
Law Enforcement		\$272,783
Prosecution		\$272,783
Courts (includes Juvenile Courts and Probation)		\$54,557
Victim Services (VS)		\$243,158
Cultural Specific (community-based culturally specific services providers)		\$27,018
Discretionary		\$163,670
<b>TOTAL Funds Available</b>		<b>\$1,033,969</b>
State Allocation Requirements: ***Note, these are NOT additional funds. ***		
Meaningful Sexual Assault Services	Must be taken from at least 2 of the categories (LE, Prosecution, Courts or VS).	\$242,474
PREA (Prison Rape Elimination Act)	Dedicated to state efforts towards full compliance.	\$57,163 (VS)
Prevention & Education	Maximum allowed for entire state to develop, enhance or strengthen programming.	\$60,618

Funding is not guaranteed and **any applicant with a project period extending beyond June 30, 2017 and approved for an award will be subject to additional Special Conditions.** All awards are subject to the availability of appropriated funds and any modifications or additional requirements that may be imposed by law. Applicants are required to indicate how funds requested will be utilized towards efforts within the different categories. **Requests for support for sexual assault services must detail how the project determines that the services provided are "meaningful."**

### Grant Commencement and Duration:

All funded projects are required to be implemented within 30 days from the start date listed on the Grant Award or another date as specified by the grant administrator. Failure to implement a project within the time frame, or time frame agreed upon by the grant administrator, may result in the loss of grant funds. Please note that all grant correspondence will be sent to the Project Director listed on the Application Information Page.

**2015 Funding Process and Tentative Timeline:** (listed times are CST)

Nov.16, 2015	Solicitation Announced
Nov. 23, 2015	Technical Assistance Conference Call, 11 to noon
Dec. 7, 2015	Technical Assistance Conference Call, 1 to 2 p.m.
Jan. 12, 2016	Technical/Administrative Review begins
Feb. 18, 2016	Staff Review conducted
March 17, 2016	Crime Commission Grant Review Committee meets to consider recommendations
March 21, 2016	Letters mailed to applicants advising of Committee’s recommendations
May 6, 2016	Crime Commission meets to make final funding determinations
May, 2016	Applicant is mailed written notification of approval/denial
June, 2016	Grand Awards and Special Conditions due to the Crime Commission

**Purpose:**

To create comprehensive, positive changes in the response of the criminal justice system to victims of **domestic violence, dating violence, sexual assault and stalking crimes**. To achieve coordinated responses among law enforcement, prosecution, probation, criminal justice representatives and victim service providers these systems must work together as partners to identify needs, gaps and to develop effective solutions.

**Eligibility:**

- State and local units of government and Indian tribal governments.
- Nonprofit, nongovernmental victim services providers. **NEW - Proof of 501(c)(3) status must be attached to the grant application. Refer to pg. 6 for details.**

A victim services provider is a nonprofit, nongovernmental or tribal organization or rape crisis center, including a State or tribal coalition, that assists or advocates for domestic violence, dating violence, sexual assault, or stalking victims, including domestic violence shelters, faith-based organizations, and other organizations with a documented history of effective work concerning domestic violence, dating violence, sexual assault, or stalking.

**Funding to Faith-based and Community Organizations:** Consistent with Executive Order 13279, December 12, 2002 and 28 CFR Part 38, it is the policy of the Crime Commission that faith-based and community organizations that statutorily qualify as eligible applicants under the STOP grant program are invited and encouraged to apply for assistance awards to fund eligible grant activities. Faith-based and community organizations will be considered for awards as are other eligible applicants, and if they receive assistance awards, will be treated on an equal basis with all other grantees in the administration of such awards. No eligible applicant or grantee will be discriminated against on the basis of its religious character or affiliation, or religious name. Faith-based and community organizations are required to abide by the same regulations and requirements specifically associated with the program under which they are awarded a grant, as any other agency awarded funding.

**Priorities / Nebraska’s STOP State Implementation Plan:**

Nebraska’s STOP State Implementation Plan for 2014 – 2016 is available in its entirety at [http://www.ncc.ne.gov/documents/strategic\\_plans.htm](http://www.ncc.ne.gov/documents/strategic_plans.htm). **It is highly recommended that applicants review the plan as the following is only a brief summary.**

The 2014 – 2016 Implementation Plan emphasizes these overarching themes:

- **Development of economic security for victims and survivors**
- **Implementation of promising and evidence building practices**
- **Trauma informed care/responses**
- **Culturally specific services**

STOP grant program funds are to be used to address the violent crimes of domestic violence, dating violence, sexual assault and stalking. This can be accomplished through improved **coordinated criminal justice system response efforts; quality direct services that address victim safety; outreach and services to unserved and underserved populations; offender accountability efforts; targeted training and technical assistance approaches; public awareness and education and assisting in the development and promotion of legislation and policies that enhance best practices for responding to domestic violence, dating violence, sexual assault and stalking.**

Funding requests must be within the needs identified statewide as outlined in the Implementation Plan. Serious consideration will be given to applicants demonstrating the use of practices that have proven effective for achieving safety and stability for victims and for methods that have shown to hold offenders accountable for the violent crimes of domestic violence, dating violence, sexual assault and stalking. To further these efforts the FY 2015 STOP Grant Program will continue with the overall outcomes of *Increased Victim Safety* and *Increased Offender Accountability*.

In support of the development of effective practices the following links are provided as possible resources:

- <http://www.evawintl.org/Best-Practices>
- <http://www.wowonline.org/economic-security-for-survivors/>
- <http://www.justice.gov/ovw>
- [http://www.nsvrc.org/sites/default/files/nsvrc\\_publications\\_article\\_sadi\\_building-comprehensive-sexual-assault-programs.pdf](http://www.nsvrc.org/sites/default/files/nsvrc_publications_article_sadi_building-comprehensive-sexual-assault-programs.pdf)
- [http://www.ncc.ne.gov/crime\\_commission/organization\\_and\\_functions/grants/trainings.html](http://www.ncc.ne.gov/crime_commission/organization_and_functions/grants/trainings.html) (Evidence Based Training, Outcomes & Performance Measures, Developing Outcomes for VOCA & STOP)

**Purpose Areas:** Grant funds must be used to address one or more of the following purpose areas as outlined in the 2013 Reauthorization of the Violence Against Women Act. ***High priority needs for Nebraska are italicized.***

1. *Train 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. Training can include information related to non-immigrant status (specifically T and U visas).*
2. *Develop, train, or expand 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. *Develop and implement 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. *Develop, install, or expand data collection and communication systems, including computerized systems, linking police, prosecutors, and courts or for the purpose of identifying, classifying, and tracking arrest, 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. *Develop, enlarge, or strengthen victim services and legal assistance programs, including sexual assault, domestic violence, dating violence, and stalking programs, develop or improve delivery of victim services to underserved population, provide specialized domestic violence court advocates in courts where a significant number of protection orders are granted, and increase reporting and reduce attrition rates for cases involving violence crimes against women, including the crimes of domestic violence, dating violence, sexual assault, and stalking. Legal assistance can be provided on such matters as separation, divorce, and custody.*

6. Develop, enlarge or strengthen 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. *Support 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. Train 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. Develop, enlarge, or strengthen programs to assist law enforcement, prosecutors, courts, and others to address the needs and circumstance of older and disabled women who are victims of domestic violence, dating violence, 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. *Provide assistance to victims of domestic violence and sexual assault in immigration matters.*
11. *Maintain core victim services and criminal justice initiatives, while supporting complementary new initiatives and emergency services for victims and their families.*
12. Support 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 my undertake the following activities –
  - Develop, in collaboration with prosecutors, courts, and victim service providers, standardized response polices 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;
  - Notify persons seeking enforcement of protection orders as to what responses will be provided by the relevant law enforcement agency;
  - Refer persons seeking enforcement of protection orders to supplementary services (such as emergency shelter programs, hotlines, or legal assistance services); and
  - Take other appropriate action to assist or secure the safety of the person seeking enforcement of a protection order.
13. Provide 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 – (At this time, the Crime Commission will not be funding requests for this purpose area.)
  - 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;
  - 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 20013));
  - The development of such protocols in collaboration with State, tribal, territorial and local victim services providers and domestic violence coalitions.

14. *Develop and promote State, local or tribal legislation and policies that enhance best practices for responding to domestic violence, dating violence, sexual assault, and stalking.*
15. *Develop, implement, or enhance Sexual Assault Response Teams, or other similar coordinated community responses to sexual assault.*
16. *Develop and strengthen 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. Develop, enlarge, or strengthen programs addressing sexual assault against men, women, and youth in correctional and detention settings.
18. Identify and conduct 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. *Develop, enlarge, or strengthen programs and projects to provide services and responses targeting male and female victims of domestic violence, dating violence, sexual assault, or stalking, who ability to access traditional services and responses is affected by their sexual orientation or gender identity.*
20. Develop, enhance, or strengthen prevention and educational programming to address domestic violence, dating violence, sexual assault, or stalking. (No more than 5% of the total award can be used towards prevention efforts)

**Grant Requirements:**

- **Coordination** – coordination with victim service programs must be evident in the grant application. Letters of Support are required.
- **Applicant Disclosure of Pending Applications** – *(form provided, pg. 22 of application)* Applicants are to disclose whether they have pending application for federally and or state funded grants that include requests for funding to support the same project being proposed under this solicitation and will cover the identical cost items outlined in the budget in the application under this solicitation. The Crime Commission seeks this information to help avoid any inappropriate duplication of funding. Applicants that have pending applications as described above are to provide the following information about pending applications submitted within the last 12 months:
  1. the federal or state funding agency;
  2. the solicitation name/project name; and
  3. the point of contact information at the application funding agency.

**Proof of Non-profit Status** - Non-profit organizations must submit a copy of their non-profit certification with their application for STOP funding. This can include: 1) a copy of 501(c)(3) designation letter; 2) a letter from the state taxing body or attorney general stating that the applicant is a non-profit organization operating within the state; or 3) a copy of the state certificate of incorporation that substantiates the applicant's non-profit status.

In addition, all non-profits applicants who are funded will be required to make their financial statements available online (either on the organization's website or another publically available website). Those organizations that have federal 501(c)(3) tax status will be considered in compliance with this requirement, to the extent that such organization files IRS Form 990 or equivalent, as several sources already provide searchable online databases of such financial statements.

- **Supplemental Funding** – A Supplemental Funding Chart must be completed to show total program income from all sources as well as other funds available to this project.

- **Non-supplanting of Funds** – Federal funds cannot be used to supplant (replace) other existing funds. Funds presently appropriated for the project may not be deliberately decreased due to additional federal funds made available through the Crime Commission. The application’s budget narratives should clearly explain requests to ensure supplanting will not occur by including how position(s) or costs were funded, why funding is no longer available, when support ends or any temporary funding agreements or arrangements.
- **Fiscal Requirements – Commingling of funds on either a program-by-program or project-by-project basis is prohibited.** The subrecipient’s accounting system must maintain a clear audit trail for each source of funding and each fiscal budget period and include the following:
  - a) Separate accountability of receipts, expenditures, disbursements and balances.
  - b) Itemized records supporting all grant receipts, expenditures and match contributions in sufficient detail to show exact nature of activity.
  - c) Data and information for each expenditure and match contribution with proper reference to a supporting voucher or bill properly approved.
  - d) Hourly timesheets describing work activity, signed by the employee and supervisor, to document hours personnel worked on grant related activities. Match hours must be documented in same manner.
  - e) Maintenance of payroll authorizations and vouchers.
  - f) Maintenance of records supporting charges for fringe benefits.
  - g) Maintenance of inventory records for equipment purchased, rented, and contributed.
  - h) Maintenance of billing records for consumable supplies (i.e., paper, printing) purchased.
  - i) Provisions for payment by check.
  - j) Maintenance of travel records (i.e., mileage logs, gas receipts).
  - k) Lease Agreements, contracts services, and purchases of equipment that adhere to established procurement processes.
    - State agencies are governed by procedures of the Department of Administrative Services (DAS), these are located at:  
[http://das.nebraska.gov/materiel/purchase\\_bureau/docs/manuals/AgencyProcurementManualForServices.pdf](http://das.nebraska.gov/materiel/purchase_bureau/docs/manuals/AgencyProcurementManualForServices.pdf)
    - Counties must follow the process outlined in Nebraska statute located at  
<http://www.nebraskalegislature.gov/laws/statutes.php?statute=23-3108&print=true>
    - All other agencies (i.e., nonprofit, city) must adhere to the written process of the agency or if none exists, it reverts back to the Crime Commission’s process which is the DAS Procurement Process.
- **Payments** – All payments from the Crime Commission will be on a reimbursement basis. Required documentation must be submitted by the 30<sup>th</sup> of the month following the quarter to be reimbursed by the 30<sup>th</sup> of the following month. Reimbursement will not be made until all documentation has been approved.
- **Positions** – any position 100% funded through grant funds and/or match must be 100% dedicated to the grant program allowable activities.
- **Special Conditions** – Awarded applicants will be required to sign Special Conditions which include but are not limited to requirements under federal and state laws in addition to requirements for accounting, data collection and reporting.
- **Office of Civil Rights** – Pursuant to 28 C.F.R. Section 42.302, all recipients of federal funds must be in compliance with EEOP and Civil Rights requirements. All programs that receive funds or are subawarded funds via program agreements are required to conform to the grant program requirements. If there is a violation to this it may result in suspension or termination of funding, until such time as the recipient is in compliance.
- **Nondiscrimination (Civil Rights)** – Under any program or activity funded in whole or in part with VAWA funds no person shall, on the basis of **actual or perceived** race, color, religion, national origin, sex, gender

identity (as defined in 249(c)(4) of title 18, US Code), sexual orientation or disability, be excluded from participation in, be denied the benefits of, or be subjected to discrimination. Exception: if sex segregation or sex-specific programming is necessary to the essential operation of a program, nothing stated here shall prevent any such program or activity from consideration of an individual's sex. In such circumstances, subgrantees may meet the requirements by providing comparable services to individuals who cannot be provided with sex-segregated or sex-specific programming.

- **Equal Employment Opportunity Assurance of Compliance** – Compliance is required with the following federal laws which prohibit discrimination on the basis of race, color, national origin, religion, sex, age or disability. These are Title VI of the Civil Rights Act of 1964; Omnibus Crime Control and Safe Streets Act of 1968; Section 504 of the Rehabilitation Act of 1973; Title II of the Americans with Disabilities Act of 1990; Age Discrimination Act of 1975; and the Title IX of the Education Amendments of 1972.
- **Limited English Proficiency (LEP) Individuals** – In accordance with Department of Justice Guidance pertaining to Title VI of the Civil Rights Act of 1964, 42 U.S.C. § 2000d, recipients of federal assistance must take reasonable steps to provide meaningful access to their programs and activities for persons with limited English proficiency. For more information access <http://www.lep.gov>.
- **Confidentiality** – Any agency who is not covered under federal or state statute must have written confidentiality policies in place that prohibit the disclosure of individually identifying information for or about an individual including information likely to disclose the victim of domestic violence, dating violence, sexual assault or stalking, regardless of whether the information is encoded, encrypted, hashed, or otherwise protected including first and last name; home or other physical address; contact information (including a postal, email or internet protocol address, or telephone or facsimile number); a social security number, driver's license number, passport number, or student identification numbers and any other information, including date of birth, racial or ethnic background, or religious affiliation that would serve to identify any individual or any other identifying information without the prior voluntary written consent of the victim.
- **Confidentiality of Minors** – Awarded applicants are required to document compliance with confidentiality and privacy provision for minors who are permitted by law to receive services without parent or guardian consent to authorize release of information without parent or guardian consent.
- **DUNS Number** – All applicants are required to include a DUNS (Data Universal Numbering System) number in their application. A DUNS number is a unique nine-digit sequence recognized as the universal standard for identifying and keeping track of entities receiving federal funds. The identifier is used for tracking purposes and to validate address and point of contact information for federal assistance applicants, recipients, and subrecipients. Obtaining a DUNS number is a free, simple, one-time activity. To obtain a DUNS number or to see if the applicant agency already has a DUNS number, call 1-866-705-5711 or go to <http://fedgov.dnb.com/webform>.
- **System for Award Management (SAM) Registration** – All applicants must be registered on the SAM (formerly Central Contractor Registration/CCR) database. This is the repository for standard information about federal financial assistance applicants, recipients, and subrecipients. If you had an active CCR, you have an active record in SAM. PLEASE NOTE: Applicants must update or renew their SAM registration. Information to register or update your entity records can be accessed at <http://www.sam.gov/>.
- **Certified Assurances, Drug Free Workplace and Lobbying** – As a recipient of federal fund, the Crime Commission must sign and pass on certain Certified Assurances and requirements to its subgrantees. Certified Assurances, the Drug Free Workplace, and Lobbying forms must be signed and included with the grant application.
- **Debarment** – A Debarment form, which certifies the agency or individuals in the agency are not barred from doing business with the federal government, must be signed and returned with the application.

## Allowable Uses of Funds:

Options for using funds to *build* and *enhance coordinated responses* to domestic violence, dating violence, sexual assault and stalking efforts both locally and statewide that are within the guidelines of the STOP Grant Program include, but are not limited to:

### **1. Coordinated Response Team (CRT)**

One (1) application from a community for a CRT will be accepted. A project serving numerous counties can apply for multiple CRTs under one (1) application. It is preferred that culturally specific services providers join local and/or state CRT efforts (as appropriate) in applying for funds. If this creates a barrier then a culturally specific services provider may submit a grant application independently, for consideration. Please contact the Federal Aid Administrator with any questions.

**State agencies** can apply for these funds independent of a CRT. To promote statewide coordinated responses to domestic violence, dating violence, sexual assault and stalking any state agency funded should maintain representation on the statewide CRT (or the statewide CRT Sexual Assault subcommittee) and as appropriate, on any local CRT.

Applicants must indicate CRT's level of functioning by **demonstrating active participation** of a cross-section of representatives from the criminal justice system, victim services providers, medical and mental health providers, culturally specific services providers and others relevant to the issues concerned with VAWA and to the work of improving the criminal justice system's overall response to individuals who are victims of domestic violence, dating violence, sexual assault and stalking.

At a minimum, **CRT membership** must include active participation from a culturally specific services provider, prosecution, law enforcement (from major populated communities within the geographic area including police and sheriff's departments), courts/probation and victim service agencies. For prosecution this includes the aggressive prosecution of domestic violence, dating violence, sexual assault and stalking cases whenever there is sufficient evidence. Copies of a signed Memorandum of Commitment (form included in application) and relevant statistics, as appropriate, must be submitted with application as evidence of active participation.

### **CRT Plan Requirements:**

- **New** applicants requesting funding for a CRT are **required** to have a written **Criminal Justice Improvement Plan**. This plan should address unserved and underserved victims and identify gaps, needs and solutions in the local criminal justice system for responding to victims of domestic violence, dating violence, sexual assault and stalking. The plan should clearly outline the roles of each agency/entity in ensuring victims are provided coordinated assistance at each stage of the criminal justice system. **One (1) PDF copy of the plan must be submitted with the grant application.**

***NOTE:** If a CRT is not established, law enforcement and prosecution agencies in sparsely populated communities may apply for an identified need that will directly improve the criminal justice response to domestic violence, dating violence, sexual assault and stalking, and particularly unserved and underserved victims. The applicant agency must show how a victim services program in the area was collaborated with during the development of the application.*

- **Established** CRTs should be operating on a current **Criminal Justice Improvement Plan** that is updated at least every three (3) years. The plan should include responses to domestic violence, dating violence, sexual assault and stalking and identify unserved and underserved victim populations. Applicants requesting funds for continuation of an established CRT coordinator position or coordination activities must demonstrate how such a request is vital to the response team's continued improvement and success. Due to limited STOP funds the maximum amount of federal dollars allowable for a CRT/SART coordinator position is \$15,000.

## 2. Victim Services

Allowable services to victims of domestic violence, dating violence, sexual assault, or stalking include telephonic or web-based hotlines, legal advocacy, economic advocacy, emergency and transitional shelter, accompaniment and advocacy through medical, civil or criminal justice, immigration, and social support systems, crisis intervention, short-term individual and group support services, information and referrals, culturally specific services, population specific services, and other related supportive services. STOP funds can be used to pay the first month's rent to assist in meeting the immediate safety needs of a victim.

Efforts to enhance coordination among providers of victim services and the criminal justice system could include advocate positions to provide immediate advocacy on-scene or at other secure sites. Such services would improve system response by providing advocacy within 24 hours of an arrest or incident and by ensuring victims who report the incident to law enforcement and have safety issues receive supportive follow-up contacts from advocates.

## 3. Meaningful Sexual Assault Services

Meaningful sexual assault services must be comprehensive and tailored for different forms of sexual assault and address the effects of trauma through supportive healing processes. Services must be provided by staff specializing or specifically trained to meet the unique needs and concerns of sexual assault victims/survivors. Because the needs of sexual violence survivors are not the same as those of domestic violence survivors, dual/multi-services agencies will need to demonstrate an understanding and show how priority for and specific intent to serve sexual assault victims/survivors outside the context of interpersonal violence will occur.

STOP funds may be used for health care providers' time conducting forensic examinations, if the examinations are performed by specially trained examiners for victims of sexual assault (such as Sexual Assault Nurse Examiners); and the jurisdiction does not require victims of sexual assault to seek reimbursement from their insurance carriers. This activity could be funded from a law enforcement, prosecution or discretionary request.

## 4. Cultural Specific Services

Services to victims of domestic violence, dating violence, sexual assault, or stalking that are community-based cultural specific services. These services include culturally relevant and linguistically specific services and resources to culturally specific communities. **Culturally specific is primarily directed toward racial and ethnic minority groups defined in the Public Health Act (2 U.S.C. 300u-6(g)).** That act defines racial and ethnic minority groups as American Indians (including Alaska Natives, Eskimos, and Aleuts); Asian Americans; Native Hawaiians and other Pacific Islanders; Blacks; and Hispanics. The term Hispanic means individuals whose origin is Mexican, Puerto Rican, Cuban, Central or South American, or any other Spanish-speaking country.

## 5. Underserved Populations (includes unserved and Population Specific Services)

Applicants must identify the underserved victims in their community and for these populations what services are currently available, services needed and the number of victims to be served.

Outreach efforts that develop, expand or strengthen services to underserved populations that 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) or determined to be underserved by the Attorney General or by the Secretary of Health and Human Services, as appropriate. Allowable activities include developing culturally and linguistically accurate materials; hiring bilingual/bicultural staff; developing interpreters/translators resources; and developing and improving responses to male and female victims whose ability to access traditional services and responses has been affected by their sexual orientation or gender identity.

**Population Specific Services** are allowable if the services are victim-centered services that address the safety, health, economic, legal, housing, workplace, immigration, confidentiality, or other needs of victims of domestic violence, dating violence, sexual assault and stalking that are designed primarily for and are targeted to a specific

underserved population. A Population Specific Organization is a non-profit, non-governmental organization that primarily serves members of a specific population, and has demonstrated experience and expertise providing target services to members of that specific underserved population.

## **6. Law Enforcement**

Law enforcement efforts designed to improve the criminal justice system's response to victims of domestic violence, dating violence, sexual assault and stalking such as:

- Improving investigation of sexual assaults and appropriate treatment of victims;
- Cost of sexual assault kits;
- Responding to backlogs of sexual assault evidence including developing protocols/policies for notifying victims;
- Overtime for officers to go to schools to provide information about dating violence, domestic violence, sexual assault and stalking;
- Salary for an officer who is devoted solely to the investigation of domestic violence, dating violence, sexual assault and/or stalking;
- Specialized Units (i.e., sexual assault, intimate partner violence);
- Shift Sergeant or Lieutenant that receives specialized training in the handling of intimate partner violence, sexual assault and/or stalking cases and oversees the on-scene and follow up investigation of these types of cases.

## **7. Offender Accountability**

Services such as batterer intervention programs are allowable within CRT efforts. This type of program could be considered **IF**: a) it is an identified need in the written Criminal Justice Improvement Plan; b) it is part of a graduated range of sanctions that use the coercive power of the criminal justice system to hold offenders accountable for their criminal actions and for changing their behaviors; and c) it meets the minimum Batterer Intervention Program Standards outlined for Nebraska.

## **8. Prosecution**

Efforts to implement or operate units with specially trained deputies devoted to prosecuting only domestic violence, dating violence, sexual assault or stalking cases, on a full or part-time basis. Funds could be used to improve prosecution of sexual assault cases and the appropriate treatment of victims or to hire paralegal positions that are directly related to the project.

## **9. Courts (includes Juvenile Courts and Probation)**

*All requests for STOP grant funds in the category of Courts must go through the Administrative Office of the Courts and Probation (AOCP) of the Supreme Court of Nebraska. Funds in this category are only available to the AOCP for allowable STOP activities. Projects might include statewide or regional training for judicial or probation personnel about domestic violence, dating violence, sexual assault and/or stalking cases. Funds could be used for probation victim specialist/liason positions to work directly with domestic violence, dating violence, sexual assault and stalking victims whose offenders are on probation.*

The AOCP may request a pass-through or submit a full application through the STOP grant review process. Maximum funds available for a pass-through for FY 2015 are \$54,557. To request a pass-through packet please contact the Federal Aid Administrator no later than December 1, 2015.

## **10. Prevention and Education**

Projects can conduct public awareness efforts that support and reach out to victims to inform them about available services. Funds (maximum of 5% of state's total award) can be used for developing, enhancing or strengthening prevention and education programming to address domestic violence, dating violence, sexual assault or stalking.

## 11. Training

Training and technical assistance activities to improve the criminal justice system's response to domestic violence, dating violence, sexual assault and stalking are allowable. Training curriculum should focus on evidence based practices that effectively identify and respond to these specific issues and concerns. Funds may be requested to enable criminal justice and victim services personnel to attend relevant training in these areas. For example, funds to support attendance at a national training (i.e., National District Attorney's Association, Duluth models) designed to improve and enhance CRT response would mean only those individuals in positions to make or influence agency policy and who have never attended such a training would be considered. *Applicants requesting travel to national trainings are encouraged to provide match funds for such requests.*

## 12. Other Allowable Activities:

- Collaborating with or providing information to Federal, State, local, tribal and territorial public officials and agencies to develop and implement policies and develop and promote legislation or model codes designed to reduce or eliminate domestic violence, dating violence, sexual assault and stalking.
- Providing victim services and legal assistance including services and assistance to victims of domestic violence, dating violence, sexual assault, or stalking who are also victims of severe forms of trafficking.
- Services to youth, ages 11 to 24 years old, who are victims of domestic violence, dating violence, sexual assault or stalking. Children's services directly linked to providing services to victims of domestic violence, dating violence, sexual assault or stalking. **NOTE:** Funds may not be used to support services that focus exclusively on children or to develop domestic violence, dating violence, sexual assault or stalking prevention curricula for schools.

**13. Administrative/Indirect Costs: NEW** - Administrative costs are the general or centralized expenses necessary for the overall administration of an organization. Indirect costs are costs of an organization that that are not readily assignable to a particular project costs, but are necessary to the operation of the organization and the performance of the project. The cost of operating and maintain facilities, depreciation and administrative salaries are examples of the types of cost that are usually treated as indirect costs. For organizations that have an established federally approved indirect cost rate for Federal wards, indirect costs means those costs that are included in the organizations' established indirect cost rate. Such costs are generally identified with the organization's overall operation and are further described in the Office of Management and Budget Circulars 2 CFR 200.

For the purposes of this grant program, applicants may be permitted an allocation for administrative costs under one of the following:

- **Federally Approved Indirect Costs:** Applicants who have an established federally approved indirect cost rate agree in place may include the allocation for indirect costs. These applicants must provide a copy of the federally approved indirect cost rate agreement with their application for STOP funding.
- **De Minimis Rate:** Applicants, who have NEVER had a federally approved indirect cost rate agreement, may include an allocation for administrative costs for up to 10% of the modified total direct cost. Applicants must provide a list of the requested administrative costs items and the corresponding cost of each item including a copy of the written allocation policy for these costs. See budget instructions page 22 for Category G – Indirect Costs.

**Not Allowed:**

1. Unallowable activities with federal dollars include but are not limited to lobbying (with the exception noted under the first bullet of the previous section, Other Allowable Activities), fundraising, research projects, construction and physical modification to buildings including minor renovations such as painting or carpeting.
2. Federal funds **cannot** be used to match other federal funds. An **exception** is Indian tribes who may use funds appropriated by Congress for the activities of any agency of an Indian tribal government or for the activities of the Bureau of Indian Affairs performing law enforcement functions on any Indian lands.
3. Legal or defense services for perpetrators including defense for women who assault, kill, or otherwise injure their abusers.
4. A subrecipient cannot use of STOP funds to pay to help a victim move household goods to a new location or for acquiring furniture or housing in a new location.
5. Activities that may compromise victim safety and recovery including:
  - offering perpetrators the option of entering pre-trial diversion programs;
  - requiring mediation or counseling for couples as a systemic response to domestic violence or sexual assault, or in situation in which child sexual abuse is alleged;
  - requiring victims to report sexual assault, stalking, or domestic violence crimes to law enforcement or forcing victims to participate in criminal proceedings;
  - 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;
  - supporting policies that deny individuals access to services based on their relationship to the perpetrator;
  - developing materials that are not appropriately tailored to the dynamics of sexual assault;
  - 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);
  - sharing confidential victim information with outside organizations and/or individuals without the documented consent of the victim;
  - placing of batterers in anger management program; or
  - procedures that would penalize or impose sanctions on victims of domestic violence or sexual assault for failure to testify against the abuser and/or the perpetrator.
6. No funds (federal and/or match) can be used to purchase food and/or beverages for any meeting, conference, training or other event and all such events must be approved by the Crime Commission before any contracts are signed or arrangements finalized. Therefore, food and beverage costs are now unallowable under any grant, cooperative agreement and/or contract. This restriction does not impact direct payment of per diem amounts to individuals attending a meeting or conference, as long as they fall within the guidelines.
7. Purchases of standard issued law enforcement items such as uniforms, safety vests, shields, weapons, bullets and armory or support for chemical dependency or alcohol abuse programs that are not an integral part of a court-mandated batterer intervention program.
8. Development or presentations of domestic violence, sexual assault, dating violence and/or stalking curriculum for primary or secondary schools. Funds cannot be used to teach primary or secondary school students from already existing curriculum.
9. Gift cards and voucher programs.
10. Purchase of a vehicle.
11. Immigration fees for battered immigrant women.

12. Renovations or construction including painting or replacing carpet.

13. Payment for substance abuse counseling.

**Requests for Continuation Funds:**

This federal grant to Nebraska and the rules which govern its distribution are received on an annual basis. Therefore, **no** project is guaranteed continuation funding. Programs requesting continuation funds are expected to clearly state how such funding is vital to the ongoing success of the program. Limited funds and the statewide grant competition may prevent funding of projects.

**Match Requirements:**

A 25% cash or in-kind match of the total costs for the project is required **except** for the funds used by nonprofit, nongovernmental victim services programs to provide services to victims. **Grant funds used for law enforcement, prosecution, courts, probation and discretionary categories are required to provide 25% cash or in-kind match for the total project cost for that specific piece of the project.** Victim service programs are encouraged to show commitment and sustainability for the program by providing a match. Program match does help in Nebraska’s efforts to receive continued VAWA funds.

- All sources of match must be clearly identified.
- Federal funds cannot be used for match federal funds.
- Match (cash or in-kind) must directly relate to the project goals and objectives.
- All match funds must be financially documented in the same manner as grant funds and expended within the project period.
- Designated match is restricted to only allowable activities and costs under the STOP VAWA grant funding.

*The amount of required match (25%) can be calculated by dividing the requested federal amount by 3.*

Match Calculation Example:  Step 1: \$45,000 federal STOP funds requested for the project Step 2: $\$45,000 \div 3 = \$15,000$ (required match amount) Step 3: $\$45,000 + \$15,000 = \$60,000$ (total project cost)
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**In-kind Match:** Consists of donations to project activities other than cash and may include donations of expendable equipment, office supplies, workshop or classroom materials, work space, or the 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 the funded project. In-kind match must be directly related to the project goals and objectives.

**Value of Volunteers:** The monetary value placed on volunteer services provided as in-kind match shall be consistent with the rate of compensation paid for similar work in the applicant’s organization. If the required skills are not found in the organization, the rate of compensation cannot exceed an hourly wage of \$9.00/hour. For the purpose of match, volunteers who are on-call for a 24-hour period may be shown as having worked a 16-hour shift and volunteers who are on-call for 16 hours may be shown as having worked 8 hours. However, all actual time spend in providing direct services to victims can be counted. Records must be maintained that indicate how the rate of compensation was determined and to document all service delivery and hours.

**Memorandums of Commitment and Letters of Support: Letters of Commitment are no longer needed.**

Applicants must provide written evidence that the community has been involved in the development of this application. It is required that during the development of the grant application that collaboration has occurred with a victim services provider in order to ensure proposed activities and requests promote safety, confidentiality and economic independence for victims of domestic violence, sexual assault, stalking and dating violence.

1. Letters received separately from the grant will not be considered or returned.
2. All letters must remove or black out any identifying information regarding victims.

Memorandums of Commitment	Letters of Support
<ul style="list-style-type: none"> <li>• <b>Required from participating CRT agencies. At a minimum:</b> 1) law enforcement, 2) prosecution, 3) courts/probation, 4) victim witness, 5) domestic violence/sexual assault program, and 5) cultural specific agency. Must indicate specifically how the agency actively participates in this project.</li> <li>• Sample form is included with grant application kit.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Required from victim service providers who were consulted with during the course of developing the grant application.</b></li> <li>• May include letters from agencies who are committing resources and/or participating in proposed project.</li> <li>• May include letters from agencies or individuals impacted by the project, but who may or may not directly participate in the project.</li> <li>• <b>NOTE: Letters from employees or commissioners of the Crime Commission will not be accepted.</b></li> </ul>

**Application Submission**

Applicant must submit by 5:00 p.m. (CST) on January 11, 2016 the following:

1. A PDF copy of the complete (signed with all attachments) application emailed as an attachment to [Stephanie.Booher@nebraska.gov](mailto:Stephanie.Booher@nebraska.gov). Email subject line must read - 2015 STOP with the agency name (example -2015 STOP Bright Horizons).
2. One (1) complete original application mailed or delivered to the Crime Commission. Original must be single sided; stapled in the upper left hand corner and 2-hole punched at the top.
3. One (1) hard copy of complete application mailed or delivered to the Crime Commission. Copy can be doubled sided, but must be stapled in the upper left hand corner (2-hole punched not required).

<p><b><u>Mailing Address:</u></b> Nebraska Crime Commission PO Box 94946 Lincoln NE 68509</p>	<p><b><u>Personal Delivery/Overnight:</u></b> Nebraska Crime Commission 5<sup>th</sup> Floor 301 Centennial Mall South Lincoln, NE 68509</p>
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4. Faxed copies will NOT be accepted.

**Application Format** - Please note that Crime Commission applications may change from year to year.

- ✓ Applications must be typewritten.
- ✓ Re-created applications must adhere exactly (word-for-word and design) to the Crime Commission's official application format and layout.
- ✓ Federal Identification Number must be included on the application. Applicant must be the entity that will receive and disburse grant funds. The Federal ID Number must be that of the applicant.
- ✓ No cover letters.
- ✓ Do not put applications in folders.
- ✓ Use 12 point font, number pages in lower right hand corner and adhere to page limits.
- ✓ Sources of data and/or statistics must be cited.
- ✓ Only submit completed budget pages that apply to the project.
- ✓ Budget figures are to be provided in round numbers, no cents. PLEASE check all budget calculations.
- ✓ Additional information in the form of Appendixes will not be accepted.
- ✓ Include ALL Required Forms (Budget Summary page, Certified Assurances, Drug Free Workplace form, Debarment form, Lobbying form) with appropriate signatures of the authorized individual (i.e., county board chair, mayor, city administrator, chair or vice-chair of non-profit).

**Training and Technical Assistance**

For information on the application process review the *STOP Grant Program 2014 Application Webinar* available at: [http://www.ncc.nebraska.gov/crime\\_commission/organization\\_and\\_functions/grants/trainings.html](http://www.ncc.nebraska.gov/crime_commission/organization_and_functions/grants/trainings.html)

**Technical Assistance Conference Calls** will be held on:

- Nov. 23<sup>rd</sup> from 11 to noon (CST)
- Dec. 7<sup>th</sup> from 1 p.m. to 2 p.m. (CST)

These TA calls are being provided for anyone with questions or to discuss possible project plans. To access the conference calls complete these steps:

- Dial the Conference Access Number: (888) 820-1398
- Enter Attendee Code: 4685061 #
- Attendee Quick Commands: \*6 Mute/Un-Mute Own Line

Additional questions or concerns regarding this application can be directed to Merry Wills, Federal Aid Administrator at (402) 471-3416 or [Merry.Wills@nebraska.gov](mailto:Merry.Wills@nebraska.gov).

**Grant Management Training** (GMT) is required for any new project, continuation projects who have not attended GMT since July 2014 and subgrantees with new project personnel (Project Director, Coordinator, Fiscal Officer). Others are welcome to attend. The date of this training will be announced at a later date.

**Coordinated Response Team** training and technical assistance is available through the Crime Commission and the Statewide Coordinated Response Team. Through these efforts communities can access assistance to identify needs, gaps and solutions related to the criminal justice system's response to domestic violence and sexual assault victims and to develop community improvement plans. The NE Domestic Violence/Sexual Assault Coalition also offers training and forums for discussing issues and ideas relevant to CRT implementation and its ongoing functions.

**APPLICATION FORMS - INSTRUCTIONS**

Applicants must submit a fully executed application to the Crime Commission, including all required supporting documentations. Do not include other documents than those specified in these instructions. Do not submit checklist below.

Date Completed	SECTION NAME & ORDER	PAGE LIMITS
	<b>Grant Applicant Information</b>	Pages as provided
	<b>Budget Summary</b>	1 page as provided
	<b>Budget Sheets &amp; Narratives</b>	Pages as needed. Submit only budget sheets/narratives relevant to request.
	<b>Modified Indirect Cost Rate – Attach Agency Policy</b>	<b>As applicable attach a copy of the agency’s written allocation policy for Modified Indirect Cost Rate.</b>
	<b>Sustainability Section</b>	3 pages
	<b>Supplemental Funding Chart</b>	Provided
	<b>Community Description</b>	3 pages
	<b>Problem Statement</b>	5 pages
	<b>Solution (*CRTs attach flow chart)</b>	4 pages
	<b>Activity/Timeline</b>	2 pages (form provided)
	<b>Improvement of Criminal Justice System &amp; CRT</b>	Pages as provided
	<b>Goals, Objectives &amp; Performance Indicators</b>	Pages as needed (form provided)
	<b>Continuation Information</b>	2 pages
	<b>*Flow Chart of Community Response Process</b>	Attachment -1 page
	<b>Memorandums of Commitment</b>	As needed (example form provided)
	<b>Letters of Support</b>	Required
	<b>Signed &amp; Dated Certified Assurances Form</b>	Form Provided
	<b>Signed &amp; Dated Lobbying, Debarment, Drug-Free Workplace Form</b>	Form Provided
	<b>Applicant Disclosure of Pending Applications</b>	Form Provided
	<b>Proof of Non-profit Status</b>	Attachment

**Pg. 1-2 Applicant Information** – provide all requested information. The applicant must be the agency that will receive and disburse the grant funds. The Federal Identification Number and the DUNS number must be that of the applicant. Project must provide separate individuals for each project position (Director, Coordinator, Fiscal Officer and the Authorized Official).

**Project Summary** (question 17) is a concise statement, of 150 words or less, highlighting the major aspects of the proposed project.

## Question 15 - Chart

EXAMPLE		Of the total requested funds for each category how much will be dedicated to meaningful SA services and/or Prevention & Education.	
Category	Total Amount of Funds Requested by Category	Sexual Assault Services	Prevention & Education
Law Enforcement	5,000	2,500	0
Prosecution	30,000	20,000	0
Victim Services	32,500	20,000	2,000
Culturally Specific Services	0	0	0
CRT Coordination	4,000	2,000	0
BIP Facilitation	0	0	0
Totals	\$71,500	\$44,500	\$2,000

### Pg. 3 Budget Summary

#### Category G – Indirect Costs refer to page 22 of these instructions.

A 25% cash or in-kind match of the total cost of the project is required, except for the funds used by non-profit, nongovernmental victim services programs to provide services to victims. Grant funds used for efforts in law enforcement, prosecution, courts and probation are required to provide 25% cash or in-kind match for the total project costs for that specific piece of the project. Federal funds cannot be used for match (exception is made for Indian Tribes). All sources of match (i.e., United Way, NDHHSS, etc.)

**Project Period** – Any applicant with a project period extending beyond 6/30/17 and approved for an award will be subject to additional Special Conditions.

### Pg. 4 Category A - Personnel

Personnel are the wages and fringe benefits for regular full-time or part-time salaried employees as well as in-kind contributions of volunteers. Other persons working on the project who are not on the regular payroll or not volunteers must be classified either as contractual or consultant. In-kind contributions, if allowable, must be listed as matching funds and source of funds identified.

Salaries cannot exceed those normally paid for comparable positions in the community and/or the unit of government.

#### 1. Direct Salaries

- Indicate title/position and full-time or part-time for each employee involved in the project including new positions to be filled.
- Indicate if position is New (N) or Existing (E). If request is for an existing position, the narrative must explain how the position was funded prior to this request.
- If existing position provide both current annual salary (actual) and projected annual salary amounts.
- For each position listed indicate the percent of the time **to be devoted to the project** (2080 hrs. annually = 100% or full-time); amount of funds requested; amount of matching funds; amount of fringe benefits and, the total costs for the position.
- Volunteers used as in-kind should be listed. Monetary value of volunteer services can be calculated at a rate consistent with the rate of compensation paid for similar work in the applicant's organization. If the required skills are not found in the organization, the rate of compensation cannot exceed an hourly wage of \$9.00/hour. Use hourly rate multiplied by the number of hours of service to be contributed for amount to enter on Budget Sheet.
- If existing personnel will be involved in the project but no funds are requested for their position and salaries will not be used as match, do not list them on the budget page, but the Narrative must include this information.

**2. Fringe Benefits**

- All fringe benefits are to be based on the employer's share only.
- Only basic fringe benefits of insurance offered by the agency (health, life, professional liability, etc.), FICA, unemployment insurance, workers compensation, costs of leave (holidays, sick leave, vacations) and pension/retirement can be included. The employee’s share is to be withheld from their wages.
- Funds to support cafeteria plans are not allowed by the Crime Commission.
- Vacation and leave time are included in normal working hours (FTE 2,080 hours/year) and are not considered added benefits.
- In the appropriate columns, for each position, enter the total costs of benefits requested and those provided as match.

**3. Total Personnel Budget**

Enter the total amount of funds requested, matching funds and total of all salaries and fringe benefits for each position in the Total Cost section. Enter the total costs for each column and line in the Total Personnel Budget. Enter totals on the Budget Summary page.

**EXAMPE: CATEGORY A - PERSONNEL**

Title/Position Full-time or Part-time	*N or E	Current Annual Salary 2015	Projected Annual Salary 2016	% Time Devoted	Amount Requested	Match	Subtotal	Requested Fringe	Match Fringe	TOTAL COSTS
Legal Advocate Full-time	E	\$31,500	\$32,445	75%	\$18,251	\$6,083	\$24,334	\$4,867	\$	\$29,291
Program Director Full-time	E	\$39,000	\$41,170	30%	\$12,351	\$	\$12,351	\$	\$2,470	\$14,821
Volunteers	E	\$9/hour	\$12/hour	100%	\$	\$6,240	\$6,240	\$	\$	\$6,240
<b>Total Personnel Budget</b>					<b>Amount Requested</b>	<b>Match</b>	<b>Subtotal</b>	<b>Fringe Requested</b>	<b>Fringe Match</b>	<b>TOTAL COSTS</b>
					\$30,602	\$12,323	\$42,925	\$4,867	\$2,470	\$50,352

\*N for New; E for Existing

**4. Personnel Budget Narrative** A budget narrative **MUST** be attached if funds are requested and/or match is provided. The narrative **MUST** include a breakdown of how the cost for **each** position was determined (i.e. 500 hours x \$18 an hour = \$9,000) for **both the requested funds and matching funds**. The budget narrative is to explain:

- Fringe benefits requested for each position indicating specific benefits and their amounts.
- For existing positions how the request it is NOT supplanting of funds.
- Whether position is full or part-time and indicate the numbers of hours worked per week or annually.
- Relevance of each position to the project.
- A description of the duties for **each** position and how they are relevant to the project. Include primary responsibilities and specific duties. Identify any **new** duties if this position was previously funded. **Positions providing sexual assault services need to clearly outline those specific duties.**
- Include positions for which funds are not being requested or are not used as matching funds but will be involved in the project.

**Pg. 6 Category B – Consultants and Contracts**

If more than one consultant will be used for the project, complete a budget sheet for each consultant. All contracts, including contracts with consultants, must adhere to established procurement processes. Information on procurement procedures can be found under Fiscal Requirements in the Grant Requirements section.

- 1. Purpose:** List the purpose for a consultant or contractor (i.e., facilitate support group, develop and/or present training).

2. **Name and Type:** Identity who is providing the service and check the box for the type of consultant or contract to be used for the stated purpose.
3. **Fees:** A breakdown of fees is required that indicates the type of fee, rate and # of hours. All contractual services are held to standardized, open and fair procurement processes. **Applicant must outline in the narrative:**
  - Why the consultant is necessary;
  - Who the consultant is and how are they associated with the organization;
  - What was the selection process; and
  - What will the consultant provide or do;

Established rates must be reasonable and consistent with those paid for similar services in the marketplace and in align with the work proposed. Fees for individual consultant services are subject to maximum compensation of \$650 per day or \$81.25 per hour.

4. **Travel Expenses For The Consultant:**

For each line item below (i.e., mileage, air fare) list the costs, enter the amount requested and the amount provided as match. Other Costs in this area might include parking, registration fees, etc. Enter each line item total costs in the Total column.

<b>Mileage</b>	<b>\$.575</b> cents/mile for use of personal vehicles only
<b>Air Fare</b>	List destination and anticipated total costs of air fare. Must be coach or least expensive class.
<b>*Meals</b> no incidentals	In-state: \$41 - breakfast \$7; lunch \$11; dinner \$23 Omaha: \$56 - breakfast \$10; lunch \$15; dinner \$31. Rates do include taxes or tips.
<b>*Lodging</b>	In-state \$83 per night (Omaha \$100 per night)
<b>Other</b>	List other expenses such as ground travel, parking, registration, etc.

\*For out-of-state meal and lodging rates refer to [www.gsa.gov](http://www.gsa.gov) and click on per diem rates.

5. **Consultant/Contract Total:** Calculate the costs for the amount requested, applicant's match and total costs. Enter totals on the Budget Summary page.
6. **Consultant/Contract Narrative:** A budget narrative must be included if funds are requested and/or match funds are provided. Include breakdown of how the costs for each consultant was determined for both the funds requested and matched. Include the following for **each** position:
  - a) Services and/or product that the consultant will provide;
  - b) How the services, product or position relate and impact the project;
  - c) Breakdown of how the costs for each position was determined (i.e. 500 hours x \$25 per hour = \$12,500);
  - d) Description of the duties for **each** position that funds are requested or match dollars provided. Include primary responsibilities and if, position was previously funded identify **new** duties. **For positions providing sexual assault services indicate the specific responsibilities.**

**Pg. 7 Category C – Travel Expenses**

If travel expenses are needed for more than one purpose or type of travel, complete a budget sheet for each purpose and/or type of travel.

1. List expenses by purpose (i.e., training, conference, daily travel for job, etc.). Complete the applicable

expenses associated with this purpose (any mileage to be paid, air fare, meals, lodging, other).

2. Mark the travel as local, in-state or out-of-state.
3. Indicate the title of the person who will be traveling.
4. Calculate the costs by completing the areas relevant to the travel for each purpose. Refer to Travel chart provided above in Category B for current allowable costs.
5. **Travel Total:** Calculate the costs of the travel for each purpose. Calculate the total for all travel expenses for the funds requested and match and enter these amounts on the Budget Summary page.
6. **Travel Expenses Narrative:** For each travel purpose complete a budget narrative explaining the purpose, the position traveling and how this travel relates and is necessary to the project.

### **Pg. 8 Category D – Supplies and Operating Expenses**

1. **Supplies:** Includes office supplies, forms, operating supplies, books, subscriptions, repair or maintenance supplies, **equipment items costing under \$5,000 per item - materials which are expendable** or consumed during the course of the project. Lists supply items by type (i.e., postage, office supplies, and training materials), quantity, unit costs and total costs. Higher costing items should be listed separately and identified (e.g. special mailings, equipment items). Enter the total costs in the Total column. Enter the amounts of the costs requested and provided as match. At the bottom of section 1 enter the costs for project supplies with a breakdown by the amount requested, match and total costs in the appropriate columns.
2. **Operating Expenses:** This section is expenses involving rental arrangements and purchase of non-consultant type services. For each item listed enter the rate or unit cost. Enter the total costs in the Total column. Enter the amounts requested and provided as match. Identify other items for which funds are requested in the "Other" category. At the bottom of section 2, (Operating Expenses Subtotal) enter the costs of operating expenses. Provide a breakdown of the costs by indicating the amount requested, match and total costs in the appropriate columns.
3. **Supplies/Operating Total:** Enter the costs for all supplies and operating expenses. Provide breakdown for the costs by the amount requested, match and total costs in the appropriate columns. Enter those totals on the Budget Summary page.
4. **Supplies/Operating Expenses Narrative:** For all supplies and operating expenses requested attach a budget narrative to:
  - a) explain the cost breakdown of how requested and match funds were determined for supplies (i.e., envelopes, paper and other office supplies); and
  - b) explain how the supplies and operating expenses are essential to the project operations.

### **Pg. 9 Category E - Equipment**

**Equipment is those items with a useful life of one year or more that have a fair market value of \$5,000 or more.** Purchases of equipment must adhere to established procurement processes. Information on procurement procedures can be found under Fiscal Requirements in the Grant Requirements section. Refer to grant program guidelines for allowable items. Items requiring bids will not be funded absent a showing that bids were taken as required by law, rules or regulations.

Enter the total costs for the appropriate items. Provide breakdown of the costs by the amount requested, the amount matched and the total costs. **Equipment items costing under \$5,000 per item should be included in supplies.** Enter the total costs for Equipment. Also enter these totals on the Budget Summary page.

**Equipment Narrative:** Attach budget narrative if funds are requested or match is provided. Provide breakdown of the costs basis for each piece of equipment, and explain how each piece of equipment is relevant and necessary to the project.

**Pg. 10 Category F – Other Costs**

**NOTE:** Contact grant administrator before using this section to ensure requested expenses will not fit in another category. Refer to grant program guidelines for allowable costs.

In the appropriate columns list each item and the total estimated costs with the breakdown by the amount requested and match. Enter the totals. Enter total costs for “Other” on the Budget Summary page.

**Other Costs Narrative:** Is required if funds are requested or match is provided. Explain each item requested and provide a breakdown of how the cost for the item was determined and how it is relevant to the project.

**Pg. 10 Category G – Indirect Costs - NEW - Applicant’s using the De Minimis Rate for indirect costs should be aware that the calculations and or information may be incomplete and is subject to change based on directives and/or revisions from OVW.**

1. Applicants including indirect costs utilizing an established federally approved indirect cost rate must attach a copy of the agency’s federal agreement.
2. Applicants pro-rating various general expenses must provide a detailed rational for the pro-rated amount utilized. For example, the ratio of indirect to direct expenses. In addition, only allowable activities can be included.
3. Applicants who have NEVER had a federally approved indirect cost rate agreement may use a De Minimis Rate for indirect costs. In this case the following applies:
  - Up to 10% of the Modified Total Direct Costs may be charged.
  - Costs must be consistently charged as indirect or direct (only on allowable grant activities).
  - The rate used must be consistently used for all federal awards until or if a rate is negotiated.
  - Can be applied to the first \$25,000 of the award or subaward (contract/consultant).
  - The amount used for the De Minimis Rate must be clearly stated and the grant application must list the budget items used to determine the De Minimis Rate.

**Example for calculating 10% De Minimis Rate for Indirect Costs:**

**Direct Costs:** The amount listed here must match the Budget Summary. Please note that the Budget Summary amounts must match the corresponding budget sheets and budget narratives.

<b>Budget Category</b>	<b>Amount Requested</b>	<b>Comments</b>
<b>Personnel</b>	\$244,000	200,000 Advocate Salaries, \$44,000 Advocate Fringe Benefits
<b>Consultants/Contracts</b>	\$100,000	3 Partner Agency’s: #1 receives \$30,000; #2 receives \$28,000 and #3 receives \$42,000
<b>Travel</b>	\$10,000	Training and Outreach
<b>Supplies/Operating</b>	\$4,000	Office Supplies
<b>Equipment</b>		
<b>Other</b>		
<b>Total Direct Costs</b>	<b>\$358,000</b>	

**Modified Total Direct Costs (MTDC): Calculations**

<b>Total Direct Costs</b>	<b>\$358,000</b>	
Subtract the amounts over \$25,000 for each consultant (these are the 3 Partner Agencies under Consultants/Contracts)	$\$358,000 - \$25,000 = \$333,000$	#1: $\$30,000 - 25,000 = 5,000$ #2: $\$28,000 - 25,000 = 3,000$ #3: $\$42,000 - 25,000 = 17,000$ Total = \$25,000
10% of \$333,000	<b>\$33,300</b>	<b>Modified Indirect Cost Rate</b>
<b>Requested Direct Amount</b>	<b>\$358,000</b>	
<b>Requested Indirect Amount</b>	<b>\$33,300</b>	
<b>Total Federal Request</b>	<b>\$391,300</b>	

**Pg. 11 Sustainability, Supplemental Funding Chart**

**Sustainability:**

- Outline the infra-structure that supports the long-term sustainability of the project. Include size and scope of agency, total numbers of employees, mission statement, list of board members and areas of expertise, agency history, etc. Is the agency accredited, licensed, or associated with a foundation?
- Provide specific activities that have been conducted over the last 12 months which reflect the agency’s level of commitment to this project’s sustainability. Did you seek out other funding sources? Was planning conducted with your Board of Directors?
- What is the contingency plan should funding be reduced or eliminated? What piece of the project is most important?

**Supplemental Funding Chart:**

Applicants who are State, County or City entities should complete information based on only the proposed project. All other applicants are to complete chart based on the total agency that is supporting the proposed project. Add lines as needed. Complete the Supplemental Funding Chart per instructions provided in application.

**Pg. 12 – 13 Community Description**

Area reached by the CRT. This should correlate with your response to #11 on the Applicant Information Page. This is the same service area that is used to complete Tables A – C.

**Pg. 13 – 14 Problem Statement**

- Identify the problem that requires a solution. This can be as simply as one sentence however, the problem cannot be an applicant’s lack of funding.
- Describe the social and economic factors contributing to the problem and explain the effects or impact the problem is causing.
- If the project is a continuation project then provide program data which validates the problem identified exists. Complete the Statistical Documentation of the Problem Chart and provide insight and explanations for fluctuation and discrepancies in data from year to year.

**Pg. 15 Solution, Activity/Timeline & Continuation Information**

**Solution:**

- Current Efforts are the services in place to help address the problem and how this project coordinates with those services and efforts. Identify whether these are formal or informal relationships noting if there are written policies and procedures and/or work agreements.
- Project Operations are the day to day operations/activities of the project. How do consumers learn about the program, who are the referral sources, what are the intake procedures, what services are available and what are the roles and responsibilities of positions involved in the proposed project.
- Identify strategies or methods utilized by the project to address the stated problem and to reach the project’s state outcomes. Discuss evidence based or best practices used and clearly identify those practices specifically designed to increase safety and economic security for victims/survivors and to increase offender accountable.
- Specifically explain how and when coordination will occur between law enforcement and other criminal justice entities and victim service providers.
- Explain various processes such as what occurs once a domestic violence or sexual assault call is received by law enforcement. Outline the steps of the criminal justice proceedings, through adjudication, including sentencing. Discuss what will occur if the offender is given probation and ordered to participate in a batterer’s program, including victim services during this time.
- Explain the assistance and/or services that will be provided to the victim and children, and when.
- CRT projects must provide a flow chart of the community coordination process from the time the victim calls law enforcement and throughout the criminal justice system.
- Projects that are not CRT projects must explain, step by step, how your project will work and include who will be involved, what role they will play and at what point in the project.

**Activity/Timeline:**

- Complete a timeline of major program activities occurring during the proposed project period.
- Identify position or agency responsible for each listed activity.
- Make sure the activities are reflective of the project’s operations discussed in the Solution section.

**EXAMPLE**

ACTIVITY	POSITION RESPONSIBLE	1 <sup>ST</sup> Quarter 1 <sup>st</sup> -3 <sup>rd</sup>	2 <sup>nd</sup> Quarter 4 <sup>th</sup> -6 <sup>th</sup>	3 <sup>rd</sup> Quarter 7 <sup>th</sup> -9 <sup>th</sup>	4 <sup>th</sup> Quarter 10 <sup>th</sup> -12 <sup>th</sup>
Advertise to hire new Domestic Violence Prosecutor	County Attorney	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Contact or attempt to contact all victims in person within 24 hours of an arrest.	Victim Advocate	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

**Continuation Information:**

- Applicants who have received STOP grant funds from the Crime Commission must complete this section.
- Respond to questions 1 – 3; if feasible by referencing the preceding 12 months.
- Current management of the grant will be taken into consideration during the review process.

**Pg. 16 Coordinated Response Teams / Efforts (CRTs): NEW**

Complete section information for each CRT that project staff are facilitating, overseeing, or participating on.

	CRT #1		CRT #2		CRT #3	
<b>Counties</b>	Keya Paha, Brown, Rock		Boyd, Holt		Knox	
<b>CRT POC Info.</b>	Merry Wills <a href="mailto:Merry.wills@nebraska.gov">Merry.wills@nebraska.gov</a> 402.471.3416		Same as #1		Sam Salter <a href="mailto:Sam.salter@yahoo.com">Sam.salter@yahoo.com</a> 402.483.1050	
<b>Mtgs. held per yr.</b>	6		4		4	
<b>Date of last mtg. held</b>	10/15/15		11/15/15		11/1/15	
<b>CRT is supported with STOP funds</b>	X		X			
	<b>Active Participant</b>	<b>MOU Attached</b>	<b>Active Participant</b>	<b>MOU Attached</b>	<b>Active Participant</b>	<b>MOU Attached</b>
<b>Law Enforcement</b>	X	X	X		X	X
<b>Courts</b>			X	X		
<b>Probation</b>	X	X			X	X
<b>Prosecution</b>	X	X	X	X	X	X
<b>Victim Services</b>	X	X	X	X	X	X
<b>Culturally Specific Services</b>	X	X			X	X
<b>Other</b>	X		X	X	X	
	CRT #4		CRT #5		CRT #6	
<b>Counties</b>	N/A		N/A		N/A	
<b>CRT POC Info.</b>						
<b>Mtgs. per Yr.</b>						
<b>Date of Last Mtg.</b>						
	<b>Active Participant</b>	<b>MOU Attached</b>	<b>Active Participant</b>	<b>MOU Attached</b>	<b>Active Participant</b>	<b>MOU Attached</b>
<b>Law Enforcement</b>						
<b>Courts</b>						
<b>Probation</b>						
<b>Prosecution</b>						
<b>Victim Services</b>						
<b>Culturally Specific Services</b>						
<b>Other</b>						
	SART #1		SART #2		SART #3	
<b>Counties</b>	Keya Paha, Brown, Rock		N/A		N/A	
<b>SART POC Info.</b>	Sam Salter <a href="mailto:Sam.salter@yahoo.com">Sam.salter@yahoo.com</a> 402.483.1050					
<b>Mtgs. per Year</b>	6					
<b>Date of Last Mtg.</b>	10/30/15					
<b># of SANEs</b>	2					

## **Pg. 16 Outcomes & Performance Measures**

Projects must indicate how the services provided are impacting and making a difference in the lives of individuals who are victims of domestic violence, dating violence, sexual assault and stalking. To that end, the outcomes for the FY 2015 STOP Grant Program which are 1) **Increased Victim Safety** and/or 2) **Increased Offender Accountability** are to be used to direct the development of the project's desired outcomes (goals) and performance measures (indicators).

The application includes an Outcomes & Performance Measurers Form that can be reproduced as needed. For each outcome or goal listed there must be clearly stated objectives and performance indicators or methods used to measure the project's progress towards achieving the stated outcome or goal.

### **Outcomes:**

- The broad goals that the project is seeking to achieve.
- A means to measure and enhance decision-making.
- Considered the project priorities.
- Goals that the project has the most direct influence in achieving.

### **Objectives:**

To develop measurable objectives first review the project activities to determine what types of data will need to be tracked about services and those served to show the project's effectiveness. Focus on three to five priority measures which will indicate the project is making a difference and works.

Criteria for developing measures:

1. Does the measure reflect an important organizational-wide performance dimension?
2. Are the data on this measure likely to lead to improvement?
3. Does the measure reflect stakeholder needs?
4. Can the measure be communicated to and understood by a wide audience?
5. Does it reflect how the project will assist in reaching stated goal(s)?
6. Can units accountable for providing the data be identified?
7. Will the measure be sustainable over a period of years?

An objective must indicate **what will be done**, utilizing the grant funds, **what will be the measure** (percent) and within **what time frame**.

Measurable objectives **increase, decrease** or **maintain** something and are not activity statements such as *to provide (event), to train* or *to establish*.

### **Performance Indicators:**

- The data collected during the project to measure each objective to determine if the program is successful.
- Have a direct relationship to the baseline data refer to in the stated problem.

### **Baseline Statistics:**

- The statistics from the most current year used to document the problem outlined in the Problem Statement.
- Using this method to determine whether the statistics provided in the Problem Statement are relevant in documenting the stated problem or problems.
- There may be numerous statistics to gather however, determine which ones are the **most** important.

<b>Outcomes &amp; Performance Measures Form – EXAMPLE</b>		
<b>Goal:</b> Increase the safety for victims of sexual assault served by the Richardson County Sexual Assault Center.		
<b>Objective #1.</b> In a 12 month period, a 100% of the sexual assault victims served will be provided with safety planning services.		
<b>Performance Indicators:</b>	<b>Baseline Statistics</b>	<b>Projected Results (Outcomes)</b>
# of sexual assault victims served	200	200
# of safety plans developed	200	200
<b>Objective #2.</b> Increase by 14% within a 12 month period the number of consumer satisfaction surveys completed by victims of sexual assault who receive safety planning services.		
<b>Performance Indicators:</b>	<b>Baseline Statistics</b>	<b>Projected Results (Outcomes)</b>
# of completed consumer satisfaction surveys	150	175
<b>Objective #3.</b> 95% of the sexual assault victims provided safety planning and who have completed a consumer satisfaction survey will report gaining increased knowledge of ways to plan for their safety.		
<b>Performance Indicators:</b>	<b>Baseline Statistics</b>	<b>Projected Results (Outcomes)</b>
# of victims provided safety planning services	200	200
# of consumer satisfaction surveys completed by victims provided with safety planning services	150	175
# of completed consumer satisfaction surveys indicating ‘yes’ to increased knowledge of ways to plan for safety	142	166

**Pg. 18 Memorandum of Commitment** (example provided)

- Form revised October 2014 to include coordinated response to domestic violence, dating violence, sexual assault and stalking.
- Identity type of agency.

**Pg. 19-21 Required Certification Forms**

- Two (2) separate forms:
  1. Certified Assurances (2 pages)
  2. Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matter: and Drug-Free Workplace Requirements (1 page)
- Both forms must be signed by the Authorized Official and dated.

**Pg. 22 Applicant Disclosure of Pending Applications**

- Identify any pending applications for federally and or state funded grants that include requests for funding to support the same project being proposed under this solicitation and will cover the identical cost items outlined in the budget in the application under this solicitation.
- Provide the following information about pending applications submitted within the last 12 months:
  - a) Federal or state funding agency;
  - b) Solicitation name/project name; and
  - c) Point of contact information at the application funding agency.

**Proof of Non-profit Status – NEW** - attach a copy of the agency’s 501(c)(3) designation letter; 2) a letter from the state taxing body or attorney general stating that the applicant is a non-profit organization operating within the state; or 3) a copy of the state certificate of incorporation that substantiates the applicant’s non-profit status.