



Pete Ricketts, Governor

APPLICATION INSTRUCTIONS VIOLENCE AGAINST WOMEN ACT FISCAL YEAR 2018 S.T.O.P. GRANT PROGRAM

**Completed applications are due in the Nebraska Crime
Commission Office by 5:00 p.m. CST on January 24, 2019**

Application and Instructions are available for download at
<https://ncc.nebraska.gov/grant-apps>

Contact:

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Nebraska Crime Commission
(402) 471-3416
Merry.Wills@nebraska.gov

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).



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Overview:

The Nebraska Crime Commission, in partnership with the federal Office on Violence Against Women, offers the S.T.O.P. (STOP) Grant Program designed to support multifaceted approaches to responding to the crimes of domestic violence (including intimate partner violence), dating violence, sexual assault, and stalking. This grant program emphasizes state, local, and tribal partnerships among law enforcement, prosecutors, judges, victim advocates, health care providers, faith leaders, organizations that serve culturally specific and underserved communities, and others. The STOP Grant Program helps provide victims across the live span with the protection and services they need to pursue safe and healthy lives, while improving community capacity to hold offenders accountable for their crimes.

For an overview of the changes related to the 2013 Reauthorization of the Violence Against Women Act follow this link to VAWA 2013 Reauthorization: <https://ncc.nebraska.gov/grant-training>

GENERAL GUIDELINES

Funds Available: \$1,220,887

STOP Grant Program funds are allocated according to the Violence Against Women Act 2013 Reauthorization mandates. The **required** categories and funds available are indicated below.

Categories		Total Available
Law Enforcement		\$292,408
Prosecution (\$51,254 carryover from 2017 funds)		\$343,662
Courts (includes Juvenile Courts and Probation)		\$58,482
Victim Services (VS) – Of the total victim services allocation, \$35,089 allocated to Culturally Specific services.		\$350,890
Discretionary		\$175,445
TOTAL Funds Available		\$1,220,887
State Allocation Requirements: ***Note, these are NOT additional funds. ***		
Meaningful Sexual Assault Services <i>(Requests in this area must detail how the project determines that the services provided are meaningful.)</i>	Must be taken from at least 2 of the categories (LE, Prosecution, Courts or VS).	\$259,919
Prevention & Education	Maximum allowed for entire state to develop, enhance or strengthen programming.	\$64,979

Competitive Funds:

This federal grant to Nebraska and the rules, which govern its distribution, are awarded on an annual basis. **No** funding is guaranteed. Programs requesting funds must 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.

Project Period:

Project periods cannot exceed 12-months. **Applicants with a project period extending beyond June 30, 2020 and approved for an award will be subject to additional Special Conditions.** 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 various STOP Grant Program categories.

Grant Commencement:

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 timeframe, or timeframe agreed upon by the grant administrator, may result in the loss of grant funds. All grant correspondence is emailed to the individual listed on the Application Information Page as the Project Point of Contact. Other contacts listed on this page may also be included in correspondence.

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

Nov 5, 2018	Solicitation Announced & Technical Assistance Available
Jan 24, 2019	Application DUE at the Crime Commission by 5 p.m.
Jan. 25, 2019	Technical/Administrative Review begins
March 7, 2019	Staff Review conducted and recommendations for funding are determined.
April 4, 2019	Crime Commission Funding Panel conducts review and final funding determinations.
April 11, 2019	Applicants notified of approval/denial and any contingencies requiring action.
May 2019	Grand Awards and Special Conditions due to the Crime Commission

Submission:

Application must be received by the time and date indicated on the cover page of this document. Each of the items listed below must be at the Crime Commission office by the stated deadline.

1. In a single email to Kristy.nguyen@nebraska.gov:

Email subject line: 2018 STOP (applicant agency name)

- ✓ A PDF copy of the complete (signed) application, clearly labeled (Application / agency name). This PDF should include signed assurances, MOCs, and Letters of Support. In this same email attach the following as individual documents, clearly labeled:
 - **An editable word document of the application.**
 - All job descriptions (submitted as one PDF)
 - Proof of Non-Profit Status
 - CRT Flow Chart & CRT Plan (submitted as one document)
 - **Organizational Chart**
 - **Board of Directors Membership List**
2. Mail or Deliver: (Faxed copies are NOT accepted.)
 - ✓ One (1) complete original application to the Crime Commission. Original must be single sided; stapled in the upper left hand corner and 2-hole punched at the top.
 - ✓ 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).

<u>Mailing Address:</u> Nebraska Crime Commission PO Box 94946 Lincoln NE 68509	<u>Personal Delivery/Overnight:</u> Nebraska Crime Commission 5 th Floor 301 Centennial Mall South Lincoln, NE 68509
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Technical Assistance and Training

If **technical assistance** is needed in the development of your 2018 STOP VAWA application, please contact Merry Wills at merry.wills@nebraska.gov or **402-471-3416**. Technical assistance **will be offered on a one-on-one** basis. Please schedule a time to discuss any questions prior to January 24, 2019.

For additional information on the STOP VAWA application process, please access the various videos and webinars posted at <https://ncc.nebraska.gov/grant-training>.

Grant Management Training (GMT) is required for any new project; continuation projects who have not attended GMT since July 2017; and subgrantees with new project personnel (Project Point of Contact, Project Coordinator, Fiscal Point of Contact). Others are welcome to attend. This training is announced by email.

Coordinated Response Team training and technical assistance is available through the Statewide Coordinated Response Team. For additional information, contact the grant administrator.

Eligibility:

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

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 / State Planning:

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.

Project outcomes must at a minimal address either or both **Increased Victim Safety** and **Increased Offender Accountability**. The following links may be useful resources to assist in these efforts:

- <http://www.evawintl.org/Best-Practices>
- <https://www.nsvrc.org/sites/default/files/2017-09/sadi-finalreportfinal508.pdf> - Sexual Assault

Demonstration Imitative Final Report

- <http://www.justice.gov/ovw>
- http://www.nsvrc.org/sites/default/files/nsvrc_publications_article_sadi_building-comprehensive-sexual-assault-programs.pdf
- <http://www.dvevidenceproject.org/> National Resource Center on Domestic Violence, Domestic Violence Evidence Project
- <https://ncc.nebraska.gov/grant-training> (Evidence Based Training, Outcomes & Performance Measures, Developing Outcomes)
- <http://www.bwjp.org/index.html> Battered Women's Justice Project
- <https://www.cdc.gov/violenceprevention/pdf/campusvprevention.pdf> CDC - Sexual Violence on Campus: Strategies for Prevention
- <http://victimsofcrime.org/our-programs/stalking-resource-center> Stalking Resource Center a program of the Nation Center for Victims of Crime
- <http://www.statsoft.com/Textbook> Electronic Statistics Textbook

State Plans – Funding requests must be within the documented needs of our state. Resources available for this information are the STOP Implementation Plan for 2017-2020 and the Nebraska's Strategic Plan for Victims and Survivors of Crime (NSPVSC) 2015 – 2000. Download plans at <https://ncc.nebraska.gov/strategic-plans>

20 STOP Purpose Areas:

Grant funds must be used to address one or more of the following 20 purpose areas outlined in the federal 2013 Reauthorization of the Violence Against Women Act. **All areas are considered priority needs however; those in red (1 – 5) are identified as high priorities for Nebraska (refer to STOP Implementation Plan).**

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, 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.
5. 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.
6. 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.

7. 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.
8. 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.
9. 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.
10. 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.
11. Provide assistance to victims of domestic violence and sexual assault in immigration matters.
12. Maintain core victim services and criminal justice initiatives, while supporting complementary new initiatives and emergency services for victims and their families.
13. 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.
14. 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.
15. 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.
 16. Develop, implement, or enhance Sexual Assault Response Teams, or other similar coordinated community responses to sexual assault.
 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, whose 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 or Memorandums of Commitment from participating CRT victim service providers are requirement. **At a minimum, a Letter of Support must be included however; if an MOC is provided no letter is necessary.**
- **Contracts** – Any request for a contract of \$150,000 or more will require additional approval from the federal Office on Violence Against Women. Contracts must adhere to established procurement processes. Contracts are utilized to purchase specific services and are based on set fees. See pages 25 and 26 for additional information.
- **Subawards** – Also referred to as sub-subrecipients must be issued and monitored for compliance with federal requirements by the lead agency identified on the application information page (page 1 of application). Subawards involve the passing down of federal funds to a partner agency based on actual costs.
- **Sexual Assault Forensic Medical Exams** – Recipients (including subawards) of STOP funding are required to coordinate with their service area health care providers to ensure that victims of sexual assault are aware of the availability of a forensic medical exam at no cost (to the victim). For more information access Nebraska Revised Statute 81-1429.03 at <http://nebraskalegislature.gov/laws/statutes.php?statute=81-1429.03>.
- **Applicant Disclosure of Pending Applications** – (chart provided with 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:

- a. the federal or state funding agency;
 - b. the solicitation name/project name; and
 - c. 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.

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.
- **Supplanting** – To deliberately reduce state or local funds because of the existence of federal funds. A state or local government agency cannot use federal funds to supplant (replace) other existing funds. Any request must address how the request is NOT supplanting of funds. Supplanting must be addressed for funds supporting a contract or subaward involving a state or local government entity. The request must address supplanting by clearly outlining the following:
 - a. how the costs were previously funded;
 - b. why the funds are no longer available; and
 - c. when the funds ended and/or any temporary funding agreements or arrangements.

Nebraska defines a local government or political subdivision as any unit of government within the state including villages, cities of all classes, counties, school districts, learning communities, public power districts, and entities created pursuant to the Interlocal Cooperation Act or Joint Public Agency Act.

- **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/2017%20Procurement%20Manual.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 30th of the month following the quarter to be reimbursed by the 30th of the following month. **At a minimum, projects are to submit quarterly (Jan – Mar, Apr – Jun, Jul – Aug, Sep – Dec) request for reimbursement.** Amounts reimbursed are based on approved documentation. A final cash report indicating receipt of all grant funds is due within 45 days of the end date of the project.
 - **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 EEO 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 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.
- **All recipients (at any tier) of these funds, must have written procedures in place to respond in the event of an actual or imminent breach (as defined in OMB M-17-12) if it within the scope of an OVW grant funded program or activity--1) creates, collects, uses, processes, stores, maintains, disseminates, discloses or disposes of personally identifiable information (PII) (as defined in 2 C.F.R. 200.79), or 2) uses or operates a Federal information system (as defined in OMB Circular A-130). The breach procedures must include a requirement to report actual or imminent breach of PII to the Nebraska Crime Commission Grant Administrator no later than 24 hours after an occurrence of an actual breach, or the detection of an imminent breach. The Grant Administrator must notify the OVW Program Manager.**
- **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. 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 <https://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. **Prior to issuing funds to subawardees, the subrecipient must check the “Excluded Parties List” for any suspended or debarred subgrantee.**

Allowable Uses of Funds:

Options for using funds to **build and enhance coordinated responses** to domestic violence, dating violence, sexual assault, and stalking include responses to human trafficking and ways to reduce domestic violence related homicides. Efforts can be local and/or statewide however, they must be within the guidelines of the STOP Grant Program, which include, but are not limited to the following:

1. Coordinated Response Team (CRT) and/or Sexual Assault Response Team (SART)

One (1) application from a community for a CRT and/or a SART will be accepted (see details on contracts and subawards). A project serving numerous counties can apply for multiple response teams under one (1)

application.

Culturally specific services providers are encouraged to join local and/or statewide CRT and/or SART efforts (as appropriate) in applying for funds. If this creates a barrier for any culturally specific services provider then there is the option of submitting a grant application independently, for consideration. In this case, the application submitted must outline the barriers to joining an existing response team. Contact the Grant Administrator with any questions or concerns.

State agencies can apply for STOP funds independent of a CRT and/or a SART. To promote statewide coordinated responses to domestic violence, dating violence, sexual assault and stalking any state agency funded shall maintain representation on the statewide CRT and/or the statewide SART and as appropriate, on any local team(s).

Response team members should include representation from the federal STOP required categories. These categories are culturally specific services providers, prosecutors, law enforcement officers and sheriffs, courts/probation personnel, and victim service agencies. In an effort to achieve system wide responses that are comprehensive and effective in achieving victim safety and offender accountability others should be included such as medical and mental health providers, educators, and providers serving underserved populations.

Memorandums of Understanding (MOUs): (Attachment)

MOUs must be submitted with the application to demonstrate active participation and involvement from CRT and/or SART members. These agreements should indicate representation from the criminal justice system and victim services providers including culturally specific services.

Flow Chart(s): (Attach as a separate document.)

Applicants must attach a flow chart outlining the community's coordinated response to the crimes addressed by STOP. The flow chart should outline the process from the time a victim reports the crime and/or seeks services through response of the criminal justice system.

CRT/SART Plans: (Attach as a separate document.)

- **New** applicants, if funded, will be expected to develop a written CRT or SART Plan. The plan will need to address improvements to the criminal justice system; 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 will also need to outline the roles of each agency/entity in ensuring victims are provided coordinated assistance at each stage of involvement with the criminal justice system. **If a plan is in place, submit a PDF copy of the plan with the grant application.**

In sparsely populated areas with no CRT and/or a SART an entity such as law enforcement or prosecution can apply however; the application must identify a 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 will need to demonstrate how a victim services program (in the service area) was collaborated with in the development of the application.

- **Established** teams should be operating on a current **CRT/SART Plan** that is updated at least every three (3) years. The plan should include at minimum 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.**

2. Victim Services

Allowable services for victims 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

Requests for support in this area must detail how the project determines that the services provided are meaningful.

Meaningful sexual assault services are comprehensive and tailored for different forms of sexual assault and address the effects of trauma through supportive healing processes. Staff specifically trained to meet the unique needs and concerns of sexual assault victims and survivors provide these types of services. Because the needs of sexual violence survivors are not the same as those of domestic violence survivors, dual and multi-services agencies must demonstrate an understanding and show how priority for and specific intent to serve sexual assault victims and survivors outside the context of interpersonal violence will occur within the proposed project.

4. Cultural Specific Services

Services to victims of domestic violence, dating violence, sexual assault, or stalking that are community-based cultural specific 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. (Chart provided for this purpose.)

Outreach efforts are those that develop, expand or strengthen services to underserved populations that face barriers in accessing and using victim services. It 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;
- 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 can be considered **IF**: a) it is an identified need in the written CRT 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 Nebraska's minimum Batterer Intervention Program Standards.

8. Prosecution

Implementation and/or operation of 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 are allowable to improve prosecution of sexual assault cases and the appropriate treatment of victims and to hire paralegal positions that directly relate to the project. **Support can also be used by public agencies that provide prosecution support services, such as overseeing or participating in Statewide or multi-jurisdictional domestic violence, dating violence, sexual assault, or stalking task forces, conducting training for state, tribal or local prosecutors or enforcing victim compensation and domestic violence, dating violence, sexual assault, or stalking-related restraining orders.**

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 (AOC) of the Supreme Court of Nebraska. Funds in this category are only available to the AOC 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 can be used for probation victim specialist/liaison positions to work directly with domestic violence, dating violence, sexual assault and stalking victims whose offenders are on probation.

The AOC may request a pass-through or submit a full application through the STOP grant review process. To request a pass-through packet for only the designated Court allocation amount email the merry.wills@nebraska.gov no later than **November 16, 2018**.

10. Prevention and Education

Prevention includes both primary and secondary prevention efforts. Primary prevention are strategies, programming, and activities designed to stop both first-time perpetration and first-time victimization. Primary prevention is stopping domestic violence, dating violence, sexual assault, and stalking before they occur. Secondary prevention is identifying risk factors or problems that may lead to future domestic violence, dating violence, sexual assault, or stalking and taking the necessary actions to eliminate the risk factors and the potential problem. Prevention is distinguished from outreach, which has the goal of informing victims and potential victims about available services. Funds (maximum of 5% of state's total award) can to be used for

developing, enhancing, or strengthening prevention and education programming to address domestic violence, dating violence, sexual assault, or stalking. Efforts can include media campaigns to educate the general public about violence against women.

11. Outreach

Allowable outreach initiatives are those that have activities linked to a specific set of services with the goal to increase awareness about the services, so that victims know where to go for assistance and help.

12. Training

Training and technical assistance activities are allowable to improve the criminal justice system's response to domestic violence, dating violence, sexual assault, and stalking. Training curriculums must focus on evidence-based practices that effectively identify and respond to specific issues and concerns related to the STOP Purpose Areas. Requests should enable criminal justice and victim services personnel to attend relevant training in these areas. Funds to support attendance at a national training 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.

Training and training materials developed or delivered with OVW grant funds must adhere to the following guiding principles:

- a) Trainings must be developed and conducted in a manner that it does not violate the Constitution or any federal law, including any law prohibiting discrimination.
- b) The content of trainings and training materials must be accurate, relevant, and useful to those being trained; well matched to the program's stated objectives; and consistent with these guiding principles.
- c) Trainers must be well-qualified in the subject area and skilled in presenting it. Trainers must possess the subject-matter knowledge and the subject-specific training experience necessary to meet the objectives of the training. In selecting or retaining a trainer consideration should be given to factors such as the trainer's resume and written materials, interviews with the trainer, observation of other trainings conducted by the trainer, feedback from other entities with which the trainer has worked, training participant feedback and evaluations, and the general reputation of the trainer.
- d) Trainers must demonstrate the highest standards of professionalism. While trainings will necessarily entail varying teaching styles, techniques, and degrees of formality, as appropriate to the particular training goal, professionalism demands that trainers instruct in the manner that best communicates the subject matter while conveying respect for all.

13. 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 cannot support services that focus exclusively on children or are used to develop domestic violence, dating violence, sexual assault or stalking prevention curricula for schools.

14. Indirect Costs: Agencies that request indirect cost funding must be able to report their indirect cost rate as it applies to the agency. Indirect costs are those costs that are general or centralized expenses necessary for the overall administration of an organization. They are costs of an organization 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 maintaining facilities, depreciation, rent, supplies, telephone expenses, and administrative salaries are examples of the types of costs that are usually treated as indirect costs. For organizations that have an established federally approved indirect cost rate for Federal awards, indirect costs means those costs that are included in the organization's established indirect cost rate. Such costs are generally identified with the organization's overall operations and are further described in the Office of Management and Budget Circulars 2 CFR 200.

For the purposes of this grant program, projects are permitted an allocation for administrative costs under one of the following:

- Federally Approved Indirect Cost Rates: Agencies who have an established federally approved indirect cost rate agreement in place may include the allocation for indirect costs. These agencies must provide a copy of their current federally approved indirect cost rate agreement with the budget request for funding.

OR ...

- De Minimis Rate: Agencies who have NEVER had a federally approved indirect cost rate agreement can elect to charge a de minimis rate of 10% of the modified total direct costs (MTDC) which may be used indefinitely. Costs must be consistently charged as either indirect or direct (not both). Agencies must provide: a) list of the requested administrative costs items and the corresponding cost of each item; b) a copy of the agency's written allocation policy for the costs; and c) a written certification that the agency has never had a federally approved indirect cost rate agreement. An example for calculating a 10% de minimis rate is provided on page 28.

15. Pro-rating Administrative Expenses: Various administrative and general expenses up to 10% (which is consistent with the de minimus rules) can be pro-rated. These types of allocations must identify the specific costs involved and indicate the percentage allocated of the total costs. All costs must be necessary, allowable, reasonable, and allocable. Additional project allocations can be made; however, they must be for the provision of direct services. For example, the position of Executive Director could be allocated up to 10% for the administrative tasks conducted that are necessary to the project's success. These costs still must be justified. An additional percentage of this position's time could be allocated to the project if the position conducts direct services activities. In this case, a job description would be required outlining the percentages of time that the position spends in various administrative duties versus direct services tasks.

Not Allowed: (include but are not limited to the following)

- Lobbying (exception outlined on page 14, #13. Other Allowable Activities, first bullet).
- Fundraising.
- Research projects.
- Construction and physical modification to buildings including minor renovations such as painting or carpeting.
- 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.
- Legal or defense services for perpetrators including defense for women who assault, kill, or otherwise injure their abusers.
- Costs to help a victim move household goods to a new location or for acquiring furniture or housing in a new location.
- 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.
- 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.
- Purchases of standard issued law enforcement items such as uniforms, safety vests, shields, weapons, bullets and armory.
- Support for chemical dependency or alcohol abuse programs that are not an integral part of a court-mandated batterer intervention program.
- Development or presentations of domestic violence, sexual assault, dating violence and/or stalking curriculum for primary or secondary schools including prevention curricula for schools. Funds cannot be used to teach primary or secondary school students from already existing curriculum.
- Voucher programs.
- Gift cards.
- Purchase of a vehicle.
- Immigration fees for battered immigrant women.
- Payment for substance abuse counseling.
- Funds cannot support services that focus exclusively on children.

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**. Victim services does not include coordination of CRT efforts or the provision of BIP type services. Victim service providers are not required to provide match however, such entities often have access to sources of in-kind match that may be helpful in demonstrating their commitment, sustainability, and efforts to leverage funding. Program match is also helpful in Nebraska's efforts to receive continued STOP VAWA funds.

Grant funds used for law enforcement, prosecution, courts, probation, and discretionary funds used for these purposes are required to provide 25% cash or in-kind match for the total project cost for that specific piece of the project. All sources of match must be identified, and meet the following criteria:

- Do not come from Federal funding sources;
- Relate directly to the project goals and objectives whether match is cash or in-kind;
- Match funds are tracked and documented in the same financial manner as the grant funds;
- Match funds are expended within the project period; and
- Designated match is restricted to only allowable activities and costs under the STOP Grant Program.

Calculate the amount of required match (25%) by dividing the requested federal amount by 3.

Match Calculation Example:

Step 1: \$45,000 federal STOP funds requested (on the project allocation that requires match).

Step 2: $\$45,000 \div 3 = \$15,000$ (required match amount)

Step 3: $\$45,000 + \$15,000 = \$60,000$ (total cost)

In-kind Match:

In-kind match are 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 (including benefits) for similar work in the applicant's organization. If the required skills are not found in the organization, the rate of compensation shall be consistent with the rate found in the labor market.

- Professional equivalent position rate is set at \$22.25 per hour. Volunteers in this category have or receive specialized training to perform assigned duties providing services.
- Administrative support position (i.e. filing, sorting donations, cleaning, etc.) is valued at \$15.00 per hour.

For the purpose of match, volunteers who are on-call for a 24-hour period can show as having worked a 16-hour shift and for 16 hours as having worked 8 hours. Count all actual time spend in providing direct services to victims. Maintain records that indicate how the rate of compensation was determined and clearly documents services delivered and hours worked.

Memorandums of Commitment (CRT/SART Members) and Letters of Support:

Applicants must provide written evidence that the community has been involved in the development of the 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 for victims and survivors safety, confidentiality, and economic independence.

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 and survivors

MOCs can be substituted for letters however; if no MOC is in place then a Letter of Support is required.	
Memorandums of Commitment	Letters of Support.
<ul style="list-style-type: none"> • Required from participating CRT agencies. At a minimum: 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. • Sample form is included with grant application kit. 	<ul style="list-style-type: none"> • Required from victim service providers who were consulted with during the course of developing the grant application. • May include letters from agencies who are committing resources and/or participating in proposed project. • May include letters from agencies or individuals impacted by the project, but who may or may not directly participate in the project. • Letters from employees or Commissioners of the Crime Commission will not be accepted and will be removed from any application.

SAMPLE
Memorandum of Commitment
Coordinated Response Teams/Efforts Only

_____ (Agency) agrees to collaborate and actively participate with the Coordinated Response Team/Effort in this community and will (check all that apply):

- Work with other participating agencies of the CRT to improve the comprehensive and coordinated approach of the criminal justice system’s response to victims of domestic violence, dating violence, sexual assault and stalking, including meeting together for this purpose, as needed.
- Change or add policies and protocols on domestic violence, dating violence, sexual assault and stalking within my agency, as needed, with the goal of keeping victims safe and holding offenders accountable. I also agree to share these written policies and protocols with other participating agencies of the CRT.
- Actively participate in the sharing of information about domestic violence cases, which is not prohibited by state or federal statutes or other agency policy for the purpose of improving victim safety and holding offenders accountable.
- Be actively involved in the establishment of goals, objectives and specific outcomes / results of the Coordinated Response Team/Effort.
- Assure training on domestic violence, dating violence, sexual assault and stalking is provided to pertinent personnel in my agency.
- Cooperate in providing information and statistics required by the Crime Commission.
- Understand the provisions of the Violence Against Women Act and relevant civil and criminal statutes in Nebraska pertaining to domestic violence, dating violence, sexual assault and stalking including any limitations of action prescribed by law or agency policies.
- My agency was actively involved in the development of this application and was given the opportunity to provide input and review the application prior to its submission. I support the total funding request including any request for funds specifically for my agency.

Comments:

Agency Head (Print or Type)

Signature of Agency Head

Date

Signature of Active CRT Representative

Title

Date

Identity below the type of agency indicated above (check all that apply):					
<input type="checkbox"/>	Prosecution	<input type="checkbox"/>	Law Enforcement	<input type="checkbox"/>	Victim Services
<input type="checkbox"/>	Courts/Probation	<input type="checkbox"/>	Culturally Specific Services	<input type="checkbox"/>	Population Specific Services
<input type="checkbox"/>	BIP	<input type="checkbox"/>		<input type="checkbox"/>	
<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	

Revised October 2014

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
	Grant Applicant Information (attachment)	Pages 1 & 2 as provided
	Allocation Summary Chart	Page 3 as provided
	Budget Summary, Match, & Project Period	Page 4 as provided
	Budget Sheets & Narratives (attachments)	Pages as needed. Submit only budget sheets/narratives relevant to request.
	Sustainability Section (attachments)	3 pages
	Supplemental Funding Chart	Provided
	Community Description (Table A, B, & C)	3 pages
	Problem Statement	4 pages
	Statistical Documentation of the Problem Chart	Provided
	Solution	4 pages
	Activity/Timeline	2 pages (form provided)
	Continuation Information	2 pages
	Outcomes & Performance Measures	Pages as needed (form provided)
	Coordinated Response Teams (CRTs & SARTs) (attachments)	Pages as provided.
	Applicant Disclosures of Pending Applications & Certifications (total of 4)	Forms, pages as provided
ATTACHMENTS		
	Proof of Non-profit Status	Copy of 501(c)(3) designation letter or other verification (separate PDF)
	Board of Directors Membership List	Non-profits
	Organizational Chart	Required for all agencies (separate PDF)
	Job Descriptions	Required for all agencies (separate PDF)
	Indirect Cost Rate Verification	Copy of federally approved indirect cost rate agreement (separate PDF)
	Modified Indirect Cost Rate	Copy of Agency Policy and Certification Letter (separate PDF)
	Memorandums of Commitment	If applicable (example form provided)
	Letters of Support	Required
	Applicant Disclosure of Pending Applications & 4 Certifications: 1) Certification of Application; 2) Confidentiality & Privacy; 3) Certified Assurances; and 4) Lobbying, Debarment and Drug-Free Workplace	Required. Must contain signatures and dates.
	CRT Flowchart & CRT Plan	Attach as separate document.

Format - Crime Commission applications may change from year to year.

- ✓ Use only the application and instructions provided by Crime Commission’s 2018 STOP Grant Program.
- ✓ No cover letters.
- ✓ Use no less than an 11-point font.
- ✓ Number pages in lower right hand corner.
- ✓ Adhere to page limits.
- ✓ Cite all sources of data and any statistics.
- ✓ Additional information in the form of Appendixes will not be accepted.

Application:

Applicant 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 is required to have separate individuals for each project position (Project Point of Contact, Project Coordinator, Fiscal Point of Contact, and Authorized Official).

Project Summary (question 15) is a concise statement, of 150 words or less, highlighting the major aspects of the project involving the funding request. For example: *“Project will partially support a police officer for the Nebraska City community and a prosecutor for Otoe County to respond to the crimes of ... In addition, a full-time sexual assault advocate position will be supported at Open Door, a non-profit domestic violence and sexual assault victim services provider and the entity serving as the lead agency. This position will assist in the facilitation of the Otoe County Coordinated Response Team. This team will The project will utilize best practices and trauma informed responses to ... “*

Allocation Summary Chart – This chart is the sum total of the allocation charts completed for each budget section (personnel, contracts/consultants, travel, etc.). The total must match the federal requested amount on the Budget Summary. Do not include match amounts. Add rows as needed.

EXAMPLE				Indicate, in the columns below, OF the total requested funds in each STOP category how much (if any) will be dedicated to meaningful SA services and/or Prevention & Education.			
Allocation Summary Chart							
STOP Category	Name of Agency or Partner Agency	Total Federal Funds Requested by Category		Sexual Assault Services		Prevention & Education	
Law Enforcement	Star City Police Department	\$55,000		\$45,000		\$5,000	
	Star County Sheriff's	\$75,000		\$		\$	
Total Law Enforcement			\$130,000		\$45,000		\$5,000
Prosecution	Star County Attorney's Office	\$60,000		\$		\$	
		\$		\$		\$	
Total Prosecution			\$60,000		\$		\$
Victim Services	Reach Out Center	\$80,000		\$20,000		\$10,000	
Total Victim Services			\$80,000		\$20,000		\$10,000
Culturally Specific Services	Indian Central	\$30,000		\$		\$	
	Asian Center	\$15,000		\$		\$	
Total Culturally Specific Services			\$45,000		\$		\$
CRT Coordination (Discretionary)	Star County Council	\$5,000		\$2,500		\$	
BIP Services (Discretionary)		\$		\$		\$	
Total Discretionary			\$5,000		\$2,500		\$
TOTAL REQUEST			\$320,000		\$67,500		\$15,000

Budget Summary

Match -- 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 must be identified.

Project Period – Any applicant with a project period extending beyond 6/30/2020 and approved for an award will be subject to additional Special Conditions.

Budget Pages (Category A – G)

- ✓ Submit only the budget pages that apply to the funding request. (remove/delete blank budget pages)
- ✓ Provide budget figures in round numbers, no cents.
- ✓ Check all budget calculations for accuracy.

Budget Narratives

Base Explanations: a detailed narrative must accompany each request in a budget category with base explanations provided. Base explanations for allocations must outline details as to how each cost was determined and why the amount requested can be allocated to a project; based on factual documentation (i.e., bills, travel logs, data collected, case management activities). In determining a base it is likely that no single method will be able to be applied across all expenses. How a project calculates a base for an expense will depend on several variables such as the type of expense or activity and how it benefits the STOP grant program.

In some cases, a base can be calculated by first determining the total cost of an item or items and then calculating what portion of that total cost applies to a project; based on the benefit to the project. It is also possible that a base can be calculated on documented actual prior expenses.

Example: Outreach project with personnel costs and mileage expenses.

1. Base personnel on the number of FTEs needed to accomplish the work outlined in the project's proposal. The budget narrative must connect the position's outreach tasks to a percentage of time dedicated to those tasks. A job description can serve this purpose if it indicates the percent of time devoted to overall categories of various tasks. These percentages will serve to justify the requested FTEs.
2. Mileage could be based on the agency's actuals from the prior year in addition to the requested FTEs that will be dedicated to providing the outreach activities the project plans to conduct. The following facts could be used to support the base explanation:
 - a. Prior year's actual miles traveled by the entire agency and what percentage of those miles were used to conduct outreach. This percentage could then be applied to the agency's total miles planned that should be dedicated to outreach purposes. Depending on the FTEs requested for funding will determine whether all or a portion of the agency's outreach mileage can be justified in the project.
 - b. The total FTEs employed across the agency to conduct outreach activities and the percentage of those FTEs requested in the project to provide outreach.

Supplanting: When an applicant request funds to support an expense previously funded through another source then the applicant must indicate how the expense was previously funded, and explain why the funds are no longer available to support the expense. Any request for an expense such as a position employed by a state or local (City, County) government agency will need to address in the budget narrative how the request is NOT supplanting of funds. To assist in

determining whether supplanting has occurred consider if the agency's capacity to address domestic and sexual violence increased or remained the same. If it remained the same, it is likely supplanting.

Category A – Personnel

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

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

1. Direct Salaries

- New positions are positions that result in an increase to the agency's overall FTEs whereas; existing positions do not. If the request is for an existing position, the narrative must explain what funds funded the position, prior to this request.
- If request is for an existing position provide both current (actual) and projected annual salary amounts.
- For each position, list the percent of the time to be devoted to the project. If match for salary is provided, include this amount in the percentage of time devoted to the project.
 - ✓ 2080 hrs. annually = 100% or 1 FTE (full-time)
 - ✓ 1560 hrs. annually = 75% or .75 FTE
 - ✓ 1040 hrs. annually = 50% or .5 FTE
 - ✓ 520 hrs. annually = 25% or .25 FTE
- List any volunteers included as in-kind match.

2. Fringe Benefits

- All fringe benefits are 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, pension/retirement, and the costs of leave can be included. **The cost of fringe benefits in the form of regular compensation paid to employees during periods of authorized absences from the job, such as for annual leave, family-related leave, sick leave, holidays, court leave, military leave, administrative leave, and other similar benefits, are allowable if all the following criteria are met:**
 - a) They are provided under established written leave policies;
 - b) The costs are equitably allocated to all related activities, including Federal awards; and
 - c) The accounting basis (cash or accrual) selected for costing each type of leave is consistently followed.
- Leave time is included in normal working hours (FTE 2,080 hours/year), and is not considered added benefits.
- The employee's share of fringe benefits is to be withheld from their wages.
- **Opt Out, such as cafeteria plans, benefits or incentives will not be reimbursed and are not allowable expenses. This applies even if the agency has optional fringe benefits approved under Section 125 of the IRS Internal Regulations.**

3. Narrative:

- Provide details of the costs calculations for each position (i.e. 500 hours x \$18 an hour = \$9,000).
- Personnel request for partial funding of a position requires an explanation as to what funds are supporting the remainder of position.
- Address supplanting.
- Attach job descriptions for each position funded that outline necessary qualifications, primary responsibilities, and specific job duties related to the project. Job descriptions should indicate percentage of time spent in overall tasks. **Positions providing sexual assault services need to outline those specific duties.**

- Outline fringe benefits requested for each position identifying the types of benefits and related expense. The chart below is an example of how fringe benefits can be presented.

The following chart calculations are based on:

1. FICA @ 7.65% of gross income
2. Unemployment Insurance @ .78% of the first \$9,000 paid to each employee
3. Health Insurance is employers share of individual @ \$5,000 and family at \$18,000

Title/Position	Total Salary Requested	FICA	Health Ins.	Unemployment Ins.	Worker's Comp. Ins.	Total Fringe
Advocate #1	\$	\$	\$	\$	\$	\$
Advocate #2	\$	\$	\$	\$	\$	\$

- List out and provide a brief overview of any existing personnel involved in the project but no requested funds or match will support the positions.

Category B – Consultants and Contracts (includes Subawards)

This category is for all contracts to purchase services and any subawards to partner agencies to conduct activities and assist in the overall achievement of project outcomes.

Contracts - Including contracts with consultants, must adhere to established procurement processes. Budget requests that include contracts must utilize fair selection processes that are void of conflicts of interests, set reasonable pay rates, and offer specific verifiable work products or services. Contracts are based on set fees and deliverables or products. Contracts are utilized when lead agencies (subrecipient) lack in-house expertise necessary to conduct services and/or training.

Subawards – These are also referred to as sub-subrecipients. Subawards often involve the passing down of federal funds to support positions such as police officers at local police departments or prosecutors at a County Attorney’s office. Subawards are issued by the applicant’s lead agency. The lead agency is the entity who is the direct recipient (subrecipient) of the STOP federal funds from the Crime Commission. Subawards receive reimbursement payments from the lead agency, based on actual costs. It is the responsibility of the subrecipient agency to monitor all subawards for compliance with federal requirements.

If more than one consultant, contract or subaward will be used for a project, complete a budget sheet for each entity.

1. **Consultant/Contractor:** Identity who is providing the service and the purpose (facilitate BIP; provide individual therapy sessions, etc.)

- a. Fees:

Breakdown the fees into the type, 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 are associated with the organization;
- What was the selection process; and
- What service or product the consultant will deliver.

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.

b. Travel Expenses::

Mileage	\$.545 cents/mile for use of personal vehicles only
Air Fare	Must be coach or least expensive class
*Meals no incidentals	In-state: \$50 - breakfast \$13; lunch \$14; dinner \$23; first & last day travel \$41.25 Omaha: \$56 - breakfast \$14; lunch \$16; dinner \$26; first & last day travel \$45.75 Rates do include taxes or tips
*Lodging	In-state \$94 per night (Omaha \$109 per night)
Other	List other expenses such as ground travel, parking, registration, etc.

*Out-of-state meal and lodging rates can be found at www.gsa.gov (click on per diem rates).
Rates listed above are effective Oct. 2018 – Sept. 2019.

2. **Subaward:** Name the agency or organization.

- Purpose: Agency’s role in the project.
- Type of Agency: Check one. If government agency, identify the type of government agency.
- Budget Categories: Summary of the agency’s (subaward) requested budget.

3. **Narrative:** For each position, include narrative addressing the following:

- Supplanting
- Expected deliverables; the services and/or product the consultant or contractor will provide.
- How the services, product, or positions relate and will impact the project.
- For consultant and contracts provide a description of the selection process to verify that the procurement procedure was fair, equitable and free from conflicts of interest and/or personal gain by any entity or representative within the organization.
- Breakdown of how the consultant fees were calculated (e.g., 500 hour x \$75 per hours =\$37,500).
- Description of the specific duties for **each** position funded including primary responsibilities. For positions providing sexual assault services indicate the specific responsibilities as they relate to sexual assault work.
- Narratives on subawards must explain costs and breakdown expenses.

Category C – Travel Expenses

If requesting more than one purpose or type of travel then complete a separate budget sheet for each request.

- List expenses by purpose (i.e., training, conference, daily travel for job) and complete the applicable expenses associated with this purpose (any mileage to be paid, airfare, meals, lodging, other).
- Mark the travel as local, in-state or out-of-state.
- Indicate the title of the person who will be traveling.
- Refer to the Travel Chart provide above in Category B for current allowable costs and rates.
- For each travel purpose, complete a budget narrative that explains the purpose, position traveling, how the travel relates to the project, and why it is necessary.

Category D – Supplies and Operating Expenses

1. **Supplies:**

- Includes office supplies, forms, operating supplies, books, subscriptions, repair or maintenance supplies. An agency's capitalization policy will determine whether equipment items are listed in this category or under Category E - Equipment. If an agency has no written policy then they will be required to follow the state's policy which currently carries a higher level of restrictions than the federal policy. Should an agency base a written policy on the federal policy then equipment in this category will have a useful life of more than one year with a fair market value of under \$5,000 per item.
- Supplies are materials that are expendable or consumed during the course of the project.
- List higher costing items separately and identify purpose such as, "special mailing."

2. **Operating Expenses:** Involve rental arrangements and purchase of non-consultant type services. The cost of an audit is allowable if the agency is required to complete an A-133 and then, the costs must be a pro-rated according to the total federal funds received by the agency.

3. **Narrative:** For all supplies and operating expenses requested applicant must provide a base explanation for the costs indicating the breakdown of how requested and match funds were determined and why these expenses are essential to the project's operations.

Category E – Equipment

1. Agencies are required to follow their own written capitalization policy or to follow Nebraska's state policy. If the agency's capitalization policy is based on the federal policy then equipment in this section are items with a useful life of one year or more with a fair market value of \$5,000 or more.

2. Items in this category likely require bids. Items requiring bids will not be funded absent of a showing that bids were taken as required by law, rules or regulations. Purchases of equipment must adhere to established procurement processes and equipment purchased must be managed in accordance with Federal Property and Equipment guidelines.

3. Provide breakdown of the costs by the amount requested and the total costs.

4. **Narrative:** Summarize the bidding process used. Explain the breakdown of the costs and the bases for each piece of equipment (justification), and explain how each item is relevant and necessary to the project.

Category F – Other Costs

This category is for those items that do not fit within one of the defined budget categories. In the narrative, explain each item requested and provide bases for the cost and a breakdown of how the cost for each item was determined. Explain how each item is necessary for project operations.

Category G – Indirect Costs

Applicants have two options for including indirect costs: a) utilize an established federally approved indirect cost rate; or b) a 10% 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.

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

Modified Total Direct Costs (MTDC): Calculations

Total Direct Costs	\$358,000	
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	\$33,300	Modified Indirect Cost Rate
Requested Direct Amount	\$358,000	
Requested Indirect Amount	\$33,300	
Total Federal Request	\$391,300	

Sustainability (limit 3 pages)

Description of Applicant or Lead Agency:

Two attachments: 1) Board of Directors membership list and 2) Organizational Chart.

Supplemental Funding Chart:

Applicants who are State, County, or City entities should complete information based only on the proposed project. All other applicants or lead agencies are to complete chart based on their total agency that is supporting the proposed project. Add lines as needed.

Community Description (limit 3 pages)

Describe the area reached by the CRT. This should correlate with your responses on the Applicant Information Page. This should also be the same service area used in this section to complete Tables A – C.

Problem Statement (limit 4 pages)

- Identify the problem that requires a solution. 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.
- Provide program data, which validates the existence of the identified problem. Complete the Statistical Documentation of the Problem Chart and provide insight and explanations for fluctuation and discrepancies in data from year to year.

Solution (limit 4 pages)

- Outline day-to-day operations/activities of the project. Explain outreach efforts for reaching underserved populations, types of services available to victims and survivors, culturally specific efforts, etc.
- Identify evidence based or best practices utilized by the project to address the stated problem and to reach the project’s state outcomes. Strategies must promote increased safety and economic security for victims and survivors and increased offender accountable.
- Explain coordination efforts with law enforcement and other criminal justice entities and victim service providers.
- **Must explain how the project (including subawards) coordinates with service area health care providers to ensure that victims of sexual assault are aware of the availability of a forensic medical exam at no cost (to the victim).**

Activity/Timeline (limit 2 pages)

- Outline of major program activities occurring during the proposed project period.
- Activities should reflect the project’s operations discussed in the Solution section.

EXAMPLE

ACTIVITY	POSITION RESPONSIBLE	1 ST Quarter 1 st -3 rd	2 nd Quarter 4 th -6 th	3 rd Quarter 7 th -9 th	4 th Quarter 10 th -12 th
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 (limit 3 pages)

- All applicants are to complete this section. If project operated on STOP grant funds the prior year then report on the outcomes and performance measures. If the project is new to STOP funding but has been operational report on accomplishments from the last 12 months.
- Applicant’s management of grants may be considered during the grant review process.

Outcomes & Performance Measures (pages as needed):

Projects must demonstrate how the services funded will affect and/or make a difference in the lives of individuals who are victims and survivors of domestic violence, dating violence, sexual assault and stalking. Outcomes for the STOP Grant Program are: **1) Increased Victim Safety and/or 2) Increased Offender Accountability.** Use these outcomes to develop the project’s goals and performance measures (indicators). If CRT activities are funded the project should attempt to measure overall CRT effectiveness.

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's activities and the budget request. Activities help determine the types of data to be tracked about services and those served. Whereas, a review of the budget will ensure that requested funding reflects project results. For example, if the request supports law enforcement efforts then project objectives need to include desired results from law enforcement. 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 the 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 measured** (percentage), and within **what timeframe**.

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

Performance Indicators:

A project requesting funding from various STOP grant program categories (i.e., victim services, law enforcement, prosecution, BIP, etc.) will likely have numerous different types of performance indicators. Even so, all performance indicators need to connect to the goals of increased victim safety and/or increased offender accountability. Performance indicators:

- Identify data to be collected 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:

- Use statistics from the most current year to document the problem (also outlined in the Problem Statement).
- The data will help determine whether the statistics provided in the Problem Statement are relevant in documenting the stated problem or problems.
- There may be numerous statistics gather however, determine which ones are the **most** important and outline those for the project.

Outcomes & Performance Measures Form – EXAMPLE		
Goal: Increase the safety for victims of sexual assault served by the Richardson County Sexual Assault Center.		
Objective #1. In a 12-month period, a 100% of the sexual assault victims served will receive safety-planning services.		
Performance Indicators:	Baseline Statistics	Projected Results (Outcomes)
# of sexual assault victims served	200	200
# of safety plans developed	200	200
Objective #2. 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.		
Performance Indicators:	Baseline Statistics	Projected Results (Outcomes)
# of completed consumer satisfaction surveys	150	175

Objective #3. 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.		
Performance Indicators:	Baseline Statistics	Projected Results (Outcomes)
# 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

Coordinated Response Teams: (attach Letters of Support and MOCs)

- Attach flow chart of the community coordination process from the time the victim contacts law enforcement and throughout the criminal justice system.

Complete section information for each CRT that project staff facilitate, oversee, or attend.

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

Applicant Disclosures 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.

Certifications: (total of 4)

Authorized Official of the lead agency must sign and date each form.

- **Certification of Application**
- Acknowledgement of Notice of Statutory Requirement to Comply with the Confidentiality and Privacy Provision of the Violence Against Women Act, As Amended
- Certified Assurances
- Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matter: and Drug-Free Workplace Requirements