



Pete Ricketts, Governor

**APPLICATION INSTRUCTIONS
VIOLENCE AGAINST WOMEN ACT
FISCAL YEAR 2019
S.T.O.P. FORMULA GRANT PROGRAM
SERVICES + TRAINING + OFFICERS + PROSECUTION**

Due Date: 5:00 p.m. CST on January 16, 2020

Applications, instructions and attachments are available for download at
<https://ncc.nebraska.gov/grant-apps>

Solicitation is for the following STOP Applications:

- Competitive Standard Application
- Competitive Culturally Specific Services Application
- Non-competitive Courts (Courts & Probation) Application

First Award Period: July 1, 2020-June 30, 2021

Two-year grant cycle

Renewed, non-competitively second year, ending July 30, 2022

Year two amounts pending federal funding

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



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Applications:

The instructions in the following pages apply to each of the three grant applications offered under the Fiscal Year 2019 STOP Grant Program.

1. Competitive Standard Application: This application is for projects requesting funding for coordinated response efforts. Applicants have the option of requesting funds under multiple or single STOP categories (excludes Court designated category. See Coordinated Response Teams in Allowable Uses of Funds for details. Culturally specific organizations are encouraged to apply.

2. Competitive Culturally Specific Services Application:

Application is available for projects applying under the STOP category of Culturally Specific Services only. Applicants eligible are culturally specific organizations providing community-based cultural specific services to victims of domestic violence, dating violence, sexual assault, or stalking. Services include culturally relevant and linguistically specific services and resources to culturally specific communities. See Culturally Specific Services in Allowable Uses of Funds for details including racial and ethnic groups considered in this category.

3. Non-competitive Courts Application:

Application is available to the Nebraska Administrative Office of the Courts and Probation (AOCP) for applying ng under the Courts category only. See Courts in Allowable Uses of Funds for details.

S.T.O.P. Grant Program Overview:

The Nebraska Crime Commission (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, stalking and human sex trafficking. 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 and survivors 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.

Funds Available: \$1,187,803

Annually, the Crime Commission serving as the State Administering Agency receives the federal STOP Formula Grant Program and the rules governing distribution of the funds. All awards made under this grant program are subject to the availability of appropriated funds and any modifications or additional requirements imposed by law. There is no guarantee to the state and / or any applicant of the availability of these federal funds. Funds announced are competitive unless otherwise indicated. Applications for funding go through a grant review process. Level of funds and the statewide grant competition may prevent funding of projects.

STOP funds are allocated according to the Violence Against Women Act 2013 Reauthorization mandates. Applicants must indicate how the funds requested within the STOP categories listed below, will be used.

STOP Grant Program Categories		Total Available
Law Enforcement		\$292,571
Prosecution (\$17,518 carryover from 2017 funds)		\$310,089
Courts (includes Juvenile Courts and Probation)		\$58,514
Victim Services (VS)		\$315,977
Culturally Specific Victim Services (must be culturally specific organizations)		\$35,109
Discretionary		\$175,543
TOTAL Funds Available		\$1,187,803
State Allocation Requirements: ***Note, these are NOT additional funds.***		
Meaningful Sexual Assault Services (<i>Requests in this area detail how the project determines that the services provided are meaningful.</i>)	Taken from at least 2 of the categories (LE, Prosecution, Courts or VS).	\$260,064
Prevention & Education	State maximum allowed developing, enhancing or strengthening programming.	\$65,015

Project Period:

Solicitation and competitive grant review cover 24-months. First award period is July 1, 2020-June 30, 2021. Second year will be a renewal, non-competitive, with project end date of June 30, 2022. Second year funding will be pending federal funding and contingent upon successful grant management during year one.

Grant Commencement:

Implementation of funded projects must be 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.

Correspondence: All grant correspondence will include the applicant’s designated Project Point of Contact. Other contacts such as the Financial Point of Contact, the Authorized Official or other applicant-designated individuals may be included in correspondence as is appropriate.

GrantVantage:

The grant management system utilized by the Crime Commission. Funded projects receive User’s Licenses and system permissions to conduct reporting activities, make transactions, and request drawdowns.

Timeline (tentative):

Nov 4, 2019	Solicitation Announced
Nov 7, 2019	STOP Application Webinar 1:30 p.m. CST
Jan 16, 2020	Application DUE at the Crime Commission by 5 p.m. CST
Jan 17 2020	Technical/Administrative Review begins
Mar 12, 2020	Staff Review conducted and recommendations for funding are determined.
April 2, 2019	Grant Review Crime Commission Funding Panel conducts review and final funding determinations.
April 15, 2019	Applicants notified of approval/denial and any contingencies requiring action.
May 2019	Grand Awards and Special Conditions due to the Crime Commission

Training and Technical Assistance

Topic: STOP Webinar
Host: Tonia Nantkes & Merry Wills
Date: Thursday, November 7, 2019
Time: 1:30 pm, Central Standard Time (Chicago, GMT-06:00)

This live webinar will discuss the application and instruction and answer any questions. To register for this training session:

Go to <https://nvcn-cio.webex.com/nvcn-cio/k2/j.php?MTID=td28cad0b1065ab6acfd50854db468b26> and register.

Once approved by the host, you will receive a confirmation email with instructions for joining the session.

Webinar will be recorded and available at <https://ncc.nebraska.gov/grant-apps> for later viewing.

For any other assistance on this application, contact Merry Wills, Federal Aid Administrator at (402) 471-3416 or Merry.Wills@nebraska.gov.

Grant Management Training (GMT): Required for all new projects; continuation projects who have not attended GMT since July 2018; and subgrantees with new project personnel (Project Point of Contact, Fiscal Point of Contact). Others are welcome to attend. GMT is announce through email.

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

Submission:

Submission of the completed application and attachments will be electronic. **A link for submission will be available on December 1, 2019 and will be located on the Crime Commission’s website at <https://ncc.nebraska.gov/grant-apps>.** Link will be located under the FY 2019 STOP Grant Program Announcement. Please check the website frequently.

If an applicant fails to submit an application containing all the specified elements and the attachments listed below, it may negatively affect the eligibility and review process. If an award is granted, it may result in conditions that preclude the recipient from accessing or using award funds until conditions are satisfied.

Clearly label each attachment using descriptive file names (e.g., “Application,” “Budget Template,” “Allocations Summary Template”). Submit all items with the exception of “templates” as separate PDF attachments.

Attachments	
Application with signed and dated assurances.	Required. Select form best suited for project.
Budget Template	Required. Template provided.
De Minimis Certification <u>or</u> Federally Negotiate Rate Agreement	If applicable. De Minimis Certification form provided.
Allocations Summary Template	Required. Template provided.
Job Descriptions	Required (Combine all job descriptions into one PDF)
Proof of Non-profit Status	Copy of 501(c)(3) designation letter or other verification.
SAM Registration	Required (separate PDF)
Board of Directors Membership List	Non-profits (separate PDF)
Organizational Chart	Required (separate PDF)
Organizational Questionnaire	Required (separate PDF)
Memorandums of Commitment and/or Letters of Support.	MOCs if applicable (sample form provided). Letters of Support- required.
CRT Flow Chart	If applicable.
CRT Plan	If plan is new or revised, submit as separate document.

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 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 based on 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 used to address the violent crimes of domestic violence, dating violence, sexual assault, stalking, and human sex trafficking. This is 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 Initiative 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
- <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 National 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>

STOP 20 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 may undertake the following activities –
 - Develop, in collaboration with prosecutors, courts, and victim service providers, standardized response policies for local law enforcement agencies, including the use of evidence-based indicators to assess the risk of domestic and dating violence homicide and prioritize dangerous or potentially lethal cases;
 - 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 required. [At a minimum, a Letter of Support or an MOC must be included.](#)
- **Contracts** – Any request for a contract of \$250,000 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. Subawards are issued in addition to 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 by federal regulations 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 information on Nebraska’s Revised Statute 81-1429.03 regarding forensic medical exams: <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.

Local government or political subdivision is defined in Nebraska statute 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 and Financial Reports**– Reimbursements will be processed through the grant management system, GrantVantage. Reimbursement (cash requests) are required monthly and are due on the 15th of the month. Financial reports should be submitted no more than 2 months after expenses incurred. Reimbursed amounts will be determined based on approved documentation. Projects have 45 days from the end date of the project’s budget to reconcile all financial activity.
- **Programmatic Reports** – Subrecipients are required to submit programmatic reports, which are due quarterly regardless of the start date of the grant project. Quarters are Jan – Mar, Apr – Jun, Jul – Sep, and Oct – Dec. Reports will be submitted through GrantVantage and are due by the 30th of the month following each quarter.
- **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 comply with EEOP and Civil Rights requirements. All programs that receive funds or are subawarded funds via program agreements are required to conform to the grant program requirements. If there is a violation to this, it may result in suspension or termination of funding, until 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 based on 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.
- **Employment Eligibility Verification** – Under this award, the subrecipient and any subawardees must properly verify the employment eligibility of the individual who is being hired, consistent with the provisions of 8 U.S.C. § 1324a(a)(1) and (2).
- **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: <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 permitted by law to receive services without parent or guardian consent to authorize release of information without parent or guardian consent.
- **Determinations of suitability to interact with participating minors** – The subrecipient and any subawardees must make determinations of suitability before certain individuals may interact with participating minors. This requirement applies regardless of an individual's employment status. The details of this requirement are available at SAM.gov
- **Reporting of actual or imminent breach of PII** – 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.

- **Unreasonable restrictions on competition under the award; association with federal government** – No subrecipient (at any tier) may (in any procurement transaction) discriminate against any person or entity on the basis of such person or entity’s status as an “associate of the federal government” (or on the basis of such person or entity’s status as a parent, affiliate, or subsidiary of such an associate), except as expressly set out in 2 C.F.R. 200.319(a) or as specifically authorized by DOJ. The details of the obligations under this condition are posted at <https://www.justice.gov/ovw/award-conditions> (Award Condition: Unreasonable restrictions on competition under the award: association with federal government), and are incorporated by reference here.
- **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** – Applicant must submit with a request for funding a PDF copy of a valid (active) SAM registration. The SAM (formerly Central Contractor Registration/CCR) database 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/>
- **Assurances & Certifications** – As a recipient of federal fund, the Crime Commission must pass on certain Certified Assurances and requirements to its subgrantees. These conditions are included with the grant application and must be signed by the applicant’s authorized official and submitted with the completed 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:

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

Options for using funds to *build* and *enhance coordinated responses* to domestic violence, dating violence, sexual assault, and stalking include responses to human sex 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. Projects involving funding request from multiple agencies must have a designated lead agency responsible for providing fiscal and programmatic oversight. [Projects serving numerous counties with multiple response teams should apply for support under a single application.](#)

State agencies applying for STOP funds independent of a CRT and/or a SART will be responsible for maintaining representation on the statewide CRT and/or the statewide SART and as appropriate, on any local team(s).

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

Memorandums of Understanding (MOUs): (Attachment)

Requests for CRT and/or SART teams need to include MOUs with application to demonstrate active participation and involvement from members. Agreements should indicate representation from the criminal justice system and victim services providers. Sample MOUs provided with instructions.

Flow Chart(s): (Attach as 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 will be responsible for developing written CRT or SART Plans. Plan should 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 should 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 already in place, submit a PDF copy of the plan with the grant application.**
- **Established** teams should be operating on a current **CRT/SART Plan** updated at least every three years. At a minimum, the plan should include responses to domestic violence, dating violence, sexual assault and stalking and identify unserved and underserved victim populations. Current plan should be on file at the Crime Commission.

2. Victim Services

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.

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 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 explain the method or tools used to determine 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

Applicants applying for funding only from this category may complete the Culturally Specific Services Application.

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.

Culturally specific services providers are encouraged to join local and/or statewide CRT and/or SART efforts.

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

All applicants must identify in their application for STOP funding 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 is allowable 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) (Complete Pass Through Application if the AOCP is only applying for funding in this category)

All requests for STOP grant funds in the category of Courts go through the [Administrative Office of the Courts and Probation \(AOCP\) of the Supreme Court of Nebraska](#). Funds in this category are only available to the AOCP for allowable STOP activities. Projects might include statewide or regional training for judicial or probation personnel about domestic violence, dating violence, sexual assault and/or stalking cases. Funds can be for probation victim specialist/liaison positions to work directly with victims and survivors who offenders are on probation for crimes of sexual and domestic violence, dating violence, stalking and/or sex trafficking.

The AOCP may submit either a Non-competitive Court Application (pass-through) or a Standard Competitive Application. The non-competitive application is when the AOCP is only applying for the designated Court allocation amount. When the AOCP desires to request funding in excess of the Court allocation then a standard application is required. Any funds requested over the designated Court allocation are part of the competitive grant review process.

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 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 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.

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 compromise victim safety and recovery and undermine offender accountability including:
 - a) The use of pre-trial diversion programs in cases of domestic violence, dating violence, sexual assault, or stalking or the automatic placement of offenders in such programs.
 - b) Couples counseling, family counseling, or any other joint victim-offender counseling as a routine or required response to sexual assault, domestic violence, dating violence, or stalking, or in situation in which child sexual abuse is alleged.
 - c) Mediation in cases of domestic violence, dating violence, sexual assault, or stalking, except where the mediation is voluntary for the victim and there is screening for such victimization prior to the start of mediation, there is informed consent on the part of the victim, the mediators have appropriate training on such victimization issues, and the process includes ongoing safety planning for victims and flexibilities such as having the victim and offender physically separated.
 - d) Requiring victims to report sexual assault, stalking, or domestic violence crimes to law enforcement or forcing victims to participate in criminal proceedings.
 - e) Offering or ordering anger management programs for offenders as a substitute for batterer intervention programs or relying on batterer intervention programs that do not use court monitoring to hold batterers accountable for their behaviors.
 - f) Supporting policies that deny individuals access to services based on their relationship to the perpetrator.
 - g) Requiring survivors to meet restrictive conditions in order to receive services (e.g., background checks of victim; clinical evaluation to determine eligibility for services) or other screening processes that elicit information that is not necessary for services, such as questions about immigration status, gender identity, sexual orientation, disability, physical or mental health, and work or criminal history that the service provider does not need to know to provide services safely.
 - h) Developing materials not appropriately tailored to the dynamics of sexual assault or domestic violence or to the specific population(s) to be addressed by the funded project.
 - i) Dissemination of information, education, or prevention materials that blame the victim or focus primarily on changing victim behavior.
 - j) 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);
 - k) Sharing confidential victim information with outside organizations and/or individuals without the documented consent of the victim.
 - l) 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.
 - m) Procedures or policies that do not provide for the meaningful involvement of student victims in discussions and decision that have a direct impact on them, such as changes to class schedules or living arrangements.
 - n) Establishment or enhancement of a multidisciplinary collaborative community response without developing appropriate policies regarding confidentiality and information sharing for the

members.

- o) Policies and procedures that fail to account for the physical safety of victims.
- 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.

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 by the Crime Commission separate from the grant application, cannot be considered or returned.
2. Letters must remove or black out any identifying information regarding victims and survivors

MOCs can substitute for letters however; if no MOC is in place then a Letter of Support is required.	
Memorandums of Commitment Sample MOC on page 31	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, and 4) domestic violence/sexual assault program. 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 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 may or may not directly participate in the project. • Letters from employees or Commissioners of the Crime Commission will not be accepted.

Format:

- Use only the application (that fits project) and instructions provided by Crime Commission’s 2019 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 not accepted.

BUDGET:

Budget Template -- Complete tabs labeled Budget Detail - Year 1 and Budget Summary.

Note: Project’s should develop their first year budget keeping in mind the budget will also be for year two of the project. Projects will have an opportunity to make minor budget adjustment for their year two budgets.

Budget template provided as an attachment. Only whole numbers will enter into the template. In addition, the template contains formulas. Do not alter template formulas, as it will interfere with the ability to transfer the budget into the GrantVantage system. Should this occur, it will be necessary to return the budget, which may cause delays in issuing award.

Budget Narratives & Base Explanations

A detailed narrative and base explanation must accompany each request in a budget category. Base explanations must provide details as to how each cost was determined and why the amount requested is allocable to the project; based on factual documentation (e.g. bills, travel logs, data collected, case management activities). In determining an allocation’s base, it is likely no single method will apply across all expenses. How a base is calculated will depend on several variable such as type of expense or activity and ways the activity benefit 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 to calculate a base on documented actual prior expenses.

Example: Outreach project with personnel costs and mileage expenses.

Personnel based on the number of FTEs needed to accomplish the work outlined in the project’s proposal. The budget narrative must link the position’s outreach tasks to a percentage of time dedicated to these tasks. A job description could serve this purpose if it also indicates the percent of time devoted to overall categories of various tasks. These percentages will justify the requested FTEs.

Mileage 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 will support the base explanation:

- ❖ Prior year’s actual miles traveled by the entire agency using the percent of those miles dedicated to outreach. Percentage applied to the agency’s total miles planned for 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.
- ❖ The total FTEs employed across the agency to conduct outreach activities and the percent of those FTEs in the project to provide outreach.

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. Any additional project allocations made must be for the provision of direct services. For example, the position of Executive Director may 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 can 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.

Program Income

Gross income earned by a non-federal entity that is directly generated by a supported activity or earned as a result of the grant award during the project period. For example, projects with BIP services funded by STOP would have program income from the fees collected from BIP participants. Prior approval is required before a project can earn program income. Without prior approval, program income must be deducted from total allowable costs to determine the net allowable costs. Program income added to the award must be used to support activities approved in the budget and follow the conditions of the award. In addition, program income may be used to reduce program costs (with the extra amount returned to the Federal government) or used toward the matching requirement. Program income may only be used for allowable program costs, however, and must be expended prior to expending federal funds. Additional information on program income can be found in the most recent version of the DOJ Financial Guide.

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.

Budget Categories:

A. Personnel Category

- In the narrative, identify each position and indicate if it is **new or existing**. New positions are those that result in an increase to the agency's overall FTEs, existing positions do not. If it is an existing position, explain what happened to the funding that had funded the position.
- If it is an existing position explain salary adjustments, and provide details such as current salary and proposed salary increases. Explain the agency process for determining salary increases.
 - Request for partial funding of a position requires an explanation as to what funds are supporting the remainder of position.
 - Explain how the request is not supplanting of funding.
 - 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.**
 - Briefly describe any existing personnel that will support the success of the project but no funds are being requested to fund the position(s).

B. Fringe Benefits Category

- Based on the **employer's share only**. The employee's share of fringe benefits is to be withheld from their wages.
- 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. 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.
- Opt Out, such as cafeteria plans, benefits or incentives are not allowable and will not be reimbursed. This applies even if the agency has optional fringe benefits approved under Section 125 of the IRS Internal Regulations.
- Outline fringe benefits requested for each position identifying the types of benefits and related expense.
- If the template provides detail of the costs calculations for each position then this does not need to be repeated in the narrative however, if it does not then outline in the narrative (i.e. 500 hours x \$18 an hour = \$9,000).

C. Travel Category

- Each line item in travel must have an associated narrative.
- Do not lump costs together. For example, baggage fees for air travel are separate from the cost of the airline ticket.
- List expenses by purpose (i.e., training, conference, daily travel for job) and complete the applicable expenses associated with the purpose (i.e., mileage, airfare, meals, lodging, other). If destination or training is unknown, indicate prior approval will be needed from the NCC.
- For travel involving conferences/training identify the position(s) traveling and explain how the travel relates to the positions' job responsibilities and the overall program. Providing conference website links and topics is helpful.
- Use current GSA rates - <http://www.gsa.gov> .

D. Equipment Category

- Agencies are required to follow their own written capitalization policy or to follow Nebraska's state policy (threshold at \$1,500). 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.
- 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.
- Enter the total costs for the appropriate items. Provide breakdown of the costs by the amount requested and the total costs.
- In the narrative, summarize the bidding process used. Provide a 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. For expenses related to existing equipment, describe how this request complies with non-supplanting requirements.

E. Supplies Category

- Includes office supplies, forms, operating supplies, books, subscriptions, and repair or maintenance supplies.
- Supplies are materials expendable or consumed during the course of the project. Lists items by type (postage, office supplies, training materials, etc.), quantity, and unit cost. Lists higher costing items separately and identify the items (such as computer, printer, copier, etc.).
- An agency's capitalization policy will determine whether equipment items are listed in this category or under D - 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.
- Explain in the narrative why the requested items are necessary for the project's operations.
- For existing supplies expenses, describe how this funding request complies with non-supplanting requirements.
- For purchases of items that are considered substantial (i.e., computers, printers, appliances), but do not meet the threshold for procurement requirements, agencies need to defer to "best practices." These practices are those processes used to help agencies determine reasonable cost for items. In these cases, at least three (3) comparable price listings should be obtained that can be retained in agency records for auditing purposes.

F. Construction Category

This category is not allowable for the purposes of this grant announcement.

G. Subawards (Subgrants) Category

- Subawards involve the passing down of federal funds to partner agencies to conduct activities that assist in the overall achievement of project outcomes. Subawards, issued by the subrecipient must be monitored for compliance with all federal requirements under the STOP Grant Program.
- Payments to subawardees from subrecipient must be on a reimbursement bases and based on actual costs.

H. Procurement Contracts Category

- This category is for all contracts to purchase services.
- Contracts, including those 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 a project lacks in-house expertise necessary to conduct services and/or training.
- Breakdown the fees into the type, rate and # of hours (500 hours @ \$75 per hour = \$37,000).
- All contractual services are held to standardized, open and fair procurement processes. Applicant must outline in the narrative:
 - a. Why the consultant is necessary (how will it impact project);
 - b. Who the consultant is and how are they associated with the organization.
 - c. Describe the selection process to verify the process was fair, equitable and free from conflicts of interest and/or personal gain by any entity or representative within the organization; and
 - d. What the consultant will provide or accomplish (expected deliverables).
- 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. This does not mean this rate can or should apply to all consultants. The rate must be established according to skills, qualifications, and similar services in the marketplace. When the rate exceeds the limit for an 8-hour day, or a proportionate hourly rate (excluding travel and subsistence costs), a prior written approval is required from OJP. SASP funded projects will need to work with the NE Crime

Commission grant administrator on this process. Prior approval requests will require additional justification.

- Project must maintain a consultant rate agreement file that contains a documented market analysis and justification of the agreed upon rate. Consultant expenditures without this supporting documentation; may be questioned during an audit or monitoring review.
- When an agency contracts with a sole source provider and the federal funds supporting the sole source reach over the threshold of \$250,000 the federal awarding agency's approval is required.
- Any request to support 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
- For travel use current GSA rates - <http://www.gsa.gov>.

I. Other Costs Category

- For any applicable "other" budget items, list each item and the total estimated costs with the breakdown utilizing the computation fields available.
- Pro-rating of expenses must be explained in the narrative (explain how the base was determined on each item) and adequately demonstrated in the budget fields. See the Budget Template Example tab for further illustration.
- Explain why the requested expenses are necessary for the project's operations.
- Examples of costs in this category are:
 - ✓ Rent
 - ✓ Utilities
 - ✓ Copying
 - ✓ Printing
 - ✓ Janitorial
 - ✓ Single Audit (if required and only the pro-rated share according to total federal funds received by the agency)
- For existing "other" costs, describe how this funding request complies with non-supplanting requirements.

J. Indirect Costs Category

- 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.
- Agencies may request funding for indirect costs by either establishment of a federally approved indirect cost rate agreement or a "de minimis" rate of 10% of the modified total direct costs, which may be used infinitely. An agency can only use this option if the agency has never had a federally negotiated indirect cost rate.
- Agencies applying the "De Minimis" rate must complete the De Minimis Certification form (provided as an attachment). If using a de minimis rate a detailed list (or chart provided as an attachment) of the expenses that are included in the modified indirect cost rate and the amounts must be provided in the budget narrative. Costs must be consistently charged as either indirect or direct (not both).
- Agencies with a federally approved indirect cost rate must provide a copy of the current federal agreement with their completed application, which indicates the status of rate applied (provisional, fixed or final).
- The narrative must explain how any requested indirect costs were determined (Federally approved or 10% "de minimis"). When an agency with a federally approved indirect cost rate elects to apply a lower rate than a justification for determining the lower rate must be outlined in the narrative.

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	\$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	

Match Requirements:

A 25% cash or in-kind match of the total costs for the project is required **except for the funds used by any tribe, territory or nonprofit, nongovernmental victim service provider 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.

The match amount in application (Question 17.) must equal the match amount from the Budget Template. Budget narratives contained in the Budget Template must identify all sources of match (e.g. United Way, County funds) and must meet the following criteria:

- Do not come from Federal funding sources (exception is made for Indian Tribes);
- 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.

<p>Match Calculation:</p> <p>Step 1: \$45,000 federal STOP funds requested (on the project allocation that requires match).</p> <p>Step 2: $\\$45,000 \div 3 = \\$15,000$ (required match amount)</p> <p>Step 3: $\\$45,000 + \\$15,000 = \\$60,000$ (total cost)</p>

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, workspace, 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 directly relate to the project goals and objectives.

Value of Volunteers:

The monetary value placed on volunteer services provided as in-kind match should be consistent with the rate of compensation paid (including benefits) for similar work in the applicant’s organization. If the required skills are not within the organization, the rate of compensation should 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.

Project Period

First award period is July 1, 2020-June 30, 2021. Second year will be a renewal, non-competitive, with project end date of June 30, 2022.

Allocation Summary Spreadsheet

Submit with grant application as separate attachment. The Excel document contains two Sections. Section 1 is to enter the budgeted federal amounts requested for each budget category (taken from Budget Template), and Section 2 is a summary of all the allocations requested. The spreadsheet contains detailed directions.

APPLICATION Form:

The STOP Grant Program is offering three types of applications, Competitive Standard, Competitive Culturally Specific Services, and a Non-competitive Courts. Apply the following instructions according to the sections outlined within the application that is the best fit for the proposed project.

Applicant Information – Applicant must be the agency receiving and disbursing 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, 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 ... “*

Sustainability – Submit attachments as evidence. 1) Proof of non-profit status 2) SAM Registration 3) Board of Directors membership list 4) Organizational Chart 5) Completed Organizational Questionnaire

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 complete information based on total agency and the agency’s most recently completed 12-month budget. Add lines as needed.

Community Description -- Describe the service area or the area reached by the CRT. This information should correlate with responses on the Applicant Information Page. This should also be the same service area used to complete Tables A – C.

Problem Statement:

- 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:

- Outline 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).**

Continuation Information:

- 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.

Goals, Objectives & Activities:

Goals, objectives, and activities should demonstrate how the services funded will affect and or make a difference in the lives of individuals who are victims and survivors of domestic and sexual violence, dating violence, stalking and human sex trafficking. Outcomes established for the STOP Grant Program are: [1\) Increased Victim Safety](#) and/or [2\) Increased Offender Accountability](#). Use these to develop the project's goals and objectives. If CRT and or SART activities are funded the project should attempt to measure overall team effectiveness.

Outcomes:

- The broad goals the project is seeking to achieve.
- A means to measure and enhance decision-making.
- Considered project priorities.
- Set 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 (outline 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.
- Numerous statistics may be gathered 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	Planned
# of sexual assault victims served	200	200
# of safety plans developed	200	200
Activities:		
1. Advocates will be available to response 24-7 through Center’s office hours, crisis line and on-call system.		
2. In July, review Center’s safety planning procedures.		
3. In August, train advocates on any updates to safety planning.		
4. Ongoing, advocates will assess and offer safety planning to all victims/survivors served.		
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	Planned
# of completed consumer satisfaction surveys	150	175
Activities:		
1. Make consumer satisfaction surveys readily available to advocates providing services and who are on-call.		
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	Planned
# of victims provided safety planning services	200	200
# of consumer satisfaction surveys completed by victims provided with safety planning.	150	175
# of completed consumer satisfaction surveys indicating ‘yes’ to increased knowledge of ways to plan for safety	142	166
Activities:		
1. Monthly, the Center’s Program Manager will gather and aggregate the data from consumer satisfaction surveys.		
2. Quarterly, report data to Crime Commission.		

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

- Attach flow chart of the community coordination process (if applicable) from the time the victim contacts law enforcement or a victim services provider and throughout the criminal justice system.

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 5)

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

1. Certification of Application
2. [Discrimination & Harassment Policy Certification](#)
3. Acknowledgement of Notice of Statutory Requirement to Comply with the Confidentiality and Privacy Provision of the Violence Against Women Act, As Amended
4. Certified Assurances
5. Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matter: and Drug-Free Workplace Requirements

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

Identify 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"/>	

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