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COMMISSION ON LAW ENFORCEMENT
AND CRIMINAL JUSTICE

Federal Grants & Programs Division

STOP Violence Against Women Act

SFY 2024 STOP Funding Announcement

AWARD PERIOD (TWO YEARS)

July 1, 2023– June 30, 2025

YEAR 1 AWARD AMOUNT

\$1,160,000 (\$1.16 million)

DEADLINE

March 15, 2023 by 5:00 PM (CST)

[Apply for SFY 2024 STOP](#)

CONTACT INFORMATION

For assistance with the requirements of this solicitation, contact:

Alexandra Beck, Director of Federal Grants & Programs | 402.471.3413 | alexandra.beck@nebraska.gov

In accordance with the Americans with Disabilities Act, Nebraska will 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 at 402.471.2194. (TTY 711 or TDD 1.800.833.7352)

Contents

CONTENTS..... 2

INTRODUCTION 5

PURPOSE..... 5

PURPOSE AREAS..... 5

APPLICANT ELIGIBILITY 8

 FAITH-BASED AND COMMUNITY ORGANIZATIONS 8

PROJECT & BUDGET PERIODS..... 9

FUNDS AVAILABLE (ESTIMATED) 9

MATCH REQUIREMENT 10

APPLICATION AND FUNDING TIMELINE (TENTATIVE)..... 10

CORRESPONDENCE 10

AMPLIFUND..... 11

APPLICANT TRAINING AND TECHNICAL ASSISTANCE..... 11

APPLICATION REVIEW PROCESS 11

GRANT APPLICATION AND IMPLEMENTATION REQUIREMENTS..... 12

 SYSTEM FOR AWARD MANAGEMENT (SAM) REGISTRATION 12

 PROOF OF NON-PROFIT STATUS 12

 CERTIFIED ASSURANCES 12

 CONSULTATION WITH VICTIM SERVICE PROVIDERS 12

 COORDINATED RESPONSE EFFORTS 12

 OFFICE OF CIVIL RIGHTS 13

 NONDISCRIMINATION (CIVIL RIGHTS)..... 13

 LIMITED ENGLISH PROFICIENCY (LEP) INDIVIDUALS 13

 EQUAL EMPLOYMENT OPPORTUNITY ASSURANCE OF COMPLIANCE 13

 EMPLOYMENT ELIGIBILITY VERIFICATION 14

 CONFIDENTIALITY..... 14

 DETERMINATIONS OF SUITABILITY TO INTERACT WITH PARTICIPATING MINORS..... 14

 POLICY FOR RESPONSE TO WORKPLACE-RELATED INCIDENTS 14

 SEXUAL ASSAULT FORENSIC MEDICAL EXAMS 14

 SUBAWARDS 14

 AGENCY AUDITS & DOCUMENTATION..... 15

FINANCIAL REQUIREMENTS 15

 SUPPLANTING 15

 ACCOUNTING SYSTEM AND RECORDS..... 15

 EQUIPMENT 16

 CONTRACTS 17

 FULLY FUNDED POSITIONS 17

 MATCH 17

 PROGRAM INCOME 18

- GRANT COMMENCEMENT AND MANAGEMENT 19**
 - SPECIAL CONDITIONS AND IMPLEMENTATION 19
 - FG&P GRANT MANAGEMENT TRAINING (GMT)..... 19
 - MONTHLY FINANCIAL AND PERFORMANCE REPORTING (AMPLIFUND)..... 19
 - ANNUAL REPORT 19
- ALLOWABLE USES OF FUNDS 19**
- NOT ALLOWED 25**
- APPLICATION SUBMISSION REQUIREMENTS & DEADLINES..... 27**
- APPLICATION INSTRUCTIONS - SFY 2024 STOP (VIA AMPLIFUND) 28**
 - PROGRAM INFORMATION 28
 - APPLICANT AND CONTACT INFORMATION 28
 - COMMUNITY / SERVICE AREA DESCRIPTION 29
 - SUSTAINABILITY 29
 - SUPPLEMENTAL FUNDING CHART 29
 - APPLICANT DISCLOSURE OF PENDING APPLICATIONS..... 29
 - PROJECT NARRATIVE 30
 - ADDITIONAL INFORMATION ON CRTs AND SARTs 31
- SFY 2024 STOP REQUIRED UPLOADS & ATTACHMENTS 31**
 - SAM REGISTRATION 31
 - NON-PROFIT VERIFICATION..... 31
 - IRS FORM 990 OR EQUIVALENT 31
 - CERTIFIED ASSURANCES..... 31
 - ORGANIZATIONAL QUESTIONNAIRE..... 32
 - BOARD OF DIRECTORS OR TRIBAL COUNCIL MEMBERSHIP LIST 32
 - ORGANIZATIONAL CHART..... 32
 - MEMORANDUMS OF COMMITMENT (MOC) AND/OR LETTERS OF SUPPORT..... 32
 - JOB DESCRIPTIONS 33
 - AGENCY POLICIES..... 33
 - INDIRECT COST RATE AGREEMENT 33
 - DE MINIMIS CERTIFICATION OF INDIRECT COSTS 33
 - INDIRECT COSTS CALCULATOR..... 33
 - STOP ALLOCATIONS SUMMARY SPREADSHEET 33
 - OTHER ATTACHMENTS 33
- SFY 2024 STOP APPLICATION BUDGET..... 33**
 - TIMEFRAME 33
 - BUDGET NARRATIVE AND PARAMETERS..... 33
 - BUDGET CATEGORIES..... 34
 - PERSONNEL:..... 34
 - FRINGE BENEFITS: 34
 - TRAVEL: 35
 - EQUIPMENT: 35
 - SUPPLIES: 35
 - PROCUREMENT CONTRACTS: 35
 - SUBAWARDS: 36
 - OTHER COSTS:..... 36
 - INDIRECT COSTS:..... 36
 - PRORATING COSTS FOR STOP 37

SUBMITTING THE SFY 2024 BUDGET IN AMPLIFUND 37

- PERSONNEL INSTRUCTIONS 37
- FRINGE BENEFITS INSTRUCTIONS 38
- TRAVEL INSTRUCTIONS 39
- EQUIPMENT INSTRUCTIONS 40
- SUPPLIES INSTRUCTIONS 40
- PROCUREMENT CONTRACTS INSTRUCTIONS 41
- SUBAWARDS INSTRUCTIONS 41
- OTHER COSTS INSTRUCTIONS 41
- INDIRECT COSTS INSTRUCTIONS 42

SFY 2024 STOP PERFORMANCE PLAN 43

- TIMEFRAME 43
- STRATEGIES 43
- GOALS/OBJECTIVES 44

Introduction

This solicitation is for applicants who wish to apply for funds under the Federal Services * Training * Officers * Prosecutors (STOP) Violence Against Women Formula Grant Program (Statutory Authority 34 U.S.C. §§ 10441, 10446-10451). STOP is administered federally by the Office on Violence Against Women (OVW), a component of the United States Department of Justice (DOJ). More information on STOP may be found at <https://www.justice.gov/ovw/grant-programs>.

The Nebraska Crime Commission (NCC) is the State Administering Agency for STOP. The Federal Grants & Programs Division (FG&P) administers the grant funds under this program. Information about NCC and its various grants and other resources can be found at <https://ncc.nebraska.gov/>.

Purpose

STOP funds 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 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.

The 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. STOP helps provide victims and survivors across the life 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.

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

- [Best Practice Resources - EVAWI \(evawintl.org\)](http://evawintl.org)
- [Sexual Assault Demonstration Initiative Final Report \(nsvrc.org\)](http://nsvrc.org)
- [Office on Violence Against Women \(OVW\) | Department of Justice](http://www.doe.gov)
- [Building Comprehensive Sexual Assault Programs \(nsvrc.org\)](http://nsvrc.org)
- [Domestic Violence Evidence Project \(dvevidenceproject.org\)](http://dvevidenceproject.org)
- [Battered Women's Justice Project - Home \(bwjp.org\)](http://bwjp.org)
- [Sexual Violence on Campus: Strategies for Prevention \(cdc.gov\)](http://cdc.gov)
- [Stalking Resource Center – The National Center for Victims of Crime](http://www.fbi.gov)

Purpose Areas

Pursuant to 34 U.S.C. § 10441(b), funds under this program must be used for one or more of the following purposes. All areas are considered priority needs, however, the areas in bold (#1-3, #15, #20) are identified as

high priorities for Nebraska per the FFY 2022-2025 STOP Implementation Plan, which can be found at [Strategic Plans | Nebraska Crime Commission](#). Funding requests must be within the documented needs of our state.

1. **Training law enforcement officers, judges, other court personnel, and prosecutors to more effectively identify and respond to violent crimes against women (including the crimes of domestic violence, dating violence, sexual assault, and stalking). Training can include information related to non-immigrant status (specifically T and U visas).**
2. **Developing, training, or expanding units of law enforcement officers, judges, other court personnel, and prosecutors specifically targeting violent crimes against women, including the crimes of domestic violence, dating violence, sexual assault, and stalking.**
3. **Developing and implementing more effective police, court, and prosecution policies, protocols, orders, and services specifically devoted to preventing, identifying, and responding to violent crimes against women, including the crimes of domestic violence, dating violence, sexual assault, and stalking, as well as the appropriate treatment of victims.**
4. Developing, installing, or expanding data collection and communication systems, including computerized systems, linking police, prosecutors, and courts or for the purpose of identifying, classifying, and tracking arrests, protection orders, violations of protection orders, prosecutions, and convictions for violent crimes against women, including the crimes of domestic violence, dating violence, sexual assault and stalking.
5. **Developing, enlarging, or strengthening victim services and legal assistance programs, including domestic violence, dating violence, sexual assault, and stalking programs, developing or improving delivery of victim services to underserved populations, providing specialized domestic violence court advocates in courts where a significant number of protection orders are granted, and increasing reporting and reducing attrition rates for cases involving violent crimes against women, including crimes of domestic violence, dating violence, sexual assault, and stalking.**
6. Developing, enlarging, or strengthening programs addressing the needs and circumstances of Indian tribes in dealing with violent crimes against women, including the crimes of domestic violence, dating violence, sexual assault, and stalking.
7. Supporting formal and informal statewide, multidisciplinary efforts, to the extent not supported by state funds, to coordinate the response of state law enforcement agencies, prosecutors, courts, victim service agencies, and other state agencies and departments to violent crimes against women, including the crimes of domestic violence, dating violence, sexual assault, and stalking.
8. Training of sexual assault forensic medical personnel examiners in the collection and preservation of evidence, analysis, prevention, and providing expert testimony and treatment of trauma related to sexual assault.
9. Developing, enlarging, or strengthening programs to assist law enforcement, prosecutors, courts, and others to address the needs and circumstances of older and disabled women who are victims of domestic violence, dating violence, sexual assault, or stalking, including recognizing, investigating, and prosecuting instances of such violence or assault and targeting outreach and support, counseling, and other victim

- services to such older and disabled individuals.
10. Providing assistance to victims of domestic violence and sexual assault in immigration matters.
 11. Maintaining core victim services and criminal justice initiatives, while supporting complementary new initiatives and emergency services for victims and their families.
 12. 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:
 - a. Developing, in collaboration with prosecutors, courts, and victim service providers, standardized response policies for local law enforcement agencies, including the use of evidence-based indicators to assess the risk of domestic and dating violence homicide and prioritize dangerous or potentially lethal cases.
 - b. Notifying persons seeking enforcement of protection orders as to what responses will be provided by the relevant law enforcement agency.
 - c. Referring persons seeking enforcement of protection orders to supplementary services (such as emergency shelter programs, hotlines, or legal assistance services).
 - d. Taking other appropriate action to assist or secure the safety of the person seeking enforcement of a protection order.
 13. Providing funding to law enforcement agencies, victim services providers, and state, tribal, territorial, and local governments (which funding stream shall be known as the Crystal Judson Domestic Violence Protocol Program) to promote the following. **Note:** at this time, the Crime Commission will not be funding requests for this purpose area.
 - a. The development and implementation of training for local victim domestic violence service providers, and to fund victim services personnel, to be known as “Crystal Judson Victim Advocates,” to provide supportive services and advocacy for victims of domestic violence committed by law enforcement personnel.
 - b. The implementation of protocols within law enforcement agencies to ensure consistent and effective responses to the commission of domestic violence by personnel within such agencies such as the model policy promulgated by the International Association of Chiefs of Police (“Domestic Violence by Police Officers: A Policy of the IACP, Police Response to Violence Against Women Project” July 2003).
 - c. The development of such protocols in collaboration with state, tribal, territorial, and local victim services providers and domestic violence coalitions. Note: any law enforcement, state, tribal, territorial, or local government agency receiving funding under the Crystal Judson Domestic Violence Protocol Program, and any subgrantee of such an agency, shall (1) receive specialized training, on an annual basis, from domestic violence and sexual assault nonprofit organizations on the topic of incidents of domestic violence committed by law enforcement personnel and (2) provide

a report to the Department of the protocol(s) adopted in connection with the Crystal Judson Domestic Violence Protocol Program, including a summary of progress in implementing such protocol(s), once every two years.

14. Developing and promoting state, local, or tribal legislation and policies that enhance best practices for responding to domestic violence, dating violence, sexual assault, and stalking.
- 15. Developing, implementing, or enhancing Sexual Assault Response Teams, or other similar coordinated community responses to sexual assault.**
16. Developing and strengthening policies, protocols, best practices, and training for law enforcement agencies and prosecutors related to the investigation and prosecution of sexual assault cases and the appropriate treatment of victims.
17. Developing, enlarging, or strengthening programs addressing sexual assault against men, women, and youth in correctional and detention settings.
18. Identifying and conducting inventories of backlogs of sexual assault evidence collection kits and developing protocols and policies for responding to addressing such backlogs, including protocols and policies for notifying and involving victims.
19. Developing, enlarging, or strengthening programs and projects to provide services and responses 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. Developing, enhancing, or strengthening prevention and educational programming to address domestic violence, dating violence, sexual assault, or stalking. **Note:** no more than 5% of the state's total award may be used for this purpose.**

Applicant Eligibility

- State and local units of government and Indian tribal governments.
- Nonprofit, nongovernmental victim services providers.

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.

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

community organizations are required to abide by the same regulations and requirements specifically associated with the program under which they are awarded a grant, as any other agency awarded funding.

Project & Budget Periods

SFY 2024 STOP has an overall project period of two years - July 1, 2023 to June 30, 2025. The project will be split into two separate budget periods: Year 1, ending on June 30, 2024, and Year 2, ending on June 30, 2025. **Applicants should develop a budget for Year 1 (July 1, 2023 to June 30, 2024 or no more than 12 months of operations).** The project period for Year 1 must start on or after July 1, 2023 and end by June 30, 2024.

Year 2 award amounts will be determined based on availability of funds and successful operations of Year 1. **Projects with unspent funds at the end of each budget period will be required to deobligate those dollars.**

Funds Available (Estimated)

The Nebraska Crime Commission plans to award \$1,160,000 for this solicitation that covers Year 1 of a two-year project period. 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. Note that SFY 2024 STOP has three different applications that may be submitted, depending on the type of funding requested.

STOP Grant Program Categories	Total Available
Law Enforcement	\$282,670
Prosecution	\$289,593
Courts (includes Juvenile Courts and Probation)	\$55,813
Victim Services	\$326,127
Culturally Specific Victim Services (culturally specific organizations only)	\$40,520
Discretionary	\$165,277
Total Funds Available (Primarily from FFY 2022)	\$1,160,000

State Allocation Requirements for FFY 2022		*Note that these are <u>not</u> additional funds
Meaningful Sexual Assault Services	Must be contributed from at least 2 of the regular program categories	\$258,772
Prevention & Education	Maximum allowed for developing, enhancing, or strengthening programming	\$64,693

Funding for Year 2 will be determined by availability of funds and the project’s successful grant management. Successful grant management of Year 1 is generally defined as reporting at least 90% of expenditures of awarded funds and meeting at least 90% of Performance Measures in Year 1, unless extenuating circumstances are communicated to your Grant Manager.

Match Requirement

Per STOP requirements, **the state is required to contribute (i.e., match) 25% of the total project cost.** The state is exempted from matching the portion of the state award that goes to non-profit victim service providers for victim services or the portion that goes to tribes. Coordination of CRT efforts and the provision of BIP type services are not considered victim services and thus would require match.

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 of the total project cost for that specific piece of the project.

No matching funds shall be required for any subgrants to tribes or non-profit victim service providers, regardless of funding allocation category. However, victim service providers may have ready sources of match and can voluntarily provide match. This may be helpful in demonstrating their commitment, sustainability, and efforts to leverage funding. Program match is also helpful in Nebraska’s efforts to continue receiving STOP funds.

Application and Funding Timeline (Tentative)

Dates/times are subject to change. Updates will be posted on NCC Website. [Listed times are Central Time Zone.](#)

February 1, 2023	FG&P SFY 2024 Funding Opportunities Announced
February 3, 2023	FG&P SFY 2024 Applicant Training – 9:30 AM
February 24, 2023	FG&P SFY 2024 Application Q&A – 10:00 AM
March 15, 2023	FG&P SFY 2024 Applications due by 5:00 PM
March 16, 2023	NCC Technical/Administrative Review begins
March 20-24, 2023	Pre-Award Site Visits (or web meetings) for NEW Applicants
April 12-14, 2023	NCC Staff Review (funding recommendations)
April 27, 2023	Crime Commission Funding Panel Review (final determination)
May 11, 2023	Funding determination letters sent by NCC
June 1, 2023	Award contingencies due to NCC
June 2023	Grant awards issued by NCC
July 2023	Grant projects begin

Correspondence

All application and grant correspondence will include the applicant’s identified Project Point of Contact. Contacts such as the Financial Point of Contact, the Authorized Official or other applicant-designated individuals may be included in correspondence as deemed appropriate.

AmpliFund

AmpliFund is the online grant management system currently utilized by NCC. Applications must be submitted within AmpliFund at the following link. Funded projects will receive additional information and system permissions to report on project activities and expenditures once awards have been issued and approved.

<https://ne.amplifund.com/Public/Opportunities/Details/bfb18144-3487-4a0b-8643-a1831769b75b>

Applicant Training and Technical Assistance

- **FG&P SFY 2024 Applicant Training**

Friday, February 3, 2023

9:30 AM– 11:00 AM (CST)

Webinar can be accessed using the above link. For additional webinar access information or a calendar meeting invitation, contact Alexandra Beck. The webinar will be recorded. Recording and associated webinar materials will be subsequently posted at: <https://ncc.nebraska.gov/grant-apps>.

Join 02/03 Zoom Meeting at:

[FG&P SFY 2024 Applicant Training](#)

- **FG&P SFY 2024 Application Q&A**

Friday, February 24, 2023

10:00 AM – 11:00 AM (CST)

Webinar can be accessed using the above link. For additional webinar access information or a calendar meeting invitation, contact Alexandra Beck. The webinar will be recorded. Recording and associated webinar materials will be subsequently posted at: <https://ncc.nebraska.gov/grant-apps>.

Join 02/24 Zoom Meeting at:

[FG&P SFY 2024 Application Q&A](#)

- For assistance or questions regarding the STOP Grant Program, please contact Alexandra Beck, Federal Grants and Programs Director at (402) 471-3413 or alexandra.beck@nebraska.gov.
- For assistance with AmpliFund, reach out to Nebraska AmpliFund Support at (844) 735-0239 or support@ne-amplifund.zendesk.com. Applicants may also access resources and chat with AmpliFund Support staff through the AmpliFund Customer Support Portal at <https://ne-amplifund.zendesk.com>.
- Training and technical assistance is also available through the Statewide Coordinated Response Team. Contact Alexandra Beck for additional information.

Application Review Process

- Projects may apply under the following for SFY 2024 STOP. Projects will be reviewed as competitive applications within the following groups, as applicable.
 1. Standard Application (Competitive)
 2. Culturally Specific Services Application (Competitive)
 3. Courts Application (Non-Competitive)
- Review will be based on the following criteria: applicant eligibility, adherence to requirements and guidelines, ability and capacity of the proposed project to make an impact on the identified problem, availability of other resources to address the problem or need of the proposed project, cost effectiveness of the proposed project, amount of grant funds available, and the performance and/or

ability of the applicant to manage a grant program.

- Applications will also be considered according to STOP priorities identified for Nebraska.
- **New applicant organizations can expect an on-site visit or virtual meeting the week of March 20, 2023.** The individual listed as the Project Point of Contact on the application must be present. Arrangements will be made by NCC.

Grant Application and Implementation Requirements

System for Award Management (SAM) Registration

All applicants must be registered in the SAM database. This is the repository for standard information about federal financial assistance applicants, recipients, and subrecipients. **Applicants must update or renew their SAM registration annually.** Information to register or update your entity records can be accessed at <http://www.sam.gov/>. **Applicants are highly encouraged to start the SAM registration process or check on the status of your SAM registration as soon as possible since there could be difficulties or delays with this system.**

Proof of Non-Profit Status

Non-profit organizations must submit the following documentation with the application for STOP funding: 1) [A copy of their non-profit certification](#) **AND** 2) [their most recent 990 or equivalent](#).

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

Certified Assurances

As a recipient of federal funds, the Crime Commission must sign and pass on certain grant requirements to subgrantees. The FG&P Certified Assurances addressing these requirements can be found within AmpliFund. Certified Assurances must be signed by the applicant's Authorized Official and submitted with the grant application.

Consultation with Victim Service Providers

As specified in the Certified Assurances, applicants must consult with victim service providers during the development of application to ensure proposed activities and requests are designed to promote the safety, confidentiality, and economic independence of victims of intimate partner violence, sexual assault, and stalking. This may be documented via a letter of support from the victim service provider consulted with on the development of the application or a CRT Memorandum of Commitment.

Coordinated Response Efforts

A Coordinated Response Team (CRT) and/or a Sexual Assault Response Team (SART) included in the proposed STOP project must have the following:

1. Active participation and involvement from members, which shall include representation from the criminal justice system and victim services providers (demonstrated by Memorandums of Commitment).

2. Written plan (with flow chart). New applicants will be responsible for developing a written plan if one isn't established already. Existing plans should be updated at least every three years. Plans should include the following:
 - a. 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.
 - b. Outline the roles of each agency/entity in ensuring victims are provided coordinated assistance at each stage of involvement with the criminal justice system.
 - c. Flow chart demonstrating 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.

Office of Civil Rights

Pursuant to 28 CFR Section 42.302, all recipients of federal funds must be in compliance with EEO and Civil Rights requirements. All programs that receive STOP funds or are subawarded STOP funds via program agreements are required to conform to the grant program requirements. If there is a violation to this, it may result in suspension or termination of funding, until such time as the recipient is in compliance.

Nondiscrimination (Civil Rights)

Federal laws prohibit recipients of financial assistance from discriminating on the basis of race, color, national origin, religion, sex, or disability in funded programs or activities, not only in respect to employment practices but also in the delivery of services or benefits. Federal law also prohibits funded programs or activities from discriminating on the basis of age in the delivery of services or benefits. All subgrantees must prepare a written policy regarding how the agency will actively notify staff and program participants of nondiscrimination policies.

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. All subgrantees must develop a written LEP plan. For more information access: <http://www.lep.gov>.

Equal Employment Opportunity Assurance of Compliance

Compliance is required with the following federal laws which prohibit discrimination on the basis of race, color, national origin, religion, sex, age or disability. These are Title VI of the Civil Rights Act of 1964; Omnibus Crime Control and Safe Streets Act of 1968; Section 504 of the Rehabilitation Act of 1973; Title II of the Americans with Disabilities Act of 1990; Age Discrimination Act of 1975; and the Title IX of the Education Amendments of 1972. All subgrantees must prepare an Equal Opportunity Employment Plan or Certification form and a written policy regarding how the agency will actively notify staff of nondiscrimination policies. An EEO Reporting Tool is available at: <https://ocr-eeop.ncjrs.gov/>.

Employment Eligibility Verification

Award recipients (at any tier) 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).

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. Individually identify information includes name, home or other physical address, contract information (including a postal, email address, internet protocol address, telephone number, or fax number), Social Security number, driver's license number, passport number, student identification number, and any other information such as date of birth, racial or ethnic background, or religious affiliation that would serve to identify any individual without the prior voluntary written consent of the victim. Victims cannot be required to provide a consent to release personally identifying information in order to receive STOP funded services.

Awarded applicants are required to document compliance with confidentiality and privacy provision for minors who are permitted by law to receive services without parent or guardian consent to authorize release of information without parent or guardian consent.

Determinations of suitability to interact with participating minors

Award recipients (at any tier) must make determinations of suitability before certain individuals may carry out project funded activities that involve interacting with individuals under the age of 18. This requirement applies regardless of an individual's employment status. The details of this requirement are posted here: <https://ojp.gov/funding/Explore/Interact-Minors.htm>

Policy for Response to Workplace-Related Incidents

Subrecipient must have a policy, or issue one within 270 days of the award date, to address workplace-related incidents of sexual misconduct, domestic violence, and dating violence involving an employee, volunteer, consultant, or contractor. Details of this requirement can be found at: <https://www.justice.gov/ovw/award-conditions>. Subrecipient must agree to make policies available to the Crime Commission upon request.

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. Nebraska's Revised Statute 81-1429.03 regarding forensic medical exams can be found at: [Nebraska Legislature](#).

Subawards

Subawards, also referred to as sub-subawards or pass-through-funds, involve the passing down of federal funds to a partner agency to conduct activities that assist in the overall achievement of project outcomes. The lead agency identified in the application will issue the subaward and reimburse the partner agency for actual costs.

The lead agency is also responsible for monitoring the partner agency's compliance with grant requirements. If the subaward activities will benefit individuals under 18 years of age, the applicant agrees to pass down the condition to the partner agency to determine suitability to interact with minors.

All subawards must have specific Crime Commission authorization. Each partner agency subawarded funds under this project must have a signed subaward and special conditions with the lead agency. **Prior to issuing funds to partner agencies, the lead agency must check for suspension or debarment.** The lead agency/subrecipient must provide a copy of the signed subaward and special conditions before receiving reimbursement for subaward expenses from the Crime Commission.

Agency Audits & Documentation

Agencies receiving federal funds from various sources totaling \$750,000 or more during their fiscal year are required to have a Single Audit. This single organization-wide audit shall be conducted in accordance with the provisions of Title 2 CFR Subpart F and a copy shall be provided to the Crime Commission.

If less than \$750,000 is expended in one year, then the agency is exempt from federal audit requirements. However, it is highly recommended that a complete agency audit complying with Title 2 CFR Subpart F is conducted once every three years.

Authorized representatives of the Crime Commission or federal representatives shall the right to examine all records related to this grant for the purpose of audit and examinations. Types of documentation that must be maintained are detailed in the following section.

Financial Requirements

Supplanting

Supplanting is to deliberately reduce state or local funds because of the existence of federal funds. **A recipient cannot use federal funds to supplant (replace) other existing funds.** Any request to support a project with federal funds must address how the request is NOT supplanting of funds. The applicant must address supplanting by clearly addressing the following:

- a) How the costs were previously funded.
- b) Why the funds are no longer available.
- c) When the funds ended and/or any temporary funding agreements or arrangements.

Accounting System and Records

Commingling of funds on either a program-by-program or project-by-project basis is prohibited. The subrecipients accounting system must maintain a clear audit trail for each source of funding for each fiscal budget period and include the following:

- a) Separate accountability of receipts, obligations, expenditures of all grant funds, 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 with details of project activities, signed by the employee and supervisor**, to document hours personnel worked on grant related activities. Match hours must be documented in the same manner. Payroll expenses claimed for reimbursement must correspond with actual time spent on the project, as supported by timesheets.
- e) Prorated costs are required to be calculated and documented monthly by utilizing the Proration of Costs Spreadsheet. This spreadsheet must be submitted with every applicable monthly drawdown request. The NCC Grant Manager assigned to your organization will review to ensure that only the actual costs for that reporting period are reimbursed.
- f) Maintenance of payroll authorizations and vouchers.
- g) Maintenance of records supporting charges for fringe benefits.
- h) Maintenance of inventory records for equipment purchased, rented, and contributed.
- i) Maintenance of billing records for consumable supplies (i.e., paper, printing) purchased.
- j) Provisions for payment by check.
- k) Maintenance of travel records (i.e., mileage logs, gas receipts).
- l) 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/purchasing.html>
 - 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 must adhere to the written process of the agency. If an agency doesn't have a written policy, it should plan to follow state procedure (i.e., the DAS Procurement Process).

Equipment

Equipment (including replacements) purchased in whole or in part with federal funds must be maintained and the following requirements must be followed.

- a) Maintain property records which include all of the following:
 - Description of the property
 - Serial number or other identification number
 - Source of the property Identification of the title holder
 - Acquisition date
 - Cost of the property
 - Percentage of Federal participation in the cost of the property
 - Location of the property
 - Use and condition of the property

- Disposition data, including the date of disposal and sale price
- b) Conduct a physical inventory of the property and reconcile the results with the property records at least once every 2 years.
- c) Loss, damage, or theft:
- A control system must be in place with adequate safeguards to prevent these occurrences.
 - Promptly and properly investigate any loss damage, or theft.
 - Establish and use adequate maintenance procedures to keep the property in good condition.
 - If authorized or required to sell the property, a proper sales procedure must be established to ensure the highest possible return.
- d) Original or replacement equipment acquired under the funded project that is no longer needed for the original project must be disposed. This is also true when equipment acquired under the funded project will be used for other activities. The following must be adhered to in equipment disposition:
- If the item to be disposed of has a current per -unit fair market value of less than \$5,000, it may be retained, sold, or otherwise disposed of with no further obligation to NCC.
 - If the item has a current per-unit fair market value of \$5, 000 or more, it may be retained and sold, but NCC will have a right to a specific dollar amount.

Contracts

Contracts must adhere to established procurement processes. Any request for a noncompetitive approach for a contract of \$250,000 or more will require additional approval from OVW.

Fully Funded Positions

Any position 100% funded through grant funds and/or match must be 100% dedicated to the grant program allowable activities.

Match

Subgrantees need to develop a total budget for the project that meets the needs of the program and provides the required match. **Grant funds used for law enforcement, prosecution, courts, probation, and discretionary funds used for these purposes are required to provide 25% match of the total project cost for that specific piece of the project.**

The state is exempted from matching the portion of the state award that goes to non-profit victim service providers for victim services or the portion that goes to tribes. Coordination of CRT efforts and the provision of batterer intervention programs are not considered victim services and thus would require match.

Match can be provided as cash match from non-federal sources or in-kind match (i.e., volunteer hours or donations). Match must directly relate to the project goals and objectives and is restricted to allowable activities and costs under STOP. Designated match must follow all program guidelines, be financially documented in the same manner as grant funds and be expended within the same project period. Match allocated for STOP cannot be used as match for other federal awards.

- **Match Calculation:** The match requirement can be calculated by dividing the requested amount by 3.

If \$45,000 in federal STOP funds is requested for the project allocation that requires match, the match requirement is \$15,000 ($\$45,000 \div 3$). The total project cost is \$60,000 ($\$45,000 + \$15,000$).

The 25% match requirement has been met since \$15,000 is 25% of the \$60,000 total project cost.

- **In-Kind Match:** Consists of donations to project activities other than cash and may include donations of expendable equipment, office supplies, workshop or classroom materials, discounted prices, 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. The value or depreciation value of furniture or equipment is not allowable as match.
- **Value of Volunteers:** The monetary value placed on volunteer services provided as in-kind match shall be consistent with the rate of compensation paid for similar work in the applicant's organization and/or at an equitable fair market value. If the duties performed by volunteers are not similar to paid positions of the organization, then the agency may use a comparable fair market rate or a rate of compensation not to exceed \$22.25/hour for volunteers requiring specialized training in victim services. All other volunteer hours cannot exceed \$15/hour. For the purpose of match, volunteers who are on-call for a 24-hour period may contribute 16 hours towards match and volunteers who are on-call for a 16 hours may contribute 8 hours towards match. However, all actual time spent in providing direct services to victims can be counted as match. Records must be maintained that indicate how the rate of compensation was determined and to document all service delivery and hours.

Program Income

Program income is 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 [DOJ Grants Financial Guide](#).

Grant Commencement and Management

Special Conditions and Implementation

Awarded applicants must sign Special Conditions issued with the award that include requirements under federal and state laws in addition to requirements for accounting, data collection and reporting.

Funded projects must be implemented within 30 days from the start date listed on the grant award or another date specified upon issuance of the grant award. Failure to implement a project within the time frame, or a time frame agreed upon by the grant administrator, may result in the loss of grant funds. **Purchases for budgeted one-time expenses (such as equipment and technology needs) should be made in the first quarter** to ensure that the project fully benefits from the purchase.

FG&P Grant Management Training (GMT)

Project Points of Contact (PPOCs) and Financial Points of Contact (FPOCs) are required to complete GMT. PPOCs and FPOCs for new projects, continuation projects whose personnel haven't attended GMT since 2019, and those with new project personnel will need to complete GMT at this time. **New PPOCs and FPOCs are required to complete GMT within 120 days.** For newly funded projects, the timeframe for completing GMT is the latter of 120 days after receiving the grant award or 120 days from the beginning of the project. In the event of personnel changes, new PPOCs and FPOCs are required to complete GMT within 120 days from the effective date of taking the position. **All PPOCs and FPOCs are required to retake GMT every three years.**

This training is also recommended (but not required) for other staff supporting the project as applicable. More information on completing GMT will be provided to funded projects.

Monthly Financial and Performance Reporting (AmpliFund)

Monthly reporting on project expenditures and objectives is to be completed within AmpliFund. Monthly reporting is due on the 15th of the following month. All payments will be issued on a reimbursement basis. Required documentation must be submitted and approved for payment to be processed.

Annual Report

Subrecipients are required to collect and maintain data that measures the effectiveness of grant funded activities. Accordingly, the subrecipient agrees to submit annual electronic progress reports. Subrecipient is required to collect the information from any subawards, which are included on the Measuring Effectiveness Program Reports for the federal OVW Program. This annual report is based on a calendar year. Additional information and instructions for submitting the report each year will be provided by NCC.

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 requests 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 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. To achieve system-wide responses that are comprehensive and effective in achieving victim safety and offender accountability, others should also be included as appropriate (i.e., medical providers, mental health providers, educators, and providers serving underserved populations).

2. Victim Services

Allowable services for victims include telephonic or web-based hotlines; legal advocacy; economic advocacy; emergency and transitional shelter; accompaniment and advocacy through medical, civil, 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 that the services provided are meaningful. Meaningful sexual assault services are comprehensive and tailored for different forms of sexual assault and address the effects of trauma through supportive healing processes. Staff specifically trained to meet the unique needs and concerns of sexual assault victims and survivors provide these types of services. Because the needs of sexual assault survivors are not the same as those of domestic violence survivors, dual and multi-service 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. Culturally 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 culturally 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 refers to individuals whose origin is Mexican, Puerto Rican, Cuban, Central or South American, or any other Spanish-speaking country.

Culturally specific service 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 the underserved victims in their community, what services are currently available for these populations, services needed, and the number of victims to be served in the 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 interpreter/translator 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 targeted 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 the following criteria are met:

- 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.
- c. It meets Nebraska's minimum Batterer Intervention Program Standards.

8. Prosecution

Implementation and/or operation of units with specially trained deputies devoted to prosecuting only domestic violence, dating violence, sexual assault or stalking cases, on a full or part-time basis. Funds are allowable to improve prosecution of sexual assault cases and the appropriate treatment of victims and to hire paralegal positions that directly relate to the project. Support can also be used by public agencies that provide prosecution support services, such as overseeing or participating in statewide or multi-jurisdictional domestic violence, dating violence, sexual assault, or stalking task forces, conducting training for state, tribal, or local prosecutors, or enforcing victim compensation and domestic violence, dating violence, sexual assault, or stalking-related restraining orders.

9. Courts (includes Juvenile Courts and Probation)

All requests for STOP grant funds in the category of Courts go through the Administrative Office of Courts and Probation (AOC) of the Supreme Court of Nebraska. Applicants (i.e., AOC) applying for funding only from this category may complete the Courts Pass Through Application.

Funds in this category are only available to the AOC for allowable STOP activities. Projects might include statewide or regional training for judicial or probation personnel about domestic violence, dating violence, sexual assault, and/or stalking cases. Funds can be for probation victim specialist/liason positions to work directly with victims and survivors whose offenders are on probation for crimes of sexual and domestic violence, dating violence, stalking, and/or sex trafficking.

The AOC may submit either a non-competitive Courts Application or a competitive Standard Application. The non-competitive Courts application may be submitted when only the designated Court allocation amount is requested. If funding above this amount is requested, 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 consists of 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. A maximum of 5% of the state's total award funds can be used for developing, enhancing, or strengthening prevention and education programming to address domestic violence, dating violence, sexual assault, or stalking. Efforts may 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 to improve the criminal justice system's response to domestic violence, dating violence, sexual assault, and stalking are allowable. 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 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 training; 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 11-24 years old, who are victims of domestic violence, dating violence, sexual assault, or stalking.
- Children's services directly linked to providing services to victims of domestic violence, dating violence, sexual assault, or stalking. **Note:** funds cannot support services that focus exclusively on children or are used to develop domestic violence, dating violence, sexual assault, or stalking prevention curricula for schools.

14. Indirect Costs

Agencies that request indirect cost funding must be able to report their indirect cost rate as it applies to the agency. Indirect costs are those costs that are general or centralized expenses necessary for the overall administration of an organization. They are costs of an organization that are not readily assignable to a particular project but are necessary to the operation of the organization and the performance of the project. The cost of operating and maintaining facilities, depreciation, rent, supplies, telephone expenses, and administrative salaries are examples of the types of costs that are usually treated as indirect costs. For organizations that have an established federally approved indirect cost rate for Federal awards, "indirect costs" means those costs that are included in the organization's established indirect cost rate agreement. Such costs are generally identified with the organization's overall operations and are further described in the Office of Management and Budget Circulars 2 CFR 200.

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

- **Federally Approved Indirect Cost Rates:** Agencies who have an established federally approved indirect cost rate agreement in place may include the allocation for indirect costs.

OR

- **De Minimis Rate:** Agencies who do not currently have a federally approved indirect cost rate agreement can elect to charge a de minimis rate of 10% of the modified total direct costs (MTDC) which may be used indefinitely. Costs must be consistently charged as either indirect or direct (not both).

OR

- **Pro-rating:** Projects can prorate various administrative and general expenses up to 10% (which is consistent with the de minimis rules). These types of allocations must identify the specific costs involved and indicate the percentage allocated of the total costs. All costs must be considered necessary, allowable, reasonable and allocable. Additional project allocations can be made; however, they must be for the provision of direct services. For example, the position of Executive Director could be allocated up to 10% for the administrative tasks conducted that are necessary to the project's success. These costs still must be justified. An additional percentage of this position's time could be allocated to the project if the position conducts direct service 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.

Projects using prorating methods must submit a Proration of Costs Spreadsheet (provided by the Crime Commission) with every reimbursement request in order to verify actuals. Method of prorating (FTEs, square footage, etc.) must be consistently applied and cannot vary from month to month.

Not Allowed

Unallowable costs include but are not limited to the following:

- Lobbying (except as outlined in the section on Allowable Uses of Funds - #13, first bullet point).
- Fundraising.
- Research projects.
- Construction and physical modifications 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 funds 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:
 - 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.
 - 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 a situation in which child sexual abuse is alleged.
 - 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.

- Requiring victims to report sexual assault, stalking, or domestic violence crimes to law enforcement or forcing victims to participate in criminal justice proceedings.
 - 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.
 - Supporting policies that deny individuals access to services based on their relationship to the perpetrator.
 - Requiring survivors to meet restrictive conditions in order to receive services (i.e., victim background check, 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.
 - 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.
 - Dissemination of information, education, or prevention materials that blame the victim or focus primarily on changing victim behavior.
 - Supporting policies or engaging in practices that impose restrictive conditions to be met by the victim in order to receive services (i.e., attending counseling, seeking an order of protection).
 - Sharing confidential victim information with outside organizations and/or individuals without the documented consent of the victim.
 - Procedures that would penalize or impose sanctions on victims of domestic violence or sexual assault for failure to testify against the abuser and/or perpetrator.
 - Procedures or policies that do not provide for the meaningful involvement of student victims in discussions and decisions that have a direct impact on them, such as changes to class schedules or living arrangements.
 - Establishment or enhancement of a multidisciplinary collaborative community response without developing appropriate policies regarding confidentiality and information sharing for the members.
 - Policies and procedures that fail to account for the physical safety of victims.
- To purchase food and/or beverages for any meeting, conference, training, or other event is not allowable. 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, provided 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. Funds cannot be used to teach primary or secondary school students from 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.

Application Submission Requirements & Deadlines

Only electronic submissions through the AmpliFund application platform will be accepted for **SFY 2024 STOP**. Applicants may use the following link to apply: [Apply for SFY 2024 STOP](#).

Access to the application within AmpliFund closes at the time and date of the deadline indicated on the cover page of this document. No applications or attachments will be accepted once the system closes. Failure to submit all documentation and/or information required for the proposed project will negatively affect the applicant's eligibility and award 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.

It is recommended that the application submission process be completed 72 hours prior to the deadline to avoid delays that may result from technical difficulties. Log in to the system well in advance to ensure there are no issues. This platform requires users/organizations to register. If you already have a profile in the system, do not create a new one. If you are unsure about the status of your profile or your organization's registration, are having trouble logging in, or are encountering any other technical issues with the system, submit a ticket to the AmpliFund Help Desk to inquire (support@amplifund.zendesk.com). AmpliFund help desk hours are Monday-Friday 7am-7pm (Central Time).

Standardized grant application, instructions, and forms for the SFY 2024 STOP Grant Program are available at <https://ncc.nebraska.gov/grant-apps> and in the AmpliFund platform.

Application format:

1. Use only the provided forms and instructions for the SFY 2024 STOP Grant Program.
2. No cover letters.
3. Use no less than an 11-point font and adhere to space limits.
4. Cite all sources of data and any statistics.
5. Additional information in the form of appendixes is not accepted.

[Application Instructions - SFY 2024 STOP \(via AmpliFund\)](#)

Refer to the NE CC Applicant User Guide (SFY 2024 STOP) provided by AmpliFund for detailed instructions on accessing and submitting the application. User Guides will be posted at <https://ncc.nebraska.gov/grant-apps> after the FG&P SFY 2024 Applicant Training Session on Friday, February 3rd.

Project Information page – fill out the general application information as required by AmpliFund, including the name of the project, the federal amount requested, and the contact information for the person completing the agency’s application. Please use “[SFY 2024 STOP – AGENCY NAME](#)” for the application name.

From the menu on the Application Forms page, select [SFY 2024 STOP - Application Form](#) to access the application and provide the following information. Necessary attachments that are not requested on this form may be provided under the [SFY 2024 STOP – Document Uploads](#) form.

Program Information

Select which of the following applications you are submitting:

1. **Standard Application (Competitive)**: this application is for projects requesting funding for coordinated response efforts. Applicants have the option of requesting funds under one or more STOP categories (excluding the Courts category). See Coordinated Response Teams in Allowable Uses of Funds for details. Culturally specific organizations are encouraged to apply.
2. **Culturally Specific Services Application (Competitive)**: this application is available for proposed projects under the STOP category of Culturally Specific Services. Eligible applicants are culturally specific organizations providing community-based, culturally specific services to victims of domestic 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. **Courts Application (Non-Competitive)**: this application is only available to the Nebraska Administrative Office of the Courts and Probation (AOCB) for applying under the Courts category only. See Courts in Allowable Uses of Funds for details.

Fill in your project title. Select the best option to complete the statement, “If awarded, these funds will...”

Applicants must also designate the approximate percentages of effort that the project will commit to various types of crime.

Applicant and Contact Information

The applicant must be the agency that will receive and disburse the grant funds. Select the type of agency. If your agency is a Nonprofit/501(c)(3) organization, you are required to upload your nonprofit verification and the most recent IRS Form 990 or equivalent proof of their financial statements being available online.

The federal Employee Identification Number (EIN) and the SAM Unique Entity Identification (UEI) number must be that of the applicant. Each applicant is required to attach a downloaded PDF copy of the applicant’s SAM registration.

The application must identify a Project Point of Contact, a Financial Point of Contact, and an Authorized Official

for the proposed project. Each position must be assigned to a different individual. These persons are responsible for oversight of the project and will need to complete various responsibilities, including completing certifications, throughout the course of the project. Changes in these positions will require a project change request identifying the new personnel.

- **Project Point of Contact (PPOC):** primary contact for the project, responsible for overall project management and correspondence with the Crime Commission.
- **Financial Point of Contact (FPOC):** responsible for financial reports and fiscal oversight of the project.
- **Authorized Official (AO):** individual representing the applicant agency who possesses the authority to sign contracts and agreements on behalf of the agency. The Authorized Official is typically considered to be the City Mayor, the Chair of County Board/Council, the Board President of a non-profit organization, or Designee through Tribal Resolution. If the person identified as the Authorized Official has another position, a copy of the agency policy or bylaws supporting their signing authority shall be provided.

Community / Service Area Description

Information provided should be specific to the service area identified by counties and/or cities served by the project (CRT). See specific data requested within AmpliFund. The demographic and community information requested in Tables 1-4 is required for all applicants (excluding the Courts application, which only requires Tables 1-3).

Sustainability

To address the level of stability of the proposed program beyond STOP funding, address the applicant organization’s mission and purpose; length of time in operation; numbers of agency staff and volunteers; organization structure; current scope of services or operations; agency accreditations, etc.; and recent milestones related to sustaining the agency or the agency’s services. **The table providing information on agency staff and volunteers is required.**

Also explain any recent or upcoming problems, barriers, or challenges faced by the agency (particularly those that affected the objectives for the previous STOP grant, if applicable). Discuss how these concerns have been addressed and the results, or any other relevant information.

Supplemental Funding Chart

Agencies must provide information on the entire operating budget and sources of funding for the project in the most recently completed 12-month budget. Complete the chart to show total program income from all sources as well as other funds available to this project. Applicants who are State, County, or City entities with much larger scopes should complete information based on where the proposed project will operate from such as a division, department, unit, etc. All other applicants or lead agencies should complete information based on the agency’s total budget.

Applicant Disclosure of Pending Applications

Applicants are to disclose whether they have any 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 identical cost items outlined in the budget in the application under this solicitation. NCC seeks this

information to help avoid any inappropriate duplication of funding. Applicants that have pending applications as described above are to provide the following information about pending applications submitted within the last 12 months:

1. 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 identical cost items included in the budget for this application.
2. Provide the following information about pending applications submitted within the last 12 months:
 - a. Federal or state funding agency
 - b. Agency point of contact information (name, phone number, email address)
 - c. Solicitation name
 - d. Project or application name

If the applicant does not have any pending applications, indicate "None" on the application form.

Project Narrative

Address the following information for the proposed project in AmpliFund.

1. **Project Period** – SFY 2024 STOP will have a two-year project period of July 1, 2023 to June 30, 2025. All projects must start on or after July 1, 2023. All Year 1 projects must end by June 30, 2024. Indicate your Year 1 Project start and end dates to include month, day, and year.
2. **Project Summary** – provide a concise statement (150 words or less) highlighting the major aspects of the proposed project.
3. **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.
4. **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 proposed outcomes. Strategies must promote increased safety and economic security for victims and survivors and increased offender accountability.
 - In addition to volunteers and STOP funded employees included in the proposed budget, describe any other individuals that will be supporting the project.
 - Describe coordination efforts with law enforcement and other criminal justice entities and victim

service providers.

- 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).

Additional Information on CRTs and SARTs

For competitive applicants, a Coordinated Response Team (CRT) and/or a Sexual Assault Response Team (SART) included in the proposed STOP project must have a written plan (with flow chart). New applicants will be responsible for developing a written plan if one isn't established already. Existing plans should be updated at least every three years. Plans should include the following:

- 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.
- Outline the roles of each agency/entity in ensuring victims are provided coordinated assistance at each stage of involvement with the criminal justice system.
- Flow chart demonstrating 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.

All applicants must provide additional information on the CRTs and SARTs that the project facilitates or participates in, regardless of whether the team receives STOP dollars. Additional information includes details on the service area, meetings held, and primary contact information.

SFY 2024 STOP Required Uploads & Attachments

All necessary application documents that support the proposed project are to be uploaded/attached to the online application within AmpliFund as either a PDF, Word or Excel file. It is suggested that documents be labeled in the following format: **Agency Name-Document Name** (*For example: Nebraska Crime Commission-Organizational Chart*). **Once documents have been uploaded into AmpliFund, open the file to ensure that the correct, intended items properly loaded.**

- **SAM Registration (Required)** – All applicants must provide a downloaded PDF copy of their current and active SAM registration. The legal name of the applicant organization must exactly match the name associated with the SAM registration.
- **Non-Profit Verification (Required - NON-PROFIT ONLY)** -- 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.
- **IRS Form 990 OR equivalent (Required - NON-PROFIT ONLY)** – All non-profit applicants must provide a copy of their most recent 990 or equivalent.
- **Certified Assurances (Required)** – Download the *SFY 2024 Certified Assurances Template* provided in

AmpliFund and have it completed by the Authorized Official listed on the application. Attach the completed form to the application.

- **Organizational Questionnaire (Required)** – Download the *Organizational Questionnaire* form provided in AmpliFund and have it completed by the Financial Point of Contact listed on application. Attach the completed form and any corresponding documentation to the application.
- **Board of Directors or Tribal Council Membership List (Required)** – Provide a complete list of Board of Directors or Tribal Council Membership. List should include board title, term served, professional position/organization, and contact information.
- **Organizational Chart (Required)** – Provide an Organizational Chart that reflects the current leadership structure of the applicant agency.
- **Memorandums of Commitment (MOC) and/or Letters of Support (Required)** – Applicants must consult with victim service providers during the development of application to ensure proposed activities and requests are designed to promote the safety, confidentiality, and economic independence of victims of intimate partner violence, sexual assault, and stalking. This may be documented via a letter of support from the victim service provider(s) consulted with on the development of the application or a CRT Memorandum of Commitment.
 - **Memorandums of Commitment (MOC)** – required from participating CRT agencies, which includes (1) law enforcement, (2) prosecution, (3) courts/probation, and (4) domestic violence/sexual assault programs at a minimum.
 - MOC must specifically indicate how the agency actively participates in this project.
 - Sample MOC template can be downloaded from AmpliFund.

OR

- **A letter of support from the victim service provider(s) consulted with during the course of developing the grant application is required.** Letters should describe their commitment to participate meaningfully in implementing the proposed STOP project.
 - Letter should be on agency letterhead and signed by an agency lead, such as the Chief of Police, Sheriff, County Attorney, or Executive Director. It is acceptable for agencies that serve multiple counties to have a Letter of Support that is signed by all county agency leads.
 - Letters from agencies who are committing resources and/or participating in the proposed project, or from agencies or individuals impacted by the project may also be submitted.
 - Letters of Support from employees or Commissioners of the Nebraska Crime Commission will not be accepted.
 - Letter must remove or redact identifying information of any crime victims.
 - **In the absence of MOCs, at least one letter of support is required for a complete application. No more than five letters will be accepted.**

- **Job Descriptions (Required)** – Attach Job Descriptions for all employees and volunteers contributing to the project as a single document.
 - Each position included in the proposed budget must have a corresponding job description.
 - Job descriptions should outline the position’s Fair Labor Standards Act (FLSA) classification (i.e., exempt or non-exempt), necessary qualifications, primary responsibilities, and specific job duties related to the project. The percentage of time spent on overall tasks should also be indicated. **Descriptions for positions providing sexual assault services need to outline those specific duties.**
- **Agency Policies** – Attach agency policies that are applicable to the proposed project. If no policy is submitted, the Crime Commission will default to the policy of the State of Nebraska. The following policies may be required (see SFY 2024 STOP Application Budget section for more details).
 - Personnel Policy (regarding leave) **(Required)**
 - Travel Policy
 - Capitalization or Equipment Policy
 - Client Assistance Policy
- **Indirect Cost Rate Agreement** – Required for agencies that have a federally approved indirect cost rate agreement. Attach a copy of your agency’s current Federally Approved Indirect Cost Rate Agreement.
- **De Minimis Certification of Indirect Costs** – Required for all agencies that are requesting 10% De Minimis. If applicable, download and attach the completed form to the application.
- **Indirect Costs Calculator** – Required for all agencies that have a federally approved Indirect Cost Rate Agreement or are requesting 10% De Minimis. If applicable, download and attach the completed form to the application.
- **STOP Allocations Summary Spreadsheet (Required)** – All applicants must complete the STOP Allocations Summary Spreadsheet to indicate which STOP Grant Program Category funds are requested for the proposed project. Download the *NE STOP Allocations Summary Spreadsheet* template provided in AmpliFund. Follow the detailed directions on the spreadsheet to provide the necessary information corresponding with the proposed project and budget. Attach the completed spreadsheet to the application.
- **Other Attachments** – Provide any other needed attachments corresponding with your application here, such as a copy of agency bylaws if needed to confirm the Authorized Official listed.

SFY 2024 STOP Application Budget

Timeframe – Year 1 (July 1, 2023 to June 30, 2024). Applicant should develop a project budget for no more than 12 months of operations.

Budget Narrative and Parameters – All costs must be necessary, reasonable, allowable, allocable and substantiated. Each line item in the budget must have a corresponding narrative address the information required. Items with incomplete narratives may not be awarded. Narratives should address the following:

1. Justification of the line item – why is the cost necessary and how will it benefit the project?
2. Explain how the request is not supplanting of federal funds.
3. Basis for the calculation - explain how the total cost of the line item was determined and how the cost was prorated for the project (or provide justification for not prorating).
4. Identify the source of any match provided.

With the goal of efficient grant management for all parties involved, applicants are encouraged to streamline their budget as much as possible. Agencies are encouraged to be mindful of the types of expenses that generally require the most review by NCC (i.e., travel and client assistance) when developing their budget. Agencies are also encouraged to consider whether charging costs indirectly instead of directly would be beneficial.

Budget Categories – expenses in the following budget categories may be included with this application.

- **Personnel:** covers the wages requested for agency employees. Volunteer in-kind match is also included in this budget category. Funding requests for positions that are not on the regular payroll or are not volunteers must be classified as contractors or consultants.

Salaries cannot exceed those normally paid for comparable positions in the community and/or unit of government. Salary increases requested under the grant must be consistent with agency policy and positions with other funding. Wages claimed for reimbursement under the grant cannot exceed 1.5% over the budgeted salary levels without a budget revision.

Occasional overtime may be allowed, if it's specifically written into the budget. Estimated overtime hours and rate of pay must be included in the narrative and budget calculations.

- **Fringe Benefits:** covers the corresponding fringe benefits for positions included under Personnel. Fringes must be equitably allocated to all funding sources according to the actual payroll percentages. Fringe benefits should be based in the employer's share only since the employee's share is to be withheld from their wages.

Only basic fringe benefits are considered allowable by the Crime Commission. This includes insurance benefits offered by the agency (health, life, professional liability, etc.), FICA, unemployment insurance, workers compensation, costs of leave, and pension/retirement. Cafeteria or opt out plans, benefits, or incentives are not considered allowable expenses and will not be reimbursed. This applies even if the agency has optional fringe benefits approved under Section 125 of the IRS Internal Regulations.

The cost of fringe benefits in the form of regular compensation paid to employees during periods of authorized absences from the job, such as for annual leave, family-related leave, sick leave, holidays, court leave, military leave, administrative leave, and other similar benefits are allowable if the following criteria is met:

1. The leave is provided under established written leave policies.
2. The costs are equitably allocated to all related activities, including federal awards.
3. The accounting basis (cost or accrual) utilized for claiming each type of leave is consistently

followed.

Leave time will not be included in the budget for fringe benefits since it's included in the normal working hours budgeted under personnel. However, the types of leave offered as fringe benefits must be identified in the narrative. A copy of the agency leave policy will also need to be provided.

- **Travel:** necessary travel expenses for the project may be requested. Expenses budgeted cannot exceed current GSA rates, which can be found at <https://www.gsa.gov/>. Travel expenses may be claimed according to the agency's written travel policy or the State of Nebraska policy, which can be found at [Nebraska Statute § 81-1174](#). Per State of Nebraska policy, a per diem for meals and incidentals (M&I) is provided at 70% of the GSA rate. The per diem is provided in lieu of reimbursement of actual expenditures, so receipts are not required to substantiate M&I expenses.

The travel policy utilized will need to be identified in the budget narrative. If applicable, a copy of the agency travel policy will need to be provided. Note that it continues to be FG&P policy that M&I expenses for day travel with no overnight stay are not allowable, regardless of whether the agency's travel policy allows it.

- **Equipment:** items with a useful life of more than one year and a per-unit acquisition cost exceeding the capitalization threshold are considered equipment. Agencies may use their own capitalization policy for classification of equipment and supplies, but only if the capitalization threshold is less than the federal and state policy threshold of \$5,000. Items under \$5,000 are considered supplies per state policy, although lower-cost items may be considered equipment per agency policy.

Purchases of equipment must adhere to established procurement processes and equipment must be managed in accordance with Federal Property and Equipment guidelines. Equipment procurement and management standards are outlined in the Financial Requirements section of this document.

Refer to grant program guidelines for allowable items. Items requiring bids will not be funded absent a showing that bids were obtained as required by law, rules, or regulations.

- **Supplies:** includes items or materials which are expendable or consumed during the project (i.e., office supplies, postage, computers, training materials, books, etc.). The agency's capitalization policy will determine whether higher-cost items should be classified as equipment or supplies. For purchases of items that are considered substantial (i.e., computers, printers, appliances, furniture), but do not meet the threshold for procurement requirements, agencies should follow "best practices" for determining reasonable costs. In these cases, at least three comparable price listings should be obtained and retained in agency records.
- **Procurement Contracts:** contracts are utilized to purchase specific services and are based on set fees. Contracts, including those with consultants, must adhere to established and standardized procurement processes. Funded contracts must have an open and fair selection process that is void of conflicts of interest, set reasonable pay rates, and offer specific verifiable work products or services. Contract rates must be reasonable and consistent with those paid for similar services in the marketplace and align with the work proposed.
 - Any request for a noncompetitive approach for a contract of \$250,000 or more will require federal

approval from the Office of Justice Programs.

- Fees for individual consultant services are subject to the DOJ Consultant Rate prior approval threshold of \$81.25/hour or \$650/day (8-hour day). Rates requested for reimbursement cannot exceed this threshold without prior written approval, which would require additional justification. This threshold should not be considered the maximum limit for all consultants though. The rate should be established according to skills, qualifications, and similar services in the marketplace.
 - Contractor consultant travel expenses budgeted cannot exceed current GSA rates, which can be found at <https://www.gsa.gov/>.
- **Subawards:** involve the passing down of federal funds to a partner agency to conduct activities that assist in the overall achievement of project outcomes. The lead agency identified in the application will issue the subaward and reimburse the partner agency for actual costs.

All subawards must have specific Crime Commission authorization. Each partner agency subawarded funds under this project must have a signed subaward and special conditions with the subrecipient. The subrecipient must provide a copy of the signed subaward and special conditions before receiving reimbursement for subaward expenses from the Crime Commission.

- **Other Costs:** applicable “other” expenses necessary for the project may be requested in this category. Examples of costs in this category include:
- Rent and utilities
 - Copying and printing
 - Janitorial expenses
 - Training registration fees
 - Programming funds (i.e., group activities)
 - Single Audit
 - Victim Assistance (immigration assistance, gas, food, clothing, rent, etc.)

The cost of an audit is only allowable if the agency is required to complete a Single Audit. Cost of a Single Audit must be prorated according to the total federal funds received by the agency.

Programs using funds for victim/client assistance must have specific written policies or protocols in place to ensure that funds are utilized as intended. A copy of the agency’s policy regarding client assistance must be submitted if this is included in the proposed budget. Gift cards are not allowed. Additional information regarding client assistance can be found in the FG&P Guidebook.

- **Indirect Costs:** costs of an organization that are not readily assignable to a particular project 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 indirect costs. Agencies may request funding for indirect costs by either establishment of a federally approved indirect cost rate agreement or by a “de minimis” rate, if eligible. The Crime Commission encourages agencies to use the 10% de minimis rate if eligible and charging costs indirectly would benefit your program. It may also be possible to negotiate an indirect

cost rate with the Crime Commission upon request.

In addition to the information provided in the budget, agencies requesting indirect costs must provide the following supplemental documentation. These documents will need to be updated and resubmitted periodically over the course of the project.

1. Support for Indirect Costs

- Agencies with a federally approved indirect cost rate must provide a copy of the current federal agreement, which indicates the status of the requested rate (provisional, fixed, or final).
- Agencies requesting de minimis indirect costs must provide a signed copy of the De Minimis Certification form (template provided within AmpliFund application).

2. Indirect Costs Calculator (template provided within AmpliFund application).

Prorating Costs for STOP – some direct costs requested under STOP may need to be prorated, because they aren't fully allocable to the proposed project. Fringe benefits must be allocated according to actual STOP payroll costs. Other prorated costs may be charged by the most applicable STOP percentage as determined by FTEs, square footage, call logs, etc. The most applicable STOP percentage may differ with various costs since the allocation (showing the corresponding benefit to the project) depends on the type of cost and how it benefits the project. The method of prorating each cost, however, must be consistently applied and cannot vary from month to month. [A Proration of Costs spreadsheet, which is provided by the Crime Commission, will need to be submitted to support the actual percentage of expenses charged to the grant each month. This spreadsheet must be regularly submitted regardless of OAT level.](#)

Submitting the SFY 2024 Budget in AmpliFund

Applicants are encouraged to develop the project budget and corresponding narratives prior to entering the information into AmpliFund, so that the information can be easily copied and updated outside of the system. Applicants can refer to the AmpliFund user guides for specific instructions on submitting the budget within AmpliFund. **Please use whole numbers.** See the following sections for details on what information must be included in the budget.

Personnel Instructions

1. Enter the position title as the title for the budget line item. Each position must be budgeted separately, so repeat steps as needed for additional line items.
2. Enter the total wage amount requested for the position.
3. Include the following narrative information supporting the request in the text box.
 - a. Identify whether each position is a new or existing position and the staff member's name (if known). New positions are those that result in an increase to the agency's overall FTEs while existing positions do not.
 - i. New position: explain the necessity for the new position.
 - ii. Existing position: explain how the position was funded previously and address supplanting.

- b. Outline the job duties or responsibilities for each position and indicate their relevance to the project. Specifically address job duties related to the provision of sexual assault services.
 - c. Identify the salary level requested in the budget.
 - i. For existing positions, identify the current salary level and justify any salary adjustments or raises. Clarify the process used by the agency for determining salary increases and who provides approval.
 - d. Indicate the total work week hours for each position and the percentage of time allocated or devoted to the project. Funding can only support the percentage of personnel time that is devoted to the STOP project.
 - e. Provide the calculation corresponding with the STOP wages requested (i.e., annual salary x STOP devotion OR hourly rate of pay x annual hours worked x STOP devotion = amount requested).
 - f. Identify other sources of funding for the position (if applicable) and the source of any match provided.
4. A job description for each position will need to be provided as an attachment.

Fringe Benefits Instructions

1. Enter the position title as the title for the budget line item. Fringes must be budgeted separately for each position, so repeat steps as needed for additional line items.
2. Enter the total fringe amount requested for the position.
 - a. Note that all individual fringes budgeted for a position should be consolidated under a single line item. A fringe benefit such as worker's compensation that is prorated at the agency level instead of the individual level may be entered as a separate line item though.
3. Include the following narrative information supporting the request in the text box.
 - a. List the staff member's name (if known) and identify each of the fringe benefits budgeted for the position.
 - i. Clarify if there are any new fringe benefits offered.
 - ii. Explain how existing fringe benefits were funded previously and address supplanting.
 - b. Provide the calculation corresponding with the total budget request. This should be a lump sum percentage of the STOP devoted salary for fringes (i.e., salary request under STOP x total fringe percentage = fringe benefits requested). To calculate the total percentage of all fringe benefits:
 - i. Add up the dollar amount of all fringe benefits (total fringes). Provide the breakdown of the fringes and corresponding amounts included (i.e., FICA = annual salary x 7.65%, health insurance = agency's share of monthly premium x 12).
 - ii. Divide the total fringes by the total salary for the position. Round the percentage to no more than 2 decimal points. See example calculation provided below.

Position 1: annual salary is \$40,000, of which \$30,000 (75%) is devoted to STOP.

Total fringes: \$5,487

FICA – \$40,000 x 7.65% = \$3,060

IRA - \$40,000 x 3% = \$1,200

Unemployment – 0.3% on first \$9,000 in wages = \$27

Health insurance - \$100/month for agency share x 12 = \$1,200

Total percentage of fringe benefits: \$5,487 / \$40,000 = 13.72%

Fringe benefits requested under STOP: \$30,000 x 13.72% = \$4,116

- c. Identify the other funding sources for fringes (if applicable) and the source of any match provided.
 - d. Identify the types of leave offered by the agency.
4. A copy of the agency's personnel policy detailing types of leave offered will need to be provided as an attachment.

Travel Instructions

1. Enter the specific travel expenses as the title for the budget line item. Different travel expenses may need to be budgeted separately, so repeat steps as needed for additional line items.
 - a. List expenses by purpose (i.e., training, conference, daily travel) and by type.
 - b. Do not lump costs together. For example, baggage fees for air travel need separated from the cost of the airline ticket.

Example titles for budget line items: Local Mileage; In State Training – Mileage; In State Training – Meals; National Training 1 – Airfare; National Training 1 – Baggage Fees; National Training 1 – Taxi.
2. Enter the amount requested for the specific travel expense.
3. Include the following narrative information supporting the request in the text box.
 - a. Note if the travel is local, in-state, or out-of-state and the departure and destination points. If the destination for out of state travel is unknown, indicate that prior approval from NCC will be requested.
 - b. Explain the purpose of travel, the position(s) traveling, and the benefit or necessity of the travel for the project.
 - c. Identify the travel policy followed (i.e., agency policy or State of Nebraska policy).
 - d. Address supplanting. For recurring travel expenses such as local mileage, explain how the expenses were previously funded.
 - e. Include the allocation and detailed calculation of the specific travel expense. Explain how the total and budgeted amounts were determined (i.e., based on prior year's costs) and any applicable basis for prorating.
 - f. Identify the other funding sources for travel (if applicable) and the source of any match provided.
4. If applicable, a copy of the agency's travel policy should be provided as an attachment.

Equipment Instructions

1. Enter the specific equipment as the title for the budget line item. Different equipment expenses may need to be budgeted separately, so repeat steps as needed for additional line items.
2. Enter the total amount requested for the equipment.
3. Include the following narrative information supporting the request in the text box.
 - a. Describe all equipment expenses. Explain how each item is relevant and necessary to the project. If applicable, identify who will be using the equipment or benefitting from it.
 - b. Identify the capitalization threshold and whether agency or state policy is followed. If agency equipment policy is followed, please provide a copy of the policy as an attachment.
 - c. Summarize the bidding process to be used.
 - d. Address supplanting. For existing or recurring equipment expenses, explain how the expenses were previously funded.
 - e. Include the allocation and detailed calculation of the equipment. Explain how the total and budgeted amounts were determined and any applicable basis for prorating.
 - f. Identify the other funding sources for the equipment (if applicable) and the source of any match provided.

Supplies Instructions

1. Enter the type of supply as the title for the budget line item. Different types of supplies may need to be budgeted separately, so repeat steps as needed for additional line items.
 - a. Everyday costs such as office supplies do not have to be itemized separately in the budget and do not need to be broken into separate line items such as pens, papers, etc. Items included must be described in the narrative though.
 - b. Higher cost items that are considered substantial (i.e., computers, printers, appliances, furniture) should be budgeted under separate line items.
2. Enter the total amount requested for the type of supply.
3. Include the following narrative information supporting the request in the text box.
 - a. Describe all supply expenses and explain why they are necessary for the project. If a certain type of supplies is budgeted under a single line item, describe all the items included.
 - b. Address supplanting. Explain how existing or recurring supply expenses were previously funded.
 - c. Include the allocation and detailed calculation of the supplies. Explain how the total and budgeted amounts were determined (i.e., based on prior year's actual costs) and any applicable basis for prorating.
 - d. Identify the other funding sources for the type of supply (if applicable) and the source of any match provided.

Procurement Contracts Instructions

1. Enter the type of contract as the title for each budget line item. Different contracts may need to be budgeted separately, so repeat steps as needed for additional line items.
2. Enter the total amount requested for the contract.
3. Include the following narrative information supporting the request in the text box.
 - a. The expected deliverables or product/services that the consultant or contract will provide. Explain why the contract is necessary for the project.
 - b. Identify who the consultant or contractor is and how they are associated with the agency. Provide a description of the selection process to verify that the procurement process is fair, equitable, and free from conflicts of interest and/or personal gain by any entity or representative within the organization.
 - c. Address supplanting. Explain how existing or recurring contract expenses were previously funded.
 - d. Include the allocation and detailed calculation of each line item. Explain how the total and budgeted amounts were determined (i.e., 100 hours x \$75/hour = \$7,500) and any applicable basis for prorating. Provide justification or an explanation of the requested rate.
 - e. Identify the other funding sources for the contract (if applicable) and the source of any match provided.

Subawards Instructions

1. Enter the partner agency's name as the title for each budget line item. Different subawards must be budgeted separately, so repeat steps as needed for additional line items.
2. Enter the total amount requested for the subaward.
3. Include the following narrative information supporting the request in the text box.
 - a. Explain the necessity or purpose of the subaward and the partner agency's role.
 - b. Expected deliverables or services that the subaward will provide and how they'll impact the project.
 - c. Address supplanting. Explain how existing or recurring subaward expenses were previously funded.
 - d. Provide a summary of the subaward budget and an itemized breakdown of requested expenses. Include the allocation and detailed calculation of each line item and describe the specific duties for each position requested.
 - e. Identify the other funding sources for the subaward (if applicable) and the source of any match provided.

Other Costs Instructions

1. Enter the specific type of cost as the title for each budget line item. Different costs may need to be budgeted separately, so repeat steps as needed for additional line items.
2. Enter the total amount requested.
3. Include the following narrative information supporting the request in the text box.

- a. Describe the expense and the necessity to the project.
- b. Address supplanting. Explain how existing or recurring costs were previously funded.
- c. Include the allocation and detailed calculation of each line item. Explain how the total and budgeted amounts were determined (i.e., based on prior year’s actual costs) and any applicable basis for prorating.
- d. Identify the other funding sources for the type of cost (if applicable) and the source of any match provided.

Indirect Costs Instructions

- 1. Add a line item for indirect costs.
- 2. Enter the total amount requested.
- 3. Include the following narrative information supporting the request in the text box.
 - a. Explain how the indirect cost rate was determined (federally approved or 10% de minimis). Indicate which federal rate is being used (provisional, fixed, or final) and the expiration date.
 - b. If the agency elects to apply a lower indirect cost rate due to budget constraints or other reasons, an explanation or justification for determining the lower rate should be included.
 - c. Identify the other funding sources for the indirect costs (if applicable) and the source of any match provided.
- 4. The **Indirect Costs Calculator** form must be completed according to your agency’s budget and submitted with either an **Indirect Cost Rate Agreement** or **De Minimis Certification of Indirect Costs**. This paperwork will need to be periodically updated and resubmitted over the course of the project. An example for completing the Indirect Costs Calculator form using the Modified Total Direct Costs (MTDC) indirect cost distribution base is included below.

Budgeted Direct Costs

The amounts listed here must match the current or requested grant budget. See chart on page 2 of form.

Budget Category	Total Amount	Budget Details / Notes
Personnel	\$250,000	Staff salaries (Advocate, Case Manager)
Fringe Benefits	\$50,000	Staff fringes (Advocate, Case Manager)
Travel	\$12,000	Local mileage
Supplies	\$8,000	Office supplies
Equipment	\$5,000	New server
Procurement Contracts	\$60,000	Legal contract = \$45,000; Therapy = \$15,000
Subawards	\$60,000	Partner agency subaward = \$60,000

Other Costs	\$30,000	Rental costs = \$10,000; other misc. costs = \$20,000
Total Direct Costs	\$475,000	

Budgeted Indirect Costs & Total Budget

The distribution base and rate referenced here for indirect costs must match corresponding documentation. See chart on page 4 of form and additional information included on page 3 of form.

	Total Amount	Budget Details / Notes
Total Direct Costs	\$475,000	
Direct Costs Excluded from Indirect Cost Distribution Base	\$70,000	Excluded from MTDC: \$5,000 of equipment; \$20,000 for legal contract in excess of \$25,000; \$35,000 for partner agency subaward in excess of \$25,000; and \$10,000 in rental costs
Indirect Cost Distribution Base	\$405,000	\$475,000 - \$70,000
Indirect Cost Rate %	10%	De minimis
Total Indirect Costs	\$40,500	\$405,000 x 10%
Total Federal Budget	\$515,500	\$475,000 direct + \$40,500 indirect

SFY 2024 STOP Performance Plan

The applicant’s proposed goals and objectives for the project are to be entered into the [AmpliFund Performance Plan Template](#). Applicants can refer to the AmpliFund user guides for specific instructions on submitting the goals/objectives within AmpliFund. Objectives should directly correlate to the project’s proposed budget and the project services outlined in the Project Narrative.

Timeframe – Year 1 (July 1, 2023 to June 30, 2024). Applicant should develop a project goals and objectives for no more than 12 months of operations. These will guide the project through Year 1 of a two-year plan. In developing Year 1, applicants should take into consideration what the objectives will look like for Year 2. Projects will have the opportunity to adjust objectives for Year 2, however, overall goals should be consistent with Year 1.

Strategies – Broad statements summarizing the overarching purpose(s) of the project. Strategies should demonstrate how the services funded will make a meaningful difference in the lives of victims and survivors of domestic violence, dating violence, sexual assault and stalking. At a minimum, STOP projects are required to have at least one of the pre-assigned strategies of [Increased Victim Safety](#) and/or [Increased Offender Accountability](#). The number of strategies will depend on the size of the proposed project. Applicants must enter their own measurable goals/objectives that will advance the project toward achieving the overarching strategy. Any additional strategies entered by the applicant will require corresponding goals/objectives.

Goals/Objectives – Each strategy should have 2-5 goals or objectives that clearly state what is planned for the project’s activities and achievements. Goals must be measurable and state **what will be done** utilizing the grant funds, **what will be measured**, and within **what timeframe**. Goals will need to have a goal type identified for the goal to be properly reported on and tracked. The goal types are as follows:

1. **Narrative:** allows you to set a goal and track the progress of the goal by writing out narratives.
2. **Numeric:** allows you to set a planned number to be achieved. You will be able to track the actual numbers achieved vs. the goal’s planned number.
3. **Percent Achieved:** this goal type allows you to set a goal percentage that you hope to achieve. You will be able to track the actual percentage achieved vs. the goal’s planned percentage.

Measurable performance indicators **increase, decrease, or maintain** something and are not activity statements such as *to provide (event), to train, retain employees or to establish*. For example, if the *strategy* is for “victims and survivors to know more ways to gain personal safety and wellbeing,” then the *goal/objective* could be the number of victims self-reporting increased awareness of their surroundings, or the number of safety plans developed.

If percentage changes are referenced in objectives, actual numbers will also need to be included. For example, if the goal is to “increase numbers served by 25%”, it should be stated as “to increase numbers served by 25%, from 80 to 100”. For ease of reporting, this performance measure should be entered as a “number” type of measure with 100 as the planned goal.

When developing goals/objectives, consider the following:

- How will the victims to be served benefit?
- By receiving this service, what will be the outcome for victims?

If the funding proposal increases the number of staff, the goals/objectives should indicate how the increased staff will improve outcomes for victims served. Examples: victims/survivors that know their rights will increase by 25%; victims/survivors that have supports within the community at discharge will increase by 10%.