



Department of Military Affairs & Public Safety

**MEMORANDUM**

**TO:** STOP VAWA Project Directors  
**FROM:** Sarah J. Brown *SJB*  
Senior Justice Programs Specialist  
**DATE:** November 3, 2014  
**RE:** FFY 2014 Application Kits

Please find on the enclosed CD, the STOP VAWA Grant Application Kit for Federal Fiscal Year 2014 funds. **All FFY 2014 STOP VAWA applications must be completed and returned to the WV Division of Justice and Community Services no later than 5:00 p.m. on Friday, February 6, 2015. No late applications will be accepted.** Also, be advised all kits must be downloaded, **completed, printed, and mailed** to DJCS on the forms provided on the CD; outdated STOP VAWA application forms will not be accepted nor any faxed or e-mailed copies. **It is recommended to begin reviewing the application kit as soon as possible and not leave it to the last minute in case of questions or problems with opening CD or documents.**

**Please read the Instruction Manual carefully!** There have been significant changes to the application, so please read all documents carefully. Be advised 20% of the total award must be awarded to meaningfully address Sexual Assault. These funds will come out of the Victim Services, Law Enforcement and Prosecution categories. To be eligible for these funds an agency must meet the requirements set out in the STOP VAWA Implementation Plan. (See attached excerpt). Also, under Law Enforcement funds for sexual assault we will consider funding a dedicated Sexual Assault Investigator (see attached minimum requirements) or trauma informed law enforcement training on sexual assault. Prosecution funds may be used to fund Prosecution trauma informed training on sexual assault. Please see instruction manual and excerpts for more information.

**Be reminded all grant funds and applications are based on a competitive basis and there is no guarantee of funding from year to year. It is important to follow instructions and label each section!**

**BE aware of the following changes:**

- **Victim Services Provider:** non-governmental agency who is a 501(3)(C) a non-profit agency.



- **Narrative:**

**Problem Statement** – We are requesting more detail and your problem statement should only reflect what you want to do with these funds, not necessarily what the agency does as a whole and for your service area. Please refer to the instruction manual and the Promising Practices Guideline document provided on the CD. The problem should be clearly defined. If requesting **Sexual Assault Set Aside funds**, you need to be very specific in identifying the problem with service area specific data.

**Sexual Assault:** If a program/agency is requesting the Sexual Assault Set-aside funds the following must be addressed in detail and there should be specific goals and objectives:

- How the program will “meaningfully address sexual violence. How the funds will be utilized to both provide quality and responsive services to victims of sexual assault and build the state’s capacity to do so and if they are working currently with West Virginia’s Sexual Assault Coalition.
  - A program needs to provide their agency mission statement or that a part of it shows they provide services to sexual assault victims;
  - There is specific initial training on sexual violence for staff (with documents showing training); on-going training on sexual violence for staff (with demonstrated method for documenting training);
  - Inclusion of sexual violence services in the agencies publications/media materials
  - Sexual Assault Services must be provided outside the context of domestic violence.
- Must meet one of the priority areas addressed in the 2014 WV STOP Implementation Plan:
  - Training specific to sexual assault and awareness of services
  - Increase in advocates providing services
  - Training for Judges and Court Personnel on Sexual Assault
  - Dedicated Sexual Assault Law Enforcement Officers
  - Strong Community Networking
  - Direct Service related travel

**Cultural Specific Set-Aside:** If a program/agency is requesting the Cultural Specific Set-aside funds the following must be addressed in detail and there should be specific goals and objectives:

- An organization is eligible to receive the culturally-specific set aside if the organization is a nonprofit, nongovernmental organization that serves a specific ethnic or racial community that:
  - (A) focuses primarily on domestic violence, dating violence, sexual assault, or stalking to an identified ethnic or racial community
  - (B) Has established a specialized culturally specific program that addresses domestic violence, dating violence, sexual assault, or stalking;
  - (C) has a primary focus on underserved populations (and includes representatives of these populations) and domestic violence, dating violence, sexual assault, or stalking; **or**
  - (D) Obtains expertise, or shows demonstrated capacity to work effectively, on domestic violence, dating violence, sexual assault, and stalking through collaboration;

**And:**

- (E) Is primarily directed toward racial and ethnic minority groups; **and**
- (F) Is providing services tailored to the unique needs of that population

***See Attached Excerpt from the 2014-2016 WV STOP VAWA Implementation Plan for more details.***

**Victims' Rights Notification Plan:** explain how **all** funded agencies inform and ensure victims of their rights (as best as you have control over; for example you cannot ensure speedy proceedings). This needs to be in a paragraph explaining how each funded agency requesting funds accomplishes this and has a "victim centered" approach. Victims' rights are as follows:

- Right to be treated with dignity and respect
- Right to notification
- Right to be present
- Right to be heard
- Right to reasonable protection from intimidation and harm
- Right to restitution
- Right to information and referral
- Right to apply for compensation
- Right to speedy proceedings

**Training Requirement:** Be aware that **ALL** VAWA funded staff are required to attend a minimum of 8 hours pre-approved DJCS training

**per grant cycle.** Describe the agency's plan to ensure that all VAWA funded staff meet their 8 hour minimum training requirement during the grant cycle. Current grantees are to be aware that failure to meet the Travel/Training requirement will be a consideration for funding during the application process

- **Budgets** – If staff is salaried – state amount of total salary and the percentage of salary being requested. (See instruction manual and example of budget pages provided. If hourly, list amount per hour x hours **per month**. If requesting **Sexual Assault Set Aside Funds** in Victim Services, Prosecution or Law Enforcement, be sure to specify as Sexual Assault Set Aside Funds.
- **Match:** Victim Service Providers who are funded under the Victim Service Category do not have to provide matching funds. **This is for Victim Services Category only! All other categories; Law Enforcement, Prosecution, Discretionary and Courts must provide match if funded.**
- **Goals and Objectives:** Ensure your goals and objectives address the problem statement and at least one goal and objective addresses outreach and/or services to your identified Underserved Population and if a STOP Team there is one that addresses the team. Also, we have requested an outcome, outcome tool, and explained what an output is. Refer to the instruction manual and the Promising Practices Guideline for more information. If requesting Sexual Assault Set-Aside Funds there must be a goal and objective for this.
- **Underserved Population:** This should be expanded beyond victims of domestic violence, sexual assault, stalking and dating violence. For example, LGBTQQ victims, and/or People of color and/or elderly victims; and/or disabled victims of domestic violence, sexual assault, stalking and dating violence.

**Special Conditions:** Read carefully and ensure **all** funded agencies understand all Standard and Special Conditions of the sub-grant.

**STOP Team Memorandum of Understanding (MOU)** – All STOP Teams are required to have an MOU. Please refer to the Instruction Manual for full details of required information.

- **System for Award Management Documentation** – All sub-grantees will be required to submit documentation which shows the expiration date of their DUNS number/SAM Registration.
- **STOP Application Documentation** – STOP Teams are required to show they worked as a team to develop their application. State Agencies are

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required to show they consulted with the two coalitions and other state partners to develop their application.

Please read and follow all instructions carefully. Be reminded DJCS and the WV Against Violence Committee **are not accepting any late applications**. All applications are due to the WV Division of Justice and Community Services office by 5:00 p.m. on February 6, 2015. It is recommended to begin reviewing the application kit as soon as possible and not leave it to the last minute in case of questions or problems with opening CD or documents. Be aware if mailing the application kit in over-night mail; it is not guaranteed to be in our office the next day.

We **do not** accept postage stamp dates as being considered on time for applications. All applications must be received in our office on the above referenced date and time or they will be considered late applications.

Should you have any questions please contact me at (304)558-8814, extension 53337, or Sara Miller at extension 53336.

SJB/pdk

Enclosures