APPENDIX C

STOP Violence Against Women Grant Application

STOP Violence Against Women (STOP VAWA) Grant Program

FFY 2014 Federal Funds

WV Grant Application

Instruction Manual

Division of Justice & Community Services

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WV STOP VAWA Grant Program

Grant Application Instructions

Section I

Overview: The goal of STOP (Services*Training*Officers*Prosecutors) Violence Against Women Formula Grant Program (STOP VAWA) is to encourage governmental and nongovernmental agencies to restructure and strengthen the Criminal Justice System's response to be proactive in dealing with the problem of violence against women; to draw on the experience of all the players in the system; and to develop a comprehensive strategy to deal with this complex problem. STOP VAWA promotes a coordinated, multidisciplinary approach to improve the criminal justice system's response to victims of domestic violence, sexual assault, dating violence, and stalking crimes.

NOTE: Nothing in the VAWA Act shall be construed to prohibit male victims of domestic violence, dating violence, sexual assault, and stalking from receiving benefits and services under the Act; however, the Act does not require the funding of male-only programs with VAWA funds.

Section II

Application Deadline: Original applications must be received at DJCS no later than ***5:00 PM*** on ***Friday, February 6, 2015.*** **Faxed or late applications will NOT be accepted.** Please make sure the Authorized Official signs *page one of the application (Appendix B); Attachment B and Attachment D* before submission.

Completed applications must be submitted to:

Attn: Sarah J. Brown
State STOP Administrator
WV Division of Justice and Community Services
1204 Kanawha Boulevard, East
Charleston, WV 25301

If you have any questions or need assistance in the preparation of this grant application, please contact Sarah J. Brown at:

Telephone: (304) 558-8814, ext 53337
Fax (304) 558-0391
E-mail: Sarah.J.Brown@wv.gov

Section III

Eligible Applying Agencies:
Units of State and Local Governments
Private Non-Profit Organizations

Refer to *Appendix I* for applicable Program Guidelines and Requirements

Section IV

Grant Application Process:

Applicants for the STOP Violence Against Women (STOP VAWA) Grant funds must apply on an annual basis. Grant funding is awarded on a competitive basis each year. **There is no guarantee of funding beyond the one year award period.**

The application process consists of the following steps:

1. Applications for federal funds by agencies are initiated by completing a STOP Violence Against Women grant application for a project and submitting it to the Division of Justice and Community Services. The standard grant application kit must be used for all grants. The application kits are available from the Division of Justice and Community Services.

2. Applications will be promptly acknowledged upon receipt and reviewed for completeness by DJCS staff. Applicants will be contacted if omissions appear and will be given 10 working days to complete and submit the missing documentation. **All STOP Teams must develop their application as a team.** *NOTE: Late applications and applications that do not meet a documented extended 10-day deadline for completeness will **not** be forwarded to the Advisory Committee for funding consideration.*

3. Staff will assess the merit and overall need of the project as well as evaluate how the specific project will satisfy state goals and objectives. Comments and/or recommendations will be attached and the application will be forwarded to the West Virginians Against Violence Committee for consideration after staff has evaluated the merits of the application that might include, but will not necessarily be limited to:

    a. Compliance of the proposed project application with the priority programs described in the state plan.

    b. Compliance with federal and state program guidelines and special conditions and assurances of the grant program.

    c. The eventual assumption of costs by the applicant agency (Plan of Sustainability).

    d. Measurability and appropriateness of the stated goals and objectives. Goals and Objectives must address the Problem Statement and Underserved Populations.

e. Probability that the grant will achieve its objective(s).

f. Adequate fiscal responsibility and resources.

g. Reasonableness of the proposed budget, clearly itemized budget, and total source of funding for the project.

h. Certification that federal funds will not be used to supplant or replace state or local funds.

i. Coordination of efforts with other local jurisdictions and federal grant programs.

j. Need for the project. The statement of need or problem statement is clearly indentified and substantiated by research and statistics.

k. Geographic area(s) to be served.

l. Ability to address the needs of underserved populations, including limited English proficiency plan.

m. Ability to build on previous years of reducing and preventing domestic violence, sexual assault, dating violence and stalking crimes.

n. **Demonstrate a well developed and true team concept with the project.**

o. **Demonstrate a true victim centered approach to responding to domestic violence, sexual assault, stalking and dating violence crimes.**

p. **Demonstrate community awareness and support. A documented interagency linkage and collaboration with community programs such as referral agreements, letter of working agreements, and/or support letters.**

q. Detailed project implementation plan and schedule.

r. Adequacy of evaluation strategy to determine the success of the project.

4. Members of the applying team who are familiar with the proposed project may be requested to attend the West Virginians Against Violence Committee Meeting to make a brief presentation and/or by conference call

if not required to attend in person to answer any questions regarding the proposal. All core members (a Victim Service provider; a Law Enforcement Officer; and a Prosecutor) of each STOP Team application may be required to appear in-person before the Committee.

At least one member of statewide projects must be available in-person to make a presentation to the Committee and/or answer questions by conference call if not required to attend in person. Applicants will be notified of the date, time and location of their in-person presentation before the Committee.

5. Based primarily upon the West Virginians Against Violence Committee, staff will submit one of the following recommendations to the Governor:

   a. Approve the application as submitted.

   b. Approve with conditions, budget adjustments, or amendments to the application.

   c. Denial.

   Applicants should note that authority to make grant awards is vested only by the Governor. Committee recommendations are advisory only and should not be considered as indicative of the final action by the Governor.

Section V

What an Application Must Include:

General Administrative Information – Page 1
The following information will need to be completed in its entirety for the application to be considered complete.

- **Applicant:** List name, address **(address must be the address listed with the Auditor's office)**, telephone number, and fax number of the agency applying for STOP VAWA grant funds. The applicant must be a unit of state or local government or a 501(c) (3) private non-profit organization.
- **Type of Agency:** Check the type of agency applying for funds – State, County, Municipal, or Non-profit.
- **Project Director:** List name, address, telephone number, fax number, and e-mail of the individual charged with facilitating the project **(the actual day-to-day operation and implementation)**. **This individual cannot also be the fiscal officer or authorized official and should not be a STOP VAWA funded staff person.**
- **Fiscal Officer:** List the name, address, telephone number, fax number, and e-mail of the person responsible for the fiscal records of the project. **This**

individual cannot also be the authorized official or project director and should not be a STOP VAWA funded staff person.

- **Amount Requested:** Enter the amount of STOP Violence Against Women grant funds being requested for the project.
- **Amount Awarded:** DO NOT ENTER ANYTHING IN THIS BOX. This amount will be completed by DJCS when final awards are made.
- **Project Period**. Fiscal Year 2014 STOP Violence Against Women grant funds will be funded for twelve (12) months beginning July 1, 2015 and ending June 30, 2016. (This is dependent upon Federal Grant Period.)
- **Percent Breakdown by Crime Category:** Enter the percent of time your project proposes to spend on each of the listed violence against women crimes (domestic violence, sexual assault, stalking, and dating violence) during the grant period. **The total should equal 100**.
- **Prior STOP VAWA Grant Funding:** Indicate whether or not the applicant has received prior years of funding through the STOP VAWA program. If the applicant has received a prior year(s) of funding, indicated how many years.
- **Estimated number of victims to be served by the grant:** Provide a projected number of victims to be served through this project. Statewide projects can record N/A for not applicable for this section.
- **Geographic Area Served:** Indicate the county served by this (STOP VAWA only) grant project. List the total population of the county to be served and indicate whether the geographic area is primarily urban or rural. If the grant project will serve the entire state, reflect a "Statewide" service area.
- **List of Participating Agencies:** Provide a list of other agencies that will be participating in this project. Team applications should list team member agencies. Statewide projects should list any partner agencies for the project such as advisory committee agencies.
- **Project Title:** Provide a **brief** title for the proposed project. Team applications will list the County STOP Team name. Statewide projects will list a project title (i.e. Statewide SART/SANE Coordination).
- **Project Description:** Provide an overview of the program which will include a **BRIEF** summary of the program's concept and overall goal. ***NOTE* – this section is limited to the space provided.**
- **Authorized Official:** List the name, title, address, telephone number, fax number, and e-mail of the individual authorized to apply for these grant funds on behalf of the applying agency. Example of authorized officials could include County Commission Presidents, Mayors, State Agency Directors, or Board of Director Presidents. **This individual cannot also be the project director or fiscal officer. An original signature of the authorized official is required on page one.**

Budget Summary – Page 2
List the applicant and the applicant's Federal Employee Identification Number (FEIN) and the DUNS Number in the spaces provided. All applicants must have a Data Universal Numbering System (DUNS Number) you may obtain this by calling 1–866–705–5711 or by applying online at http://www.dnb.com/us/. All applicants are required to be registered and updated yearly with the System for Award Management (SAM) at www.sam.gov.

- **STOP VAWA Requested Funds Column:** Indicate the amount of grant funds requested in the various category items allowable under the STOP VAWA grant program.
- **Matching Funds Column:** Indicate the other funds allocated to the various budget line items. This is the matching contribution.
- **Total Budget:** STOP VAWA requested grant funds plus other (matching) funds.
- **Funding Strategy:** List separately **each** source of funds for the project/agency and indicate the status of each funding source as outlined under the Funding Strategy section.

Note - STOP Violence Against Women grant funds are set up on a reimbursement basis only – no lump sum distributions. Financial reports are submitted each month to obtain reimbursement through the grant for monthly project expenditures.

MATCH: Portions of funded projects must receive financial support from sources other than STOP VAWA funding (or any other Federal funding source; cannot match Federal funds with other Federal funding sources). This is known as the matching contribution that is the statutory ratio that must be applied to the grantee as its portion of a grant. The purpose of matching funds is to augment the amount of resources available to the project from grant funds and to foster the dedication of state, local and community resources to the purposes of the project. Note: Each agency requesting funds must meet their own match. (Match is based upon a formula not straight 27%; please refer to guidelines)

The matching requirements are as follows:

a. Private Non-Profit Agencies: A contribution of non-Federal dollars is **not** required for these agencies under the victim service category.

   If private non-profit agencies apply for discretionary funds (or any category other than victim services) the match requirement is **not** waived. The standard 27% (match is based upon a formula not straight 27%; please refer to guidelines) match requirement is still mandatory.

b. Government Agencies: 27% Cash or In-Kind Match

Government agencies, as a part of the team, must provide a minimum of 27% match from other non-federal sources for their portion of the application. This match may be cash or in-kind. (Match is based upon a formula not straight 27%; please refer to guidelines)

The method for calculating the appropriate match for individual VAWA grants is as follows:

Step 1: Amount of Grant Requested Funds ÷ .73 = Total Project Amount
Step 2: Total Project Amount – (minus) Grant Requested Funds = Match Amount

Please refer to ***Appendix I*** for further guidance on match calculations and requirements.

Budget Detail – Page 3
Provide a breakdown of the category totals listed on Page 2. This information should include general line item information by budget category. Each discipline eligible to apply (victim service provider, cultural specific organization, prosecution, law enforcement, discretionary and court) have their own Budget Detail page. Please be sure to complete the correct Budget Detail by Category Page for each agency requesting funding. If requesting **Sexual Assault Set Aside Funds** in Victim Services, Prosecution or Law Enforcement, be sure to specify as Sexual Assault Set Aside Funds.

- **Personnel / Contractual:** List personnel expenses for all purposes proposed through the grant, including any contracting/consulting services. For line item, list the name and title of the positions and salary costs and benefits. List whether the position is salary or hourly; part-time or full-time. Also list any matching contribution under "matching funds". Note: STOP VAWA funds do not pay for support staff, including administrative, fiscal or clerical positions. If requesting **Sexual Assault Set Aside Funds** in Victim Services, Prosecution or Law Enforcement, be sure to specify as Sexual Assault Set Aside Funds.

- **Travel / Training:** Reflect all project travel costs and/or training expenses associated with this proposal. List the names/titles of identified training events proposed to attend. If requesting **Sexual Assault Set Aside Funds** in Prosecution or Law Enforcement, be sure to specify as Sexual Assault Set Aside Funds.

  Travel expenses incurred for this project must be for the purpose of meeting the objectives of the project. Therefore, travel expenses incurred in providing services to victims of domestic violence, sexual assault, stalking and dating violence crimes, such as transporting victims to domestic violence shelters/rape crisis centers, to court proceedings, and

to other referral agencies may be reimbursable in accordance with WV State Travel Regulations.

A portion of the grant may be utilized to cover training expenses (registration fees, mileage, per diem, and lodging) in accordance with WV State Travel Regulations to enhance the skills of staff providing services to victims. Unless particular training events are specified in an approved grant budget, all training events and expenses must have prior written approval from DJCS. **Be aware that ALL VAWA funded staff (if funding Law Enforcement Overtime, then at a minimum one law enforcement officer from each funded agency must attend an eight hour training within the grant period) are required to attend a minimum of 8 hours pre-approved DJCS training per grant cycle.**

- **Space:** A pro-rated portion of office space rental and telephone expenses can be requested in this category for direct service staff of the proposed project. Basic utility expenses are not allowable. All items must be clearly identified and itemized.
- **Other:** Expenses incurred in providing services to victims, such as printing brochures outlining services available, postage expenses for mailing information to victims, counseling materials, etc. are allowable expenses as long as they are directly related to the proposed projects. All items listed under this category must be clearly identified and itemized. For instance, an itemization for counseling materials to be used would be outlined as cost per client (35 participants X $10 per workbook = $350)

Please refer to *Appendix I* for additional information on allowable and unallowable expenses under the grant program.

Note – be sure to indicate not only the requested STOP VAWA funds, but any matching funds supporting the proposed budget line items. Total figures should match the totals on Budget Summary page (Page 2).

Budget Justification – Page 4

Provide a further breakdown of all costs listed in the Budget Detail worksheet. This should not only provide a breakdown of costs, but also **why the expense is needed to carry out the proposal.** If requesting **Sexual Assault Set Aside** Funds in Victim Services, Prosecution or Law Enforcement, be sure to specify as Sexual Assault Set Aside Funds. For line items listed, sufficient breakdown would include:

- **Personnel / Contractual:** If requesting **Sexual Assault Set Aside** Funds in Victim Services, Prosecution or Law Enforcement, be sure to specify as Sexual Assault Set Aside Funds and explain in detail concerning what these funds will be used for. List **each** position(s) as contractual (no benefits) or personnel with the **salary** (percentage of salary and total salary, for example 80% 0f $30,000); the benefits should be spelled out in detail. To show personnel with benefits – reflect the gross wages (salary)

plus any benefits, such as FICA, Worker's Compensation, Retirement, etc. Be aware all requested benefits require back-up documentation showing rates, so you should request what your agency rate is. (For example if the worker's compensation rate is determined to be 1.6% then this is what should be requested.) Be sure to indicate whether the position is full-time or part-time and provides a breakdown of the percent used for all benefits. Retirement is not to exceed 14%.

For hourly employees – indicate the hourly rate, whether part time or full time; the number of hours **per** month. Also, list in detail all benefits being requested for each hourly employee.

***Note**: Full-time hourly employees should have rate per hour x up to 184 hours per month and part-time hourly employees should have hourly rate x up to 92 hours per month.*

- **Travel / Training:** Describe all trainings identified on the budget page. For each item show the calculation. Specifically, for mileage expenses document approximate number of miles and the mileage rate used. Reflect the applicant's mileage rate unless this rate exceeds the state per diem rate, in which case you will use the state per diem rate. If a courtesy vehicle is used (*e.g.* – police cruiser, state vehicle, etc.) the rate is 20 cents per mile. Training expenses should reflect workshop or conference registration fees, lodging, and meal allowance. Meal allowances are limited to the Federal Per Diem rates and in accordance with West Virginia State Travel Regulations. If requesting funds for **Sexual Assault Set Aside Funds,** specify in detail what these funds will be used for.
- **Space:** Provide a detailed description of the pro-rated office space and/or telephone expenses. Indicate where the space is located and for what purpose the space/telephone is used.
- **Other:** All items listed under this category need to be clearly itemized. For instance, an itemization for workbook materials to be used would be outlined as cost per participant (35 participants x $10 per workbooks = $350.00).

NOTE: Please also provide a detailed description for all matching funds in this section. Indicate the source, the amount, and the purpose of the matching contribution. Please refer to *Appendix I* for match requirements.

If this information is not in detail and broken down as instructed then DJCS staff will require revisions prior to forwarding the application the West Virginians Against Violence Committee.

Project Narrative – Page 5

Provide a detailed description of how the applicant will use STOP VAWA grant funds, including plans for the continuation of the STOP VAWA program if future funding is not made available.

Complete the Project Narrative following the format as outlined below and attach additional pages as needed. **Additional pages should be labeled 5a, 5b, 5c etc. Ensure that all sections are clearly labeled.** For example, in the narrative when talking about the problem statement, the section should begin with a section heading in bold **Problem Statement;** the next section should be **Program Description and/or Solution to the Problem**, etc.

A. **Problem Statement:** Problem statements describe and document the extent and nature of the problem of which the grant funds should help to solve. The problem and/or need should be clearly identified and substantiated by research and statistics **specific to the targeted service delivery area and population**. If requesting **Sexual Assault Set Aside funds**, you need to be very specific in identifying the problem with service area specific data. Components of the Problem Statement should include:

- ➥ Size, location, population most affected, causes:
  - o The target population to be served should be clearly identified and described.
  - o **The specific needs of the target population must be outlined**.
- ➥ Supported by evidence/data:
  - o Demonstrate why the problem matters; trend or comparative data analysis.
  - o **Supporting current data (preferable base-line data as well as written demonstration) is provided to justify why programming of this type is needed. This information may come from US Census and/or crime reports, etc.**
  - o Any unique characteristics, barriers, or challenges of the applicant's locality should also be described as it relates to the identified problem.
- ➥ Describe past efforts; successes and shortcomings:
  - o Existing projects **must** show a continued need – a copy of last year's problem statement will not be accepted.
- ➥ Points to appropriate intervention/services:
  - o There should be a clear link between program and problem
  - o The response is grounded in evidence-based practices

Note: Goals and Objectives should address the problem(s) identified in the Problem Statement.

B. **Program Description and/or Solution to the Problem:** At a minimum, the following should be addressed and should include information from **all** core team members:

- Describe the proposed project and how it will address the needs identified in the statement of need.
- **Describe the program's overall goal(s) and the anticipated impact on the targeted population.**
- Describe the activities to be implemented in the program – when discussing these activities, be sure to include an implementation schedule.
- Discuss the program's management and supervision – indicate the role of the project director, the supervision of STOP VAWA-funded staff, the governing board, the STOP team, and if volunteers will be used to implement the program.
- Existing projects **must** show past impact of their project on the targeted population – a copy of last year's program description is not acceptable.

NOTE: Specific goals, objectives, activities, outcome, outcome tools, and implementation time line will be required for Page 6 of the application. The Project Narrative section requires only an overview of these components. Please be sure to be specific in the Goals and Objectives section on Page 6.

C. **Underserved Populations**: A description of the **identified** underserved population(s) to be served under this grant application and a **detailed plan for outreach to the population(s) with and an explanation of how the populations will benefit from the service must be included**. **Underserved Populations should be expanded to more than victims of domestic violence, sexual assault, dating violence, and stalking crimes**. For example, LGBT, Disabled victims, or People of Color are examples of underserved populations who are victims of domestic violence, sexual assault, dating violence, and stalking crimes.

- **This section should be as detailed as possible and should include supporting statistical information for the service area requesting funding.**
- **Ensure you are identifying who your underserved population is.**

D. **Limited Language Proficiency Plan**: Describe in detail how the project will address the needs, including access to programs, services, and information of populations of individuals whose primary language is not English. Also, describe any Memorandum of Understandings or working agreements with other agencies to provide service. A plan may also be included on how the project will address the needs of the blind, deaf and hard of hearing, and those victims who cannot read. It may also address cultural competency *(see definition in Appendix I).*

E. **Collaboration:** Describe the degree of interagency linkage and community ties with the project – referral agreements and working agreements with key agencies.
   - Provide background information on the existing STOP Team or Statewide project including: agencies involved, number of years of participation, and types of services each agency provides to the project.
   - Describe the networking system and collaboration initiatives to be used with other agencies.

F. **Plan of Sustainability:** A detailed description of how the project will be sustained in the event that STOP VAWA funds were to be relinquished. This should be an actual plan; stating the program will not exist is not a plan.
   - This plan must illustrate the willingness and capacity to continue the project after grant funds are no longer available.
   - The plan should also describe any working relationships that would be maintained as a result of the grant funding.
   - If there are grants you are researching for this plan you must list the grants.

G. **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

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

H. **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.

I. **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

J. **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.

Grant Goal(s) & Objective(s) – Page 6

Overall grant goal(s) and objective(s) will be described in the program description and/or program evaluation, but all grant goal(s) and objective(s) need to be documented in this section. There should be at least one goal and one objective for **each discipline** requesting funding. Goals and Objectives should address all four crimes (domestic violence, sexual assault, stalking and dating violence) if applicable. There should be at least one Goal and Objective which addresses outreach/services for identified underserved population(s) For **instance, if a STOP Team application is requesting funds for an advocate, a prosecutor, and law enforcement, then there should be at least one goal and objective for each of these entities.** Please refer to *Appendix H* for additional forms. **Additional pages should be labeled 6c, 6d, etc.**

- State your goal(s) and provide clear, precise, and measurable objectives. Objectives should identify what and how much is anticipated to be accomplished, who will be responsible for making it happen, and when it is anticipated to be completed.
- Outcome measures and activities are required for each objective. Identify the data elements or what tool will be used to measure or determine the program's outcomes or success of accomplishing the objective.
- Describe the implementation strategy for each objective. Strategies need to be brief and to the point. Identify the data elements to be used to measure the program's progress.

Note: Refer to the Promising Practices Document for more information.

A general description for the terminology used on this form is listed below:

Goal -	Broad statement about what the program intends to accomplish. This statement should state the long-term desired impact of the program, set scope or foundation, state long-range target or purpose, identify target population, and state the condition to be changed. **You may choose to only have one goal with several objectives and activities to meet that goal for each of the disciplines requesting funding.**
Objective -	A specific statement of the desired short-term, immediate outcome of the program which will show accomplishment of the goal. Each objective must be **S.M.A.R.T.** (**S**pecific, **M**easurable, **A**ttainable, **R**esults oriented and **T**ime bound).
Outcome -	Outcomes measure whether objectives have been met. Outcomes are almost always **measures of change.**
Outcome Tool	The data or tool used to measure achievement of the objective. Describe how data will be collected and analyzed and who the results will be shared with.
Output Measures	Are indicators that activities have taken place as planned? For example: "number of counseling sessions held, number of victims served" are **output measures**.
Activities -	What will be done and who will accomplish it. **You must have at least one (1) activity per objective.**
Timeline -	When will the activity begin and end. **You must have a timeline for each activity. This should not say "ongoing"; it should be specific to the grant period.**

STOP Team / Advisory Committee Members – Page 7

List the name, title, agency affiliation, address, telephone number, email address, and years of participation of each STOP team member. Statewide projects should use their STOP VAWA related advisory committee. STOP Team members must sign, which reflect their understanding of the project, received by each team member, must be submitted with Appendix F of the grant application.

The West Virginians Against Violence Advisory Committee requires that in order to receive STOP VAWA grant funds the grantee must form an interagency planning and evaluation team according to the following criteria. Each member should be made aware of these requirements.

- Membership of the STOP Team **must** include a non-governmental non-profit victim service provider, law enforcement officer, and prosecuting attorney, regardless of whether those positions are STOP funded. These three entities are known as the "core" members.

In the event that your county has both a WV Family Protection Services Board (WVFPSB) licensed domestic violence program and a WV Foundation for Rape Information & Services (WVFRIS) member sexual assault program, then a representative from each program must be a part of your Team and will be considered core members.

In the event that **more** than one law enforcement agency receives funding, then a representative from **each** of those departments must be represented on the Team and is also considered a core member. The same requirement is true for victim service agencies or any other agency/organization receiving STOP funds.

If a STOP Project includes a cultural specific organization component, then a representative from the funded organization must also be included and is also designated as a core member.

- The Team must meet on **at least** a quarterly basis (within the grant period which begins July 1st and ends June 30th) and copies of the agenda, sign-in sheet, and meeting minutes must be documented and submitted to DJCS with appropriate monthly progress reports. All STOP Teams are required to have **four** standardized meetings per grant period with a standardized agenda (information on the standardized meetings will be provided upon receiving an award).

- **All** core members must have **active** participation and **regular attendance** at Team meetings. A high level of **commitment** from all core members to work collaboratively must be demonstrated. If a core member cannot attend they may have another person attend in their place. For example, if a Prosecutor cannot attend another prosecutor or assistant prosecutor should attend in their place. (Prosecutor's key personnel, investigators, or advocates cannot attend in the prosecutor's place)

- Maintain a Team protocol for Law Enforcement, Prosecution and Victim Services response to domestic violence, sexual assault, stalking and dating violence crimes. Regular reviews and necessary revisions should be an on-going process. *Note: All Protocols must include each core member's response to the new Firearms Law of Firearm removal and storage; and a response to law enforcement officers who are perpetrators of domestic violence, sexual assault, and stalking and dating violence crimes.*

- The application (which includes Goals and Objectives), Team protocol, and required reports must have input from **all** core members. These three topics should be recurring topics at STOP Team meetings.

All components of the application apply to the entire Team, whether all entities are STOP funded or not.

All required paperwork must be completed in a timely and thorough manner.

- Application, protocol, membership, and meeting topics must address all four violence against women crimes (domestic violence, dating violence, sexual assault, and stalking).

- A Team evaluation or feedback process must be implemented and maintained throughout the grant period to assist in measuring the Team's effectiveness and to identify need and gaps in service. This should also be a continuing topic at Team meetings.

- Team must keep current on all local, state, and federal laws and policies related to violence against women crimes. (For example, the changes in the 2007 legislative session regarding forensic medical exams and polygraph prohibition for sexual assault victims and the changes in the 2008 legislative session regarding stalking.)

- Must develop and implement policies/practices regarding victim confidentiality and information sharing that meets the VAWA 2005 requirements.

Teams are strongly encouraged to comply with the following recommendations:

a. Other community and criminal justice organizations are encouraged to be part of the STOP Team, such as local community corrections programs, probation office, faith-based programs, local hospital/medical personnel, mental health programs, school Prevention Resource Officers (PRO), legal aid programs, human services agency/organization, and the humane society/officer.

   Membership on the STOP Team should broadly be representative of the community served (geographic, ethnic, race, gender).

b. In circumstances where there is a victim advocate in a law enforcement agency or a prosecutor's office. Then both the advocate and a law enforcement officer or the advocate and a prosecuting attorney should be a member of the STOP Team. **However, as indicated above, an officer and a prosecutor are required**.

c. Include community agencies and individuals (both those that are part of the STOP Team and those who are not) in the evaluation of the Team and Team process. Examples: Judges, victims served, law enforcement

officers, probation officers, victim advocates, prosecutors, health professionals, etc.

d. Conduct training/education events throughout the year. This can be done with 20-30 minute workshop/sessions at each STOP Team meeting.

e. Focus training, education, awareness, and services on community collaboration and include more cross-training events.

f. Evolve new leadership on the STOP Team. Leadership/officers should be re-evaluated and reconsidered each year.

g. Constantly review and evaluate membership and add/change members as needed. Team members should be willing and active participants.

Organizational Charts – Page 8

Provide organizational charts for the each agency requesting funding. The proposed project staff should also be included. All staff member names, position titles, salaries, and salary funding sources should be included in the organizational charts.

Hiring and Firing Procedures and Job Descriptions – Page 9

Provide a description of the agency's procedure(s) for hiring and firing employees who will be or are funded under the STOP VAWA grant. Include with this a job description, resume and certification and qualifications (this includes certificates and licenses for counselors and therapist, etc.) for the position(s) proposed. (See attached minimum requirements for Sexual Assault Investigator)

Membership List of Governing Board – Attachment A

List the name, address and telephone number for each member of the governing board for **each** agency requesting funding from this grant. Examples of governing boards include county commission, city councils, and board of directors for non-profit organizations.

STOP Team Protocol Certification – Attachment B (Team Applicants ONLY)

The STOP Team Protocol Certification outlines the minimum requirements of all STOP funded team projects. By signing this document, the authorized official acknowledges they have read, understand and will adhere to these requirements in order to receive and/or sustain grant funding. Application is not complete with out the authorized official's **original** signature on this form.

Victim Service Consultation – Attachment C (Statewide Law Enforcement, Prosecution, and Court Agency Applicants ONLY)

Please provide information identifying the local and/or statewide victim service agencies your project consulted during the development of the current

application. A description of the consultation and coordination effort with those agencies must also be provided.

System for Award Management (SAM) – Appendix C
Applicants will be required to be registered with the System for Award Management (SAM), the website address is: www.sam.gov. Provide documentation showing the registration date and expiration date.

Standard and Special Conditions and Assurance – Appendix D
Sub-grants funded under the STOP VAWA grant program agree to comply with all standard special conditions and assurances listed. By certifying and signing the application on page one and on Appendix D, the authorized official and sub-grantee is indicating they have read, understand, and will comply with all special conditions and assurances listed in this section. They also are indicating they have informed all agencies requesting funding of the requirements of the grant.

Memorandum of Understanding – Appendix E
An MOU that clearly identifies and outlines each agency's responsibility to the STOP project and is signed by individuals with authority to enter into agreements for each agency is required. The following is the minimum requirement to be included in the MOU:

I. Commitment that **all** members have an understanding of the project and requirements and are willing to assist in meeting the expectations of the grant requirements.

- All core members must have **active** participation and **regular attendance** at Team meetings. A high level of commitment from all core members to work collaboratively must be demonstrated.

- Maintain a Team protocol for responding to domestic violence, sexual assault, stalking and dating violence crimes. Regular reviews and necessary revisions should be an on-going process. *Note: Protocols must include the firearms information.*

- Team members will be expected to address violence against women issues within their own organizational services and employment practices. All funded programs will practice a Victim Centered Approach.

- The application, Team protocol, and required reports must have input from **all** core members. These three topics should be recurring topics at Team meetings.

  All components of the application apply to the entire Team, whether all entities are STOP funded or not.

  All required paperwork must be completed in a timely and thorough manner.

- Application, protocol, membership, and meeting topics must address all four violence against women crimes (domestic violence, dating violence, sexual assault, and stalking).

- Community Awareness of services available and where victims can receive services must be conducted as a Team.

- All funded agencies have reviewed and understand all Standard and Special Conditions of the grant.

II. MOU must include the Project Director's and the Fiscal Officer's role:
Project Director's role:

- Be the main contact for DJCS staff
- Ensure all information is forwarded to **all** funded staff/agencies; this includes but is not limited to:
  - Budgets
  - Special and standard conditions of the grant
  - Memos
  - Surveys
  - Changes in grant requirements
  - Forms; ensure they receive all updated forms
  - Training available
  - Civil Rights Compliance

- Ensure all reports are submitted on time to DJCS
- Inform DJCS of changes in staff and Authorized Officials, Fiscal Officers, etc.
- Request project changes and prior approval of attendance of training/travel not specified in budget.
- The Project Director is the contact person for members of the West Virginians Against Violence Committee
- Submit copies of audits to DJCS and contact DJCS if debarred

Fiscal Officer's Role

- The contact person for financial questions
- Review the approved budget for each grant
- Be aware of Special and Standard Conditions of the grant
- Review all monthly financial reports and ensure all required documentation is included
- Submit copies of audits to DJCS and contact DJCS if debarred

Also it is required the Project Director, Fiscal Officer and all funded agency directors meet on a quarterly basis to discuss changes, issues with the grant, and problems with payments. This needs to be included in the MOU and should be separate from STOP Team Meetings.

III. All MOU's must include the following information:

- All changes to the Project Financial Reports should be forwarded to all funded agencies. The MOU should state who will be responsible for this and

by what date it will be done. DJCS sends changes to the person who completed the Budget Summary; it is the responsibility of the pass-through agency to forward those changes.

- The date when reports are due to the pass-through sub-grantee from all funded agencies in order to submit paperwork to DJCS in a timely fashion. All funded agencies must be aware it is a requirement to submit all required paperwork to DJCS each month by the 20th of each month. Your pass-through must have an earlier due date so documents are submitted on time to DJCS.

- After receiving reimbursement from DJCS/Auditor's office the pass-through sub-grantee will have 30 days to reimburse the other funded agencies.

- All agencies must submit an annual report and it must be submitted by the deadline sent by DJCS.

Support Letters (Statewide Projects Only) – Appendix F

The STOP Violence Against Women Program Guidelines strongly recommends an advisory committee made up of at least a non-profit, non-governmental victim services, prosecution and law enforcement members. All statewide projects who have an advisory committee may submit support letters. *NOTE: An MOU that clearly identifies and outlines each agency's responsibility to the STOP project and is signed by individuals with authority to enter into agreements for each agency, will also be accepted.*

Proof of Non-Profit Status – Appendix G (New Applicants ONLY)

Please provide a copy of your non-profit agency: (1) Articles of Incorporation approved by the WV Secretary of State's Office; (2) Certificate of Incorporation issued by the WV Secretary of State's Office; and (3) the IRS Determination Letter regarding your 501 (c) (3) status.

STOP Team Application Development Documentation – Appendix H (STOP Teams Only)

Provide documentation which shows the STOP Team met as a team to develop the application. Documentation must include a sign-in sheet which lists STOP Team Members, date and agency; and agenda and meeting minutes.

Section VI

Appendices

Appendix A – STOP VAWA Application Checklist

Appendix B – STOP VAWA Application Forms

Appendix C –SAM Registration Documentation

Appendix D – Standard and Special Conditions and Assurances

Appendix E – STOP Team MOU

Appendix F – Statewide Project Support Letters
Appendix G - Proof of Non-Profit Status (New Applicants Only)
Appendix H – STOP Team Application Development Documentation
Appendix I - STOP VAWA Program Guidelines
Appendix J - Supplementary Goals and Objective

NOTE: The application instructions and the program guidelines are for subgrantee guidance only and are not to be submitted with the application.

Appendix A

Application Checklist

WV STOP Violence Against Women Grant Program

Division of
Justice &
Community
Services

STOP VAWA Application Checklist

Applicant: _____ **Amount Requested:** _____

☐ **General Administrative Information – Page 1**

- ☐ Applicant Information Complete
- ☐ Type of Agency is Marked
- ☐ Project Director Information Complete
- ☐ Fiscal Officer Information Complete
- ☐ Amount Requested is Complete
- ☐ Percent Breakdown by Crime Category is Complete
- ☐ Number of Years Previously Funded is Provided
- ☐ Estimated Number of Victims to be Served is Provided
- ☐ Geographic Area to be Served is Provided
- ☐ List of Participating Agencies is Provided
- ☐ Project Title is Provided
- ☐ Project Description is Provided
- ☐ Authorized Official Information is Complete – **with ORIGINAL Signature**

☐ **Budget Information – Pages 2 - 4**

- ☐ Budget Summary (Complete with Applicant Name, FEIN & DUNS Numbers)
- ☐ Funding Strategy Complete - List of all Federal, State and Local funds
- ☐ Budget Detail Provided (for all applicable agencies & categories)
- ☐ Budget Justification Provided (Detailed w/ match included & labeled)
- ☐ If requesting Sexual Assault Set Aside Funds have explained in detail on Pages 3 and 4 what these funds will be used to fund and have met all requirements.

☐ **Project Narrative – Page 5**

Narrative addresses all minimum information contained within the grant application instructions section – including, but not limited to (each section should be titled and in this order):

- Problem Statement/Statement of Need – Problem clearly identified
  - Target population identified and described and needs outlined
  - Supporting data is provided
- Program Description and/or Solution to the Problem
- Underserved Populations Component
  - Identified underserved Population
  - Provided supporting statistical information for the service area requesting funding
  - Identified how they will provide outreach to identified underserved Population
- Limited Language Proficiency Plan

- Collaboration
- Plan of Sustainability.
- Victim Rights – explain how all funded agencies inform and ensure victims of their rights.
- If requesting Sexual Assault Set Aside Funds have explained in detail in the Problem Statement and Solution and have provided the following information:
    - Mission Statement
    - Has verified they have a 24/7 services
    - Is providing services that are tailored to the unique needs of sexual assault victims and are provided by staff that is extensively trained to address those unique needs;
    - Is proposing to utilize the funds solely for the purpose of serving sexual assault victims;
    - Can demonstrate the need for any staff requested to provide the services. Funding cannot be requested solely for "on call" pay; the need for the actual provision of services to victims must be evident.

☐ **Goals and Objectives – Page 6**

- At least one goal and one objective are required for each discipline requesting funding
- At least one goal and objective for the whole team. (STOP TEAMS only)
- At least one objective addresses the outreach for the identified underserved population(s).
- If requesting Sexual Assault Set Aside Funds must have at least one goal and objective which addresses what will be done.
- An activity, an outcome, and an implementation schedule are required for each objective.

☐ **STOP Team/Advisory Committee Members – Page 7**

☐ List of Members Provided (including all required core members)

☐ **Organizational Charts – Page 8**

Included both an organizational chart for each agency requesting funding. The chart also includes:

- Staff members
- Titles
- Salaries
- Source of salaries

☐ **Hiring and Firing Procedures and Job Descriptions – Page 9**

Hiring and Firing procedures, job descriptions, certificates, licenses and applicable resumes are provided for each agency and/or each staff requesting personnel funding.

- If requesting Sexual Assault Set Aside Funds the job description(s) must meet the requirements set forth in the Implementation Plan and by the West Virginians Against

Violence Committee. (See enclosed Minimum Requirements for Sexual Assault Investigator)

☐ **Attachments A through C**

- ☐ List of Governing Board Members for Each Agency Requesting Funds
- ☐ **STOP Team Protocol Certification** with Original Signature of AO **(Team Applications Only)**
- ☐ Victim Service Consultation Description **(State Agency Programs Only)**

☐ **Appendix C-H**

- ☐ **Appendix C**–System for Award Management Registration Form
- ☐ **Appendix D** – Standard and Special Conditions and Assurances **ORIGINAL signature of the Authorized Official is provided.**
- ☐ **Appendix E** –Memorandum of Understanding (MOU) signed by all STOP Team Agencies/Members
- ☐ **Appendix F** –Support Letters **(State-wide Projects Only)**
- ☐ **Appendix G** - Proof of Non-Profit Status **(New Applicants Only):**
  - Articles of Incorporation with proof of approval by WVSOS Office
  - Certificate of Incorporation issued by the WVSOS Office
  - IRS Determination Letter
- ☐ **Appendix H-** Documentation for STOP Team Development and participation of Application

Appendix B

FFY 2014 STOP VAWA Grant

Division of
Justice &
Community
Services

Application Forms

STOP Violence Against Women Grant Program Application	General Administrative Information Page 1

Applicant Agency: Address: Phone: Fax Number:	Type of Agency ☐ State ☐ County ☐ Municipal ☐ Non-Profit

Project Director:	*Fiscal Officer:*
Address: Phone: Fax: Email:	Address: Phone: Fax: Email:

Amount Requested: _____ Amount Awarded:

Project Period: **July 1, 2015 – June 30, 2016**

Percent Breakdown by Crime Category:
- Domestic Violence
- Sexual Assault
- Stalking
- Dating Violence

Number of years previously funded: _____

Estimated number of victims to be served by grant: _____

Geographic Area Served:

County(ies):

Population:
Rural/Urban:

List Participating Agencies:

Project Title: _____

Project Description:

Certification: To the best of my knowledge, the information contained in this application is true and correct. The submission thereof has been duly authorized by the governing body and the applicant will comply with the attached special conditions and assurances, if funding is provided.

Authorized Official:	Title:
Address:	Phone: Fax: E-Mail:
Signature:	Date:

STOP Violence Against Women Grant Program Application	Budget Summary Page 2

Applicant:	FEIN Number: DUNS Number:

Category	STOP VAWA Requested Funds	Matching Funds	Total Budget
Personnel / Contractual			
Travel / Training			
Space			
Other			
Totals			

Funding Strategy

Funding Source(s)	Amount	Status
Total		

Funding Source - Separately list each source of funds that will be used in the program.

Amount - Enter the amount received or anticipated for each

Status - Indicate the status of each funding source as follows:

P – Projected grant, loan or donation
A – Application submitted and under review
C – Funds Committed
R – Funds received, appropriated or on hand

VICTIM SERVICE PROVIDER BUDGET PAGE

Detailed Project Cost by Budget Category	Requested STOP Funds		Recommendation
Personnel / Contractual			DJCS Use Only
Travel / Training			
Space:			
Other			
Total Requested STOP VAWA Funds			
Total of Recommendation (DJCS Only)			

CULTURAL SPECIFIC ORGANIZATION BUDGET PAGE

Detailed Project Cost by Budget Category	Requested STOP Funds		Recommendation
Personnel / Contractual			DJCS Use Only
Travel / Training			
Space:			
Other			
Total Requested STOP VAWA Funds			
Total of Recommendation (DJCS Only)			

PROSECUTION BUDGET PAGE

Detailed Project Cost by Budget Category	Requested STOP Funds	Matching Funds	Recommendation
Personnel / Contractual			DJCS Use Only
Travel / Training			
Space:			
Other			
Total Requested STOP VAWA Funds			
Total Matching Funds			
Total of Recommendation (DJCS Only)			

LAW ENFORCEMENT BUDGET PAGE

Detailed Project Cost by Budget Category	Requested STOP Funds	Matching Funds	Recommendation
Personnel / Contractual			DJCS Use Only
Travel / Training			
Space:			
Other			
Total Requested STOP VAWA Funds			
Total Matching Funds			
Total of Recommendation (DJCS Only)			

DISCRETIONARY BUDGET PAGE

Detailed Project Cost by Budget Category	Requested STOP Funds	Matching Funds	Recommendation
Personnel / Contractual			DJCS Use Only
Travel / Training			
Space:			
Other			
Total Requested STOP VAWA Funds			
Total Matching Funds			
Total of Recommendation (DJCS Only)			

COURT BUDGET PAGE

Detailed Project Cost by Budget Category	Requested STOP Funds	Matching Funds	Recommendation
Personnel / Contractual			DJCS Use Only
Travel / Training			
Space:			
Other			
Total Requested STOP VAWA Funds			
Total Matching Funds			
Total of Recommendation (DJCS Only)			

Please provide specific information that presents and explains **each** proposed expense for the project. State clearly and in concise detail the breakdown and justification of need for each item requested for funding in the Budget Detail pages. Additionally, provide an identified breakdown of matching funds. **Be sure to label the matching funds breakdown as such**. Attach additional pages if necessary. If salary, list salary and the percentage of salary being requested. If hourly, ensure it is broke down by how much per hour and how many hours **per month**. (For example for a full-time person you would request $12.89 per hour x up to 184 per month; if part-time request $12.89 per hour x up to 92 hours per month) Also, make sure all benefits are specific by percentages (benefits will be backed up with documentation) for **each** funded staff, and **each** funded agency. If requesting Sexual Assault Set Aside Funds, you must identify these as Sexual Assault Set Aside Fund or Funded Staff, must explain in detail how they meet requirements and how funds will be utilized to meaningfully address Sexual Assault.

Please provide information that presents and explains the STOP VAWA proposed project. State clearly and in concise detail the purpose and direction of the STOP VAWA project, including identifying the specific problem, background on project, evaluation of local needs, description of underserved populations (including plan for outreach and services and a limited language proficiency plan), and plan of sustainability of project. **(Refer to the instruction manual for details required)** If requesting Sexual Assault Set Aside Funds, you must identify sexual assault as part of the problem statement and explain in detail how these funds will be used to meaningfully address the problem.
Attach additional pages if necessary.

Goal - Broad statement about what the program intends to accomplish. This statement should state the long-term desired impact of the program, set scope or foundation, state long-range target or purpose, identify target population, and state the condition to be changed. **You may choose to only have one goal for each core team member agency (VS, CS, Pros, and LE) with several objectives and activities to meet each goal. If requesting Sexual Assault Set Aside Funds, you must have at least one goal and objective for this.**

Objective - A specific statement of the desired short-term, immediate outcome of the program which will show accomplishment of the goal. Each objective must be **S.M.A.R.T.** (**S**pecific, **M**easurable, **A**ttainable, **R**esults oriented and **T**ime bound).

Outcome- Outcomes measure whether objectives have been met. Outcomes are almost always **measures of change.**

Outcome Tool The data or tool used to measure achievement of the objective. How will data be collected, analyzed, and results shared.

Output Measures Are indicators that activities have taken place as planned. For example: "number of counseling sessions held, number of victims served" are **output measures**.

Activities - What will be done and who will accomplish it. **You must have at least one (1) activity per objective.**

Timeline - When will the activity begin and end. **You must have a timeline for each activity. This should not say "ongoing"; it should be specific to the grant period.**

Goal Number: _____

Objective Number: _____

Outcome :

Outcome Tool:

Activities to meet objective:	Timeline for each activity:
1.	1.
2.	2.
3.	3.
4.	4.

Objective Number: _____

Outcome

Outcome Tool

Activities to meet objective:

1.
2.
3.
4.

Timeline for each activity:

1.
2.
3.
4.

Goal Number: _____

Objective Number: _____

Outcome

Outcome Tool

Activities to meet objective:

1.
2.
3.
4.

Timeline for each activity:

1.
2.
3.
4.

Objective Number: _____

Outcome

Outcome Tool

Activities to meet objective:

1.
2.
3.
4.

Timeline for each activity:

1.
2.
3.
4.

Goal Number: _____

Objective Number: _____

Outcome

Outcome Tool

Activities to meet objective:	Timeline for each activity:
1.	1.
2.	2.
3.	3.
4.	4.

Objective Number: _____

Outcome

Outcome Tool

Activities to meet objective:	Timeline for each activity:
1.	1.
2.	2.
3.	3.
4.	4.

Goal Number: _____

Objective Number: _____

Outcome

Outcome Tool

Activities to meet objective:	Timeline for each activity:
1.	1.
2.	2.
3.	3.
4.	4.

Objective Number: _____

Outcome:

Outcome Tool

Activities to meet objective:	Timeline for each activity:
1.	1.
2.	2.
3.	3.
4.	4.

List the name, title, agency affiliation, mailing address, telephone number, fax number, email address, and amount of time on the team for each STOP team member. Certification of commitment from each team member, reflecting their understanding of the requirements of the STOP team and all funded agencies will need to review and understand all Standard and Special Conditions of the grant and will also be required for Appendix H of the application. (Statewide projects are required to submit membership list and MOU signed by each of their STOP related advisory board/committee).

Please use this page or attach a copy of your agency's organizational chart *and the proposed organizational chart for this project.* Please list all staff members, position titles, salaries, and funding source for salaries. An organization chart for **each** agency requesting funding should be included.

Provide a brief statement outlining your agency's procedures for hiring and firing employees who are funded under this grant. Include with this application a job description and qualifications for the position(s) proposed under this grant. If position(s) are currently filled, then include a resume, certificates and licenses to show qualifications for each position filled. These items should be submitted for each agency and staff requesting funding.

STOP Violence Against Women Grant Program Application	Membership of Governing Board Attachment A

Please use this page or attach to this page the name, address, and telephone number for each member of the agency's governing board (County Commission, City Council, Board of Directors, etc) for each agency requesting funding.

STOP Violence Against Women Grant Program Application	STOP Team Protocol Certification Attachment B (Team Applications Only)

As required in the STOP Violence Against Women Program Guidelines, all Team applicants are required to have established and implemented as a minimum requirement for each Team Protocol the following:

a. Address the Team's response to all four crimes (domestic violence, dating violence, sexual assault, and stalking). *Include Firearms removal/storage information. Also include protocol for law enforcement agencies protocol for law enforcement officers charged with domestic violence, dating violence, sexual assault and stalking crimes.*

b. Each core discipline (victim services, cultural specific organization (if applicable), law enforcement, and prosecution) must have their individual sections, which address the response to all four violence against women crimes.

c. Protocol also includes the following:

   1. Response and service at the pre-investigation, investigative, prosecution, and re-entry/aftercare stages, including who responds, what the response/service is, and how the response/service is coordinated.

   2. Mechanisms the Team has in place to: (1) measure compliance with the established Protocol, and (2) measure effectiveness of response and service to victims.

   3. Description of the policies in place for law enforcement officer involved (perpetrated) violence against women cases.

   4. Firearms and ammunition prohibition and removal.

d. Team members agree to review and evaluate the established protocol on at least an annual basis and submit any revisions to DJCS.

e. Team members agree to keep current on all local, state, and federal laws, guidelines, and regulations pertinent to violence against women crimes and to appropriately address those laws in the established protocol. Examples; state and local firearms prohibition for domestic violence offenders, polygraph prohibition for sexual assault victims, new revisions to the state stalking law.

f. Applicant agrees to ensure that victim safety is top priority of the protocol.

e. Applicant agrees to maintain an updated copy of the protocol during each grant period to be available during on-site reviews and/or at the request of DCJS or the Grant Advisory Committee.

I certify that I have read all the requirements of the STOP Team Protocol and agree to comply with these requirements.

_____

Authorized Official Signature (Original)

STOP Violence Against Women Grant Program Application	Victim Service Consultation Attachment C (Statewide LE, Prosecution and Court Agencies/Applicants Only)

Please use this section to identify the local and/or state victim service agencies consulted during the development of the application and describe the coordination effort involved.

Appendix C

System of Award Management Registration (SAM) Form

All sub-grantees are required to be registered with the System for Award Management Registration (SAM) and to update this information on a yearly basis. Attach a copy of verification of registration with the System for Award Management Registration (SAM), which shows the registration date.

Appendix D

Standard and Special Conditions and Assurances

State of West Virginia

Division of
Justice &
Community
Services

WEST VIRGINIA DIVISION OF JUSTICE & COMMUNITY SERVICES	STANDARD CONDITIONS AND ASSURANCES

All correspondence to DJCS, which is required and/or occurs as a result or action of any of the following Special Conditions and Assurances, or as a result of the administration of any DJCS grant program, should be mailed to the following address:

West Virginia Division of Justice & Community Services
1204 Kanawha Boulevard, East
Charleston, West Virginia 25301

1. LAWS OF WEST VIRGINIA:

This grant application/contract shall be governed in all respects by the laws of the State of West Virginia. State procedures and practices will apply to all funds disbursed by DJCS, regardless of the original funding source. This grant is on a "**REIMBURSEMENT ONLY**" mechanism.

2. LEGAL AUTHORITY:

The applicant hereby certifies it has the legal authority to apply for the grant; that a resolution, motion or similar action has been duly adopted or passed as an official act of the applicant's governing body authorizing the filing of the application, including all understandings and assurances contained therein, and directly authorizes the person identified as the official representative of the applicant to act in connection with the application and to provide such additional information as may be required.

3. RELATIONSHIP:

The relationship of the grantee to DJCS shall be that of an independent contractor, not that of a joint enterprise. The grantee shall have no authority to bind DJCS for any obligation or expense without the express prior written approval from DJCS.

4. COMMENCEMENT WITHIN 60 DAYS:

This project must be operational within 60 days of the project starting date, as specified in the grant contract agreement. If the project is not operational within 60 days of the specified project starting date, the grantee must report by letter to DJCS, the steps taken to initiate the project, the reasons for delay, and the expected starting date.

5. OPERATIONAL WITHIN 90 DAYS:

If the project is not operational within 90 days of the specified project starting date, the grantee must submit a second statement to DJCS explaining the delay in implementation. Upon receipt of the 90-day letter, DJCS may cancel the project and redistribute the funds to other project areas and/or eligible applicants.

6. WRITTEN APPROVAL OF CHANGES:

The grantee must obtain prior written approval from DJCS for all project changes (programmatic, fiscal or otherwise).

WEST VIRGINIA DIVISION OF JUSTICE & COMMUNITY SERVICES	STANDARD CONDITIONS AND ASSURANCES

7. CIVIL RIGHTS COMPLIANCE:

Grantee will comply with any applicable federal nondiscrimination requirements, which may include the Omnibus Crime Control and Safe Streets Act of 1968 (42 U.S.C. § 3789d); the Victims of Crime Act (42 U.S.C. § 10604(e)); the Juvenile Justice and Delinquency Prevention Act of 2002 (42 U.S.C. § 5672(b)); the Civil Rights Act of 1964 (42 U.S.C. § 2000d); the Rehabilitation Act of 1973 (29 U.S.C. § 794); the Americans with Disabilities Act of 1990 (42 U.S.C. § § 12131-34); the Education Amendments of 1972 (20 U.S.C. § § 1681, 1683, 1685-86); the Age Discrimination Act of 1975 (42 U.S.C. § § 6101-07); 28 C.F.R. pt. 31 (U.S. Department of Justice Regulations-OJJDP Grant Programs); 28 C.F.R. pt. 42 (U.S. Department of Justice Regulations-Nondiscrimination; Equal Employment Opportunity; Policies and Procedures); Exec. Order No. 13279 (equal protection of the laws for faith-based and community organizations); Exec. Order No. 13559 (fundamental principles and policymaking criteria for partnerships with faith-based and neighborhood organizations); and 28 C.F.R. pt.38 (U.S. Department of Justice Regulations-Equal Treatment for Faith-Based Organizations).

In the event a Federal or State court or Federal or State administrative agency makes a finding of discrimination after a due process hearing on the grounds of race, color, religion, national origin, or sex against a recipient of funds, the grantee will forward a copy of the finding to the Office for Civil Rights, Office of Justice Programs and the West Virginia Division of Justice and Community Services.

8. PRESS RELEASE:

Pursuant to the Stevens Amendment, any release of information pertaining to this grant must include the following information:

1. grant amount;
2. State involvement (name of state entity responsible for administering the grant); and,
3. Federal involvement if applicable (name of federal entity responsible for administering the grant).

9. LOBBYING:

Grantee will comply with any and all lobbying provisions and/or restrictions as outlined in OMB circular A-122, and/or relevant State laws.

10. ACCESS TO RECORDS:

DJCS, through any authorized representative, shall have access to and the right to examine all records, books, papers, or documents related to the grant and to relevant books and records of contractors.

11. CONFLICT OF INTEREST:

No public official or employee of the grantee agency, who performs any duties under the project, may participate in an administrative decision with respect to the project if such a decision can reasonably be expected to result in any benefit or remuneration to that individual or that individual's immediate family.

12. POLITICAL ACTIVITY:

The Hatch Act restricts the political activity of executive branch employees of the federal government, District of Columbia government and some state and local employees who work in connection with federally funded programs. In 1993, Congress passed legislation that significantly amended the Hatch Act as it applies to federal and D.C. employees (5 U.S.C. §§ 7321-7326). (These amendments did not change the provisions that apply to state and local employees. 5 U.S.C. §§ 1501- 1508.)

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13. RELEASE OF INFORMATION:

All records, papers and other documents kept by recipients of grant funds are required to be made available to DJCS. These records and other documents submitted to DJCS and its grantees, including plans and application for funds, reports, etc., may be subsequently required to be made available to entities under Federal Freedom of Information Act, 5. U.S.C. §552, or Chapter 29B, Article 1 (West Virginia Freedom of Information) of the West Virginia Code.

DJCS recognizes that some information submitted in the course of applying for funding under this program, or provided in the course of its grant management activities, may be considered law enforcement, personnel or juvenile sensitive or otherwise important to national or state security interests. This may include threat, risk, and needs assessment information, and discussions of demographics, transportation, public works, and industrial and public health infrastructures. While this information under state control is subject to requests made pursuant to the Chapter 29B, Article 1 of the West Virginia Code, all determinations concerning the release of information of this nature are made on a case-by-case basis by DJCS, and may fall within one or more of the available exemptions under the Act.

Grantees must consult applicable state and local laws and regulations regarding the release or transmittal of information to any entity which may be considered sensitive in nature. Applicants may also consult DJCS regarding concerns or questions about the release of potentially sensitive information under state and local laws.

14. NATIONAL AND STATE EVALUATION EFFORTS:

The grantee agrees to cooperate with any national and/or state evaluation efforts directly or indirectly related to this program as requested.

15. OBLIGATION OF PROJECT FUNDS:

Funds may not, without prior written approval from DJCS, be obligated prior to the effective start date or subsequent to the termination date of the project period. Obligations outstanding as of the project termination date shall be liquidated within thirty (30) days.

16. USE OF FUNDS:

Funds awarded through DJCS may be expended ONLY for the purposes and activities specifically covered by the grantee's approved project description and budget. By attaching their signature, the grantee recognizes that any deviations from the original grant budget are unallowable.

17. ALLOWABLE AND UNALLOWABLE COSTS:

Allowable and unallowable costs incurred under this grant shall be determined in accordance with General Accounting Office principles and standards.

18. PEER REVIEW SUB GRANTEE EVALUATION PROCESS:

The applicant agrees to discharge if necessary - at the request of DJCS - knowledgeable, competent personnel (preferably a Project Director) to participate in a contemplated "peer review" process/advisory council. The purpose of this process would be to assist DJCS in making grant funding recommendations and furthered policy development regarding individual grant programs throughout the State. This would be no more than 2-3 days per annum.

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19. NON-SUPPLANTING:

Grant funds must be used to supplement existing funds for program activities and may not replace (supplant) funds that have been appropriated for the same purpose. Potential supplanting will be the subject of monitoring and audit. Violations can result in a range of penalties, including suspension of future funds under this program, suspension or debarment from state grants, recoupment of monies provided under this grant, and civil and/or criminal penalties. The grantee hereby certifies that funds made available under this grant will not be used to supplant other funding sources.

20. MATCHING CONTRIBUTION:

The grantee will have available, and will expend as needed, adequate resources to defray that portion of the total costs as set forth in this application as "match" and as approved by the West Virginia Division of Justice & Community Services. The applicant assures that the matching funds required to pay the grant portion of the cost of each program and project, for which funds are made available, shall be in addition to funds that would otherwise be made available for the proposed project by the recipients of grant funds and shall be provided on a project-by-project basis. Matching contributions are subject to the same expenditure guidelines established by the West Virginia Division of Justice & Community Services for this program. All grantees must maintain records that clearly show the source, the amount and the timing of all matching contributions. Please be reminded that if match is not "required" by the grant program for which you are making application, but committed and indicated on the budget pages of this application, then this special condition shall be affected.

21. PROJECT INCOME:

All income earned by the grantee as a result of the conduct of this project, must be accounted for and included in the total budget. Project income is subject to the same expenditure guidelines established by DJCS as are established for granted funds. All grantees must maintain records that clearly show the source, the amount and the timing of all project income. There is no waiver provision for the project income requirement.

22. CONSULTANT FEES:

Approval of this grant does not indicate an approval of consultant rates in excess of $450 per day. Specific and detailed justification must be submitted to, and approved by DJCS prior to obligation or expenditure of such funds.

23. SUSPENSION OF FUNDING:

DJCS may suspend, in whole or in part, terminate, or impose other sanctions on any grantee funds for the following reasons:

- Failure to adhere to the requirements, standard conditions, or special conditions and assurances of this program;
- Failure to submit reports;
- Filing a false certification in this application or in another report or document; or,
- Other cause shown.

24. SANCTIONS FOR NONCOMPLIANCE:

In the event of the grantee's noncompliance with the terms, conditions, covenants, rules, or regulations of this grant, DJCS shall impose such contract sanctions, as it may deem appropriate, including but not limited to:

- Withholding of payments to the grantee until the grantee complies;
- Cancellation, termination or suspension of the contract, in whole or in part; or,
- Refrain from extending any further assistance to the grantee until satisfactory assurance of future compliance has been received.

WEST VIRGINIA DIVISION OF JUSTICE & COMMUNITY SERVICES	STANDARD CONDITIONS AND ASSURANCES

25. SUBMISSION/RELEASE OF PUBLICATIONS/PRESS RELEASES

The grantee shall submit one copy of all reports and proposed publications resulting from this agreement to DJCS twenty (20) days prior to public release. Any publications (written, visual, sound, or otherwise), whether published at the grantee's or government's expense, shall contain the following statements:

"This document [product] was prepared under a grant from the West Virginia Division of Justice & Community Services (or simply "DJCS"). Points of view or opinions expressed in this document [product] are those of the authors and do not necessarily represent the official position or policies of the State of West Virginia or the Division of Justice & Community Services."

"This project supported by Grant No. _____ awarded by the West Virginia Division of Justice & Community Services and the U.S. Bureau of Justice Assistance. The Bureau of Justice Assistance is a component of the Office of Justice Programs, which also included the Bureau of Justice Statistics, the National Institute of Justice, the Office of Juvenile Justice and Delinquency Prevention, and the Office for Victims of Crime. Points of view or opinions in this document are those of the author and do not represent the official position of policies of the United State Department of Justice."

26. PROPERTY ACCOUNTABILITY:

The grantee shall establish and administer a system to control, protect, preserve, use, maintain, and properly dispose of any property or equipment furnished it, or made available through a grant by DJCS. This obligation continues as long as the property is retained by the grantee, notwithstanding the expiration of this agreement. Prior to sale, trade in or disposal of property, disposition instructions will be obtained from DJCS. Grantee assures inventory checks will be performed annually or pursuant to guidance promulgated in the Administrative Manual for this program (if applicable), with copies provided to DJCS. Property must be used for the intended grant purposes, if not being used in accordance with terms of the grant property will revert back to DJCS.

27. CRIMINAL PENALTIES:

Whoever embezzles or endeavors to embezzle, willfully misapplies, steals or obtains by fraud any funds, assets, or property which are the subject of grant or contractor or other form of assistance pursuant to this title, whether received directly or indirectly from the administration; or whether receives, conceals, or retains such funds, assets, or property to his use or gain, knowing such funds, assets, or property to have been embezzled, willfully misapplied, stolen, or obtained by fraud, shall be fined not more than $10,000 or imprisoned not more than five years, or both.

Whoever knowingly and willfully falsifies, conceals, or covers up by trick, scheme, or device, any material fact in any application for assistance submitted pursuant to the Act shall be subject to prosecution under the provisions of Section 1011 of Title 18, United States Code. Any law enforcement and criminal justice program or project underwritten, in whole or in part, by any grant, or contract or other form of assistance pursuant to the Act, whether received directly or indirectly from the administration, shall be subject to the provisions of Section 871 of Title 18, United States Code.

28. REPORTS:

Each grantee shall submit such reports as DJCS shall deem reasonably necessary to the execution of monitoring, stewardship and evaluation of programmatic and fiscal responsibilities.

29. PURCHASING:

When making purchases relevant to the grant, the grantee will abide by applicable State and local laws, which address purchasing procedures by a state or local unit of government or other agency.

WEST VIRGINIA DIVISION OF JUSTICE & COMMUNITY SERVICES	STANDARD CONDITIONS AND ASSURANCES

30 COLLABORATION W/OTHER FED. AND STATE GRANTS:

Where warranted, this initiative/grantee shall make every effort to support or assist other federally funded or State grant programs in any manner, including but not limited to, providing personnel, supplies, equipment and any other resources deemed necessary by DJCS.

31 INFORMATION SYSTEMS:

With respect to programs related to criminal justice information systems, the grantee agrees to comply with the provisions of 28 CFR, Part 20 governing the protection of the individual privacy and the insurance of integrity and accuracy of data collection. The grantee further agrees:

a. That all computer programs (software produced under this grant) will be made available to DJCS for transfer to authorized users in the criminal justice community without cost other than that directly associated with the transfer. The software will be documented in sufficient detail to enable potential users to adapt the system, or portions thereof, to usage on a computer of similar size and configuration.

b. To provide a complete copy of the computer programs and documentation, upon requests, to DJCS. The documentation will include, but not be limited to, system description, operating instruction, program maintenance instructions, input forms, file descriptions, report formats, program listings, and flow charts for the system and programs.

c. That whenever possible all application programs will be written in standardized programming languages (i.e. Cobol, Fortran, C, C++, XML, etc.) or will adhere to Open Database Connectivity format for use on general operating systems that can be utilized on at least three different manufacturers of computer hardware with similar size and configuration capabilities.

d. To avail itself, to the maximum extent possible, of computer software already produced and available without charge. The Criminal Justice Systems Clearinghouse (916/392-2550) should be contacted to determine availability of software prior to any development effort.

32 INCIDENT BASED REPORTING COMPLIANCY:

Grant applicants (cities & county commissions) will not be considered for funding if the applicant is not current with submitting Incident Based Reporting (IBR) information to the West Virginia State Police (if applicable). Grantees must remain current with submitting IBR information to the West Virginia State Police or grant funding will be withheld until such time as that grantee becomes IBR compliant.

33 TIME EXTENSIONS:

In general, time extensions for this program will not be granted. Unexpended grant funds remaining at the close of the grant period shall be deobligated.

34 USE OF GRANT FUNDS TO ENACT LAWS, POLICIES, ETC.:

Grantee understands and agrees that it cannot use any grant funds, either directly or indirectly in support of the enactment, repeal, modification or adoption of any law, regulation or policy, at any level of government.

35 LIMITED ENGLISH PROFICIENCY:

Grantee must take reasonable steps to provide meaningful access to their programs and activities for persons with limited English proficiency. For more information on the civil rights responsibilities that grantees have in providing language services to limited English proficiency individuals, please see the website www.lep.gov.

WEST VIRGINIA DIVISION OF JUSTICE & COMMUNITY SERVICES	STANDARD CONDITIONS AND ASSURANCES

36. COMPUTER EQUIPMENT:

Grantees purchasing computer equipment (hardware, software, or peripherals) with grant funds are required to adhere to the established bidding procedures for their respective units of government or agency. To ensure reputable vendors are obtained, grantees may consider utilizing the current applicable State computer contract. The following are minimum hardware requirements, as well as software requirements, established by DJCS for this grant program, which must be recognized when purchasing computer equipment, in whole or in part, utilizing grant funds:

Minimum Hardware Requirements:

- Intel Pentium III 733 MHz Processor; 133MHz front side bus
- 512K L2 Cache
- 128 MB SDRAM 100 MHz expandable to at least 384 MB
- 10 Gig. EIDE Ultra ATA 7200RPM Hard Drive
- 3.5" 1.44 MB Floppy Diskette Drive
- 48X Max Internal CD-ROM drive or 8X DVD-ROM drive
- 3 PCI, 1 16-bit ISA slot, 1 PCI/ISA (shared), 1 AGP slot
- ATI 8 MB AGP 2X Rage Pro Video Card
- 1 Parallel, 2 Serial, 2 USB
- 101/104-Key Keyboard (PS/2)
- PS/2 Port Compatible Mouse

Recommended Hardware Components:

- Mid-tower case
- 16-Bit 3D Sound Blaster Compatible w/ 64 voice wavetable and speakers (may be integrated)
- 3Com 10/100 PCI Ethernet Network Card
- APC UPS Backup power protection (adequate size to handle power load)
- Iomega Internal Zip Disk Drive

Software Requirements:

Whenever possible, software should operate within open industry standards. For example, Windows 2000 Operating System, Microsoft Office 2000 Professional, etc.

Warranty Requirements:
3 Year on-site warranty

37. PUBLIC SAFETY AND JUSTICE INFORMATION SHARING:

Grantees must support public safety and justice information sharing. The grantee is required to use the Global Justice Data Model specifications and guidelines for this particular grant. Grantee shall publish and make available without restriction all schemas (extensions, constraint, proxy) generated as a result of this grant to the component registry as specified in the guidelines. This information is available at www.it.ojp.gov/gjxdm.

WEST VIRGINIA DIVISION OF JUSTICE & COMMUNITY SERVICES	STANDARD CONDITIONS AND ASSURANCES

38. PROGRAM ACCOUNTABILITY – FEDERAL AUDIT REQUIREMENTS:

I.) Federal Office of Management and Budget (OMB) Circular A-133 sets forth standards for obtaining consistency and uniformity for the audit of states, local government, and non-profit organizations expending Federal awards. If applicable, this grant shall adhere to the audit requirements set forth in OMB Circular A-133 at the time of award.

As of 10/1/04, the requirements set forth by OMB Circular A-133 are as follows: Non-Federal entities that expend $500,000 or more in a year in Federal awards shall have a single or program-specific audit conducted for that year. Non-Federal entities that expend less than $500,000 a year in Federal awards are exempt from Federal audit requirements for that year, but records must be available for review or audit by appropriate officials of the Federal agency, pass-through entity, and General Accounting Office.

II.) OMB Circular A-110 sets forth standards for obtaining consistency and uniformity for the audit of institutions of higher education, hospitals, and other non-profit organizations expending Federal awards. This grant shall adhere to the audit requirements set forth in OMB Circular A-110.

As if 10/1/04, the requirements set forth by OMB Circular A-110 are as follows: Recipients and sub recipients that are institutions of higher education or other non-profit organizations (including hospitals) shall be subject to the audit requirements contained in the Single Audit Act Amendments of 1996 (31 USC 7501-7507) and revised OMB Circular A-133.

III.) If an audit must be conducted pursuant to OMB Circular A-133 and A-110, a copy of the audit shall be submitted to DJCS as well as to the Federal clearinghouse.

As of 10/1/04, the Federal clearing house is as follows:

Federal Audit Clearinghouse
Bureau of the Census
1201 E. 10th Street
Jeffersonville, IN 47132

39. PROGRAM ACCOUNTABILITY – STATE AUDIT REQUIREMENTS:

I.) Sub grantee assures that it has read, understands, and is in full compliance with all requirements as set forth in §12-4-14., Code of West Virginia, or as amended, and is not currently debarred from receiving state grant funds as a result of non-compliance with §12-4-14. Sub grantee further understands that if it is currently debarred or is not in compliance with §12-4-14., it is ineligible to receive funding from the West Virginia Division of Justice Community Services.

40. CONFIDENTIALITY OF RESEARCH INFORMATION:

Pursuant to Section 229 of the Act, research information identifiable to an individual, which was obtained through a project funded wholly or in part with United States Department of Justice program funds, shall remain confidential and copies of such information shall be immune from legal process, and shall not, without the consent of the person furnishing such information, be admitted as evidence or used for any purpose in any action, suit, or other judicial or administrative proceeding (28 CFR Part 22).

41. LEASE AGREEMENTS:

Grantee agrees to provide DJCS with a description of proposals to use grant funds to enter into lease arrangements with private entities for the purpose of fulfilling the goals and objectives of this project.

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42. EQUAL EMPLOYMENT OPPORTUNITY PLAN:

The grantee will provide an Equal Employment Opportunity Plan (EEOP) to the Office for Civil Rights, Office of Justice Programs (OCR) and the West Virginia Division of Justice and Community Services, if it has received a single award of $500,000 or more. If the grantee receives $25,000 or more and has 50 or more employees, it will maintain a current EEOP on file and submit an EEOP Certification Form to the OCR, certifying that its EEOP is on file. For public grantee agencies receiving less than $25,000, or public grantee agencies with fewer than 50 employees, regardless of the amount of the award, the grantee will provide an EEOP Certification Form to the OCR certifying it is not required to submit or maintain an EEOP. EEOP Certification Forms are available at: http://www.ojp.usdoj.gov/about/ocr/pdfs/cert.pdf;

43. VETERANS PREFERENCE:

This program includes a provision that grantees utilizing funds to hire additional personnel, to the extent possible, give suitable preference in employment to military veterans. DJCS defines "suitable preference" as the requirement that a grantee agency have in place a mechanism ensuring that veterans are given consideration in the hiring process.

44. IMMIGRATION AND NATURALIZATION VERIFICATION:

The grantee agrees to complete and keep on file, as appropriate, applicable Immigration and Naturalization Service Employment Eligibility Verification Forms. These forms are to be used by recipients of state funds to verify that employees are eligible to work in the United States.

45. PURCHASE OF AMERICAN-MADE EQUIPMENT/PRODUCTS:

It is the sense of DJCS that to the greatest extent practicable, all equipment and products purchased with state funds made available under this grant should be American-made.

46. PERSONNEL TRAINING:

For projects involving payment of personnel or overtime pay, DJCS reserves the right to require training as a condition of the grant before or at any time during the project period.

47. ACCOUNTING REQUIREMENTS:

Grantee agrees to record all project funds and costs following generally accepted accounting procedures. A unique account number or cost recording must separate all project costs from the grantee's other or general expenditures. Adequate documentation for all project costs and income must be maintained. Adequate documentation of financial and supporting material, must be retained and be available for audit purposes.

48. OFFICE OF JUSTICE PROGRAMS (OJP) FINANCIAL GUIDE:

Grantee agrees to comply with the financial and administrative requirements as set forth in the current edition of the OJP Financial Guide.

49. TRANSFER OF FUNDS PROHIBITION:

The grantee is expressly prohibited from transferring funds between any DJCS programs.

50. MARKING OF EQUIPMENT:

Grantee will ensure that, when practicable, any equipment purchased with grant funding shall be prominently marked as follows: "Purchased with funds provided by the West Virginia Division of Justice & Community Services."

WEST VIRGINIA DIVISION OF JUSTICE & COMMUNITY SERVICES	STANDARD CONDITIONS AND ASSURANCES

51. PATENTS AND/OR COPYRIGHTS AND RIGHTS IN DATA:

Grantee acknowledges that DJCS reserves a royalty-free, non-exclusive, and irrevocable license to reproduce, publish, or otherwise use, and authorize others to use, for State or Federal government purposes: (1) the copyright in any work developed under an award or sub award; and, (2) any rights of copyright to which a recipient or sub recipient purchases ownership, in whole or in part, with State or Federal support.

Grantee agrees to consult with DJCS re the allocation of any patent rights that arise from, or are purchased with, this funding.

52. SYSTEM FOR AWARD MANAGEMENT REGISTRATION:

Grantee agrees to register with the System for Award Management (SAM) and provide documentation to DJCS within 30 days of award notification that they have done so. If a sub-grantee is restricted by the Federal Government, their funds will be frozen until DJCS receives notification this restriction has been lifted

53. DATA UNIVERSAL NUMBERING SYSTEM:

Grantee agrees to acquire a Data Universal Numbering System (DUNS) number, www.dnb.com and provide documentation to DJCS within 30 days of award notification that they have done so.

54. JUVENILE JUSTICE & DELINQUENCY PREVENTION ACT:

Grantee agrees to comply with the four core protections under the Juvenile Justice & Delinquency Prevention (JJDP) Act of 1974, reauthorized 2002.

- Deinstitutionalization of status offenders (DSO).
- Separation of juveniles from adults in institutions (separation).
- Removal of juveniles from adult jails and lockups (jail removal).
- Reduction of disproportionate minority contact (DMC), where it exists.

This includes, but is not limited to, completing the annual the WV Certification of Non-Secure Facilities and submitting to DJCS, if applicable, and submitting a monthly Secure Holding Log, if applicable.

55. BIDDING PROCEDURES:

Funds for renovation, expansion or construction awarded to grantees or subgrantees, which require the letting of any single contract amounting to $100,000 or more to a private company or individual shall require: a bid guarantee equivalent to 5% (five percent) of the bid price; the bid guarantee must consist of a firm commitment such as a bid bond, certified check, or negotiable instrument accompanying a bid as assurance that the bidder will, upon acceptance of the bid, execute such contractual documents as may be required within the time specified after forms are presented to the successful bidder; a performance bond on the part of the 100% (one hundred percent) of the contract price ("Performance bond" means a bond executed in connection with a contract to ensure payments required by all persons supplying labor and materials in the execution of the work provided for in the contract.); a payment bond on the part of the contractor for 100% (one hundred percent) of the contract price. ("Payment bond" is one executed in connection with a contract to ensure payment as required by law, of all persons supplying labor or materials in the execution of the work provided for in the contract.) Recipient/subgrantee is expected to follow the competitive bid process in the award of contracts involving Federal grant funds.

To the best of my knowledge the applicant has and will comply with all of the attached Standard Conditions and Assurances.

Authorized Official: _____ **Title:** _____

Signature: _____ **Date:** _____

WEST VIRGINIA DIVISION OF Justice and Community Services	STOP VIOLENCE AGAINST WOMEN GRANT SPECIAL CONDITIONS AND ASSURANCES

56. ADMINISTRATIVE CHANGES:

The applicant must advise DJCS immediately in writing if there are any changes in the: (1) Project Director, (2) Fiscal Officer, (3) Authorized Official, or (4) STOP VAWA Grant-funded staff position(s). Please also submit to DJCS a new membership list if there are any changes in the members of a governing board, such as County Commission or City Council, or changes in members of the STOP Team or Advisory Board/Committee.

57. LATE REPORTING:

Funded agencies understands that projects which become 60 days delinquent in the submission of reporting requirements will forfeit one month of reimbursable expenses for the entire project. Each additional 30 days past the initial 60-day delinquency period shall result in an additional forfeiture of a month's reimbursable expenses. All requests for reimbursements and accompanying documents **are due to DJCS by the 20th of each month. A history of late reports may result in a 25% cut in future funding**.

58. CLIENT FILES:

Funded agencies must maintain client files for all victims served to document type of crime and services provided throughout the grant period. Funded agencies also agrees to collect and maintain information, where such information is voluntarily furnished by those receiving service, on race, sex, national origin, age and disability. These records are to be available at any time for review by DJCS as long as it follows the Violence Against Women Act and all re-authorization confidentiality requirements.

59. CLIENT SURVEYS/EVALUATIONS:

All funded agencies are required to implement client surveys for evaluation purposes. DJCS may require a copy of these surveys/evaluations or request proof survey is being implemented. All surveys/evaluations must ensure client confidentiality.

60. CLIENT CONFIDENTIALITY:

All funded community-based agencies must maintain a written confidentiality policy that prohibits the disclosure of victim's name, address, phone number, any contact information, or any other personally identifying information without prior voluntary written and informed consent of the victim (or legal guardian). All confidentiality policies must adhere to all confidentiality requirements under the Violence Against Women Reorganization Act of 2005 and 2013. All funded agencies must maintain confidentiality as required under the Violence Against Women Reorganization Act of 2005 and 2013 and complies with the provision of 42 U.S.C. 13925(b)(2), nondisclosure of confidential or private information, which includes creating and maintaining documentation of compliance, such as policies, procedures for release of information.

61. NOTIFICATION OF VICTIM COMPENSATION PROGRAM:

All funded agencies are required to assist crime victims in seeking available and eligible crime victim compensation benefits. Such assistance may include identifying and notifying crime victims of the availability of the victim compensation fund, assisting with the application forms and procedures, obtaining necessary documents, and/or checking on claim status.

62. GRANT FILE:

Sub-grantee must maintain a grant file containing all grant-related documents, such as the grant agreement, monthly financial reports, monthly progress reports, and any grant-related correspondence. In some situations, the project site maybe at a different location than the official sub-grantee. Therefore, an official grant file should be maintained by both the official sub-grantee and the project site. These records are to be available at any time for review by DJCS. All grant files are to be kept for three years after the Federal Grant period ends.

WEST VIRGINIA DIVISION OF Justice and Community Services	STOP VIOLENCE AGAINST WOMEN GRANT SPECIAL CONDITIONS AND ASSURANCES

63. ADMINISTRATIVE MANUAL:

All pertinent information in regard to the Violence Against Women Act of 1994 and amendments and all applicable federal and state laws, orders, circulars and regulations are updated and maintained in the appropriate administrative manual by sub-grantees.

64. TRAVEL/TRAINING:

Any sub-grantee and/or funded agency receiving STOP VAWA Grant funding for training must submit in writing to DJCS a training plan, and must also request in writing any adjustments to a training plan. Also, any STOP VAWA grant-funded staff position who attends any training workshop or conference must submit a written narrative identifying the training, its purpose, what specific workshops they want to attend, and the useful information obtained that will assist in implementing the STOP VAWA grant project. **All trainings must be approved in advance by DJCS** by submitting a written request (from project director) identifying the staff person who will be attending, the name of the conference and purpose, and attaching a brochure outlining the costs and the agenda.

Please note – sub-grantee representatives (project director and STOP VAWA-funded staff positions/volunteers) and/or STOP Team members may be required to attend training workshops deemed critical by DJCS.

65. VAWA-FUNDED TRAINING EVENTS:

All agenda topics and trainers must be pre-approved by DJCS for any training events (conferences, workshops, symposiums, etc.) paid for with STOP VAWA funds. A written request must be submitted to DJCS **90** days prior to entering into any agreements for agenda topics, speakers, and/or trainers. The request must include workshop descriptions and speaker biographies. All state agencies are required to work with the WV Coalition Against Domestic Violence and/or the WV Foundation for Rape Information and Services in acquiring appropriate speakers prior to the conference.

Please note – all STOP VAWA funded training events must include an evaluation component and the results of the evaluations must be submitted to DJCS with the corresponding monthly report. If a program charges registration fees, they must provide certificates and/or certification that participants actually attended training in order to be reimbursed for registration fees.

66. INTERAGENCY AGREEMENTS:

Where applicable, sub-grantee and funded agencies must develop a formal referral protocol and interagency agreements; copies of interagency agreements and referral protocols may be required to be submitted with the application.

67. HIRING AND FIRING PROCEDURES:

Hiring and firing procedures outlined in the grant application should be followed in hiring and firing STOP VAWA grant-funded staff positions. Staff hired must meet the qualifications outlined in the job description for the position. DJCS is to be advised in writing if there are any difficulties in filling STOP VAWA grant-funded staff positions.

68. PLANNING AND EVALUATION TEAM:

The applicant is required to maintain an interagency Planning and Evaluation Team (STOP Team) that will meet at least quarterly to review the status of grant objectives, to develop strategies for resolving any problems or barriers, and to perform periodic evaluations. This team must adhere to all minimum requirements contained in the STOP VAWA program guidelines. Statewide projects may use an advisory board or committee for this purpose.

69. CONSULTATION WITH VICTIM SERVICES:

All law enforcement, prosecution, and court applicants are required to consult with local non-profit victim service programs during the course of developing their application in order to ensure the proposed activities are designed to promote the safety, confidentiality, and economic independence of victims of domestic violence, sexual assault, stalking, and dating violence.

70. ACTIVITIES THAT MAY COMPROMISE VICTIM SAFETY:

Grantee and funded agencies agrees that grant funds will not support activities that may compromise victim safety, such as or **in pre-trial diversion** or participation in **pre-trial diversion programs**, the placement of offenders in couples counseling, family counseling, joint victim-offender counseling, mandatory counseling for victims, **penalizing victims for refusing to testify, or promoting procedures that require victims to seek legal sanctions against their abusers**, or the placement of perpetrators in anger management programs, or the placement of offenders in non-licensed BIPPS Programs.

WEST VIRGINIA DIVISION OF Justice and Community Services	STOP VIOLENCE AGAINST WOMEN GRANT SPECIAL CONDITIONS AND ASSURANCES

71. AUDITS:

All programs will submit a copy of an audit to DJCS each fiscal year. Additionally, programs who are not required to submit an audit under §12-4-14 are still required to submit a copy of an audit or an annual internal financial review to the Program Administrator at DJCS, showing the total budget expenditures and revenues from all sources for the prior year, along with a systematic method for timely and appropriate resolution of findings and/or recommendations

72. DEBARMENT:

Any funded agency that is debarred with the State of West Virginia or Federally must inform DJCS in writing within 30 days of becoming debarred and have a plan of action stating the steps to address this issue. Funds will be frozen and the sub-grantee has 30 days to address this issue and then funds may be deobligated.

73. PRESENTATIONS TO PRIMARY OR SECONDARY SCHOOL:

The grantee and funded agencies agrees that grant funds will not be used to support the development or presentation of a domestic violence, sexual assault, dating violence and/or stalking curriculum for primary or secondary schools. The grantee further agrees that grant funds will not be used to teach primary or secondary school students form an already existing curriculum.

74. TEXT MESSAGING:

Applicant and all funded agencies will develop and implement a written policy which bans employees from text messaging while driving any vehicle during the course of performing work funded by this grant, and to establish workplace safety policies and conduct education, awareness, and other outreach to decrease crashes caused by distracted drivers

75. FORENSIC MEDICAL EXAMINIATIONS:

In order to be eligible for VAWA grant funds the grantee and funded agencies understands a forensic medical exam is provided to all victims of sexual assault free of charge and does not require the victim to participate in the criminal justice system or cooperate with law enforcement unless they choose to do so. *(Pursuant to recent statutory changes, local prosecutor approval is no longer required for either performing an exam or for billing the Institute for said exam. See 168 CSR 1, et. Seq)*

76. POLYGRAPH TESTING PROHIBITION:

In order to be eligible for VAWA Grant funds the grantee and funded agencies will ensure in their policies or practices that no law enforcement officer, prosecuting attorney or other government agency or funded agency ask or require an adult, youth or child victim of an alleged sexual assault or sex offense defined under Federal, State, Tribal, Territory, or local law; to submit to a polygraph examination or other truth telling device as a condition for proceeding with the investigation of such an offense. The refusal of a victim to submit to a polygraph examination or truth telling examination shall not prevent the investigation, charging, or prosecution of an alleged sex offense.

77. EQUIPMENT:

The grantee and funded agencies agrees that grant funds will not be used to support the purchase of law enforcement equipment, including uniforms, safety vests, shields, weapons, bullets, and armory or to support chemical dependency or alcohol abuse programs that are not an integral part of a court-mandated batterer intervention program.

WEST VIRGINIA DIVISION OF Justice and Community Services	STOP VIOLENCE AGAINST WOMEN GRANT SPECIAL CONDITIONS AND ASSURANCES

78. PUBLIC AWARENESS:

The grantee and funded agencies agrees grant funds will not be used to conduct public awareness or community education campaigns or related activities. Grant funds may be used to support, inform, and provide outreach to victims about available services.

79. TRAINING:

All funded agency/staff on STOP Teams will be required to complete eight (8) hours per year of approved training on one of the following issues within the grant period: Domestic Violence, Sexual Assault, Stalking or Dating Violence. They must submit a certificate showing they completed this training by the end of June 30th. This includes law enforcement agencies that are funded overtime; at least one officer from the funded agency must complete an 8 hour training.

80. ENSURING VICTIMS RIGHTS:

All funded programs/agencies will practice a "Victim Centered Approach". They are required to inform victims of their rights and ensure victims are afforded their rights.

81. VIOLENCE AGAINST WOMEN ACT:

The sub-grantee agrees to comply with all relevant statutory and regulatory requirements which may include, among other relevant authorities, the Violence Against Women Act of 1994, 2000, and 2005 and 2013; and the omnibus Crime Control and Safe Streets Act of 1968 and OVW's implementing regulations.

82. FALSE CLAIMS,FRAUD, AND WASTE:

The recipient must promptly refer to the DOJ OIG and DJCS any credible evidence that an employee, agent, contractor, sub-contractor or other person has either 1) submitted a false claim for grant funds; or 2) committed a criminal or civil violation of laws pertaining to fraud, conflict of interest, bribery, gratuity, or similar misconduct involving grant funds. Reports should be made to OIG by mail:

Office of the Inspector General
US Department of Justice
Investigations Division
950 Pennsylvania Avenue, N.W.
Room 4706
Washington D. C. 20530

83. LEGISLATION:

The sub-grantee understands and agrees it cannot use any federal funds, either directly or indirectly in support of the enactment, repeal, modification or adoption of any law, regulation or policy at any level of government without the express written approval of OVW, in order to avoid violation of 18 US § 1913. The sub-grantee may use federal funds to collaborate with and provide information to Federal, State and local public officials and agencies to develop and implement policies to reduce or eliminate domestic violence, dating violence, sexual assault and stalking when such collaboration and provision of information is consistent with the activities otherwise authorized under this grant program

84. OVW FINANCIAL GUIDE:

The sub-grantee agrees to comply with the financial, training and conference requirements set forth in the current edition of the Office on Violence Against Women (OVW) Financial Grants Management Guide. Can find the OVW Guide at http://www.ovw.usdoj.gov/grantees.html

85. RELIGIOUS OR MORAL BELIEFS:

The sub-grantee understands and agrees that award funds may not be used to discriminate against or denigrate the religious or moral beliefs of students who participate in programs for which financial assistance is provided from those funds or of the parents or legal guardians of such students.

86. COMPUTER NETWORKS:

The sub-grantee understands and agrees that (a) no award funds may be used to maintain or establish a computer network unless such network blocks the viewing , downloading , and exchanging of pornography, and (b) Nothing in the subsection (a) limits the use of funds necessary for any Federal, State, or local law enforcement agency or any other entity carrying out criminal investigations, prosecution or adjudication activities

87. FUNDS:

The sub-grantee understands and agrees that misuse of award funds may result in a range of penalties including suspension of current or future funds, suspension or debarment from Federal grants, recoupment of monies provided under the award, and civil and/or criminal penalties. Grant funds may be used only for the purposes in the sub-grantees approved application to OVW and that use of staff, equipment or other goods or services paid for with OVW grant funds, without the prior written approval from OVW. The sub-grantee agrees that if they receive any funding that is a duplicate of funding received under this grant, they will notify DJCS as soon as possible and a grant adjustment will be issued changing the budget to eliminate duplication and they understand that any duplicate funding will be deobligated from its award and returned to OVW.

88. CONSULTANT RATES:

Consultant rates in excess of $650 per day or $81.25 per hour must receive prior approval by OVW prior to obligation or expenditure of such funds. All contracts must be submitted 90 days prior to training for approval.

89. MATERIALS:

All materials, publications, or reports, or products, funded under this grant must submit for approval to OVW 20 days prior to release for approval. It must be submitted to DJCS 40 days prior to release so they may submit to OVW for approval. If changes are required it will be needed to be revised prior to publication and/or distribution.

90. MATCH:

Each agency requesting funds must meet their own match and must follow the guidelines in the VAWA Administrative Manual.

91. DISCRIMINATION

The recipient understand that under the Reauthorized Violence Against Women Act (VAWA) of 2013, which amends the VAWA of 1994 by including a nondiscrimination grant condition which prohibiting discrimination based on actual or perceived race, color, national origin, religion, sex, disability, sexual orientation or gender identity..

92. USING ARREST and CONVICTION RECORDS In EMPLOYMENT DECISIONS

The recipient will consult the Advisory for Recipients of Financial Assistance from the U.S. Department of Justice on the U. S. Equal Employment Opportunity Commission's Enforcement Guidance: Consideration of Arrest and Conviction Records in Employment Decisions Under Title VII of the Civil Rights Act of 1964 (June 2013) available at http://www.oip.usdoj//about/ocr/pdfs/UseofConviction_advisory.pdf

93.	LEGAL ASSISTANCE:

If being funded for Legal Assistance the applicant must meet the following eligibility requirements:

1. Any person providing legal assistance through a program funded under VAWA (A) has demonstrated expertise in providing legal assistance to victims of domestic violence, dating violence, sexual assault or stalking in the targeted population; or (B) is partnered with an entity or person that has demonstrated expertise described above; has completed or will complete training on in connection with domestic violence, dating violence, sexual assault and stalking; any training issues, including training on evidence-based risk factors for domestic and dating violence homicide; (2) any training program conducted in satisfaction of the above paragraph and has been or will be developed with input from and in collaboration with the State domestic violence, sexual assault, dating violence and stalking victim service provider or coalition; as well as appropriate State Law Enforcement officials: (3) any person or organization providing legal assistance through VAWA has informed or will continue to inform State and local domestic violence, stalking, sexual assault and dating violence programs and coalitions as well as state and local law enforcement agencies of their work; (4) and the agencies policies do not require mediation counseling involving offenders and victims physically together, in cases where sexual assault, dating violence, domestic violence, stalking or child abuse is an issue.

94.	SEXUAL ASSAULT FORENSIC KITS:

All funded law enforcement agencies are to collect sexual assault forensic kits from hospitals within 48 hours of notification from the hospital and send those kits to the State Police Crime Lab.

95.	FUNDS:

All pass-through funded agencies are to be reimbursed within 30 days of receipt of reimbursement from DJCS. At a minimum documentation must be submitted to DJCS quarterly showing the status for reimbursement for each funded agency.

96.	PROTECTIVE ORDERS:

All funded law enforcement agencies will serve protective orders (including but not limited to Emergency Protective Orders, DV Protective Orders, Personal Safety Orders, etc.) within the 72 hour limit. Failure to do so may result in loss or deobligation of funds.

I certify that I have read the entire Standard and Special Conditions and Assurances of this grant program and agree to comply with these requirements. I understand all funded agencies are held to these Special Conditions and will be made aware of the requirements if funded.

_____

Authorized Official Signature (Original)

Appendix E

Memorandum of Understanding for STOP Team Members

STOP Violence Against Women (STOP VAWA) Grant

STOP Violence Against Women Grant Program Application	MOU for STOP Teams Only

Attach a copy of the Memorandums of Understanding (MOU (*NOTE: An MOU must be signed by individuals with authority to enter into agreements for **each** agency.*). The MOU should include the following

I. Commitment that **all** members have an understanding of the project and requirement and are willing to assist in meeting the expectations of the grant requirements.

a. All core members must have **active** participation and **regular attendance** at Team meetings. A high level of commitment from all core members to work collaboratively must be demonstrated.

b. Maintain a Team protocol for responding to domestic violence, sexual assault, stalking and dating violence crimes. Regular reviews and necessary revisions should be an on-going process. *Note: Protocols must include the firearms information.*

c. Team members will be expected to address violence against women issues within their own organizational services and employment practices. All funded programs will practice a Victim Centered Approach.

d. The application, Team protocol, and required reports must have input from **all** core members. These three topics should be recurring topics at Team meetings.

All components of the application apply to the entire Team, whether all entities are STOP funded or not.

All required paperwork must be completed in a timely and thorough manner.

e. Application, protocol, membership, and meeting topics must address all four violence against women crimes (domestic violence, dating violence, sexual assault, and stalking).

f. Community Awareness of services available and where victims can receive services must be conducted as a Team.

g. All funded agencies have reviewed and understand all Standard and Special Conditions of the grant.

II. MOU must include the Project Director's and the Fiscal Officer's role:
Project Director's role:

- Be the main contact for DJCS staff
- Ensure all information is forwarded to **all** funded staff/agencies; this includes but is not limited to:
  - Budgets
  - Special and standard conditions of the grant
  - Memos

- Surveys
- Changes in grant requirements
- Forms; ensure they receive all updated forms
- Training available
- Civil Rights Compliance

- Ensure all reports are submitted on time to DJCS
- Inform DJCS of changes in staff and Authorized Officials, Fiscal Officers, etc.
- Request project changes and prior approval of attendance of training/travel not specified in budget.
- The Project Director is the contact person for members of the West Virginians Against Violence Committee
- Submit copies of audits to DJCS and contact DJCS if debarred

Fiscal Officer's Role

- The contact person for financial questions
- Review the approved budget for each grant
- Be aware of Special and Standard Conditions of the grant
- Review all monthly financial reports and ensure all required documentation is included
- Submit copies of audits to DJCS and contact DJCS if debarred

Also it is required the Project Director, Fiscal Officer and all funded agency directors meet on a quarterly basis to discuss changes, issues with the grant, and problems with payments. This needs to be included in the MOU and should be separate from STOP Team Meetings.

III. All MOU's must include the following information:

- All changes to the Project Financial Reports should be forwarded to all funded agencies. The MOU should state who will be responsible for this and by what date it will be done. DJCS sends changes to the person who completed the Budget Summary; it is the responsibility of the pass-through agency to forward those changes.

- The date when reports are due to the pass-through sub-grantee from all funded agencies in order to submit paperwork to DJCS in a timely fashion. All funded agencies must be aware it is a requirement to submit all required paperwork to DJCS each month by the 20th of each month. Your pass-through must have an earlier due date so documents are submitted on time to DJCS.

- After receiving reimbursement from DJCS/Auditor's office the pass-through sub-grantee will have 30 days to reimburse the other funded agencies.

- All agencies must submit an annual report and it must be submitted by the deadline sent by DJCS.

Appendix F

Support Letters for State Agency

STOP Violence Against Women
(STOP VAWA) Grant

STOP Violence Against Women Grant Program Application	Support Letters (State Projects Only)

The STOP Violence Against Women Program Guidelines strongly recommends an advisory committee made up of at least a non-profit, non-governmental victim services, prosecution and law enforcement members. Please attach support letters from advisory board members:

Appendix G

Proof on Non-Profit Status
(New Applicants Only)

STOP Violence Against Women
(STOP VAWA) Grant

STOP Violence Against Women Grant Program Application	Proof of Non-Profit Status New Non-Profit Applicants Only

Please attach in this section a copy of your agency': (1) Articles of Incorporation from the WV Secretary of State's Office; (2) Certificate of Incorporation from the WV Secretary of State's Office; and (3) the IRS Determination Letter.

Appendix H

STOP Team Application Development Documentation
STOP Violence Against Women (STOP VAWA) Grant

Provide documentation which shows the STOP Team met as a team to develop the application. Documentation must include a sign-in sheet which lists STOP Team Members, date and agency; and agenda and meeting minutes.

Appendix I

State of West Virginia
STOP Violence Against Women Grant
Program Guidelines

General Information

The Violence Against Women Act (VAWA), enacted by Congress, is set out in Title IV of the Violent Crime Control and Law Enforcement Act of 1994. The Act provides financial assistance to States for developing and strengthening effective law enforcement and prosecution strategies and victim services in cases involving violent crimes of domestic violence, sexual assault, stalking and dating violence.

The goal of STOP (Services*Training*Officers*Prosecutors) Violence Against Women Formula Grant Program (STOP VAWA) is to encourage governmental and nongovernmental agencies to restructure and strengthen the Criminal Justice system response to be proactive in dealing with the problem of violence against women; to draw on the experience of all the players in the system; and to develop a comprehensive strategy to deal with this complex problem. STOP VAWA promotes a coordinated, multidisciplinary approach to improve the criminal justice system's response to violent crimes of domestic violence, sexual assault, stalking and dating violence.

The Violence Against Women Act was reauthorized in 2000 (Violence Against Women Act of 2000), again in 2005 (Violence Against Women and Department of Justice Reauthorization Act of 2005) and again in 2013 (Violence Against Women and Department of Justice Reauthorization Act of 2013). Each reauthorization modified program requirements and guidelines.

NOTE: Nothing in the VAWA Act shall be construed to prohibit male victims of domestic violence, dating violence, sexual assault, and stalking from receiving benefits and services under the Act; however, the Act does not require the funding of male-only programs with VAWA funds.

Administration of Federal Funds

The U.S. Department of Justice, Office on Violence Against Women awards funds appropriated by Congress to the Division of Justice and Community Services which has been designated by the Governor as the state agency responsible for the administration of the Violence Against Women Act Program in West Virginia.

Grant Applications

Applications for federal funds by agencies are initiated by completing a STOP Violence Against Women grant application for a project and submitting it to the Division of Justice and Community Services.

The standard grant application form must be used for all grants. The application kits are available from Division of Justice and Community Services. Contact with staff should be maintained during the preparation of the grant application. Grant funding is awarded on a competitive basis each year. **There is no guarantee of funding beyond the one year award period.**

The project period for STOP VAWA grants is July 1 – June 30.

Federal Program Purpose Areas

The Violence Against Women Act enumerates the following statutory purposes for which funds may be used:

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 sexual assault, domestic violence, stalking, and dating violence, including the use of nonimmigrant status under subparagraphs (U) and (T) of section 101(a)(15) of the Immigration and Nationality Act (8 U.S.C. 1101(a));

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 sexual assault, dating violence, stalking, and domestic violence;

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 sexual assault, dating violence, stalking, and domestic violence, 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 sexual assault, dating violence, stalking, and domestic violence;

5. Developing, enlarging, or strengthening victim services and legal assistance programs, including sexual assault, domestic violence, stalking, and dating violence 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 sexual assault, dating violence, stalking, and domestic violence;

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 sexual assault, dating violence, stalking, and domestic violence;

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 services agencies, and other state agencies and departments, to violent crimes against women, including the crimes of sexual assault, domestic violence, stalking, and dating violence;

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, stalking, or sexual assault, 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. Supporting 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); and
(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—
    (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); and
    (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 shall, on an annual basis, receive additional training on the topic of incidents of domestic violence committed by law enforcement personnel from domestic violence and sexual assault nonprofit organizations and, after a period of two years, provide a report of the adopted protocol to the Department, including a summary of progress in implementing such protocol. As such, states and territories are responsible for ensuring that each sub-grantee receiving funds under this purpose area will receive the required annual training. states are also responsible for ensuring that sub-grantees submit their two-year report to the Department. States and territories must notify and provide OVW with a list of sub-grantee recipients awarded STOP funds under the Crystal Judson Domestic Violence Protocol Program.

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 relating 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 or detention settings.

18. Identifying and conducting inventories of backlogs of sexual assault evidence collection kits and developing protocols and policies for responding to and addressing such backlogs, including protocols and policies for notifying and involving victims.

19. Developing, enlarging, or strengthening programs and projects to provide services and responses to 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, as defined in section 249(c) of title 18, United States Code.

Federal Program Priority Areas

The emphasis of the STOP VAWA Program is on the implementation of comprehensive strategies addressing violence against women that are sensitive to the needs and safety of victims and hold offenders accountable for their crimes. Programs should seek to carry out these strategies by forging lasting partnerships between the criminal justice system and victim advocacy organizations and by encouraging communities to look beyond traditional resources and to look to new partners to respond more vigorously to domestic violence, sexual assault, and stalking crimes, such as faith-based and community organizations.

Examples of innovative approaches include those:

- Retain core services to victims;
- Increase support for sexual assault, including services, law enforcement response and prosecution;

- Increase support for underserved populations, particularly communities of color, in a culturally appropriate manner, with a special emphasis on African-American, tribal and LGBT communities;

- Increase the use of promising or evidence-building practices, where available;

- Support core services for victims of sexual and domestic violence, particularly support for rape crisis centers and domestic violence shelters;

- Provide culturally-specific services and training to underserved communities based on factors such as race, ethnicity, language, sexual orientation, or gender identity;

- Provide basic and advanced training to tribal law enforcement and tribal courts regarding services for victims in tribal communities;

- Provide comprehensive training to victim services, law enforcement, prosecution, and court personnel on sexual assault, to encourage increased reporting, arrest and successful prosecution of perpetrators;

- Support Full Faith and Credit training for tribes, states and territories; and Implement evidence-based risk/danger assessments to identify and prioritize victims who are considered to be in relationships with a high risk of lethality

West Virginia's Plan

It is the mission of the West Virginians Against Violence (WVAV) Committee to increase the awareness and understanding of domestic violence, sexual assault, dating violence and stalking crimes and its consequences, reduce the incidence of domestic violence, sexual assault, stalking and dating violence crimes and to create a safer environment for all victims, and provide a collaborative response to the needs of victims of domestic violence, sexual assault, stalking and dating violence crimes within West Virginia.

The following goals and objectives are set forth as an implementation plan to accomplish the mission:

Goal 1: Continue to improve the criminal and civil justice systems response to domestic violence, dating violence, sexual assault, and stalking crimes.

Objective A: Sustain the number of, and increase the training available to, dedicated assistant prosecuting attorneys, law enforcement officers, and victim advocates committed to the

effective and appropriate responses of domestic violence, dating violence, and stalking cases.

Objective B: Increase the number of, and the training available to, dedicated assistant prosecuting attorneys, law enforcement officers, and victim advocates committed to the effective and appropriate response to sexual assault crimes.

Objective C: Support the use of victim-centered local protocols in each STOP funded county to:

- Support the on-going team approach to prosecution of domestic violence, stalking, sexual assault, and dating violence crimes among prosecutors, law enforcement officers, judges, and victim service advocates;
- Support evidence-based prosecutions;
- Collect data regarding the arrests and dispositions of domestic violence, dating violence, sexual assault, and stalking cases; and
- Enforce and implement state and federal statutes regarding domestic violence, dating violence, sexual assault, and stalking crimes.
- Include response to elder abuse and disabled victims for domestic violence, dating violence, sexual assault, and stalking crimes.
- Ensure all victims of crime are notified of their rights as a victim and all agencies are required to respect and uphold these rights.
- Ensure the protocols are reviewed on a yearly basis and updated as needed;
- And ensure all plans address cultural competency responses

Objective D: Develop and implement performance measures in order to determine effectiveness and accountability of prosecutor's, law enforcement's, and victim service's response to domestic violence, sexual assault, stalking, and dating violence crimes.

Objective E: Develop and implement a Lethality Risk Assessment and Process which addresses multiple disciplinary agencies response in order to help reduce domestic violence related homicides. Also, train advocates, law enforcement, prosecutor, and court staff concerning the Lethality Risk Assessment.

Goal 2: Coordinate and structure cross training to maximize attendance of all professionals and paraprofessionals that impact victims of domestic violence, sexual assault, dating violence, and stalking crimes, in order to provide a better response to victims.

Objective A: Utilize developed curricula or training modules (for example curriculum developed by WV Foundation for Rape Information and Services or the WV Coalition Against Domestic Violence) which should include at a minimum: dynamics of victimization, trauma informed care and the effects of trauma on the victim; dynamics and legal issues of stalking; dynamics and legal issues of domestic violence; and collaborative and multidisciplinary response to domestic violence, sexual assault, stalking, and dating violence crimes. Special emphasis should be placed on criminal and civil justice system personnel training (judicial, administrative law judges, prosecutors, law enforcement, legal aid, state bar, etc.)

Objective B: Continue coordinated community response training to law enforcement officers from the entire state using approved content and training teams composed of a multidiscipline approach which should include law enforcement officers, victim advocates, other community advocates (for example, the Community of Aging or Disability Agency) and prosecutors/attorneys.

Objective C: Support annual training to improve coordinated community response for Sexual Assault Response Teams (SART). Recommend funded STOP Teams to include existing Sexual Assault Response Team members as part of their STOP Teams.

Objective D: Support the efforts of the West Virginia Coalition Against Domestic Violence and the West Virginia Foundation for Rape Information and Services in training Adult Protective Service Workers on the issues of Elderly Abuse.

Objective E: Use STOP VAWA funding, along with other funding, to increase training on the appropriate authorization and use of sex crime kits.

Objective F: Support and increase the efforts of the West Virginia Foundation for Rape Information and Services to train statewide multidisciplinary groups (advocates, law enforcement, prosecutors, medical professionals, etc.) on sexual assault and stalking issues. Regional trainings should be offered when possible.

Objective G: Provide training and resources to train victim advocates, law enforcement, prosecution, and court staff on human trafficking and the use of T and U Visas.

Goal 3: Develop and/or increase effective responses to the needs of victims of domestic violence, sexual assault, dating violence, and stalking in underserved communities and cultural and linguistic populations.

Objective A: Expand services and resources for underserved populations, including people with disabilities; people in later life; racial and ethnic minorities; victims who live in isolated, rural areas; victims with language and cultural barriers; prostitutes, the homeless victims, victims in correctional facilities, and victims who are Lesbian, Gay, Bisexual, Transgender, Queer (LGBTQ).

Objective B: Build the capacity of domestic violence and sexual assault service agencies to provide educational and direct victim services to victims on college and university campuses.

Objective C: Encourage community-based programs and service providers, faith-based communities, and colleges and universities to coordinate and integrate their services for victims of domestic violence, sexual assault, dating violence, and stalking.

Objective D: Encourage local service providers and criminal justice agencies to identify and collaborate with community based organizations that provide community and/or victim services to linguistic and culturally specific communities/populations.

Objective E: Continue to support telephonic interpretation or language lines in order to provide better services to victims of domestic violence, sexual assault, dating violence, and stalking.

Objective F: Use STOP VAWA Funding or other funding to provide for resources on immigration issues which are translated in languages other than English.

Objective G: Continue training on cultural diversity to all STOP Teams.

Objective H: Continue the development and implementation of a school guideline for responding to dating violence.

Goal 4: Increase prevention and public awareness of services available for domestic violence, sexual assault, dating violence, and stalking victims.

Objective A: Maintain and update, on a yearly basis, a service directory of available service providers for victims of violence available on-line.

Objective B: Increase prevention and public awareness through community forums, educational programs, public advertisements, and distribution of materials. Ensure resources and materials are updated on a bi-yearly basis, if needed.

Objective C: Develop and distribute domestic violence, dating violence, sexual assault, and stalking public awareness materials to address the needs of underserved populations.

Objective D: Provide prevention and public awareness of dating violence; which may include domestic violence, sexual assault, and stalking issues at the college and high schools levels.

Objective E: Expand awareness of domestic violence, sexual assault, dating violence, and stalking issues statewide throughout the criminal justice system.

Goal 5: Increase collaboration and communication among systems, agencies and organizations in their coordinated response to victims of domestic violence, sexual assault, dating violence, and stalking.

Objective A: Continue the work of the West Virginians Against Violence Committee to oversee the Violence Against Women Act Program and the Victims of Crime Act Program; update the Committee on issues and changes in the Victim Services field, in order to foster increased collaboration and communication among systems, agencies, and organizations in their coordinated response to victims of domestic violence, sexual assault, dating violence, and stalking.

Objective B: Continue the work of the STOP VAWA Collaborative Committee to review the STOP Implementation Plan and other issues which address domestic violence, sexual assault, stalking, and dating violence crimes, and to foster increased collaboration and communication among systems, agencies, and organizations in their coordinated response to victims of domestic violence, sexual assault, dating violence, and stalking.

Objective C: Sustain and support the central work of the existing STOP teams and STOP funded statewide projects that meet or exceed their projected goals; ensure they are in compliance; that

they provide a true victim centered approach, and they can show they are providing quality and effective services.

Objective D: Increase the participation of non-traditional service providers in coordination with current STOP Teams, in order to provide a more varied and encompassing community response with a victim centered coordinated approach and additional resources being made available on a statewide and local level beyond the traditional criminal justice, court and victim service participants. (i.e. defense attorneys, child protective services, disability service providers, emergency medical services, faith-based community, substance abuse, immigration services, state legislature, legal services, adult protective services, mental health providers, community corrections, education professionals, health professionals, etc.)

Objective E: Support increased collaboration between rural health clinics and licensed medical facilities that will conduct sexual assault examinations utilizing their own staff or the assistance of a Sexual Assault Nurse Examiner. Encourage the screening for domestic violence and sexual assault crimes among licensed medical facilities.

Objective F: Promote victim service providers collaboration with community corrections programs across the state to promote victim issues, including victim safety and offender accountability.

Objective G: Support the development of protocols that address the minimum level standards of care and response related to sexual assault victims and ensure that the Criminal Justice System, Victim Services, and Medical Facilities adhere to these protocols.

Objective H: Assist programs with the development of plans for transition or change of leaders, project directors, advocates, and/or elected prosecutors in the victim assistance field in order to ensure the integrity of the team approach.

Goal 6: To strengthen and expand STOP Violence Against Women Act (VAWA) programs through targeted legislation, identifying new funding sources, coordination and overall system improvement in this area.

Objective A: Engage key stakeholders in a statewide planning process to reduce and prevent violence against women. Acquire specific recommendations from stakeholders.

Objective B: Seek additional funding sources necessary to meet policy requirements, direct services to female victims and their children, and training needs to effectively prevent and respond, in a multi-disciplinary manner, to violence against women crimes.

Major Shifts in Direction

Compared with the former STOP Implementation Plan, this plan reflects many of the same areas of need such as: coordinated responses, training, expanded victim services, public awareness, and expansion of outreach and services to underserved populations.
However, five major shifts in direction will take place in the next three years. The five major shifts include the following:

- Increased focus on providing training and services for sexual assault victims across disciplines.

- Increased focus on victim-centered training for professionals responding to and serving, respecting victims, and upholding rights of victims of domestic violence, sexual assault, dating violence, and stalking.

- Increased training on Human Trafficking and T and U Visas.

- Increased focus on underserved population which include elderly, and LGBTQ victims and victims with disabilities.

- Increased accountability of the teams (in protocols and training content) to ensure that victims' needs are effectively and compassionately addressed.

Emerging Issues

In October 2013 the STOP Implementation Plan Focus group met and attendees brainstormed about issues, areas of need, strengths and weaknesses as they pertain to domestic violence, sexual assault, dating violence, and stalking crimes in West Virginia, many of these ideas were incorporated into the goals, objectives, and areas of greatest need sections of this plan. Other ideas are discussed here because they may not fall within the scope of the West Virginia's current funding plan; however, WV STOP Teams and funded agencies are encouraged to coordinate with other entities, which may be interested in pursuing the following recommendations/issues:

- Increased access to victim centered information. Information needs to available electronically to meet the needs of the

increasing numbers of people in the population that utilize the internet and other electronic media

- Increase distance learning opportunities. Training on domestic violence, sexual assault, dating violence, and stalking issues need to be available in a variety of venues, especially for Sexual Assault Nurse Examiners and other disciplines that currently require significant classroom time and do not have the flexibility or staff to attend in-person trainings

- Victims with disabilities. West Virginia has a significant portion of the population with disabilities. Targeted outreach for this population needs to be developed and implemented across the state

- Data collection needs to be improved on the criminal justice system level on stalking and dating violence crimes

- More counselors available in rural areas for victims

- More training on investigation and preventing internet crimes, especially stalking

- Funds for transportation for victims to court, services, etc.

- Training on victims with mental health issues and how to provide better services

- Training and services for victims with substance abuse issues

- Resources and economic assistance in order to empower victims

- More training for law enforcement on determining the predominate aggressor, interviewing techniques in order to prevent dual arrests, and to develop strategies for evidence collection in order to support evidence based prosecution

- Increase collaboration and coordination of services, resources, and information

- Increase information provided on cultural diversity across disciplines

- Assessing how STOP Teams are providing the following as a "true Team effort:" outreach, culturally competent services, working as a team, providing services, and cross training

- Specialized training for court personnel
- First responders need Victim Centered training
- Training on the importance of enforcing payment of restitution to victims in order to promote empowerment of victims
- Expand the availability of training opportunities for facilitators of Batterer Intervention and Prevention Programs (BIPPS) classes, so the programs have qualified facilitators and meet licensure standards.

Activities that May Compromise Victim Safety

Ensuring victim safety and a victim centered approach is the guiding principle of the West Virginia STOP VAWA Program. Applicants are strongly discouraged from proposing projects or supporting programs that include any activities that may compromise victim safety such as:

- Offering perpetrators the option of entering pre-trial diversion programs; (Under WV Code §61-11-22 (e) pre-trial diversion is not allowable in Domestic Violence cases)
- Mediation or counseling for couples as a systemic response to domestic violence or sexual assault;
- Requiring victims to report sexual assault, stalking, or domestic violence crimes to law enforcement or forcing victims to participate in criminal proceedings;
- Court mandated batterer intervention programs that do not_use the coercive power of the criminal justice system to hold batterers accountable for their behavior;
- Placement of batterers in anger management programs; and
- Procedures that would force victims of domestic violence to testify against their abusers or impose other sanctions on them.
- Requiring victims of sexual violence to submit to a polygraph examination or other truth telling devices as a condition of proceeding with an investigation of such an offense.

- Practice of "Victim Blaming". All programs should support the victim and allow the victim to make decisions on their own without blame or sanctions.

Confidentiality and Victim Safety

Programs must ensure the safety of victims and their families by protecting the confidentiality and privacy of persons receiving services. Programs may not disclose any personally identifying information (name, address, other contact information, social security number, date of birth, racial/ethnic/religions identity, or any other combined information that would serve to identify an individual) without the informed, written, reasonably time-limited consent of the person (or guardian in the case of a minor or disabled). Consent release cannot be given to an abuser of the person.

In the event that release of information is compelled by statutory or court mandate, programs must make reasonable attempts to provide notice to victims affected by the disclosure of information and take steps necessary to protect the privacy and safety of the persons affected by the release of the information.

Definitions

The following STOP VAWA related definitions have been revised, effective with the VAWA Reauthorization Act of 2005:

1. **Violence Against Women Crimes** - now includes dating violence, as well as domestic violence, sexual assault and stalking.

2. **Community-based Organization** –The term means an organization that:
   (A) focuses primarily on domestic violence, dating violence, sexual assault, or stalking;
   (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.

3. **Linguistically and Culturally Specific Services** – means community-based services that offer **FULL** linguistic access and culturally specific services and resources, including outreach, collaboration, and support

mechanisms primarily directed toward underserved communities. The term also relates to the community-based organizations and describes the kinds of services such groups would offer to overcome obstacles to access to more traditional services. This also means that mainstream programs that have a goal of serving underserved populations must ensure that they offer full linguistic access and culturally specific services. *For example, if a program has translated a brochure, then it should be able to provide all other services in that same language.*

4. **Cultural Competency** - refers to an ability to interact effectively with people of different cultures. Cultural competence comprises four components: (a) Awareness of one's own cultural worldview, (b) Attitude towards cultural differences, (c) Knowledge of different cultural practices and worldviews, and (d) cross-cultural Skills. Developing cultural competence results in an ability to understand, communicate with, and effectively interact with people across cultures.

5. **Personal Identifying Information** - The term 'personally identifying information' or 'personal information' means individually identifying information for or about an individual including information likely to disclose the location of a victim of domestic violence, dating violence, sexual assault, or stalking, including—
   (A) a first and last name;
   (B) a home or other physical address;
   (C) contact information (including a postal, e-mail or Internet protocol address, or telephone or facsimile number);
   (D) a social security number; and
   (E) any other information, including date of birth, racial or ethnic background, or religious affiliation, that, in combination with any of subparagraphs (A) through (D), would serve to identify any individual.

6. **Rural Area or Rural Community**.—The term means:
   (A) any area or community, respectively, no part of which is within an area designated as a standard metropolitan statistical area by the Office of Management and Budget; or
   (B) any area or community, respectively, that is:
      (i) within an area designated as a metropolitan statistical area or considered as part of a metropolitan statistical area; and
      (ii) located in a rural census tract.

7. **Underserved Populations**. — refers to individuals or communities who are subject to various barriers that deny or limit access to quality advocacy and services. Includes populations underserved because of geographic location, underserved racial and ethnic populations, and/or

populations underserved because of special needs (such as language barriers, disabilities, alienage status, or age). Other examples: religious/cultural, illness/disease, sexual orientation, and education/literacy.

8. **Victim Services or Victim Service Provider**.—The term 'victim services' or 'victim service provider' means a nonprofit, nongovernmental organization that assists domestic violence, dating violence, sexual assault, or stalking victims, including rape crisis centers, 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.

9. **Victim Advocate**.— means a person, whether paid or serving as a volunteer, who provides services to victims of domestic violence, sexual assault, stalking, or dating violence under the auspices or supervision of a victim services program.

10. **Victim Assistant**.— means a person, whether paid or serving as a volunteer, who provides services to victims of domestic violence, sexual assault, stalking, or dating violence under the auspices or supervision of a court or a law enforcement or prosecution agency.

11. **Youth** - means teen and young adult (13 and up) victims of domestic violence, dating violence, sexual assault, or stalking.

13. **Elder Abuse** – means any action against a person who is 50 years of age or older that constitutes the willful
(A) Infliction of injury, unreasonable confinement, intimidation, or cruel punishment with resulting physical harm, pain, or mental anguish; or
(B) Deprivation by a person, including a caregiver, of foods or services with intent to cause physical harm, mental anguish, or mental illness.

Certification of Eligibility Requirements

Subgrantees must be able to demonstrate compliance with the following requirements:

- Laws or official policies: 1) encourage or mandate arrests of domestic violence offenders based on probable cause that an offense has been committed, and 2) encourage or mandate arrest of domestic violence offenders who violate the terms of a valid and outstanding protections order.
- Laws, policies, or practices and training programs discourage dual arrests of offender and victim.

- Laws, policies, or practices prohibit issuance of mutual restraining orders of protection except in cases where both spouses/partners file a claim and the court makes detailed findings of fact indicating that both spouses/partners acted primarily as aggressors and that neither spouse/partner acted primarily in self-defense.
- Laws, policies, or practices do not require, in connection with the prosecution of any misdemeanor or felony domestic violence offense, or in connection with the filing, issuance, registration, or service of a protection order, or a petition for a protection order, to protect a victim of domestic violence, dating violence, stalking, or sexual assault, that the victim bear the costs associated with the filing of criminal charges against the offender, or the costs associated with the filing, issuance, registration, or service of a warrant, protection order, petition for a protection order, or witness subpoena, whether issued inside or outside the state or local jurisdiction.
- Laws, policies, or practices concerning forensic medical examination payment for victims of sexual assault, ensures: 1) a governmental entity incurs the full out-of-pocket cost of forensic medical exams for victims of sexual assault, and 2) it will not require a victim of sexual assault to participate in the criminal justice system or cooperate with law enforcement in order to be provided with a forensic medical exam, or to be reimbursed for charges incurred on account of such an exam.
- Judicial administrative policies and practices include notification to domestic violence offenders of the requirements delineated in section 922(g)(8) and (g)(9) of title 18, Unites States Code, and any applicable related Federal, State, or local laws.
- Laws, policies, or practices ensure that no law enforcement officer, prosecuting officer or other government official shall: 1) ask or require an adult, youth, or child victim of an alleged sex offense as defined under Federal, state or local law to submit to a polygraph examination or other truth telling device as a condition for proceeding with the investigation of such an offense, and 2) the refusal of a victim to submit to a polygraph or other truth telling examination shall not prevent the investigation, charging, or prosecution of an alleged sex offense by a state or unit of local government.

All funded agencies and staff must be Victim Centered and ensure Victims are informed and ensured of their rights.

Eligible Applicants

In order to be eligible for West Virginia STOP VAWA funds, an applicant must meet the following requirements:

1. A team must be formed that includes at a minimum: law enforcement officer, a prosecutor and a private non-profit, non-governmental victim service provider. The team may include other agencies in the team area that wish to participate. Only one Team per county will be funded. All teams are encouraged to include a member from a faith-based and a cultural/linguistic specific group/organization.

2. Programs must be operated by a public agency or a private nonprofit organization. However, a private nonprofit organization that only provides occasional counseling or services to victims or whose sole purpose is to provide advocacy to the legislature for victims of crime would not qualify for eligibility.

3. The STOP VAWA requires that each state must distribute their grant funds each year in the following manner: At least 30 percent to victim services programs *(of which 10 percent must be distributed to linguistically and culturally specific community-based organizations),* 25 percent must be allocated to law enforcement, 25 percent to prosecution, 5 percent to state or local courts, with the remaining 15 percent allocated as discretionary. This is a statutory requirement. These allocations may not be redistributed or transferred to another funding allocation area (with the exception of the discretionary funds, which can be used to supplement other allocation areas)\

For Fiscal Year 2014, available STOP VAWA funds are as follows:

- Mainstream Victim Services (27% $ 246,616.76
- Victim Services Sexual Assault Set-Aside $ 61,654.19
- Culturally Specific Org. (3%) $ 34,252.33
- Law Enforcement (25%) $ 229,211.38
- LE SA Set-Aside $ 56,224.69
- Prosecution (25%) $ 229,211.39
- Prosecution SA Set-Aside $ 56,224.68
- Courts (5%) $ 57,087.21
- Discretionary (15%) $ 112,946.47
- PREA Set-Aside (4.75%) $ 58,314.90

Non-profit, non-governmental organizations with a documented history of effective work concerning domestic violence, dating violence, sexual assault, or stalking are eligible to apply for the portion designated for nonprofit, nongovernmental victim serves.

Community-based organizations (as defined by VAWA) that offer full linguistic access and culturally specific services and resources, including outreach, collaboration, and support mechanisms primarily directed toward underserved communities such as those communities

with racial and ethnic considerations, and who have a documented history of effective work with those communities are eligible to apply for the portion designated for culturally specific organizations. Additionally, to be eligible for this funding category you must meet the following criteria:

- An organization's primary mission is to address the needs of a racial or ethnic population or the organization has developed a special expertise regarding a particular racial and ethnic population. As well, the organization must do more than merely provide services to an underserved population; rather, it must provide culturally competent services designated to meet the specific needs of the target population.
- At a minimum, an organization must have documented expertise or demonstrated capacity to work effectively on domestic violence, dating violence, sexual assault or stalking issues and to work with victims of those crimes **OR** acquires that expertise through collaboration with another entity.

Governmental victim services programs contracting with nonprofit organizations are eligible to apply for the portion designated for nonprofit, nongovernmental victim services.

Governmental victim services programs attached to a law enforcement agency or a prosecutor's office may apply for the portions of funds designated for law enforcement or prosecution.

Governmental victim services programs that are not connected to a law enforcement agency or a prosecutor's office and are not considered nonprofit organizations may apply for funding through the portion designated as discretionary. With the exception of a victim services program attached to a probation office, which would be eligible to apply for the portion of funds designated for state or local courts or those designated as discretionary.

4. Programs shall promote within the community or region served coordinated public and private efforts to aid crime victims. Because various kinds of services needed by victims of crime are usually provided by a variety of agencies, it is important that these services be coordinated to ensure continuity of support to the victim and to avoid duplicating services.

5. Programs shall assist victims in seeking available crime victim compensation benefits through the West Virginia Court of Claims.

Programs will identify and notify potential recipients of the compensation program and assist them with the compensation claim forms.

6. Programs must be able to identify and describe the underserved population(s) within their locality and how the population(s) will benefit from the STOP VAWA related services. These underserved populations must be different than just domestic violence, sexual assault, stalking and dating violence victims. For example, an underserved population could be LGBTQQ, or People of Color victims of all the above referenced crimes.

7. Programs must be able to describe how they plan to address the needs, including access to programs, services and information, of populations of individuals whose primary language is not English.

8. Programs must be able to describe in detail a plan of sustainability of the program in the event that STOP VAWA funds were to be relinquished. The plan should illustrate the willingness and capacity to continue the program after STOP VAWA funds are no longer available. Programs do not discuss the fact that without STOP VAWA funds the program would not exist.

9. State Agencies/Organizations are also eligible for STOP VAWA funds as long as the proposal meets at least one of the Federal and State Program Purpose Areas. Statewide initiatives do not require a Team application; however, an advisory committee made up of at least a non-profit, non-governmental victim services, prosecution and law enforcement is strongly recommended.

Additionally, State law enforcement, prosecution, and court applicants are required to consult with State and/or local victim service programs during the course of developing their applications in order to ensure that proposed activities and equipment acquisitions are designed to promote the safety, confidentiality, and economic independence of victims of domestic violence, sexual assault, stalking and dating violence. This is a requirement of the grant application.

10. All sub-grantees are required to develop and implement client surveys for evaluation (of the services provided) purposes. DJCS may require a copy of these surveys/evaluations or request proof survey is being implemented. All survey/evaluations must ensure client confidentiality.

11. Grantee will comply with all federal civil rights laws, including Title VI of the Civil Rights Act of 1964, as amended. These laws prohibit discrimination on the basis of race, color, religion, national origin, and

sex in the delivery of services. This entity will send all adverse findings of discrimination within the last three years to the Office for Civil Rights to the following address:

Office for Civil Rights
Office of Justice Programs
810 7th Street, NW
Washington, DC 20531

Grantees should post information for victims and staff which state where they can contact the Office for Civil Rights:

Office for Civil Rights
P.O. Box 1789
Charleston, WV 25326
(304) 558-0546

They should also have posted the following information:

WV Human Rights Commission
1321 Plaza, East, Room 108A
Charleston, WV 25301
(304) 558-2616
1- 888-676-5546

Funds to Faith-based Organizations

Faith-based organizations will be considered for funding on the same basis as any other eligible entity and, if funded will be treated on an equal basis with all other subgrantee agencies in the administration of awards. No eligible applicant will be discriminated for or against on the basis of its religious affiliation.

Faith-based organizations receiving Department of Justice (DOJ) funds retain their independence and do not lose or have to modify their religious identity. **However, DOJ funds may not be used to fund any inherently religious activity, such as prayer or worship. Inherently religious activity is permissible, although it cannot occur during an activity funded with DOJ grant funds; rather, such religious activity must be separate in time or place from the DOJ-funded program.** Further, participation in such activity by individuals receiving services must be voluntary.

Matching Requirements

Portions of funded projects must receive financial support from sources other than STOP VAWA funding (or any other Federal funding source). This is known as the matching contribution that is the statutory ratio that must be applied to the grantee as its portion of a grant. The purpose of matching funds is to augment the amount of resources available to the project from grant funds and to foster the dedication of state, local and community resources to the purposes of the project. Note: Each agency requesting funds must meet their own match.

The matching requirements are as follows:

a. Private Non-Profit Agencies: A contribution of non-Federal dollars is **not** required for these agencies under the victim service category.

   If private non-profit agencies apply for discretionary funds (or any category other than victim services) the match requirement is not waived. The standard 27% match requirement is still mandatory.

b. Government Agencies (this includes Law enforcement and Prosecution): 27% Cash or In-Kind Match
   Government agencies, as a part of the team, must provide a minimum of 27% match from other non-federal sources for their portion of the application. This match may be cash or in-kind. Matching funds are required on a project-by-project basis.

Cash Match Represents the grantee's cash outlay; money contributed to the grantee by other public agencies and institutions and private organizations and individuals. Funds received from other federal grants cannot be considered as grantee's cash match contribution.

Examples: Cash donations, United Way funds, money from fundraising activities, state grants, private foundations, etc.

In-Kind Match Represents the value of non-cash resources (services, personnel, space, equipment, or other non-cash items) which belong to the subgrantee and are committed to the VAWA-funded project; which may consist of the value of goods and services specifically identifiable to the grant program; and charges or value of real property.

Examples: Volunteer time used in aiding victims of crime; donations of food, clothing, supplies, or furniture; donation of office space used for counseling victims, etc.

Please note that if volunteer hours (which are one of the best non-cash resources) are used as match, a dollar value (a wage rate) may be assigned for the volunteer's time depending upon the type of service provided to the victim. For instance, a volunteer who transports victims may be assigned a value of $7.25 per hour (or current minimum wage) for providing this service. If a doctor or lawyer provides some volunteer professional services, such as counseling or legal advice, their services may be assigned a value of as much as $75.00 per hour or $100.00 per hour depending upon their individual rates for providing professional services.

All subgrantees must maintain records which clearly show the source and amount of matching contributions (cash or in-kind) committed to the project.

Methods for Calculating Match

The method for calculating the appropriate match for individual VAWA grants is as follows:

Example 1

Amount of Law Enforcement Budget Page: $18,750
$18,750 ÷ .73 = 25,685

Total Project: $25,685
VAWA Funds -18,750
Matching Funds $ 6,935

Example 2

Team Participant	Federal Funds	Match Required	Total Cost
Prosecutor's Office	22,500	8,322	30,822
Police Department	18,750	6,935	25,685
Total Funds	$41,250	$15,257	$56,507

Allowable Match:
Cash Match
Personnel/Contractual:

- Salaries/benefits: (not federally funded and is for the purpose of the VAWA grant program)
    - ❖ Documentation required: timesheets; paycheck stubs; back-up documentation for insurance and other required documentation.

- Supervision: of advocates which is directly related to serving victims (this is not a full-time position and should be pro-rated and should not exceed 30% of their time)
    - ❖ Documentation required: a memo stating who the person is and that they certify their time is spent supervising for the project; timesheets, paycheck stubs; back-up documentation for insurance and other required documentation.

- Costs incurred to advertise for personnel for the VAWA funded project.
    - ❖ Documentation required: invoice, proof of payment, copy of advertisement.

Travel/Training:

- Direct Service Mileage: includes transporting victim(s) to court, medical appointments, and counseling. This may also include the advocate attending the court, MDIT meeting **with** the victim. **This cannot be used to attend STOP Team Meetings, SART Meetings or other community meetings.**
    - ❖ Documentation required: Travel form which has the same information required on DJCS travel form, purpose for travel, two signatures, and proof of payment.
      Note: VAWA- Law enforcement may use travel costs to investigate VAWA crimes – they must provide documentation such as a travel log which includes the date and mileage, and charge at the cruiser rate which is 20 cents/mile. Also be aware if an agency is using an agency vehicle the rate is also 20 cents/mile.

- Travel/Training: Skills training for staff which may include travel (at the state per diem rates and state regulations) and training costs, such as registration fees. BE AWARE: **ALL** trainings must be **pre-approved by DJCS** or they will not be reimbursed or used as match.
    - ❖ Documentation required: Travel form which has the same information required on DJCS travel form **and two signatures**; proof of payment; registration fees will only be reimbursed if DJCS is provided proof of attendance, such as certificates or sign-in sheets and proof of payment.

- Training materials: books, manuals, etc. (no trinkets, bags, food, etc. can be used for match)
    - ❖ Documentation required: invoice and proof of payment

Space:

- Telephone/Hotline/Internet: This is pro-rated and must be for the VAWA funded person (s).
    - ❖ Documentation required: invoice, proof of payment and the amount charged to the grant.

- Office space: pro-rated and must be only for the VAWA funded person(s).
    - ❖ Documentation required: lease agreement, proof of payment and the amount charged to the grant.

Other:

- Supplies: may include paper, ink, envelopes, postage, other office supplies which are related to serving victims (not calendars)
    - ❖ Documentation required: invoice and proof of payment and the amount charged to the grant

- Leases for office equipment: this must be pro-rated for the grant
    - ❖ Documentation required: invoice; lease agreement and proof of payment; and the amount charged to the grant.

- Furniture purchases: which is used exclusively for the VAWA project
    - ❖ Documentation required: invoice and proof of payment

- Audit Costs – 2% of the Audit costs can be used as match for VAWA
    - ❖ Documentation required: invoice and proof of payment

<u>In-Kind Match</u>

Personnel/Contractual:

- Volunteer hours – must be donating time to the VAWA project – this can include un-paid interns
    - ❖ Documentation required: volunteer log or volunteer timesheet (if a timesheet is used it must have the volunteer's signature and supervisor's signature) which has the date volunteered, volunteer's name, hours volunteered, and rate; this should have a certification which is signed by the project director, or the fiscal officer, or the volunteer coordinator. Volunteer rates are as follows:
        - ➢ Professionals: up to $150/hr. A professional is defined as a doctor, licensed therapist/counselor, pro-bono attorney, etc.

- Paraprofessional: up to $20/hr. A paraprofessional is defined as a person who is trained to assist professionals but do not have licensure and have received extensive training and may not work regular work hours. Such as CASA Volunteers, counselors, hotline workers, etc.

- General: up to $10/hr. All other volunteers who do not fit the professional or paraprofessional definition.

Space: this included donated office space

- Documentation required: a letter stating this organization provides office space at this amount per month for this agency. (This must be a fair market rate and if the advocate or person the office space is provided for is part-time it should be pro-rated for the amount of time allocated for the project). The letter should be on the agencies letterhead donating the space and should include the grant period (June 1- July 31st), the square footage of the office space and the rate per square foot. Also be aware if a position is not filled during a period of time this **cannot** be used as match.

Other

- Donations: of expendable equipment, office supplies, workshop or classroom material, clothing, food, housing supplies.
  - Documentation required: list of donated goods, certificate stating these items are used for the VAWA project, and a fair market value of each item. All donated goods must be used in the same time as they are requested for match; for example if you are requesting this as match in October than they should have been distributed or used by October.

- Office equipment: such as a copier, fax machine etc. Provided by the agency and used for VAWA project.
  - Documentation required: DJCS Office equipment usage log; this should be pro-rated for VAWA usage only and a fair market value applied.

Eligible Services and Activities

Violence Against Women funds shall be used only to provide services to victims of violent domestic violence, sexual assault, stalking and dating violence crimes. "Services to victims of crime" means those activities that directly benefit

individual crime victims, including the required coordination of such activities, i.e., coordination of volunteers and/or coordination of public and private efforts to aid crime victims. Activities unrelated or only tangentially related to the provision of direct services to victims are not eligible for support.

Services to victims of violent crimes against women include, but are not limited to, the following:

1. Direct-Service Staff -- A portion of a team VAWA grant is allocated for covering salaries or portions of salaries for staff members who are providing direct services to women, such as therapists, counselors, and victim advocates. Administrative salaries such as for an executive director, fiscal officer, or clerical staff, cannot be VAWA-funded.

2. Crisis Intervention Services that meet urgent emotional and physical needs of crime victims. Crisis intervention may include support, guidance and counseling provided by counselors or mental health professionals in the immediate aftermath of a crime, crisis or trauma. It may also include the operation of a 24-hour hotline that provides counseling or referral for crime victims.

3. Counseling and Therapy which assist victims in dealing with their victimization beyond the services provided in the immediate aftermath of a crime, crisis or trauma. Therapy refers to specialized psychological or psychiatric treatment for individuals, couples, and family members. Counseling refers to mental health services which involve providing support and guidance to victims. Immediate family members are also eligible to receive service if the crime victim will benefit from such services. Immediate family members: a) the parent and/or legal guardian of a victim under 18; b) siblings of a crime victim; c) the spouse of the victim; and d) the children of crime victims. There is a cap of $10,000 per application for contractual services, such as counseling and therapy sessions.

4. Support Services may include reassurance and empathetic listening and guidance for resolving practical problems created by the victimization experience; providing employment counseling; acting on the crime victim's behalf via other social services and criminal justice agencies; and referral to other sources of assistance as needed.

5. Emergency Services -- Provide accompaniment/transportation to hospital and police station; provide temporary shelter for crime victims who cannot safely remain in their current lodgings; or provide crime victims with petty for meeting immediate needs

related to transportation, food, medicine, shelter, and other necessities. This is to be used for **emergency situations** only and should not last more than one week.

6. Group Treatment refers to supportive group activities, as well as psychotherapeutic group treatment. This may include peer support, social support, and drop-in groups.

7. Court-Related Services refers to services which assist women in participating in criminal justice proceedings including advising victims of their legal rights, providing information regarding police investigation and explaining prosecution and court procedures; assisting victims with the preparation of victim impact statements; maintaining an on-call service and information system to apprise victims of appearances at court proceedings; advising victims of post adjudication notices of parole board and probation hearings and notice of offender release, etc.; assisting in filing temporary restraining orders, injunctions, and other protective orders, elder abuse petitions and child abuse petitions; accompanying a crime victim to court; providing child care services for crime victims while they participate in essential court proceedings; providing transportation to and from court; and providing emotional support to victims during a trial. This does not include the employment of private attorneys.

8. Community education activities that describe direct services available to women and how to obtain a program's assistance (such as pamphlets, brochures, and posters) are eligible to be funded out of VAWA funds. Brochures or pamphlets outlining general information, such as about rape or domestic violence, may be funded out of VAWA funds if the agency's name, phone number, and a description of services are also printed on the brochure or pamphlet.

   The brochures, pamphlets, and posters must contain a statement reflecting that the printing costs of these brochures, etc., were covered by a U.S. Department of Justice Violence Against Women Act (VAWA) grant awarded by the Division of Justice and Community Services.

9. Rent -- A sub-grantee may charge or prorate a reasonable cost of rent for a VAWA-funded project. The sub-grantee shall certify in writing that the requested rental charge is consistent with the prevailing rate in the local area.

10. Training -- A sub-grantee may include as a small portion of a grant the reasonable cost of staff development for those persons (salaried and volunteer staff) who provide direct services to women. Please note all approval for any training must be approved by the Division of Justice and Community Services prior to attending any training by submitting to DJCS a written request for training approval.

    VAWA funds may be used for workshop/conference registration fees, mileage, meals, and lodging expenses for In-State Training and Out-of-State Training in accordance with State Travel Regulation. VAWA funds may not be used for continuing education credits. This means that a staff member can attend a training (if approved by DJCS) at which CEU credits are offered. However, VAWA funds would not cover the costs of the CEU credits but would cover the registration costs and related travel, meals, and lodging expenses.

    VAWA funds can also be used to host in-state violence against women related training events. All training events, agendas and speakers must be pre-approved by DJCS 90 days prior to the scheduled training. Speaker fees may not exceed the $450/day federal rate.

11. Travel -- A sub-grantee may include as a small portion of their grant necessary and reasonable travel expenses relating only to providing direct services to victims, such as transporting victims. Direct service staff and volunteers would be reimbursed in accordance with State Travel Regulations,

    Travel expenses associated with administrative costs, such as making bank deposits, delivering and picking up mail, and attending meeting or general speaking engagements would not be allowable expenses under the VAWA grant.

12. Audit costs -- All grant recipients are required to have agency-wide audits and VAWA funds may be used to reimburse grantees for a portion of the audit expense (no more than 2 percent of the grant award). Required audits are to be performed on an organization-wide basis as opposed to a grant-by-grant basis, and must be performed annually pursuant to the OMB circular A-128, Audits of State and Local Governments, and OMB circular A-133, Audits of Institutions of Higher Education and Other Nonprofit Institutions.

13. Printing and Postage -- VAWA funds may be used to cover reasonable costs for printing and distributing brochures, pamphlets,

posters, and similar announcements describing a program's victim services and how to obtain a program's assistance, and similar public notification efforts intended to recruit volunteers.

14. Advertising -- VAWA funds may be utilized to advertise a program's victim services, such as newspaper ads. It is also allowable to use VAWA funds to cover costs for advertising staff position openings, such as for VAWA staff. It would not be allowable to allocate an entire VAWA grant for advertising victim services.

15. Counseling/Educational Materials -- VAWA funds may be utilized to purchase materials necessary in counseling victims, such as books, tests, psychological testing materials, materials used to train volunteer staff, etc.

16. Crisis Hotlines, Telephone, and Pager costs which are necessary and reasonable in providing crisis intervention services, such as emergency counseling or referral for crime victims, may be allowable from VAWA funds. For instance, if a VAWA project used one of an agency's four telephone lines for sexual abuse services, it would be reasonable to charge a VAWA grant $50 a month out of a $200 a month telephone bill.

17. Office Supplies -- Reasonable supply costs in operating the VAWA program, such as files for setting up case records, Xerox paper for copying brochures or general information relating to direct services to victims, letterhead, envelopes, and postage for mailing direct service information to victims are allowable. A portion of general office equipment that is necessary and essential to the delivery of direct service may also be allowable. The total office supplies/equipment for a program could not be charged to the grant.

18. Law Enforcement Officers -- The cost of salary, benefits and/or overtime of a police officer who is dedicated to a domestic violence unit or sexual assault investigative unit. **There is a cap of $25/hour (or $26,000) on VAWA funds to be awarded for the salary of dedicated law enforcement officers under the grant program** (this does not necessarily include fringe benefits).

19. Prosecutors -- The cost of salary and benefits for an assistant prosecutor who would be dedicated to the prosecution of domestic violence and/or sexual assault cases. Prosecution support services, such as overseeing or participating in statewide or multijurisdictional domestic violence task forces, conducting training for local prosecutors or enforcing victim compensation and

domestic violence related restraining orders shall be considered "direct responsibility" for purposes of this program. **There is a cap of $25/hour (or $26,000) on VAWA funds to be awarded for the salary of dedicated prosecutors under the grant program** (this does not necessarily include fringe benefits).

20. Evaluation -- Project that would evaluate the effectiveness of funded teams.

21. Data collection -- The development and improvement of data collection and communications systems linking police, prosecutors, and courts or for purposes of identifying and tracking arrests, protection orders, violations of protection orders, prosecutions, and convictions.

NOTE: Nothing in the VAWA Act shall be construed to prohibit male victims of domestic violence, dating violence, sexual assault, and stalking from receiving benefits and services under the Act; however, the Act does not require the funding of male-only programs with VAWA funds.

Ineligible Services or Activities

The following categorical guide can be used as an aid in determining unallowable costs:

1. Projects that are unrelated, or only tangentially related, to the provision of direct services to victims are not eligible for VAWA funding. Agencies or organizations whose function is administrative or legislative oversight, or groups defined as coalitions where direct service is not a part of the organization's function, are also not eligible to receive VAWA funding, except for the role of overseeing statewide direct services and/or statewide training and/or information sharing initiatives that directly relate to and benefit Violence Against Women response and services.

2. Because VAWA funding is limited to providing direct services to crime victims, VAWA funding cannot be used for administrative salaries, such as for executive directors, fiscal staff, or clerical staff.

3. Medicaid-reimbursable clients cannot also be provided services by VAWA-funded direct service staff because this is considered double billing. An agency can be billing Medicaid for victim services but they must ensure that their VAWA-funded staff are providing direct services to only those victims who are not eligible for Medicaid reimbursement.

4. Payment of costs for a forensic medical examination of a crime victim. The West Virginia Forensic Medical Examination Fund through the WV Prosecuting Attorneys Institute was established in 1996 and should be used for these costs. See Chapter 10 for details.

5. Lobbying, Legislative and Administrative Advocacy -- Lobbying for particular victim legislation or administrative reform is an ineligible activity.

6. Fundraising is an unallowable expense.

7. The purchase of liability insurance policies.

8. The repair of buildings and improvements to shelter.

9. Witness Management or Notification Programs -- Victim/Witness programs which provide both victim services and witness notification services can receive VAWA funding support only for that portion of the program that provides direct services to crime victims.

10. The payment of fees for professional services rendered by lawyers and doctors are not eligible for VAWA funding. Victims treated for crime-related injuries are encouraged to seek reimbursement for medical services from the Crime Victims Compensation Program. This provision, however, does not prohibit direct service programs from hiring staff, salaried medical/health professionals to provide services on site to clients. This differs significantly from a case by case fee-for-service type of arrangement.

11. The purchase of real estate.

12. The purchase or rental of cars, van, or other vehicles.

13. Bad debts.

14. Contingencies.

15. Contributions or monetary donations.

16. Entertainment.

17. Fines and penalties.

18. Interest and other financial costs.

19. Prior obligations.

20. Underrecovery of costs under grant agreements.

21. Legislative expenses.

22. Indirect Costs.

23. Legal or defense services for perpetrators of violence against women may not be supported with grant funds.

24. Law Enforcement overtime hours to provide security at Monitored Visitation and Exchange Centers.

25. Non-Licensed Residential Services. Residential services (services provided in a shelter) through a non-licensed domestic violence program are not eligible for VAWA funding.

26. Activities that compromise victim safety

27. Dedicated VAWA funds for perpetrator intervention/prevention programs (with the exception of funding law enforcement officer overtime to facilitate classes or including the facilitation of such classes in the job description of a VAWA dedicated law enforcement officer).

28. Political Activity.

STOP Team Guidelines

The West Virginians Against Violence Committee has implemented minimum guidelines for all VAWA funded STOP Teams.

Teams must adhere to the following requirements:

a. Membership of the STOP Team **must** include a non-governmental non-profit victim service provider, law enforcement officer, and prosecuting attorney, regardless of whether those positions are STOP funded. These three entities are known as the "core" members.

   In the event that your county has both a WV Family Protection Services Board (WVFPSB) licensed domestic violence program and a WV Foundation for Rape Information & Services (WVFRIS) member sexual assault program, then a representative from each

program must be a part of your Team and will be considered core members.

In the event that **more** than one law enforcement agency receives funding, then a representative from **each** of those departments must be represented on the Team and is also considered a core member. The same requirement is true for victim service agencies or any other agency/organization receiving STOP funds.

If a STOP Project includes a cultural specific organization component, then a representative from the funded organization must also be included and is also designated as a core member.

If a STOP project includes more than one county, then all core members must be represented from each county covered by the STOP funding.

b. The Team must meet on **at least** a quarterly basis (within the grant period which begins July 1st and ends June 30th) and copies of the agenda, sign-in sheet, and meeting minutes must be documented and submitted to DJCS with appropriate monthly progress reports. All STOP Teams may be required to have **four** standardized meetings per grant period with a standardized agenda (information on the standardized meetings will be provided upon receiving an award).

c. **All** core members must have **active** participation and **regular attendance** at Team meetings. A high level of **commitment** from all core members to work collaboratively must be demonstrated. If a core member cannot attend they may have another person attend in their place. For example, if a Prosecutor cannot attend another prosecutor or assistant prosecutor should attend in their place. (Prosecutor's key personnel, investigators, or advocates cannot attend in the prosecutor's place)

d. Maintain a Team protocol for Law Enforcement, Prosecution and Victim Services response to domestic violence, sexual assault, stalking and dating violence crimes. Regular reviews and necessary revisions should be an on-going process. *Note: All Protocols must include each core member's response to the new Firearms Law of Firearm removal and storage; and a response to law enforcement officers who are perpetrators of domestic violence, sexual assault, stalking and dating violence crimes.*

e. The application (which includes Goals and Objectives), Team protocol, and required reports must have input from **all** core members. These three topics should be recurring topics at STOP Team meetings.

All components of the application apply to the entire Team, whether all entities are STOP funded or not.

All required paperwork must be completed in a timely and thorough manner.

f. Application, protocol, membership, and meeting topics must address all four violence against women crimes (domestic violence, dating violence, sexual assault, and stalking).

g. A Team evaluation or feedback process must be implemented and maintained throughout the grant period to assist in measuring the Team's effectiveness and to identify need and gaps in service. This should also be a continuing topic at Team meetings.

h. Team must keep current on all local, state, and federal laws and policies related to violence against women crimes. (For example, the changes in the 2007 legislative session regarding forensic medical exams and polygraph prohibition for sexual assault victims and the changes in the 2008 legislative session regarding stalking.)

i. Must develop and implement policies/practices regarding victim confidentiality and information sharing that meets the VAWA 2005 requirements.

Teams are strongly encouraged to comply with the following recommendations:

a. Other community and criminal justice organizations are encouraged to be part of the STOP Team, such as local community corrections programs, probation office, faith-based programs, local hospital/medical personnel, mental health programs, school Prevention Resource Officers (PRO), legal aid programs, human services agency/organization, and the humane society/officer.

Membership on the STOP Team should broadly be representative of the community served (geographic, ethnic, race, gender).

b. In circumstances where there is a victim advocate in a law enforcement agency or a prosecutor's office. Then both the advocate and a law enforcement officer or the advocate and a

prosecuting attorney should be a member of the STOP Team. **However, as indicated above, an officer and a prosecutor are required**.

c. Include community agencies and individuals (both those that are part of the STOP Team and those who are not) in the evaluation of the Team and Team process. Examples: Judges, victims served, law enforcement officers, probation officers, victim advocates, prosecutors, health professionals, etc.

d. Conduct training/education events throughout the year. This can be done with 20-30 minute workshop/sessions at each STOP Team meeting.

e. Focus training, education, awareness, and services on community collaboration and include more cross-training events.

f. Evolve new leadership on the STOP Team. Leadership/officers should be re-evaluated and reconsidered each year.

g. Constantly review and evaluate membership and add/change members as needed. Team members should be willing and active participants.

Guidelines for STOP Team Protocol

The following guidelines have been implemented as a minimum requirement for each Team's STOP VAWA Protocol:

a. Must address the Team's response to all four violence against women crimes (domestic violence, dating violence, sexual assault, and stalking). *Include Firearms removal/storage information. Also include protocol for law enforcement agencies protocol for law enforcement officers involved with domestic violence, dating violence, sexual assault and stalking crimes.*

b. Each core discipline (victim services, law enforcement, and prosecution) must have their own component, which address the response to all four crimes (domestic violence, sexual assault, stalking and dating violence). *Note: Other disciplines are encouraged to have their own components as well (i.e. 911 centers, local medical facilities, etc.) If a program is requesting funds for the cultural specific organization component, it is then considered a core discipline and must be included in the protocol.*

c. Protocol must address and answer the following questions:

1. Who provides response/service at the following stages?
   - Pre-investigation
   - Investigative
   - Prosecution
   - Re-Entry/Aftercare

2. What response/service is provided at each of these stages?
3. How is the response/service coordinated?

d. Protocol must include a section addressing each of the following components:

1. Description of the policies in place for law enforcement officer involved (perpetrated) in domestic violence, sexual assault, stalking and dating violence cases. How does the team respond when a law enforcement officer is accused of dating violence, domestic violence, sexual assault and/or stalking?
2. Mechanism(s) the Team uses to ensure compliance with the protocol? (Example: checklist, survey, etc.)
3. Description of how the Team measures effectiveness of the established protocol? (Examples: case specific review, periodic self evaluations, victim surveys, community surveys, criminal justice agency surveys, etc.)

e. All Team members must review and evaluate the Protocol on <u>at least an annual basis</u>. Any revisions should be submitted to DJCS with the corresponding monthly report.

f. Team members agree to keep current on all local, state, and federal laws, guidelines, and regulations pertinent to violence against women crimes and to appropriately address those laws in the established protocol. Including, but not limited to, the following:
   - Federal, state, and local firearms prohibition for domestic violence offenders.
   - WV polygraph prohibition for sexual assault victims.
   - WV stalking law revisions.

g. Team agrees to ensure that victim safety is top priority of the protocol and to avoid implementation of any policy, procedure, or process that could compromise the safety of victims of violent crimes against women.

Reporting Requirements

Subgrantees are required to constantly monitor performance under grant-supported activities to assure that time schedules are being met, projected work units by time periods are being accomplished, and other performance goals are being achieved.

Subgrantees who are awarded STOP VAWA funds will be required to prepare and submit the following types of reports.

1. **Financial Report**

   This report must be prepared and submitted on a monthly basis and is due at the DJCS office no later than 20 days following the close of the reporting month. Attach copies of invoices, as well as, proof of payment, to verify expenditures.

2. **Request for Reimbursement**

   A copy of this form is to be submitted monthly with the Grant Financial Report for the purpose of DJCS issuing a reimbursement check. The total requested should agree with amounts listed on the Grant Financial Report. This form requires the original signature of either the authorized official or fiscal officer of the approved grant. Additionally, this form should not be altered by the subgrantee.

3. **Progress Reports**

   This report must be prepared and submitted on a monthly basis and is due no later than 20 days following the close of the reporting month. It is to include, but not limited to:

   a. Statistical data reflecting the number and types of victims served during the month.

   b. A summary completed by the VAWA-funded staff position outlining activities during the month as they related to the approved goals and objectives of the grant.

   c. Copies of minutes from the governing board, such as Board of Directors, Advisory Boards, Team Meetings, etc. STOP Team meeting minutes should be submitted with each corresponding monthly report.

   d. A monthly summary of coordination efforts among team members. Although monthly STOP Team meetings are

encouraged, the grant requires Teams to meet at least on a quarterly basis.

4. **Subgrant Annual Performance Report**

   This form is required of all completed projects, and reports activities based on the calendar year (January 1 through December 31). The report will be due to DJCS within 30 days of the end of the calendar year. Forms and instructions will be provided by DJCS.

5. **Other Reports**

   Periodically, additional programmatic and/or fiscal information may be requested by DJCS; most often for the purpose of program evaluation and strategic planning. All VAWA funded projects will be required to provide such information upon request.

Each approved project not operational within 60 days of the approved starting date of the grant period must report by letter to DJCS the steps taken to initiate the project, the reasons for delay, and the expected starting date.

If a project is not operational within 90 days of the original starting date of the grant period, the grantee must submit a second statement to DJCS explaining the implementation delay. Upon receipt of the 90-day letter, DJCS may cancel the project and redistribute the funds to other project areas or under extenuating circumstances, extend the project period.

Monitoring of Funded Programs

The Division of Justice and Community Services staff will make at least one on-site visit to each grant program every other year to monitor the performance of grant-supported activities. The only exceptions to this schedule are as follows:

1. **New Subgrantees:** receive an on-site visit the initial year of funding and the following year (two consecutive annual visits);

2. **Compliance Issues:** subgrantees in which a problem is found during a site visit will receive a follow-up visit the next year;

3. **Administrative/Personnel Change:** subgrantees who experience significant administrative and/or personnel changes during a grant period may receive a scheduled on-site visit during the current or following grant year;

4. **Technical Assistance:** subgrantees may request a technical assistance visit during a grant period or DJCS may determine a technical assistance and on-site monitoring visit is necessary.

Additionally, DJCS will require a self monitoring report for all programs which receive funds but are not visited on-site during a grant period. These forms will be mailed to the Project Directors with instructions and will by due no later than June 1 each grant year.

The purpose of the on-site visits and self reports is:

1. Determine progress made toward achieving project objectives;

2. Determine compliance with terms, conditions, and purpose of grant;

3. Identify technical assistance needs; and

4. Provide guidance of future design or funding of similar projects.

Evaluation

An evaluation team (or member) may make periodic visits to each grant program during the project period to aid in evaluation efforts or to conduct an independent evaluation of the funded project. Evaluators may request additional information from funded projects or request their participation in a project evaluation. Funded programs agree to participate in evaluation efforts approved by DJCS.

All sub-grantees are required to have Data Universal Numbering System (DUNS Number) you may obtain this by calling 1–866–705–5711 or by applying online at http://www.dnb.com/us/. All sub-grantee are required to be registered and updated yearly with the System for Award Management (SAM) at www.sam.gov.

Appendix J

Supplementary
Grant Goals and Objectives Form

West Virginia
STOP Violence Against Women
(STOP VAWA) Grant

STOP Violence Against Women Grant Program Application	Supplementary Goals and Objectives Form

Goal Number: _____

Objective Number: _____

Outcome

Outcome Tool

Activities to meet objective:	Timeline for each activity:
1.	1.
2.	2.
3.	3.
4.	4.

Objective Number: _____

Outcome

Outcome Tool

Activities to meet objective:	Timeline for each activity:
1.	1.
2.	2.
3.	3.
4.	4.

Objective Number: _____

Outcome:

Outcome Tool

Activities to meet objective:	Timeline for each activity:
1.	1.
2.	2.
3.	3.
4.	4.