Please use this Guide to complete the PREA Workbook.

As a result of VAWA 2013 and the penalty provision of the Prison Rape Elimination Act (PREA), States are required to certify compliance with PREA. If States cannot certify compliance, they have the option of forfeiting 5 percent of covered funds* (95 percent of the STOP award because the court set-aside is excluded) or executing an assurance that five percent of covered funds* will be used towards coming into compliance with PREA. Therefore, States have the following three options:

<table>
<thead>
<tr>
<th>Option 1</th>
<th>The State confirms compliance with PREA. Please refer to the <strong>Option 1</strong> tab in the PREA Worksheet Excel file.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Option 2</td>
<td>The State will use five percent of the covered funds to come into compliance with PREA. Please refer to the <strong>Option 2</strong> tab in the PREA Worksheet to view the reallocation and indicate which actions will be completed to be compliant with PREA.</td>
</tr>
<tr>
<td>Option 3</td>
<td>The State confirms non-compliance with PREA. Please refer to the <strong>Option 3</strong> tab to view the penalty for non-compliance with PREA.</td>
</tr>
</tbody>
</table>

Please select the appropriate option for your State and proceed to the instructions for that option.
Office on Violence Against Women
Prison Rape Elimination Act (PREA)
Excel Workbook Guide

Prison Rape Elimination Act Worksheet: Option 1

As a result of VAWA 2013 and the penalty provision of the Prison Rape Elimination Act (PREA), States are required to certify compliance with PREA. If States cannot certify compliance, they have the option of forfeiting 5 percent of covered funds* (95 percent of the STOP award because the court set-aside is excluded) or executing an assurance that five percent of covered funds* will be coming into compliance with PREA. Please use this worksheet if the State can comply with PREA. Please select your State from the drop-down menu, print your name, sign, and date the form. Please note: All years will be accounted for.

The State of [Please select a state.] is in compliance with the Prison Rape Elimination Act (PREA).

State STOP Administrator Printed Name: ____________________________
State STOP Administrator Signature: ____________________________ Date: ____________

*Covered funds refers to the amount the State will be awarded after the five percent court set-aside has been deducted.
Prison Rape Elimination Act (PREA) Workbook Guide

**Office on Violence Against Women**

**Prison Rape Elimination Act (PREA) Worksheet: Option 2**

The purpose of this form is to guide States when certifying compliance with PREA. As a result of VAWA 2013 and the penalty provision of the Prison Rape Elimination Act (PREA), States are required to certify compliance with PREA. If States cannot certify compliance, they cannot receive any federal funding. The State must certify compliance with PREA prior to receiving any federal funding. Please see this worksheet to view the reallocation of funds for each allocation, if any, to be completed in a manner that is consistent with PREA. Please note: All yellow cells require input.

**STEP 1**

Please select your State from the drop-down menu and then proceed to**STEP** 2. Please select a State from the drop-down menu.

<table>
<thead>
<tr>
<th>Original Allocation</th>
<th>Administrative Costs (%) Per Statewide</th>
<th>TOTAL Administrative Costs ($)</th>
<th>Allocation Amount AFTER Administrative Costs</th>
<th>State Determination Distribution of PREA Reallocation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Discretionary (15%)</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>PREA Reallocation</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>TOTAL</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
</tr>
</tbody>
</table>

**Note:** The PREA penalty and PREA reallocation boxes must equal and be green in order to move to **Step 5**.

**STEP 2**

Insert description of how the State will become compliant and check the activities that will establish compliance by using STOP funds.

**STEP 3**

Insert from which allocation (or a combination of allocations) the Administrative costs will be deducted (up to 10% per allocation).

**STEP 4**

Insert from which allocation (or a combination of allocations) the PREA penalty will be deducted.

**STEP 5**

Select State from the drop-down menu.

**STEP 6**

Print STOP Administrator name.

**STEP 7**

Sign and date.
The purpose of this form is to guide States when confirming compliance with PREA. As a result of VAWA 2013 and the penalty provision of the Prison Rape Elimination Act (PREA), States are required to certify compliance with PREA. If States cannot certify compliance, they have the option of forfeiting 5 percent of covered funds* (95 percent of the STOP award because the court set-aside is excluded). Please use this worksheet to view the penalty for non-compliance with PREA. At the bottom of the form, please print your name, sign, and date the form. Please select State from the drop-down menu.

**STEP 1**
Please select your State from the drop-down menu and then proceed to **STEP 2**.

(Please select a state.)

**STEP 2**
1. The State will be assessed a five percent penalty for non-compliance with PREA. This five percent penalty will be deducted from the State’s covered funds.* The State cannot choose from which category of the allocation that amount is deducted.
2. States may allocate up to 10 percent of each of the STOP allocations to be used for administration of the STOP award. Please enter a percentage, not to exceed 10 percent, in each allocation (yellow cells) to be used to administer the STOP award. For further information, please refer to page nine of the STOP Formula FAQs found at [http://www.ovw.usdoj.gov/docs/stop-formula-faq.pdf](http://www.ovw.usdoj.gov/docs/stop-formula-faq.pdf). Then, please proceed to **STEP 3**.

<table>
<thead>
<tr>
<th>Allocation</th>
<th>PREA Penalty (5%)</th>
<th>Total After PREA Penalty</th>
<th>Administrative Costs (%)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Court Set-Aside (5%)</td>
<td>#N/A</td>
<td>N/A</td>
<td>10%</td>
</tr>
<tr>
<td>Victim Services (30%)</td>
<td>#N/A</td>
<td>#N/A</td>
<td>8%</td>
</tr>
<tr>
<td>Law Enforcement (25%)</td>
<td>#N/A</td>
<td>#N/A</td>
<td>5%</td>
</tr>
<tr>
<td>Prosecution (25%)</td>
<td>#N/A</td>
<td>#N/A</td>
<td>10%</td>
</tr>
<tr>
<td>Discretionary (15%)</td>
<td>#N/A</td>
<td>#N/A</td>
<td>0%</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td>#N/A</td>
<td>#N/A</td>
<td>#N/A</td>
</tr>
</tbody>
</table>

The State of is not in compliance with PREA and accepts the five percent PREA penalty.

State STOP Administrator Printed Name: ________________________________

State STOP Administrator Signature: ___________________________ Date: __________

*Covered funds refers to the amount the State will be awarded after the five percent court set-aside has been deducted.

**Print STOP Administrator name**

**Sign and date**

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**Office on Violence Against Women**

**Prison Rape Elimination Act (PREA)**

**Excel Workbook Guide**