



U.S. Department of **JUSTICE**

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Prison Rape Elimination Act (PREA) Excel Workbook Guide

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:

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

Please select the appropriate option for your State and proceed to the instructions for that option.



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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 set aside for compliance with PREA. Please use this worksheet if the State can certify compliance with PREA. Please select your State from the drop-down menu, print your name, sign, and date the form. **Please note: All years must be entered in full.**

1
Select State from the drop-down menu

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

2
Print STOP Administrator name

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

3
Sign and date



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Expiration Date: 07/31/2017

Prison Rape Elimination Act (PREA) Worksheet: Option 2

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 can execute an assurance that five percent of covered funds* will be used towards coming into compliance with PREA. Please use this worksheet to view the reallocation of funds and indicate which actions, if any, will be completed to be in compliance with PREA. **Please note: All yellow cells require user input.**

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

STEP 2
Please identify steps that will be taken to be compliant with PREA. Please check the appropriate box and insert a 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

	Original Allocation	Administrative Costs (%) Per Set-Aside	TOTAL Administrative Costs (\$)	Allocation Amount AFTER Administrative Costs	State Determination: Distribution of PREA Reallocation		
		N/A	N/A	N/A	N/A		
		0%	#N/A	#N/A	N/A		#N/A
		0%	#N/A	#N/A	\$ -		#N/A
		0%	#N/A	#N/A	\$ -		#N/A
		0%	#N/A	#N/A	\$ -		#N/A
		0%	#N/A	#N/A	\$ -		#N/A
Discretionary (15%)	#N/A	0%	#N/A	#N/A	\$ -		#N/A
TOTAL	#N/A	N/A	#N/A	#N/A	\$ -		#N/A
PREA Reallocation	#N/A			#N/A			

The State of **Please select a state.** will use STOP funds to come into compliance with PREA.

State STOP Administrator Printed Name: _____


Date: _____

At the State will be awarded after the five percent court set-aside has been deducted.

Note: Under the Paperwork Reduction Act, a person is not required to respond to a collection of information unless it displays a valid OMB control number. If you do not wish to provide this information, you may still submit your comments or suggestions for making this form simpler, you may write to the Office of Management and Enterprise Services, Paperwork Reduction Project (6040-0047), Washington, DC 20503.



Prison Rape Elimination Act (PREA) Excel Workbook Guide

 **OVW**
Office on Violence Against Women
Working Together to End the Violence

Prison Rape Elimination Act (PREA) Worksheet: Option 3

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 refer to the penalty 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 print your name, sign, and date the form.**

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>. Then, please proceed to STEP 3.

		PREA Penalty (5%)	Total After PREA Penalty	Administrative Costs (%)
Allocation	#N/A	N/A	N/A	N/A
Court Set-Aside (5%)	#N/A	N/A	#N/A	10%
Victim Services (30%)	#N/A	#N/A	#N/A	8%
Law Enforcement (25%)	#N/A	#N/A	#N/A	5%
Prosecution (25%)	#N/A	#N/A	#N/A	10%
Discretionary (15%)	#N/A	#N/A	#N/A	0%
TOTAL	#N/A	#N/A	#N/A	N/A

The State of (Please select a state.) 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.

4 Print STOP Administrator name

5 Sign and date

1 Select State from the drop-down menu

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

3 Select State from the drop-down menu