



U.S. Department of Justice
Office on Violence Against Women (OVW)

OVW Fiscal Year 2017 STOP Formula Grant Program Solicitation

Release Date: on or about May 17, 2017

Eligibility

Eligible applicants are limited to: any state of the United States, the District of Columbia, the Commonwealth of Puerto Rico, the United States Virgin Islands, American Samoa, Guam, and the Commonwealth of the Northern Mariana Islands.

(See "[Eligibility Information](#)")

Deadlines

Applications are due by 11:59 p.m. Eastern Time (E.T.) on June 28, 2017.

(See "[Submission Dates and Times](#)")

Registration Information: To submit an application, all applicants must obtain a Data Universal Number System (DUNS) Number, and register online with the System for Award Management (SAM) and with [Grants Management System \(GMS\)](#). To ensure sufficient time to complete the registration process, applicants must obtain a DUNS Number, and register online with SAM and with [GMS](#) immediately, but no later than, **June 14, 2017**.

(See "[Registration](#)")

Contact Information

For assistance with the requirements of this solicitation, contact the STOP Unit at (202) 307-6026 or email OVW.STOP@usdoj.gov.

Submission and Notification Information

Submission: Applications for the STOP Formula Grant Program will be submitted through [GMS](#). For technical assistance with [GMS](#), contact OVW GMS Support at 1-866-655-4482.

Notification: OVW anticipates notifying all applicants of funding decisions by October 1, 2017.

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OVW STOP Formula Grant Program (CFDA 16.588)

A. Program Description

Overview

The Office on Violence Against Women (OVW) is a component of the United States Department of Justice (DOJ). Created in 1995, OVW implements the Violence Against Women Act (VAWA) and subsequent legislation and provides national leadership on issues of sexual assault, domestic violence, dating violence, and stalking. Since its inception, OVW has supported a multifaceted approach to responding to these crimes through implementation of grant programs authorized by VAWA. By forging state, local and tribal partnerships among police, prosecutors, judges, victim advocates, health care providers, faith leaders, organizations that serve culturally specific and underserved communities, and others, OVW grants help provide victims, across their life span, with the protection and services they need to pursue safe and healthy lives, while improving communities' capacity to provide justice for victims and hold offenders accountable.

About the OVW STOP Formula Grant Program

The Services* Training* Officers* Prosecutors (STOP) Violence Against Women Formula Grant Program (STOP Formula Grant Program) is authorized by VAWA and subsequent legislation and supports communities, including American Indian tribes and Alaska Native villages, in their efforts to develop and strengthen effective responses to sexual assault, domestic violence, dating violence and stalking.

For additional information on the STOP Formula Grant Program, including what past STOP Formula Grant Program grantees have accomplished with their grant funds and to view the STOP Formula Grant Program performance measures and reporting data, see <http://muskie.usm.maine.edu/vawamei/stopformulamain.htm>.

Program Scope

Activities supported by the STOP Formula Grant Program are determined by statute, federal regulations, and OVW policies. If an applicant receives an award, the funded project is bound by the provisions of this solicitation, the [DOJ Financial Guide](#), including updates to the guide after an award is made, and the conditions of the award. **Awards may include a requirement for grantees to certify compliance with all applicable federal law, including but not limited to 8 U.S.C. § 1373.**

Purpose Areas

In FY 2017, funds under the STOP Formula Grant Program may be used for the following purposes:

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, dating violence, and stalking, including the appropriate 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, domestic violence, dating violence, and stalking.

3. Developing and implementing more effective police, court, and prosecution policies, protocols, orders, and services specifically devoted to preventing, identifying, and responding to violent crimes against women, including the crimes of sexual assault, domestic violence, dating violence, and stalking, as well as the appropriate treatment of victims.
4. Developing, installing, or expanding data collection and communication systems, including computerized systems, linking police, prosecutors, and courts or for the purpose of identifying, classifying, and tracking arrests, protection orders, violations of protection orders, prosecutions, and convictions for violent crimes against women, including the crimes of sexual assault, domestic violence, dating violence, and stalking.
5. Developing, enlarging, or strengthening victim services and legal assistance programs, including sexual assault, domestic violence, dating violence, and stalking programs, developing or improving delivery of victim services to underserved populations, providing specialized domestic violence court advocates in courts where a significant number of protection orders are granted, and increasing reporting and reducing attrition rates for cases involving violent crimes against women, including crimes of sexual assault, domestic violence, dating violence, and stalking.
6. Developing, enlarging, or strengthening programs addressing the needs and circumstances of Indian tribes in dealing with violent crimes against women, including the crimes of sexual assault, domestic violence, dating violence, and stalking.
7. Supporting formal and informal statewide, multidisciplinary efforts, to the extent not supported by state funds, to coordinate the response of state law enforcement agencies, prosecutors, courts, victim services agencies, and other state agencies and departments, to violent crimes against women, including the crimes of sexual assault, domestic violence, dating violence, and stalking.
8. Training of sexual assault forensic medical personnel examiners in the collection and preservation of evidence, analysis, prevention, and providing expert testimony and treatment of trauma related to sexual assault.
9. Developing, enlarging, or strengthening programs to assist law enforcement, prosecutors, courts, and others to address the needs and circumstances of older and disabled women who are victims of sexual assault, domestic violence, dating violence, or stalking, including recognizing, investigating, and prosecuting instances of such violence or assault and targeting outreach and support, counseling, and other victim services to such older and disabled individuals.
10. Providing assistance to victims of domestic violence and sexual assault in immigration matters.
11. Maintaining core victim services and criminal justice initiatives, while supporting complementary new initiatives and emergency services for victims and their families.
12. 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 sexual assault, domestic violence, dating violence, 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 sexual assault, domestic violence, dating violence, 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 subgrantee receiving funds under this purpose area will receive the required annual training. States are also responsible for ensuring that subgrantees submit their two-year report to the Department. States and territories must notify and provide OVW with a list of subgrantee 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 sexual assault, domestic violence, dating violence, 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 sexual assault, domestic violence, dating violence, 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.

20. Developing, enhancing, or strengthening prevention and educational programming to address sexual assault, domestic violence, dating violence, or stalking, with not with not more than 5 percent of the amount allocated to a state to be used for this purpose.

OVW Priority Areas

The STOP Formula Grant Program continues to emphasize the implementation of comprehensive strategies addressing violence against women that are both sensitive to the immediate and long-term needs and safety of victims, and hold offenders accountable for their behavior. States and territories should seek to carry out these strategies by forging lasting partnerships between victim service providers and the criminal justice system, and by encouraging communities to look beyond traditional resources. States and territories should look to new partners, including culturally- and population-specific organizations, to respond to those communities most impacted by or least resourced to address sexual assault, domestic violence, dating violence, and stalking.

In shaping the strategies for FY 2017, OVW encourages states and territories to develop and support projects that:

1. Strengthen and revitalize coordinated community response and multi-disciplinary teams, prioritizing those that meaningfully involve organizations and programs that focus on marginalized communities.
2. Increase support for sexual assault, including services, law enforcement response and prosecution.
3. Meaningfully increase access to OVW programming for specific underserved populations (based on race, ethnicity, sexual orientation, gender identity, disability, age, etc.).
4. Increase the use of promising or evidence-building practices, where available.
5. Provide basic and advanced training to tribal law enforcement and tribal courts regarding responses to victims in tribal communities.
6. Provide comprehensive training to victim services, law enforcement, prosecution, and court personnel on sexual assault, to support increased reporting, arrest and successful prosecution of perpetrators.
7. Support training for tribes, states and territories on Full Faith and Credit enforcement of out-of-state protection orders.
8. Implement evidence-based risk/danger assessments to identify and prioritize victims who are considered to be in relationships with a high risk of lethality.
9. Support and retain core services for victims of sexual and domestic violence, particularly support for rape crisis centers and domestic violence shelters.

Activities that Compromise Victim Safety and Recovery

The following activities have been found to jeopardize victim safety, deter or prevent physical or emotional healing for victims, or allow offenders to escape responsibility for their actions:

1. Procedures or policies that exclude victims from receiving safe shelter, advocacy services, counseling, and other assistance based on their actual or perceived sex, age, immigration status, race, religion, sexual orientation, gender identity, mental health

- condition, physical health condition, criminal record, work in the sex industry, or the age and/or gender of their children;¹
2. Procedures or policies that compromise the confidentiality of information and privacy of persons receiving OVW-funded services;
 3. Procedures or policies that impose requirements on victims in order to receive services (e.g. seek an order of protection, receive counseling, participate in couples counseling or mediation, report to law enforcement, seek civil or criminal remedies, etc.);
 4. Procedures or policies that fail to include conducting safety planning with victims;
 5. Project design and budget that fail to account for the access needs of participants with disabilities and participants who have limited English proficiency or who are Deaf or hard of hearing;
 6. The use of pre-trial diversion programs without prior OVW review and approval of the program or the automatic placement of offenders in such programs;
 7. Couples counseling, family counseling or any other manner or joint victim-offender counseling as a routine or required response to sexual assault, domestic violence, dating violence, or stalking, or in situations in which child sexual abuse is alleged;
 8. Offering or ordering anger management programs for offenders as a substitute for batterer's intervention programs;
 9. Procedures or policies that deny victims and non-abusing parents or caretakers and their children access to services based on their involvement with the perpetrator;
 10. Requiring survivors to meet restrictive conditions in order to receive services (e.g. background checks of victims, clinical evaluations to determine eligibility for services.) or other screening processes that elicit information that is not necessary for services, such as questions about immigration status, gender identity, sexual orientation, disability, physical or mental health, and work or criminal history that the service provider does not need to know about to provide services safely;
 11. Relying on batterer intervention programs that do not use court monitoring to hold batterers accountable for their behavior;
 12. Policies and procedures that fail to account for the physical safety of victims;
 13. Enforcing or promoting nuisance abatement ordinances, crime-free housing ordinances, or crime-free lease addenda (often associated with crime-free housing programs) that require or encourage the eviction of tenants or residents who may be victims of domestic violence, sexual assault, dating violence or stalking. See also the U.S. Department of Housing and Urban Development for [guidance](#) on how such ordinances and addenda may violate the Fair Housing Act; and
 14. Policies or procedures that require testing of sexual assault forensic evidence in cases where the victim obtained a medical forensic exam but has not chosen to participate in the criminal justice system.

Any activities that may compromise victim safety and recovery proposed within an implementation plan will need to be removed prior to final approval by OVW.

Out-of-Scope Activities

Research projects are outside the statutory scope of the STOP Formula Grant Program and therefore cannot be supported with program funds. (This does not include program

¹If an award is made, the recipient will also be subject to statutory prohibitions on discrimination. For further information on these civil rights requirements, see the section "Violence Against Women Act Non-Discrimination Provision" under "F. Federal Award Administration Information."

assessments conducted only for internal improvement purposes. See “Research and Protection of Human Subjects” in the [Solicitation Companion Guide](#).)

Any out-of-scope activities proposed within an implementation plan will need to be removed prior to final approval by OVW.

Unallowable Activities

OVW has determined the activities listed below to be unallowable, and they will not be supported by STOP Formula Grant Program funding.

1. Lobbying; except with explicit statutory authorization.
2. Fundraising;
3. Purchase of real property;
4. Physical modifications to buildings, including minor renovations (such as painting or carpeting); and
5. Construction.

Any unallowable activities proposed within an implementation plan will need to be removed prior to final approval by OVW.

B. Federal Award Information

Availability of Funds

All awards are subject to the availability of appropriated funds and any modifications or additional requirements that may be imposed by law. There is no guarantee that funds will be available in the future. Therefore, OVW encourages applicants to develop a plan to sustain project activities if federal funding through this program ceases to be available.

Award Period

The grant award period is 24 months. The total “estimated funding” on the SF-424 should reflect 24 months. Generally, the award period will start on July 1, 2017.

Award Amounts

By statute, of the amount appropriated for the STOP Formula Grant Program, OVW will award a base amount of **\$600,000** to each state and territory. Funds remaining after the allocated base amount will be distributed among the states and territories according to population. The most accurate and complete data compiled by the United States Bureau of the Census are used to determine the populations.

OVW will make a maximum of 56 awards. The STOP Formula Grant Program will make awards based on the formula described above.

Awards will be made as grants.

Rape Survivor Child Custody Act

In FY 2017, states may apply for additional funds (up to ten percent of the three-year average of combined STOP and SAS formula grant funds, with 75 percent of that amount supplementing the SAS award and 25 percent supplementing the STOP award) if the state meets the requirements of the Rape Survivor Child Custody Act (RSCCA). To qualify, the state must have a law that allows the mother of a child conceived through rape to seek court-ordered termination

of the parental rights of the rapist with regard to that child, which the court is authorized to grant upon clear and convincing evidence of rape. The effective date of the qualifying statute must be on or before October 1, 2017. States may receive the additional funding under the RSCCA up to four times.

States that received Rape Survivor Child Custody Act funds in FY 2016

States that received RSCCA funds in FY 2016 that wish to receive them again in FY 2017 must submit a letter addressed to the Director of OVW stating that no changes have been made to state law and that the state is still in compliance with the requirements of the RSCCA. The letter must be signed by the state Attorney General or another state official with authority to make binding legal determinations.

States that did not receive Rape Survivor Child Custody Act funding in FY 2016

States that applied for RSCCA funding in FY 2016, but did not meet the requirements of the law, or states that are applying for RSCCA funding for the first time in FY 2017 must submit a legal opinion stating that the state meets the requirements of the law and citing any statutory or case law or other authorities relied on in making the determination. This legal opinion may be in the form of a letter addressed to the Director of OVW and must be signed by the state Attorney General or another state official with authority to make binding legal determinations. **Although the information provided by the state will inform OVW's decision, OVW will make the final eligibility determination.**

States must submit the legal opinion or the certification letter to OVW at OVW.RSCCA@usdoj.gov by **11:59 pm ET May 9, 2017**. We will not be able to consider your application or certification if it is submitted after this date.

If the state is awarded the additional funds, such funds will be subject to all of the requirements of the STOP Formula Grant Program. Because this requirement applies to both STOP and Sexual Assault Services Program (SAS), we encourage the state administrators for the two programs to coordinate their responses.

C. Eligibility Information

Eligible Applicants

It is very important that applicants review this information carefully. Applications that are submitted by ineligible entities will not be considered for funding.

Eligible Entities

Eligible entities for this program are limited to:

1. Any state of the United States;
2. The District of Columbia; and
3. The Commonwealth of Puerto Rico, the United States Virgin Islands, American Samoa, Guam, and the Commonwealth of the Northern Mariana Islands.

Cost Sharing or Match Requirement

There is a 25 percent match requirement imposed on grant funds under this program. A grant made under this program may not cover more than 75 percent of the total costs of the project

being funded. Subgrants to victim service providers for victim services can be excluded from the total costs. For a subgrant to qualify under this exclusion, the recipient must be an organization that is recognized by the IRS under section 501(c) (3) of title 26 (unless it is a tribal governmental organization or a governmental rape crisis center not in a territory). Subgrants to tribes can also be excluded from the total costs. The applicant must identify the source of the 25 percent non-federal portion of the budget and how match funds will be used. Applicants may satisfy the required match with either cash or in-kind services.

In addition, victim service providers and tribes cannot be required to provide match. Such victim service providers must have IRS 501(c) (3) status, unless they are tribal governmental organizations or governmental rape crisis centers not in territories.

For more information, please contact your OVW Program Manager or consult [OVW's Frequently Asked Questions \(FAQs\) About STOP Formula Grants](#).

The following provisions apply to match requirements:

1. The state may satisfy the match requirement with either cash (e.g., funds contributed from private sources or state and local governments) or in-kind services (e.g., services or goods donated by the applicant organization or other entities).
2. Funds from other federal sources may not be used to meet the match requirement. A state may use its discretion to require some or all of its subgrantees (except victim service providers and Indian tribal governments) to meet the match requirement, in whole or in part. OVW encourages states to consider the ability of subgrantees to meet match requirements when deciding whether and how much of the match to pass on; however, the state remains responsible for satisfying the match requirement.
3. Funds or in-kind resources used as match must be directly related to the project goals and objectives.
4. Grantees or subgrantees must maintain records which clearly show the source, the amount, and the timing of all matching contributions.
5. Sources of match are restricted to the same requirements as funds allocated under the STOP Formula Grant Program and must be documented in the same manner as STOP Formula Grant Program funds, including financial and programmatic reports.
6. The state must provide match for its administrative expenses.

Grantees are advised that further guidance on the calculation, documentation and auditing of the match requirement can be found in the DOJ Financial Guide and on OVW's website. For more information and ideas regarding match, please see the [Match Requirement for STOP Formula Grants on OVW's website](#).

Other Program Eligibility Requirements

In addition to meeting the eligible entity requirements outlined above, applications for the STOP Formula Grant Program must also meet the requirements below. All certification and other eligibility related documents must be current and developed in accordance with the FY 2017 solicitation.

Applicants that do not meet all of the program eligibility requirements may experience a delay in funding under the STOP Formula Grant Program or OVW may issue the award with a withholding special condition specifying that no funds can be spent until the requirements are all met.

Certification of Compliance with the Statutory Eligibility Requirements of the Violence Against Women Act as Amended, STOP Formula Grant Program

To be eligible for funds, states and territories must certify that they are in compliance with the statutory eligibility requirements of the STOP Formula Grant Program. The Certification of Compliance with the Statutory Eligibility Requirements of the Violence Against Women Act (as Amended) form must be signed and submitted annually by the Authorized Representative to demonstrate compliance with these requirements. This form can also be found in Appendix A.

STOP Implementation Plan

As a result of changes in VAWA 2013, state implementation plans are due with the application. All states submitted three-year plans in FY 2014. For FY 2017, a new plan is required. Pursuant to 28 CFR 90.12(a), plans now cover a four-year cycle, so this plan should cover federal FYs 2017 through 2020. New plans will be due again in FY 2021. An applicant that fails to include the required plan with its application will not have access to funding, including administrative funds, until its plan is submitted to and approved by OVW. For more information on what is required as part of the plan update, see the "[Application Contents](#)" section of this solicitation.

Delivery of Legal Assistance

All states and territories that plan to use STOP funds for legal assistance must submit a Legal Assistance for Victims Certification Letter. This certification shall take the form of a letter, on letterhead, signed and dated by the authorizing official. States and territories will not be allowed to use funds for legal assistance without a signed certification letter. The signed certification letter must be uploaded as a separate attachment in [GMS](#). A sample certification letter can be found in Appendix B.

D. Application and Submission Information

Address to Request Application Package

The complete application package is available on [GMS](#) or at the [OVW website](#). Applicants wishing to request a paper copy of the application materials should contact Jocelyn Harrison at Jocelyn.Harrison@usdoj.gov or 202-305-1653.

Content and Form of Application Submission

The information below ("**Application Contents**" through "**Additional Required Information**") describes the full content and form of the application submission.

Application Contents

This section describes what is included in a complete application package. Applicants should anticipate that failure to submit an application that contains all of the specified elements may result in a delay of processing the award. It is the responsibility of the applicant to ensure that a complete application is submitted by the deadline.

Do not submit documents in addition to those specified in this solicitation. Please note that any materials submitted as part of an application may be released pursuant to a request under the Freedom of Information Act.

Formatting and Technical Requirements

Applications must follow the requirements below:

1. Double spaced (Summary Data Sheet and charts may be single space)
2. 8½ x 11 inch paper
3. One-inch margins
4. Type no smaller than 12 point, Times New Roman font
5. Page numbers
6. Word documents in the following formats: Microsoft Word (.doc), PDF files (.pdf), or Text Documents (.txt).
7. Headings and sub-headings that correspond to the sections identified in this section of the solicitation.

Application Requirements

Applications must include the following required documents and demonstrate that the program eligibility requirements have been met. Applications that do not address all of the following components will be considered substantially incomplete and may experience a delay in receiving their awards.

1. Summary Data Sheet
2. Explanation of Administrative Funds
3. Implementation Plan
4. Certification of Compliance with the Statutory Eligibility Requirements of the Violence Against Women Act as Amended, STOP Formula Grant Program
5. Legal Assistance for Victims Certification Letter (if applicable)

Summary Data Sheet

The Summary Data Sheet should be one to four pages in length and may be single or double spaced. Please provide the following information:

1. Name, title, address, phone number, and e-mail address of the individual with authority to accept grants on behalf of the agency.
2. Name, title, address, phone number, and e-mail address for the grant point-of-contact. This person must be an employee of the applicant agency.
3. A statement as to whether the state or territory is passing the STOP Formula Grant Program funds through to the [**choose one**: sexual assault coalition; domestic violence coalition; or domestic violence and sexual assault coalition] for the coalition to administer the program. Please specify which allocation is passed through [**select all that apply**]: victim services, law enforcement, prosecution, courts, and/or discretionary. Please provide the name, title, address, phone number, and e-mail address for the relevant organization's authorized representative.
4. Statement as to whether the agency applying has expended \$750,000 in federal funds in the organization's past fiscal year. If yes, please also specify the end date of the applicant's fiscal year.

Explanation of Administrative Funds

The following questions are to assist OVW in understanding the state's planned use for administrative funds

1. Does the state plan to use administrative funds?
2. What agency or organization will use administrative funds?
3. Will the State Administering Agency (SAA) keep all of the administrative funds?
4. If the SAA is passing through funds to the coalition(s), what percentage of the 10% will the coalition(s) receive?
5. How will administrative funds be used (e.g., salary, monitoring, attend trainings, etc.)²
6. Will STOP administrative funds be used in conjunction with other federal funding sources, such as the Victims of Crime Act programs?³

Implementation Plan

Pursuant to VAWA 2013 and 28 CFR part 90, the implementation plan must include the following required elements:

1. The date on which the plan was approved by the state.
2. The time period covered by the plan.
3. A brief description of the planning process.
4. A concise description of current goals and objectives.
5. Narrative about the priorities or goals the state has set regarding how STOP funds will be used (if the state plans to address the “Crystal Judson” purpose area, include narrative on providing the required training).
6. A general description of the types of programs and projects that will be supported with STOP dollars.
7. A description of how the funds will be distributed across the law enforcement, prosecution, courts, victim services, and discretionary allocation categories.
8. A timeline for the STOP grant cycle.
9. Whether STOP subgrant projects will be funded on a multiple or single-year basis.
10. A description of methods to be used for solicitation/review of proposals and selection of subgrant projects and for which sectors these methods apply, including whether the process will be competitive and whether the state plans to use pass-through administration for any or all categories of subgrants.
11. Information about how the state plans to meet the sexual assault set-aside, including how it will ensure the funds are allocated for programs or projects in 2 or more allocations (law enforcement, prosecution, victim services, and courts).
12. Documentation from each member of the planning committee as to their participation in the planning process. The committee must include at a minimum:
 - a. The state sexual assault and domestic violence coalitions;
 - b. Law enforcement entities within the state or a state law enforcement organization;
 - c. Prosecution offices or a state prosecution organization;
 - d. A court or the state Administrative Office of the Courts;
 - e. Representatives from tribes, tribal organizations, or tribal coalitions; and
 - f. Population specific organizations representing the most significant underserved and culturally specific populations in the state other than tribes.
13. A summary of major concerns that were raised during the planning process and how they were addressed or why they were not addressed.
14. A description of consultation with other collaboration partners not on the planning committee:

² For more information on allowable uses of administrative funds, please see 28 CFR 90.17(b).

³ States must be careful about assigning each program its proportionate share.

- a. Domestic violence and sexual assault victim service providers;
 - b. All state and federally recognized tribes (documentation must include a description of efforts to reach tribes and how tribes were meaningfully consulted);
 - c. Population specific organizations, representatives from underserved populations, and culturally specific organizations (the plan must include information about how the state selected and meaningfully consulted with the included organizations, including how the state considered both demographics and barriers/historical lack of access to services for each population); and
 - d. Information about any other entities that were consulted but not part of the planning committee.
15. Documentation (this can be in the form of a letter) from the prosecution, law enforcement, court, and victim services programs to be assisted, describing:
- a. The need for grant funds;
 - b. The intended use of the grant funds;
 - c. The expected result of the grant funds; and
 - d. The demographic characteristic of the population to be served, including age, disability, race, ethnicity, and language background.
16. A description of how the state will ensure that subgrantees will consult with victim services providers during the course of developing their grant applications in order to ensure that the proposed activities are designed to promote the safety, confidentiality, and economic independence of victims.
17. Demographic information regarding the population of the state derived from the most recent available United States Census Bureau data including population data on race, ethnicity, age, disability, and limited English proficiency.
18. A description of the methods used to identify underserved populations within the state and the results of those methods, including demographic data on the distribution of underserved populations within the state
19. A description of how the state will ensure that eligible entities are aware of funding opportunities, including projects serving underserved populations.
20. Information about projects that the state plans to fund, if known.
21. A description of how the state plans to meet the set aside for culturally specific community-based organizations, including a description of how the state will reach out to community-based organizations that provide linguistically and culturally specific services.
22. A list of which subgrantees meet the required 10% set aside for culturally-specific organizations within the victim services allocation (if known).
23. A description of how the state will:
- a. Address the needs of sexual assault victims, domestic violence victims, dating violence victims, and stalking victims, as well as how the state will hold offenders who commit each of these crimes accountable.
 - b. Give priority to areas of varying geographic size with the greatest showing of need based on the availability of existing sexual assault, domestic violence, dating violence, and stalking programs in the population and geographic area to be served in relation to the availability of such programs in other such population and geographic areas;
 - c. Determine the amount of subgrants based on the population and geographic area to be served;
 - d. Equitably distribute monies on a geographic basis including nonurban and rural areas of various geographic sizes; and
 - e. Recognize and meaningfully respond to the needs of underserved populations

and ensure that monies set aside to fund culturally specific services and activities for underserved populations are distributed equitably among those populations.

24. Goals and objectives for reducing domestic violence-related homicides within the state, including available statistics on the rates of domestic violence homicide within the state and challenges specific to the state and how the plan can overcome them.
25. A description of how the state coordinated this plan with the state plan for the Family Violence Prevention and Services Act and the programs under the Victims of Crime Act and section 393A of the Public Health Service Act (Rape Prevention Education), including the impact of that coordination on the contents of the plan.

States and territories should submit a four-year plan, covering federal FYs 2017, 2018, 2019 and 2020.

Please see <https://www.justice.gov/ovw/file/765431/download> for a checklist of the statutorily required elements of the implementation plan. OVW recommends that states use this checklist as a way to ensure that the implementation plan includes all the required elements.

Certification of Compliance with the Statutory Eligibility Requirements of the Violence Against Women Act as Amended, STOP Formula Grant Program

To be eligible for funds, states and territories must certify that they are in compliance with the statutory eligibility requirements of the STOP Formula Grant Program. The Certification of Compliance with the Statutory Eligibility Requirements of the Violence Against Women Act (as Amended) form must be signed and submitted annually by the Authorized Representative to demonstrate compliance with these requirements. This form can also be found in Appendix A.

STOP Formula Grant Program applicants must also provide a brief description of the status of their compliance with the statutory requirements and submit copies of any legislative or administrative rule changes regarding these requirements that have occurred since submission of the state or territory's last application for STOP funds. This information may be included in the implementation plan.

1. With respect to the VAWA requirement concerning costs for criminal charges and protection orders, a state or territory must certify: that its laws, policies, and practices do not require, in connection with the prosecution of any misdemeanor or felony sexual assault, domestic violence, dating violence, or stalking offense, or in connection with the filing, issuance, registration, modification, enforcement, dismissal, withdrawal, or service of a protection order, or a petition for a protection order, to protect a victim of sexual assault, domestic violence, dating violence, or stalking, 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, modification, dismissal, withdrawal, or service of a warrant, protection order, petition for a protection order, or witness subpoena, whether issued inside or outside the state, tribal, or local jurisdiction.
2. With respect to the VAWA requirement concerning forensic medical examination payment for victims of sexual assault, a state or territory must certify that:
 - A. the state or territory or another governmental entity incurs the full out-of-pocket cost of forensic medical exams for victims of sexual assault;

- B. the state or territory coordinates with health care providers in the region to notify victims of sexual assault of the availability of rape exams at no cost to victims; and,
- C. 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, reimbursement for charges incurred on account of such an exam, or both.

Note: STOP funds may be used to pay for forensic medical exams performed by trained examiners for victims of sexual assault, except that such funds may not be used to pay for forensic medical exams if victims of sexual assault are required to seek reimbursement for such exams from their insurance carriers.

Note: Due to changes in VAWA 2013, states can no longer reimburse victims for the costs of the exams, but must make the exam available free of charge to the victim. This includes any deductibles or copayments for states that require victims to submit the charges to their insurance carriers.

- 3. With respect to the VAWA requirement concerning judicial notification, a state or territory must certify
 - that its 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 of the United States Code, and any applicable related federal, state, or local laws.
- 4. With respect to the VAWA requirement prohibiting polygraph testing, a state or territory must certify that:
 - A. its laws, policies, or practices ensure that no law enforcement officer, prosecuting officer or other government official shall ask or require an adult, youth, or child victim of an alleged sex offense as defined under federal, tribal, state, territorial, 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
 - B. the refusal of a victim to submit to a polygraph examination or other truth telling device shall not prevent the investigation, charging, or prosecution of an alleged sex offense.

For more information on these statutory requirements, please contact your OVW Program Manager or consult [OVW's Frequently Asked Questions \(FAQs\) About STOP Formula Grants](#).

Legal Assistance for Victims Certification Letter (if applicable)

Applicants must submit a Legal Assistance for Victims Certification Letter from the state or territorial administering agency if they propose to conduct any legal assistance with their STOP funds. For additional information see "Delivery of Legal Assistance". For a sample letter, see Appendix B.

Additional Required Information

The following documents should be included with your application. Failure to include any of the information may result in a delay of funding.

Confidentiality Notice Form

All applicants are required to acknowledge that they have received notice that grantees and subgrantees must comply with the confidentiality and privacy requirements of the Violence Against Women Act, as amended. Applicants must submit the acknowledgement form available on the OVW website at

http://www.justice.gov/sites/default/files/ovw/pages/attachments/2015/01/20/confidentiality_acknowledgement_form_42015.pdf. This form must be signed by the authorized representative and uploaded with the application on [GMS](#).

Application for Federal Assistance (SF-424)

Applicants must complete the SF-424 online. For “Type of Applicant,” please do not select “other.” Please pay careful attention to the amount of federal funding requested in the “Estimated Funding” section of this form. This amount must match the amount of federal funding provided by the program office. Only include values for “Applicant” if the program solicitation requires a match. The individual who is listed in “**Authorized Representative**” must be an individual who has the authority to apply for and accept grant awards on behalf of the organization or jurisdiction.

Standard Assurances and Certifications Regarding Lobbying; Debarment, Suspension, and Other Responsibility Matters; and Drug-Free Workplace Requirements (Form 4061/6)

Please carefully review the assurances and certification forms online. Applicants will receive a request to compile these forms online during the application submission process.

All applicants must complete the *Disclosure of Lobbying Activities* (SF-LLL) form. Applicants that expend any funds for lobbying activities must provide the detailed information requested on the form. Applicants that do not expend any funds for lobbying activities should enter “N/A” in the required highlighted fields.

Letter of Nonsupplanting

Applicants must submit a letter to OVW’s Director, signed by the [Authorized Representative](#), certifying that federal funds will not be used to supplant state or local funds should a grant award be made. Please refer to http://www.justice.gov/sites/default/files/ovw/legacy/2012/10/09/nonsup_letter.pdf for a sample letter. This should be a separate attachment to the application in [GMS](#).

Financial Accounting Practices

Each applicant must prepare a response to the following questions. Please be sure to provide complete responses that address all questions included for each numbered item. OVW will review the applicant’s responses to assist in evaluating the adequacy of the organization’s financial management system and to identify areas of need for training and technical assistance. This section of the application should be no more than two pages and should be a separate attachment to the online application in [GMS](#).

1. Will all funds awarded under this program be maintained in a manner that they will be accounted for separately and distinctly from other sources of revenue/funding? Please provide a brief description of the organization’s policies and procedures that ensure funds will be tracked appropriately.
2. Does the applicant have written accounting policies and procedures? How often are these policies and procedures updated? Please provide a brief list of the topics covered in the organization’s policies and procedures. OVW may request a copy for review during the application/award process or as part of the grant monitoring process.

3. Is the applicant's financial management system able to track actual expenditures and outlays with budgeted amounts for each grant or subgrant? Please provide a brief summary of the organization's process for tracking expenditures, including tracking budgeted versus actual amounts.
4. Does the applicant have procedures in place for minimizing the time between transfer of funds from the United States Treasury and disbursement for project activities? Please provide a short summary of the organization's policy for requesting payments for grant awards.
5. Does the applicant have effective internal controls in place to ensure that federal funds are used solely for authorized purposes? Please provide a brief description of the applicant organization's internal controls that will provide reasonable assurance that the award funds will be managed properly.
6. Does the applicant have a documented records retention policy? If so, briefly describe the policy.
7. Does the applicant organization or any of its employees have any potential personal or organizational conflicts of interest related to the possible receipt of OVW award funds? Organizations are required to disclose in writing any potential conflicts of interest to their awarding agency. See 2 CFR 200.112 of the Uniform Guidance and Chapter 3.20, Grant Fraud, Waste and Abuse, of the DOJ Financial Guide for additional information.
8. Is the individual primarily responsible for fiscal and administrative oversight of grant awards familiar with the applicable grants management rules, principles, and regulations including the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (2 CFR Part 200)? Please provide a short list of the individual's qualifications/experience. If the individual is not familiar with the applicable rules and regulations, the applicant must contact OVW's Grants Financial Management Division at OVW.GFMD@usdoj.gov or 1-888-514-8556 immediately after the organization is notified of its award to coordinate training.

This information will be used for a mandatory pre-award risk assessment. Failure to provide this information or to respond to questions from OVW regarding this information in a timely manner could result in a delay in funds.

Indirect Cost Rate Agreement (if applicable)

Applicants that intend to charge indirect costs through the use of an indirect cost rate must have a federally-approved indirect cost rate agreement. Please include a copy of a current, signed federally-approved indirect cost rate agreement. This should be a separate attachment to the application in [GMS](#).

Non-federal entities that have never received a federally-approved indirect cost rate may elect to charge a de minimis rate of 10% of modified total direct costs which may be used indefinitely. This includes state and local governments that have never negotiated an indirect cost rate with the federal government and receive less than \$35 million in direct federal funding per year.

Organizations that wish to negotiate an indirect cost rate may contact OVW's Grants Financial Management Division at OVW.GFMD@usdoj.gov or 1-888-514-8556 for more information.

Unique Entity Identifier (DUNS Number) and System for Award Management (SAM)

Applicants for federal grants and cooperative agreements are required to have a Data Universal Number System (DUNS) Number to submit an application. A DUNS Number is a unique nine-

character identification number provided by the commercial company **Duns & Bradstreet (D&B)**. Once an applicant has completed the D&B registration, its DUNS Number should be available within two business days.

Federal guidelines require that applicant organizations must (1) be registered in SAM.gov prior to submitting an application; (2) provide a valid DUNS number in its application; and (3) continue to maintain an active SAM registration with current information at all times during which it has an active federal award or an application under consideration by a federal awarding agency. Also, federal agencies may not make an award to an applicant until that applicant has complied with all applicable DUNS and SAM requirements. If an applicant has not fully complied with the requirements by the time that OVW is ready to make an award, then OVW may make the determination that the applicant is not qualified to receive an award and use that determination as a basis for making the award to another applicant.

The SAM centralizes information about grant recipients and also provides a central location for grant recipients to change organizational information.

If the applying organization already has an Employer Identification Number (EIN), the SAM registration will take **up to two weeks to process**. If the applying organization does not have an EIN, then **the applicant should allow two to five weeks for obtaining the information from IRS when requesting the EIN via phone, fax, mail or Internet**. Follow the steps listed below to register in the SAM:

1. Obtain a DUNS number at the following website <http://www.dnb.com/us/> or call (866) 705-5711.
2. Access the SAM online registration through the SAM homepage at <https://www.sam.gov/> and follow the online instructions for new SAM users.
3. Complete and submit the online registration. If the applying organization already has the necessary information on hand, the online registration takes approximately 30 minutes to complete, depending upon the size and complexity of the business or organization. Once the SAM registration becomes active, the applicant will be able to return to Grants.gov and complete the registration. **Please note that organizations must update or renew their SAM registration at least once a year to maintain an active status.**

Registration	Where to Register	Deadline
DUNS	DUNS	June 14, 2017
SAM	SAM	June 14, 2017
GMS	GMS	June 14, 2017

Submission Dates and Times

It is very important that applicants read this section carefully. It is the responsibility of the applicant to ensure that the application is complete and submitted by the deadline. OVW will contact applicants for missing items. However, failure to submit all required documents may result in a delay of funding. Applicants should refer to the chart below to ensure that all required steps and deadlines are met.

Grants Management System

Applicants are required to submit applications through [GMS](#). This is not Grants.gov. In order to apply for a grant through [GMS](#), go to <https://grants.ojp.usdoj.gov/gmsexternal/> and either sign in using the applicant's current [GMS](#) ID and password or register as a new user. Once the applicant has logged into [GMS](#), they should select the program for which they intend to apply and follow the instructions. Training materials are available on the main [GMS](#) homepage.

Applicants are strongly encouraged to begin the application submission process at least 48 hours but no later than 24 hours before June 14, 2017.

Application Action	Contact Information	Date
Solicitation	GMS and OVW Website	Once the solicitation is released (May 17-June 28, 2017)
Request Permission to Submit a Hardcopy Application Due to Lack of Internet Access.	For applicants that cannot submit an application electronically, please contact STOP Formula Grant Program at (202) 307-6026 or OVW.STOP@usdoj.gov	June 14, 2017

All applications will be submitted electronically. The deadline for submitting applications in response to this solicitation is **11:59 p.m. E.T. on June 28, 2017**. Applications submitted after **11:59 p.m. E.T. on June 28, 2017** may receive a delay in funding. Applicants experiencing difficulties submitting an application should refer [Experiencing Technical Difficulties During Submission](#) in the chart below.

OVW Policy on Late Submissions

OVW offers several options for an applicant to provide advance notice to OVW if receipt of its application will be delayed. Applicants should refer to the chart below for the various scenarios. Applicants should thoroughly familiarize themselves with the requirements as outlined by OVW in the chart below. For applicants that receive permission to submit an application after the deadline, applications will be reviewed to ensure that the application meets the basic minimum eligibility requirements (BMR) and the review process as outlined in this solicitation.

Step	Timeline	Action
Experiencing Technical Difficulties Prior to or During Application Submission	<p>Prior to the application deadline, the applicant must contact the OVW GMS Support at 1-866-655-4482, or OVW.GMSSupport@usdoj.gov if the application is being submitted through GMS.</p> <p>Contact the STOP Unit at (202) 307-6026 or at OVW.STOP@usdoj.gov prior to the application deadline stating that the applicant is experiencing unforeseeable technical issues and provide a phone number and/or email address where the applicant can be reached.</p>	Prior to the application deadline June 28, 2017

Request Permission to Submit a Late Application.	Applicants should notify OVW immediately, and no later than 48 hours following the application deadline, to provide details as to why it needs to submit a late application	Within 24 hours after the deadline June 28, 2017
Extraordinary Natural or Manmade Disasters	In cases of extraordinary natural or manmade disasters, such as extreme weather emergencies or terrorist acts, applicants may request to submit late applications to the STOP Unit at (202) 307-6026 or OVW.STOP@usdoj.gov . The request should specify the nature of the disaster and how it affected the applicant's ability to submit an application on time. OVW may request additional documentation from the applicant verifying the extraordinary natural or manmade disaster.	Up to 7 calendar days after the application deadline of June 28, 2017. Therefore, no later than July 5, 2017.

Intergovernmental Review - Single Point of Contact Review

Executive Order 12372 requires applicants from state and local units of government or other organizations providing services within a state to submit a copy of the application to the [state Single Point of Contact \(SPOC\)](#) if one exists and if the program has been selected for review. Applicants must contact their state SPOCs to determine whether their programs have been selected for state review. The applicant should enter the date that the application was sent to the SPOC or the reason such submission is not required in the section of the SF 424 which refers to EO 12372. Applicants can find a list of SPOCs on the Office of Management and Budget website.

Funding Restrictions

Federal assistance awards are governed by the provisions of 2 CFR Part 200. Additionally, OVW awards are covered by the [DOJ Financial Guide](#). The [DOJ Financial Guide](#) includes information on allowable costs, methods of payment, audit requirements, accounting systems, and financial records. This document also outlines the successful administration of grant funds.

Any recipient of an award will be responsible for monitoring subgrants/contracts, including MOU partner activities, under the grant in accordance with all applicable statutes, regulations, guidelines, and the [DOJ Financial Guide](#). Primary recipients will be responsible for oversight of subgrantee/partner spending and monitoring specific performance measures and outcomes attributable to the use of OVW funds.

Food and Beverage/Costs for Refreshments and Meals

Generally, food and beverage costs are **not** allowable, and under no circumstances may OVW funding be used to supply food and/or beverages during refreshment breaks. OVW may approve the use of OVW funds to provide food and/or beverages for a meal at a meeting, conference, training, or other event, if one of the following applies:

1. The location of the event is not in close proximity to food establishments. It should be a priority to try to secure a location near reasonably priced and accessible commercial food establishments.
2. Not serving food will significantly lengthen the day or necessitate extending the meeting to achieve meeting outcomes.
3. A special presentation at a conference requires a plenary address where there is no other time for food to be obtained.
4. Other extenuating circumstances necessitate the provision of food.

Justification for an exception listed above must be included in the budget narrative, and funds may only be used to purchase food and/or beverages for a meal at a meeting, conference, training, or other event if OVW approves the specific expenditures in advance.

Conference Planning and Expenditure Limitations

Applicants should be aware of all applicable laws, regulations, policies and guidance (including specific cost limits, prior approval and reporting requirements, where applicable) governing the use of federal funds for expenses related to conferences (which is defined to include meetings, retreats, seminars, symposiums, training and other similar events), including the provision of food and/or beverages at such events, and costs of attendance at such events. Information on pertinent laws, regulations, policies and guidance is available at <http://www.justice.gov/ovw/grantees>. Applicants should also be aware of the following specific restrictions on conference planning and expenditure limitations:

1. Cost of Logistical Conference Planning
2. Cost of Programmatic Conference Planning
3. Conference Space and Audio-Visual Equipment and Services
4. Prohibition on Trinkets at Conferences
5. Entertainment at Conferences
6. Food and Beverages at Conferences
7. Prior Approval Required Before Entering Into Contracts or Expending Funds for Conferences
8. Conference Reporting

Updated Department of Justice and OVW guidance on conference planning, minimization of costs, and conference cost reporting is available on the OVW website at <http://www.justice.gov/ovw/grantees>. For additional information regarding food and beverage regulations, please refer to the [DOJ Financial Guide](#).

Program Assessments

Applicants may not use any OVW funds to conduct research. However, up to three percent of the budget may be allocated for the purpose of assessing the effectiveness of funded activities. For example, funds may be used to conduct pre- and post-testing of training recipients or for victim satisfaction surveys. In conducting such testing or surveys, grantees may not collect, analyze or disseminate any information that would disclose the identity of an individual.

Pre-Agreement Cost Approval

OVW generally does not allow pre-award costs. Please be aware that costs incurred prior to the start date of the award may not be charged to the project unless the recipient receives prior approval from OVW. Please see the [DOJ Financial Guide](#) for more information on pre-award costs.

Other Submission Requirements

As discussed in the “[Submission Dates and Times](#)” section above, applications must be submitted electronically via [GMS](#). Applicants that are unable to submit electronically must follow the instructions in the [OVW Policy on Late Submission](#) section above.

E. Application Review Information

Criteria

This is a formula grant program; therefore, applications are not subject to a peer review. However, applicants must submit all information requested in the Application Requirement and Additional Requirements sections of this solicitation. If any required documentation is missing the applicant will be contacted and the documentation must be submitted prior to an award being issued. Failure to include required information at the time of submission may result in a delay in receiving an award.

Review and Selection Process

Each OVW grantee agrees to follow the financial and administrative requirements in the [DOJ Financial Guide](#) as a condition of receiving grant funding. If OVW determines that a current grantee has violated any of the requirements of the Guide, the grantee may experience a delay in receiving its award or may have additional conditions placed on its award.

High Risk Grantees

Based on DOJ’s assessment of each grantee with regard to current or previous funding, unresolved audit issues, delinquent programmatic and fiscal reporting, and prior performance, a grantee may be designated “high risk.” Awards to high-risk grantees may carry special conditions such as increased monitoring and/or prohibitions on drawing funds until certain requirements are met. High-risk grantees with substantial or persistent performance or compliance issues, long-standing open audits, or open criminal investigations will likely not receive an additional OVW award until all issues are resolved.

Anticipated Announcement and Federal Award Dates

It is anticipated that all applicants will receive an award notification by October 1, 2017. The anticipated award start date will be July 1, 2017.

F. Federal Award Administration Information

Federal Award Notices

Successful applications will receive OVW award notifications electronically in [GMS](#). This is not Grants.gov. This award notification will be sent to the individuals listed as the Authorized Representative and the Point of Contact on the SF-424 for the application that was selected for funding and will include instructions on accepting the award. Recipients will be required to login; accept any outstanding assurances and certifications on the award; designate financial points of contact; and review, sign, and accept the award. The award acceptance process involves physical signature of the award document and terms and conditions by the [Authorized Representative](#) and the scanning of the fully-executed award document to OVW.

Administrative and National Policy Requirements Information for All Federal Award Grantees

Applicants selected for awards must agree to comply with additional legal, administrative, and national policy requirements upon acceptance of an award. OVW strongly encourages applicants to review the information pertaining to these additional requirements prior to submitting an application. Additional information for each requirement can be found in the [Solicitation Companion Guide](#).

1. Civil Rights Compliance
2. Funding to Faith-Based Organizations
3. Confidentiality and Privacy Protections
4. Research and the Protection of Human Subjects (if applicable)
5. Anti-Lobbying Act
6. Reporting Requirements
7. National Environmental Policy Act (NEPA) (if applicable)
8. National Historic Preservation Act (NHPA) (if applicable)
9. DOJ Information Technology Standards (if applicable)
10. Non-Supplanting of State or Local Funds
11. Criminal Penalty for False Statements
12. Reporting Fraud, Waste, Error, and Abuse
13. Suspension or Termination of Funding
14. Nonprofit Organizations
15. Government Performance and Results Act (GPRA)
16. Rights in Intellectual Property
17. Federal Funding Accountability and Transparency Act (FFATA) of 2006
18. Awards in Excess of \$5,000,000 – Federal Taxes Certification Requirement
19. Active SAM Registration and Unique Identifier Requirements
20. Whistleblower Protections for Employees of OVW Grantees
21. Prohibited Conduct by Recipients Related to Trafficking in Persons
22. General Appropriations Law Restrictions on Use of Federal Funds
23. Recipient Integrity and Performance Matters Including Recipient Reporting to FAPIIS

Terms and conditions for OVW awards, including awards under this STOP Formula Grant Program are available at <http://www.justice.gov/ovw/grantees>. These terms are subject to change prior to the issuance of the awards.

Violence Against Women Act Non-Discrimination Provision

The Violence Against Women Reauthorization Act of 2013 added a new civil rights provision that applies to all FY 2017 OVW grants. This provision prohibits OVW grantees from excluding, denying benefits to, or discriminating against any person on the basis of actual or perceived race, color, religion, national origin, sex, gender identity, sexual orientation, or disability in any program or activity funded in whole or in part by OVW. For more information on this prohibition, see <http://www.justice.gov/ovw/docs/faqs-ngc-vawa.pdf>. Additional information on the civil rights obligations of OVW funding recipients can be found in the [Solicitation Companion Guide](#) under "Civil Rights Compliance".

Accessibility

Recipients of OVW funds must comply with applicable federal civil rights laws, which, among other things, prohibit discrimination on the basis of disability and national origin. This includes taking reasonable steps to ensure that persons with limited English proficiency (LEP) have meaningful access to recipients' programs and activities and ensuring that these programs and activities are readily accessible to qualified individuals with disabilities, including Deaf or hard of hearing individuals. More information on these obligations is available in the [Solicitation](#)

[Companion Guide](#). Applicants must allocate grant funds or other available resources to support activities that help to ensure meaningful and full access to their programs. For example, grant funds can be used to support American Sign Language (ASL) interpreter services, language interpretation and translation services, or the purchase of adaptive equipment.

Reporting

Reporting Requirements

OVW grantees are required to submit annual progress reports and quarterly Federal Financial Reports (SF-425). Appropriate progress report forms will be provided to all applicants selected for an award. Forms will be submitted electronically via [GMS](#). Future awards and fund drawdowns may be withheld if forms are delinquent.

G. Federal Awarding Agency Contact(s)

For assistance with the requirements of this solicitation, contact the OVW STOP Unit at (202) 307-6026 or OVW.STOP@usdoj.gov

H. Other Information

Application Checklist

Applicants must submit a fully executed application to OVW, including all required supporting documentation. Additionally, if an applicant plans to submit an application under any other OVW grant program this fiscal year, please ensure that only documents pertinent to this solicitation are included with this application.

Application Document	Date Completed
1. Summary Data Sheet	
2. Implementation Plan	
3. Certification of Compliance with the Statutory Eligibility Requirements of the Violence Against Women Act as Amended, STOP Formula Grant Program	
4. Application for Federal Assistance: SF 424	
5. Standard Assurances and Certifications	
6. Confidentiality Notice Form	
7. Letter of Nonsupplanting	
8. Financial Accounting Practices	
9. Indirect Cost Rate Agreement (only if the applicant has a current federally-approved rate)	
10. Delivery of Legal Assistance Certification Letter (if applicable)	

Do not submit documents in addition to those specified in this solicitation. Please note that any materials submitted as part of an application may be released pursuant to a request under the Freedom of Information Act.



Public Reporting Burden - Paperwork Reduction Act Notice

Under the Paperwork Reduction Act, a person is not required to respond to a collection of information unless it displays a currently valid OMB control number. OVW tries to create forms and instructions that are accurate, can be easily understood, and impose the least possible burden on applicants. The estimated average time to complete and file this form is 30 hours. Comments regarding the accuracy of this estimate or suggestions for simplifying this form, it can be submitted to the Office on Violence Against Women, U.S. Department of Justice, 145 N Street, NE, Washington, DC 20530.

APPENDIX A
Certification of Compliance with the Statutory Eligibility
Requirements of the Violence Against Women Act as Amended,
STOP Formula Grant Program



U.S. Department of Justice
Office on Violence Against Women

OMB Clearance #1122-0001
Expiration Date 12/31/2015

Certification of Compliance with the Statutory Eligibility Requirements of the Violence Against Women Act as Amended, STOP Formula Grant Program

Applicants should refer to the laws cited below for further information regarding the certifications to which they are required to attest. Signature on this form certifies that the state is qualified to receive the funds and provides for compliance with relevant requirements under 28 CFR Part 90 and 42 U.S.C 3796gg through 3796gg-5 and 3796gg-8. The certifications shall be treated as a material representation of fact upon which the Department of Justice will rely if it determines to award the covered transaction, grant, or cooperative agreement.

Upon complying with the application requirements set forth in this Application Guide, any state shall be qualified for funds provided under the Violence Against Women Act upon certification that:

(1) the funds will be used only for the statutory purposes described in 42 U.S.C. § 3796gg (a) and (b);

(2) grantees and subgrantees will develop plans for implementation and will consult and coordinate with:

- (A) the State sexual assault coalition;
- (B) the State domestic violence coalition;
- (C) the law enforcement entities within the State;
- (D) prosecution offices;
- (E) State and local courts;
- (F) Tribal governments in those States with State or federally recognized Indian tribes;
- (G) representatives from underserved populations, including culturally specific populations;
- (H) victim service providers;
- (I) population specific organizations; and
- (J) other entities that the State or the Attorney General identifies as needed for the planning process;

(3) grantees will coordinate the State implementation plan with the State plans described in section 307 of the Family Violence Prevention and Services Act (42 U.S.C. 10407) and the programs described in section 1404 of the Victims of Crime Act of 1984 (42 U.S.C. 10603) and section 393A of the Public Health Service Act (42 U.S.C. 280b-1b).

(4) the amount granted will be allocated, without duplication, as follows: not less than 25 percent for law enforcement, not less than 25 percent for prosecutors, not less than 30 percent for victim

services (of which at least 10 percent will be distributed to culturally specific community-based organizations), and not less than 5 percent to state and local courts;

(5) not later than 2 years after March 7, 2013, and every year thereafter, not less than 20 percent of the total amount granted to a State under this subchapter shall be allocated for programs or projects in 2 or more allocations listed in paragraph (4) that meaningfully address sexual assault, including stranger rape, acquaintance rape, alcohol or drug-facilitated rape, and rape within the context of an intimate partner relationship; and

(6) any federal funds received under this subchapter will be used to supplement, not supplant, nonfederal funds that would otherwise be available for activities funded under this chapter.

In addition, as required by 42 U.S.C. 3796gg-4, 3796gg-5, and 3796gg-8 and implemented at 28 CFR Part 90:

(1) Forensic Medical Examination Payment Requirement for Victims of Sexual Assault

(a) A State, Indian tribal government, or unit of local government shall not be entitled to funds under this subchapter unless the State, Indian tribal government, unit of local government, or another governmental entity—

(1) incurs the full out-of-pocket cost of forensic medical exams for victims of sexual assault; and

(2) coordinates with health care providers in the region to notify victims of sexual assault of the availability of rape exams at no cost to the victims.

(b) A state, Indian tribal government, or unit of local government shall be deemed to incur the full out-of-pocket cost of forensic medical exams for victims of sexual assault if any government entity:

(1) provides such exams to victims free of charge to the victim; or

(2) arranges for victims to obtain such exams free of charge to the victims.

(c) A State or Indian tribal government may use STOP grant funds to pay for forensic medical exams performed by trained examiners for victims of sexual assault, except that such funds may not be used to pay for forensic medical exams by any State, Indian tribal government, or territorial government that requires victims of sexual assault to seek reimbursement for such exams from their insurance carriers.

(d) (1) To be in compliance with this section, a State, Indian tribal government, or unit of local government shall comply with this provision without regard to whether the victim participates in the criminal justice system or cooperates with law enforcement.

(2) States, territories, and Indian tribal governments shall have 3 years from march 7, 2013 to come into compliance with this section.

(2) Filing Costs For Criminal Charges and Protection Orders

A state, Indian tribal government, or unit of local government will not be entitled to funds unless it

certifies that its laws, policies, and practices do not require, in connection with the prosecution of any misdemeanor or felony sexual assault, domestic violence, dating violence, or stalking offense, or in connection with the filing, issuance, registration, modification, enforcement, dismissal, withdrawal or service of a protection order, or a petition for a protection order, to protect a victim of sexual assault, domestic violence, dating violence, or stalking, 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, modification, enforcement, dismissal, withdrawal or service of a warrant, protection order, petition for a protection order, or witness subpoena, whether issued inside or outside the State, tribal, or local jurisdiction.

(3) Judicial Notification

A State or unit of local government shall not be entitled to funds under this part unless the State or unit of local government--

(a) certifies that its 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, United States Code, and any applicable related federal, state, or local laws; or

(b) gives the Attorney General assurances that its judicial administrative policies and practices will be in compliance with the requirements of subparagraph (A) within the later of—

(1) the period ending on the date on which the next session of the State legislature ends; or

(2) January 5, 2008.

(4) Polygraph Testing Prohibition

(a) In order to be eligible for grants under this part, a state, Indian tribal government, territorial government, or unit of local government shall certify that, not later than January 5, 2009, their laws, policies, or practices will ensure that no law enforcement officer, prosecuting officer or other government official shall ask or require an adult, youth, or child victim of an alleged sex offense as defined under federal, tribal, state, territorial, 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.

(b) Under 42 U.S.C. 3796gg-8(b), 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, Indian tribal government, territorial government, or unit of local government.

As the duly authorized representative of the applicant, I hereby certify that the applicant will comply with above certifications.

Typed Name of Authorized Representative	Title	Telephone Number
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Signature of Authorized Representative

Date Signed

Agency Name



Public Reporting Burden Paperwork Reduction Act Notice.

Under the Paperwork Reduction Act, a person is not required to respond to a collection of information unless it displays a currently valid OMB control number. We try to create forms that are accurate, can be easily understood, and which impose the least possible burden on you to provide us with information. The estimated average time to complete and file this form is 60 minutes per form. If you have comments regarding the accuracy of this estimate, or suggestions for making this form simpler, you can write to the Office on Violence Against Women, U.S. Department of Justice, 145 N Street, NE, 10th Floor, Washington, DC 20530.

APPENDIX B

Delivery of Legal Assistance Certification Letter



Sample Certification Letter
[Applicant Letterhead] [Date]

Director
Office on Violence Against Women
145 N Street, NE Suite
10 W. Washington, DC
20530

Dear Director:

This letter serves to certify that **[Applicant]** is in compliance with the following statutory requirements:

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

Sincerely,
[Applicant's Authorizing Official]