

RESOLUTION

WHEREAS, the STOP Violence Against Women Grant through the State of Tennessee, Office of Criminal Justice Programs will be expiring June 30, 2015; and

WHEREAS, Rutherford County is eligible for three additional years of continuation funding; and

WHEREAS, the STOP Violence Against Women Grant requires a Twenty-Five Percent (25.0%) cash or in-kind match.

THEREFORE BE IT RESOLVED by the Rutherford County Board of Commissioners that the County Mayor be, and is hereby authorized, to submit an application to the State of Tennessee, Office of Criminal Justice Programs for an additional three-year STOP Violence Against Women Grant; and further that the County Mayor be authorized to accept said grant subject to it being awarded.

RESOLVED this 12th day of March, 2015.

RUTHERFORD COUNTY, TN

BY: _____
ERNEST G. BURGESS, Chairman

ATTEST:

LISA CROWELL, County Clerk

OFFICE OF CRIMINAL JUSTICE PROGRAMS

STOP Violence Against Women Grant Program

2015/2016

Grant Solicitation
CFDA 16.588



Prepared by:
Office of Criminal Justice Programs
Department of Finance and Administration
William R. Snodgrass Tennessee Tower
Suite 1800, 312 Rosa L. Parks Avenue
Nashville, Tennessee 37243-1700

Grant Application Instructions

I. INTRODUCTION

This solicitation provides program and application guidelines for Fiscal Year 2015-2016 Services*Training*Officers*Prosecutors (STOP) Violence Against Women Grant Program funding, including guidelines for complying with requirements of the Violence Against Women Act (VAWA), as amended. The STOP Violence Against Women Grant Program was authorized through the Violence Against Women Act (VAWA) of 1994 and reauthorized and amended by the Violence Against Women Act of 2000, 2005 and 2013. **This solicitation includes amended VAWA 2013 information – read all sections carefully.** By statute, the STOP Program supports communities in their efforts to develop and strengthen effective law enforcement and prosecution strategies to combat violent crimes against women and to develop and strengthen victim services in cases involving violent crimes against women.

The purpose of the STOP Program is to promote a coordinated, multi-disciplinary approach to improving the criminal justice system's response to violence against women. It envisions a partnership among law enforcement, prosecution, courts and victim advocacy organizations to enhance victim safety and hold offenders accountable for their crimes of violence against women.

The emphasis of the STOP Program continues to be on the implementation of comprehensive strategies addressing violence against women that are sensitive to the immediate and long-term needs and safety of victims and hold offenders accountable for their crimes.

Each state must allocate STOP Program funds in the following manner:

- 5% to court programs,
- 15% is allocated at each state's discretion, within the parameters of the Act,
- 25% for law enforcement programs,
- 25% for prosecution programs and
- 30% for nonprofit, non-governmental victim services programs (of which 10% must go to culturally specific, community based organizations).

The Office of Criminal Justice Programs in the Tennessee Department of Finance and Administration has been designated as the state agency responsible for administering the STOP Formula Grant Program in Tennessee.

II. APPLICANT ELIGIBILITY

Eligible applicants for STOP Violence Against Women funding include OCJP currently funded:

- Nonprofit, nongovernmental victim services programs including faith-based and community organizations
- Units of local government
 - Note: This includes state law enforcement and state prosecution training divisions
- Indian Tribal governments
- State, local and Tribal courts (including juvenile courts)

Funding to Faith-based and Community organizations:

Consistent with Executive Order 13279, December 12, 2002 and 28 CFR Part 38, faith-based and community organizations that statutorily qualify as eligible applicants are invited and encouraged to apply for assistance awards to fund eligible grant activities. Faith-based and community organizations will be considered for awards on the same basis as other eligible applicants and, if they receive assistance awards, will be treated on an equal basis with all other grantees in the administration of such awards. No eligible applicant or grantee will be discriminated against on the basis of its religious character or affiliation, religious

name, or the religious composition of its board of directors or persons working in the organization. Faith-based organizations are required to abide by the same regulations and requirements specifically associated with the program under which they were awarded a grant as any other agency awarded funding.

III. PROGRAM PURPOSES

The purpose of the STOP Violence Against Women Grant Program is to assist state agencies, units of local government, nonprofit or faith-based and community organizations in carrying out specific projects which offer a high probability of improving the functioning of the criminal justice system. This grant program provides funding for projects which assist local and state government agencies and non-profit organizations in their efforts to support victims of domestic violence, sexual assault, stalking, and dating violence.

Changes and new purpose areas from VAWA 2013 are highlighted in **bold** below. **Applicants must identify one or more of the following statutory purpose areas when requesting grant funds as part of the Logic Model/Application Narrative:**

1. Training law enforcement officers, judges, other court personnel, and prosecutors to more effectively identify and respond to violent crimes against women, including the crimes of sexual assault, domestic violence, **stalking**, and dating violence, **including the use of nonimmigrant status under subparagraphs (U) and (T) of section 101(a)(15) of the Immigration and Nationality Act (8 U.S.C. 1101(a))**;
2. Developing, training, or expanding units of law enforcement officers, judges, other court personnel, and prosecutors specifically targeting violent crimes against women, including the crimes of sexual assault, **dating violence, stalking**, and domestic violence;
3. Developing and implementing more effective police, court, and prosecution policies, protocols, orders, and services specifically devoted to preventing, identifying, and responding to violent crimes against women, including the crimes of sexual assault, **dating violence, stalking**, and domestic violence, **as well as the appropriate treatment of victims**;
4. Developing, installing, or expanding data collection and communication systems, including computerized systems, linking police, prosecutors, and courts or for the purpose of identifying, **classifying**, and tracking arrests, protection orders, violations of protection orders, prosecutions, and convictions for violent crimes against women, including the crimes of sexual assault, **dating violence, stalking**, and domestic violence;
5. Developing, enlarging, or strengthening victim services **and legal assistance** programs, including sexual assault, domestic violence, **stalking**, and dating violence programs, developing or improving delivery of victim services to underserved populations, providing specialized domestic violence court advocates in courts where a significant number of protection orders are granted, and increasing reporting and reducing attrition rates for cases involving violent crimes against women, including crimes of sexual assault, **dating violence, stalking**, and domestic violence;
6. Developing, enlarging, or strengthening programs addressing the needs and circumstances of Indian tribes in dealing with violent crimes against women, including the crimes of sexual assault, **dating violence, stalking**, and domestic violence;
7. Supporting formal and informal statewide, multidisciplinary efforts, to the extent not supported by State funds, to coordinate the response of state law enforcement agencies, prosecutors, courts, victim services agencies, and other state agencies and departments, to violent crimes against women, including the crimes of sexual assault, domestic violence, **stalking**, and dating violence;

8. Training of sexual assault forensic medical personnel examiners in the collection and preservation of evidence, analysis, prevention, and providing expert testimony and treatment of trauma related to sexual assault;
9. Developing, enlarging, or strengthening programs to assist law enforcement, prosecutors, courts, and others to address the needs and circumstances of older and disabled women who are victims of domestic violence, **dating violence, stalking**, or sexual assault, including recognizing, investigating, and prosecuting instances of such violence or assault and targeting outreach and support, counseling, and other victim services to such older and disabled individuals;
10. Providing assistance to victims of domestic violence and sexual assault in immigration matters;
11. Maintaining core victim services and criminal justice initiatives, while supporting complementary new initiatives and emergency services for victims and their families;
12. Supporting the placement of special victim assistants (to be known as “Jessica Gonzales Victim Assistants”) in local law enforcement agencies to serve as liaisons between victims of domestic violence, dating violence, sexual assault, and stalking and personnel in local law enforcement agencies in order to improve the enforcement of protection orders. Jessica Gonzales Victim Assistants shall have expertise in domestic violence, dating violence, sexual assault, or stalking and may undertake the following activities—
 - (A) developing, in collaboration with prosecutors, courts, and victim service providers, standardized response policies for local law enforcement agencies, including **the use of evidence-based indicators to assess the risk of domestic and dating violence homicide and prioritize dangerous or potentially lethal cases**;
 - (B) notifying persons seeking enforcement of protection orders as to what responses will be provided by the relevant law enforcement agency;
 - (C) referring persons seeking enforcement of protection orders to supplementary services (such as emergency shelter programs, hotlines, or legal assistance services); and
 - (D) taking other appropriate action to assist or secure the safety of the person seeking enforcement of a protection order.
13. Providing funding to law enforcement agencies, victim services providers, and state, tribal, territorial, and local governments (which funding stream shall be known as the Crystal Judson Domestic Violence Protocol Program) to promote—
 - (A) the development and implementation of training for local victim domestic violence service providers, and to fund victim services personnel, to be known as “Crystal Judson Victim Advocates,” to provide supportive services and advocacy for victims of domestic violence committed by law enforcement personnel;
 - (B) the implementation of protocols within law enforcement agencies to ensure consistent and effective responses to the commission of domestic violence by personnel within such agencies such as the model policy promulgated by the International Association of Chiefs of Police (“Domestic Violence by Police Officers: A Policy of the IACP, Police Response to Violence Against Women Project” July 2003); and
 - (C) the development of such protocols in collaboration with state, tribal, territorial and local victim services providers and domestic violence coalitions.

Note: Any law enforcement, state, tribal, territorial, or local government agency receiving funding under the Crystal Judson Domestic Violence Protocol Program shall, on an annual basis, receive additional training on the topic of incidents of domestic violence committed by law enforcement personnel from domestic violence and sexual assault nonprofit organizations and, after a period of two years, provide a report of the adopted protocol to the Office of Criminal Justice Programs, including a summary of progress in implementing such protocol.

14. Developing and promoting state, local, or tribal legislation and policies that enhance best practices for responding to domestic violence, dating violence, sexual assault, and stalking.

15. Developing, implementing, or enhancing Sexual Assault Response Teams, or other similar coordinated community responses to sexual assault.

16. Developing and strengthening policies, protocols, best practices, and training for law enforcement agencies and prosecutors relating to the investigation and prosecution of sexual assault cases and the appropriate treatment of victims.

17. Developing, enlarging or strengthening programs addressing sexual assault against men, women, and youth in correctional or detention settings.

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

19. Developing, enlarging, or strengthening programs and projects to provide services and responses to male and female victims of domestic violence, dating violence, sexual assault, or stalking, whose ability to access traditional services and responses is affected by their sexual orientation or gender identity, as defined in section 249(c) of title 18, United States Code.

IV. PROGRAM REQUIREMENTS

Requirements for ALL STOP Applicants

A. Confidentiality: Subrecipients receiving STOP funds must protect the confidentiality and privacy of persons receiving services to ensure their safety and their families' safety. Subrecipients are prohibited from disclosing personally identifying information collected in connection with services requested, utilized, or denied through the grantee's program, to any third party or third party database without informed, written, reasonably time-limited, consent of the person, unless compelled by statutory or court mandate. Subrecipients intending to share aggregate information with other organizations must ensure that such information does not identify specific individuals. Please see the *OCJP Administrative Manual*, STOP Section for more information pertaining to 'personally identifying information.'

B. Evidence-based Programming: Agencies should make efforts to employ evidence-based and/or evidence-informed programming in their grant project or use best practices (as identified in research) in the implementation of their proposed project.

C. Mandatory Reporting of Child Abuse and Adult Abuse: All agencies must comply with Tennessee Code Annotated, Sections 37-1-403 and 37-1-605 by reporting suspected cases of child abuse to the Department of Children's Services and with Tennessee Code Annotated 71-6-103 by reporting cases of adult abuse to the Department of Human Services as required by law.

D. Limited English Proficiency: National origin discrimination includes discrimination on the basis of limited English proficiency (LEP). To ensure compliance with Title VI of the Civil Rights Act and the Omnibus Crime Control and Safe Streets Act, recipients are required to take reasonable steps to ensure that LEP persons have meaningful access to their programs. Meaningful access may entail providing language assistance services, including interpretation and translation services, where necessary. Subrecipients are encouraged to consider the need for language services for LEP persons served or encountered both in developing their proposals and budgets and in conducting their programs and activities. Reasonable costs associated with providing meaningful access for LEP individuals are considered

allowable program costs. The U.S. Department of Justice has issued guidance for subrecipients to assist them in complying with Title VI requirements. The guidance document can be accessed at www.lep.gov or by contacting the OJP's Office for Civil Rights at 202-307-0690.

E. Civil Rights Compliance: All recipients of STOP grant funds are required to comply with nondiscrimination requirements contained in various State and Federal laws. In the event that a court or administrative agency makes a finding of discrimination on grounds of race, color, religion, national origin, sex, handicap or disability, age, gender identity or sexual orientation against a recipient of funds after a due process hearing, the recipient must agree to forward a copy of the finding to the Office of Criminal Justice Programs within 45 days. All applicants should consult the Certifications and Assurances required with the application funds to understand the applicable legal and administrative requirements. Additional information and requirements can be found in Chapter XXII of the OCJP Administrative Manual located at <http://tennessee.gov/finance/adm/ocjp/manuals.shtml>.

F. Federal Funding Accountability and Transparency Act of 2006 (FFATA), Public Law 109-282: All applicants are required to have a DUNS number, register via SAM, and provide employee compensation information (if applicable) to be eligible for this funding.

1. DUNS Number: To enable state agencies that receive federal awards to report this information, subgrantees (i.e., Subrecipients) are required to obtain and report a DUNS number. A DUNS number is obtained through Dun & Bradstreet (D&B) and is a unique nine digit identification number that is assigned for FREE for all businesses required to register with the US Federal government for contracts or grants A DUNS number is required for this grant and is reported on Attachment A of your application. For more information and/or to obtain a DUNS number go to the following website: <http://fedgov.dnb.com/webform>.

2. System for Award Management (SAM) Registration: To enable OCJP to report subawards in a timely manner, Subrecipients are also required to register with System for Award Management (SAM). SAM is a federally owned and operated **free** website that consolidates the capabilities of CCR/Fed Reg, ORCA and EPLS, and it will be used to populate the information needed to report subaward information. In order to register you must have a DUNS number. Registration can be done at <https://www.sam.gov/portal/public/SAM/>. **Your SAM expiration date must be reported on Attachment A – Intent to Apply form.**

3. Executive Compensation Reporting: FFATA now requires a subgrantee of a federal award to report the names and total compensation of the most highly compensated executives (i.e., officers, managing partners, or any other employees in management positions) if they meet all of the following criteria:

- 80 percent or more of the subgrantee's annual gross revenues from Federal procurement contracts and Federal financial assistance subject to the Transparency Act, as defined at 2 CFR 170.320; and
- \$25,000,000 or more in annual gross revenues from Federal procurement contracts, and Federal financial assistance subject to the Transparency Act; and
- The public does not have access to information about the compensation of the executives through periodic reports filed under section 13(a) or 15(d) of the Securities Exchange Act of 1934 (15 U.S.C. 78m(a), 78o(d)) or section 6104 of the Internal Revenue Code of 1986. (To determine if the public has access to the compensation information, see the U.S. Security and Exchange Commission total compensation filings at <http://www.sec.gov/answers/execomp.htm>).

G. ACORN: Recipient understands and agrees that it cannot use any federal funds, either directly or indirectly, in support of any contract or subaward to either the Association of Community Organizations for Reform Now (ACORN) or its subsidiaries, without the express written approval of the federal Office of Justice Programs.

H. Text Messaging While Driving: Pursuant to Executive Order 13513 of October 1, 2009, "Federal Leadership on Reducing Text Messaging While Driving," all Department of Justice (DOJ) recipients and subrecipients are encouraged to adopt and enforce policies that ban text messaging while driving a vehicle when performing work funded under DOJ grant programs.

I. Religious and Moral Beliefs: The subrecipient understands and agrees that award funds may not be used to discriminate against or denigrate the religious or moral beliefs of students who participate in programs for which financial assistance is provided from those funds, or of the parents or legal guardians of such students.

J. Additional Federal Funds Received: The subrecipient agrees that if it currently has a contract with OCJP and receives additional federal funding, outside OCJP, and those funds are to be used, in whole or in part, for one or more of the identical cost items for which funds are being provided under the OCJP contract, the subrecipient will promptly notify the OCJP program manager in writing.

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

L. License and Copyright: Pursuant to 28 CFR §66.34, the Office on Violence Against Women reserves a royalty-free, nonexclusive, and irrevocable license to reproduce, publish or otherwise use, and to authorize others to use, in whole or in part (including in the creation of derivative works), for Federal Government purposes:

1. any work that is subject to copyright and was developed under this award, subaward, contract or subcontract pursuant to this award; and
2. any work that is subject to copyright for which ownership was purchased by a recipient, subrecipient or a contractor with support under this award.

In addition, a subrecipient must obtain advance written approval from the Office on Violence Against Women program manager assigned to this award, and must comply with all conditions specified by the program manager in connection with that approval before: 1) using award funds to purchase ownership of, or a license to use, a copyrighted work; or 2) incorporating any copyrighted work, or portion thereof, into a new work developed under this award.

M. STOP Publications Statement: All materials and publications (written, visual, or sound) resulting from STOP grant activities shall contain the following statements:

"This project was supported by subgrant No. ____ awarded by the State of Tennessee, Department of Finance and Administration, Office of Criminal Justice Programs for the STOP Formula Grant Program. The opinions, findings, conclusions and recommendations expressed in this publication/program/exhibition are those of the author (s) and do not necessarily reflect the views of the state or the U.S. Department of Justice, Office on Violence Against Women."

N. Training for Allied Professionals: The subrecipient understands and agrees that any training or training materials developed or delivered with funding provided under this award must adhere to the OVV Training Guiding Principles for Grantees and Subgrantees, available at <http://www.justice.gov/sites/default/files/ovw/legacy/2012/06/28/ovw-training-guiding-principles-grantees-subgrantees.pdf>.

Compliance with Federal STOP Special Conditions – ALL STOP Applicants

Compliance with federal STOP Special Conditions is required for all subgrantees. The STOP federal grant award received by OCJP contains a list of special conditions which must be adhered to by both the OCJP and all subrecipients. These special conditions are addressed within the OCJP Administrative Manual and

more formally listed as a certification packet with this application for funding. As an agency receiving federal dollars from OCJP, you are required to acknowledge and comply with these special conditions. The Certification Regarding STOP Special Conditions packet must be signed by the Authorized Official and returned with the application packet.

Additional Requirements – STOP Law Enforcement Applicants

In order for law enforcement agencies to qualify for grant funds, they must comply with the following:

1. Fingerprint Reporting Requirement. The Agency shall ensure that they will comply with Tennessee Code Annotated (TCA) 38-3-122 and will submit all fingerprints taken to the Tennessee Bureau of Investigation (TBI).
2. TIBRS Reporting Requirement. The Agency shall ensure that they comply with the rules and regulations of the Tennessee Bureau of Investigations (TBI) as empowered by Tennessee Code Annotated (TCA) 38-10-101 et seq. with regard to the Tennessee Incident Based Reporting System (TIBRS). The agency will at all times maintain TBI certification of their compliance with those rules and regulations.

Additional Requirements – STOP Legal Services Applicants

Any agency providing legal assistance with STOP funds shall certify in writing that:

1. Any person providing legal assistance with funds through this program
 - (A) has demonstrated expertise in providing legal assistance to victims of domestic violence, dating violence, sexual assault, or stalking in the targeted population; or
 - (B) (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 domestic violence, dating violence, sexual assault 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 tribal, state, territorial, or local 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 with funds through this program has informed and will continue to inform state, local, or tribal domestic violence, dating violence, sexual assault or stalking programs and coalitions, as well as appropriate state and local law enforcement officials of their work; **and**
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.

This certification shall take the form of a letter, on letterhead, signed and dated by the authorizing official (Board Chair). The letter must be submitted with the STOP grant application for funding. For a sample letter, see <http://www.ovw.usdoj.gov/docs/sample-cert-letter.pdf>.

V. FINANCIAL REQUIREMENTS

General Financial Requirements:

OCJP grants awarded under the STOP grant program are governed by the provisions of the Office of Management and Budget (OMB) circulars applicable to financial assistance. These circulars, along with

additional information and guidance, can be found by referring to the OCJP Administrative Manual and the STOP section located at <http://www.tn.gov/finance/adm/ocjp/manuals.shtml>. This policy manual provides information on allowed costs, methods of payment, audit requirements, accounting systems and financial records. Specific requirements include:

A. Match: Federal funds may be used to pay for up to 75% of the cost of the project. There is a 25% match requirement imposed on non-victim service provider grantees funded under the STOP Program. Applicants may satisfy the required match with either cash or in-kind contributions. **Victim service providers* are not required to provide a match.**

** The term 'victim service provider' means a nonprofit, nongovernmental or tribal organization or rape crisis center, including a State or tribal coalition, that assists or advocates for domestic violence, dating violence, sexual assault, or stalking victims, including domestic violence shelters, faith-based organizations, and other organizations, with a documented history of effective work concerning domestic violence, dating violence, sexual assault, or stalking.*

All match must be STOP allowable and is subject to the same requirements, restrictions and conditions as the federal STOP funds. Subrecipients must maintain records that clearly show the source, the amount, and the period during which the match was allocated. The basis for determining the value of personal services, materials, equipment, and space must be documented.

Match Formula:

Total Project Costs X **75%** (Federal Share) = Federal Funds Requested

Total Project Costs x **25%** (Subrecipient Share) = Total Match Amount

1. Cash match includes actual cash spent by the subrecipient for project related costs. Funds required to pay the non-federal portion of the cost of each project must be in addition to funds that would otherwise be available for the project.

2. In-kind match is a non-cash contribution recognized at conservative market value, such as the value of donated time, donated equipment, or donated space. In-kind match may include donations of expendable equipment, office supplies, workshop or classroom materials, work space, or monetary value of time contributed by professional and technical personnel and other skilled and unskilled labor if the services they provide are an integral and necessary part of a funded project. The value placed on donated services must be consistent with the rate of compensation paid for similar work in the organization or the labor market. Fringe benefits may be included in the valuation. Volunteer services must be documented, and to the extent feasible, supported by the same methods used by the subrecipient organization for its own employees. The value of donated space may not exceed the fair rental value of comparable space as established by an independent appraisal of comparable space and facilities in a privately owned building in the same locality. The basis for determining the value of personal services, materials, equipment and space must be documented. Volunteer services must be documented, and to the extent feasible, supported by the same methods used by the subrecipients for its own paid employees.

Subrecipients must maintain records that clearly show the source, the amount, and the period during which the match was allocated.

B. General Accounting Principles: All grant subrecipients are required to establish and maintain grant accounting systems and financial records to accurately account for funds awarded to them. (OMB Circular A-87, "Cost Principles for State, Local and Indian Tribal Governments." OMB Circular A-122, "Cost Principles for Nonprofit Organizations.")

Grantees should be aware that the Office of Management and Budget (OMB) has issued new Uniform Guidance on Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards (Uniform Guidance) was effective December 26, 2013, and is to be implemented by federal agencies one year from its effective date, December 26, 2014. This new guidance, 2 CFR part 200, can be found on the Electronic Code of Federal Regulations website. The guidance provides a streamlined government-wide framework for grants administration and management that supersedes requirements from eight existing grants-related OMB Circulars, as well as U.S. Department of Justice (DOJ) regulations. A table of the Circulars and guidance that have been consolidated into the Uniform Guidance can be found in the Office of Justice Programs (OJP) Financial Guide's Resources Section 1.2. A new DOJ Financial Guide will be published in Spring 2015, which will include guidance from all DOJ grant making components: OJP, the Office on Violence Against Women, and the Office of Community Oriented Policing Services.

OJP has established a Uniform Guidance Updates page as a one-stop resource to provide more answers to your questions. From this page you will be able to navigate to more specific Uniform Guidance-related resources and training material produced by OJP throughout the FY 2015 funding cycle. For more information on the Uniform Guidance, please go to the COFAR page (<https://cfo.gov/cofar/>).

Subrecipients must make themselves aware of all the above federal requirements. Grantees will be notified when they must comply with the new Uniform Guidance on Administrative Requirements.

C. Multiple Year Contracting: Multiple year contracting reduces unneeded paperwork and duplication for OCJP, as well as the subrecipient's office. This allows the subrecipient more time to spend on project implementation and evaluation while allowing OCJP more time to provide oversight, technical assistance and evaluation of individual projects and OCJP programs. *Multiple year contracts will remain contingent, as always, on the availability of U.S. Department of Justice federal appropriations.*

D. State Agency Applicants: State agency applicants (executive, judicial, or legislative branch agencies) must notify their Department of Finance and Administration budget analyst at the time the OCJP application is submitted of their intentions to apply for a grant. This budget office notification is required so that necessary steps can be taken to include the grant in the agency's state budget should the state agency receive an award granted from OCJP.

VI. ALLOWABLE USE OF STOP FUNDS

STOP funding may be used by the subrecipient for personnel, training, technical assistance, evaluation, data collection and equipment costs to enhance the apprehension, prosecution and adjudication of persons committing violent crimes against women. Children's services must be inextricably linked to providing services to victims of domestic violence. For example, STOP funds may support the expansion of shelter services for battered women to include programs for their children. Costs must be reasonable, allocable, and necessary to the project and comply with the STOP program requirements. Any questions about allowable use of funds should be directed to OCJP prior to application submission.

Allowable costs are those cost principles identified in the OMB Circular A-87 for State and Local Governments and OMB Circular A-122 for Non-Profit Organizations and in the grant program's authorizing legislation. In addition, costs must be reasonable, allocable, necessary to the project, and comply with the funding statute requirements.

Please reference the Allowable Costs section of the OCJP Administrative Manual for full explanations/restrictions regarding generic Allowable Costs:
<http://www.tn.gov/finance/adm/ocjp/manuals.shtml>

A. Items Requiring Pre-Approval: The following budget items must be **pre-approved** prior to being included in the application budget: capital purchases, depreciation, Sensitive Minor Equipment, furniture, and clothing.

B. General Salaries and Personnel Costs: Payment of personnel costs are allowable if costs are a part of an approved project and are necessary and incidental to project implementation and operation. *Overtime pay will only be approved by OCJP on a case by case basis.*

C. Professional Fees: Individual consultant fees, under STOP, are limited to \$650 per day or \$81.25 per hour; this includes legal, medical, psychological, training and accounting consultants. A subcontract with individual consultants or another entity providing direct services is required whenever this budget section is utilized. The subcontract must be **pre-approved by OCJP**. STOP funds can be used to support consultant rates up to \$650 for an 8-hour day or \$81.25 per hour (excluding travel and subsistence). An 8-hour day may include preparation, evaluation and travel time in addition to the time required for actual performance. Please note, however, that this does not mean that the rate can or should be \$650 for all consultants. Compensation for individual consultant services is to be reasonable and consistent with that paid for similar services in the marketplace and consistent with the individual's experience and expertise. Rates should be developed and reviewed on a case-by-case basis and must be reasonable and allowable in accordance with OMB cost principles.

1. Funds budgeted for professional consultant or subcontracting entity employees should be detailed under the "Professional Fee, Grant & Award" line of the budget.
2. Speaker fees for Conferences must be detailed under the "Travel, Conferences & Meetings" line of the budget. All projects providing training instructors/speakers with STOP funds will need to submit a Notification of Speakers Agreement for each instructor/speaker 15 days prior to the training event. See Chapter 9 OCJP Administrative Manual.

D. Operational Costs: Payment of operational costs is allowable if costs are part of an approved project and are necessary to the project implementation and operation. Operational costs may include supplies, telecommunication costs, postage and shipping, printing and publication costs, rent, equipment rental costs and insurance costs. **Costs for a program must be prorated across all fund sources.** It is acceptable for STOP funding to support the operational costs of a facility, such as a shelter, however if the project is supported with funds from other sources the rent and operational expenses must be prorated among the different funding sources. If the shelter owns its own facility, rent for use of that facility may not be charged to the grant at all; however, related expenses such as utilities and building security may be charged to the grant.

E. Equipment: Equipment expenses, which are part of an approved project, if necessary and incidental to that project, are allowable expenses. Equipment is defined as tangible non-expendable personal property having a useful life of more than one year and an acquisition cost of \$5,000 or more per unit. **NOTE:** "Sensitive Minor Equipment" is detail under the **Supplies Line** of the budget and is defined as moveable, high-risk, sensitive property items purchased with a cost between \$500.00 and \$5,000.00 such as tablets, laptops, desktop computers, printers, projectors, external computer peripherals, weapons, TVs, cameras, and small office machines.

E. Publication of Documents and Electronic Media: All materials and publications (written, visual, or sound) resulting from STOP grant activities shall contain the following statement:
"This project was supported by subgrant No. ____ awarded by the State of Tennessee, Department of Finance and Administration, Office of Criminal Justice Programs for the STOP Formula Grant Program. The opinions, findings, conclusions and recommendations expressed in this publication/program/exhibition are those of the author (s) and do not necessarily reflect the views of the state or the U.S. Department of Justice, Office on Violence Against Women."

F. Travel: Expenses and reimbursements for in-state and out-of-state travel must follow the most current comprehensive State of Tennessee Rules and Regulations (www.tn.gov/finance/act/documents/policy8.pdf).

G. Specific Assistance To Individuals:

1. Gift cards to clients are only allowable to the extent that they are used for allowable costs under STOP such as the purchase of emergency food for STOP clients or gas for victims to attend court, appointments etc. related to the victimization. However, agencies must acquire a receipt from the client which documents only allowable items (food or gas-in the example) were purchased. Without copies of these receipts, these costs will be deemed unallowable by OCJP and repayment of these funds will be required.
2. STOP funds may be used to cover a victim's first month's rent. Deposits are also allowable if the subrecipient has an agreement with the landlord that the full/remaining deposit will be returned to the subrecipient and not the victim at the end of the lease.
3. STOP funds may be used, in limited circumstances, to cover reasonable transportation costs that would enhance a woman's safety, including transportation out-of-state.

H. Additional STOP Allowable Use of Funds:

- Grant funds may be used to support, inform, and provide outreach to victims about available services. For example, a shelter could distribute brochures listing the signs of domestic violence, describing the services available, and providing a hotline number to access the services. Initiatives designed to reach victims, rather than raise awareness generally, may be supported with STOP funds.
- Pro-rated share of food for emergency client needs and the pro-rated share of food purchases for domestic violence shelter resident's use.
- STOP funds can be used to provide services to incarcerated victims but only to address the domestic violence, dating violence, sexual assault, or stalking victimization experienced by the incarcerated individual, including both crimes experienced while incarcerated and crimes experienced at other points in their youths and adult lives.
- Applicants are encouraged to allocate grant funds to support activities that help to ensure individuals with disabilities and Deaf individuals and persons with limited English proficiency have 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. Applicants proposing to use grant funds to create websites, videos and other materials must ensure that they are accessible to persons with disabilities and grant funds must be allocated for these purposes.
- STOP funds may be used to support civil legal assistance and advocacy services including legal information and resources and divorce for: 1) victims of domestic violence and 2) non-offending parents in matters that involve allegations of child sexual abuse. Applicants should contact OCJP prior to including divorce services in their STOP project.
- STOP can pay for co-location of services, such as Family Justice Centers. However, if any of the underlying services at the center cannot be funded through STOP, such as substance abuse counseling, then the staffing for those services still cannot be supported through this purpose area, just the co-location. For example, co-location costs might include a centralized intake person, rent, or security.
- STOP funds may be used to support SANE/SAFE programs and related activities including: SANE/SAFE personnel; expert testimony of SANE/SAFE personnel; forensic evidence collection kits ("rape kits"); equipment, such as colposcopes, swab dryers, and lights; outreach efforts to inform victims about available services; victim advocate personnel to accompany victims through the forensic examination process; on-going counseling services for victims; and/or on-call time of the SANE/SAFE personnel.

VII. UNALLOWABLE USE OF STOP FUNDS

Please reference the **Unallowable Costs** section of the **OCJP Administrative Manual** for full explanations and restrictions regarding generic **Unallowable Costs** at <http://www.tn.gov/finance/adm/ocjp/manuals.shtml>.

A. Generic Unallowable Costs:

- Construction,
- Land acquisition (Purchase of real property),
- Supplanting,
- Compensation of federal employees,
- Travel of federal employees,
- Bonuses or commissions,
- Military type equipment,
- Lobbying,
- Fundraising (including financial campaigns, endowment drives, solicitation of gifts and bequests, and similar expenses incurred solely to raise capital or obtain contributions),
- Corporate formation,
- State and Local taxes,
- Conferences and workshops have numerous unallowable cost restrictions,
- Legal fees,
- Cost in applying for this grant,
- Any expenses prior to the grant award date,
- First class travel,
- Management or administrative training,
- Sole source contracts (without the prior written approval from the OCJP),
- Depreciation or a use allowance on idle or excess facilities, and
- Cost incurred outside the project period.

B. Age Restrictions: STOP funds may not be used to support services that focus exclusively on children. STOP funding may not be used to support services provided to children **less than 11 years of age**.

C. Education Materials: STOP funds may not be used to support the development or presentation of a domestic violence, sexual assault, dating violence and/or stalking curriculum for primary or secondary schools. Funds may not be used to teach primary or secondary school students from an already existing curriculum.

D. Prevention and Awareness: STOP funds may not be used to conduct prevention, public awareness, media campaigns or community education campaigns or related activities. Grant funds may be used to support, inform, and conduct outreach to victims about available services.

E. Services for Offenders: STOP funding may not support legal or defense services for perpetrators of violence against women. But they may support batterers' intervention programs, if the intervention is part of a graduated range of sanctions that use the coercive power of the criminal justice system to hold abusers accountable for their criminal actions and for changing their behavior.

F. Religious Activities: STOP funding may not be used to support inherently religious activities.

G. Vehicles: STOP funding cannot be used to lease and/or purchase vehicles.

H. Renovations: STOP funds cannot be used for renovations, including minor renovations such as painting or replacing carpeting.

I. Moving Expenses: STOP funds may not be used to pay for moving household goods to a new location or acquiring furniture or housing in a new location when a survivor is leaving a shelter.

J. Immigration Fees: STOP funds may not be used to pay for immigration fees for battered immigrant women.

H. Law Enforcement Equipment: STOP funds may not be used to pay for law enforcement equipment including uniforms, safety vests, shields, weapons, bullets, and/or armory.

I. Substance Abuse Counseling and Services: STOP funds may not be used to pay for chemical dependency or alcohol abuse programs that are not an integral part of a STOP supported court-mandated batterer intervention program. STOP funding may not be used for substance abuse counseling.

J. Research: STOP funds may not be used to conduct research. This does not include program assessments conducted only for internal improvement purposes.

K: Activities that Compromise Victim Safety and Recovery: STOP funds may not be used to support any 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:

- Procedures or policies that exclude victims from receiving safe shelter, advocacy services, counseling, and other assistance based on their actual or perceived age, immigration status, race, religion, sexual orientation, gender identity, mental health condition, physical health condition, criminal record, work in the sex industry, relationship to the perpetrator, or the age and/or gender of their children;
- Procedures or policies that compromise the confidentiality of information and privacy of persons receiving OVW-funded services;
- Offering perpetrators the option of entering pre-trial diversion programs or placing batterers in anger management programs;
- Requiring mediation or counseling for couples as a systemic response to domestic violence or sexual assault, or in situations in which child sexual abuse is alleged;
- Requiring victims to report sexual assault, stalking, or domestic violence crimes to law enforcement or forcing victims to participate in criminal proceedings;
- Relying on court-mandated batterer intervention programs that do not use the coercive power of the criminal
- Supporting policies or engaging in practices that impose restrictive conditions to be met by the victim in order to receive services (e.g., attending counseling, seeking an order of protection).

VIII. REPORTING REQUIREMENTS

The necessary reporting forms are included in the STOP Fund Source Section of the OCJP Administrative Manual at <http://www.tn.gov/finance/adm/ocjp/manuals.shtml>. It is the subrecipient's responsibility to obtain and submit reports to OCJP. OCJP subrecipients are expected to participate in all report training events.

Programmatic Reporting

A. STOP Annual Progress Report for Outputs: The STOP Annual Progress Report is due no later than July 31. This report is emailed to the subrecipient agency.

B. Client Outcome Survey Report: The Client Outcome Survey Report is due no later than July 31. This report is submitted online.

C. Training Participant Survey Report: The Training Participant Survey Report is required if you will use STOP funds to provide training to allied professionals. This does not include community education. The report is due no later than July 31. This report is submitted online.

- **Note:** Activity records must be kept in order to document that a STOP staff is providing STOP allowable training services/activities. All training sign-in participation sheets must be available to send to OCJP upon request.

Fiscal Reporting

D. Invoice for Reimbursement: The invoice is used to request monthly reimbursement. Funds can only be distributed to subrecipients upon receipt of a properly prepared and signed invoice. The invoices are emailed to the Office of Business and Finance of the Department of Finance and Administration. **NOTE:** Subrecipient agencies must request reimbursement at least once per quarter based on expenditures incurred. However, it is recommended that agencies invoice monthly, when monthly expenditures are incurred.

E. Inter/Unit Journals (State Agencies Only): The Department of Finance and Administration Policy Statement Number 18 establish the timeline for the submission of Inter/Unit Journals. Refer to www.tennessee.gov/finance/act/documents/policy18.pdf for additional information.

F. Quarterly Program Income Summary Report (State and Local Governments Only): The Quarterly Program Income Summary Report is due quarterly no later than fifteen (15) calendar days after the close of each State fiscal year quarter. If the STOP project does not earn income, then the agency may submit an annual report due no later than fifteen (15) days after the end of the fiscal year or end of the grant period. This report is submitted online.

G. Policy 03 Quarterly Expense and Revenue Report (Non-profit Agencies Only): The Policy 03 Report is due quarterly no later than thirty (30) calendar days following the end of the quarter for which the report is completed. The report is emailed to the OCJP Fiscal Manager.

H. Project Equipment Summary Report: The Project Equipment Summary Report is due no later than July 31 if equipment or "Sensitive Minor Equipment" was purchased with STOP grant funds. This report is submitted online.

IX. LENGTH OF PROJECT SUPPORT

The Office of Criminal Justice Programs will provide written notification to grantees of this solicitation identifying the length of project support. *Multi-year contracts will remain contingent, as always, on the availability of U.S. Department of Justice federal appropriations.*

Projects that end on 6/30/15 will reapply for a **3 year grant** for funding for **FY 16 – FY 18**. Applications for funding must focus on violence against women, including sexual assault, domestic violence, dating violence and/or stalking.

In reviewing applications, attention will be paid to not only the numbers of victims that will be served, but also at how the services will be provided, whether the community to be served has been involved in planning for the delivery of the services, and whether there will be outreach to that community regarding the availability of the services. **Preference will be given to projects that meaningfully address sexual assault issues.**

X. FISCAL AND PROGRAM MONITORING

The Office of Criminal Justice Programs employs program and fiscal monitors to provide routine, program and fiscal monitoring of all OCJP contracts. This monitoring provides program and fiscal contract compliance review, much needed information on how the program is actually being implemented, and assistance to the OCJP Grants Program Manager in identifying subrecipients experiencing problems requiring corrective action. If a monitor identifies a problem area and corrective action is requested, OCJP subrecipients must adhere to the corrective action requirements identified in the OCJP Administrative Manual within the time period required.

XI. REVIEW AND EVALUATION OF PROPOSALS

Each application will be rated, utilizing a “weighted” review tool, based on the applicant agency’s ability to provide a logical description of how their project theoretically works to benefit the target group. The project description must tie goals, activities, outputs, and outcomes together in a logical fashion. Applications will be reviewed for financial and programmatic completeness.

Proposals which are approved for funding but do not meet OCJP standards for contracting such as those including unallowable activities or unallowable costs may have a start date of later than July 1, 2015 if further work is required on the proposal.

If approved, the contract between the state and the subrecipient will be emailed to the subrecipient agency. The contract must be signed by the Authorized Official* and returned to the Office of Criminal Justice Programs. After the Commissioner approves the contract, an executed original contract will be emailed to the subrecipient.

* For non-profit agencies, the authorized official must be the President/Chairperson of the Board of Directors who will be signing the grant on behalf of the agency governing board. If necessary, the Board President may legally designate another board officer or the Executive Director to sign the contract in his/her absence.

XIII. STOP PROGRAM CONTACTS

Angela Slack, (615) 253-8622,
Angela.Slack@tn.gov

Susan Canon, (615) 532-0058,
Susan.Canon@tn.gov

Justine Bass, (615) 253-1983,
Justine.Bass@tn.gov

Katie Powell, (615) 253-7820,
Katie.Powell@tn.gov

XII. APPLICATION REQUIREMENTS / CHECKLIST

Applications for FY16 – FY18 funding are due by **March 19, 2015**. The applicant should print and maintain a copy of the completed application in their grant file. Late applications will not be accepted.

All applicants must submit an online intent to apply form no later than **February, 27, 2015**. The Attachment A - Cover Page indicating intent to apply for funding may be completed here at http://ocjpsurveys.state.tn.us/ocjpsurveys/attachmenta_2015-2016.htm.

To complete the FY2016 STOP Logic Model you can use Adobe Acrobat or Adobe Reader version 9.0 or newer. When you are finished, save a copy of the form to your computer and attach a copy via email back to your OCJP Program Manager.

Do not use the Submit by Email Button on the last page of the form to submit.

Get the free Adobe Reader from:
<http://www.adobe.com/go/reader>

All required application documents must be submitted via email to your OCJP Program Manager:

- Logic Model/Project Narrative
- Budget Summary/Detail for each fiscal year of the project;
 - Use the budget template included with this application. Other budget formats **will not be accepted**.
 - A separate budget Excel document is to be submitted for each grant contract year. Do not combine multiple years into one budget document.
 - Budget for Victim Services Providers (No Match)
 - Budget for all other applicants (Match required)
- Other Grant Funding Table
- Agency Organizational Chart
- Job Descriptions for Grant Funded Staff (including any Staff supported with Cash Match)
- Draft Training Agendas must be submitted for any project including a STOP funded training component.
- Proof of 501(c)(3) status must be submitted by any nonprofit organization applying for STOP funding.
- Draft Subcontracts, if agency will hire contract staff providing direct services with grant funds. (Agencies must include required subcontract language provided in [Appendix E](#) of the OCJP Administrative Manual.)
- Legal Services Certification Letter – All Legal Services project applicants must submit the certification letter described in [Section IV. Program Requirements](#).
- Certificate of Consultation Form – Court, Law Enforcement and Prosecution projects must submit a completed Certificate of Consultation which requires consultation with a non-profit/non-governmental victim services agency prior to submitting the STOP application. Documentation must include dates and content of planning meetings with the victim services program(s).
- Certificate of Judicial Notification Form – Court projects must submit a completed Certificate of Judicial Notification.
- Certification Regarding STOP Special Conditions – Each federal grant award received by the Office of Criminal Justice Programs (OCJP) contains a list of special conditions which must be adhered to by both the OCJP and their subrecipients. As an agency receiving federal dollars from OCJP, you are required to acknowledge and comply with these special conditions.
- Certifications and Assurances – All applicants must submit the completed Certifications and Assurances packet. This packet includes compliance information for the following topics: Debarment and Suspension; Lobbying Certification; Civil Rights; EEOP; Diversity Self Survey for Nonprofits; Transparency Act (FFATA); Violence Against Women Act Requirements; and Confidentiality and Privacy Provisions.