



STATE OF INDIANA



Eric J. Holcomb, Governor
Devon McDonald, Executive Director

2020 Violence Against Women Act (VAWA) STOP Courts and Law Enforcement Grant Program Solicitation

Request for Proposals

The Indiana Criminal Justice Institute (ICJI) is now accepting applications for the 2020 STOP Grant Program to courts or for law enforcement. This grant is being released through the IntelliGrants System. All applications must be submitted online through this system. Late or incomplete applications will not be accepted.

Applicants must be registered in Intelligrants in order to access the electronic application.

Applications must be submitted via [IntelliGrants](#) on or before

11:59 P.M. (ET) on Wednesday, August 28, 2019

Applicants are strongly encouraged to submit applications 48 hours prior to the deadline.

Award Period: January 1, 2020 – June 30, 2021

The grant cycle is for **18 months** therefore budget should reflect **18 months** of expense.

For technical assistance with submitting an application, contact the ICJI Helpdesk at CJIHelpDesk@cji.in.gov. Helpdesk hours are Monday – Friday 8:00 am to 4:30 pm ET, except State holidays.

ICJI is not responsible for technical issues with grant submission within 48 hours of grant deadline.

This solicitation is subject to change pending release of the federal application that ICJI is required to complete each year.

INTRODUCTION

The Violence Against Women Act STOP Grant Program promotes a coordinated, multidisciplinary approach to enhancing advocacy and improving the criminal justice system's response to violent crimes against women. It encourages the development and improvement of effective law enforcement and prosecution strategies to address violent crimes against women and the development and improvement of advocacy and services in cases involving violence against women.

Funding from this solicitation is limited to Court or for Law Enforcement only. The federal government requires that STOP funding to be allocated by categories (court, law enforcement, prosecutors, victim services). In the previously released application, ICJI did not receive enough applicants to meet the federal requirement for courts and law enforcement. This RFP is being released in response to this shortage.

ELIGIBILITY

Public entities, including political subdivisions, state, county, municipal agencies may apply for funding.

An entity may apply, but will not be eligible for a grant until the entity has prequalified through a series of threshold requirements including: checks of the applicant agency's DUNS verification and SAM.gov registration, as well as reviews of the agency's standing with the Indiana Department of Revenue, the Department of Workforce Development, and the Secretary of State's Office. ICJI will also conduct a risk assessment of each applicant agency.

PRIORITIES

Listed below are purpose areas supported by STOP funds. For this solicitation, Courts purpose areas would include areas 2, 3, 4 and 7. Law Enforcement purpose areas would include areas 1, 2, 3 and 16.

Purpose Areas

STOP formula grants and subgrants are intended for use by state, local, and tribal courts; Indian tribal governments and units of local government. Grants and subgrants supported through this program must meet one or more of the following statutory program purpose areas.

Applicants may choose from any of the 20 Purpose Areas listed below:

- 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 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 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 service 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 Responses to Violence Against Women Project” July 2003); and
 - c. The development of such protocols in collaboration with state, tribal, territorial and local victim services provides and domestic violence coalitions.
- 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;
 - 20) Developing, enhancing, or strengthening prevention and educational programming to address domestic violence, dating violence, sexual assault, or stalking, with not more than 5 percent of the amount allocated to a state to be used for this purpose.

2017-2020 Statewide STOP Implementation Plan

Every four years, Indiana submits a thorough, strategic, and collaborative implementation plan to address violence against women for the STOP Grant Program. Indiana’s STOP Implementation Plan for 2017 through 2020 includes the following goals, which are heavily sought to be achieved through the funding of related activities during this grant cycle:

Goal 1: Reduce domestic violence related homicides by 10% in the state of Indiana over the four-year plan period.

Goal 2: Reach out and increase funding to programs that serve underserved populations*, i.e. Hispanic/Latino, immigrant, Deaf/hard hearing, LGBT, and elderly victims.

***Underserved Populations**

The term “underserved populations” means populations who face barriers in accessing and using victim services, and includes populations underserved because of geographic location, religion, sexual orientation, gender identity, underserved racial and ethnic

populations, populations underserved because of special needs (such as language barriers, disabilities, alienage status, or age), and any other population determined to be underserved by the Attorney General or by the Secretary of Health and Human Services, as appropriate. See 42 U.S.C. § 13925(a)(39).

Goal 3: Increase the number of sexual assault programs that provide core services and develop enhanced and comprehensive services for sexual assault victims.

PROGRAM REQUIREMENTS

Consultation: All Courts and Law Enforcement agencies are required to consult with a Victim Service Agency during the course of developing this STOP application in order to ensure that the proposed activities are designed to promote safety, confidentiality and economic independence of victims. Included within this RFP is a sample letter of this collaboration. The letter must be attached to the application in IntelliGrants and can be downloaded on the Attachment Form under Miscellaneous.

Confidentiality: All grantees and subgrantees providing services to victims and receiving VAWA funding from the Office on Violence Against Women must comply with the VAWA Confidentiality Provision. The VAWA Confidentiality Provision refers to 34 U.S.C. 12291(b)(2), a provision of the Violence Against Women Act (VAWA) that requires all grantees and subgrantees receiving VAWA funding from the Department of Justice, Office on Violence Against Women, to protect the confidentiality and privacy of persons to whom those grantees and subgrantees are providing services.

Subgrantees may not disclose, reveal, or release personally identifying information or individual information collected in connection with services requested, utilized, or denied through grantees' and subgrantees' programs, regardless of whether the information has been encoded, encrypted, hashed, or otherwise protected.

Personally identifying information includes information such as an individual's name, address, other contact information, and social security number, but it also can include information such as an individual's race, birth date, or number of children if, in the particular circumstances, that information would identify the individual.

Personally identifying information comprehensively means information about an individual that may directly or indirectly identify that individual. In the case of a victim of domestic violence, dating violence, sexual assault, or stalking, it also means information that would disclose the location of that individual.

Please see the following resource for more information on best practices on protecting the confidentiality and privacy of all persons receiving services at:

<https://www.justice.gov/ovw/page/file/1006896/download>

Match

There is a 25% match requirement imposed on grant funds under this program. Applicants must identify the source of the 25% non-Federal portion of the budget and how match funds will be used to support the STOP funded program.

Match Formula:

1. (Total Federal Funds Portion / Federal Percentage) – Federal Total = Required Match
2. Total Federal Funds Portion + Required Match = Total Project Cost

Example:

1. $(\$15,000 / .75) - \$15,000 = \$5,000$
2. $\$15,000 + \$5,000 = \$20,000$

ACTIVITIES AND BUDGET ITEMS

Eligible Activities and Budget Items

Eligible activities and cost items include, but are not limited to the following:

1. Salaries of law enforcement officers or judges that are handling cases involving violence against women (if not working full-time on these cases, their time must be prorated).
2. Batters Intervention programs that are part of a graduated range of sanctions that use the coercive power of the criminal justice system to hold abusers accountable. (Courts only but court can contract with a victim service provider for all or part of project)
3. Prorated share of equipment that will be used for the STOP project.
4. Salaries of non-law enforcement agency to provide training to law enforcement on domestic violence, dating violence, sexual assault and stalking (application must include MOU with law enforcement agency indicating their attendance and involvement in development of training)

Ineligible Activities and Budget Items

Ineligible activities and cost items include, but are not limited to the following:

1. Lobbying and administrative advocacy
2. Construction or physical modification to buildings, including minor renovations (such as painting or carpeting)
3. Law enforcement equipment such as uniforms, safety vests, shields and weapons
4. Substance abuse counseling for victims
5. Purchase of real estate or vehicles
6. Research Projects
7. Fundraising campaigns, endowment drives, or solicitation of gifts and bequests
8. Immigration fees
9. Fuel
10. Costs may not be included or used to meet matching or sharing requirements of any federal grant.

Unallowable Costs for all Federal Grants

Federal law prohibits the use of federal funds from certain activities irrespective of the federal funding source or the specifics of the grant program. These prohibitions include:

- Lobbying, including attempts to influence legislation or the outcome of any federal, state, or local elections. Recent changes to the law have expanded the prohibition to any federally appropriated funding used, either directly or indirectly, to support the enactment, repeal, modification, or adoption of any law, regulation, or policy, at any level of government, without the express written approval of OJP. Violations of this prohibition are now subject to civil fines of up to \$100,000 per violation.

- Fundraising (including financial campaigns, endowment drives, solicitation of gifts and bequests, and similar expenses incurred solely to raise capital or obtain contributions).
- The direct or indirect support of any contract or subaward to either the Association of Community Organizations for Reform Now (ACORN) or its subsidiaries, without the express prior written approval of OJP.
- The Applicant understands and agrees that award funds may not be used to discriminate against or denigrate the religious or moral beliefs of victims who participate in programs for which financial assistance is provided from those funds, or of the parents or legal guardians of such victims.

Program costs must meet the following criteria:

1. Costs must be necessary and reasonable for the stated purpose of the grant.
2. Costs must be in accordance with generally accepted accounting principles:
<http://www.fasab.gov/accounting-standards/>
3. Costs must conform to any limitations or exclusions.
4. Costs must be consistent with policies and procedures of the STOP Grant Program, and applied uniformly.
5. Costs must be adequately documented with supporting materials, receipts, etc.

Activities and Budget items Requiring Special Pre-Approval

Conference Costs

Any planned and approved conferences or trainings must abide by the Office on Violence Against Women’s policy on conference costs, including related expenses for lodging and transportation for planned conferences. Costs for a conference cannot include any items listed above as ineligible activities and budget items. Visit <https://www.justice.gov/ovw/file/892031/download> for the most updated and current information.

Contracts & Consultants

When a subrecipient contracts for work or services, the following is required:

1. All consultant and contractual services shall be supported by written contracts stating the services to be performed, rate of compensation, and length of time over which the services will be provided.
2. A copy of all written contracts for contractual or consultant services shall be attached in Egrants to the grant file upon their ratification.
3. Payments shall be supported by statements outlining the services rendered and supporting the period covered.
4. Any contractor costs exceeding those allowable by the DOJ Financial Grants Management Guide (maximum of \$81.25 per hour or \$650 per day) will **not** be allowed.

Indirect Organizational Costs

Subrecipients are not permitted to charge indirect costs to a STOP grant such as liability insurance on buildings, capital improvements, security guards and body guards, property losses and expenses, real estate purchases, mortgage payments, and construction costs. If the applicant agency has a federally approved indirect cost rate, ICJI will accept this rate. You must provide ICJI with a copy of the approval letter showing the rate and effective date. Your detailed budget should reflect the items that the rate is to be applied to and a complete description of what your total indirect cost plan encompasses.

If you are a non-Federal entity and have never received a negotiated indirect cost rate, except for those non-Federal entities described in Appendix VII to 2 C.F.R. Part 200, you may elect to charge a de minimis rate of 10% of modified total direct costs (MTDC) which may be used indefinitely. When using this method, costs must be consistently charged as either indirect or direct costs, but may not be double charged or inconsistently charged as both. Also, if this method is chosen, then it must be used consistently for all federal awards.

APPLICATION REVIEW

Pursuant to 2 C.F.R. Part 200, the State will review and score all grant applications as part of the competitive bid process. The State will assess:

- The completeness of the grant application;
- The Applicant's eligibility;
- The Project's eligibility;
- Whether the grant application, the Applicant, and the Project are in compliance with all federal and state laws, regulations, and rules;
- Whether the proposed expenditures set forth in the Project Budget are allowable and allocable;
- Any potential conflicts of interest;
- Whether the Applicant has any federal and/or state debt delinquency;
- The Applicant's ability to successfully pass clearance checks from the Indiana Department of Workforce Development, Indiana Department of Revenue, and Indiana Secretary of State;
- Any and all risk associated with granting funds to the Applicant;
- Whether the Applicant is debarred or suspended by any federal or state department or agency; and
- Whether the Applicant maintains a current registration in the SAM (System for Award Management) and has an active DUNS (DATA Universal Number Systems) number.

Any item, factor, or circumstance that would adversely affect or contribute to the adverse effect of the Applicant's fitness to successfully complete the Project must be reported to the State prior to or contemporaneous with the grant application. Those items would include, but are not limited to, federal or state debt; conflicts of interest; federal or state debarments or suspensions; current, pending or outstanding criminal, civil, or enforcement actions initiated by the State; and whether the Applicant has been designated as high risk by any federal or state department or agency. If the Applicant has been designated as high risk, it must specifically disclose to the State:

- The federal or state agency that currently designated the Applicant as high risk.
- Date the Applicant was designed high risk.
- The high risk point of contact name, phone number, and email address, from the federal or state agency.
- Reason(s) for the high risk status.

The grant application shall include accurate and descriptive information detailing the Project thereby allowing the State to adequately assess and score the grant application. This documentation shall include, but is not limited to:

- The total budget for the Applicant's organization (including all sources of funds);
- A sustainability plan detailing the Applicant's plan to succeed once the grant fund period expires;
- A timeline for the completion of the Project and/or expenditure of the grant funds; and

- Letters of endorsement evidencing community support for the Applicant's program.

MONITORING

2 C.F.R. Part 200 sets forth monitoring requirements whereby the State must establish and carry out a process of assessing the progress of projects and programs that are funded, in whole or in part, by federal funds. This monitoring function measures both financial and programmatic progress. It also provides an opportunity for technical assistance to the Applicant, measures compliance, builds partnerships for success, and provides results based feedback to the Applicant. The State will monitor all grant awards via an ICJI Program Manager and/or ICJI Compliance Monitoring Team. As part of the monitoring process, the ICJI Program Manager will review all reports submitted by the Grantee for accuracy, timeliness, completeness, etc. The State will conduct on-site or off-site monitoring reviews of the Project during the term of the grant agreement and for up to three (3) years after it expires or is otherwise terminated. At the request of the State, any and all documentation related to the grant shall be provided at no cost. If the Applicant fails to cooperate with the State's monitoring process, the State may consider such non-cooperation as a material breach.

Delinquent, inaccurate, incomplete, or fraudulent reports will be addressed by ICJI. ICJI's remedies include, but are not limited to, identifying the Grantee as high risk, de-obligated funding, disqualification from future funding, and referral to the federal Office of Inspector General. The recipient agrees to comply with any additional requirements that may be imposed during the grant performance period if the State determines that the recipient is a high-risk Applicant or Grantee pursuant to 28 C.F.R. parts 66, 70.

REPORTING

Reporting requirements are included in both 2 C.F.R and 28 C.F.R. Reporting to the State shall be completed on a monthly or quarterly basis via IntelliGrants. Applicant is required to submit both fiscal and program reports in IntelliGrants. Annual performance reports (Muskie Reports) will be due for this grant each year in January. Failure to submit any report in a timely fashion may be considered a material breach, at the discretion on the State.

The recipient agrees to comply with applicable requirements to report first-tier subawards of \$25,000 or more and, in certain circumstances, to report the names and total compensation of the five most highly compensated executives of the recipient and first-tier subrecipients of award funds. Such data will be submitted to the FFATA Subaward Reporting System (FSRS). The details of recipient obligations, which derive from the Federal Funding Accountability and Transparency Act of 2006 (FFATA), are posted on the Office of Justice Programs website at [FFATA](#) (Award condition: Reporting Subawards and Executive Compensation), and are incorporated by reference here. This condition, and its reporting requirement, does not apply to grant awards made to an individual who received the award as a natural person (i.e., unrelated to any business or non-profit organization that he or she may own or operate in his or her name).

GRANT AMENDMENTS, MODIFICATIONS AND EXEMPTIONS

An amendment would include any modification to the grant agreement or any of its terms or conditions. Any amendment to the grant agreement must be submitted in writing and approved by the State prior to

the implementation of the amendment. Amendments include, but are not limited to, changes to the Project Budget or scope of the Project, extensions to the period of performance, changes concerning an authorized official. Amendments require strong justification and supporting documentation. Furthermore, the amendment must comply with all federal and state laws, rules, and regulations.

If the Applicant wishes to seek an exemption to a federal or state law, regulation, or rule, such request must be submitted in writing and approved by the State prior to the Applicant obligating or expending any grant funds related to the desired exemption. For example, if the Applicant wishes to hire a consultant at a rate in excess of \$650 per day, a detailed justification must be submitted to and approved by the State prior to obligation or expenditure of such funds.

APPLICABLE LAW AND MANDATORY REQUIREMENTS

General

This award is governed by 2 C.F.R. Part 200 and the 2015 DOJ Grants Financial Guide. All applicants must adhere to all provisions set forth in federal and state statute, regulation, or rule. Failure to abide by the federal and state mandates may, at the discretion of the State, be considered to be a material breach. The consequences of a material breach include, but are not limited, to:

- The Applicant becoming ineligible for this grant funding opportunity;
- Requiring repayment of any grant funds already received;
- The de-obligation of grant funds; and
- The material breach becoming a factor in the scoring process for future grant applications.

Furthermore, the Applicant may not obligate, expend or draw down grant funds until the Federal Office of the Chief Financial Officer notifies the State that the grant has been awarded to Indiana. The State shall not reimburse an Applicant for expenditures outside the grant period of performance.

Pursuant to 2 C.F.R. Part 200, all applicants are required to establish and maintain grant accounting systems and financial records to accurately account for funds awarded to them.

The Applicant understands and agrees that it cannot use federal funds from different funding sources for one or more of the identical cost items, in whole or in part. If this scenario presents itself, the Applicant must contact the ICJI program manager in writing and refrain from the expenditure, obligation, or drawn down of any federal funds awarded from ICJI concerning the identical cost items.

Civil Rights Laws and Requirements

Recipients of federal grants are required to adhere to all federal and state laws concerning civil rights including, but not limited to, the laws set forth below.

➤ **Nondiscrimination.**

Pursuant to the Indiana Civil Rights Law, specifically including IC §22-9-1-10, and in keeping with the purposes of the federal Civil Rights Act of 1964, the Age Discrimination in Employment Act, and the Americans with Disabilities Act, the Applicant covenants that it shall not discriminate against any employee or applicant for employment relating to this grant with respect to the hire, tenure, terms, conditions or privileges of employment or any matter directly or indirectly related to

employment, because of the employee or applicant's race, color, national origin, religion, sex, age, disability, ancestry, status as a veteran, or any other characteristic protected by federal, state, or local law ("Protected Characteristics"). Furthermore, Applicant certifies compliance with applicable federal laws, regulations, and executive orders prohibiting discrimination based on the Protected Characteristics in the provision of services.

Applicant covenants that it shall not discriminate against any individual based on actual or perceived race, color, national origin, religion, sex, disability, sexual orientation, or gender identity as outlined in the Violence Against Women Act Reauthorization Act of 2013.

The Applicant understands that the State is a recipient of federal funds, and therefore, where applicable, Applicant and any subcontractors shall comply with requisite affirmative action requirements, including reporting, pursuant to 41 C.F.R. Chapter 60, as amended, and Section 202 of Executive Order 11246 as amended by Executive Order 13672.

➤ **Services to Limited English Proficiency (LEP) Individuals.**

In accordance with Department of Justice (DOJ) guidance pertaining to Title VI of the Civil Rights Act of 1964, 42 U.S.C. § 2000d, recipients of federal financial assistance must take reasonable steps to provide meaningful access to their programs and activities for persons with limited English proficiency (LEP). See U.S. Department of Justice, Guidance to Federal Financial Assistance Recipients Regarding Title VI Prohibition Against National Origin Discrimination Affecting Limited English Proficient Persons, 67 Fed. Reg. 41, 455 (2002). For more information on the civil rights responsibilities that recipients have in providing language services to LEP individuals, please see the website <http://www.lep.gov>.

➤ **Ensuring Equal Treatment for Faith-Based Organizations.**

Faith-based organizations are prohibited from using financial assistance from the DOJ to fund inherently (or explicitly) religious activities. While faith-based organizations can engage in non-funded inherently religious activities, they must hold them separately from the program funded by this grant, and recipients cannot compel beneficiaries to participate in these activities. The Equal Treatment Regulation also makes it clear that organizations participating in programs funded by the DOJ are not permitted to discriminate in the provision of services on the basis of the beneficiary's religion. For more information on the regulation, please see the Office of Civil Rights (OCR) website at http://www.ojp.usdoj.gov/about/ocr/equal_fbo.htm.

Faith-based organizations should also note that the Omnibus Crime Control and Safe Streets Act (Safe Streets Act) of 1968, as amended, 42 U.S.C. § 3789(c); the Victims of Crime Act of 1984, as amended, 42 U.S.C. § 10604(e); the Juvenile Justice and Delinquency Prevention Act of 1974, as amended, 42 U.S.C. § 5672(b); and the Violence Against Women Act Reauthorization Act of 2013, Pub. L. no. 113-4, sec. 3(b)(4), 127 Stat. 54, 61-62 (to be codified at 42 U.S.C. § 13925(b)(13)) contain prohibitions against discrimination on the basis of religion in employment. Despite these nondiscrimination provisions, the DOJ has concluded that it may construe the Religious Freedom Restoration Act (RFRA) on a case-by-case basis to permit some faith-based organizations to receive DOJ funding while taking into account religion when hiring staff, even if the statute that authorizes the funding program generally forbids recipients from considering religion in

employment decisions. Please consult with the OCR if you have any questions about the regulation or the application of RFRA to the statutes that prohibit discrimination in employment.

➤ **Using Arrest and Conviction Records in Making Employment Decisions.**

The OCR issued an advisory document for recipients on the proper use of arrest and conviction records in making hiring decisions. See Advisory for Recipients of Financial Assistance from the U.S. Department of Justice on the U.S. Equal Opportunity Commission's Enforcement Guidance: Consideration of Arrest and Conviction Records in Employment Decisions Under Title VII of the Civil Rights Act of 1964 (June 2013), available at http://www.ojp.usdoj//about/ocr/pdfs/UseofConviction_Advisory.pdf. Recipients should be mindful that the misuse of arrest or conviction records to screen either applicants for employment or employees for retention or promotion may have a disparate impact based on race or national origin, resulting in unlawful employment discrimination. In light of the advisory, recipients should consult local counsel in reviewing their employment practices. If warranted, recipients should also incorporate an analysis of the use of arrest and conviction records in their Equal Opportunity Plans (EEOs).

➤ **Complying with the Safe Streets Act.**

An organization that is a recipient of financial assistance subject to the nondiscrimination provisions of the Safe Streets Act, must meet two obligations: (1) complying with the federal regulation pertaining to the development of an EEO (see 28 C.F.R. pt.42, subpt. E) and (2) submitting to the OCR findings of discrimination (see 28 C.F.R. §§ 42.204(c), .205(c)(5)).

➤ **Meeting the EEO Requirement.**

If your organization has less than fifty employees or receives an award of less than \$25,000 or is a nonprofit organization, a medical institution, an educational institution, or an Indian tribe, then it is exempt from the EEO requirement. To claim the exemption, your organization must complete and submit Section A of the Certification Form, which is available online at <http://www.ojp.usdoj.gov/about/ocr/pdfs/cert.pdf>.

If your organization is a government agency or private business and receives an award of \$25,000 or more, but less than \$500,000, and has fifty or more employees (counting both full- and part-time employees but excluding political appointees), then it has to prepare a Utilization Report (formerly called an EEO Short Form), but it does not have to submit the report to the OCR for review. Instead, your organization has to maintain the Utilization Report on file and make it available for review on request. In addition, your organization has to complete Section B of the Certification Form and return it to OCR. The Certification Form is available at <http://www.ojp.usdoj.gov/about/ocr/pdfs/cert.pdf>.

If your organization is a government agency or private business and has received an award for \$500,000 or more and has fifty or more employees (counting both full- and part-time employees but excluding political appointees), then it has to prepare a Utilization Report (formerly called an EEO Short Form) and submit it to OCR for review within sixty days from the date of the award. For assistance in developing a Utilization Report, please consult the OCR's website at <http://www.ojp.usdoj.gov/about/ocr/eeop.htm>. In addition, your organization has to complete

Section C of the Certification Form and return it to the OCR. The Certification Form is available at <http://www.ojp.usdoj.gov/about/ocr/pdfs/cert.pdf>.

To comply with the EEOP requirements, you may request technical assistance from an EEOP specialist at the OCR by telephone at (202) 307-0690, by TTY at (202) 307-2027, or by e-mail at EEOSubmission@usdoj.gov.

➤ **Ensuring Access to Federally Assisted Programs.**

Federal laws that apply to recipients of federal grant awards prohibit discrimination on the basis of actual or perceived race, color, national origin, religion, sex, disability, sexual orientation, or gender identity in funded programs or activities, not only in employment but also in the delivery of services or benefits. Federal law also prohibits recipients from discriminating on the basis of age in the delivery of services or benefits.

➤ **Enforcing Civil Rights Laws.**

All recipients of federal financial assistance, regardless of the particular funding source, the amount of the grant award, or the number of employees in the workforce, are subject to prohibitions against unlawful discrimination. Accordingly, the OCR investigates recipients that are the subject of discrimination complaints from both individuals and groups. In addition, based on regulatory criteria, the OCR selects a number of recipients each year for compliance reviews, audits that require recipients to submit data showing that they are providing services equitably to all segments of their service population and that their employment practices meet equal opportunity standards.

➤ **Meeting the Requirement to Submit Findings of Discrimination.**

If in the three years prior to the date of the grant award, your organization has received an adverse finding of discrimination based on race, color, national origin, religion, or sex, after a due-process hearing, from a state or federal court or from a state or federal administrative agency, your organization must send a copy of the finding to OCR. A copy must also be sent to the State.

State Laws and Requirements

Recipients of grant funds from the State are required to adhere to all state laws concerning the receipt and use of grant funds from federal and state funding sources. Those laws include, but are not limited to, the laws set forth below.

➤ **State Ethical Requirements.**

The Applicant and its agents shall abide by all ethical requirements that apply to persons who have a business relationship with the State as set forth in IC §4-2-6, *et seq.*, IC §4-2-7, *et seq.* and the regulations promulgated thereunder. If the Applicant has knowledge, or would have acquired knowledge with reasonable inquiry, that a state officer, employee, or special state appointee, as those terms are defined in IC § 4-2-6-1, has a financial interest in the grant, the Applicant shall ensure compliance with the disclosure requirements in IC § 4-2-6-10.5 prior to the execution of this grant. If the Applicant is not familiar with these ethical requirements, the Applicant should refer any questions to the Indiana State Ethics Commission or visit the Inspector General's website at <http://www.in.gov/ig/>. If the Applicant or its agents violate any applicable ethical standards, the

State may, in its sole discretion, terminate this grant immediately upon notice to the Applicant. In addition, the Applicant may be subject to penalties under IC §§4-2-6, 4-2-7, 35-44.1-1-4, and under any other applicable laws.

➤ **Indiana Secretary of State.**

Pursuant to Indiana Code Title 23, applicant must be properly registered and owes no outstanding reports to the Indiana Secretary of State.

➤ **Telephone Solicitation of Consumers; Automatic Dialing Solicitations.**

As required by Indiana Code §5-22-3-7,

(1) the Applicant and any principals of the Applicant certify that

(A) except for de minimis and nonsystematic violations, it has not violated the terms of:

(i) IC §24-4.7 [Telephone Solicitation Of Consumers];

(ii) IC §24-5-12 [Telephone Solicitations]; or

(iii) IC §24-5-14 [Regulation of Automatic Dialing Machines];

in the previous three hundred sixty-five (365) days, even if IC § 24-4.7 is preempted by federal law; and

(B) the Applicant will not violate the terms of IC §24-4.7 for the duration of this Grant Agreement, even if IC §24-4.7 is preempted by federal law.

(2)The Applicant and any principals of the Applicant certify that an affiliate or principal of the Applicant and any agent acting on behalf of the Applicant or on behalf of an affiliate or principal of the Applicant, except for de minimis and nonsystematic violations,

(A) has not violated the terms of IC §24-4.7 in the previous three hundred sixty-five (365) days, even if IC §24-4.7 is preempted by federal law; and

(B) will not violate the terms of IC §24-4.7 for the duration of the grant agreement even if IC §24-4.7 is preempted by federal law.

➤ **Drug-Free Workplace Certification.**

Applicant hereby covenants and agrees to make a good faith effort to provide and maintain a drug-free workplace as required by Executive Order 90-5, April 12, 1990. Executive Order 90-5 applies to all individuals and private legal entities who receive grants or contracts from State agencies.

This clause was modified in 2005 to apply only to Contractor's employees within the State of Indiana and cannot be further modified, altered or changed. Applicant will give written notice to the State within ten (10) days after receiving actual notice that the Applicant, or an employee of the Applicant in the State of Indiana, has been convicted of a criminal drug violation occurring in the workplace. False certification or violation of the certification may result in sanctions including, but not limited to, suspension of grant payments, termination of the grant and/or debarment of grant opportunities with the State of Indiana for up to three (3) years.

In addition to the provisions of the above paragraphs, if the total amount set forth in this Grant Agreement is in excess of \$25,000.00, the Applicant certifies and agrees that it will provide a drug-free workplace by:

A. Publishing and providing to all of its employees a statement notifying them that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the Applicant's workplace and specifying the actions that will be taken against employees for violations of such prohibition; and

B. Establishing a drug-free awareness program to inform its employees of (1) the dangers of drug abuse in the workplace; (2) the Applicant's policy of maintaining a drug-free workplace; (3) any available drug counseling, rehabilitation, and employee assistance programs; and (4) the penalties that may be imposed upon an employee for drug abuse violations occurring in the workplace; and

C. Notifying all employees in the statement required by subparagraph (A) above that as a condition of continued employment the employee will (1) abide by the terms of the statement; and (2) notify the Applicant of any criminal drug statute conviction for a violation occurring in the workplace no later than five (5) days after such conviction; and

D. Notifying in writing the State within ten (10) days after receiving notice from an employee under subdivision (C)(2) above, or otherwise receiving actual notice of such conviction; and

E. Within thirty (30) days after receiving notice under subdivision (C)(2) above of a conviction, imposing the following sanctions or remedial measures on any employee who is convicted of drug abuse violations occurring in the workplace: (1) take appropriate personnel action against the employee, up to and including termination; or (2) require such employee to satisfactorily participate in a drug abuse assistance or rehabilitation program approved for such purposes by a federal, state or local health, law enforcement, or other appropriate agency; and

F. Making a good faith effort to maintain a drug-free workplace through the implementation of subparagraphs (A) through (E) above.

➤ **Employment Eligibility Verification.**

As required by IC §22-5-1.7, the Applicant hereby swears or affirms under the penalties of perjury that:

A. The Applicant has enrolled and is participating in the E-Verify program;

B. The Applicant has provided documentation to the State that it has enrolled and is participating in the E-Verify program;

C. The Applicant does not knowingly employ an unauthorized alien; and

D. The Applicant shall require its contractors who perform work under this Grant Agreement to certify to Applicant that the contractor does not knowingly employ or contract with an unauthorized alien and that the contractor has enrolled and is participating in the E-Verify program. The Applicant shall maintain this certification throughout the duration of the term of a contract with a contractor.

The State may terminate for default if the Applicant fails to cure a breach of this provision no later than thirty (30) days after being notified by the State.

AUDIT REQUIREMENTS

Pursuant to 2 C.F.R. Part 200, specifically, § 200.500 *et seq*, recipients of federal funds are subject to annual audit requirements.

- A. *Audit required.* A non-Federal entity that expends \$750,000 or more during the non-Federal entity's fiscal year in Federal awards must have a single or program-specific audit conducted for that year in accordance with the provisions of this part.
- B. *Single audit.* A non-Federal entity that expends \$750,000 or more during the non-Federal entity's fiscal year in Federal awards must have a single audit conducted in accordance with §200.514 Scope of audit except when it elects to have a program-specific audit conducted in accordance with paragraph (c) of this section.
- C. *Program-specific audit election.* When an entity expends Federal awards under only one Federal program (excluding research and development) and the Federal program's statutes, regulations, or the terms and conditions of the Federal award do not require a financial statement audit of the entity, the entity may elect to have a program-specific audit conducted in accordance with §200.507 Program-specific audits. A program-specific audit may not be elected for research and development unless all of the Federal awards expended were received from the same Federal agency, or the same Federal agency and the same pass-through entity, and that Federal agency, or pass-through entity in the case of a subrecipient, approves in advance a program-specific audit.
- D. *Exemption when Federal awards expended are less than \$750,000.* A non-Federal entity that expends less than \$750,000 during the non-Federal entity's fiscal year in Federal awards is exempt from Federal audit requirements for that year, except as noted in §200.503 Relation to other audit requirements, but records must be available for review or audit by appropriate officials of the Federal agency, pass-through entity, and Government Accountability Office (GAO).
- E. *Federally Funded Research and Development Centers (FFRDC).* Management of an entity that owns or operates a FFRDC may elect to treat the FFRDC as a separate entity for purposes of this part.
- F. *Subrecipients and Contractors.* An entity may simultaneously be a recipient, a subrecipient, and a contractor. Federal awards expended as a recipient or a subrecipient are subject to audit under this part. The payments received for goods or services provided as a contractor are not Federal awards. Section §200.330 Subrecipient and contractor determinations sets forth the considerations in determining whether payments constitute a Federal award or a payment for goods or services provided as a contractor.
- G. *Compliance responsibility for contractors.* In most cases, the entity's compliance responsibility for contractors is only to ensure that the procurement, receipt, and payment for goods and services comply with Federal statutes, regulations, and the terms and conditions of Federal awards. Federal award compliance requirements normally do not pass through to contractors. However, the entity is responsible for ensuring compliance for procurement transactions, which are structured such that the contractor is responsible for program compliance or the contractor's

records must be reviewed to determine program compliance. Also, when these procurement transactions relate to a major program, the scope of the audit must include determining whether these transactions are in compliance with Federal statutes, regulations, and the terms and conditions of Federal awards.

- H. *For-profit subrecipient.* Since this part does not apply to for-profit subrecipients, the pass-through entity is responsible for establishing requirements, as necessary, to ensure compliance by for-profit subrecipients. The agreement with the for-profit subrecipient must describe applicable compliance requirements and the for-profit subrecipient's compliance responsibility. Methods to ensure compliance for Federal awards made to for-profit subrecipients may include pre-award audits, monitoring during the agreement, and post-award audits. See also §200.331 Requirements for pass-through entities.

SUPPLANTING

Federal funds must be used to supplement existing funds for program activities and cannot replace or supplant nonfederal funds that have been appropriated for the same purpose.

GRANT AGREEMENT & APPLICATION REQUIREMENTS

All applicants awarded a grant from ICJI must agree to the following:

1. Enter into a Grant Agreement between ICJI and the applicant agency and agree to abide by all provisions of the Grant Agreement.
2. Enter into agreement to abide by all Special Conditions detailed in the Certified Assurances and Special Conditions.
3. Submit all reports in the prescribed format and time frames as determined by ICJI.
4. Comply with federal guidelines contained in the [2CFR200](#) and the [DOJ Grants Financial Guide](#)

Submission of Application

Completed applications and all required supporting documentation are to be submitted in IntelliGrants no later than 11:59 P.M. (ET) on Wednesday August 28th. Please note that original signatures are not required due to online submission of the grant application.

IntelliGrants is an end-to-end solution for the administration of grants. Everything from the grant application, reports, and fiscal drawdowns will occur online within IntelliGrants. The registration process can be started by visiting <https://intelligrants.in.gov> and clicking on "New User". Applicants must be registered in IntelliGrants in order to access the online application. Processing delays and system errors can occur and registration could take several days for first time registrants. Failure to register will prevent applicants from obtaining proper access to the system prior to the grant application due date. ICJI recommends that you register and become familiar with the system as early as possible to prevent delays in submitting an application. ICJI is not responsible for applicants who fail to submit a timely application due to technical difficulties that occur within 48 hours of the deadline.

Instructions for using the IntelliGrants system can be found in [IntelliGrants User Manual](#).

Award Period

The award period for the 2020 STOP grant for Courts and Law Enforcement shall be January 1, 2020–June 30, 2021. Projects must conclude and funding obligations must be made prior no later than June

30, 2021. All outstanding expenses must be paid and the Final Fiscal Report submitted via IntelliGrants within **30** days from June 30, 2021 (grant end date).

Application Review

ICJI staff will conduct an initial screening of the proposal to check for completeness of the application. The staff will then review each proposal and will present recommendations to the Victim Services Subcommittee of the ICJI Board of Trustees for consideration. The Subcommittee will make decisions for funding and present recommendations to the ICJI Board of Trustees for final approval.

Award Notification

Applicants will be notified electronically of funding decisions after the ICJI Board of Trustees makes its final determinations.

Please be aware that agencies awarded funds under this solicitation will be required to complete and submit a STOP Annual Progress Report (Muskie Report), which can be accessed at www.cji.in.gov. This report is typically due in early January.

APPENDIX A: STOP Funding Announcement Outline (as it appears in IntelliGrants)

Below is an outline of the STOP Funding Announcement. The questions and information requested in this document are similar to what you will encounter in the application. In order to assist you, this outline has been provided so that you may use it to prepare answers for some (or all) of the questions on this document and then copy and paste your answers into the appropriate spaces provided in the online application. Using the outline will allow you to save work as you proceed through the application, use spell check and check the character count. For questions with a character limit identified, please note that the character count will include all typed characters, spaces and punctuation. The IntelliGrants system will time out after 30 minutes of inactivity and will not spell check or count characters, thus this outline is offered as support. Use of this outline is not mandatory.

I. Contact Information

Enter contact information into all required fields in the following tables:

1. Program Location
2. Project Director
3. Fiscal Agent
4. Contact

II. Project Information

Complete the section fully.

1. Enter the project title
2. Enter a short project summary
3. Enter the amount of funding requested
4. The agency's SAM expiration date
5. Answer whether the applicant organization has been audited

III. Programmatic Information

Complete the section fully.

1. Current Federal Award Amount (Do not include match)
2. Enter the name of the person responsible for completing the application
3. Provide the percentage of federal funding that will be committed to each of the following categories through your proposed program: Courts, Law Enforcement, Prosecutor, and Victim Services (ex. 30% to law enforcement and 70% to victim services). Your total must equal 100%
4. Provide the percentage of program effort that will be committed to each of the following types of crime (ex. 50% to domestic violence and 50% to sexual assault). Your total must be 100%
 - Domestic Violence, Sexual Assault, Dating Violence, Stalking

a. Law Enforcement Agencies – If the applicant agency is a law enforcement agency, provide responses to the following:

- i. Identify the number of law enforcement agencies operating in your jurisdiction. (If you are a sheriff's department, enter how many law enforcement agencies are in your county.)
- ii. Identify the number of sworn police officers in the applicant agency.
- iii. Identify the number of civilian personnel in the applicant agency.
- iv. If you have a unit dedicated to domestic violence, how many officers and investigators are in the unit? If you do not have a unit dedicated to domestic violence please enter "0".
- v. If you currently have policies, and/or procedures for responding to violent crimes against women, when were they last revised or updated? If you do not currently have policies, and procedures please enter N/A.
- vi. Do you work closely with the prosecutor's office on domestic violence and sexual assault investigation and prosecution?
- vii. Do funded officers/detectives speak any other languages?

b. Prosecutors – If the applicant agency is a prosecutor's office, provide responses to the following:

- i. Do you have a prosecutor dedicated solely to domestic violence or sexual assault?
 1. If yes, how many are in the unit?
- ii. From January 1, 2018 through December 31, 2018, how many domestic violence cases were referred from law enforcement?
- iii. How many of the referred cases were prosecuted?
- iv. If you currently have policies, protocols, or procedures for responding to violent crimes against women, when were they last revised or updated? If you do not currently have policies, and/or procedures please enter N/A.
- v. Do the funded staff speak any other languages?

c. Courts – If the applicant agency is a court, provide responses to the following:

- i. Is the main function of the proposed program to address Domestic Violence?
- ii. Is the main function of the proposed program to address Sexual Assault?
- iii. If you currently have policies, protocols, or procedures for responding to violent crimes against women, when were they last revised or updated? If you do not currently have policies, and/or procedures please enter N/A.

5. STOP grant funds must be used to address specific purpose areas. A list and description of each purpose area can be found in the RFP for this solicitation, beginning on page 2. These purpose areas are listed below in no particular order. Review the information and mark the box(es) next to the purpose area(s) that most appropriately matches the program for which you are requesting funding. Applicants may choose up to 3 of the 20 Purpose Areas listed. **NOTE: To select more than one purpose area, hold control (CTRL) and select multiple purpose areas from the drop box.**
- a. Training to Identify and Respond to Violent Crimes Against Women
 - b. Special Units
 - c. Policies, Protocols, Orders, and Services
 - d. Data/Communication Systems
 - e. Victim Services & Legal Assistance
 - f. Indian Populations
 - g. Multidisciplinary Resource Coordination
 - h. Training Sexual Assault Forensic Medical Examiners
 - i. Older and Disabled Women
 - j. Immigration Assistance
 - k. Complementary Family Support Services
 - l. Jessica Gonzales Victim Assistants (Need special approval from ICJI)
 - m. Crystal Judson Victim Advocates (Need special approval from ICJI)
 - n. Policies that Enhance Best Practices
 - o. Sexual Assault Response Teams
 - p. Policies, Protocols, Best Practices and Training for Investigation and Prosecution
 - q. Address Sexual Assault in Correctional or Detention Settings
 - r. Sexual Assault Evidence Collection Kit Backlog
 - s. Services and Responses to LGBT Victims
 - t. Prevention and Education Programs
6. List how the program will support each purpose area selected above.
7. Is your program/agency Faith Based?
8. If you are currently receiving STOP funds, how many victims did your program (not your entire agency) serve from January 1, 2018 through December 31, 2018? (If you are not currently receiving STOP funds, enter 0.)
9. How many victims do you anticipate your proposed program (not your entire agency) will serve from January 1, 2020 through December 31, 2020?
10. Identify which county/counties your proposed program will serve. **NOTE: To select more than one county, hold control (CTRL) and select multiple counties from the drop box.**
11. If grant or match funds will be used to provide staff located in an offices(s) in other counties (ex. Satellite offices), identify each county and the services to be provided in each county. If staff will not be located in other counties enter N/A.
12. If your program already exists, provide a detailed description of the source(s) of the current

dollars the agency is receiving to support the program.

13. If the proposed program was established due to a recognized need in the community or to fill a gap in services, identify the need or gap.
14. If the services of the proposed program are currently being offered at your agency, indicate the number of years your proposed program has been in existence.
15. Please select whether this application is for a "Continuation" or "New" program.
 1. Continuation Program Only Questions:
 - i. Give an overview of how your proposed program has met its goals and objectives during the current grant period and describe the resulting impact. If you are applying as a new program please enter N/A into the textbox.
 - ii. Explain any challenges that prevented the successful completion of any goal or objective. If you are applying as a new program please enter N/A into the textbox.

16. STOP - Sexual Assault Set-Aside

"The Violence Against Women Reauthorization Act of 2013 (VAWA 2013) included a new provision that will strengthen our response to sexual assault. The STOP federal program requires that states set aside 20% of the total amount allocated to the state for projects across two or more of the allocation categories (courts, law enforcement, prosecution, and victim services) that meaningfully address sexual assault.

CJI recognizes that survivors of sexual assault represent all segments of society. Some may have been very recently assaulted while others may be suffering from assaults that occurred many years ago. ICJI understands that the provision of meaningful services may include more than crisis services and could include comprehensive services provided at any stage of the recovery. We have expanded our definition of sexual assault services past the crisis intervention requiring 24 hour in-person response and a subsequent continuum of services to also include those who provide meaningful services to victims at any point in time (counseling, therapy, support groups, etc). To put it simply; core services meet basic needs on an immediate basis and comprehensive services provide additional opportunities for healing and empowerment at any point in the victim's recovery.

The provision of meaningful service requires that the provider have training specifically in sexual assault services and is able to provide services based on the victimization that the person has experienced. Dual multi-service agencies that also provide services to domestic violence survivors must demonstrate that they have dedicated staff with specific expertise in serving sexual violence outside the realm of domestic violence.

- A. Based on the information above, do you feel your proposed program will meaningfully address the needs to sexual assault victims?
- B. Will your proposed program address sexual assault and domestic violence?
- C. If you answered YES to question 1, answer the following questions:
 - a. Please briefly describe the work your program has undertaken to address sexual violence intervention and prevention over the past year.
 - b. How many sexual assault victims have you served in the last year? If you have not served any sexual assault victims in the last year enter "0"
 - c. How many sexual assault prevention education or community outreach presentations

has your agency done in the last year? If you have not done any presentations enter "0".

- d. How many of your employees are funded to do sexual assault work?
- e. Have those employees received training specific to providing services to victims of sexual assault?
- i. Describe any current community partnerships your agency has developed for enhancing your program services to meet the needs of sexual assault survivors.
- f. What are the current strengths in addressing sexual assault victim needs?
- g. How do you first make contact with sexual assault survivors? (e.g. they come in to shelter; in ER; through hotline; etc.)
- h. If sexual assault cases are handled differently when there is concurrent domestic violence, explain how.
- i. How do you let the community know about your sexual assault services?

IV. Problem Statement and Analysis

1. Please provide a clear and succinct summary of the problem to be addressed by this program. Your Problem Statement should be no more than one or two sentences.
2. Please document the severity of the problem. Describe how the problem was discovered and the impact the problem has on the community. You must include any data as it is related to the nature of the local problem, compare to the problem statewide, include local trend data, and how the proposed program will assist in meeting community goals.
3. How will the proposed program alleviate the stated problem?

V. Goals, Objectives, & Outcomes

1. Provide the program's goal. The goal should be general, realistic, focused on what we will ultimately achieve, consistent with overall mission/purpose of agency.

Hint – The goals should directly address the problem identified in the Problem Statement.

Example – The goal of the project is to increase the number of domestic violence cases prosecuted by the prosecutor by 10% over last year.

2. Provide objectives that measure progress toward achieving the goal.

Example – By the end of September 2019, staff will attend 2 trainings on domestic violence and prosecution.

3. Provide at least 1 Outcome for EACH stated objective (outcomes quantitatively measure program impact).

VI. Program Description

1. Please provide a detailed description of the full program to be implemented (what, who, where, why, when, and how)
 - a. What? – Describe the nature of the proposed program.
 - b. Who? – Please specify and describe the target population(s), the parties responsible for implementing/administrating the proposed program, and any partners involved.

- c. Where? – Describe the location(s) where the program is to be administered as well as the geographical area served.
- d. Why? – Explain the rationale for the selection of the proposed program. Explain how the program will or has been incorporated into the ongoing operations of the agency/organization.
- e. When? – Provide a detailed monthly program timeline for the proposed award period.
- f. How? – List all relevant resources, activities, and methodologies necessary for the implementation of the proposed program.

VII. Evidence Based/Best Practices

1. Indicate whether your program is evidence-based
2. Identify the evidence-based program or best practice utilized for this program/project. (This should come from an outside source.)
3. Name the source (website, publication, etc.) that identifies the selected model as evidence-based or a best practice.

VIII. Use of Volunteers

1. Indicate whether your funded project will utilize volunteers.
2. Describe how volunteers will be utilized.
3. Describe how volunteers are recruited, screened, and trained

IX. Budget Forms

1. Personnel

- a. Check the type(s) of personnel you wish to enter (salaried, hourly, pool, and volunteer).
- b. Complete the position title, name, fund type, employee type, annual salary, and percentage fields for each staff to be funded by this grant.

2. Employee Benefits

- a. Select the name of the employee, fund type, benefit type for each benefit for each employee to be funded by this grant, enter the benefit percentage, calculated annual cost of benefit, and enter the cost.

NOTE: Benefit Percentage is the percentage of the benefit type that the subgrantee is seeking reimbursement from grant funds or will be using as match.

NOTE: Calculated Annual Cost of Benefits is the annual monetary amount of the benefit type.

3. Supplies & Operating Expenses

Supplies are defined as tangible personal property having per unit acquisition threshold of less than \$500.

Operating Expenses are defined as daily costs that are required to support the normal everyday functioning of your program, such as utility bills, rent, or phone services.

- a. Enter each supply item requested, and select the fund type for that item. Then enter the

number of units requested, as well as the price per unit and the percentage of the total cost proposed to be funded by the grant.

- b. Enter each operating expense requested, select the fund type, and enter the total cost of that operating expense, as well as the percentage of the total cost proposed to be funded by the grant.

4. Equipment

Equipment is defined as tangible personal property (including information technology systems) having a useful life of more than one year, and a per unit acquisition threshold of \$500 or more.

- a. Enter each equipment item requested, select the fund type, and enter the number of units, price per item, and the percentage of the total cost proposed to be funded by the grant.

5. Travel

- a. Enter the number of travelers, select purpose of travel, enter location of travel, select travel expense, select fund type, enter the quantity of unit costs per traveler, enter the cost per day, item, or mile, and input the percentage proposed to be funded by the grant. **There should be one line item for each travel expense per trip.**

6. Consultants (including contractual services)

Consultant is defined as an individual or sole proprietorship who provides professional advice or services needed to carry out the project or program.

Contractor is defined as a business organization that provides professional services via a contract needed to carry out the project or program.

- a. For consultants, enter the name, service provided, select the fund type, input hourly rate, enter number of hours, and enter percentage of total cost proposed to be funded by the grant.
- b. For contractors, enter the name/position, service provided, select the fund type, enter in compensation, and percentage of total cost proposed to be funded by the grant.
- c. Will there be travel expenses for the consultants and contractors?
 - i. If yes, is selected applicant will open a new budget form titled, Consultants and Contractors Travel form. Enter the number of consultants and contractors, select purpose of travel, enter location of travel, select travel expense, select fund type, enter the quantity of unit costs per traveler, enter the cost per day, item, or mile, and input the percentage proposed to be funded by the grant. **There should be one line item for each travel expense per trip.**

7. Program Income

- a. Select whether your program will generate income.
- b. If you select yes, please answer:
 - i. The estimates amount of program income
 - ii. How the program will generate income
 - iii. What the program income will be used for

8. Budget Summary

- a. Review the requested costs by budget category and fund source.

X. Budget Narrative

Be sure all items in the Budget Narrative are included in the Budget Detail, and be sure all items in the Budget Detail are in the Budget Narrative.

The Budget Narrative should include items that will be supported with **GRANT AND MATCH** funds, if match is required. Make sure your proposed items are allowable expenses. If items listed in the budget **are not** allowable, your grant funding may be reduced by that amount. Grant reviewers are not required to contact you for clarification. Any missing information in this section may disqualify that budget item for funding.

1. Please use the box provided to explain how funds will be utilized by the proposed program. If you are requesting an increase to a prior grant, please explain how the additional funds will enhance or expand the current program being funded.

2. Personnel

- a. Describe the roles and responsibilities for each position or attach detailed job description(s). If you attach a job description, enter "See Attached Job Description(s)" into the text box.
- b. Describe how each position directly furthers the purpose of the program
- c. If the position(s) funded with this grant have administrative duties, how do those duties directly impact the program?
- d. For each position identified in the Budget Detail, please state the percentage of time each position will spend on grant funded activities.
- e. Do the positions receive funding from other sources?
 - i. If yes, identify, by position, the source and amount of other funds.

3. Employee Benefits

- a. Describe employee benefits that will be paid for each position(s) listed under Personnel.

4. Travel (Including Training)

- a. Describe why travel is necessary to the program.

5. Equipment

Equipment is defined as tangible personal property (including information technology systems) having a useful life of more than one year, and a per unit acquisition threshold of \$500 or more.

- a. How will purchasing equipment facilitate meeting your stated program goals and objectives?
- b. If your agency is requesting more than one piece of equipment, please prioritize your request.

6. Supplies & Operating Expenses

Supplies are defined as tangible personal property having per unit acquisition threshold of less than \$500.

Operating Expenses are defined as daily costs that are required to support the normal everyday functioning of your program, such as utility bills, rent, or phone services.

- a. How will the supplies and operating expenses facilitate meeting your stated program goals and objectives?

7. Consultants (including contractual services)

- a. Explain why consultant or contractual services are necessary.
- b. Describe the nature of the contracted service(s).
- c. What is the consultant or contractor's hourly rate?
- d. What was the basis for the selection of the consultant or contractor? (ex. Open bidding, sole source, etc.)
 - i. Note: Any contracted services must be acquired in accordance with state procurement guidelines which may be found at: <http://www.in.gov/idoa/2944.htm>

8. Internal Controls

- a. Describe your internal control system(s).
- b. Internal controls are the policies, processes and systems implemented to provide assurances that your organization can comply with all rules, regulations, and laws governing this grant. Examples include: how does your organization account for grant funds, track programmatic achievements, maintain adequate records, or exercise control over the grant?

XI. Certified Assurance & Special Provisions

1. The applicant, by selecting this checkbox, certifies that the statements in this grant are true and complete to the best of the applicant's knowledge and accepts, as to any grant awarded, the obligation to comply with any Indiana Criminal Justice Institute special conditions specified in the Grant Award.

XII. Attachments

Please attach the following items:

1. Total Agency Budget

- a. If the applicant agency is a nonprofit, nongovernmental entity, please complete and upload the "Subgrantee Basic Budget". Be sure to complete both the Organizational tab and the Employee tab. **This does not apply to units of government.**

2. Indirect Cost Rate

- a. If the applicant agency has a federally approved indirect cost rate, ICJI will accept this rate. You must provide ICJI with a copy of the approval letter showing the rate and effective date. Your detailed budget should reflect the items that the rate is to be applied to and a complete description of what your total indirect cost plan encompasses.

3. Sustainability Plan

- a. Please attach a document detailing the Applicant's plan to maintain the program once the grant fund period expires.

4. Timeline

- a. Please attach a timeline for the completion of the Project and/or expenditure of the grant funds.

5. Letters of Endorsement

- a. Please attach at least one letter of endorsement evidencing community support for the Applicant's program.

6. Miscellaneous

- a. Completed and signed EEOC certification (see attachment in this section).
- b. If applying for personnel please include job descriptions.
- c. Please attach other requested information if applicable.
- d. Consultation letter with Victim Service agency

Please reference IntelliGrant's Subgrantee User Manual (<https://www.in.gov/cji/2375.htm>) for information on how to submit an application.

Example Consultation Letter

Agency Letterhead

Date

Indiana Criminal Justice Institute
Victim Services Division
101 W. Washington St, Ste 1170 East Tower
Indianapolis, IN 46204

Re: STOP Grant Consultation Requirement

This form certifies that *(Insert name of applicant agency)* consulted with *(Insert name of Victim Service Agency)* during the course of developing this STOP application in order to ensure that the proposed activities are designed to promote the safety, confidentiality, and economic independence of victims.

Signed

Court, Law Enforcement or Prosecutor
Authorized Representative

Victim Service Provider
Authorized Representative

Example Legal Services Certification Letter

Agency Letterhead

DATE

Indiana Criminal Justice Institute
Victim Services Division
101 W. Washington St, Ste 1170 East Tower
Indianapolis, IN 46204

To Whom It May Concern:

This letter serves to certify that **INSERT APPLICANT NAME** will comply with the following statutory requirements:

1. Any person providing legal assistance through a program funded under the STOP Formula 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 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 domestic violence, dating violence, sexual assault 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,

Authorizing Official