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# SERVICES\* TRAINING\* OFFICERS\* PROSECUTORS\* (STOP) GRANT

2024-2025

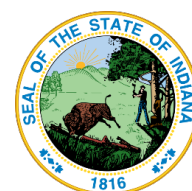
REQUEST *for* PROPOSALS

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**State of Indiana**  
Governor  
Eric J. Holcomb

**Indiana Criminal Justice Institute**  
Executive Director  
Devon McDonald

**Indiana Criminal Justice Institute**  
Victim Services Director  
Kim Lambert



# SERVICES\* TRAINING\* OFFICERS\* PROSECUTORS\* (STOP) GRANT, 2024-2025

## REQUEST FOR PROPOSALS

The Indiana Criminal Justice Institute (ICJI) is now accepting applications for the 2024-2025 STOP grant program. This grant is being released through IntelliGrants. All applications must be submitted online through this system. Late or incomplete applications will not be accepted.

### HOW TO APPLY



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

[Register](#)

Or

[Log in](#)

### WHEN TO APPLY



Applications must be submitted via IntelliGrants on or before:

**11:59 P.M. (ET) on Thursday, April 25th, 2024**

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

### AWARD PERIOD



October 1, 2024 – September 30, 2025

### TECHNICAL ASSISTANCE



For technical assistance with submitting an application, contact the ICJI Helpdesk at [CJIHelpDesk@cji.in.gov](mailto:CJIHelpDesk@cji.in.gov). ICJI 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.

### IMPORTANT



Grants cannot be processed until ICJI receives its Federal Award Letter, which often arrives after the grant period begins. Please be aware of this as you are writing your proposal.



## Webinar on the 2024 STOP Request for Proposal

**Date:** March 20, 2024

**Time:** 1:30 pm Eastern Time

ICJI's Victim Services Division is conducting a FY 2024 STOP RFP webinar, which will include a basic overview of the STOP grant, important highlights about the program, and what to know before applying. There will also be an opportunity to ask questions from the division. Registration is not required.

**Meeting number:** 161 794 0603

**The password to join:** STOP

[Join Here](#)

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## OVERVIEW

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The Services \* Training \* Officers \* Prosecutors\* (STOP) Violence Against Women Formula Grant Program (STOP Formula Grant Program) supports communities, including American Indian Tribes and Alaska Native villages, in their efforts to develop and strengthen effective responses to victims of domestic violence, dating violence, sexual assault (including adult survivors of child sexual abuse), or stalking. This also includes victims of domestic violence, dating violence, sexual assault, or stalking who are also victims of trafficking and female genital mutilation or cutting, or forced marriage.

This program is authorized by the Violence Against Women Act (VAWA) and is administered through the Office on Violence Against Women (OVW) and authorized by 34 U.S.C § 10441 *et seq.* For additional information about this program, click [here](#) or [here](#).

## PROGRAM SCOPE

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Activities supported by this program are determined by state and federal statutes, federal regulations, and ICJI policies. If an applicant receives an award, the funded project is bound by the provisions of this solicitation, any applicable special conditions, 2 CFR 200 and the DOJ Grants Financial Guide, including updates to the guide after an award is made. All grants from ICJI Victim Services are **reimbursement** grants. Verification of expenses along with verification of payment of expenses must be provided to ICJI on a monthly or quarterly basis prior to reimbursement of expenses.

## ELIGIBILITY

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Eligible entity types include:

- » State agencies
- » Units of local government
- » Nonprofit organizations
- » Faith-based organizations

An entity may apply, but will not be eligible for a grant until the entity has prequalified through a series of threshold requirements including:

1. *Unique Entity ID*: A Unique Entity ID (UEI) issued through the System for Award Management (SAM) is required to receive funding. The UEI is entered in the *Project Information* section of the grant application. For more information and/or to obtain a UEI, please visit the following [website](#).
2. *System for Award Management (SAM) Registration*: To enable ICJI to report subawards in a timely manner, subgrantees are also required to register with the System for Award Management (SAM). SAM is a federally-owned and operated free website, and it is used to reference the information needed to report subaward information to the federal government. When registering, please ensure you do *not* mark your agency as private, which will prohibit ICJI from verifying your registration and ensuring that

your agency has an active SAM registration during the entirety of the grant period if funding is awarded. In order to register, you must have a UEI number. Registration can be done by clicking [here](#).

3. Review of agency's good standing with Indiana Department of Revenue (DOR), Indiana Department of Workforce Development (DWD), and Secretary of State (SOS).

## FUNDING AVAILABILITY

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The amount of funding available will be determined at the time ICJI receives its federal award letter. ICJI estimates providing approximately 65-75 awards in the amount of \$10,000 to \$150,000. Grant recipients may apply for future grant funding on a yearly basis through the competitive grant application process.

## FUNDING ALLOCATION

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Indiana, like all states, must allocate STOP Violence Against Women funding within the parameters of the Act as follows:

- » 5% to court programs
- » 25% for law enforcement activities
- » 25% for prosecution activities
- » 30% for victim services (of which 10% must go to culturally specific community-based organizations)
- » 15% to further support law enforcement, prosecution, court, or victim services programs, at the state's discretion.
- » 20% amongst at least two categories above must be allocated for programs or projects that meaningfully address sexual assault, including stranger rape, acquaintance rape, alcohol or drug-facilitated rape, and rape within the context of an intimate partner relationship.

## APPLICATION SUBMISSION

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Completed applications and all required documentation are to be submitted through IntelliGrants no later than 11:59 p.m. (ET) on **Thursday, April 25th, 2024**.

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. Applicants must register in IntelliGrants in order to apply for funding opportunities. Instructions can be found on the ICJI [website](#).

It is recommended that applicants review IntelliGrants training materials before logging in for the first time. The Training Webinar and Subgrantee User Manual are available on the ICJI website and on the training tab in IntelliGrants. 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.

## AWARD PERIOD

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The award period for this grant shall be October 1, 2024 – September 30, 2025. Projects should begin on October 1 and must be in operation no later than sixty (60) days after this date. Failure to have the funded project operational within sixty (60) days will result in the cancellation of the grant and the de-obligation of all awarded funds.

All projects must conclude, and all funding obligations must be made no later than September 30, 2025. All outstanding expenses must be paid, and the Final Fiscal Report must be submitted via IntelliGrants within thirty (30) days from September 30, 2025. Verification of payment for all expenses must be provided with the Final Fiscal Report. Any expenses that have not been paid within thirty (30) days after September 30, 2025, will not be reimbursed. Late Fiscal and Programmatic Reports will not be accepted.

## PURPOSE AREAS

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Pursuant to 34 U.S.C. § 10441(b), funds under this program must be used for one or more of the following purposes.

- 1) Training law enforcement officers, judges, other court personnel, and prosecutors to more effectively identify and respond to violent crimes against women, including the crimes of sexual assault, domestic violence, dating violence, and stalking, including the appropriate use of nonimmigrant status under subparagraphs (T) and (U) of section 101(a)(15) of the Immigration and Nationality Act (8 U.S.C. § 1101(a)).
- 2) Developing, training, or expanding units of law enforcement officers, judges, other court personnel, and prosecutors specifically targeting violent crimes against women, including the crimes of sexual assault, domestic violence, dating violence, and stalking.
- 3) Developing and implementing more effective police, court, and prosecution policies, protocols, orders, and services specifically devoted to preventing, identifying, and responding to violent crimes against women, including the crimes of sexual assault, domestic violence, dating violence, and stalking, as well as the appropriate treatment of victims, including implementation of the grant conditions in section 40002(b) of the Violence Against Women Act of 1994 (34 U.S.C. 12291(b)).
- 4) Developing, installing, or expanding data collection and communication systems, including computerized systems, linking police, prosecutors, and courts or for the purpose of identifying, classifying, and tracking arrests, protection orders, violations of protection orders, prosecutions, and convictions for violent crimes against women, including the crimes of sexual assault, domestic violence, dating violence, and stalking.
- 5) Developing, enlarging, or strengthening victim services and legal assistance programs, including sexual assault, domestic violence, dating violence, and stalking programs, developing or improving delivery of victim services and legal services to underserved populations, providing specialized domestic violence court advocates in courts where a significant number of protection orders are granted, and increasing reporting and reducing attrition rates for cases involving violent crimes against women, including crimes of sexual assault, domestic violence, dating violence, and stalking.

- 6) Developing, enlarging, or strengthening programs addressing the needs and circumstances of Indian tribes in dealing with violent crimes against women, including the crimes of sexual assault, domestic violence, dating violence, and stalking.
- 7) Supporting formal and informal statewide, multidisciplinary efforts, to the extent not supported by state funds, to coordinate the response of state law enforcement agencies, prosecutors, courts, victim services agencies, and other state agencies and departments, to violent crimes against women, including the crimes of sexual assault, domestic violence, dating violence, and stalking.
- 8) Training of sexual assault forensic medical personnel examiners in the collection and preservation of evidence, analysis, prevention, and providing expert testimony and treatment of trauma related to sexual assault.
- 9) Developing, enlarging, or strengthening programs to assist law enforcement, prosecutors, courts, and others to address the needs and circumstances of individuals 50 years of age or over, individuals with disabilities, and Deaf individuals who are victims of sexual assault, domestic violence, dating violence, or stalking, including recognizing, investigating, and prosecuting instances of such violence or assault and targeting outreach and support, counseling, legal assistance, and other victim services to such 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 including rehabilitative work with offenders.
- 12) Supporting the placement of special victim assistants (to be known as “Jessica Gonzales Victim Assistants”) in local law enforcement agencies to serve as liaisons between victims of sexual assault, domestic violence, dating violence, and stalking and personnel in local law enforcement agencies in order to improve the enforcement of protection orders. Jessica Gonzales Victim Assistants shall have expertise in sexual assault, domestic violence, dating violence, or stalking and may undertake the following activities:
  - a. developing, in collaboration with prosecutors, courts, and victim service providers, standardized response policies for local law enforcement agencies, including the use of evidence-based indicators to assess the risk of domestic and dating violence homicide and prioritize dangerous or potentially lethal cases;
  - b. notifying persons seeking enforcement of protection orders as to what responses will be provided by the relevant law enforcement agency;
  - c. referring persons seeking enforcement of protection orders to supplementary services (such as emergency shelter programs, hotlines, or legal assistance services); and
  - d. taking other appropriate action to assist or secure the safety of the person seeking enforcement of a protection order.



- 13) Providing funding to law enforcement agencies, victim services providers, and state, tribal, territorial, and local governments (which funding stream shall be known as the Crystal Judson Domestic Violence Protocol Program) to promote:
  - a. the development and implementation of training for local victim domestic violence service providers, and to fund victim services personnel, to be known as “Crystal Judson Victim Advocates,” to provide supportive services and advocacy for victims of domestic violence committed by law enforcement personnel;
  - b. the implementation of protocols within law enforcement agencies to ensure consistent and effective responses to the commission of domestic violence by personnel within such agencies such as the model policy promulgated by the International Association of Chiefs of Police (“Domestic Violence by Police Officers: A Policy of the IACP, Police Response to Violence Against Women Project” July 2003)); and
  - c. the development of such protocols in collaboration with state, tribal, territorial, local victim services providers, and domestic violence coalitions.
  - d. Any law enforcement, state, tribal, territorial, or local government agency receiving funding under the Crystal Judson Domestic Violence Protocol Program, and any subgrantee of such an agency, shall (1) 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 (2) after a period of 2 years provide report of the adopted protocol to the Department of Justice, 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 sexual assault, domestic violence, dating violence, and stalking.
- 15) Developing, implementing, or enhancing Sexual Assault Response Teams, or other similar coordinated community responses to sexual assault.
- 16) Developing and strengthening policies, protocols, best practices, and training for law enforcement agencies and prosecutors relating to the investigation and prosecution of sexual assault cases and the appropriate treatment of victims.
- 17) Developing, enlarging, or strengthening programs addressing sexual assault against men, women, and youth in correctional and 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 targeting male and female victims of sexual assault, domestic violence, dating violence, or stalking, whose ability to access traditional services and responses is affected by their sexual orientation or gender identity, as defined in section 249(c) of title 18 of the United States Code.

- 20) Developing, enhancing, or strengthening prevention and educational programming to address sexual assault, domestic violence, dating violence, stalking, or female genital mutilation or cutting; with not more than 5 percent of the amount allocated to a state to be used for this purpose.
- 21) Developing, enhancing, or strengthening programs and projects to improve evidence collection methods for victims of domestic violence, dating violence, sexual assault, or stalking, including through funding for technology that better detects bruising and injuries across skin tones and related training.
- 22) Developing, enlarging, or strengthening culturally specific victim services programs to provide culturally specific victim services and responses to female genital mutilation or cutting.
- 23) Providing victim advocates in State or local law enforcement agencies, prosecutors' offices, and courts and providing supportive services and advocacy to Indian victims of domestic violence, dating violence, sexual assault, and stalking.
- 24) Paying any fees charged by any governmental authority for furnishing a victim or the child of a victim with any of the following documents:
  - a. A birth certificate or passport of the individual, as required by law.
  - b. An identification card issued to the person by a State or Tribe, that shows that the person is a resident of the State or member of the Tribe.

## PRIORITY AREAS

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The Office on Violence Against Women (OVW) is interested in supporting the priority areas identified below. In shaping their strategies, OVW encourages states and territories to develop and support projects that:

- » Advance racial equity as an essential component of ending sexual assault, domestic violence, dating violence, and stalking.
- » Increase access to justice for all survivors of sexual assault, domestic violence, dating violence, and stalking, including through exploration of survivor-centered criminal justice system reform.
- » Strengthen efforts to prevent and end sexual assault, including victim services and civil and criminal justice responses.
- » Expand economic justice and financial advocacy for survivors of sexual assault, domestic violence, dating violence, and stalking, including as a tool for violence prevention.
- » Improve outreach, services, civil and criminal justice responses, prevention, and support for survivors of sexual assault, domestic violence, dating violence, and stalking from underserved communities, particularly LGBTQ+ and immigrant communities.

## STATEWIDE STOP IMPLEMENTATION PLAN 2022-2025

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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 2022 through 2025 includes the following goals for projects funded under this award:

- » *Goal 1:* Reduce domestic violence related homicides in the State of Indiana.
- » *Goal 2:* Expand access to services for underserved populations and communities that are identified in the plan including immigrants; Hispanic, LGBTQ+, and Amish individuals; and individuals with disabilities.
- » *Goal 3:* Enhance or develop services addressing victims of sexual violence in order for meaningful sexual assault services to be provided throughout the State.

## PROGRAM REQUIREMENTS

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### I. 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 identify information or personal information means individually identifying information for or about an individual including information likely to disclose the location of a victim of domestic violence, dating violence, sexual assault, or stalking, regardless of whether the information is encoded, encrypted, hashed, or otherwise protected, including— (A) a first and last name; (B) a home or other physical address; (C) contact information (including a postal, e-mail or Internet protocol address, or telephone or facsimile number); (D) a social security number, driver license number, passport number, or student identification number; and (E) any other information, including date of birth, racial or ethnic background, or religious affiliation, that would serve to identify any individual.

Please see this [resource](#) for more information on best practices on protecting the confidentiality and privacy of all persons receiving services. All applicants must sign and attach to their application [Acknowledgement of Notice of Statutory Requirement to Comply with the Confidentiality and Privacy Provisions of the Violence Against Women Act, as Amended](#).

## II. DETERMINATION OF SUITABILITY TO INTERACT WITH PARTICIPATING MINORS

The recipient must make determinations of suitability before certain individuals may interact with participating minors. This requirement applies regardless of an individual's employment status. The details of this requirement are posted on the OVW website in a PDF titled "Award condition: Determination of suitability required, in advance, for certain individuals who may interact with participating minors" and can be found [here](#).

In addition, an information sheet further explaining this condition and the steps that must be taken to be in compliance if awarded STOP funds can be found [here](#). A completed certification form must be attached to your application in IntelliGrants under miscellaneous section in the attachments, the certification form can be found [here](#).

## III. GRANT ELIGIBILITY REGARDING COMPELLING VICTIM TESTIMONY

In order for a **Prosecutor's Office** to be eligible to receive grant funds under this subchapter, beginning with STOP Grant recipients October 1, 2023, the head of the office shall certify, to the State, that the office will, during the 3-year period beginning on the date on which the grant is awarded, engage in planning, developing, and implementing the items listed below.

1. Training developed by experts in the field regarding victim-centered approaches in domestic violence, sexual assault, dating violence, and stalking cases;
2. Policies that support a victim-centered approach, informed by such training; and
3. A protocol outlining alternative practices and procedures for material witness petitions and bench warrants, consistent with best practices, that shall be exhausted before employing material witness petitions and bench warrants to obtain victim-witness testimony in the investigation, prosecution, and trial of a crime related to domestic violence, sexual assault, dating violence, and stalking of the victim in order to prevent further victimization and trauma to the victim.

Continuing programs have three (3) years from October 1, 2023 to implement the items above. These programs will need to complete the [Prosecutor Office Certification for Continuing Programs](#). New Prosecutor Office applicants will need to complete the [Prosecutor Office Certification for New Programs](#) and they will have three (3) years from October 1, 2024 to implement the items above. The completed certification form must be attached to your application in IntelliGrants under miscellaneous section on the attachment form.

## IV. STOP REQUIREMENTS

All grantees and subgrantees of STOP funding must state how they will meet the requirements of the applicable provisions of 34 U.S.C. 122912(b) as listed below. The certification can be found [here](#).

- **Nondisclosure of confidential or private information** - Grantees and subgrantees shall protect the confidentiality and privacy of persons receiving services. For more information see 28 CFR 90.4(b) and FAQs on the OVW web page (FAQ on the VAWA Confidentiality Provision ([justice.gov](https://www.justice.gov))).
- **Approved activities** - If grantees and subgrantees collaborate with or provide information to public

officials and agencies to develop and implement policies and develop and promote legislation or model codes to reduce or eliminate domestic violence, dating violence, sexual assault, and stalking, then they must maintain confidentiality of victims (as required above) and ensure that personally identifying information about victims is not included.

- **Non-supplantation** - Federal funds shall be used to supplement, not supplant, non-Federal funds that would otherwise be available for STOP funded activities.
- **Reports** - An entity receiving a grant shall submit to the disbursing agency a report on activities undertaken with grant funds.
- **Non-exclusivity** - Nothing in the VAWA shall be construed to prohibit male victims of domestic violence, dating violence, sexual assault, and stalking from receiving STOP Program funded services.
- **Prohibition on tort litigation** - Funds under the STOP Program may not be used to fund civil representation in a lawsuit based on a tort claim.
- **Prohibition on lobbying** - Funds under the STOP Program are subject to the prohibition in 18 U.S.C. 1913 (a provision that broadly prohibits the use of appropriated funds for lobbying).
- **Delivery of legal assistance** - Grantees and subgrantees providing legal assistance with STOP funds shall comply with the requirements of 34 U.S.C. 20121(d) (see Resources for Applicants ([justice.gov](https://www.justice.gov)) for a sample letter provided by OVW).
- **Civil rights** – Grantees and subgrantees are prohibited from discriminating on the basis of actual or perceived race, color, religion, national origin, sex, gender identity, sexual orientation, or disability. For more information, see Frequently Asked Questions - Nondiscrimination Grant Condition in the Violence Against Women Reauthorization Act of 2013 ([justice.gov](https://www.justice.gov)).

## OUT-OF-SCOPE ACTIVITIES

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The activities listed below are out of the program scope, and they will not be supported by this program's funding.

- » Research projects.
- » Services provided to youth under the age of eleven (11).
- » Activities that jeopardize victim safety, deter, or prevent physical or emotional healing for victims, or allow offenders to escape responsibility for their actions. 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; therefore, in planning a STOP proposal, please ensure that these activities are not included:

- 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/gender of their children.
- Procedures or policies that compromise the confidentiality of information and privacy of persons receiving services.
- Procedures or policies that require victims to take certain actions (e.g., seek an order of protection, receive counseling, participate in couples counseling or mediation, report to law enforcement, seek civil or criminal remedies) in order to receive services.
- Procedures or policies that fail to include conducting safety planning with victims.
- Project designs, products, services, and/or budgets that fail to account for the unique needs of individuals with disabilities, with limited English proficiency, or who are Deaf or hard of hearing, including accessibility for such individuals.
- Using technology without addressing implications for victim confidentiality, safety planning, and the need for informed consent.
- Partnering with individuals or organizations that support/promote practices that compromise victim safety and recovery or undermine offender accountability.

## INELIGIBLE BUDGET ITEMS

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The budget items listed below are ineligible and will not be supported by this program’s funding:

- » Direct financial assistance to a client such as cash, gift cards, or checks.
- » Alcohol, food (except emergency food for victims), and entertainment costs.
- » Lobbying.
- » Fundraising (including financial campaigns, endowment drives, solicitation of gifts and bequests, and similar expenses incurred solely to raise capital or obtain contributions) and time spent procuring funding including completing federal and state funding applications.
- » Purchase of real estate.
- » Construction.
- » Physical modification to buildings, including minor renovations (such as painting or carpeting).
- » Purchase of vehicles.

- » Immigration fees.
- » Costs may not be included or used to meet match requirements of any other federal grant.
- » Overtime is allowed, but to claim the overtime rate, there must be a separate line item in the budget that includes the overtime rate of pay.

## ADMINISTRATIVE COSTS

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Administrative costs are an allowable expense but are limited to 10% of the total grant funded budget. Administrative costs include including time to complete STOP required time and attendance sheets and programmatic documentation, reports, and required statistics; administrative time to collect and maintain satisfaction surveys and needs assessments used to improve services delivery within the STOP funded project.

## CONTRACTORS & CONSULTANTS

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

1. All contractual services must be obtained through a procurement method. Verification of this method must be supplied upon completion of the contract.
2. All consultant and contractual services shall be supported by written contracts signed by all parties stating the services to be performed, rate of compensation, and length of time over which the services will be provided.
3. A copy of all written contracts for contractual or consultant services shall be attached in IntelliGrants to the grant file upon their ratification.
4. Payments shall be supported by statements outlining the services rendered, date of service, hour worked and cost of service.
5. Any consultant costs exceeding the allowable rate (maximum of \$81.25 per hour or \$650 per day) will not be allowed.

## INDIRECT COSTS

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Indirect costs are costs of an organization that are not readily assignable to a particular project but are necessary to the operation of the organization and the performance of the project. Indirect costs are those that benefit more than one activity and are common or joint purpose costs.

**Requesting Indirect Costs:** Requesting indirect costs is optional. Applicants do not have to request indirect costs, but it is allowable. To calculate indirect costs, applicants must first determine the Modified Total Direct Costs

(MTDC) amount of the project budget. Indirect costs that can be requested are not based on the entire project budget, but on the MTDC amount.

Applicants have two options when requesting Indirect Costs: using a formal Indirect Cost Rate Agreement (ICRA) or using a *de minimis* rate. These two options are outlined below.

### 1. Indirect Cost Rate Agreement (ICRA)

- » This is a formal rate agreement that an organization has applied for and received from the federal cognizant agency (ICJI does not approve ICRA's).
- » Organizations must have a letter or other documentation that lists the federally negotiated rate.
- » The rate in the ICRA must be accepted, unless otherwise specified by the federal awarding agency.
- » Applicants can request the percentage (as outlined in the ICRA) of the Modified Total Direct Costs (MTDC) of their budget for indirect costs.

### 2. De Minimis Rate

- » This can be used by organizations that have never had a federally approved Indirect Cost Rate Agreement.
- » Can use a rate of up to 10% of the MTDC of their budget for indirect costs.
- » If an applicant elects to use the *de minimis* rate of 10% of MTDC, then it must provide a list of indirect costs and the calculation used to determine the amount charged.

If an applicant elects to include indirect costs in their proposed grant budget, this intent must be included the Budget Narrative section of the application. In addition, if the applicant has an ICRA, the approved agreement must be uploaded in the attachment section of the application. If an applicant is requesting to utilize a *de minimis* rate, then an attachment must be uploaded in IntelliGrants indicating how the indirect costs were calculated and the costs assigned as indirect.

## ATTACHMENTS REQUIRED WITH APPLICATION

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- » **Total Agency Budget:** If the applicant agency is a nonprofit, nongovernmental entity, please complete and upload a "Subgrantee Basic Budget (non-profit Applicant budget form)." Be sure to complete both the Organizational tab and the Employee tab. The form can be found on the ICJI website [here](#). *This does not apply to units of government.*
- » **Indirect Cost Rate:** 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. If the applicant elects to use the *de minimis* rate of 10% of MTDC, then it must provide a list of indirect costs and the calculation used to determine the amount charged.
- » **Sustainability Plan:** All applicants must attach a document detailing the applicant's plan to maintain the



program once the grant fund period expires.

- » **Timeline:** All applicants must attach a timeline for the completion of the project and/or expenditure of the grant funds.
- » **Letters of Endorsement:** All applicants must attach at least one letter of endorsement evidencing community support for the applicant's program.
- » **Determination of Suitability to Interact with Participating Minors Certification Form:** All applicants are required to attached certification of acknowledgement and adherence to this special condition. The certification form can be found [here](#).
- » **STOP Requirements:** All applicants are required to attached certification of adherence to the requirements of the applicable provisions of 34 U.S.C. 122912(b). The certification can be found [here](#).
- » **Confidentiality Notice Form:** All applicants are required to attach the acknowledgement that they have received notice that subgrantees must comply with the confidentiality and privacy requirements of VAWA, as amended. The acknowledgement form can be found [here](#).
- » **Consultation Form:** All court, law enforcement, and prosecutor-based programs must attach a consultation form to show they have consulted with a victim service agency during the completion of this funding announcement. Example provided in Appendix C or can be found [here](#).
- » **Prosecutor Office Certification Form:** All Prosecutor Office applicants must attach the STOP Prosecutor Certification Form certifying that they currently utilize or will utilize the items required within three years of October 1, 2023, for STOP continuation programs or from October 1, 2024, for New STOP programs. The certification form can be found [here](#).
- » **Legal Assistance Certification Letter:** If the applicant agency is planning to utilize STOP funding to support legal assistance (see definition in Appendix D,) you must submit a letter stating you will comply with all statutory requirements. Example provided in Appendix B or can be found [here](#).
- » **Miscellaneous.**
  - A. Completed and signed Equal Employment Opportunity Program (EEO) certification [form](#).
  - B. If applying for funds for personnel costs, attach the relevant job descriptions.
  - C. If applicable, attach other requested information.

## MATCH REQUIREMENT

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There is a 25% match requirement imposed on grant funds under this program for government entities. If the applicant agency is a nonprofit, nongovernmental organization that is recognized by the IRS under section 501(c)3 of Title 26, the match requirement is waived. If the non-profit is providing services in the law enforcement or prosecutor category (e.g., training law enforcement officers), match is required and must be provided by the state. The non-profit can voluntarily provide match to meet this requirement on behalf of the state.

Step 1: Award Amount ÷ % of Federal Share = Total Project Cost

Step 2: Total Project Cost - Award Amount = Required Match

**Example:** A grant recipient is awarded \$150,000 in federal funding. The match requirement is an 75/25 ratio (federal percentage/recipient percentage).

$\$150,000 \div .75 = \$200,000$

Total Project Cost

$\$200,000 - \$150,000 = \$50,000$

Required Match

Additionally, matching funds must:

- » Be verifiable from the subgrantee's records;
- » Not be included as contributions for any other federal award;
- » Be necessary and reasonable for the accomplishment of the project or program objectives;
- » Be allowable under 2 C.F.R. 200.400;
- » Not be paid by the federal government under another federal award, except where authorized by federal statute;
- » Be included in the subgrantee's approved budget; and
- » Conform to all other provisions of 2 C.F.R. Part 200.

**Match is restricted to the same use of funds as allowed for federal funds.** If an expenditure is not allowable with federal funds, it is not allowable with match funds. Applicants must identify all sources of the non-federal portion of the total project costs (i.e., match funds), and applicants must explain how the match funds will be used in the budget narrative section of the application within IntelliGrants.

## TRAVEL COSTS

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Expenses and reimbursements for in-state and out-of-state travel must follow the most current Indiana Department of Administration State Travel Policy or the subrecipient's travel policy, whichever is more restrictive. Learn more on the State Travel Policy [here](#) and the travel guidance provided [here](#).

## PROGRAM COSTS

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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. [Learn more](#).

3. Costs must conform to any limitations or exclusions set forth in 2 C.F.R Part 200 or the STOP Grant Program Requirements.
4. Costs must be consistent with policies and procedures of this grant program and applied uniformly.
5. Costs must be adequately documented with supporting materials including receipts, invoices, timesheets, paystubs, etc.

## APPLICATION REVIEW

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

- » The completeness of the grant application;
- » Whether the grant application is within the purpose areas of the funding;
- » The applicant'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 DOR, DWD and SOS;
- » 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 SAM and has an active UEI number.

## CONTRACT REQUIREMENTS

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All applicants awarded funding from ICJI must agree to:

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 an agreement to abide by all special conditions detailed in the Certified Assurances and Special Conditions.

3. Submit all reports in the prescribed format and timeframes determined by ICJI.
4. Comply with federal guidelines contained within 2 CFR Part 200 found [here](#) and the DOJ Financial Guide found [here](#).
5. Along with completing reports in IntelliGrants, the submission of data for the Subgrantee Annual Report (Muskie) is required. More information on the Muskie Annual Report can be found [here](#).

## SUPPLANTING

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Federal funds must be used to supplement existing funds for program activities and cannot replace or supplant non-federal funds that have been appropriated for the same purpose. Supplanting occurs when a state, local, or tribal government reduces state, local, or tribal funds for an activity specifically because federal funds are available (or expected to be available) to fund that same activity.

## MONITORING

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All grant awards will be monitored by an ICJI Grant Manager and/or ICJI Compliance Monitoring team using a combination of desk reviews and site visits. Additionally, the grant manager will review all submitted reports for timeliness and accuracy. Delinquencies and report contents will be addressed as needed by ICJI staff. Late and repeated incorrect reports could disqualify subrecipients from future funding.

## AUDIT REQUIREMENTS

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

1. *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.
2. *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 (3) of this section.
3. *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.

4. *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).
5. *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.
6. *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 § 200.331 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.
7. *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.
8. *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 § 200.332 Requirements for pass-through entities.

## APPENDIX A: APPLICABLE LAWS AND MANDATORY REQUIREMENTS

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### I. GENERAL

This award is governed by 2 C.F.R. Part 200 and the DOJ Grants Financial Guide. All applicants must adhere to all provisions set forth in federal and state statutes, regulations, and rules. 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 draw down of any federal funds awarded from ICJI concerning the identical cost items.

### II. 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 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, the 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, the 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 this [website](#).
- » *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](#).

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 [here](#). 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 EEOP (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 EEOP 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 EEOP requirement. To claim the exemption, your organization must complete and submit Section A of the Certification Form, which is available online [here](#).

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 EEOP 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 [here](#).

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 EEOP 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](#). In addition, your organization has to complete Section C of the Certification Form and return it to the OCR. The Certification Form is available [here](#).

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](mailto: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 (3) 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.



### III. 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](#). 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 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.

- D. 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
- » *ICJI Policies and Requirements:* Recipients of grant funds from ICJI are required to adhere to all ICJI policies, procedures, and guidelines concerning the receipt and use of grant funds from both federal and state funding sources, including those directives, policies, and guidelines found on ICJI's [website](#).

## APPENDIX B: EXAMPLE LEGAL ASSISTANCE CERTIFICATION LETTER

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[DATE]

Indiana Criminal Justice Institute, Victim Services Division  
Indiana Government Center South  
402 W. Washington Street, Room #W469  
Indianapolis, IN 46204

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. (i) is a licensed attorney or is working under the direct supervision of a licensed attorney; (ii) in immigration proceedings, is a Board of Immigration Appeals accredited representative; (iii) in Veterans' Administration claims, is an accredited representative; or (iv) is any person who functions as an attorney or lay advocate in Tribal court; and
  - B. (i) has demonstrated expertise in providing legal assistance to victims of domestic violence, dating violence, sexual assault, or stalking in the targeted population; or (ii)(I) is partnered with an entity or person that has demonstrated expertise described in clause (i); and (II) has completed, or will complete, training in connection with domestic violence, dating violence, stalking, or sexual assault 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, local, or culturally specific 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, stalking, or child sexual abuse is an issue.

Sincerely,

Authorizing Official

## APPENDIX C: EXAMPLE CONSULTATION FORM

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[DATE]

Indiana Criminal Justice Institute, Victim Services Division  
Indiana Government Center South  
402 W. Washington Street, Room #W469  
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

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Court, Law Enforcement or Prosecutor  
Authorized Representative

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Victim Service Provider  
Authorized Representative

## APPENDIX D: DEFINITIONS

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**CULTURALLY SPECIFIC SERVICES-** The term “culturally specific services” means community-based services that offer culturally relevant and linguistically specific services and resources to culturally specific communities.

**DATING PARTNER-** The term “dating partner” refers to a person who is or has been in a social relationship of a romantic or intimate nature with the abuser, and where the existence of such a relationship shall be determined based on a consideration of the following factors—

- A. the length of the relationship;
- B. the type of relationship;
- C. the frequency of interaction between the persons involved in the relationship.

**DATING VIOLENCE-**The term “dating violence” means violence committed by a person-

- A. who is or has been in a social relationship of a romantic or intimate nature with the victim; and
- B. where the existence of such a relationship shall be determined based on a consideration of the following factors:
  - a. The length of the relationship.
  - b. The type of the relationship.
  - c. The frequency of interaction between the persons involved in the relationship.

**DOMESTIC VIOLENCE-** The term “domestic violence” includes felony or misdemeanor crimes committed by a current or former spouse or intimate partner of the victim, under the family or domestic violence laws of the jurisdiction receiving grant funding and, in the case of victim services, includes the use or attempted use of physical abuse, or sexual abuse, or a pattern of any other coercive behavior committed, enabled, or solicited to gain or maintain power and control over a victim, including verbal, psychological, economic, or technological abuse that may or may not constitute criminal behavior, by a person who—

- A. is a current or former spouse or intimate partner of the victim, or person similarly situated to a spouse of the victim;
- B. is cohabitating with or has cohabitated with the victim as a spouse or intimate partner;
- C. shares a child in common with the victim;
- D. commits acts against a youth or adult victim who is protected from those acts under the family or domestic violence laws of the jurisdiction.

**ECONOMIC ABUSE-** The term "economic abuse," in the context of domestic violence, dating violence, and abuse in later life, means behavior that is coercive, deceptive, or unreasonably controls or restrains a person’s ability to acquire, use, or maintain economic resources to which they are entitled, including using coercion, fraud, or manipulation to

- A. restrict a person’s access to money, assets, credit, or financial information;
- B. unfairly use a person’s personal economic resources, including money, assets, and credit, for one’s own advantage; or

- C. exert undue influence over a person’s financial and economic behavior or decisions, including forcing default on joint or other financial obligations, exploiting powers of attorney, guardianship, or conservatorship, or failing or neglecting to act in the best interests of a person to whom one has a fiduciary duty.

**FEMALE GENITAL MUTILATION OR CUTTING-** The term ‘female genital mutilation or cutting’ has the meaning given such term in section 116 of title 18, United States Code.

**FORCED MARRIAGE-** The term “forced marriage” means a marriage to which one or both parties do not or cannot consent, and in which one or more elements of force, fraud, or coercion is present. Forced marriage can be both a cause and a consequence of domestic violence, dating violence, sexual assault, or stalking.

**LEGAL ASSISTANCE**

- A. Definition- The term “legal assistance” includes means assistance provided by or under the direct supervision of a person described in subparagraph (B) to an adult, youth, or child victim of domestic violence, dating violence, sexual assault, or stalking relating to a matter described in subparagraph (C).
- B. Person described
  - a. a licensed attorney
  - b. in immigration proceedings, a Board of Immigration Appeals accredited representative;
  - c. in claims of the Department of Veterans Affairs, a representative authorized by the Secretary of Veterans Affairs; or
  - d. any person who functions as an attorney or lay advocate in tribal court;
- C. Matter described
  - a. divorce, parental rights, child support, Tribal, territorial, immigration, employment, administrative agency, housing, campus, education, healthcare, privacy, contract, consumer, civil rights, protection or other injunctive proceedings, related enforcement proceedings, and other similar matters;
  - b. criminal justice investigations, prosecutions and post-conviction matters (including sentencing, parole, probation) that impact the victim’s safety, privacy or other interests as a victim;
  - c. alternative dispute resolution, restorative practices, or other processes intended to promote victim safety, privacy, and autonomy, and offender accountability, regardless of court involvement; or
  - d. with respect to a conviction of a victim relating to or arising from domestic violence, dating violence, sexual assault, stalking, or sex trafficking victimization of the victim, post-conviction relief proceedings in State, local, Tribal, or territorial court.
- D. Intake or referral- For purposes of this paragraph, intake or referral, by itself, does not constitute legal assistance.

**SEX TRAFFICKING-** The term “sex trafficking” means any conduct proscribed by 18 U.S.C. 1591, whether or not the conduct occurs in interstate or foreign commerce or within the special maritime and territorial jurisdiction of the United States.

**SEXUAL ASSAULT-** The term “sexual assault” means any non-consensual sexual act proscribed by Federal, Tribal or State law, including when the victim lacks capacity to consent.

**STALKING-** The term “stalking” means engaging in a course of conduct directed at a specific person that would cause a reasonable person to—

- A. fear for his or her safety or the safety of others; or
- B. suffer substantial emotional distress.

**TECHNOLOGICAL ABUSE-** The term “technological abuse” means an act or pattern of behavior that occurs within domestic violence, sexual assault, dating violence or stalking and is intended to harm, threaten, intimidate, control, stalk, harass, impersonate, exploit, extort, or monitor, except as otherwise permitted by law, another person, that occurs using any form of information technology, including but not limited to: internet enabled devices, online spaces and platforms, computers, mobile devices, cameras and imaging programs, apps, location tracking devices, or communication technologies, or any other emerging technologies.

**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.

**VICTIM ADVOCATE-** The term “victim advocate” means a person, whether paid or serving as a volunteer, who provides services to victims of domestic violence, sexual assault, stalking, or dating violence under the auspices or supervision of a victim services program.

**VICTIM ASSISTANT-** The term “victim assistant” means a person, whether paid or serving as a volunteer, who provides services to victims of domestic violence, sexual assault, stalking, or dating violence under the auspices or supervision of a court or a law enforcement or prosecution agency.

**VICTIM SERVICES OR SERVICES-** The terms “victim services” and “services” means services provided to victims of domestic violence, dating violence, sexual assault, or stalking, including telephonic or web-based hotlines, legal assistance and legal advocacy, economic advocacy, emergency and transitional shelter, accompaniment and advocacy through medical, civil or criminal justice, immigration, and social support systems, crisis intervention, short-term individual and group support services, information and referrals, culturally specific services, population specific services, and other related supportive services.

**YOUTH-** The term “youth” means a person who is 11 to 24 years old.





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