

S.T.O.P. Violence Against Women Act

Guidelines and Procedures*

Federal Fiscal Year 2015



Application Deadline: 5:00:00 p.m. May 21, 2015

VAWA

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INTRODUCTION

The South Carolina Department of Public Safety, Office of Highway Safety and Justice Programs (OHSJP), has been designated to administer the S.T.O.P. Violence Against Women Grant Act (VAWA), authorized under Title IV of the Violent Crime Control and Law Enforcement Act of 1994. Funding for VAWA is subject to appropriations by Congress.

These funds will be available through direct grants to assist state and local officials and private non-profit agencies to improve law enforcement, enhance our courts, modernize and integrate criminal justice information systems, reduce crimes committed against women and provide support and assistance to crime victims. The purpose of VAWA is to encourage states and localities to restructure and strengthen the criminal justice system's response, to be proactive in addressing violence against women, to draw on the experience of all participants in the system, and to provide victim services.

VAWA subgrantees must develop and implement victim-centered strategies that encourage collaboration among law enforcement, prosecution, the judiciary, pretrial services, probation and parole, as well as with private, nonprofit victim service providers and victim advocates. All applicants must demonstrate and certify that they have consulted with victim services in the development of their applications. This must be clearly stated in the project description, and interagency cooperation section. Applications must include documentation showing that tribal, territorial, state, or local prosecution, law enforcement, and courts **have** consulted with tribal, territorial, state or local victim services programs during the course of developing their grant applications in order to ensure that proposed activities and equipment acquisitions are designed to promote the safety, confidentiality, and economic independence of victims of domestic violence, sexual assault, stalking and dating violence.” 42 U.S.C. § 3796gg–(d) (4).

Violence Against Women Act grants are funded for one year. Grant funding may be awarded for additional years, however, all grant applications compete yearly on an equal basis.

PURPOSE

This document provides potential applicants with program criteria and eligibility information so that formal application proposals may be prepared. The Office of Highway Safety and Justice Programs (OHSJP) is strongly committed to working closely with potential applicants to provide technical assistance and information on a proposal when requested. However, OHSJP staff cannot assist applicants with the actual preparation of the proposal. During the period of time between the publication date of the Request for Proposals and the date that competitive proposals are due, OHSJP staff can answer only technical questions about the grant application. Applicants are encouraged to carefully review this entire packet before completing the application. Should you need to address a programmatic concern or problem, please contact Virginia Funk-Currie at 803-896-8340 or virginiafunkcurrie@scdps.gov, or Billy House at 803-896-7896 or williamhouse@scdps.gov or as a last resort, Barbara Jean (B.J.) Nelson at (803) 896-8712. For financial concerns or problems, contact Johnny Price at (803) 896-4864.

SOUTH CAROLINA PROGRAM GOALS

In South Carolina, the VAWA Program goal is to provide federal funding through competitive grant awards to certified private non-profit organizations, and public/governmental agencies for projects that will provide, enhance, improve and expand prosecution, law enforcement, court, and direct services to female victims of the crimes of domestic violence, sexual assault, and stalking who are over the age of eleven. The VAWA State Implementation Plan is available upon request.

GRANT APPLICATION AND REVIEW SCHEDULE

FFY2015 GMIS Applications Open	December 12, 2014
FFY2015 VAWA Grant Application Due Date	May 21, 2015 5:00:00 p.m.*
FFY2015 VAWA Grant Start Date	October 1, 2015
FFY2015 VAWA Grant End Date	September 30, 2016

*Grant applications received after the deadline may not be reviewed for award.

AGENCY MATCH REQUIREMENT

<u>TYPE OF PROGRAM</u>	<u>MATCH</u>	<u>TYPE OF MATCH</u>
All* Applicants OR All* Applicants	25%	Cash Match
	30%	In-Kind Match

***Non-Profit, Non-Governmental Victim Services or tribal agencies/organizations are EXEMPT from match requirements.**

VAWA PROGRAM OVERVIEW

Grants under the VAWA Program (Full text of the reauthorization of VAWA 2005 is available on the Office on Violence against Women website, <http://www.usdoj.gov/ovw/>) must meet one or more of the following federal program purpose areas: (Identification of which federal program purpose area your project will address should be listed on page 11, section F, of the actual grant application. Use the number of the purpose area your project will address)

STOP Formula Program funds are intended for use by states and territories; state, local, and tribal courts (including juvenile courts); Indian tribal governments; units of local government; and nonprofit, nongovernmental victim services programs, including community-based organizations. Grants and subgrants supported through this Program **must** meet one or more of the following statutory purpose areas (42 U.S.C. § 3796gg(b)). Changes and new purposes areas from VAWA 2013 are highlighted in bold below. Beginning in FFY 2014, funds under the STOP Formula Grant Program may be used for the following purposes:

1. training law enforcement officers, judges, other court personnel, and prosecutors to more effectively identify and respond to violent crimes against women, including the crimes of sexual assault, domestic violence, **stalking**, and dating violence, **including the use of nonimmigrant status under subparagraphs (U) and (T) of section 101(a)(15) of the Immigration and Nationality Act (8 U.S.C. 1101(a))**;
2. developing, training, or expanding units of law enforcement officers, judges, other court personnel, and prosecutors specifically targeting violent crimes against women, including the crimes of sexual assault, **dating violence, stalking**, and domestic violence;
3. developing and implementing more effective police, court, and prosecution policies, protocols, orders, and services specifically devoted to preventing, identifying, and responding to violent crimes against women,

including the crimes of sexual assault, **dating violence, stalking**, and domestic violence, **as well as the appropriate treatment of victims**;

4. developing, installing, or expanding data collection and communication systems, including computerized systems, linking police, prosecutors, and courts or for the purpose of identifying, **classifying**, and tracking arrests, protection orders, violations of protection orders, prosecutions, and convictions for violent crimes against women, including the crimes of sexual assault, **dating violence, stalking**, and domestic violence;

5. developing, enlarging, or strengthening victim services **and legal assistance** programs, including sexual assault, domestic violence, **stalking**, and dating violence programs, developing or improving delivery of victim services to underserved populations, providing specialized domestic violence court advocates in courts where a significant number of protection orders are granted, and increasing reporting and reducing attrition rates for cases involving violent crimes against women, including crimes of sexual assault, **dating violence, stalking**, and domestic violence;

6. developing, enlarging, or strengthening programs addressing the needs and circumstances of Indian tribes in dealing with violent crimes against women, including the crimes of sexual assault, **dating violence, stalking**, and domestic violence;

7. supporting formal and informal statewide, multidisciplinary efforts, to the extent not supported by State funds, to coordinate the response of state law enforcement agencies, prosecutors, courts, victim services agencies, and other state agencies and departments, to violent crimes against women, including the crimes of sexual assault, domestic violence, stalking, and dating violence;

8. training of sexual assault forensic medical personnel examiners in the collection and preservation of evidence, analysis, prevention, and providing expert testimony and treatment of trauma related to sexual assault;

9. developing, enlarging, or strengthening programs to assist law enforcement, prosecutors, courts, and others to address the needs and circumstances of older and disabled women who are victims of domestic violence, **dating violence, stalking**, or sexual assault, including recognizing, investigating, and prosecuting instances of such violence or assault and targeting outreach and support, counseling, and other victim services to such older and disabled individuals;

10. providing assistance to victims of domestic violence and sexual assault in immigration matters;

11. maintaining core victim services and criminal justice initiatives, while supporting complementary new initiatives and emergency services for victims and their families;

12. supporting the placement of special victim assistants (to be known as “Jessica Gonzales Victim Assistants”) in local law enforcement agencies to serve as liaisons between victims of domestic violence, dating violence, sexual assault, and stalking and personnel in local law enforcement agencies in order to improve the enforcement of protection orders. Jessica Gonzales Victim Assistants shall have expertise in domestic violence, dating violence, sexual assault, or stalking and may undertake the following activities—
(A) developing, in collaboration with prosecutors, courts, and victim service providers, standardized response policies for local law enforcement agencies, including **the use of evidence-based indicators to assess the risk of domestic and dating violence homicide and prioritize dangerous or potentially lethal cases**;

(B) notifying persons seeking enforcement of protection orders as to what responses will be provided by the relevant law enforcement agency;

(C) referring persons seeking enforcement of protection orders to supplementary services (such as emergency shelter programs, hotlines, or legal assistance services); and

(D) taking other appropriate action to assist or secure the safety of the person seeking enforcement of a protection order.

13. providing funding to law enforcement agencies, victim services providers, and state, tribal, territorial, and local governments (which funding stream shall be known as the Crystal Judson Domestic Violence Protocol Program) to promote—

(A) the development and implementation of training for local victim domestic violence service providers, and to fund victim services personnel, to be known as “Crystal Judson Victim Advocates,” to provide supportive services and advocacy for victims of domestic violence committed by law enforcement personnel;

(B) the implementation of protocols within law enforcement agencies to ensure consistent and effective responses to the commission of domestic violence by personnel within such agencies such as the model policy promulgated by the International Association of Chiefs of Police (“Domestic Violence by Police Officers: A Policy of the IACP, Police Response to Violence Against Women Project” July 2003); and

(C) the development of such protocols in collaboration with state, tribal, territorial and local victim services providers and domestic violence coalitions.

Note: Any law enforcement, state, tribal, territorial, or local government agency receiving funding under the Crystal Judson Domestic Violence Protocol Program shall, on an annual basis, receive additional training on the topic of incidents of domestic violence committed by law enforcement personnel from domestic violence and sexual assault nonprofit organizations and, after a period of two years, provide a report of the adopted protocol to the Department, including a summary of progress in implementing such protocol. As such, states and territories are responsible for ensuring that each subgrantee receiving funds under this purpose area will receive the required annual training. states are also responsible for ensuring that subgrantees submit their two-year report to the Department. States and territories **must** notify and provide OVW with a list of subgrantee recipients awarded STOP funds under the Crystal Judson Domestic Violence Protocol Program.

14. Developing and promoting state, local, or tribal legislation and policies that enhance best practices for responding to 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.

VAWA funds may also be used to provide civil justice assistance, but only in cases that bear directly and substantially on criminal justice matters or that are inextricably entwined with criminal justice matters. Because it is consistent with the overall intent of the VAWA statute, legal assistance to victims attempting to obtain civil protection orders may be supported. However, VAWA funds may not be used to support services for obtaining divorces.

VAWA funds may not be used to support services that focus exclusively on children or to develop sexual assault or domestic violence curricula for K-12 schools. VAWA funds may be used for an adolescent program for primary victims over the age of 11.

Additionally, VAWA funds may not support legal or defense services for perpetrators of violence against women. However, intervention programs for batterers may be supported, if the intervention is part of a graduated range of sanctions that use the coercive power of the criminal justice system to hold abusers accountable for their criminal actions and for changing their behavior.

ELIGIBLE APPLICANTS

In accordance with Section 40121 of the Act, the states may award competitive formula grant funds to state agencies, units of local government, non-profit, non-governmental victim services programs, and Indian tribal governments. Any certified private non-profit organization, faith-based organization, or public/government agency (local, county or state) is eligible to apply for grant funds under the VAWA Program.

PRIVATE NON-PROFIT ORGANIZATIONS:

To be eligible for funding consideration, private non-profit organizations must provide, in writing, as attachments, following documents: note: documents requiring legal signatures may be required as resubmissions with original signatures in blue ink upon award of funds.

- A copy of the agency's IRS written certification, which outlines when the organization was incorporated and certifies the agency's private non-profit organization status, according to IRS regulations.
- A letter from the organization's Executive Board Chairperson certifying that all executive board members have reviewed and approved the application being submitted.
- Non-profit organizations' persons who handle VAWA monies/match or certify VAWA expenses are strongly advised to have security bonds in an amount at least equal to, if not more than, the total dollars requested under the VAWA grant prior to the implementation of the grant.

SOLICITOR'S OFFICES:

The Solicitor's Office, for grant purposes, can be funded as a separate entity or as an office within a lead county. If the Solicitor's Office requests funding as a separate entity and as the subgrantee, then the Solicitor's Offices must meet the following requirements:

1. Establish and maintain accounting systems and financial records that accurately account for all funds received and disbursed, including grant funds;
2. Have its own Federal I.D. Number;

3. Be responsible for preparing its own payroll and maintaining payroll records;
4. Pay its own costs for an organization-wide audit of the Solicitor's Office; and

If the Solicitor's Office is the subgrantee, then the Project Director, the Financial Officer and the Official Authorized to Sign designees on the Grant Application must be employees of the Solicitor's Office.

If the Solicitor's Office elects to request funding as part of the lead county, with the lead county as the subgrantee, the lead county must meet the following requirements:

1. Maintain the financial records for the grant;
2. Include the Solicitor's Office in its payroll records; and
3. Include the financial records of the grants to the Solicitor's Office in its organization-wide audit.

If the lead county is the subgrantee, the following signatures will be required on the Grant Application.

1. Project Director - The person within the Solicitor's Office who meets the definition of Project Director as found in the Grant Application instructions.
2. Financial Officer - County Financial Director; and
3. Official Authorized to Sign - County Administrator.

If the lead county is the subgrantee, the county may wish to include the signature of the Solicitor as an additional Official Authorized to Sign. However, the County Administrator must be the first signature and will be the one recognized and required by this office.

PRIORITY PROGRAM AREAS

FEDERAL REGULATIONS:

Pursuant to the STOP Violence Against Women Act, a percentage of the total VAWA allotment, without duplication, must be spent in each of the following priority program areas:

- 25% Prosecution
- 25% Law enforcement
- 30% Non-profit, non-governmental direct services,
 - 10% of which must be awarded to culturally specific community-based organizations
 - 5% Courts (these applications must be from a court entity)

The remainder of the funds may be spent at the discretion of the state to address identified state program goals.

FUNDING POLICY

GRANT PERIOD: October 1, 2015- September 30, 2016

Violence Against Women Program Grants are funded for one year. Grant funding may be renewed for additional years; however, all grant applications compete yearly on an equal basis. Grant proposals must meet one or more of the federal VAWA program purposes. (see: prior pages of this document)

AGENCY MATCHING REQUIREMENTS

For the FFY2015 grants, the match for all* subgrantees is 75 percent federal and 25 percent non-federal match

for each project that uses a cash match. The match for all subgrantees is 70 percent federal and 30 percent non-federal match for each project that uses in-kind match. *Non-profit non-governmental victim services programs and tribal organizations are EXEMPT from the match requirement.

In-kind contributions represent a project's non-cash outlay. An example would include the donation of volunteer hours. Other than volunteer hours, in-kind contributions are determined at their fair market value. The source of the nonfederal match is governed by the Office of Justice Program's *Financial and Administrative Guide for Grants* (OHSJP M 7100.1D).

Cash match may be applied from local, state and public or private funds that have a binding commitment to the project. Federal funds are not allowable as match. Once funds are committed to match, they cannot be used for match in other areas.

All match on grants must be (1) verifiable in program/agency records, and provided for in the approved budget; (2) not included as part of cost sharing on another project; (3) necessary and reasonable for efficient accomplishment of project objectives; (4) allowable costs; (5) non-federal dollars; (6) in compliance with all federal and state guidelines; and (7) appropriate percentage. In other words, if it could not be directly funded, it cannot be used as match.

Volunteer Services used as in-kind match are allowable. Volunteer services may be professional, technical, consultants, skilled and unskilled labor assisting on the project. The grant should use a **\$20** an hour rate for all direct service volunteer hours. Volunteers "on-call" for a 24-hour period (via beeper, etc.) may be shown as having worked an 8-hour shift for match purposes. Volunteers "on call" for a 15 to 16 hour (i.e., 5 p.m. - 8 a.m.) period may be shown as having worked a 5-hour shift for match purposes. i.e., any volunteer hours that are not on-call hours are recorded at 100%, on-call hours are recorded at 33% of actual time. At the point where on-call hours become direct service, the rate changes to 100%. Records must be maintained documenting all service delivery, with verifying signatures of both the volunteer and the person who supervises them, in blue ink. Forms for this purpose may be obtained on the SCDPS website.

Note: Any non-compliance with volunteer hours match documentation (either submitted with the request for reimbursement or as individual volunteer log support documentation kept as documented backup for summary log), will result in the agency being required to provide cash match.

If you have any questions regarding in-kind contributions, please contact Johnny Price, at (803) 896-4864 or johnaprice@scdps.gov.

SUPPLEMENT/SUPLANT REQUIREMENTS

Grant funds may not be used to replace state or local funds (or where applicable, funds provided by the Bureau of Indian Affairs) that would, in the absence of federal aid, be available or forthcoming for

programs to combat violence against women. Instead, grant funds must be used to increase the total amount of such other funds used to combat violence against women.

A grant recipient may not use federal grant funds to pay for programs that the recipient already is obligated to pay for or has funded. For example, if a grantee, prior to submitting an application, had committed to develop and implement a program to diminish violence against women, the grantee must make the expenditures to support the prior commitment, and use the VAWA grant to enhance the project, or provide additional, but not duplicative services. State, local or other funds currently allocated to combat violence against women may not be reallocated to other purposes should a VAWA grant be awarded. Non-federal funds must remain available for and dedicated to these purposes, with VAWA grant funds serving as a supplement to those non-federal funds. The non-federal matching contribution, whether cash or in-kind, for a grant, must be in addition to funds that would otherwise be available for programs to address violence against women.

APPLICATION COMPOSITION

This document provides potential applicants with program criteria and eligibility information for preparing a formal application.

GENERAL INFORMATION:

All proposals should be innovative and indicate a well-planned project that has direction, has documented broad based community support, and indicate a high priority need for the community or state. The application should describe the project in easily understood terms, using realistic examples and attributable support data.

All proposals should be to the point. Support all major points with clearly attributed documentation. The application form plus required uploaded attachments constitute the total proposal. Completed applications must be submitted on the Grants Management Information System (GMIS) no later than 5 p.m. on the due date. GMIS can be accessed via our website at <http://www.scdps.gov/ohsjp>. No extensions or exceptions will be provided. It is the responsibility of the applicant to ensure that the proposal is submitted by the specified deadline. OHSJP will not be responsible for late or incomplete proposals due to mistakes or delays on the part of the applicant

. APPLICATION PROCESS AND COMPOSITION

The grant application must be completed using the Office of Highway Safety and Justice Programs' Grants Management Information System (GMIS), which is an online application process. The GMIS can be accessed through the South Carolina Department of Public Safety website at www.scdps.gov/ohsjp.

The application must be fully complete and submitted via the GMIS. Supporting documents and appendixes relating to the application may be uploaded as an attachment to the application on the GMIS or forwarded to the following address:

Ms. Barbara Jean (B.J.) Nelson, Manager, Victim Services
SC Department of Public Safety
Office of Highway Safety and Justice Programs
Post Office Box 1993
Blythewood, SC 29016

All supporting documents and appendixes mailed in must reflect an application number. The application form plus required attachments constitute the total proposal. A review team of both programmatic and financial personnel will review the application. The SC Public Safety Coordinating Council will then approve or disapprove recommendations. The Governor announces grants selected for funding shortly before the award date of the grants. Only when the grant award becomes active can the subgrantee obligate or expend project funds.

All proposals should be to the point, clearly written. All major points must be supported by facts. Avoid voluminous and unneeded information. Please note that there are restrictions on the amount of information you can submit.

Completed applications must be submitted through the Grants Management Information System (GMIS) **no later than 5 p.m. on May 21, 2015.** No extensions will be provided.

Should you need to address a programmatic concern or problem, please contact Barbara Jean (B.J.) Nelson at (803) 896-8712, or Billy House at (803) 896-7896. For financial concerns or problems, please contact Johnny Price at (803) 896-4864.

TRAINING REQUIREMENTS

Each grant-funded person may—this is a change from prior years, where the training component was mandatory-- attend one training course/seminar/workshop during the grant period. Prior approval to attend the training must be obtained by way of a Training Request Form before reimbursement of training expenses will be processed. Training Requests should be submitted via GMIS.

OUTCOME BASED EVALUATION

If awarded an FFY2015 VAWA grant, you will be required to submit an Outcome Based Evaluation Plan within 30 days of the award letter, or you may submit your United Way Outcome Measurement Form in lieu of this form. This plan is only required after the award of the grant, not in the original application. Please see: page 14 of the application. Outcome Based Evaluation Forms and instructions are available via our website at

http://www.scdps.org/ojp/victim_services_supplemental_forms.htm

APPLICATION PROCESS

A committee of both programmatic and financial personnel will review the application. The S.C. Department of Public Safety's S.C. Public Safety Coordinating Council acts upon those recommendations. Grants selected for funding are announced by the Governor shortly before the award date of the grants. Only when the grant award becomes active, and after the special conditions have been met, including a signed award acceptance letter, can the subgrantee obligate or expend project funds. Funds obligated or expended before the grant award date will not be reimbursed.

Before the grant period, subgrantees are encouraged to advertise, interview and conduct preliminary activities, which will put the subgrantee in a position to implement the project on the start date without pre-obligating funds under the grant.

ALLOWABLE EXPENSES:

The following is a partial listing of services, activities, and costs that are eligible for support under VAWA:

- * Costs directly related to providing grant program services
- * Personnel salaries/benefits
- * Media expenses to support evidence documentation for domestic violence and sexual assault cases
- * Translation expenses and/or devices
- * Conference registration for grant-funded personnel
- * Rental of office space. Rent must be at the prevailing rate and not exceed a maximum of \$10 per square foot. Rental space must not exceed 150 square feet a person.
- * Postage relating to the grant activities
- * Telephone charges relating to the grant activities
- * Cell phone expenses where applicable
- * Travel expenses and per diem for grant funded personnel
- * Travel expenses (including transportation and subsistence for speakers or participants according to state per diem)
- * Office furniture and office equipment for grant-funded personnel
- * Grant-funded personnel training
- * Printing for grant related activities
- * Program equipment for grant related activities
- * Consultant fees (limited to \$650 a day)
- * Office supplies are limited to no more than \$750 a project, (or \$750 per site with multi-site projects subject to SFA approval)
- * Volunteers may be charged as a match to the grant, at a rate no greater than \$20 an hour, with the understanding that any activities charged as match must be funding-eligible or allowable expenses under VAWA.

FUNDING RESTRICTIONS or NON-ALLOWABLE EXPENSES:

- * Land acquisition
- * Compensation of federal employees
- * Travel of federal employees
- * Bonuses or commissions
- * Military-type equipment or firearms
- * Lobbying, or any costs associated therewith
- * Fundraising, or any costs associated therewith
- * Corporate formation
- * Imputed interest
- * Costs in applying for this grant
- * Any expenses prior to the beginning of the grant
- * Entertainment
- * Providing food/beverages/meals at trainings, conferences or meetings
- * *Personnel cost where the employee spends less than 50% of his/her time on the project. (This applies to both match and federal dollars.)
- * Salaries, fees, and reimbursable expenses associated with administrators, board members, executive directors, consultants, coordinators and other individuals unless these expenses are incurred while providing direct services.
- * Programs or services designed specifically for children under the age of 13 years.
- * Programs or services designed specifically for males, however, male victims may be served

under a VAWA grant funded project IF the project focuses on adult female victims AND the male victim is similarly situated.

- * Vehicle lease or purchase.
- * Weapons
- * Renovations.

This is only a partial listing of allowable services, activities, costs and unallowable services, activities, costs. Please direct any further questions to, Virginia Funk-Currie at 803-896-8340, Billy House at 803-896-7896, Barbara Jean (B.J.) Nelson at 803-896-8712, Johnny Price at 803-896-4864.

ELIGIBILITY REQUIREMENTS:

VAWA establishes eligibility criteria that must be met by all organizations that receive VAWA funds. Each organization must meet these minimum eligibility requirements:

- A. Meet program match requirements.
- B. Promote the coordination of public and private efforts to serve and to aid crime victims within the service area community.
- C. Provide information on your program to the majority of agencies that assist with victims of crime in your service delivery area.
- D. Maintain statutorily required civil rights statistics on victims served by race or national origin, sex, age, and disability, within the grant period; and permit access to any documents, papers, and records to determine that the subgrantee is complying with applicable civil rights laws.
- E. Provide services to crime victims, at no charge, through the VAWA funded project.
- F. Maintain confidentiality of client-counselor information.
- G. Provide statistical information to South Carolina Department of Public Safety, Office of Highway Safety and Justice Programs, on the activities of the project, and the associated staff, volunteers and clients (no names), as requested.
- H. Meet non-supplanting requirement.
- I. Meet all Personal Health Information Protection Act, 2004 requirements.

SUSPENSION OR TERMINATION OF FUNDING

The State Funding Agency may suspend, in whole or in part, terminate funding for, or impose another sanction on a subgrantee for any of the following reasons:

- A. Failure to adhere to requirements, standard conditions, or special conditions: or failure to submit same in a timely fashion.
- B. Proposing or implementing substantial program changes to the extent that, if originally submitted, the application would not have been approved for funding.
- C. Failure to submit timely reports.

- D. Filing a false certification in this application or other report or document.
- E. Non-performance of grant approved objectives in whole or in part.
- F. Other good cause shown.

APPLICATION AND EVALUATION PROCESS

Applications are carefully reviewed to ensure that only projects with a significant chance of success are funded. Priority for funding is based upon the following factors:

- A. Project eligibility as determined by the fourteen priority program areas, and the four category areas: Law Enforcement, Prosecution, Courts, and Direct Victim Assistance Services.
- B. Probability of success.
- C. Previously underserved or unrecognized population that will benefit from this project; e.g., immigrant women/children, Native American Indians, homeless, LGBT communities, disabled or challenged populations, etc.
- D. Number of people to be positively affected by the program, and the level of service to be provided.
- E. Areas with limited resources, at risk non-urban areas, or rural areas.
- F. Interagency support/multi-jurisdictional cooperation between the applicant and other jurisdictions in the development and implementation of the project. Written agreements should be included.
- G. Greatest need.
- H. Effective utilization of current resources.
- I. Impact of the project.
- J. Current or past grant performance. Projects that have been previously funded by OHSJP will be reviewed for past compliance and performance, including financial management, progress, and annual reports, monitoring results, audit reports and any other relevant documentation or information.
- K. Compliance with state guidelines for service and administrative standards.
- L. Documentation that the applicant has consulted with victim service providers on the development of the application, and that they will continue to work with the agencies in their area to ensure the success of the project.
- M. Memorandums of Agreement will be required with all agencies mentioned in the interagency section of the application if the project is funded.

PROGRAM STANDARDS:

The following items explain the standards by which each application is judged. Past experience shows a high likelihood that projects which are successful have identified a problem, developed a solution, and carefully designed a plan to arrive at the solution. The grant application leads the grant applicant through a structured approach to problem solving. Successful applicants use these pages to help the reviewer see the problem and easily understand the proposed solution.

- A. **Project Definition** - Any funds requested must be for the implementation of a new project or the enhancement of an existing VAWA-funded project. The project must address the activities as identified on the grant.
- B. **Project Impact and Priority Areas**- The project should be designed to address the crime victim service problems and needs of the area to be served. An analysis of how these problems could be improved through the project should be shown.
- C. **Budgetary Review** - The budget reflects reasonable and allowable costs.
- D. **Project Feasibility** - Applications must describe clearly how the project will be implemented.
- E. **Project Title** - The project title should reflect the scope/range or goal of the project.
- G. **Project Summary** - The project summary must include the names of counties to be served by the project.
- H. **Quality of Proposal** - The proposal should be clearly presented, supported by attributed documentation/facts and contain measurable objectives and performance indicators.

The following factors will be considered in the evaluation of applications:

- **Budget** - Proposed expenditures are reasonable, adhere to the guidelines, equipment and personnel are documented as necessary, and every individual expenditure is explained in detail in the budget narrative.
- **Interagency Coordination** - Clearly outlines consultation with critical agencies and partners in the area, and non-profit victim service providers in the development of the application, and then the anticipated and agreed upon cooperation and collaboration from and with other agencies or jurisdictions and why it will make the project more successful. NOTE: This section will be used to determine the agencies/organizations which will sign the required Memoranda of Understanding (s) upon award of a grant.
- **Problem Statement** - Clearly defines problem, is based upon facts, a needs assessment, or statistics directly related to the presenting problem. Demonstration of need will be crucial to an acceptable application.
- **Project Description** - Tells the reviewer exactly what the project plans to do. It is clear to the reviewer that the project has been well-planned and thought out, and that likelihood of sustainability and success are documented. Document what populations and geographical areas will be served with this project.
- **Objectives** - Are relevant, specific and measurable. They specify what the program will

accomplish in concrete terms. Each objective corresponds to each performance indicator. An application may have as few as one or as many as five objectives. Applications will be reviewed on the merit, not the amount of objectives contained in the application.

- **Performance Indicators** - The indicators clearly state the exact task/project that will be accomplished in order to fulfill a stated objective, and are useful measurements to assess the effectiveness of the project. The project has additional measures for evaluating project impact.
- **Other Relevant Factors and Requirements** - Past or current grant performance may be considered where applicable. The application must contain all requested documentation and all required attachments.

EVALUATION AND MONITORING

Evaluation - The evaluation will provide management information needed by the federal, state, and local officials and community leaders. Subgrantees will be required to submit bi-annual progress reports and a final program evaluation report that will assess project status and the success of goals and objectives set forth in the original application are being and have been met to the SC Department of Public Safety – Office of Highway Safety and Justice Programs and a final cumulative annual performance report to the Office on Violence Against Women via the SC Department of Public Safety – Office of Highway Safety and Justice Programs. Should your agency receive an award, you will receive more information on these reports.

Surveys and needs assessment programming success will be evaluated on outcome, as well as input from the subgrantee. Surveys and needs assessments must be designed to result in specific recommendations to meet program needs.

Grant applications must reflect goals, objectives and performance indicators. Objectives must be measurable and task oriented, with end results accomplishing determined goals. Performance indicators must clearly state the exact task that will be accomplished in order to fulfill a stated objective.

Monitoring - Subgrantees will receive at least one on-site monitoring visit of their program during the FFY2015 grant cycle. Financial management reviews are an essential ingredient of the monitoring and evaluation process and may be done separately from the programmatic monitoring visits. Financial reviews will be conducted through the Grants-Accounting Office of SCDPS.

DEFINITIONS APPLICABLE TO THE VAWA PROGRAM

Child/Children - Any person under the age of 11 years. VAWA Program funds cannot be used for grant programs exclusively designed for, or focused on, services or projects for children. Grant money may be used for children's needs only if the primary objective of the grant program is to meet the needs of female adult victims. For example, in a domestic violence shelter, grant the shelter may use money to meet the needs of children of women who are being served.

Crime Victim - For the purposes of the VAWA Program, a crime victim is a person, **11 years or older**, who has suffered physical, sexual, or emotional harm as a result of the commission of a crime of domestic violence, sexual assault, stalking, or dating violence against them. Secondary victims of crime include family members, or other intimately connected persons. If the project is written specifically for female victims, the Office on Violence Against Women allows and encourages

provision of services to a similarly situated male victim.

Direct Services - Efforts that (1) respond directly to the needs and well-being of crime victims; (2) assist primary and secondary victims of crime in stabilizing their lives after a victimization; (3) help victims understand and participate in the criminal justice system; and (4) provide victims of crime with a measure of safety.

Domestic Violence - The term "domestic violence" includes felony or misdemeanor crimes of violence committed by a current or former spouse of the victim, by a person with whom the victim shares a child in common, by a person who is cohabiting with, or has cohabited with, the victim as a spouse, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies, or by an other adult person against a victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction receiving grant monies. For the purposes of this program, "domestic violence" also includes any crime of violence considered to be an act of domestic violence according to state law.

Sexual Assault - The term "sexual assault" means any conduct proscribed by Chapter 109A of Title 181, United States Code, whether the conduct occurs in the special maritime and territorial jurisdiction of the United States or in a federal prison, and includes both assaults committed by offenders who are strangers to the victim, and assaults committed by offenders who are known or related by blood or marriage to the victim.

Law Enforcement - The term "law enforcement" means a public agency charged with policing functions, including any of its component bureaus (such as governmental victim services programs).

Prosecution - The term "prosecution" means any public office or agency charged with direct responsibility for prosecuting criminal offenders, including such office or agency component departments or bureaus (such as governmental victims services programs). Prosecution support services, such as overseeing or participating in statewide or multi-jurisdictional domestic violence task forces, conducting training for state and local prosecutors; or enforcing victim compensation and domestic violence related restraining orders and orders of protection shall be considered "direct responsibility" for purposes of this program.

Victim Services - the VAWA defines a victim services program as "a nonprofit, nongovernmental organization that assists domestic violence, dating violence, sexual assault, or stalking victims, including rape crisis centers, domestic violence shelters, faith-based organizations, and other organizations with a documented history of effective work concerning domestic violence, dating violence, sexual assault or stalking."

DESCRIPTIONS/DEFINITIONS OF SERVICES

Crisis Counseling refers to in-person crisis intervention, emotional support, guidance and counseling on an individual basis provided by counselors, mental health professionals or peers. Such counseling may occur: a) at the scene of a crime; b) immediately after a crime; c) at the first, in-person, contact between a counselor and victim (this would include meeting the victim in an emergency room, at a police station, or at a solicitor's office, etc.); d) during in-person contact for the duration of the crisis experience.

Follow-up Contact refers to individual emotional support, empathetic listening and guidance for other than crisis reactions after the victimization.

Therapy refers to intensive professional psychological/psychoanalytic treatment for individuals,

couples and family members. This includes the evaluation of mental health needs, as well as the actual delivery of psychotherapy. Group Treatment refers to the coordination and provision of supportive group activities. This category includes self-help, peer, social support, drop-in groups and community crisis intervention in a group setting.

Crisis Hotline refers to the operation of a 24-hour telephone service, 7 days a week, which provides counseling, information and referral to victims and survivors.

Shelter/Safe House refers to offering emergency short-term and long-term housing and related support services to victims and members of their family following victimization.

Information and Referral refers to telephone and in-person contacts with the victim, identifying services and support available by subgrant projects and other community agencies.

Criminal Justice Support/Advocacy refers to law enforcement and prosecution investigation support, assistance during investigation and explanation of procedures, etc. Included in this advocacy are: court related support, i.e., disposition information, victim impact reports, assistance with restitution, witness fees, intimidation intervention or protection services, transportation, child care, property return, etc.; and post-sentencing services following the disposition of a criminal court proceeding, including offender release notification at the probation, parole, and pardon stages of the criminal justice system.

Assistance in Filing Compensation Claims includes making victims aware of the availability of crime victim compensation and assisting the victim in completing the required forms and in gathering the needed documentation. It may also include follow-up contact with the victim compensation agency on behalf of the victim.

Training refers to information imparted to a person who will use that information in the daily performance of their duties

Community Awareness refers to an activity which raises the community's awareness of a particular service offered by an agency or organization. Activities which advance the general awareness of crime victim issues are not allowable.

INSTRUCTIONS
FOR
COMPLETION OF
THE
VIOLENCE AGAINST WOMEN ACT (VAWA)
GRANT APPLICATION

PLEASE READ CAREFULLY AS SOME ITEMS MAY HAVE CHANGED.

Violence Against Women Act grants will be funded contingent upon receipt of funds from federal sources, annual reapplication, and approval based on project merit and performance.

The grant application must be completed using the Office of Highway Safety and Justice Programs' Grants Management Information System (GMIS), which is an online application process. The GMIS can be accessed through the South Carolina Department of Public Safety website at www.scdps.gov/ojp.

The application must be fully complete and submitted via the GMIS. Supporting documents and appendixes relating to the application may be uploaded as an attachment to the application on the GMIS or, as a last resort, forwarded to the following address:

Ms. Barbara Jean (B.J.) Nelson, Manager, Victim Services
SC Department of Public Safety
Office of Highway Safety and Justice Programs
Post Office Box 1993
Blythewood, SC 29016

All supporting documents and appendixes mailed in must reflect an application number. The application form plus required attachments constitute the total proposal. A review team of both programmatic and financial personnel will review the application. The SC Public Safety Coordinating Council will then approve or disapprove recommendations. The Governor announces grants selected for funding shortly before the award date of the grants. Only when the grant award becomes active can the subgrantee obligate or expend project funds.

PAGE 1

All items below the second shaded line on Page 1 should be completed by the Project Director (the person in the applicant's agency who will be responsible for administering project activities).

Item 1: Insert the County Number and the name of the county in which the subgrantee is located. State agencies will use County Number 00 and County Name N/A. The County Number required depends upon the location of the office requesting the grant.

Item 2: Grant Period: Indicate the grant's duration (period of time the project activities will be performed under this grant), not to exceed 12 months. Use month and year only. Grants are considered to begin on the first day of the month and end on the last day of the month.

Item 3: Project Title: The name given to the project should be short and descriptive of the task to be accomplished; e.g., "Victim Advocacy".

Item 4: Project Summary: Provide a brief, concise description of the project. If the subgrantee serves more than one county, please include the names of the counties which are served by this specific grant.

Item 5a: Indicate if the application is an initial one (project has not been previously funded); or if this project has been funded before.

Item 5b: Indicate the year of funding: Initial Application would be the first year; successive years would be either second, third, fourth* or fifth year of funding, etc. (*If more than third year of funding, reflect the actual year of funding in the Other block.)

Item 5c: Indicate if funds will be requested on an "Advance" or "Reimbursable" basis. Only one advance is allowed for the first two months of personnel expense. Requests for Payments (RFP's) will be for actual expenditures on reimbursable grants and actual expenditures less a portion of the advance if "Advance" status is approved.

If "Advance" is checked, the need for advance funding must be justified in a cover letter or within the Budget Narrative on Page 4 or 5.

In order to be eligible for advance funding, the subgrantee will have to demonstrate that its accounting system ensures that each grant award is accounted for separately and that funds are not commingled on a program-by-program or project-by-project basis. The subgrantee will also have to demonstrate that funds specifically budgeted and/or received by this grant are not used to support another program or grant. Any subgrantee requesting advance funding will be monitored by the SFA to ensure that it meets these eligibility requirements as set forth by the federal funding agency.

Item 6a: Organization Type: Indicate if the applicant organization is state, city, county, private non-profit or other organization. If "Other" is indicated, specify type; e.g., school district.

Item 6b: Indicate the U. S. Congressional District (First through Sixth) which will be served by this grant; e.g., Third Congressional District. If administered through a state agency or a statewide program, enter "0".

Item 7: Name and Address of Implementing Agency: The implementing agency is the agency that is responsible for carrying out the objectives of the grant.

Item 8: Budget -- The budget is broken down into six major categories (Personnel, Contractual Services, Travel, Equipment, Renovation/Construction and Other) with the Grantor Amount, Agency Match and Total Amount itemized by category. Budget costs should be reflected in the appropriate categories, and should reflect grantor costs and match as applicable. Please use **whole dollars** only. NOTE: Complete pages 2 - 3 of the grant application before completing this section.

Item 9: Check the appropriate line to indicate how the non-grantor share will be provided. If the "Other Appropriation" line is checked, please indicate the source.

PAGES 2 AND 3 -- INSTRUCTIONS FOR COMPLETION OF BUDGET DESCRIPTION

The purpose of the Budget Description is to assist the applicant in developing a financial plan for their project and to provide the SFA with the projected costs required to implement the project. Cost projections must be reasonable. Budget projections should be for the period covered by the application. Costs are subject to review and approval by the SFA and must meet applicable Federal regulations as outlined in the Grant Terms and Conditions.

When determining how the item will be funded (Grantor, Cash Match or In-Kind Match), please use the following definitions:

Grantor Funds: Funds provided through the SFA to the applicant.

Cash Match: Cash funds that the applicant has specifically provided and committed to the project. Match is restricted to the same use of funds as allowed for the Federal Funds.

In-Kind Match: Value of Non-Cash Contributions or Services that the applicant has specifically received from a third party and committed to the project. Match is restricted to the same use of funds as allowed for the Federal Funds.

Total Funds: The combined total of the Grantor, In-kind Match, and Cash Match for the project.

BUDGET CATEGORY DEFINITIONS AND INSTRUCTIONS

PERSONNEL: The personnel budget category is a summary of salary and employer contributions (fringe benefits). Personnel costs (salary and fringe) must be consistent with the agency's policies and procedures and must be applied uniformly to both federally financed and other activities of the agency. When applicable, the value of volunteer hours being used as in-kind match, is also placed in the Personnel Category.

NOTE: The definition for a part-time employee means that the employee does not work a full 40 (or 37.5) hours per week for the agency. This includes grant funded activities and non-grant funded activities. All personnel under a VAWA grant must devote at least 50% of their time to the project.

Salary: List each position by title, show the percent of total time worked for the agency spent on the project and the quantity of staff per title and the estimated cost. If applicable, also list volunteer hours and the value of the hours in the In-kind Match column.

Employer Contributions (Fringe Benefits): Provide the estimated cost for each applicable fringe benefit for all positions listed under Salaries.

CONTRACTUAL SERVICES: For individuals other than professionals to be reimbursed for personal services on a fee basis, list each type of consultant or service. Fees charged by doctors, dentists, psychologists must be listed under the Other Budget Category.

TRAVEL: Unless specifically approved otherwise on page 4 or 5, travel reimbursement will be limited to project personnel funded under the grant. Itemize travel items (examples include mileage, airfare, per diem or meals, parking, lodging, car rental, etc.). Registration costs should be placed in the Other Budget Category. Note: all funded personnel are required to attend two trainings that pertain to the project, per grant period.

Travel costs must be consistent with the agency's policies and procedures and must be applied uniformly to both federally financed and other activities of the agency. At no time can the agency's travel rates exceed the federal rate established by the Internal Revenue Service.

EQUIPMENT: Equipment is defined as an item which has a total cost (including tax) of \$1,000.00 or more per unit and a useful life of at least one year. Equipment should be itemized by description and quantity per item. Vehicle purchase or lease is no longer allowable.

RENOVATIONS/CONSTRUCTION: This category is no longer allowable under VAWA.

OTHER: All allowable costs not listed in the above categories should be shown in this category. Items to be included in this category are office supplies, office rent, utilities, equipment which costs

less than \$1,000 per unit, telephone, maintenance, software, printing costs, advertising, registration fees, lease agreements, professional fees (e.g., doctors, dentists, psychologists), etc. No "Miscellaneous" or "Etc." will be funded.

PAGES 4 & 5 -- BUDGET NARRATIVE

Ensure adequate justification and descriptions of budget items are provided on Pages 4 and 5. Budget Narrative Pages 4 and 5 should be used to tie the grant's budget to the grant's program to show why each item is needed. Itemize each Budget Category separately, including all line items under each Budget Category. DO NOT reflect dollar amounts on pages 4 and 5.

PERSONNEL CATEGORY:

Pay special attention to descriptions of personnel. Personnel salaries and benefits will normally rise by no more than general salary increases in the work unit most closely associated with the grant. Any other cases (e.g., reclassification, additional supervisory responsibilities, etc.) must be fully justified. If the personnel has been employed under a prior project, show that salary and the increase. Unusual personnel increases from year to year will be considered only on an exception basis. Organizations must be prepared to bear the expense of any increases awarded prior to SFA approval.

Reflect in the description for each staff member (both grant funded and applied match) whether the position is a full-time position or a part-time position. If the position is a full-time position, state the percent of time devoted to this grant. If the position is a part-time position, provide the total number of hours worked per week for the agency and the percent of time devoted to this grant.

PLEASE NOTE: The amount of time spent in direct support of the project must be at least 50%. This applies to positions funded with grantor funds and/or matching funds.

CONTRACTUAL SERVICES CATEGORY

List the kinds of contractual services found on page 2 that are being requested and provide adequate justification and description for these services.

TRAVEL CATEGORY:

Describe what the travel will be for (grant activities and/or training). Reflect what position(s) will be reimbursed under this grant for travel.

If travel costs are included in the grant application, a copy of the agency's policies and procedures manual or its Council's/Board's signed minutes must be submitted with the application which provide mileage and per diem rates.

EQUIPMENT CATEGORY:

List each kind of equipment and the quantity found on page 3. Provide a complete description and justification for each item.

OTHER CATEGORY:

List each line item found on page 3 and provide a complete description and justification for each item.

The following items must have additional information as described below:

Office space may not exceed more than 150 square feet per person without prior written approval from the SFA; must be at the prevailing rates for the local area; and, may not exceed \$10 per square foot annually without prior written approval from the SFA. On Page 4 or 5, provide the total square footage covered by the lease agreement, total square footage being charged to the grant and the cost per square foot. A copy of the lease agreement will also be required before reimbursement is made for office space. Please note that the grant can only be charged for the grant's portion of rental costs. The grant cannot participate in mortgage payments, as this is unallowable.

Utility Costs: Utilities must be pro-rated. On page 4 or 5, provide the total square footage of the building plus the square footage occupied by each grant funded staff. The square footage occupied by grant funded staff may not exceed 150 square feet per person without prior written approval from the SFA.

Telephone Costs: If telephone costs are not solely for grant activities, telephone costs must be pro-rated according to the grant's portion of those costs. On page 4 or 5, provide a description on how the phone charges charged to the grant have been calculated (e.g., the total federal amount of the grant divided by the agency's total budget = the grant's percent or pro-rated share of telephone costs). If long distance calls are not pro-rated, the subgrantee must keep on file for SFA review a log showing how long distance costs are calculated and charged to the grant.

Audit Fees -- If the grant project's audit is a part of a larger organizational audit and **if the audit is required to be in compliance with OMB Circular A-133**, you may include the cost of a portion of the overall audit in the same proportion as the project is to the entire organizational budget. For example, if this grant represents 10% of the organization's total budget; then, 10% of the total cost of the audit may be charged to the grant. Ordinary accounting and bookkeeping expenses are **not** allowable.

PAGE 6 -- ACCEPTANCE OF AUDIT REQUIREMENTS

NOTE: Not Applicable to State Agencies whose audit is covered by the State Auditor.

The audit information required on Page 6 of the grant application lets the SFA know when to expect an organization-wide audit or audits covering the period of this proposed grant. The audit period and the date the audit will be submitted to Accounting - Grants must be provided. Please note that failure to properly complete this form will result in your grant award being delayed and/or cancelled.

PAGES 26 AND 27 -- CERTIFICATIONS FOR APPLICANT

The signatures of the grant officials (Project Director, Financial Officer and Official Authorized to Sign) indicate that in acceptance of the grant, the official has read, understands and agrees to fully comply with all special conditions and the general and fiscal terms and conditions of the grant. Original signatures are required. The name, title, agency and address of each grant official must be typed or printed.

The PROJECT DIRECTOR should be a person who has direct involvement with the project and who has a knowledge of both programmatic and fiscal matters relating to the project. As the primary contact person for the project, the Project Director should be easily accessible to the grantor agency's staff. The Project Director should be bonded for no less than the total amount of the grant.

The FINANCIAL OFFICER should be a person who handles the agency's fiscal matters. The Financial Officer should be sufficiently skilled in the area of fiscal matters to advise the agency regarding compliance with the grant's fiscal requirements and should be bonded for no less than the total amount of the grant.

The OFFICIAL AUTHORIZED TO SIGN should be the person who has the authority to commit agency funds and also to commit the agency to the special conditions and the general and fiscal terms and conditions of the grant. The Official Authorized to Sign should be bonded for no less than the total amount of the grant.

NOTE:

- **The Project Director, Financial Officer, and Official Authorized to Sign MAY NOT be the same person.**
- **Staff being funded under this grant MAY NOT be any of the above officials without SFA approval.**
- **All signatories must have different addresses and telephone numbers.**
- **Include email addresses.**