

STOP Violence Against Women Formula Grant Program

Project Duration January 1, 2011 - December 31, 2011

Electronic Submission Deadline:
September 17, 2010
11:00 p.m. MST

(CFDA 16.588)

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Program Overview

The Office on Violence Against Women (OVW) is a component of the United States Department of Justice (DOJ). OVW implements the Violence Against Women Act (VAWA) and subsequent legislation and provides national leadership against domestic violence, dating violence, sexual assault and stalking. The Idaho State Police, Planning Grants and Research Department is pleased to announce that it is seeking applications for the STOP Violence Against Women Formula Grant Program. This program furthers the DOJ's mission by supporting communities in their efforts to develop and strengthen effective law enforcement and prosecution strategies to combat violent crimes against women and to develop and strengthen victim services in cases involving violent crimes against women.

The emphasis of the STOP Program is the implementation of comprehensive strategies addressing violence against women that are sensitive to the needs and safety of victims and hold offenders accountable for their crimes. States and Territories should seek to carry out these strategies by forging lasting partnerships between the criminal justice system and victim advocacy organizations and by encouraging communities to look beyond traditional resources. States and Territories should also look to new partners to respond more vigorously to sexual assault, domestic violence, dating violence, and stalking crimes, such as faith-based and community organizations.

Contact Information

For questions or comments regarding the Request for Proposal (RFP) or application process, please contact Mary Burke at ISP Planning, Grants, and Research (PG&R) at (208) 884-7047 or email mary.burke@isp.idaho.gov.

How to Apply

To complete the application online, instructions can be found on PG&R's website at <http://www.isp.state.id.us/pgr/index.html>, located on the right-hand side under the Grants Management System (GMS) sign-in icon. **Note:** These are general instructions that apply to **all** new applications awarded through PG&R; therefore some sections may not be applicable. All required components will be outlined in this RFP.

Eligibility

To apply for the 2010 STOP Violence Against Women Formula Grant Program, applicants be either a state agency, a unit of local government (city or county), a faith based organization, an Indian tribal government, or a nonprofit organization.

Non-profit organizations applying for funds managed by the Idaho State Police PG&R department must demonstrate their non-profit status by attaching one (1) of the following documents to their grant application.

1. Proof that the Internal Revenue Service recognizes the organization as being tax exempt under 501(c)(3) of the Internal Revenue Code.
2. A statement from a state taxing body or state secretary of state certifying that the organization is a non-profit organization and that no part of the organization's net earnings may benefit any private shareholder or individual.
3. A certified copy of a certificate of incorporation or similar document establishing nonprofit status.
4. Any of the above, if it applies to a state or national parent organization, with a statement by the state or national parent organization that the applicant is a local nonprofit affiliate.

Starting in 2009, all applicants must obtain a Data Universal Number System (DUNS) number from Dun and Bradstreet and must be registered with the Central Contractor Registration (CCR) database no later than the due date of your first quarterly report.

Deadline

Applicants must have an account on Idaho State Police's Planning, Grants, and Research Grants Management System (GMS) in order to complete an application. Electronic submission via GMS is required as paper applications **will not** be accepted.

Each applicant must be able to certify, via an electronic acceptance, that they are the signing authority, or have been delegated or designated formally by the chief executive officer of the applicant agency.

Applications are due by September 17, 2010 no later than 11:00 p.m., Mountain Standard Time (MST).

Awarding of Funds

Review Process: The Idaho Criminal Justice Grant Review Board, formed by an Executive Order of the Governor, is designated as the decision making body for the distribution of Idaho State Police's (ISP) pass-through grant funds. Members of the Board represent various facets of the criminal justice community and the public.

Availability of Funds: The estimated total funding availability for new projects is \$1,102,594.00. There is no minimum or maximum application amount; rather applicants should request adequate funding to implement the proposed project.

Start Date: Projects are funded on a 12-month cycle and will have a start date of January 1, 2011. If projects are not operational within 90-days of the start-up date, subgrantees must contact PG&R or funds may be withdrawn and/or re-awarded. All projects will be funded as a 3-year continuation grant. Continuation funding is not guaranteed and is contingent upon availability of funding and program status. If you receive funding for a multiple year project, you will need to apply every year via PG&R's Grants Management System.

Guidelines/Priority Areas

Funds may be used for units of local government, Indian tribal governments, nonprofit, nongovernmental victim services programs, including those of faith-based and community organizations. All projects must fall within the Federal Priorities Statutory Program Purpose Areas that have been identified by OVW and are located on our website at www.isp.idaho.gov/pgr, or under the Idaho Priorities that have been identified through a planning team that was developed with members across the State representing all disciplines of stop funding. These priorities are listed below.

Applicants may choose to focus their projects on either the federally recognized priorities or the state level priorities; however, they must continue to emphasize the importance of implementing comprehensive strategies to end violence against women that are sensitive to the needs and safety of victims and that hold offenders accountable for their crimes. Idaho STOP subgrantees will continue to make it a priority to forge lasting partnerships between criminal justice agencies and victim advocacy and service groups.

Idaho Priority Areas:

P1 - Training law enforcement officers, judges, other court personnel, and prosecutors to more effectively identify and respond to violent crimes against women, including sexual assault, domestic violence and dating violence.

Key design features were identified for applicant agencies seeking funding in this purpose area:

- Projects demonstrating collaboration and development of partnerships.
- Projects offering delivery of statewide training programs for domestic violence and sexual assault for first responders and supervisors.
- Training projects coordinated with POST developed curriculum.

P2 - Developing, training, or expanding specialized units of law enforcement officers and prosecutors targeting violent crimes against women, including sexual assault and domestic violence.

Key design features were identified for applicant agencies seeking funding in this purpose area:

- Projects demonstrating collaboration and development of partnerships.
- Projects with the specific design of holding offenders accountable.
- Comprehensive development of protocols and procedures: arrest, prosecution, and ongoing follow-up.
- Projects with a top priority of keeping the victim safe.

P3 - Developing and implementing more effective police and prosecution policies, protocols, and services specifically dedicated to preventing, identifying, and responding to violent crimes against women, including sexual assault and domestic violence.

Key design features were identified for applicant agencies seeking funding in this purpose area:

- Projects which demonstrate collaboration and development of partnerships.
- Projects that update and renew standardized sexual assault/domestic violence protocols for statewide use/implementation.
- Projects that develop sexual assault/domestic violence protocol for and with the cooperation of other agencies.
- Projects that benchmark sexual assault/domestic violence protocols from other areas and adapt them for use in Idaho.
- Projects developing uniform sexual assault/domestic violence policies including, but not limited to, probable cause, protection orders, zero tolerance laws and expected response, evidence, reports, witnesses, handling of victims, victim rights, stalking, dispatch, and victim services.
- Projects enhancing the role of the judiciary in ensuring the safety of victims and managing offenders' behavior.

P4 - Developing, installing, or expanding data collection and communication systems, including computerized systems that link police, prosecutors and courts. Systems that are designed to identify and track arrests, protection orders, violations of protection orders, prosecutions, and convictions for violent crimes against women, including sexual assault and domestic violence.

Key design features were identified for applicant agencies seeking funding in this purpose area:

- Projects which demonstrate collaboration and development of partnerships.
- Projects that demonstrate a statewide approach to data collection and dissemination, including the development of standardized forms and consistency in applied reporting criteria.
- Projects must coordinate with the Idaho State Police's data collection system.
- Duplicated information must be eliminated.
- Projects must demonstrate that the proposed uses of technology enhance women's safety.

P5 - Developing, enlarging or strengthening victim service programs, including sexual assault and domestic violence. Developing or improving sexual assault and domestic violence programs; developing or improving delivery of victim services to racial, cultural, ethnic and language minorities, and women with disabilities. Providing specialized domestic violence court advocates in courts where a significant number of protection orders are granted; and increasing the reporting and reducing of attrition rates for cases involving violent crimes against women, including sexual assault and domestic violence.

Key design features were identified for applicant agencies seeking funding in this purpose area:

- Projects which demonstrate collaboration and development of partnerships.
- Projects which include services of safe-houses and shelters in their strategy.
- Projects which deal with sexual assault and stalking issues.
- Projects which provide support services for victims including, but not limited to, victim education, advocacy, and counseling.
- Projects which demonstrate collaboration with law enforcement and prosecution.

STOP Violence Against Women Grant funds **MAY NOT** be used:

- To provide services to children under the age of 13, unless these services show an inextricable link to, and are the direct result of providing services for an adult victim;
- To provide services designed to directly support or lead to legal separation or divorce;
- To develop sexual assault or domestic violence prevention curricula for schools or present such information to general audiences;
- To fund legal or defense services for perpetrators of violence against women.

Misuse of grant funds may result in a range of penalties, including suspension of current and future funds, suspension or debarment from federal grants, recoupment of monies provided under a grant, and civil and/or criminal penalties.

Required Application Components

Abstract (limited to 4,000 characters, including spaces): This is the project overview and needs to state what will be accomplished during the timeframe of the proposed project and how it will encompass the stated STOP Priority Areas. One should be able to read the abstract and know exactly what the project entails.

Needs Assessment (limited to 8,000 characters, including spaces): This section identifies the need and/or the reason for requesting grant funds and why the project was chosen. You will need to include data elements, identification of gaps in current services as well as any formal

needs survey's completed. You should also describe your population, the geography, and the identified partners needed to implement the project (see Appendix 1 for the Needs Assessment Guide).

Goals, Objectives, Activities, and Performance Measures/Indicators: STOP subgrantees are no longer required to submit goals, objectives, activities, and performance indicators, you will however be required to report quarterly on the VAWA STOP Subgrantee Annual Performance Report (SAPR). You can view this report on our website www.isp.idaho.gov/pgr. If awarded, you will only be required to report on the sections of this report that pertain to your project along with a narrative of your project progress for the quarter you are reporting. The report, along with the narrative will be due each quarter. Further instructions on completing this report will be provided if you are awarded.

PLEASE NOTE WHEN COMPLETING YOUR APPLICATION

Although we will not be requiring Goals, Objectives, Activities and Performance Indicators, these fields are set up in the GMS system as required fields and cannot be changed at this time. In order to submit your application, you will need to complete these fields with the generic verbiage below.

- Goal Title: STOP Subgrantee Annual Performance Report
- Goal Narrative: Provide a summary of the project performance for the current quarter
- Objective Title: Track and report all applicable SAPR information
- Objective Narrative: Track and report all applicable SAPR information

- Performance Indicator Title: Track and report all applicable SAPR information
- Performance Indicator Narrative: Track and report all applicable SAPR information

The reporting quarters for your SAPR, project narrative and financial reports are listed below. The reporting due date for this information is no later than the 15th of the month following the end of each quarter.

Financial and Programmatic Reporting Periods	Due Dates
October - December	January 15
January - March	April 15
April - June	July 15
July - September	October 15

Budget and Budget Narrative: The requested budget must reflect as closely as possible the costs associated with the proposed project. The budget narrative should include a breakdown of costs identified and an explanation of how the costs were derived. If you have questions

regarding allowable costs, please contact PG&R for clarification (see Appendix 2 for a budget narrative example).

Match Requirement: ALL STOP Grant applicants, including non-profit organizations, must provide 25% matching funds for their project. This includes either cash, in-kind or a combination of both. Include a complete description of match in your budget narrative. *Match will need to be calculated using the federal formula which is: your grant request dollar amount divided by 75% times 25%. Match does not have to be provided line item by line item.*

Memorandum of Understanding: You must identify an agency/entity or groups of agencies/entities responsible for carrying out specific components of the project through a memorandum of Understanding (MOU). A MOU also describes what each partner will contribute to the project through time, resources, or cash contributions. The highest official of each participating agency should sign the MOU declaring intent to participate. Please include agencies that will be involved directly as well as indirectly. **EACH applicant agency MUST include a MOU or their application will be deemed non-responsive.**

Assurances and Certifications: These must be “signed” via an electronic acceptance by the highest official or designee representing the applicant agency. Each agency may designate a person to complete the application; however, this person must certify that they have the authority to sign on behalf of the highest official.

Please note, GMS will not allow applicants to submit the application unless all components are complete; however, your application may still be considered non-responsive if not meeting identified program elements. Please make sure you have completed all requirements.

Needs Assessment Guide

The Planning, Grants, and Research (PG&R) department of the Idaho State Police has developed these guidelines to assist applicant agencies in their assessment of the nature and extent of the threat posed by drug related activity, domestic violence, sexual assault, and other criminal activity. Needs assessment is one means by which agencies may provide support for Byrne Justice Assistance Grant (JAG) and STOP Violence Against Women grant requests that seek to address and resolve criminal justice related problems in their jurisdictions.

Although some elements included in this document may be difficult to address and some may not pertain to your STOP project, it will serve your interests to be as comprehensive as possible in your consideration, analysis, and documentation.

Background, as used in this context, may best be described as a big picture view of the many elements which define your jurisdiction and which have varying degrees of impact on its activity. Consider each of the following factors when determining what data to provide to support your project.

Demographics

- The makeup of your jurisdiction in terms of the number of law enforcement agencies, counties, municipalities, and other settlements
- The size of your jurisdiction in square miles, the general topography, and its location relative to state borders; the number, type, and location of accessing roadways, airports, rail lines, and other transportation corridor types, and the ethnic makeup of your jurisdiction's population
- Current and projected population, including the method of projection
- Employment/unemployment statistics
- Principal employers and their products and services; significant import/export activities
- Economic data about your jurisdiction, including per capita income and its relationship to that of other jurisdictions
- Schools for all at-risk populations in your jurisdiction and their student body sizes
- Growth predictions for the economy, the general population, ethnic populations, and school populations

Many sources exist for the majority of this data, including those accessible electronically and those that may be physically located in your area. The official website of the State of Idaho is idaho.gov. From this website, you may access a wide variety of data regarding employment, unemployment, major industries, employers, economic conditions, population, geography, and schools.

Crime Statistics (other than drug crimes)

- Uniform Crime Report (UCR) data for the most recently completed 2-3 year period
- Crime trends based on UCR data
- Crime types or trends that require the greatest number of officer hours in your jurisdiction – i.e., alcohol-related, property crimes, violent crimes, etc.
- Crime types and trends which have the greatest overall economic impact on the jurisdiction, such as those which immediately affect a major employer, or those which may require lengthy trials

Impact

- The impact of the commission of crimes on criminal justice resources – i.e., prosecution and the courts; determine how increasing workloads will be accommodated
- The impact of crime on the willingness of citizens to move freely about the jurisdiction; consider a formal or informal citizen survey to determine how crime affects patterns of activity

Present Resources and Resource Gaps (The resources below are mere examples and those presented in your Needs Assessment should relate directly to your project.)

- The number of law enforcement agencies or victim service organizations operating in your jurisdiction
- The number of law enforcement officers, victim witness coordinators, or victim advocates in your jurisdiction
- Enforcement coverage (other than daylight hours)
- Mutual support agreements/Memorandums of Understanding (MOU) in place and functioning
- The total short-term and long-term jail capacity of your jurisdiction or number of victim shelters in your jurisdiction
- The availability of jail alternative programs – i.e., home arrest, community service, drug courts, etc.

- The number of judicial districts in your jurisdiction and any significant differences in method of operation

Crime data is presently compiled by virtually every city and county law enforcement agency in Idaho, and is reported to the Idaho State Police Bureau of Criminal Identification in Meridian. The annually published Crime in Idaho Report is available from this entity, and offers the single best source for this data. The Crime in Idaho Report is located online at <http://www.isp.state.id.us/identification/ucr/crimeinidaho2007.html>. Judicial, penal, and prosecutorial data, although available on a state level, may be more easily accessed through your county government. In your quest for trends or data which has previously been analyzed, don't overlook local officials who work within the criminal justice system. In a number of cases, you may discover that a good deal of your work has been accomplished by another local entity.

Threat Assessment

Description of the Threat

What do you perceive as the primary threat(s) to your jurisdiction from criminal activity? The threat(s) may involve one or more illegal activity, a specific portion of the population, geographic location, etc. How will funding of the project affect the threat in your jurisdiction?

Proof of the Threat

Who or what was the source of the information that led to your conclusion about the threat to your jurisdiction?

As an example of statements that are supported by citing specific types and sources of information, consider the following:

“Appearance of LSD in the Acme County secondary school system has increased dramatically over the last several years. Prior to 1998, a total of three students throughout the county had been expelled for possession of this drug. During the last calendar year, five students were expelled for LSD possession. Street talk indicates that LSD is easy and cheap to obtain in the general vicinity of virtually every secondary school. This information was acquired from interviews with each secondary school principal in Acme County, a 30% sample of middle school teachers, and the DARE officer.”

As an example of statements that are supported by citing specific types and sources of information, consider the following:

“Appearance of LSD in the Acme County secondary school system has increased dramatically over the last several years. Prior to 1998, a total of three students throughout the county had been expelled for possession of this drug. During the last calendar year, five students were expelled for LSD possession. Street talk indicates that LSD is easy and cheap to obtain in the general vicinity of virtually every secondary school. This information was acquired from interviews with each secondary school principal in Acme County, a 30% sample of middle school teachers, and the DARE officer.”

Budget Worksheet

All required information (including the budget narrative) must be provided. Some items to consider for each budget category are listed below. It is NOT inclusive of all possible items.

An example has been included to assist you. If you have further questions or need additional assistance, please contact PG&R at 884-7040 or via e-mail pgr@isp.idaho.gov.

A. Personnel

- How were salary rates determined?
- What is included in fringe benefits?
- What function(s) do budgeted employees perform?

B. Operating Expense/Contracted Services

- Expendable supplies, training materials, software, etc.
- How are the operating items related to the success of the project?
- What is the daily fee of the consultant?
- How many days will service be provided?
- What service will be provided?
- What is the method of procurement to be used?

C. Travel and Per Diem

- Did you use approved rates?
- Is travel directly related to project activities?
- If out-of-state travel is anticipated, give as many details as possible – i.e. location, dates, and purpose.

D. Equipment (Expendable supplies must be included under Operating Expenses)

- Description of equipment: make, model, etc.
- What is the unit cost?
- How is the equipment integral to the success of the project?

Example of Budget Narrative

Complete a budget narrative for each category in which you are requesting funds. In general discuss the items associated with the total cost identified on your Budget Request form. Include information that identifies certain costs as being one time expenditures and how they relate to the goals of your project.

Match: Budget narratives are also required for any proposed match (see RFP for match requirements). Be sure to differentiate between federal funds and matching funds in your narrative.

A. Personnel/Fringe

Grants funds will provide a prosecutor to the unit. The prosecutor will devote 100% of their time, 50% of which will be paid by the county. A Juvenile Probation Officer will oversee the probation activities. They will devote 100% of their time, 50% of which will be paid by the county. If the probation officer is hired from within the department, their position will be backfilled in order to fulfill grant requirements. A full-time family counselor will be hired and will be located in the county courthouse. One hundred percent (100%) of the counselor's time will be devoted to the project, and funded totally with grant funds. Fringe benefits are based on the established 20% organizational rate. This can include, but is not limited to, FICA (.65%), Workers Compensation (3%), Unemployment (.95%), and Retirement & Health (6%).

B. Operating/Consultants/Contracts

Operating costs consist of training materials which will be used to directly fulfill objectives three and four of the grant. The cost is based on training materials developed for previous programs, including bags for carrying training supplies, notebook costs including copying of materials and paper, special required materials for training such as pens, film, pen light and latex gloves. There will also be community education meetings primarily for families of high-risk children; however, anyone is welcome to attend. The meetings will be held every 4 months.

A consultant will be hired to train law enforcement, the judiciary, probation and parole, and prosecutors on juvenile correction issues. The consultant costs may include travel and the maximum allowance of \$450.00 a day. The consultant's contract will follow the procurement guidelines established by the county.

C. Travel

Prosecutor training will be held in Dallas, Nov. 23-27, 2009. Workshops at national conference will directly benefit this project by allowing prosecutor to network with peers and discuss approaches to current related issues. Travel costs are based on the approved county travel policy with general round trip expenses originating in Boise. Probation specific training in the areas of managing high-risk juveniles, alternative methods of probation, and how to get parents involved in the probation process will be attended during program period. At grant proposal time, training had not been scheduled. Travel costs are estimates based on the approved county travel policy with general round trip expenses originating in Boise. At this date, location of the probation training is unknown.

D. Equipment

Equipment costs are based solely on the purchase of a single computer and printer which will be a one-time purchase to the grant. The financial officer will verify the existence of a state or county contract for the purchasing of computer equipment. If no contract exists, three (3) informal bids will be obtained from local businesses using identical specifications. Equipment will be purchased from the lowest bidder meeting the specifications.

E. Other

Confidential funds will be used for drug buys and confidential informants.