

2014 Sexual Assault Set-Aside  
STOP Violence Against Women Grant  
New Request for Proposal  
**(CFDA 16.588)**

**Project Duration: January 1, 2015 – December 31, 2015**

Electronic Submission Deadline  
**October 3, 2014**  
6:00 p.m. MST

## Table of Contents

Program Scope .....	3
Program Overview.....	3
Eligibility .....	3
Registration .....	3
Deadline .....	4
Contact Information .....	4
Special Emphasis .....	4
STOP Purpose Areas and Idaho Priority Areas .....	5
Idaho Priorities .....	5
Other Statutory Purposes Areas.....	6
Award Information .....	7
Term of the Award .....	7
Availability of Funds .....	7
Application Review Information.....	8
Award Administration Information .....	8
Reporting Requirements .....	8
Required Application Components .....	9
A. Program Narrative (limited to 16,000 characters, including spaces).....	9
B. Goals, Objectives, and Performance Measures .....	10
C. Budget and Budget Detail Worksheet.....	11
D. Attachments .....	11
E. Assurances and Certifications .....	12
Additional Requirements and Guidelines .....	12
Allowable Costs .....	13
Sexual Assault Set-Aside Program Funds Can Be Used For:.....	13
Unallowable Costs and Cost Requiring Prior Approval .....	14
Fiscal Accountability .....	16
Application Checklist .....	20
ATTACHMENT A.....	21
Victim Services Consultation Letter and Certification.....	21
Attachment B.....	23
Attachment C: Confidentiality Notice Form .....	24

# 2014 Sexual Assault Set-Aside STOP Violence Against Women Grant (CFDA 16.588)

## **Program Scope**

Activities supported by the Services\* Training\* Officers\* Prosecutors (STOP) Formula Grant Program are determined by statute, federal regulations, and Office on Violence Against Women (OVW) policies. If an applicant receives an award, the funded project is bound by the provisions of this Request for Proposal (RFP); the OVW Financial Grants Management Guide, including any updates; and the conditions of the subgrantee's award.

## **Program Overview**

The Idaho State Police (ISP) Planning, Grants, and Research (PGR) Department is the designated State Administering Agency (SAA) for STOP Violence Against Women Act (VAWA) funds awarded by OVW. This RFP provides program and application guidelines for Federal Fiscal Year (FFY) 2014 STOP Grant funding, including guidelines for complying with requirements of VAWA, as amended. By statute, STOP funds support communities in their efforts to develop and strengthen effective criminal justice strategies to combat violent crimes against women and to develop and strengthen victim services in cases involving violent crimes against women. STOP funds continue to focus on the implementation of comprehensive strategies addressing violence against women, which are sensitive to the immediate and long-term needs and safety of victims, while holding offenders accountable for their crimes.

One of the new requirements addressed in the VAWA Reauthorization Act of 2013 is that 20% of a State's STOP allocation must be set-aside for subgrant projects that significantly target sexual assault. In 2014, 20% of Idaho's STOP allocation is \$196,432. These funds will go to programs or projects in two (2) or more STOP allocation categories (victim services, courts, law enforcement, and prosecution) that meaningfully address sexual assault, including stranger rape, acquaintance rape, alcohol or drug-facilitated rape, and rape within the context of an intimate partner relationship. Examples of programs are sexual assault nurse examiners (SANEs), sexual assault response teams (SARTs), or trainings.

## **Eligibility**

To apply for 2014 Sexual Assault Set-Aside funding, applicants must be a state agency, unit of local government (city or county), faith-based organization, Indian Tribal Government, tribal victim services organization, or a non-profit organization with 501(c)(3) status.

## **Registration**

To ensure all applicants have ample time to complete the registration process, applicants must obtain a Data Universal Number System (DUNS) Number and register online with the System for Award Management (SAM) immediately.

**All applicants must include a DUNS number on the Title Page of their application.** Applications without a DUNS number are incomplete. A DUNS number is a unique nine (9) digit sequence recognized as the universal standard for identifying and keeping track of entities receiving federal funds. The identifier is used for tracking purposes and to validate address and point of contact information for federal assistance applicants, recipients, and subgrantees. The DUNS number will be used throughout the grant life cycle. Obtaining a DUNS number is a free, simple, one-time activity. Obtain one by calling 1-866-705-5711 or by applying online at [www.dnb.com/us/](http://www.dnb.com/us/).

**All applicants are required to register online with SAM and renew their registration annually.** SAM is a government wide registry for vendors doing business with the federal government which requires annual renewal. SAM centralizes information about grant recipients and also provides a central location for grant recipients to change organizational information. Register online at <https://www.sam.gov/>.

## Deadline

**Applications are due by October 3, 2014 no later than 6:00 p.m. MST.**

Applicants must have an account in PGR Grants Management System (GMS) in order to complete an application. Electronic submission via GMS is required.

Each applicant must be able to certify, via an electronic acceptance, that they are the signing authority, or have been delegated as such by the chief executive officer of the applicant agency. To create an account or sign in to GMS go to <https://www.isp.idaho.gov/gms/>. GMS Instructions are located at:

<http://www.isp.idaho.gov/pgr/Grants%20Management%20System/GMSinstructions.html>

**NOTE: GMS WILL allow applicants to submit an application WITHOUT all required components, so please make sure you have completed all requirements, as your application may be considered non-responsive if the identified program elements are not met.**

## Contact Information

If you have questions about applying for this grant or need assistance submitting an application, visit our website at [http://www.isp.idaho.gov/pgr/Grant\\_Programs/STOP\\_VAWA/index.html](http://www.isp.idaho.gov/pgr/Grant_Programs/STOP_VAWA/index.html), email us at [pgr@isp.idaho.gov](mailto:pgr@isp.idaho.gov), or call 208-884-7040.

## Special Emphasis

The STOP Implementation Plan: 2014-2016 sets Idaho's strategies for STOP funding during the three (3) year period (<http://www.isp.idaho.gov/pgr/inc/documents/STOPIMPLEMENTATIONPLAN2014-SUBMITTED.pdf>).

The STOP Plan emphasizes addressing **sexual assaults through victim service expansion; training for judges, other court personnel, prosecutors, and law enforcement; and the development of coordinated community responses to sexual assaults.** Furthermore, subgrantees should consider underserved populations in Idaho with the intent that serving these victims will assist all victims of sexual assault. Therefore, special emphasis is placed on programs that specifically improve services to underserved populations that experience barriers accessing services as a result of race; ethnicity; language; physical, emotional, or mental disabilities; sexual orientation; age; and/or geography.

Applicants applying for Sexual Assault Set-Aside funds are strongly encouraged to develop (or improve) the following programs using best practices: SARTs, SANEs, Sexual Assault Forensic Examiners (SAFE), and/or other Multi-Disciplinary Teams (MDT) programs. These programs must use best practices and appropriate protocols in their programs; such as victim confidentiality, accessibility, and MOU's. The following are a list of resources:

- The SART Toolkit (<http://ovc.ncjrs.gov/sartkit/>), <http://www.nsvrc.org/projects/sart-protocols>
- SART protocols and guidelines (<http://www.nsvrc.org/projects/sart-protocols>)
- Webinars, Video, and publications (<http://mncasa.org/webinars-video-and-publications/>)
- The Idaho Coalition Against Sexual & Domestic Violence (<http://www.idvsa.org/>)

## STOP Purpose Areas and Idaho Priority Areas

The purpose of STOP funding is to assist states and territories; state, local, and tribal courts (including juvenile courts); Indian Tribal governments; units of local government; and non-profit, nongovernmental victim services programs, including community-based organizations. Subgrants supported through this program **must** meet one or more of the twenty statutory purpose areas, eight of which are Idaho's top priorities.

### Idaho Priorities

The Idaho Planning Committee for the STOP Implementation Plan: 2014-2016 decided on **eight top priorities** for STOP funds.

- 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;
- 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;
- 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));
- 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;
- 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;
- Providing assistance to victims of domestic violence and sexual assault in immigration matters;
- 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;

- 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.

### Other Statutory Purposes Areas

If the proposed project does not meet one of the Idaho Priorities listed above, then it **must** meet one of the following federal statutory purpose areas applicable to sexual assaults.

- 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 domestic violence, dating violence, sexual assault, and stalking;
- Supporting formal and informal statewide, multidisciplinary efforts, to the extent not supported by State funds, to coordinate the response of State law enforcement agencies, prosecutors, courts, victim services agencies, and other State agencies and departments, to violent crimes against women, including the crimes of sexual assault, domestic violence, dating violence, and stalking;
- 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;
- Maintaining core victim services and criminal justice initiatives, while supporting complementary new initiatives and emergency services for victims and their families;
- 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—
  - 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;
  - Notifying persons seeking enforcement of protection orders as to what responses will be provided by the relevant law enforcement agency;
  - Referring persons seeking enforcement of protection orders to supplementary services (such as emergency shelter programs, hotlines, or legal assistance services); and
  - Taking other appropriate action to assist or secure the safety of the person seeking enforcement of a protection order;
- 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;
- Developing, implementing, or enhancing Sexual Assault Response Teams, or other similar coordinated community responses to sexual assault;

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

## Award Information

### Term of the Award

Projects are funded on a 12-month cycle and will have a start date no earlier than January 1, 2015. Federal funding year 2014 will be the beginning of a three (3) year cycle for Sexual Assault Set-Aside awards in Idaho. Projects awarded in 2014 will be eligible to apply for continuation funding in 2015 and 2016. If projects are not operational within 90 days of the start date, subgrantees must contact PGR or funds may be withdrawn and/or re-awarded. Extensions beyond the 12-month period may be made on a case-by-case basis at the discretion of PGR and must be requested via GMS no less than 30 days prior to the project cycle end date.

### Availability of Funds

There is no minimum or maximum application amount; rather applicants should request adequate funding to implement the proposed project.

The funding available for new STOP projects in 2014 is approximately \$982,158, of which 20%, or \$196,432, is available for programs that significantly target sexual assault. These funds will go to programs or projects in two (2) or more STOP allocation categories that meaningfully address sexual assault. **Programs applying for Sexual Assault Set-Aside funds must create programs that fit into two (2) or more allocation categories (law enforcement, prosecution, courts, or victim services).**

Applications not funded under this RFP will be considered for funding with the remaining competitive STOP applications, so they do not need to submit a separate application for the same project under the STOP RFP. However, applicants may apply for funding under both RFPs if they wish to fund two (2) separate projects. The remaining \$785,726 is available to programs that fit into other STOP priority areas and are available through the RFP located at <http://www.isp.idaho.gov/pgr/index.html>.

The \$982,158 available for STOP and Sexual Assault Set-Aside projects are allocated into the following categories:

- 5% or \$51,557 to State and local courts, including juvenile courts;
- 25% or \$244,895 for law enforcement;
- 25% or \$244,895 for prosecutors; and
- 30% or \$293,874 for non-profit, non-governmental victim services.

- 10% or \$29,387 of the funds allocated for victim services must be distributed to culturally specific community-based organizations.

**Note: The allocation categories for STOP applications are not determined by type of agency (as in the past), but rather the purpose of the project.** These allocations may not be redistributed or transferred to another funding allocation area. The remainder of the funds (15%) may be allocated at the discretion of the State through the Idaho Grant Review Council.

## Application Review Information

**Review Process:** Sexual Assault Set-Aside applications will be thoroughly reviewed by PGR and evaluated by the Idaho Grant Review Council (Council) based on the 2014 Sexual Assault Set-Aside Evaluation Questions in Attachment B. The Council, formed by an Executive Order of the Governor, is designated as the decision making body for the distribution of STOP funds. Members of the Council represent various facets of the criminal justice community, victim services, and the public. Both PGR and the Council are committed to ensuring a fair and open process for awarding grants. Applications are reviewed to make sure the information presented is reasonable, understandable, allowable, measureable, and achievable, as well as consistent with the RFP.

Funding priorities are based on the ability of a program to address the underserved; a demonstrated need for the funds; and the program coordinates with other organizations in their communities that deal with sexual assaults.

## Award Administration Information

### Reporting Requirements

Subgrantees are required to submit quarterly expense, match, and progress reports in GMS. In lieu of goals, objectives, and performance measures, Sexual Assault Set-Aside subgrantees are required to attach quarterly STOP Subgrantee Annual Performance Reports (SAPR) to their progress reports. Sexual Assault Set-Aside subgrantees are only required to report on the sections of the SAPR that pertain to their project. A copy of the SAPR is located at [http://www.isp.idaho.gov/pgr/Grant\\_Programs/STOP\\_VAWA/index.html](http://www.isp.idaho.gov/pgr/Grant_Programs/STOP_VAWA/index.html). The due date for all reports is no later than the 15<sup>th</sup> day of the month following the end of each quarter.

Quarterly Reporting Periods	Due Dates
October – December	January 15 <sup>th</sup>
January – March	April 15 <sup>th</sup>
April – June	July 15 <sup>th</sup>
July - September	October 15 <sup>th</sup>

### High Risk Subgrantees

A subgrantee may be designated “high risk” based on an assessment of each subgrantee with regard to current or previous funding, unresolved audit issues, delinquent programmatic and financial reporting, and prior performance. Awards to high-risk subgrantees may carry special conditions such as increased monitoring and/or prohibitions on drawing funds until certain requirements are met.

## Required Application Components

### A. Program Narrative (limited to 16,000 characters, including spaces)

The program narrative should describe the proposed project, why it is necessary, who will benefit, how the proposed activities will be accomplished and their timeline, and how the plan of action will achieve project goals.

When completing the Program Narrative be sure to:

- Clearly identify each numbered Program Narrative section
- Spell out all acronyms at least once
- Site data sources

The Program Narrative **must** include:

#### 1. Statement of the Problem

- What problem are you trying to solve? Describe the problem, gaps, and needs.
  - Substantiate the problem, gaps, and needs with current or other relevant data; including crime rates, geographic location served, local demographics, and underserved population served. Some data source examples include:
    - [Idaho STOP Implementation Plan: 2014-2016](#)
    - [Crime in Idaho Report](#)
    - [Crime in Idaho Database](#)
    - [United States Census Bureau](#)
    - [Idaho Statistical Analysis Center Publications](#)
- How will the proposed project solve the problem?
- Describe the availability of existing sexual assault programs in the service area.

#### 2. Project Design and Implementation

- Amount of federal funds requested.
- Proposed project period.
- Provide a description of the project, including its goals and activities.
- How does the program meaningfully address sexual assault?
- Does the proposed project address underserved populations in Idaho? If so, how?
  - Underserved populations are defined by VAWA to include racial and ethnic populations, populations underserved because of special needs (such as language barriers, disabilities, alienage status, or age), and other populations determined to be underserved by the U.S. Attorney General.
  - Applicants addressing underserved populations **must provide an MOU** from organizations or groups that represent those underserved communities demonstrating that those communities have been consulted. The applicant must show that their practices and policies reach and consider the culturally underserved and marginalized populations in their communities.
- Note: Although applications under this RFP do not get extra credit for addressing underserved populations, it could receive extra credit if it is considered for general STOP funds. Explain how the proposed project addresses collaboration and a coordinated community response to violence against women. List each organization, partner, and consultant who will collaborate on the project, along with a short description of the nature of their effort or contribution.

- All applicants, except victim service providers, **must describe the consultation** with victim service provider(s) in their area. Tribal, territorial, state or local prosecution, law enforcement, and courts have to consult with tribal, territorial, state, or local victim service programs during the course of developing their grant applications in order to ensure that proposed services, 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.
  - In addition, a Victim Services Consultation Letter and Certification must be attached (Attachment A).
- Identify the STOP Purpose Area(s) addressed by the proposed project and how the project fits into the purpose area. Does the project fall within one of the eight (8) Idaho Priority Areas identified by the STOP Implementation Planning Committee ([Idaho Priorities](#))?
 

Note: Although applications under this RFP do not get extra credit for addressing an Idaho priority, it could receive extra credit if it is considered for general STOP funds.
- Is the program/project evidence based or a best practice? Is there any objective research or evidence to show that the proposed project will be successful? Please describe how the program/project is evidence based. Go to [CrimeSolutions.gov](#) to find information on evidence-based programs.
- Is the project sustainable? Is there any assurance the proposed project will continue beyond the life of the grant? If applicable, how will project personnel and/or annual maintenance and license fees be funded after the life of the grant?

### 3. Data Collection and Project Administration

- How will data required for the SAPRs be collected?
- How will grant funds be tracked separately from other funds in the applicant's financial management system?

### 4. Disclosure of Federal Funds and Pending Applications

- Statement as to whether the agency applying has expended \$500,000 in federal funds in the organization's past fiscal year. Also, address any existing funding or pending applications for federal funds supporting the same work proposed in this application. Identify the funding agency and grant title for pending applications submitted in the last 12 months.

### 5. If the proposed project includes funds for assessing the effectiveness of funded activities, the applicant must address the following: (only 3% allowed)

- Describe the assessment, i.e. pre- and post-testing, victim satisfaction surveys, etc.
- Provide budget categories and amounts requested for this purpose.

### 6. If the proposed project includes funds for prevention, the applicant must address the following: (only 5% allowed)

- Describe the prevention activity.
- Provide budget categories and amounts requested for this purpose.

**Note:** PGR highly recommends saving the Program Narrative in Word and pasting it into GMS. There is no spell check or character count in GMS.

## B. Goals, Objectives, and Performance Measures

Not required – Please leave this section blank. Project goals should be stated in the project narrative.

### C. Budget and Budget Detail Worksheet

The required Expense/Match Budget Detail Worksheet includes sections for calculations and narratives, **and must be attached to the application as an Excel document**. The worksheet must contain a breakdown of requested costs, explanations of how the costs were derived, and why the costs are necessary for the proposed project. The requested budget must reflect as closely as possible the costs associated with the proposed project. If funded, adjustments to the budget can be made. **However, all deviations from the final approved budget must be pre-approved by PGR**. Funds must be used to supplement existing funds for program activities and cannot replace or supplant funds that have been appropriated for the same purpose.

See “Additional Requirements and Guidelines” for more information and examples of allowable and unallowable STOP costs. If you have questions please contact PGR for clarification or consult the OVW Financial Grants Management Guide, which can be found at <http://www.ovw.usdoj.gov/docs/ovw-fgmg.pdf>.

**Match:** There is a 25% match requirement for STOP funds. While tribes and victim service providers are not required to provide matching funds, any match they can provide assists the State in meeting the 25% match requirement. Matching funds can either be cash (e.g., funds contributed from private sources or state and local governments) or in-kind services (e.g., services or goods donated by the applicant organization or other entities).

- Funds from other federal sources **cannot** be used for match.
- Funds or in-kind resources used as match must be directly related to the project goals and activities.
- According to the OVW Grants Financial Management Guide, subgrantees “must maintain records which clearly show the source, the amount, and the timing of all matching contributions.”
- Sources of match are restricted to the same requirements as funds allocated under STOP and must be documented in the same manner as STOP funds.
- The formula for calculating match is:
  - Award Amount ÷ 75% (federal share) = Adjusted Project Costs
  - Adjusted Project Costs x 25% (applicant share) = Required Match

\*For more information and ideas regarding match, please see OVW’s website at: <http://www.justice.gov/sites/default/files/ovw/legacy/2014/02/06/stop-match-requirement-for-formula-grants.pdf>

### D. Attachments

- All applicants, with the exception of non-profit victim service providers, are required to consult with their state or local victim service provider during the course of developing their grant application in order to ensure the proposed activities are designed to promote the safety, confidentiality, and economic independence of victims. Applicants must submit a signed “**Victim Services Consultation Letter and Certification**” (Attachment A) with their application.
  - Attachment A consists of two components: (1) a letter that states the applicant has consulted with a state or local nonprofit victim service provider during the course of developing the application with a description of how and when this occurred, and (2) a victim service consultation certification form signed by both the applicant and victim service provider.

- **Memorandum of Understanding:** Letters of support will not be accepted; however applicants must provide a signed Memorandum of Understanding (MOU), if applicable. MOU's demonstrate the applicant's coordinated efforts with other agencies.

## E. Assurances and Certifications

These must be "signed" via an electronic acceptance by the executive 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 executive official.

- Standard Assurances
- Certifications regarding lobbying; debarment; suspension and other responsibility matters; and drug-free workplace requirements

You must submit the following with your application as attachments:

- Confidentiality Notice Form (Attachment C)
- 501(c)(3) Documentation (non-profits)
- Memorandum of Understanding (if applicable)
- Legal Assistance for Victims Certification Letter (if applicable)
  - Sample letter - <http://www.ovw.usdoj.gov/docs/sample-cert-letter.pdf>

**Note:** A sample application is available on the PGR website. The example addresses RFP requirements for both JAG and STOP, so it can be used as a tool for all applicants. It does not contain all requirements outlined under Required Application Components, so be sure to consult the RFP. **The project, data, and budget information in the sample application are FICTIONAL and not based on any JAG or STOP project that has been funded in the past.**

**\*\*\*Any materials submitted as part of this application may be released pursuant to a request under the Freedom of Information Act.\*\*\***

## Additional Requirements and Guidelines

**Comply with PGR grant requirements** – Agencies must adhere to financial and programmatic guidelines; comply with deadlines; and provide all information to PGR as requested in a timely fashion. **Any changes to the approved grant proposal and budget must be pre-approved by PGR.**

Applicants funded by the Idaho Grant Review Council must agree to comply with additional legal requirements upon acceptance of an award. PGR strongly encourages applicants to review the information pertaining to these additional requirements prior to submitting an application. Additional information for each can be found at <http://www.ovw.usdoj.gov/docs/companion-guide-10-16-12.pdf>.

- Compliance with the OVW Financial Grants Management Guide
- Civil Rights Compliance
- Violence Against Women Act Non-Discrimination Provision
- Funding to Faith-Based Organizations
- Confidentiality and Privacy Protections
- Research and the Protection of Human Subjects (if applicable)

- Anti-Lobbying Act
- Reporting Requirements
- National Environmental Policy Act (NEPA) (if applicable)
- DOJ Information Technology Standards (if applicable)
- Non-Supplanting of State or Local Funds
- Criminal Penalty for False Statements
- Reporting Fraud, Waste, Error, and Abuse
- Suspension or Termination of Funding
- Non-profit Organizations
- Government Performance and Results Act (GPRA)
- Rights in Intellectual Property
- Federal Funding Accountability and Transparency Act (FFATA) of 2006
- Awards in Excess of \$5,000,000 – Federal Taxes Certification Requirement
- Disclosures Related to Executive Compensation

### Allowable Costs

**Federal Financial Guidelines** - Federal grants are governed by the provisions of the OMB circulars applicable to financial assistance and the OVW Financial Grants Management Guide, which can be found at <http://www.ovw.usdoj.gov/docs/ovw-fgmg.pdf>. The OVW Financial Grants Management Guide includes information on allowable costs, methods of payment, audit requirements, accounting systems, and financial records. This document outlines the successful administration of grant funds.

In general, Sexual Assault Set-Aside grants may support personnel; training; technical assistance; outreach; data collection; equipment costs to enhance the apprehension, prosecution, and adjudication of persons committing sexual assaults; and to provide or improve services for victims.

### Sexual Assault Set-Aside Program Funds Can Be Used For:

- Responding to sexual assault.
- Salaries of prosecutors, law enforcement officers, or judges are allowable costs if they are being paid to handle cases involving sexual assaults. If they are not working full time on sexual assault cases, their time must be prorated.
- Services to victims ages 11 and older. Victims must have been age 11 or older at the time they were victimized.
- A child advocacy center if the funding only supports services for victims age 11 or older.
- Developing, enhancing, or strengthening prevention and educational programming to address sexual assault; with not more than **5 percent** of the amount allocated to a state. For example:
  - Funds may be used for media campaigns to educate the general public about sexual assaults, but it can be no more than 5% of the award.
  - Funds can be used in schools if the students are 11 years of age or older and are sexual assault victims, or to provide information to students about services available to help victims.
- Services to men in the following circumstances:
  - The program focuses on addressing sexual assault against men, women, and youth in correctional and detention settings.

- The program focuses on services and responses targeting male and female victims of sexual assault, whose ability to access traditional services and responses is affected by their sexual orientation or gender identity.
- \*Although other services to men may not be covered by STOP funding, a new nondiscrimination grant condition indicates that subgrantees may not exclude any person from receiving grant funded services on a number of prohibited grounds, including a person's sexual orientation, gender identity, and men who are similarly situated to female victims that the subgrantee ordinarily serves and who requests services.
- STOP funds can be used to provide services to incarcerated victims of sexual assault. Services must be limited to address the sexual assault victimization experienced by the incarcerated individual, including crimes experienced while incarcerated and crimes experienced at other points of their lives (at age 11 or older).
- Legal services for victims of sexual assault can be supported such as housing, family law, public benefits, and other similar matters (subgrantee must certify some conditions).
- To pay for health care providers' time conducting forensic examinations if 1) the exams are performed by specially trained sexual assault nurse examiners (SANEs) or sexual assault forensic examiners (SAFEs) and 2) the jurisdiction does not require victims of sexual assault to seek reimbursement from their insurance carriers.
- STOP can support the operational costs of a facility, such as a shelter – but if the project is supported with funds from other sources as well, they must be prorated and the rent must be reasonable.
- To purchase equipment. If the equipment will be used for the Sexual Assault Set-Aside project, as well as other purposes, the expenses must be prorated according to the percentage of time that the equipment is used for Sexual Assault Set-Aside purposes. No vehicles can be purchased.
- Reasonable transportation costs can be covered that would enhance a woman's safety, including transporting a woman safely out-of-state.
- Food and beverages may be purchased under some guidelines; food within victim services is permissible if the food is necessary or integral to providing services to women to enhance their safety.
- Subgrantees must receive prior approval before generating program income through grant funded activities. Program income can be used to supplement or reduce project costs, and must be used on allowable program costs. It must be expended prior to requesting a draw and any unspent income must be returned to OVW.
- Can be used for developing/promoting policies and legislation that enhances best practices for responding to sexual assault.

### **Unallowable Costs and Cost Requiring Prior Approval**

**Unallowable costs** include lobbying (except with explicit statutory authorization), fundraising, construction, modifications or renovations to buildings (such as painting or carpeting), purchase of real property, funding the placement of survivors in permanent housing after a shelter stay (including purchasing furniture or pay moving costs), prevention activities with a cost over 5% of award, and services to children under age 11 (unless the children's services are of a secondary nature to the primary services provided to the adult victim or if children's services are complementary emergency services, such as serving child witnesses to domestic violence).

**Supplanting Prohibition** – Sexual Assault Set-Aside funds can be used to supplement existing state and local funds for program activities, but must not replace (supplant) those funds that have been appropriated for the same purpose and previously paid for by state or local funds.

**Research Projects** - Applicants may not use any Sexual Assault Set-Aside funds to conduct research. \*However, up to 3% of the budget may be allocated for the purposes of assessing the effectiveness of funded activities. For example, funds may be used to conduct pre- and post-testing of training recipients or for victim satisfaction surveys. In conducting such testing or surveys, subgrantees may not collect, analyze or disseminate any information that would disclose the identity of an individual.

**Promote Victim Safety and Recovery** – OVW prohibits activities that compromise victim safety and recovery, such as requiring victims to meet with offenders. The following activities have been found to jeopardize victim safety, deter or prevent physical or emotional healing for victims, or allow offenders to escape responsibility for their actions and cannot be supported with Sexual Assault Set-Aside funding:

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

**Prohibit Polygraph Testing** - The polygraph testing prohibition at 42 U.S.C. 3796gg-8 requires that laws, policies, or practices “will ensure that no law enforcement officer, prosecuting officer, or other governmental official shall ask or require an adult, youth, or child victim of an alleged sex offense...to submit to a polygraph examination or other truth telling device as a condition for proceeding with the investigation for such an offense.”

**No Charges to Victims for Sexual Assault Set-Aside Funded Services** - Applicants must provide services to sexual assault victims, at no charge, through the Sexual Assault Set-Aside funded project. Applicants must not reimburse the victim for the out-of-pocket costs for the exams; they must provide the exams free of cost to the

victim or arrange for victims to obtain the exams free of charge to the victim. Subgrantees can still require, or ask, victims to submit the charges for the exams to their health insurance. However, under the new provisions, they must ensure that victims are not billed any costs for co-payments or deductibles, but must ensure that such costs are billed to whatever government entity is responsible for payment for the exams. If the hospital or other medical facility charges a fee for the use of the examination room, it is considered part of the exam and must be paid by the state or other governmental entity.

**Food and Beverage/Costs for Refreshments and Meals** - Generally food and beverage costs are **not** allowable, and under no circumstances may Sexual Assault Set-Aside funding be used to supply food and/or beverages during refreshment breaks. Sexual Assault Set-Aside funds may be used to provide food and/or beverages for a meal at a meeting, conference, training, or other event, if one of the following applies:

- The location of the event is not in close proximity to food establishments. It should be a priority to try to secure a location near reasonably priced and accessible commercial food establishments.
- Not serving food will significantly lengthen the day or necessitate extending the meeting to achieve meeting outcomes.
- A special presentation at a conference requires a plenary address where there is no other time for food to be obtained.
- Other extenuating circumstances necessitate the provision of food.

**\*Applicants must submit justification for an exception and receive prior approval from OVW through PGR.**

**Conference Planning and Expenditure Limitations** - Applicants should be aware of all applicable laws, regulations, policies, and guidance (including specific cost limits, prior approval, and reporting requirements, where applicable) governing the use of federal funds for expenses related to conferences, including the provision of food and/or beverages at such events, and costs of attendance at such events. Conferences include meetings, retreats, seminars, symposiums, training, and other similar events. Information on pertinent laws, regulations, policies, and guidance is available at <http://www.ovw.usdoj.gov/grantees.html>. Applicants should also be aware of the following specific restrictions on conference planning and expenditure limitations:

- Cost of Logistical Conference Planning
- Cost of Programmatic Conference Planning
- Conference Space and Audio-Visual Equipment and Services
- Prohibition on Trinkets at Conferences
- Entertainment at Conferences
- Food and Beverages at Conferences

Updated Department of Justice and OVW guidance on conference planning, minimization of costs, and conference cost reporting is accessible on the OVW website <http://www.ovw.usdoj.gov/grantees.html>. For additional information regarding food and beverage regulations, please refer to the OVW Financial Grants Management Guide at <http://www.ovw.usdoj.gov/docs/ovw-fgmg.pdf>.

### **Fiscal Accountability**

Commingling of funds on either a program-by-program or project-by-project basis is prohibited. The subgrantee's accounting system must maintain a clear audit trail for each source of funding for each fiscal budget period and include the following:

- Separate accountability of receipts, expenditures, disbursements, and balances. PGR recommends creating an account in your accounting system for each grant using the subgrant number provided by PGR on the subaward document.
- Itemized records supporting all grant receipts, expenditures, and match contributions in sufficient detail to show exact nature of activity.
- Data and information for each expenditure and match contribution with proper reference to a supporting voucher or bill properly approved.
- Hourly timesheets describing work activity, signed by the employee and supervisor, to document hours personnel worked on grant related activities. Match hours must be documented in same manner.
- Maintenance of payroll authorizations and vouchers.
- Maintenance of records supporting charges for fringe benefits.
- Maintenance of inventory records for equipment purchased, rented, and contributed.
- Maintenance of billing records for consumable supplies (i.e., paper, printing) purchased.
- Provisions for payment by check.
- Maintenance of travel records (i.e., mileage logs, gas receipts).
- Lease Agreements, contracts services, and purchases of equipment that adhere to established procurement processes

**Compliance with OVW Financial Requirements** - Each OVW grantee agrees to follow the financial and administrative requirements in the OVW Financial Grants Management Guide at <http://www.ovw.usdoj.gov/docs/ovw-fgmg.pdf> as a condition of receiving grant funding. The OVW Financial Grants Management Guide includes information on allowable costs, methods of payment, audit requirements, accounting systems, and financial records. This document outlines the successful administration of grant funds. If OVW determines that a current grantee has violated any of the requirements of the Guide, the grantee may be denied access to funding.

Subgrantees will be responsible for monitoring contracts, including MOU partner activities, under the grant in accordance with all applicable statutes, regulations, OMB circulars and guidelines, and the OVW Financial Grants Management Guide. Subgrantees will be responsible for oversight of partner spending and monitoring specific performance measures and outcomes attributable to the use of Sexual Assault Set-Aside funds.

**Nondisclosure of Confidential and Private Information** – Applicants must have policies and procedures in place that protect the confidentiality and privacy of persons receiving services. Absent informed, written, reasonably time-limited consent, agencies must not disclose, reveal, or release any personally identifying information or individual information collected in connection with services requested, utilized, or denied through a subgrantee program regardless of whether the information is encoded, encrypted, hashed, or otherwise protected. The term ‘personally identifying information’ or ‘personal information’ means individually identifying information for or about an individual. This includes information likely to disclose the location of a victim of sexual assault, including:

- a first and last name;
- a home or other physical address;
- contact information (including a postal, e-mail or Internet protocol address, or telephone or facsimile number);

- a social security number, drivers license number, passport number, or student identification number; and
- any other information, including date of birth, racial or ethnic background, or religious affiliation, that would serve to identify any individual.

**Cooperation with Law Enforcement and the Criminal Justice System** – An applicant will be ineligible for Sexual Assault Set-Aside funds if victims are required to cooperate with law enforcement or participate in the criminal justice system in order to receive an exam, payment for the exam, or both. Some victims are unable or unready to decide whether they want to cooperate with law enforcement in the immediate aftermath of the assault. Because evidence is lost as time progresses, such victims should be encouraged to have the evidence collected immediately and decide about reporting the crime at a later date. In order to receive STOP funds, the State must certify that it incurs the full out-of-pocket cost of forensic medical exams for victims of sexual assault and that it coordinates with health care providers in the region to notify victims of sexual assault of the availability of sexual assault forensic exams at no cost to the victim. In addition, the State must certify that all victims are able to receive free exams, regardless of whether they cooperate with law enforcement or participate in the criminal justice system.

**Legal Assistance** - Subgrantees can now provide a full range of legal services, such as housing, family law, public benefits, and other similar matters. Before receiving funds, a subgrantee providing legal assistance must certify that:

- Any person providing legal assistance with Sexual Assault Set-Aside funds:
  - has demonstrated expertise in providing legal assistance to victims of sexual assault in the targeted population; *or*
  - (i) is partnered with an entity or person that has such demonstrated expertise; and (ii) has completed or will complete training in connection with sexual assault and related legal issues, including training on evidence-based risk factors for domestic and dating violence homicide;
- Any training program conducted in satisfaction of the requirement of paragraph (i) has been or will be developed with input from and in collaboration with a tribal, state, territorial, or local sexual assault victim service provider or coalition, as well as appropriate tribal, state, territorial, and local law enforcement officials;
- Any person or organization providing legal assistance through the Sexual Assault Set-Aside program has informed and will continue to inform state, local, or tribal domestic violence, dating violence, or sexual assault programs and coalitions, as well as appropriate state and local law enforcement officials of their work; and
- The subgrantee’s organizational policies do not require mediation or counseling involving offenders and victims physically together, in cases where sexual assault or child sexual abuse is an issue.

**Violence Against Women Act Non-Discrimination Provision** - The Violence Against Women Reauthorization Act of 2013 added a new civil rights provision that applies to all FFY 2014 OVW grants. This provision prohibits OVW grantees and subgrantees from excluding, denying benefits to, or discriminating against any person on the basis of actual or perceived race, color, religion, national origin, sex, gender identity, sexual orientation, or disability in any program or activity funded in whole or in part by OVW.

**Equal Opportunity/Civil Rights Compliance** – Subgrantees must abide by all Federal and State laws and rules and regulations, and executive orders of the Governor of the State of Idaho pertaining to equal employment opportunity. Subgrantees will comply (and will require any contractors to comply) with any applicable federal discrimination requirements. Subgrantees will provide an Equal Employment Opportunity Plan (EEO) to the Office for Civil Rights, Office of Justice Programs and PGR, if required to submit one. For subgrantees receiving less than \$25,000, or with fewer than 50 employees, regardless of the amount of the award, no EEO is required. Information about civil rights obligations of subgrantees can be found at [www.ojp.usdoj.gov/ocr/](http://www.ojp.usdoj.gov/ocr/).

**Accommodations and Language Access** - As clarified by Executive Order 13166, Improving Access to Services for Persons with Limited English Proficiency, and resulting agency guidance, national origin discrimination includes discrimination on the basis of limited English proficiency (LEP). To ensure compliance with the Omnibus Crime Control and Safe Streets Act of 1968 and Title VI of the Civil Rights Act of 1964, subgrantees must take reasonable steps to ensure that LEP persons have meaningful access to its programs. Meaningful access may entail providing language assistance services, including oral and written translation, where necessary. Among the factors to be considered in determining what constitutes reasonable steps to ensure meaningful access are: (1) the number or proportion of LEP persons in the eligible service population; (2) the frequency with which LEP individuals come into contact with the program; (3) the importance of the service provided by the program; and (4) the resources available to the recipients. Additional assistance and information regarding LEP obligations can be found at [www.lep.gov](http://www.lep.gov).

In accordance with federal civil rights laws, the subgrantee shall not retaliate against individuals for taking action or participating in action to secure rights protected by these laws.

**No Copyright Restrictions** - All materials developed under a Sexual Assault Set-Aside award must be without copyright restrictions.

**Non-Profit Organization Requirement** - Any entity eligible for a Sexual Assault Set-Aside subgrant based on its status as a non-profit organization must be an organization that is described in section 501(c)(3) of the Internal Revenue Code of 1986 and is exempt from taxation under section 501(a) of that Code. See 42 U.S.C. § 13925(b)(16)(B). In the Sexual Assault Set-Aside program, this applies to subgrantees under the set-aside to culturally specific community-based organizations, except for subgrantees that are tribal governmental organizations.

## Application Checklist

- DUNS Number
- SAM Registration

### Program Narrative

- Statement of the Problem
- Project Design and Implementation
- Data Collection and Project Administration
- Disclosure of Federal Funding and Pending Applications
- Description of Program Assessment (if applicable)
- Description of Funds for Prevention (if applicable)

### Budget and Budget Detail Worksheet

#### Assurances and Certifications

- **Electronically Accepted**
  - Standard Assurances
  - Certifications regarding lobbying; debarment; suspension and other responsibility matters; and drug-free workplace requirements
- **As Attachments**
  - Letter of Consultation and Consultation Certification (Attachment A)
  - Memorandum of Understanding (if applicable)
  - Legal Assistance for Victims Certification Letter (if applicable)
    - Sample letter - <http://www.ovw.usdoj.gov/docs/sample-cert-letter.pdf>
  - Confidentiality Notice Form (Attachment C)
  - 501(c)(3) Documentation (Non-Profit Requirement)

**Note:** A sample application is available on the [PGR website](#).

## ATTACHMENT A

### Victim Services Consultation Letter and Certification

#### Example: Letter of Consultation

Print on agency letterhead, sign, scan, and attach to application.

Date \_\_\_\_\_

Colonel Ralph Powell, Director  
Idaho State Police  
700 S. Stratford Drive  
Meridian, ID, 83642

Dear Colonel Powell,

The (name of the implementing agency) is submitting an application under the FFY 2014 Sexual Assault Set-Aside STOP Violence Against Women Act Grant Program solicitation. Our agency is aware of the following requirement: 'State and/or local prosecution entities, law enforcement entities, and courts must consult with state or local victim service programs during the course of developing their grant applications in order to ensure that proposed services, 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.'

On (date of consultation), County Prosecutor John J. Marshall met with Executive Director Jane Doe of the Advocates for Victims Services to discuss our grant proposal. Executive Director Doe assured me that our proposed project is designed to promote the safety, confidentiality, and economic independence of victims of domestic violence, sexual assault, stalking, and dating violence. However, during the meeting it came to light that our proposed project would benefit from weekly conference calls between the Victim Witness Coordinator and the Victim's Advocate at the Advocates for Victims Services. This issue has been addressed in our grant project narrative.

Please see the attached Consultation Certification that documents our compliance with this requirement.

Sincerely,

John J. Marshall  
County Prosecutor

## Consultation Certification

I, (name of the implementing agency's authorized official), certify that the (name of the implementing agency) is in compliance with the requirement regarding consultation with a state or local victim service provider during the course of the grant application process. I understand that this requirement is part of the Violence Against Women and Department of Justice Reauthorization Act of 2005 and as reauthorized in 2013.

Signature of the implementing agency's authorized official:

\_\_\_\_\_ Date \_\_\_\_\_

I, (name of the victim service provider's authorized official), certify that the (name of the implementing agency) did meet the aforementioned requirement regarding consultation with a state or local victim service provider during the course of the grant application process. I understand that this requirement is part of the Violence Against Women and Department of Justice Reauthorization Act of 2005 and as reauthorized in 2013.

Signature of the victim service provider's authorized official:

\_\_\_\_\_ Date \_\_\_\_\_

**2014 Sexual Assault Set-Aside Evaluation Questions**

**1. Statement of the Problem – Weight 30**

- Were the problem and proposed solution clearly identified?
- Is there a demonstration of need supported by data?

**2. Project Design, Implementation, and Data Collection – Weight 50**

- Is the project description clear and include goals/activities?
- Does the program meaningfully address sexual assaults?
- Is the project collaborative and are the collaborative efforts adequately addressed?
- Does the project describe consultation with victim service provider(s)? (Not required for victim service providers.)
  - Is the Victim Services Consultation Letter and Certification attached to the application?
- Are the STOP Purpose Area(s) identified with a description of how the project fits into the purpose area?
- Is the project evidence-based or best practice?
- Does the project address sustainability?

**3. Budget – Weight 20**

- Are all costs broken down on the required Expense/Match Budget Detail Worksheet?
- Do the budget narratives provide sufficient back-up for the requested costs?
- Are costs reasonable and necessary?
- Are expenses clearly tied to the problem and solution?
- Is match included? (Non-profit organizations and Tribal governments are not required to provide match.)
- Are match calculations included along with a match narrative?



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## **Acknowledgement of Notice of Statutory Requirement to Comply with the Confidentiality and Privacy Provisions of the Violence Against Women Act, as Amended**

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Under section 40002(b)(2) of the Violence Against Women Act, as amended (42 U.S.C. 13925(b)(2)), grantees and subgrantees with funding from the Office on Violence Against Women (OVW) are required to meet the following terms with regard to nondisclosure of confidential or private information and to document their compliance. By signature on this form, applicants for grants from OVW are acknowledging that that they have notice that, if awarded funds, they will be required to comply with this provision, and will mandate that subgrantees, if any, comply with this provision, and will create and maintain documentation of compliance, such as policies and procedures for release of victim information, and will mandate that subgrantees, if any, will do so as well.

### **(A) In general**

In order to ensure the safety of adult, youth, and child victims of domestic violence, dating violence, sexual assault, or stalking, and their families, grantees and subgrantees under this subchapter shall protect the confidentiality and privacy of persons receiving services.

### **(B) Nondisclosure**

Subject to subparagraphs (C) and (D), grantees and subgrantees shall not—

- (i) disclose, reveal, or release any personally identifying information or individual information collected in connection with services requested, utilized, or denied through grantees' and subgrantees' programs, regardless of whether the information has been encoded, encrypted, hashed, or otherwise protected; or
- (ii) disclose, reveal, or release individual client information without the informed, written, reasonably time-limited consent of the person (or in the case of an unemancipated minor, the minor and the parent or guardian or in the case of legal incapacity, a court-appointed guardian) about whom information is sought, whether for this program or any other Federal, State, tribal, or territorial grant program, except that consent for release may not be given by the abuser of the minor, incapacitated person, or the abuser of the other parent of the minor.

If a minor or a person with a legally appointed guardian is permitted by law to receive services without the parent's or guardian's consent, the minor or person with a guardian may release information without additional consent.

**(C) Release**

If release of information described in subparagraph (B) is compelled by statutory or court mandate—

- (i) grantees and subgrantees shall make reasonable attempts to provide notice to victims affected by the disclosure of information; and
- (ii) grantees and subgrantees shall take steps necessary to protect the privacy and safety of the persons affected by the release of the information.

**(D) Information sharing**

(i) Grantees and subgrantees may share—

- (I) nonpersonally identifying data in the aggregate regarding services to their clients and nonpersonally identifying demographic information in order to comply with Federal, State, tribal, or territorial reporting, evaluation, or data collection requirements;
- (II) court-generated information and law enforcement-generated information contained in secure, governmental registries for protection order enforcement purposes; and
- (III) law enforcement-generated and prosecution-generated information necessary for law enforcement and prosecution purposes.

(ii) In no circumstances may—

- (I) an adult, youth, or child victim of domestic violence, dating violence, sexual assault, or stalking be required to provide a consent to release his or her personally identifying information as a condition of eligibility for the services provided by the grantee or subgrantee;
- (II) any personally identifying information be shared in order to comply with Federal, tribal, or State reporting, evaluation, or data collection requirements, whether for this program or any other Federal, tribal, or State grant program.

**(E) Statutorily mandated reports of abuse or neglect**

Nothing in this section prohibits a grantee or subgrantee from reporting suspected abuse or neglect, as those terms are defined and specifically mandated by the State or tribe involved.

**(F) Oversight**

Nothing in this paragraph shall prevent the Attorney General from disclosing grant activities authorized in this Act to the chairman and ranking members of the Committee on the Judiciary of the House of Representatives and the Committee on the Judiciary of the Senate exercising Congressional oversight authority. All disclosures shall protect confidentiality and omit personally identifying information, including location information about individuals.

**(G) Confidentiality assessment and assurances**

Grantees and subgrantees must document their compliance with the confidentiality and privacy provisions required under this section.

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As the duly authorized representative of the applicant, I hereby acknowledge that the applicant has received notice of that if awarded funding they will comply with the above statutory requirements. This acknowledgement shall be treated as a material representation of fact upon which the Department of Justice will rely if it determines to award the covered transaction, grant, or cooperative agreement.

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Typed Name of Authorized Representative \_\_\_\_\_ Title \_\_\_\_\_

Telephone Number \_\_\_\_\_

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Signature of Authorized Representative \_\_\_\_\_ Date Signed \_\_\_\_\_

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Agency Name \_\_\_\_\_

**Public Reporting Burden Paperwork Reduction Act Notice.** Under the Paperwork Reduction Act, a person is not required to respond to a collection of information unless it displays a currently valid OMB control number. We try to create forms that are accurate, can be easily understood, and which impose the least possible burden on you to provide us with information. The estimated average time to complete and file this form is 60 minutes per form. If you have comments regarding the accuracy of this estimate, or suggestions for making this form simpler, you can write to the Office on Violence Against Women, U.S. Department of Justice, 145 N Street, NE, 10<sup>th</sup> Floor, Washington, DC 20530.