



STATE OF DELAWARE  
EXECUTIVE DEPARTMENT  
CRIMINAL JUSTICE COUNCIL  
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## **FFY2017 S.T.O.P. Violence Against Women (VAWA) –Competitive Solicitation for Non-Profit Victim Service Programs**

### **Eligible Applicants**

**Grantee eligibility:** This competitive solicitation is specifically for programs seeking funding under the 30% STOP allocation to NPO/NGO Victim Services to support direct services to victims and survivors of domestic violence, sexual assault, dating violence and stalking. The program must be operated by a nonprofit organization. Existing STOP subgrantees are eligible to apply. Any entity that is eligible for a STOP Formula subgrant based on its status as a nonprofit 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. **20% of this allocation must go to programs that meaningfully address sexual assault and 10% must go to a culturally specific community-based organization.**

The organization must be registered in the Delaware Criminal Justice Council Egrants electronic grants management system.

### **Deadline**

Completed applications must be **submitted into Egrants by November 15, 2017 - no exceptions will be made.** Unsubmitted applications will be automatically closed by the Egrants system on 11/16/17 and will not be eligible for review or subsequent funding.

### **Contact Information**

If you have questions in regard to this solicitation, please contact Terica Jones at (302) 577-8726 or [terica.jones@state.de.us](mailto:terica.jones@state.de.us) . Steps for Egrants registration for new Agencies and new users can be found on the DCJC website: <http://cjc.delaware.gov/e-grants/>. For help or questions about registering, please contact Terica Jones or the Egrants Help Desk ([cjcegrantssupport@state.de.us](mailto:cjcegrantssupport@state.de.us)). **Registration of Agencies, users, and the processing of Security Role Requests can take three to five business days. Please plan accordingly.**

**Released From:**The Criminal Justice Council

**Release Date:** October 20, 2017

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The Delaware Criminal Justice Council (hereinafter the "CJC") is soliciting applications for potential funding under the Federal Fiscal Year 2017 S.T.O.P. Violence Against Women ("VAWA") formula grant program. The United States Department of Justice, Office on Violence Against Women (OVW) is charged with administering this Program, in conjunction with State agencies like the CJC. The purpose of the S.T.O.P. (Services-Training-Officers-Prosecutors) Violence Against Women Grant Program is to develop and strengthen the criminal justice system's response to violence against women and to support and enhance services for victims. The S.T.O.P. VAWA Grant Program encourages victim service providers, prosecutors, law enforcement, and the courts to implement coordinated multidisciplinary approaches to address domestic violence, sexual assault, and stalking.

This solicitation is specifically seeking programs to provide direct services to victims and survivors of domestic violence, sexual assault, dating violence and stalking. Existing STOP subgrantees are eligible to apply.

Per federal requirements of the STOP VAWA Formula Grant Program According to federal guidelines, funds will be distributed in the following:

- **At least 30% will be allocated to non-profit, non-governmental victim services, of which at least 10% must be distributed to culturally specific community-based organizations**
- At least 5% will be allocated to the courts
- At least 25% will be allocated for law enforcement
- At least 25% will be allocated for prosecution
- 15% of the funds may be for Discretionary projects that fall under the Statutory Purpose Areas.

**Under VAWA 2013, not less than 20 % of the total funds granted to a state shall be allocated for programs or projects in 2 more allocations (victim services, courts, law enforcement and prosecution) that meaningfully address sexual assault, including strange rape, acquaintance rape, alcohol or drug-facilitated rape, and rape within the context of an intimate partner relationship.**

**Eligible Applicants:**

This competitive solicitation is specifically for programs seeking funding under the 30% STOP allocation to NPO/NGO Victim Services to support direct services to victims and survivors of domestic violence, sexual assault, dating violence and stalking. The program must be operated by a nonprofit organization. Existing STOP subgrantees are eligible to apply. Any entity that is eligible for a STOP Formula subgrant based on its status as a nonprofit 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. Grant funds must be awarded to Non-Profit/Non-Governmental Community-Based Organizations that provide direct services that:

- Focuses primarily on domestic violence, dating violence, sexual assault, or stalking;
- May have a recognized expertise, and/or has demonstrated capacity to work effectively, on domestic violence, dating violence, sexual assault, and stalking through collaborative efforts

- May have established/or are seeking to establish culturally specific services that addresses domestic violence, dating violence, sexual assault, or stalking;

**\*Culturally Specific Community-Based Organizations**

- An organization is eligible to receive the 10% culturally-specific set aside if the organization is a NPO/NGO or tribal organization that serves a specific geographic community that:
  - (A) Focuses primarily on domestic violence, dating violence, sexual assault, or stalking;
  - (B) has established a specialized culturally specific program that addresses domestic violence, dating violence, sexual assault, or stalking;
  - (C) has a primary focus on underserved populations (and includes representatives of these populations) and domestic violence, dating violence, sexual assault, or stalking;
- **Or**
- (D) obtains expertise, or shows demonstrated capacity to work effectively, on domestic violence, dating violence, sexual assault, and stalking through collaboration;
- **And:**
- (E) is primarily directed toward racial and ethnic minority groups; **and**
- (F) is providing services tailored to the unique needs of that population.

The organization must be registered in the Delaware Criminal Justice Council Egrants electronic grants management system.

**\*\*Meaningfully Addressing Sexual Assault**

Per OVW guidance, “it is important to only count subgrants toward the sexual assault set aside that are truly dedicated to sexually assault, rather than subgrants that are really more focused on domestic violence and have added sexual assault without having a substantive understanding of the issue.”

**AVAILABLE AMOUNT:**

This competitive solicitation is specifically for programs seeking funding under the 30% (\$281,742) to NPO/NGO Victim Services. The CJC retains 5% (\$14,087) of that amount for administrative purposes. Under the FFY2017 S.T.O.P. VAWA NPO solicitation, the **amount requested may be less than, but cannot exceed \$267,655.**

At least 10% (\$26,766) must go to a culturally specific agency.\*

At least 20% (\$53,532) must go to programs that meaningfully address sexual assault.\*\*

These funds are from year one of the FFY17-20 S.T.O.P. VAWA Implementation plan. Programs that are selected for funding may be eligible to receive continued funding for up to three additional years (*eligible for non-competitive funding for FFY2018-2020*). The VAWA Implementation Committee may elect to fund applications submitted under this solicitation in supplementary fiscal years, dependent on, among other considerations, the merit of the applications and on the availability of funds.

**Award Period:**

Proposals should be based on a one-year (12 month) project period; applicants should be prepared for a state date of January 1, 2018.

Budgets must be reasonable, and reflect the proposed project period.

**Priority Funding:**

The CJC has to ensure the State is compliant with the federally required categories. 20% of this funding category must go to meaningfully address sexual assault and 10% must go to a culturally-specific community-based organization.

**Match:**

There is no match requirement for this funding category.

**APPLICATION PROCESS:**

Potential applicants must submit a Concept Paper through the CJC Egrants system for the **FFY2017 S.T.O.P. VAWA NPO Victim Services** competitive solicitation. Applicant Agencies must be properly registered in Egrants, and Fiscal and Program personnel must have an active username and appropriate security roles enabled. For more information and the steps for registration, visit <http://cjc.delaware.gov/Egrants.shtml>.

Completed concepts will be reviewed and scored. If selected, the agency will be invited to apply through E-grants.

**CJC's Electronic Grants Management System:**

The CJC launched an online Grants Management System (“Egrants”) in 2014. The “**FFY2017 S.T.O.P. VAWA NPO Victim Services**” competitive solicitation will follow an electronic submission and review process. Any programs that are approved for funding will be notified and invited to submit an application in the Egrants System for award and reporting purposes.

**Dun & Bradstreet Data Universal Numbering System:** All applicants must have a Data Universal Numbering System (DUNS) number when applying for these federal funds. Organizations may receive a DUNS number at no cost, by calling the toll-free DUNS number request line at 1-866-705-5711.

**System for Award Management (SAM):** All potential subgrant recipients must register with the System for Award Management (SAM). SAM is the Official U.S. Government system that consolidated the capabilities of CCR/FedReg, ORCA, and EPLS. Registrants must update or renew their registration at least once per year to maintain an active status. It is the applicants’ responsibility to provide the CJC the status of SAM registration (active, inactive, pending). <https://www.sam.gov/portal/public/>

Any selected applicants must be prepared to provide documentation of an active SAM prior to a CJC subgrant award. There is no cost to register.

**Non-Profit Organization (NPO) Status Certification:**

Any entity that is eligible for a STOP Formula subgrant based on its status as a nonprofit 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. Grant funds must be awarded to Non-Profit/Non-Governmental Community-Based Organizations that provide direct services that:

- Focuses primarily on domestic violence, dating violence, sexual assault, or stalking;
- May have a recognized expertise, and/or has demonstrated capacity to work effectively, on domestic violence, dating violence, sexual assault, and stalking through collaborative efforts

- May have established/or are seeking to establish culturally specific services that addresses domestic violence, dating violence, sexual assault, or stalking;

When applicable, applicant agencies and subgrant recipients must certify their non-profit status by submitting a statement affirmatively asserting the agency is a non-profit organization.

Applicants can submit a copy of the agency’s 501(c)(3) designation letter; or a copy of the agency’s certificate of incorporation that substantiates its non-profit status.

IF SELECTED to be a subgrantee, the NPO should be prepared to provide the CJC with a copy of the most-recent financial statements. This will be made available on the CJC’s website, per federal requirement. CJC staff will provide more guidance and information for projects selected for subgrant awards.

**PURPOSE AREAS:**

STOP Formula Program funds are intended for use by states and territories; state, local, and tribal courts (including juvenile courts); Indian tribal governments; units of local government; and nonprofit, nongovernmental victim services programs, including community-based organizations. Grants and subgrants supported through this Program **must** meet one or more of the following statutory purpose areas. These purposes areas, defined under “VAWA 2013” apply for the FFY2017-FFY2020

Programs seeking funding under the STOP VAWA Program, must meet at least one of the following statutory purpose areas:

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

number of protection orders are granted, and increasing reporting and reducing attrition rates for cases involving violent crimes against women, including crimes of sexual assault, dating violence, stalking, and domestic violence;

6. developing, enlarging, or strengthening programs addressing the needs and circumstances of Indian tribes in dealing with violent crimes against women, including the crimes of sexual assault, dating violence, stalking, and domestic violence;
7. supporting formal and informal statewide, multidisciplinary efforts, to the extent not supported by State funds, to coordinate the response of state law enforcement agencies, prosecutors, courts, victim services agencies, and other state agencies and departments, to violent crimes against women, including the crimes of sexual assault, domestic violence, stalking, and dating violence
8. training of sexual assault forensic medical personnel examiners in the collection and preservation of evidence, analysis, prevention, and providing expert testimony and treatment of trauma related to sexual assault;
9. developing, enlarging, or strengthening programs to assist law enforcement, prosecutors, courts, and others to address the needs and circumstances of older and disabled women who are victims of domestic violence, dating violence, stalking, or sexual assault, including recognizing, investigating, and prosecuting instances of such violence or assault and targeting outreach and support, counseling, and other victim services to such older and disabled individuals;
10. providing assistance to victims of domestic violence and sexual assault in immigration matters;
11. maintaining core victim services and criminal justice initiatives, while supporting complementary new initiatives and emergency services for victims and their families;
12. supporting the placement of special victim assistants (to be known as “Jessica Gonzales Victim Assistants”) in local law enforcement agencies to serve as liaisons between victims of domestic violence, dating violence, sexual assault, and stalking and personnel in local law enforcement agencies in order to improve the enforcement of protection orders. Jessica Gonzales Victim Assistants shall have expertise in domestic violence, dating violence, sexual assault, or stalking and may undertake the following activities
  - 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.
13. providing funding to law enforcement agencies, victim services providers, and state, tribal, territorial, and local governments (which funding stream shall be known as the Crystal Judson Domestic Violence Protocol Program) to promote—
- the development and implementation of training for local victim domestic violence service providers, and to fund victim services personnel, to be known as “Crystal Judson Victim Advocates,” to provide supportive services and advocacy for victims of domestic violence committed by law enforcement personnel;
  - the implementation of protocols within law enforcement agencies to ensure consistent and effective responses to the commission of domestic violence by personnel within such agencies such as the model policy promulgated by the International Association of Chiefs of Police (“Domestic Violence by Police Officers: A Policy of the IACP, Police Response to Violence Against Women Project” July 2003); and
  - the development of such protocols in collaboration with state, tribal, territorial and local victim services providers and domestic violence coalitions.

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

14. Developing and promoting state, local, or tribal legislation and policies that enhance best practices for responding to domestic violence, dating violence, sexual assault, and stalking.
15. Developing, implementing, or enhancing Sexual Assault Response Teams, or other similar coordinated community responses to sexual assault.
16. Developing and strengthening policies, protocols, best practices, and training for law enforcement agencies and prosecutors relating to the investigation and prosecution of sexual assault cases and the appropriate treatment of victims
17. Developing, enlarging or strengthening programs addressing sexual assault against men, women, and youth in correctional or detention settings.

18. Identifying and conducting inventories of backlogs of sexual assault evidence collection kits and developing protocols and policies for responding to and addressing such backlogs, including protocols and policies for notifying and involving victims.
19. Developing, enlarging, or strengthening programs and projects to provide services and responses to male and female victims of domestic violence, dating violence, sexual assault, or stalking, whose ability to access traditional services and responses is affected by their sexual orientation or gender identity, as defined in section 249(c) of title 18, United States Code.
20. Developing, enhancing, or strengthening prevention and educational programming to address domestic violence, dating violence, sexual assault, or stalking, with not more than 5 percent of the amount allocated to a state to be used for this purpose.
  - Please note, the specific funds in this solicitation are **not** to for education or prevention efforts. This announcement is for direct services to victims.

### **Victims Services**

#### **Gender of Victims:**

Under VAWA 2013, Congress added two new purpose areas that specifically included men, which means that subgrantees under those purpose areas may have projects that target male victims (purpose area must be identified in the application). STOP Funding may be directed to projects with a primary focus of combating violence against women. However, regardless of the purpose of the STOP subaward, STOP subgrantees must provide services to a male victim in need who is similarly situated to female victims the subgrantee ordinarily serves and who requests services.

If sex segregation or sex-specific programming is necessary to the essential operation of a program (example: emergency shelters for victims of DV), nothing in this paragraph shall prevent any such program or activity from consideration of individual's sex. In such circumstances, subgrantees may meet the requirements by providing **comparable services** to individuals who cannot be provided with the sex-segregated or sex-specific programming.

#### **Age of Victims:**

STOP funds can serve sexual assault victims who are age 11 or older. VAWA defines sexual assault as "any nonconsensual sexual act proscribed by federal, tribal, or state law, including when the victim lacks the capacity to consent." The target of the STOP Program is adult and youth victims. Youth is defined as "a person who is 11 to 24 years old."

#### **Underserved Populations and Communities:**

Underserved populations and communities include victims with disabilities, elderly victims, male victims, LGBTQ victims, immigrant victims, Limited English Proficient (LEP) victims, victims who from minority groups (Hispanic, Haitian, Asian, African-American, Native American, etc.). Underserved communities may also include those living in rural areas and in the City of Wilmington. The City of Wilmington has been identified by the US Department of Justice as a Violence Reduction Network (VRN) site.

**Type of Direct Services** to victims and/or survivors of domestic violence, dating violence, sexual assault or stalking may include:



- **Civil legal advocacy/court accompaniment-** Does not include advocacy by attorneys and/or paralegals. Assisting a victim/survivor with civil legal issues, including preparing paperwork for a protection order and accompanying victim/ survivor to a protection order hearing, administrative hearing, or other civil court proceeding.
- **Criminal Justice Support/Advocacy** – support, advocacy, and assistance provided to victims at any stage of the criminal justice process. Assisting a victim/survivor with criminal legal issues including notifying the victim/survivor of case status, hearing dates, plea agreements, and sentencing terms; preparing paperwork such as victim impact statements; accompanying a victim/survivor to a criminal court proceeding or law enforcement interview; and all other advocacy within the criminal justice system.
- **Civil legal assistance\*\*-** Civil legal services provided by an attorney and/or a paralegal. The primary purpose of legal representation must be to protect the victim’s safety.
  - Funding through the STOP Program was not intended to pay the fees/costs related to divorces, legal separations, and other actions falling outside the scope of the statute.
- **Crisis Intervention Services** – counseling to provide emotional support in crisis arising from the occurrence of crime.
- **Emergency Services** – providing, in an emergency, transportation to court, short-term childcare services, temporary housing and security measures, and assistance in participation in criminal justice proceedings.
- **Counseling** – in-person crisis intervention, emotional support, and guidance and counseling provided by advocates, professional counselors, mental health professionals, or peers. Such counseling may occur at the scene of the crime, immediately after a crime, or be provided on an on-going basis.
- **Follow-up Contact** – in-person contacts, telephone contacts, and written communications with victims to offer emotional support, provide empathetic listening, check on a victim’s progress, etc.
- **Therapy** – intensive professional treatment by licensed mental health professionals. This includes the evaluation of mental health needs as well as the actual delivery of psychotherapy.
- **Group Treatment/Support** – the coordination and provision of supportive group activities including self-help, peer, social support, etc.
- **Crisis Hotline Counseling** – the operation of a 24-hour telephone service, seven days per week, which provides counseling, guidance, emotional support, information, and referral, etc.
- **Shelter/Safe house** – short-term and long-term housing and related support services to victims and families following victimization.
- **Information and Referral** – telephone and in-person contacts with victims during which time services and available support are identified.
- **Emergency Financial Assistance** – cash outlays for transportation, food, clothing, emergency housing, etc.
- **Hospital/clinic/other medical response-** Accompanying a victim survivor to or meeting a victim/survivor at a hospital, clinic, or medical office
- **Language services-** Interpretation, translation
- **Transportation-** transporting a victim to meetings and/or appointments
- **Victim/survivor advocacy-** Actions designed to assist the victim/survivor in obtaining support, resources, or services, including employment, housing, shelter services, health

care, victim's compensation, etc. It may also include follow-up contact with an agency on behalf of the victim

**\*\*Under VAWA 2013, any subgrantee providing legal assistance must certify that:**

1. any person providing legal assistance with STOP funds
  - a. has demonstrated expertise in providing legal assistance to victims of domestic violence, dating violence, sexual assault or stalking in targeted population; or
  - b.
    - i. is partnered with an entity of person that has demonstrated expertise and
    - ii. has completed or will complete training in connection with domestic violence, dating violence, sexual assault, stalking, and related legal issues, including training on evidence-based risk factors for domestic and dating violence homicide
2. any training program conducted in satisfaction of the requirement of paragraph (1) has been or will be developed with input from and in collaboration with a tribal, state, territorial, or local domestic violence, dating violence, sexual assault, or stalking victim service provider or coalition, as well as appropriate tribal, state, territorial, and local law enforcement officials;
3. any person or organization providing legal assistance through the STOP 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
4. the subgrantee's organizational policies do not require mediation or counseling involving offenders and victims physically together, in cases where sexual assault, domestic violence, dating violence, or child sexual abuse is an issue.

Please note: If an applicant is approved to provide legal assistance to victims of domestic violence, dating violence, sexual assault or stalking; the subgrantee will have to sign a certification as a Special condition upon award.

#### **UNALLOWABLE ACTIVITIES:**

Grant funds under the STOP Program may not be used for any unauthorized purposes, including but not limited to the following activities:

- Indirect Organizational Costs/Indirect Cost Rates: The costs of liability insurance on buildings; capital improvements; security guards and body guards; property losses and expenses; real estate purchases; mortgage payments; and construction may not be supported with these federal funds.
- The purchase or lease of a vehicle
- Fundraising activities
- Lobbying
- Research projects
- Building renovations

#### **Supplanting:**

STOP grant funds **may not replace** state, local, or federal funds that have been appropriated for the same purpose.

STOP grant funds are to be used to **enhance or expand** services to victims, not to substitute (supplant) other funding sources. In other words, funds presently appropriated for the project may not be decreased due to additional federal funds being made available through the CJC. STOP funds must **add to**, not replace, what already exists.

In those instances where a question of supplanting arises, the applicant or subgrantee will be required to substantiate that the reduction in non-Federal resources occurred for reasons other than the receipt or expected receipt of federal funds. (For example: an agency received \$10,000 from a foundation or corporate funder; during the past year and this year will only be receiving \$5,000, STOP could be requested to cover costs up to the amount lost- if the applicant can substantiate that funding has been lost).

### **Required Format:**

Complete each of the sections in the Criminal Justice Council Concept Paper utilizing the CJC EGrants System. **It is the responsibility of the applicant to ensure that the concept proposal is complete and submitted properly.**

### **Project Concept Narrative Component Requirements:**

Applicants under this solicitation must address each of the following:

1. **Project Summary:** Briefly describe the problem, the goal, the approach and the results or benefits expected from this project. Include evidence of expertise knowledge and/or experience in providing services to meaningfully address sexual assault. Describe how the applicant meets the requirements including program parameters and allowable use of funds.
2. **Project Narrative:** Provide a detailed project narrative including the following
  - a. A sound problem statement using statistical evidence and local data gathered in regard to the specific service to be provided. Describe the gap in service the proposal seeks to address.
  - b. A goal statement and measurable objectives. Provide a clear description of the nature of the service: What, How, and When it will be delivered. List objectives of the program in measurable terms and number of individuals to be served. Include referral process for receiving clients and definition of successful program completion.
  - c. Clear methods and procedures for the implementation of the project. How data/information will be collected for reporting purposes.
  - d. A description of how the evaluation strategy assesses all program requirements and the impact of the project.
  - e. A sustainability plan regarding the future of the program once federal funding is no longer available.
3. **Budget:** Submit a budget that is complete, cost effective and allowable. Complete the budget detail and budget narrative as well as the recipient agency budget.
4. **Main Summary:** Complete this section to include compliance with all Federal, State and CJC reporting requirements and grant administration guidelines.

### **Threshold Requirements:**

- ✓ Applicant agency must be a nonprofit corporation. Those agencies identifying as a “Culturally Specific Agency” must provide the mission statement.
- ✓ Applicant agency must be a registered agency with the Criminal Justice Council’s EGrants Management System (“Egrants”). The “Agency Registration Request Form” may be found on the Egrants Help page:  
<http://cjc.delaware.gov/Egrants.shtml>
- ✓ Project Director and Fiscal Officer must be approved users in Egrants. Individuals’ Security Roles are determined by their agency/department. The “New User Security Role Request Form” must be completed, and online user created at the time this concept paper is submitted. Forms and Instructions to complete online registration may be found: <http://cjc.delaware.gov/Egrants.shtml>
- ✓ Digital Completion of the Criminal Justice Council’s FFY2015 STOP Egrants Concept Paper
- ✓ Have the support and approval of its services by the community. Letters of support from other service agencies, law enforcement, prosecution or any of the Courts are helpful. They are not required.
- ✓ Have a history of providing direct services in a cost-effective manner.
- ✓ Have a history of providing direct services to victims and survivors of sexual assault
- ✓ Demonstrated ability to establish a client base (referral procedures) or documented current client base.
- ✓ Impose no income eligibility standards on individuals receiving assistance or services.
- ✓ May not charge victims for services that are supported with federal funds. The services are available to victims/survivors regardless of their ability to pay for services rendered, or availability of insurance or other third-party payment resources.
- ✓ Applicants should have an established and documented Confidentiality and Privacy Policies in order to ensure the safety of adult and youth victims of domestic violence; dating violence, sexual assault, or stalking, and their families (Subgrantees may be requested to provide CJC staff with such policies).
- ✓ Submit a signed “**Acknowledgement of Notice of Statutory Requirement to Comply with the Confidentiality and Privacy Provisions of the Violence Against Women Act.**”

- ✓ Applicant agency understands they may not exclude any person from receiving grant-funded services on a number of prohibited grounds, including that of sexual orientation or gender identity.
- ✓ Response to the CJC’s “*Declaration of Leading Practices to Protect Civil Rights and Promote Racial and Ethnic Fairness in the Criminal Justice System.*” An updated survey must be on file with the CJC. For more information, please visit: <http://cjc.delaware.gov/REFSurvey.shtml> . Or, applicants may contact Bridget Poulle at (302)577-8696 to see if agency has a submitted survey on file.
- ✓ A copy of applicant’s the most recent fiscal year audit report is on file with the Criminal Justice Council.
- ✓ DUNS # Provided
- ✓ SAM Registry Status Provided
- ✓ Applicants must have an ability to comply with all CJC reporting requirements and grant administration guidelines.

**Scoring:**

Projects/applications that meet the above-referenced eligibility requirements and minimum thresholds will be accessed and scored based on the following criteria:

**TOTAL POSSIBLE POINTS = 100**

- ◆ **(0-15 points) Project Summary**  
*Briefly describe the problem, the goal, the approach and the results or benefits expected from this project.*
- ◆ **(0-65 points) Project Narrative**
  - *Problem Statement (0-20 points) Description of problem; use of research based literature; and relevant statistics; detailed nature of services (how, what and where services will be offered)*
  - *Goals and Objectives (0-25 points) Established history in community; collaborative partners; and measurable outcomes;*
  - *Methods and procedures (0-10 points) Methods and procedures the subgrantee plans to use for data collection and/or management for quarterly and annual reporting.*
  - *Evaluation (0-5 points) Define the project’s outcomes. Describe the mechanisms/methods to measure the outcomes.*
  - *Sustainability (0-5 points) Describe the agency’s efforts to continue the project’s goals and services beyond the availability of federal funds. Detail the action steps to secure funding when federal funding is no longer available.*
- ◆ **(0-10 points) Budget**
  - *Budget Detail (0-5 points) Are calculations correct; Are costs reasonable and allowable;*

- *Budget Narrative (0-5 points) Does the budget narrative explain why costs are necessary to the program?*
- ◆ **(0-10 Points) Main Summary**
  - *Follows format; agency's performance history as a CJC subgrantee; Required NPO Certification (if applicable); SAM Registry Status; and agency's current status to the CJC Racial and Ethnic Fairness survey (<http://cjc.delaware.gov/REFSurvey.shtml> )*

**Match Requirements:**

There is no match requirement for the 30% to NPO/NGO Victim Services category.

**Process and Funding**

Applicants will be notified of the final decision and outcome before December 31, 2017. The VAWA Implementation Committee, with the assistance of CJC Staff, will review all applications submitted by the due date. The Committee's recommendations will be submitted, for final approval, to the Domestic Violence Coordinating Council (DVCC) and the Criminal Justice Council by **December 11, 2017**. Approved programs will be notified shortly after 12/11/17.

These funds are from year one of the FFY17-20 S.T.O.P. VAWA Implementation plan. Programs that are selected for funding may be eligible to receive continued funding for up to three more years (*eligible for non-competitive funding for FFY2018-2020*). The VAWA Implementation Committee may elect to fund applications submitted under this FFY 2017 solicitation in supplementary fiscal years, dependent on, among other considerations, the merit of the applications and on the availability of funds.

**Reporting Requirements:**

Awarded programs are required to submit quarterly fiscal and programmatic progress reports within twenty days following the close of each quarter:

- Quarter ending March 31 – Reports are due April 20
- Quarter ending June 30 – Reports are due July 20
- Quarter ending September 30 – Reports are due October 20
- Quarter ending December 31- Reports are due January 20

**VAWA Measuring Effectiveness Initiative (Annual STOP report):**

As a result of VAWA 2000, all grant recipients are statutorily required to report on the effectiveness of their projects, and the Attorney General must report to Congress on the effectiveness of each grant program. Therefore, subgrantees funded under this program must collect and maintain data that measures their effectiveness. Subgrantees are required to submit an Annual Progress Report (based on calendar year of activity). The CJC will provide the report for all subgrantees to use. This report is due to the CJC S.T.O.P. Administrator by February 15<sup>th</sup> every year.

**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 2015 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.

Completed concept papers must be **submitted into EGrants no later than Wednesday, November 15, 2017, no exceptions will be made.** . Unsubmitted applications will be automatically closed by the Egrants system on 11/16/17 and will not be eligible for review or subsequent funding..

If you have questions, please contact Terica Jones at (302) 577-8726 or [Terica.Jones@state.de.us](mailto:Terica.Jones@state.de.us)