



MISSISSIPPI STATE DEPARTMENT OF HEALTH

**FFY 2016**  
**MISSISSIPPI VIOLENCE AGAINST WOMEN ACT**  
**S.T.O.P. and S.A.S. SOLICITATION**

**Grant Solicitation Packet**  
**Solicitation # FFY-2016-VAWA-STOP/SAS**

Release Date: March, 22, 2017  
Intent to Apply Due: April 3, 2017  
Completed Applications Due: May 15, 2017

Pre-Application Webinar/Conference Call:  
March 30, 2017, 1:00 pm – 2:30 pm  
Call-In Number: 1-877-820-7831  
Call-In Passcode: 7801613#

*Prepared by:*

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**VIOLENCE AGAINST WOMEN ACT (VAWA)  
FORMULA GRANT PROGRAMS  
S.T.O.P. (CFDA 16.588)  
S.A.S. (CFDA 16.017)**

**I. INTRODUCTION**

The Mississippi State Department of Health (MSDH), Office Against Interpersonal Violence (OAIV), is the designated state administrative agency (SAA) for two formula grant programs through the Office on Violence Against Women (OVW) pursuant to the Violence Against Women Act (VAWA): the Services, Training, Officers and Prosecutors (STOP) program, and the Sexual Assault Services (SAS) program. This Announcement describes a consolidated application and funding process to distribute grant funds from these sources for a single grant award period. Funds will be allocated in accordance with state and federal requirements and the intended uses of the two grant programs. Please read the instructions for submitting an application carefully. These may be found in Section XII of this solicitation.

**II. BACKGROUND**

The Office on Violence Against Women (OVW) administers the STOP Formula Grant Program, and the SAS Formula Grant Program. The Office on Violence Against Women (OVW) is a component of the United States Department of Justice (DOJ). Created in 1995, OVW implements the Violence Against Women Act (VAWA) and subsequent legislation and provides national leadership on issues of sexual assault, domestic violence, dating violence, and stalking. Since its inception, OVW has supported a multifaceted approach to responding to these crimes through implementation of grant programs authorized by VAWA. By forging state, local and tribal partnerships among police, prosecutors, judges, victim advocates, health care providers, faith leaders, and others, OVW grants help provide victims with the protection and services they need to pursue safe and healthy lives, while improving communities' capacity to hold offenders accountable for their crimes. The Governor of each state designates the state agency responsible for the administration of the formula grants, referred to as the State Administering Agency (SAA). MSDH has been designated as the SAA by Governor Phil Bryant.

**STOP:**

The STOP program is authorized by 42 U.S.C. 3796gg – 3796gg-5, 3796gg-8. The STOP Formula Grant Program encourages partnerships between law enforcement, prosecution, courts, and victim services organizations to enhance victim safety and hold offenders accountable for their crimes against women. The goal of the grant program is to develop and strengthen law enforcement, prosecution, and court strategies to combat violent crimes against women and to develop and strengthen victim services, including community-based, culturally-specific services in cases involving domestic violence, sexual assault, dating violence, and stalking. The focus of the STOP Formula Grant Program is the implementation of comprehensive strategies addressing violence against women that are sensitive to the immediate and long-term needs and safety of victims and hold offenders accountable for their crimes by supporting domestic violence

programs, sexual assault crisis programs, other non-profit, nongovernmental organizations, community based programs, as well as law enforcement, prosecutorial and court programs.

Each state, in making sub-awards under the STOP program, must allocate no less than 30 percent of the award for victim services (of which 10 percent must be allocated to culturally specific community-based organizations), 25 percent each for law enforcement and prosecution, and five percent to courts. The remaining 15 percent may be awarded at the state/territory's discretion within the statutory parameters of the program. In addition, no less than 20% of the total award is to be dedicated to addressing sexual assault across at least two of the afore-mentioned allocations. All STOP awards will be issued in conformity with the VAWA final rule, effective December 29, 2016. You may find the full text of the new rule at the following link: <https://www.federalregister.gov/documents/2016/11/29/2016-28437/conforming-stop-violence-against-women-formula-grant-program-regulations-to-statutory-change>.

#### SASP:

The Sexual Assault Services (SAS) Program was created by the Violence Against Women and Department of Justice Reauthorization Act of 2005 (VAWA 2005), 42 U.S.C. §14043g, and is the first federal funding stream solely dedicated to the provision of direct intervention and related assistance for victims of sexual assault. SAS directs grant dollars to states and territories to assist them in supporting rape crisis centers (including governmental rape crisis centers not in territories and tribal governmental programs) and nonprofit, nongovernmental organizations that provide core services, direct intervention, and related assistance to victims of sexual assault regardless of age. Funds provided through SAS are designed to supplement other funding sources directed at addressing sexual assault on the state and territorial level to provide comprehensive services to victims of sexual assault. Rape crisis centers and other nonprofit organizations such as dual programs providing both domestic violence and sexual violence intervention services play a vital role in assisting sexual assault victims through the healing process, as well as assisting victims through the medical, criminal justice, and other social support systems.

### **III. GENERAL ELIGIBILITY REQUIREMENTS**

This solicitation is open to continuation as well as new projects. Eligible applicants include state or local public agencies and nonprofit private organizations. In general, eligible applicants include, but are not limited to rape crisis centers, domestic violence shelters, dual programs, faith-based and neighborhood organizations and community based victim service organizations providing services to victims of domestic violence, sexual assault, stalking and dating violence. Also eligible are units of state or local government performing law enforcement, prosecutorial or court functions.

All applicants are required to obtain a DUNS number and be registered in the System for Award Management (SAM). Instructions for obtaining a DUNS number and for SAM registration are contained in Section VI of this solicitation. Applicants currently receiving funding through MSDH/OAIV must be in good standing to be eligible for funding.

#### IV. PROGRAM PURPOSES

##### STOP

The focus of the STOP Formula Grant Program is the implementation of comprehensive strategies addressing violence against women that are sensitive to the immediate and long-term needs and safety of victims and hold offenders accountable for their crimes by supporting state, local, and tribal courts (including juvenile courts); Indian tribal governments; units of local government; victim service providers; and culturally- and population-specific organizations. Grants and subgrants supported through this Program must meet one or more of the program's priority and statutory purpose areas as defined by the current Mississippi STOP Implementation Plan for 2014-2016.

The *priority areas* were identified as: (1) training and support for criminal justice system personnel, (2) direct and intervention services for victims of domestic violence and sexual assault, and (3) provision of services for underserved populations.

The specific *purpose areas* identified in the Implementation Plan are as follows:

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 domestic violence, dating violence, sexual assault, and stalking. Training may include the following topics: accurate documentation of domestic violence, sexual assault, dating violence, protection order violations, and stalking; development and implementation of training on the documentation of domestic-violence related homicides; and implementation of training on use of the Lethality Assessment Protocol.
2. Maintaining, 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 domestic violence, dating violence, sexual assault, and stalking.
3. Developing and implementing more effective police, court, and prosecution policies, protocols, orders, and services specifically devoted to preventing, identifying, and responding to violent crimes against women, including the crimes of domestic violence, dating violence, sexual assault, and stalking, as well as the appropriate treatment of victims.
4. Developing and strengthening policies, protocols, best practices, and training for law enforcement agencies and prosecutors relating specifically to the investigation and prosecution of sexual assault cases and the appropriate treatment of victims.
5. Developing, enlarging, or strengthening victim services and legal assistance programs, including domestic violence, dating violence, sexual assault, and stalking programs.
6. Developing or improving delivery of victim services to unserved, underserved or inadequately served populations.

7. Developing, enlarging, or strengthening programs addressing the needs and circumstances of Indian tribes in dealing with violent crimes against women, including the crimes of domestic violence, dating violence, sexual assault, and stalking.
8. Training of sexual assault forensic medical personnel examiners in the collection and preservation of evidence, analysis, prevention, and providing expert testimony and treatment of trauma related to sexual assault.
9. Maintaining and enhancing core services for victims of domestic violence and sexual assault (including but not limited to hotlines, individual and group therapy for victims and their dependents, shelters and safe houses, criminal justice, legal and personal advocacy, information and referrals, court, investigation and medical accompaniment, case management, crisis response) and criminal justice initiatives, while supporting complementary new initiatives and emergency services for victims and their families.
10. Developing, implementing, or enhancing Sexual Assault Response Teams, or other similar coordinated community responses to sexual assault.
11. Development of systems to enhance the ability to track and accurately report domestic violence homicides within jurisdictions.

Proposals for STOP funding must identify at least one of the ***priority areas*** and at least one of the ***purpose areas***.

## **SAS**

OVW has defined several overarching priority areas for the SAS Program. These ***priority areas*** are:

- Support rape crisis centers in providing *direct intervention and related assistance services*\*
- Support dual programs that provide sexual assault and domestic violence services to enhance the provision of sexual assault-related direct intervention and related assistance services.
- Retain core services for victims of sexual assault.
- Increase support for underserved populations, particularly communities of color, in a culturally appropriate manner, with a special emphasis on addressing the African-American, tribal, and Lesbian, Gay, Bisexual, and Transgender (LGBT) communities, as well as individuals with disabilities and Deaf individuals.

\* *Direct Intervention and related assistance may include:*

1. *24-hour hotline services providing crisis intervention services and referral;*
2. *Accompaniment and advocacy through medical, criminal justice, and social support systems, including medical facilities, police, and court proceedings;*

3. Crisis intervention, short-term individual and group support services, and comprehensive service coordination and supervision to assist sexual assault victims and family or household members;
4. Information and referral to assist the sexual assault victim and family or household members;
5. Community-based, culturally specific services and support mechanisms, including outreach activities for underserved communities; and
6. Development and distribution of materials on issues related to the services described in numbers 1 through 5 above.

The **purpose** of the SAS Formula Grant Program is to support rape crisis centers and other nonprofit, nongovernmental organizations, including faith-based and other community organizations that provide CORE services, intervention, advocacy, accompaniment (e.g. accompanying victims to court, medical facilities, law enforcement), support services, and related assistance to:

- Adult, youth, and child victims of sexual assault;
- Family and household members of such victims;
- Those collaterally affected by the victimization (e.g., friends, coworkers, classmates), except for the perpetrator of such victimization; and
- Provide support for the establishment, maintenance, and expansion of rape crisis centers and other nongovernmental or tribal programs and projects to assist individuals who have been victimized by sexual assault, without regard to the age of the individual.

*Note: "Without regard to the age of the individual" was added by the Violence Against Women Reauthorization Act of 2013, which means that funded service providers must provide services to sexual assault victims of all ages. As a result, providers such as child advocacy centers are presumed to be ineligible for SAS Formula subawards unless they can provide documentation to the state administering agency that they serve all ages. However, while the subgrantee organization itself must provide services to sexual assault victims of all ages, the specifically funded project may focus on a particular age group, such as children, youth, or elders.*

Proposals for SAS funding must identify at least one of the priority areas and the overall purpose of the SAS Program.

## **V. AVAILABLE FUNDING AND MATCH REQUIREMENTS**

**FUNDS AVAILABLE:** The total amount of funding available for the STOP Program is \$1,516,881.00. Of this amount, \$379,220.25 is available for law enforcement purposes, \$379,220.25 is available for prosecution purposes, \$75,844.05 is available for courts, and \$682,596.45 is available for victim service programs, of which \$68,259.64 must be allocated to culturally specific programs. A total of \$303,376.20 must be allocated to address sexual assault, crossing at least two areas (services, law enforcement, prosecution and courts). The total amount available for the SAS Program is \$364,249.00.

Applicants currently receiving VAWA funds are eligible to apply for no more than the amount of the current award (FY 2015 STOP and SAS), unless otherwise approved by OAIIV. Current awardees are not required to ask for these amounts. New applicants should submit a proposed budget based upon needs and which directly relates to the ability to carry out the project. All applicants should submit realistic requests for funding based upon the needs of the project, the needs of the community, the ability to provide match, and the sustainability of the project.

Awards will be made for a period of twelve (12) months, beginning July 1, 2017 through June 30, 2018, with a one-year renewal clause, dependent upon available funds and the prior year performance of the subgrantee. All awards are subject to the availability of appropriated funds and any modifications or additional requirements that may be imposed by law. There is no guarantee that funds will be available in the future. Therefore, OAIIV encourages applicants to develop a plan to sustain project activities if federal funding through the SAS Formula Grant Program or the STOP Formula Grant Program is no longer available.

**MATCH:** There is a 25% match requirement on grant funds under the STOP Program. ***Non-profit victim services organizations and tribes are not required to provide match*** pursuant to the STOP final rule. All other organizations must provide the required match. Federal funds may be used to pay for up to 75% of the cost of the project. Applicants may satisfy the required match with either cash contributions or in-kind contributions. All matching contributions must be allowable and are subject to the same requirements, restrictions and conditions as the federal VAWA funds. All successful applicants must maintain records that clearly show the source, the amount, and the period during which the match was allocated. The basis for determining the value of all personal services, materials, equipment, and space used as match must be documented, and should reflect the market value for those services or items in the applicant's service area. Applicants may satisfy the required match with either cash or in-kind services. **In-kind match must be documented** in the same manner as grant-funded activities. Applicants must submit a narrative that identifies the source of the match. Funds or in-kind resources used as match **must be directly related** to project goals and objectives.

In-kind match may include donations of expendable equipment, office supplies, work space, or the monetary value of time contributed by professional and technical personnel and other skilled and unskilled labor if the services provided are an integral and necessary part of a funded project. The value placed on loaned or donated equipment may not exceed its fair rental value. The value placed on donated services must be consistent with the rate of compensation paid for similar work in the organization or the labor market. Fringe benefits may be included in the valuation. If used, volunteer services must be documented and, to the extent feasible, supported by the same methods used by the recipient organization for its own employees. The value of donated space may not exceed the fair rental value of comparable space as established by an independent appraisal of comparable space and facilities in a privately owned building in the same locality. If the applicant agency owns the building or space, this cost **may not** be used as match. The basis for determining the value of personal services, materials, equipment and space must be documented. Funds from other Federal sources may not be used to meet the match requirement.

#### **Match Formula**

The formula for calculating the required match is:

$$\begin{aligned} \text{Federal Funds (federal share)} \div 75\% &= \text{Total Project Costs} \\ \text{Total Project Costs} \times 25\% &= \text{Total Match Amount (Sub-grantee share)} \end{aligned}$$

*Example:*

$$\begin{aligned} 150,000 \div 75\% &= 200,000 \text{ (Total Project Cost)} \\ 200,000 \times 25\% &= \$50,000 \text{ (Required Match)} \end{aligned}$$

***There is no match requirement under the SAS program.***

## **VI. PROGRAM REQUIREMENTS**

The following requirements are applicable to both the STOP and SAS programs.

### **Ensuring Access to Federally Assisted Programs**

All recipients of OVW funding must ensure equal access to federally assisted programs. In March of 2013, President Obama signed the Violence Against Women Reauthorization Act of 2013. The statute amends the Violence Against Women Act of 1994 (VAWA) by including a nondiscrimination grant condition that prohibits discrimination based on actual or perceived race, color, national origin, religion, sex, disability, sexual orientation, or gender identity. Program or Activity means all of the operations of an organization receiving federal financial assistance, such as the entire department or office within a state or local government.

*Examples:*

*If a rape crisis center receives federal funds and uses the funds to operate particular programs, all of the activities of the center are covered, and not just the federally-funded programs.*

*If a project of a county sheriff's department receives federal funds, the entire sheriff's department is covered, but not the other departments in the county.*

If sex segregation or sex-specific programming is necessary to the essential operation of a program, nothing in this paragraph shall prevent any such program or activity from consideration of an individual's sex. In such circumstances, grantees may meet the requirements of this paragraph by providing comparable services to individuals who cannot be provided with the sex-segregated or sex-specific programming. The new nondiscrimination grant condition applies to certain programs funded after October 1, 2013. The OCR and the OVW have developed answers to some frequently asked questions about this provision to assist recipients of VAWA funds to understand their obligations. A list of Frequently Asked Questions is available at <http://ojp.gov/about/ocr/vawafaqs.htm>. All organizations applying for funding will be required to provide the organizational policy or procedure for serving all individuals.



### **Enforcing Civil Rights Laws**

All recipients of federal financial assistance, regardless of the particular funding source, the amount of the grant award, or the number of employees in the workforce, are subject to prohibitions against unlawful discrimination. Accordingly, the OCR investigates recipients that are the subject of discrimination complaints from both individuals and groups. In addition, based on regulatory criteria, the OCR selects a number of recipients each year for compliance reviews, audits that require recipients to submit data showing that they are providing services equitably to all segments of their service population and that their employment practices meet equal opportunity standards.

### **Civil Rights Compliance**

All recipients of Federal grant funds are required to comply with nondiscrimination requirements contained in various Federal laws. In the event a court or administrative agency makes a finding of discrimination on the grounds of race, color, religion, national origin, gender, disability, or age against a recipient of funds after a due process hearing, the recipient must agree to forward a copy of the finding to Office Against Interpersonal Violence within 45 days. All applicants should consult the Certifications and Assurances required with the application to understand the applicable legal and administrative requirements.

### **Maintain Civil Rights Information**

All subrecipients of federal funds must maintain statutorily required civil rights statistics on victims served by race, national origin, sex, age, and disability, within the timetable established by OAIIV, and permit reasonable access to its books, documents, papers, and records to determine whether the subgrantee is complying with applicable civil rights laws. This requirement to collect statistics is waived when providing a service, such as telephone counseling, where soliciting the information may be inappropriate or offensive to the victim.

### **Providing Services to Limited English Proficiency (LEP) Individuals**

National origin discrimination includes discrimination on the basis of limited English proficiency (LEP). To ensure compliance with Title VI of the Civil Rights Act of 1964, 42 U.S.C. § 2000d, and the Omnibus Crime Control and Safe Streets Act, recipients of federal financial assistance must take reasonable steps to provide meaningful access to their programs and activities for persons with limited English proficiency (LEP). Meaningful access may entail providing language assistance services, including interpretation and translation services, where necessary. Reasonable costs associated with providing meaningful access for LEP individuals are considered allowable program costs. See U.S. Department of Justice, Guidance to Federal Financial Assistance Recipients Regarding Title VI Prohibition Against National Origin Discrimination Affecting Limited English Proficient Persons, 67 Fed. Reg. 41,455 (2002). For more information on the civil rights responsibilities that recipients have in providing language services to LEP individuals, please see the website <http://www.lep.gov>. All organizations applying for funding will be required to provide the organizational policy or procedure for serving LEP individuals.

### **Providing Services to Individuals having Disabilities**

Section 504 of the Rehabilitation Act of 1973 prohibits discrimination on the basis of disability by recipients of federal funding. Title II of the Americans with Disabilities Act of 1990 prohibits discrimination on the basis of disability and applies to public entities, whether or not they receive federal funding. The American with Disabilities Act Amendment Act of 2008 was passed to “restore the intent and protections of the ADA of 1990” to provide for consistent definition of handicapped individual under Section 504. An individual is “disabled” for purposes of these provisions if: he or she has a physical or mental impairment which substantially limits one or more major life activities; he or she has a record of such an impairment; or he or she is regarded as having such an impairment. DOJ funding recipients must provide reasonable accommodations to the known physical or mental limitations of an otherwise qualified individual with a disability unless a recipient can demonstrate it would be an undue hardship or would fundamentally alter the service or activity. Applicants will be required to submit policies and/or procedures related to providing services to individuals having disabilities.

### **Ensuring Equal Treatment for Faith-Based Organizations**

The DOJ regulation, Equal Treatment for Faith-Based Organizations, 28 C.F.R. pt. 38, requires State Administering Agencies (SAAs) to treat faith-based organizations the same as any other applicant or recipient. The regulation prohibits SAAs from making awards or grant administration decisions on the basis of an organization's religious character or affiliation, religious name, or the religious composition of its board of directors.

The regulation also prohibits faith-based organizations from using financial assistance from the DOJ to fund inherently (or explicitly) religious activities. While faith-based organizations can engage in non-funded inherently religious activities, they must hold them separately from the program funded by the DOJ, and recipients cannot compel beneficiaries to participate in them. The Equal Treatment Regulation also makes clear that organizations participating in programs funded by the DOJ are not permitted to discriminate in the provision of services on the basis of a beneficiary's religion. For more information on the regulation, please see the OCR's website at [http://www.ojp.usdoj.gov/about/ocr/equal\\_fbo.htm](http://www.ojp.usdoj.gov/about/ocr/equal_fbo.htm).

It should be noted that the Omnibus Crime Control and Safe Streets Act (Safe Streets Act) of 1968, as amended, 42 U.S.C. § 3789d(c); the Victims of Crime Act of 1984, as amended, 42 U.S.C. § 10604(e); the Juvenile Justice and Delinquency Prevention Act of 1974, as amended, 42 U.S.C. § 5672(b); and VAWA, Pub. L. No. 113-4, sec. 3(b)(4), 127 Stat. 54, 61-62 (to be codified at 42 U.S.C. § 13925(b)(13)) contain prohibitions against discrimination on the basis of religion in employment. Despite these nondiscrimination provisions, the DOJ has concluded that it may construe the Religious Freedom Restoration Act (RFRA) on a case-by- case basis to permit some faith-based organizations to receive DOJ funds while taking into account religion when hiring staff, even if the statute that authorizes the funding program generally forbids recipients from considering religion in employment decisions.

### **Using Arrest and Conviction Records in Making Employment Decisions**

The OCR issued an advisory document for recipients on the proper use of arrest and conviction records in making hiring decisions. See Advisory for Recipients of Financial Assistance from the U.S. Department of Justice on the U.S. Equal Employment Opportunity Commission's Enforcement Guidance: Consideration of Arrest and Conviction Records in Employment Decisions Under Title VII of the Civil Rights Act of 1964 (June 2013), available at [http://www.ojp.usdoj.gov/about/ocr/pdfs/UseofConviction\\_Advisory.pdf](http://www.ojp.usdoj.gov/about/ocr/pdfs/UseofConviction_Advisory.pdf). Recipients should be mindful that the misuse of arrest or conviction records to screen either applicants for employment or employees for retention or promotion may have a disparate impact based on race or national origin, resulting in unlawful employment discrimination. In light of the Advisory, recipients should consult local counsel in reviewing their employment practices. If warranted, recipients should also incorporate an analysis of the use of arrest and conviction records in their Equal Employment Opportunity Plans (EEOs) (see below).

### **Complying with the Safe Streets Act**

An organization that is a recipient of financial assistance subject to the nondiscrimination provisions of the Safe Streets Act, must meet two obligations: (1) complying with the federal regulation pertaining to the development of an EEO (see 28 C.F.R. pt. 42, subpt. E) and (2) submitting to the OCR findings of discrimination (see 28 C.F.R. §§ 42.204(c), .205(c)(5)).

### **Meeting the EEO Requirement**

The applicant must meet the requirements contained in 28 CFR 42.301 et seq., the Equal Employment Opportunity Program (EEO). The plan must cover the grant period specified in the application. If your organization has less than fifty employees or receives an award of less than \$25,000 or is a nonprofit organization, a medical institution, an educational institution, or an Indian tribe, then it is exempt from the EEO requirement.

If your organization is a government agency or private business and receives an award of \$25,000 or more, but less than \$500,000, and has fifty or more employees (counting both full- and part-time employees but excluding political appointees), then it has to prepare a Utilization Report (formerly called an EEO Short Form), but it does not have to submit the report to the OCR for review. Instead, your organization has to maintain the Utilization Report on file and make it available for review on request.

If your organization is a government agency or private business and has received an award for \$500,000 or more and has fifty or more employees (counting both full- and part-time employees but excluding political appointees), then it has to prepare a Utilization Report (formerly called an EEO Short Form) and submit it to the OCR for review within sixty days from the date of this letter. For assistance in developing a Utilization Report, please consult the OCR's website at <http://www.ojp.usdoj.gov/about/ocr/eeop.htm>.

To comply with the EEO requirements, you may request technical assistance from an EEO specialist at the OCR by telephone at (202) 307-0690, by TTY at (202) 307-2027, or by e-mail at [EEOSubmission@usdoj.gov](mailto:EEOSubmission@usdoj.gov).

### **Meeting the Requirement to Submit Findings of Discrimination**

If in the three years prior to the date of the grant award, your organization has received an adverse finding of discrimination based on race, color, national origin, religion, or sex, after a due-process hearing, from a state or federal court or from a state or federal administrative agency, your organization must send a copy of the finding to the OCR.

### **Federal Funding Accountability and Transparency Act of 2006 (FFATA), P.L. 109-282**

All applicants are required to have a DUNS number, register via SAM, and provide employee compensation information (if applicable) to be eligible for this funding.

- 1. DUNS Number:** To enable state agencies that receive federal awards to report this information, subgrantees are required to obtain and report a DUNS number. A DUNS number is obtained through Dun & Bradstreet (D&B) and is a unique nine digit identification number that is assigned for FREE for all businesses required to register with the US Federal government for contracts or grants. **A DUNS number is required for this grant and is reported on the Intent to Apply and Part A of the application.** For more information and/or to obtain a DUNS number go to the following website: <http://fedgov.dnb.com/webform>.
- 2. System for Award Management (SAM) Registration:** To enable OAIV to report subgrants in a timely manner, Subgrantees are also required to register with System for Award Management (SAM). SAM is a federally owned and operated free website that consolidates the capabilities of CCR/Fed. Reg., ORCA and EPLS, and it will be used to populate the information needed to report subgrant information. In order to register you must have a DUNS number. Registration can be done at <https://www.sam.gov/portal/public/SAM/>. **Each organization's SAM expiration date must be reported on the Intent to Apply for Funding and in Part A of the application.**
- 3. Executive Compensation Reporting:** FFATA now requires a subgrantee of a federal award to report the names and total compensation of the most highly compensated executives (i.e., officers, managing partners, or any other employees in management positions) if they meet the following criteria:
  - 80 percent or more of the subgrantee's annual gross revenues from Federal procurement contracts and Federal financial assistance subject to the Transparency Act, as defined at 2 CFR 170.320; and

- \$25,000,000 or more in annual gross revenues from Federal procurement contracts, and Federal financial assistance subject to the Transparency Act; and
- The public does not have access to information about the compensation of the executives through periodic reports filed under section 13(a) or 15(d) of the Securities Exchange Act of 1934 (15 U.S.C. 78m(a), 78o(d)) or section 6104 of the Internal Revenue Code of 1986. (To determine if the public has access to the compensation information, see the U.S. Security and Exchange Commission total compensation filings at <http://www.sec.gov/answers/execomp.htm>).

### **Non-Profit Agency Financial Statements**

All non-profit sub-recipients of VAWA Assistance funding under this award must make their financial statements available online (either on the sub-recipient's or another publicly available website). OVC will consider sub-recipient organizations that have Federal 501(c)(3) tax status as in compliance with this requirement, with no further action needed, to the extent that such organization files IRS Form 990 or similar tax document (e.g., 990-EZ), as several sources already provide searchable online databases of such financial statements.

### **Certification of Non-Profit Status**

All non-profit subgrantees of VAWA funding must provide documentation of their non-profit status. Subgrantees may certify their non-profit status by submitting to OAIIV (to be placed in the grant file) either (1) a copy of the organization's 501(c)(3) designation letter; (2) a letter from the organization's state/territory taxing body or state/territory attorney general stating that the recipient is a non-profit organization operating within the state/territory; or (3) a copy of the organization's state/territory certificate of incorporation that substantiates its non-profit status. Subgrantees that are local non-profit affiliates of state/territory or national non-profits should have available proof of (1), (2) or (3), and a statement by the state/territory or national parent organization that the recipient is a local non-profit affiliate.

### **Computer Network Requirements**

No award funds may be used to maintain or establish a computer network unless such network blocks the viewing, downloading, and exchanging of pornography. Nothing in this subsection limits the use of funds necessary for any Federal, State, tribal, or local law enforcement agency or any other entity carrying out criminal investigations, prosecution, or adjudication activities.

### **Confidentiality**

The following confidentiality provisions are required for all OVW programs.

- (1) 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 part shall protect the confidentiality and privacy of persons receiving services.

- (2) Nondisclosure.
- (i) Subject to paragraph (3) of this section, grantees and subgrantees shall not disclose 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.
- (ii) This paragraph applies whether the information is being requested for a Department of Justice grant program or another Federal agency, State, tribal, or territorial grant program. This paragraph also limits disclosures by subgrantees to grantees, including disclosures to Statewide or regional databases.
- (iii) This paragraph also applies to disclosures from the victim services divisions or components of an organization, agency, or government to other non-victim service divisions within an organization, agency, or government. It also applies to disclosures from victim services divisions or components of an organization, agency, or government to the leadership of the organization, agency, or government (e.g., executive director or chief executive). Such executives shall have access without releases only in extraordinary and rare circumstances. Such circumstances do not include routine monitoring and supervision.
- (3) Release.
- (i) Personally identifying information or individual information that is collected may not be released except under the following circumstances:
- (A) The victim signs a release meeting the criteria of paragraph (3)(ii);
- (B) Release is compelled by statutory mandate, which includes mandatory child abuse reporting laws; or
- (C) Release is compelled by court mandate, which includes a legal mandate created by case law, such as a common-law duty to warn.
- (ii) Victim releases must meet the following criteria—
- (A) Releases must be written, informed, and reasonably time-limited. Grantees and subgrantees may not use a blanket release and must specify the scope and limited circumstances of any disclosure. At a minimum, grantees and subgrantees must: Discuss with the victim why the information might be shared, who would have access to the information, and what information could be shared under the release; reach agreement with the victim about what information would be shared and with whom; and record the agreement about the scope of the release. A release must specify the duration for which information may be shared. The reasonableness of this time period will depend on the specific situation.
- (B) Grantees and subgrantees may not require consent to release of information as a condition of service.
- (C) Releases must be signed by the victim unless the victim is a minor who lacks the capacity to consent to release or is a legally incapacitated person and has a court-appointed guardian. Except as provided in (D) below, in the case of an unemancipated minor, the release must be signed by the minor and a parent or guardian; in the case of a legally incapacitated person, it must be signed by a legally-appointed guardian. Consent may not be given by the abuser of the minor or incapacitated person or the abuser of the other parent of the minor. If a minor is incapable of knowingly

consenting, the parent or guardian may provide consent. If a parent or guardian consents for a minor, the grantee or subgrantee should attempt to notify the minor as appropriate.

(D) If the minor or 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 consent to release information without additional consent.

(iii) If the release is compelled by statutory or court mandate, grantees and subgrantees must make reasonable efforts to notify victims affected by the disclosure and take steps necessary to protect the privacy and safety of the affected persons.

(4) Fatality reviews. Grantees and subgrantees may share personally identifying information or individual information that is collected as described in paragraph (2) about deceased victims being sought for a fatality review to the extent permitted by their jurisdiction's law and only if the following conditions are met:

(i) The underlying objectives of the fatality review are to prevent future deaths, enhance victim safety, and increase offender accountability;

(ii) The fatality review includes policies and protocols to protect identifying information, including identifying information about the victim's children, from further release outside the fatality review team;

(iii) The grantee or subgrantee makes a reasonable effort to get a release from the victim's personal representative (if one has been appointed) and from any surviving minor children or the guardian of such children (but not if the guardian is the abuser of the deceased parent), if the children are not capable of knowingly consenting; and

(iv) The information released is limited to that which is necessary for the purposes of the fatality review.

(5) Inadvertent release. Grantees and subgrantees are responsible for taking reasonable efforts to prevent inadvertent releases of personally identifying information or individual information that is collected as described in paragraph (2).

(6) Confidentiality assessment and assurances. Grantees and subgrantees are required to document their compliance with the requirements of this paragraph. All applicants for Office on Violence Against Women funding are required to submit a signed acknowledgement form, indicating that they have notice that, if awarded funds, they will be required to comply with the provisions of this paragraph, 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.

All organizations applying for funding will be required to provide the organizational policy or procedure for maintaining confidentiality of personally identifying information or individual information collected in connection with services requested, utilized, or denied through grantees' and subgrantees' programs.

### **Victim eligibility for services**

Victim eligibility for direct services is not dependent on the victim's immigration status.

## **Legal Services**

All applicants seeking to provide legal services as part of their funded activities must comply with the following conditions: (1) the individual performing the duties has demonstrated expertise in providing legal assistance to victims of domestic violence dating violence, sexual assault, or stalking in the targeted population; or is partnered with an entity or person that has such demonstrated expertise **AND** has completed or will complete training in connection with domestic violence, dating violence, stalking, sexual assault, and related legal issues including training on evidence-based risk factors for domestic and dating violence homicide; (2) that any training program conducted 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) that 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.

## **Activities That May Compromise Victim Safety**

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 organizations proposing any of these activities will not be funded:

1. 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;
2. Crafting policies that deny individuals access to services based on their relationship to the perpetrator;
3. Developing materials that are not tailored to the dynamics of domestic violence, sexual assault, stalking or dating violence or the culturally specific population to be served;
4. Crafting policies or engaging in practices that impose restrictive conditions to be met by the victim in order to receive services (e.g. counseling, seeking an order of protection);
5. Procedures or policies that compromise the confidentiality of information and privacy of persons receiving OVW-funded services, such as sharing confidential victim information with outside organizations and/or individuals without the documented consent of the victim;
6. Offering perpetrators the option of entering pre-trial diversion programs or placing batterers in anger management programs;



7. Requiring mediation or counseling for couples as a systemic response to domestic violence or sexual assault, or in situations in which child sexual abuse is alleged;
8. Requiring victims to report sexual assault, stalking, or domestic violence crimes to law enforcement or forcing victims to participate in criminal proceedings.
9. Relying on court-mandated batterer intervention programs that do not use the power of the criminal justice system to hold batterers accountable for their behavior; or
10. 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).

**Applications that propose activities that compromise victim safety and recovery will be eliminated from further consideration entirely.**

## OTHER PROGRAM REQUIREMENTS

### **Evidence-based Programming**

Agencies should employ evidence-based programming in their provision of services or use best practices (as identified and supported by research) in the implementation of their work. Websites such as [www.CrimeSolutions.gov](http://www.CrimeSolutions.gov) or <http://www.samhsa.gov/programs-campaigns> offer resources that applicants may use to find information about evidence-based programs in criminal justice, juvenile justice, and crime victim services. Appropriately trained or certified staff must be utilized in the provision of services (e.g., a person providing counseling should have necessary education and licensure by the proper accrediting agency).

### **Mandatory Reporting of Child Abuse and Abuse of Vulnerable Persons**

Agencies must comply with Mississippi Code Annotated, Sections 43-21-353(1), 97-3-54.1 and 97-5-51 by reporting suspected cases of child abuse to the Department of Child Protective Services and with Mississippi Code Annotated § 43-47-7(1)(a) by reporting cases of abuse of a vulnerable person to the Department of Human Services as required by law. (NOTE: this is an exception for the rule otherwise pertaining to personally identifying information.)

### **Compliance with MSDH Sub-grantee Manual**

All subgrantees must adhere to the Mississippi State Subgrantee Manual. [http://msdh.ms.gov/msdhsite/\\_static/resources/1624.pdf](http://msdh.ms.gov/msdhsite/_static/resources/1624.pdf) or other guidance provided by MSDH and/or OAIV. This may include submitting required reports, participating fully in monitoring (both desk and site) and examination of records. The subgrantee must allow the Office Against Interpersonal Violence, MSDH Audit Department, the Office on Violence Against Women (OVW), the Office of the Chief Financial Officer (OCFO), or any other state or federal officer as may be appropriate, access to and the right to examine all records, books, paper or documents related to the VAWA grant.

### **Organizational Operating Hours**

If the applicant's service model includes the provision of 24 hour crisis intervention to victims, it should have provisions for telephones to be answered by trained individuals associated with the applicant who are equipped to provide immediate assistance, eliminating the need for the victim to leave a message. Paid staff or volunteers may be used to meet this requirement (and if volunteers are used, their time may be used as match for the project).

### **Compliance with Applicable Local Regulations**

Organizations receiving funding through OAIIV must be in compliance with all state and/or local regulations, including but not limited to, building codes, zoning ordinances, and licensing requirements.

### **Compliance with Professional Standards**

Organizations receiving funding through OAIIV must ensure that it is in compliance with any applicable standards, including but not limited to, standards adopted by the Mississippi Coalition Against Domestic Violence and the Mississippi Coalition Against Sexual Assault related to the operation of domestic violence shelter programs and sexual assault crisis centers, and any standards adopted by OAIIV. Applicants must also ensure that any staff members funded through OAIIV programs hold the necessary professional credentials or licensure to perform the duties within their job descriptions.

### **Accessibility**

The organization must be accessible to all individuals. Determination of accessibility includes readiness to serve victims with special needs, such as physical or cognitive disabilities, or having limited English proficiency.

### **Reports and Mandatory Meetings**

An entity receiving a grant under this part shall submit to OAIIV reports detailing the activities undertaken with the grant funds, and must also agree to attend any meetings, teleconferences or webinars required by OAIIV as a condition of grant funding.

## **VII. FINANCIAL REQUIREMENTS**

OAIIV grants awarded under any VAWA Program are governed by the provisions of the Office of Management and Budget (OMB) circulars applicable to financial assistance. Please note that OAIIV will be awarding grants from the VAWA STOP FFY 2016 award (2016-WF-AX-0043) and the VAWA SAS FFY 2016 award (2016-KF-AX-0038).

## VIII. ALLOWABLE AND UNALLOWABLE USE OF VAWA FUNDS:

**Restrictions:** All usage of funds must comply with the 2015 DOJ Financial Guide (<https://www.justice.gov/ovw/file/892031/download>), the VAWA STOP Rule, <https://www.federalregister.gov/documents/2016/11/29/2016-28437/conforming-stop-violence-against-women-formula-grant-program-regulations-to-statutory-change> and OMB Uniform Guidance ([http://www.ecfr.gov/cgi-bin/text-idx?tpl=/ecfrbrowse/Title02/2cfr200\\_main\\_02.tpl](http://www.ecfr.gov/cgi-bin/text-idx?tpl=/ecfrbrowse/Title02/2cfr200_main_02.tpl)) and STOP and SAS authorizing legislation. Federal funds must be used to supplement existing State and local funds for program activities and must not supplant those funds that have been appropriated for the same purpose. Supplanting will be reviewed during the application process, post-award monitoring, and audit. Costs must be reasonable, necessary, and allocable to the VAWA project.

### STOP ALLOWABLE/UNALLOWABLE COSTS

STOP Program funds may not be used for any **unauthorized purposes**. Grant funds may be used only for expenses that directly relate to carrying out program activities that are designed address domestic violence, sexual assault, stalking and dating violence.

#### Allowable:

The following costs are allowable in the STOP program. This is not an inclusive list, and applicants are directed to review the STOP authorizing legislation, the VAWA STOP Final Rule, the DOJ Financial Guide, and OMB Uniform Guidance thoroughly. Any questions regarding permitted uses of funds should be directed to OAIIV staff prior to application submission.

- ✓ STOP grant funds **may** be used to support personnel, training, and operating expenses that promote the provision of CORE victim services, and the apprehension, prosecution and adjudication of persons committing violent crimes against women. *Grant funds may be used only for expenses that directly relate to carrying out program activities that are designed to reach victims.*
- ✓ STOP grant funds **may** support personnel costs directly associated with the project that are victim-focused and also provide specialized training for staff members involved in the project. Personnel charged to the grant must provide **DIRECT** and **INTERVENTIVE** services to victims.
- ✓ STOP funds **may** support the salaries of prosecutors, law enforcement officers or judges, if the paid prosecutors, law enforcement officers, or judges are handling cases involving violence against women. If they are not working full time on violence against women cases, their time must be prorated.
- ✓ STOP funds **may** be used to partially purchase equipment that will be used for the STOP project as well as other purposes if the expenses are prorated according to the percentage of time that the equipment is used for STOP purposes.
- ✓ STOP funds **may** support indirect costs if a subgrantee has a federally approved indirect cost rate. If there is no federally approved indirect cost rate, a "de minimus indirect cost rate" of 10% of Modified Total Direct Costs as defined in 2 CFR §200.414 is allowable.

- ✓ STOP funds **may** support services for children. Such funds should be used for projects that serve or focus on adult and youth (age 11-24) women and girls who are victims of domestic violence, dating violence, sexual assault, or stalking. In general, victims served with STOP funds must be adults or youth.
- ✓ STOP funds **may** support the provision of services to men. However, the STOP statute states that "[t]he purpose of this [part] is to assist states, state and local courts (including juvenile courts), Indian tribal governments, tribal courts and units of local government to develop and strengthen effective law enforcement and prosecution strategies to combat violent crimes against women, and to develop and strengthen victim services in cases involving violent crimes against women." 42U.S.C. § 3796gg(a). Accordingly, the focus of the subgrant projects must be on violence against women. Men seeking to utilize those services cannot be denied due to their sex.
- ✓ STOP funds **may** support services to incarcerated victims of domestic violence, dating violence, sexual assault, or stalking. The services provided, however, may only address the domestic violence, dating violence, sexual assault, or stalking victimization experienced by the incarcerated individual, including both such crimes experienced while incarcerated and crimes experienced at other points in their youth and adult lives. Funds should not be used to provide any other types of services, such as rehabilitative services related to the crime committed by the incarcerated individual.
- ✓ STOP funds **may** be used to fund a full range of legal services, such as housing, family law, public benefits, and other similar matters, as well as emergency legal assistance such as protection orders, emergency custody, etc, that are related to the victimization.
- ✓ STOP funds **may** be used to cover reasonable transportation costs that would enhance a woman's safety.
- ✓ Stop funds **may** be used for victim service providers that wish to focus on providing services to victims with substance abuse issues.
- ✓ STOP funds **may** be used to 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."
- ✓ STOP funds **may** be used to address child sexual abuse when the victim is now an adult, provided that the abuse occurred or continued when the victim was age 11 or older.
- ✓ STOP funds **may** support alternative treatments for victims, however, specific justification for the type of approach, such as research on the benefits of the specific type of treatment to domestic violence or sexual assault survivors as well as justification that the cost of service was reasonable are required.
- ✓ STOP funds **may** be used for children's services but these services must show an inextricable link and be the direct result of providing services for women. For example, STOP funds may support the expansion of battered women's shelter services to include programs for children of the battered women residing in the shelter.
- ✓ STOP funds **may** support the expenses of gift cards, however, these are only allowable to the extent that they are used for purposes that are otherwise an allowable use of STOP funds, such as to purchase groceries for victims. If use of gift cards is necessary to provide services to victims, subgrantees must ensure that effective control and

accountability is maintained over gift cards and that those cards are used solely for authorized purposes.

- ✓ STOP funds **may** be used to pay the first month's rent for a victim of domestic violence as part of the provision of transitional housing. Deposits are also allowable if the subgrantee has an agreement in place with the landlord that the full/remaining deposit will be returned to the subgrantee and not the victim at the end of the lease. (OVW advises that the subgrantees arrange to pay the first month's rent, rather than a security deposit, to alleviate the need to recover and account for the deposit).
- ✓ STOP funds **may** pay for co-location of services under the purpose area for "maintaining core victim services and criminal justice initiatives, while supporting complementary new initiatives and emergency services for victims and their families." However, if any of the underlying services at the center cannot be funded through STOP, such as services for children under 11, then the staffing for those services still cannot be supported through this purpose area, just the co-location.

### **Unallowable:**

The following costs are unallowable in the STOP program. This is not an inclusive list, and applicants are directed to review the STOP program authorizing legislation, the STOP Final Rule, the DOJ Financial Guide, and OMB Uniform Guidance thoroughly. Any questions regarding permitted uses of funds should be directed to OAIIV staff prior to application submission.

- ✗ STOP funds **may not** be used to fund any criminal defense work, including defending women who assault, kill or otherwise injure their abusers.
- ✗ STOP funds **may not** be used to pay for moving household goods to a new location or acquiring furniture or housing in a new location. However, STOP funds may be used to cover reasonable transportation costs that would enhance a woman's safety.
- ✗ STOP Program do not authorize creation of a voucher program.
- ✗ STOP funds **may not** be used to purchase vehicles.
- ✗ STOP funds **may not** be used to pay for immigration fees for battered immigrant women.
- ✗ STOP funds **may not** be used to support couples counseling or any intervention that requires participation by a victim or that is not designed to hold offenders accountable for their violent behavior cannot be supported with STOP dollars.
- ✗ STOP funds **may not** be used for general substance abuse counseling, but they may be used for victim service providers that wish to focus on providing services to victims with substance abuse issues.
- ✗ Grant funds **may not** be used to support services that focus exclusively on children under age 11.
- ✗ Grant funds **may not** be used for renovations, construction, land acquisition, lobbying, fundraising, formation of corporations or research projects.
- ✗ Grant funds **may not** be used to purchase food and/or beverages for any meeting, conference, training, or other event. Food provision within the context of victim services (e.g. providing food in shelters) is permissible if the food is necessary or integral to providing services to women to enhance their safety.

## SAS ALLOWABLE/UNALLOWABLE COSTS

SAS Program funds may not be used for any **unauthorized purposes**. Grant funds may be used only for expenses that directly relate to carrying out program activities that are designed to reach sexual assault victims.

### Allowable:

The following costs are allowable in the SAS program. This is not an inclusive list, and applicants are directed to review the SAS authorizing legislation, the DOJ Financial Guide, and OMB Uniform Guidance thoroughly. Any questions regarding permitted uses of funds should be directed to OAIV staff prior to application submission.

- ✓ SAS funds may be used to support projects that focus on DIRECT SERVICES for children who are victims of sexual assault.
- ✓ SAS funds may be used to support personnel, training, and operating expenses that promote the provision of CORE victim services, and the apprehension, prosecution and adjudication of persons committing violent crimes against women. Grant funds may be used only for expenses that directly relate to carrying out program activities that are designed to reach victims.
- ✓ SAS funds may be used to train advocates (volunteer or employee) that will provide specific grant-funded services, but may not be used to provide a generalized statewide training.
- ✓ SAS funds may be used to support a hotline to the extent the hotline is for sexual assault victims. However, if the hotline covers a broader array of issues, the costs should be prorated according to the percentage of calls that are for sexual assault. In order for a multi-issue hotline to receive SASP funds, the people who answer the hotline need to have sexual assault specific training.
- ✓ SAS funds may support personnel costs directly associated with the project that are victim-focused and also provide specialized training for staff members involved in the project. Personnel charged to the grant must provide DIRECT and INTERVENTIVE services to victims.
- ✓ SAS funds may be used to partially purchase equipment that will be used for the STOP project as well as other purposes if the expenses are prorated according to the percentage of time that the equipment is used for STOP purposes.
- ✓ SAS funds may support indirect costs if a subgrantee has a federally approved indirect cost rate. If there is no federally approved indirect cost rate, a "de minimus indirect cost rate" of 10% of Modified Total Direct Costs as defined in 2 CFR §200.414 is allowable.
- ✓ SAS funds may support the provision of services to men.

### Unallowable

The following costs are unallowable in the SAS program. This is not an inclusive list, and applicants are directed to review the SAS authorizing legislation, the DOJ Financial Guide, and OMB Uniform Guidance thoroughly. Any questions regarding permitted uses of funds should be directed to OAIV staff prior to application submission.

- ✘ Education and prevention. Funds may be used for outreach to inform persons about the services provided by a specific program.
- ✘ Prosecution or law enforcement projects such as forensic examinations or forensic interviewing.
- ✘ General training nor may funds be used to develop training curriculums.
- ✘ Research projects (This does not include program assessments conducted only for internal improvement purposes. See section Research and Protection of Human Subjects in the FY 2014 Solicitation Companion Guide on <http://www.justice.gov/sites/default/files/ovw/legacv/2013/12/16/companion-guide-fv2014.pdf>)
- ✘ Activities focused on prevention efforts and public education (e.g., bystander intervention, social norms campaigns, presentations on healthy relationships, etc.)
- ✘ Criminal justice-related projects, including law enforcement, prosecution, courts, and forensic interviews
- ✘ Sexual Assault Forensic Medical Examiner programs
- ✘ Sexual Assault Response Team coordination
- ✘ Providing training to allied professionals and the community (e.g., law enforcement, child protection services, prosecution, other community based organizations, etc.)
- ✘ Domestic violence services unrelated to sexual violence
- ✘ Lobbying or advocacy activities with respect to legislation or to administrative change to regulations or administrative policy, whether conducted directly or indirectly;
- ✘ Fundraising, except for fee-based or similar program income;
- ✘ capital improvements, property losses and expenses, real estate purchases, mortgage payments, and construction (including minor renovations such as painting);
- ✘ Any fines, fees, or penalties which are imposed upon the subgrantee, including any late fees or interest charges on outstanding debt;
- ✘ Costs of food and/or beverages for any meeting, conference, training, or other event. Food provision within the context of victim services permissible if the food is necessary or integral to providing services to enhance safety.
- ✘ Expenses of entertainment or alcoholic beverages.

## **IX. REPORTING REQUIREMENTS**

The recipient must collect, maintain, and provide to OAIIV data that measures the performance and effectiveness of activities under this award, in the manner, and within the timeframes specified in the program solicitation, or as otherwise specified by OAIIV. Data collection supports compliance with the Government Performance and Results Act (GPRA) and the GPRA Modernization Act, and other applicable laws.

**Monthly Reporting:**

Each subgrantee is required to submit monthly fiscal reports, which shall serve as an invoice for reimbursement. Such reports shall be in the format and contain necessary documentation to support the expenditures as required by OAIV. Monthly reports are due by the 20<sup>th</sup> of the following month.

**Quarterly Progress Report:**

Each subgrantee shall report to OAIV on the progress of the project as related to the identified goal(s), objective(s) and activities identified and the timeline set for the performance or completion of the activities on a quarterly basis. The quarterly reports are due no later than the 20<sup>th</sup> of each month following the quarter (October 20, January 20, April 20, July 20).

**Annual Reporting:**

All STOP and SAS program sub-grantees are required to complete an Annual Progress Report. The Annual Report covers the period of January 1 through December 31 of each year. The annual report must be submitted to OAIV no later than January 31 of each year. You may review the following links to obtain more information on the reporting requirements and forms.  
<http://muskie.usm.maine.edu/vawamei/stopformularpttools.htm>  
<http://muskie.usm.maine.edu/vawamei/saspformularpttools.htm>

**Project Equipment Summary Report:**

Each subgrantee is required to submit a list of all equipment which is purchased with grant funds. It is due to OAIV no later than July 31st.

**Award Closeout Report:**

Each subgrantee is required to submit its final report, to include all outstanding financial reports/reimbursement requests and a concise summary of the progress on achievement of identified goals and objectives.

**STOP and SAS Program Reporting Table**

<b>Monthly Reports (Reimbursement Requests)</b>	<b>Quarterly Progress Report</b>	<b>Annual Progress Report</b>	<b>Equipment Summary Report</b>	<b>Award Closeout Report</b>
Financial Reports: Due the 20 <sup>th</sup> of each month	20 days after the end of each Quarter (October 20, January 20, April 20, July 20)	Completed and submitted to OAIV by January 31 (period covered January 1 through December 31)	July 31	45 days after project period ends



Repeated late submissions of, or inaccuracies/deficiencies in, required reports will be considered when assigning the agency risk level pursuant to OAIIV monitoring policies, and could ultimately result in suspension or termination of an award.

## **X. FISCAL AND PROGRAM MONITORING**

The Office Against Interpersonal Violence employs program managers and fiscal monitors to provide routine program and fiscal monitoring of all OAIIV subgrants. This monitoring provides program and fiscal contract compliance review, much needed information on how the program is actually being implemented, and assists in identifying sub-recipients experiencing problems requiring corrective action. If through monitoring a problem area is identified and corrective action is requested, OAIIV sub-recipients must adhere to the corrective action requirements identified by the OAIIV within the time period required. The MSDH minimum procedures for monitoring can be found in the MSDH Sub-grantee Manual. [http://msdh.ms.gov/msdhsite/\\_static/resources/1624.pdf](http://msdh.ms.gov/msdhsite/_static/resources/1624.pdf). Monitoring practices specific to OAIIV will be provided at the time of the award notification, along with any required special conditions, certifications or assurances.

## **XI. REVIEW AND EVALUATION OF PROPOSALS**

Each application will be scored, utilizing a review tool, based on the following criteria:

- The degree to which the application meets state and federal requirements and intended uses of the funds;
- The project meets at least one of the priority areas and purpose areas;
- The degree to which the application is responsive to the solicitation, is complete and contains all necessary components;
- The agency has demonstrated a history of providing quality services;
- The community need for the service has been demonstrated;
- Efforts to address the needs of un-served, under-served and inadequately served populations are identified;
- The goals and objectives are clear, measurable, and appropriate for the intended purposes;
- A reasonable plan to collect data on the impact of services has been demonstrated;
- The extent to which the proposed application fits within the state plan for uses of the funds and distribution of funds around the state of Mississippi, taking into consideration geography, population, need and available resources;
- Assessment of the applicant's ability to meet financial management, administrative, and organizational requirements and provide the proposed services;
- Budget items are reasonable, well justified, and proportionate to the activities. The budget is prepared and calculates correctly;
- The ability to provide any required match is demonstrated;
- The diversity of the agency's funding; and
- The extent to which the agency coordinates with other existing services in the community and does not duplicate services being provided by other agencies.

There is no guarantee that a project will be continued, nor is there a guarantee that current amounts of funding will be awarded. Applications will be reviewed by OAIIV staff to determine eligibility and responsiveness to the solicitation. In the event that the organization or its proposal does not meet the minimum eligibility requirements, or has not included necessary documentation as specified in the solicitation, the applicant will be notified it is not eligible to receive funding. All remaining applications will reviewed by a committee established by OAIIV, consisting of members of the community, MSDH employees, and other state government employees having expertise in the field of victim services. In reviewing applications, attention will be paid to not only the types and numbers of victims that will be served, but also to the ability of the applicant to clearly describe the project, explain how the goals, objectives and activities will support the VAWA program purpose, and identify the expected outputs and outcomes.

All applications will undergo a final review by OAIIV Staff. This review will evaluate whether, and to what extent, the project will assist the state in meeting the minimum funding requirements in the required project areas, including the sexual assault and culturally-specific organization set-asides), as well as the applicant's risk status and whether funding should be awarded. The final review will also determine whether requested funding will be reduced or any additional requirements will be placed upon the subgrantee. In making this determination, the applicant's risk status will be considered.

After review, an approval or denial letter will be sent to each applicant via email. Applicants who are denied funding will be notified of the specific reasons for the denial. Applicants may request reconsideration within five (5) working days following the date of denial notification. Reconsideration requests must be in writing to OAIIV. Reconsideration will be limited to the reasons documented in the denial letter. OAIIV's decision based on the request for reconsideration shall be made within twenty (20) working days after receipt of the request. In all cases, the decision of the OAIIV Director shall be final.

Applicants considered for support at a reduced amount will be given the opportunity to restructure the proposal and budget. Refusal to accept reduced funding will not be grounds for reconsideration.

If an application is approved for funding, the Subgrant Agreement between the state and the subgrantee and all accompanying documentation will be prepared by OAIIV and emailed with the approval letter to the sub-awardee for review. Applicants must execute Attachment B to the subgrant agreement and return to OAIIV for submission along with the full sub-grant agreement through the MSDH approval process. Once the State Health Officer has signified approval and the document executed by the MSDH Chief Administrative Officer, the sub-grant agreement will be sent to the subgrantee for execution. The Subgrant Agreement **must not be signed** by the recipient's Authorized Official until all necessary approvals are obtained in accordance with MSDH policies. A fully executed original must be returned to OAIIV for proper documentation. Detailed instructions will be provided in the award notice letter.

For non-profit agencies, the authorized official must be the President/Chairperson of the Board of Directors who will be signing the application and acceptance documentation on behalf of the agency governing board. The Board President may designate the authority to sign to another board officer or the Executive Director. The authorized official for a governmental entity must be the President of the Board of Supervisors of a county or the Mayor of a municipality, Chief Officer of a state or multi-county agency (whether appointed or elected), Chief Officer of any Tribal Organization, or other similarly situated individual. The authorized official may designate another individual to sign the application and acceptance documentation on behalf of the governmental entity. Evidence of authority to apply for the award and the delegation of authority to sign must be documented in official minutes of the body or by letter signed by the authorizing official indicating such delegation, and included as an attachment to the application. It is suggested that all potential applicants seek this authority as early as possible due to the short time frame involved.

## **XII. INSTRUCTIONS FOR COMPLETING THE APPLICATION**

**GENERAL TIPS.** Remember that your proposal will be one of many received and will be read by a number of individuals. As you prepare your proposal, you should keep the reader in mind:

- DO carefully read the solicitation and the instructions for preparation and submission of the proposal.
- DO participate in any conference calls, webinars or workshops provided, as individual assistance from OAIIV staff will be extremely limited. The workshops will provide valuable information and assistance in completing the application.
- DO keep in mind that federal regulations prohibit the use of federal funds in fundraising efforts. Applying for federal grant funds is considered a fundraising activity; therefore, organizations that currently employ subgrant funded personnel must make alternate arrangements for the preparation of the proposal in order to maintain compliance.
- DO keep your proposal simple and genuine; the actual outcome of the project outweighs the grant writing style.
- DO proof-read your proposal carefully. DO avoid run-on sentences. DO be cautious of typos and grammatical errors. DO be sure to define all acronyms.
- DO NOT assume the reader is familiar with your program. Provide complete responses to the specific information solicited and omit unnecessary narrative such as general information regarding the dynamics of crime and victimization, unless pertinent the specific project.
- DO NOT attach any additional information, such as agency brochures, newspaper articles or clippings, training announcements, client surveys, evaluations, etc.
- DO NOT staple your application, or any portions of it, if mailing or hand-delivering. You may place your application in a binder or folder, however, please ensure that the proposal is secured in some fashion (a binder clip that is of appropriate size).

- DO NOT wait until the last minute. Proposals received after the deadline will not be considered for funding. Failure to submit a required portion of the application may also result in denial of funding.

Please follow these instructions in the preparation of your application.

## **PART A – SCOPE OF SERVICES/NARRATIVE**

The Office Against Interpersonal Violence has provided a word document for use in constructing your scope of service/project narrative under this solicitation.

The Scope of Service/Narrative contains the following headers and will be evaluated based upon the following criteria:

BACKGROUND  
 PROBLEMS AND NEEDS  
 GOALS, OBJECTIVES AND ACTIVITIES  
 IMPLEMENTATION TIMELINE  
 INTENDED OUTPUTS (Products)  
 INTENDED OUTCOMES (Results)  
 INPUTS  
 DATA COLLECTION PROCEDURE  
 SUSTAINABILITY PLAN

Part A contains specific instructions for each sub-part. If your project contemplates a sub-award or contract with another entity to perform any of the proposed activities, you must explain this within your narrative (inputs). Pursuant to the MSDH Sub-grantee Manual, you must list the name of the entity (if known), the method of selection, the period of performance, the method of accountability, itemization of budget, and justification. There is a 20 page limit on Part A.

**APPLICANTS REQUESTING FUNDS UNDER BOTH THE STOP AND SAS PROGRAMS WILL BE REQUIRED TO SUBMIT A SEPARATE SCOPE OF SERVICES/NARRATIVE AND BUDGET FOR EACH PROJECT.**

## **PART B - BUDGET SUMMARY AND LINE- ITEM DETAIL**

The Office Against Interpersonal Violence has provided an excel spreadsheet for use in preparing your budget summary and line item detail. There are two tabs in the spreadsheet, the summary page and the detail page.

### **NOTES:**

- **Thoroughly read the instruction tab of the budget spreadsheet before preparing the budget.**
- **The Project Title at the top of the budget summary page must match the title submitted in PART A, Scope of Service/Narrative.**

Each project budget must contain two components: the Summary Budget Amounts for the Federal, Match and Total Award Amount, and Budget Detail, containing specific calculations for each line item as well as a thorough justification of the need for those line items and how they are necessary to accomplish the activities proposed in **PART A, Scope of Services/Narrative**. All budgeted line items must be allowable under VOCA guidelines, and reasonable, necessary, and allocable directly to the project.

**APPLICANTS REQUESTING FUNDS UNDER BOTH THE STOP AND SAS PROGRAMS WILL BE REQUIRED TO SUBMIT A SEPARATE SCOPE OF SERVICES/NARRATIVE AND BUDGET FOR EACH PROJECT.**

### **PART C – OTHER GRANT FUNDS**

In PART C, the applicant is requested to list all other sources of grant funds (state, local, federal, and private sources) which support direct victim services. Please follow the directions on the form. The authorized official or designee must sign this form.

### **PART D - CERTIFICATION OF NON-SUPPLANTING**

Each applicant must complete the certification of non-supplanting. Please follow the directions included on that form, and pay attention to the definition of “supplanting.” The authorized official, or designee, must sign this form.

### **PART E – SPECIAL CONDITIONS**

Each applicant must acknowledge the special conditions required under this solicitation. VOCA requires OAIV, as the state administering agency, to comply with certain special conditions and OAIV is obligated to ensure that all subgrantees comply with these as well. The authorized official, or designee, must sign this form, and initial each page.

### **PART F – LEP and EEOP Certification**

Each Applicant shall complete the LEP and EEOP Certificate. Part I. The name of the person responsible for reporting civil rights findings of discrimination should be entered at the bottom of page 1. Part II. Check the appropriate certification (A, B, or C) for your organization. Only one should be selected. If certification A is selected, please be sure to check (1), (2), and/or (3) (more than one may be applicable). The form must be signed by the authorized official.

### **PART G – Civil Rights Compliance Worksheet**

Applicants must submit the civil rights compliance checklist. Please do not leave any sections blank. If a question is not applicable, please enter N/A under that question.

## **PART H – Certification Regarding Lobbying**

The certification regarding lobbying is a statement that no federal funds have been used for the purpose of lobbying, or that if funds are being so used, subgrantee will submit Standard Form – LLL “Disclosure Form to Report Lobbying.” This form must be signed by the authorized official or designee.

## **PART I – Religious Exemption for Hiring Certification**

Part I applies only to faith-based organizations, and authorizes such organizations, when covered by the Religious Freedom Restoration Act of 1993, to continue to consider religion when making hiring decisions. This does not permit consideration of eligibility for services based on religion. If applicant is not a faith-based organization, or is not seeking authority to consider religion in hiring decisions, this form should not be submitted. If applicable, the authorized official or designee must sign this form. Organizations may be asked to submit documentation to support this certification.

## **PART J – Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusions**

This form is a certification that applicant has not been debarred, suspended, or rendered ineligible from receiving federal funding. Definitions are included within the document. This also applies to any sub-contractors or subgrantees of the applicant. The form must be signed by the authorized official or designee.

## **PART K – Match Source Certification (N/A for SAS applications and Non-profit organizations and tribes under STOP)**

All applicants must complete the match source certification form, accounting for the match to be provided for the specific project and the source (or anticipated source). Applicants should also set forth the basis for determination of the value of any in-kind match (the value of the efforts of volunteers, dependent upon their activities, or the value of donated space). This form must be signed by the authorized official or designee. If the applicant organization is not required to provide match, this form should not be submitted.

## **PART L – 10% De Minimis Indirect Cost Rate Certification**

Each subgrantee who is eligible for and opts to utilize the 10% de minimis rate for indirect costs must execute Part L. This form must be signed by the authorized official or designee. If the applicant is not seeking to utilize the 10% option, this form should not be submitted.

## **PART M – Legal Services Certification**

Any applicant seeking to utilize funding to support any legal services must complete and submit Part M. This form must be signed by the authorized official or designee. If the applicant is not

seeking to provide legal services to victims of domestic violence, sexual assault, stalking or dating violence, this form should not be submitted.

### **PART N – Justice System Certifications**

Any entity proposing law enforcement, prosecutorial or court-related activities must complete Part N. This form must be signed by the authorized official or designee. If the applicant is not a law enforcement prosecutorial or judicial agency, this form should not be submitted.

### **XIII. OAIV PROGRAM CONTACTS**

Should you have any questions, please contact Constance Brown at [constance.brown@msdh.ms.gov](mailto:constance.brown@msdh.ms.gov) . OAIV will make reasonable attempts to respond with an answer to all questions within two business days of receiving the question at OAIV.

### **XIV. VAWA APPLICATION PROCESS**

1. The first step to the VAWA STOP or SAS application process is to submit your **INTENT TO APPLY FOR FUNDING**, along with a cover letter signed by the Project Director by **April 3, 2017**. Submission of a Notice of Intent is not a binding commitment to submit an application. The Intent to Apply should be sent to Constance Brown at [constance.brown@msdh.ms.gov](mailto:constance.brown@msdh.ms.gov).
2. The next step is to create a scope of services/project narrative by using **PART A - SCOPE OF SERVICES/NARRATIVE (NOTE: if applying for STOP and SAS, you must prepare one for each funding source)**.
3. The next step is to create a budget using the excel budget sheet(s) by using **PART B - BUDGET (NOTE: if applying for STOP and SAS, you must prepare a budget for each funding source)**.
4. Complete **PART C - OTHER GRANT FUNDS**
5. Complete **PART D - NON-SUPPLANTING CERTIFICATION**
6. Complete **PART E – VOCA SPECIAL CONDITIONS**
7. Complete **PART F – LEP AND EEOP CERTIFICATION**
8. Complete **PART G – CIVIL RIGHTS COMPLIANCE CHECKLIST**
9. Complete **PART H – CERTIFICATION REGARDING LOBBYING**
10. Complete **PART I – CERTIFICATION OF EXEMPTION FOR HIRING PRACTICES** (if applicable)
11. Complete **PART J – CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY AND VOLUNTARY EXCLUSIONS**
12. Complete **PART K – MATCH SOURCE CERTIFICATION** (if applicable)
13. Complete **PART L – 10% DE MINIMIS COST RATE CERTIFICATION** (if applicable)
14. Complete **PART M – LEGAL SERVICES CERTIFICATION** (if applicable)
15. Complete **PART N – JUSTICE SYSTEM CERTIFICATION** (if applicable)
16. Attach a copy of your agency organizational chart.

17. Attach resumes and job descriptions of funded staff or those providing matching services (including volunteers) and any applicable professional licensure or certification documentation.
18. Attach a copy of your organization's current Fiscal Balance Sheet.
19. Attach proof of 501(c)(3) status (any nonprofit organization applying for funding).
20. Indirect Cost Rate Agreement from Cognizant Federal Agency, if applicable.
21. Use the checklist at the end of this solicitation to ensure that you have completed all necessary parts of the application and include the list as part of the application.

**The Intent to Apply for Funding shall be submitted on or before April 3, 2017**, and must be submitted via email to [constance.brown@msdh.ms.gov](mailto:constance.brown@msdh.ms.gov).

**Completed Applications must be received by OAIV on or before 3:00 PM on Monday, May 15, 2017.** Late applications will not be reviewed or considered for funding. Applications must be complete, and failure to follow the specified requirements or include any of the required attachments may result in the application not being reviewed or considered for funding.

**Electronic Submissions:** Applications will be accepted in an electronic format. **All electronic files must be saved in a .pdf format** and submitted to [constance.brown@msdh.ms.gov](mailto:constance.brown@msdh.ms.gov) by the date and time indicated above. To ensure prompt processing, the subject line of the email should be **'FFY 2016 MISSISSIPPI STOP Program Application: [Your Agency Name]'**, or **'FFY 2016 MISSISSIPPI SAS Program Application: [Your Agency Name].'**

The following directions should be followed if mailing or hand-delivering:

Applications should be mailed by USPS to:                      Office Against Interpersonal Violence  
 Mississippi State Department of Health  
 ATTN: VAWA PROGRAM  
 P.O. Box 1700  
 Jackson, MS 39215

Applications should be sent by UPS or FedEx to:                      Office Against Interpersonal Violence  
 Mississippi State Department of Health  
 ATTN: VAWA PROGRAM  
 715 S. Pear Orchard Rd., Suite 102  
 Ridgeland, MS 39157

Applications may be hand-delivered to:                      same as UPS or FedEx

**\*If submitting via US Postal Service, UPS, FedEx, or in person, please be sure to include one original and one copy of your application and all required attachments.**



**FFY 2016 VAWA STOP/SAS PROGRAM APPLICATION COMPLETION CHECK-OFF**

- Part A - Scope of Service/Narrative**
- Part B - Budget Summary and Narrative Detail**
- Part C - Other Grant Funding Table**
- Part D - Non-Supplanting Certification**
- Part E – Other VOCA Special Conditions**
- Part F – LEP and EEOP Certification**
- Part G – Civil Rights Compliance Checklist**
- Part H – Certification Regarding Lobbying**
- Part I – Certification of Exemption Based on Religion**       N/A
- Part J – Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion**
- Part K – Match Source Certification**       N/A
- Part L – 10% De Minimis Cost Rate Certification**       N/A
- Part M – Legal Services Certification**       N/A
- Part N – Justice System Certification**       N/A
- Attach Agency Organizational Chart**
- Attach organizational policy statement or procedure for serving all individuals, regardless of actual or perceived race, color, national origin, religion, sex, disability, sexual orientation, or gender identity**
- Attach organization policy statement or procedure for serving LEP individuals**
- Attach organizational policy statement or procedure for serving individuals with disabilities.**
- Attach resumes and job descriptions of funded staff, those providing match and volunteers, including any professional licensure or certification documentation**
- Attach Latest Organizational Fiscal Balance Sheet**
- Attach proof of 501(c)(3) status**       N/A
- Attach applicable indirect cost rate agreement or documentation of 10% de minimis rate**       N/A