

**STOP Violence Against Women Formula Grant Program
FISCAL YEAR 2006 REQUEST for PROPOSALS**

APPLICATION INSTRUCTIONS AND REQUIREMENTS

**COMPETITIVE REQUEST FOR PROPOSALS
FROM LAW ENFORCEMENT,
PROSECUTION AND COURTS**

**CRIMINAL JUSTICE SERVICES DIVISION
OREGON OFFICE OF HOMELAND SECURITY
4760 PORTLAND ROAD NE
SALEM, OREGON 97305
(503) 378-4145**

APPLICATION DUE DATE: June 8, 2006

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State of Oregon
Fiscal Year 2006-2007 Competitive Grant Program
REQUEST FOR PROPOSALS

STOP Violence Against Women Formula Grant Program

Introduction

The Criminal Justice Services Division (CJSD) of the Oregon Office of Homeland Security announces the availability of \$1,794,000 in STOP (Services, Training, Officers, Prosecutors) Violence Against Women Formula Grant funds to be distributed during fiscal year 2006-2007 for the purpose of funding programs that encourage the development and implementation of effective law enforcement, prosecution, and judicial strategies to combat violent crimes against women and the development and strengthening of victim services in cases involving violent crimes against women.

The STOP Program promotes a coordinated and integrated approach to improving the criminal justice system's response to violence against women. It envisions a partnership among law enforcement, prosecution, the courts, victim advocates, and service providers. The emphasis of the STOP Program continues to be on the implementation of comprehensive strategies addressing violence against women that are sensitive to the needs and safety of victims and hold offenders accountable for their crimes.

VAWA Allocations

VAWA guidelines specify that law enforcement and prosecution each receive 25 percent of the state's award, nonprofit nongovernmental victim services receives 30 percent plus the state's 15 percent discretionary set-aside, and 5 percent is allocated for state and local courts including juvenile courts.

Amount and Duration of Funding

Of the \$1,794,000 in available grant funds, \$1,084,057 will be competitively distributed among units of state, local, or tribal law enforcement, prosecution and courts including juvenile courts as follows: \$528,224 is available for law enforcement, \$425,271 is available for prosecution, and \$130,562 is available for state and local courts.

Current STOP grantees must submit an application requesting federal funds consistent with the table on pages 5-6. New competitive law enforcement, prosecution, and court applicants should follow recommended budget guidelines outlined in the Program Budget / Budget Narrative section described on page 14.

Applicants that prevail in the competitive application process will be eligible to receive up to an aggregate of five years of funding. During this time, preference will be given to continuation programs.

However, in order to make funding available for new programs, VAWA grantees that have already received funding for three years will have their award reduced to 75 percent of their FY 2004 award in the fourth year of funding and 50 percent of their FY 2004 award in the fifth year of funding. All programs will be funded for a 12-month period beginning July 1, 2006 and ending June 30, 2007.

There is no guarantee that a program will receive funding beyond the current year. Continued grant funding will be dependent on grantee performance, compliance with state and federal requirements, funding availability, and the submission of a completed and responsive grant application.

Applicant Eligibility

Applications will be accepted from State, local, or Tribal law enforcement, prosecution, and courts for programs to increase and enhance services to victims of violent crime against women.

Application Due Date

One original and five copies of the application must be **received (not post-marked) by 5:00 PM Thursday, June 8, 2006**. Only materials included as part of the application will be considered in the review process. Late applications or additions to an original application to meet the grant program guidelines will not be accepted. Neither facsimiles nor email submissions will be accepted. The postal mail and hand-delivery address is:

**STOP Violence Against Women
Formula Grant Program**

**Criminal Justice Services Division
Oregon Office of Homeland Security
4760 Portland Road NE
Salem, OR 97305
Phone: (503) 378-4145**

Changes to VAWA Statute

Several significant changes were made to the VAWA statute via the Violence Against Women and Department of Justice Reauthorization Act of 2005, which was signed into law on January 5, 2006.

First, three new statutory purpose areas were added to enhance judicial and law enforcement tools to combat violence against women:

1. Maintaining core victim services and criminal justice initiatives, while supporting complementary new initiatives and emergency services for victims and their families.
2. Supporting the placement of special victim assistants (to be known as 'Jessica Gonzales Victim Assistants') in local law enforcement agencies to serve as liaisons between victims of domestic violence, dating violence, sexual assault, and stalking and personnel in local law enforcement agencies in order to improve the enforcement of protection orders. Jessica Gonzales Victim Assistants shall have expertise in domestic violence, dating violence, sexual assault, or stalking and may undertake the following activities:
 - a. developing, in collaboration with

- prosecutors, courts, and victim service providers, standardized response policies for local law enforcement agencies, including triage protocols to ensure that dangerous or potentially lethal cases are identified and prioritized.
 - b. notifying persons seeking enforcement of protection orders as to what responses will be provided by the relevant law enforcement agency.
 - c. referring persons seeking enforcement of protection orders to supplementary services (such as emergency shelter programs, hotlines, or legal assistance services).
 - d. taking other appropriate action to assist or secure the safety of the person seeking enforcement of a protection order.
- 3. Provide funding to law enforcement agencies, nonprofit nongovernmental victim services providers, and state, tribal, territorial, and local governments, (which funding stream shall be known as the Crystal Judson Domestic Violence Protocol Program) to promote:
 - a. the development and implementation of training for local victim domestic violence service providers, and to fund victim services personnel, to be known as 'Crystal Judson Victim Advocates,' to provide supportive services and advocacy for victims of domestic violence committed by law enforcement personnel.
 - b. the implementation of protocols within law enforcement agencies to ensure consistent and effective responses to the commission of domestic violence by personnel within such agencies (such as the model policy promulgated by the International Association of Chiefs of Police ('Domestic Violence by Police Officers: A Policy of the IACP, Police Response to Violence Against Women Project' July 2003)).
 - c. the development of such protocols in collaboration with State, tribal, territorial and local victim service providers and domestic violence coalitions. 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 of Justice,

including a summary of progress in implementing such protocol.

Second, the statute allows the use of STOP funds to pay for forensic medical exams if they are performed by trained examiners for victims of sexual assault and the State, Indian tribal government, or local government does not require victims of sexual assault to seek reimbursement for the exam from their insurance carriers.

Agencies may not require sexual assault victims to participate in the criminal justice system or cooperate with law enforcement in order to be provided with a forensic exam, reimbursement for the cost of the exam, or both.

Third, it requires the State to certify that not later than three years after the date of enactment (January 5, 2006), its laws, policies, or practices will ensure

that no law enforcement officer, prosecuting officer or other government official shall ask or require an adult, youth, or child victim of an alleged sex offense as defined under Federal, Tribal, State, or local law to submit to a polygraph examination or other truth telling device as a condition for proceeding with the investigation of such an offense. The refusal of a victim to submit to an examination shall not prevent the investigation, charging, or prosecution of the offense.

Fourth, it requires the State to certify that its judicial administrative policies and practices include notification to domestic violence offenders of Federal, State, or local gun laws.

Finally, of the required 30 percent allocation for nonprofit, nongovernmental victim services programs, 10 percent must go to culturally specific, community-based organizations.

FY 2006-2007 STOP Violence Against Women Formula Grant Request for Proposals

Prosecution Agencies	06 Award	05 Award	04 Award	03 Award	02 Award
Columbia County District Attorney's Office	\$12,692	\$19,037	\$25,383	\$30,000	\$38,200
Coos County District Attorney's Office	\$15,618	\$23,426	\$31,235	\$32,700	\$32,700
Crook County District Attorney's Office	\$4,888	\$7,331	\$9,775	\$10,000	\$10,000
Department of Justice-Crime Victims Assistance Section-SATF	\$20,008	\$30,011	\$40,015	\$50,466	\$36,000
Grant County District Attorney	\$10,350	\$13,800	XXXXXXXX	\$25,000	\$25,000
Lane County District Attorney's Office	\$24,398	\$36,596	\$48,795	\$50,000	\$50,000
Lincoln County District Attorney's Office	\$21,964	\$29,000	\$29,285	\$30,000	XXXXXXXX
Linn County District Attorney's Office	\$18,720	\$24,960	XXXXXXXX	\$23,157	\$23,157
Malheur County District Attorney's Office	\$19,519	\$29,278	\$39,038	\$40,000	\$40,000
Marion County District Attorney's Office	\$19,519	\$29,278	\$39,038	\$40,000	\$37,941
Multnomah County District Attorney's Office	\$32,200	\$48,300	\$64,400	\$66,000	\$66,606
Polk County District Attorney's Office	\$29,279	\$39,000	\$39,038	\$40,000	XXXXXXXX
Union County District Attorney's Office	\$8,429	\$12,642	\$16,858	\$17,262	\$17,262
Wallowa County District Attorney's Office	\$10,000	\$10,000	\$7,500	XXXXXXXX	XXXXXXXX
Yamhill County District Attorney's Office	\$16,695	XXXXXXXX	\$22,260	\$22,500	\$37,940
Law Enforcement Agencies	06 Award	05 Award	04 Award	03 Award	02 Award
Benton County Sheriff's Office	\$37,500	\$50,000	XXXXXXXX	\$87,980	\$90,000
Clackamas County Sheriff's Office	\$25,000	\$25,000	XXXXXXXX	XXXXXXXX	XXXXXXXX
Columbia County Sheriff's Office	\$25,500	XXXXXXXX	\$34,000	\$32,200	\$32,200
Department of Justice-Crime Victims Assistance Section- SATF	\$20,500	\$30,750	\$41,000	\$20,000	\$33,759
Florence Police Department	\$17,000	\$25,500	\$34,000	\$32,760	\$32,760
Gresham Police Department	\$30,000	\$30,000	\$29,000	XXXXXXXX	XXXXXXXX
Jackson County Sheriff's Office	\$22,897	\$34,345	\$45,794	\$46,250	\$46,600
Ontario Police Department	\$39,197	\$39,197	XXXXXXXX	XXXXXXXX	XXXXXXXX
Salem Police Department	\$26,000	\$39,000	\$52,000	\$50,000	\$50,000
Springfield Police Department	\$17,250	XXXXXXXX	\$23,000	\$23,000	\$22,876
Union County Sheriff's Office	\$20,000	\$30,000	\$40,000	\$37,268	\$37,268
Hillsboro Police Department (WCSO)	\$21,000	\$31,500	\$42,000	\$32,000	\$42,000

FY 2006-2007 STOP Violence Against Women Formula Grant Request for Proposals

Court Programs	06 Award	05 Award	04 Award	03 Award	02 Award
Oregon Judicial Dept-Clatsop County	\$27,666	\$27,666	\$30,666	XXXXXXX	XXXXXXX
Oregon Judicial Dept-Jackson County	\$24,148	\$24,148	XXXXXXX	XXXXXXX	XXXXXXX
Oregon Judicial Dept-Multnomah County	\$55,217	\$55,217	XXXXXXX	XXXXXXX	XXXXXXX

Priorities for Competitive Law Enforcement Programs

PRIORITIES:

- 1) Dedicate funds to victims' advocacy and safety, in collaboration with victim services programs.**
- 2) Earmark a minimum of 25 percent of STOP funds for services to victims of sexual assault.**

At least 25 percent of competitive law enforcement funds will be set-aside for services for victims of sexual assault. It is not necessary that every law enforcement applicant provide sexual assault specific services however, proposals that do address sexual assault must clearly describe in their: 1) program description, 2) intended outcomes and performance measures, and 3) budget narrative, how grant funds will implement services that respond to sexual assault.

3) Provide services targeted at one or more of the following groups of victims from underserved populations:

- Underserved in relation to culture or language (cultural / ethnic minorities, non-English speaking, migrant farm workers)
- Underserved in relation to physical or mental health limitations (physically / hearing / sight disabled, mentally retarded, diagnosed with mental illness)
- Underserved in relation to age (females over 65)
- Underserved in relation to sexual orientation (lesbians / bisexuals / transgender)

- Other Underserved (rural residence, homeless).

Some examples of possible law enforcement programs include:

- Developing multidisciplinary teams that include community-based victim advocates.
- Developing or revising multidisciplinary protocols and trainings that improve coordinated service delivery response.
- Establishing sexual assault response teams (SART).
- Providing civil legal assistance.
- Specially trained police intervention unit or training programs that improve law enforcement's knowledge of domestic violence, sexual assault and stalking and their ability to provide effective services.
- Specific outreach to underserved populations for example, investigating elder abuse domestic violence or sexual assault crimes.

Training proposals should address most, if not all, of the following topics:

1. Identifying victims, providing information, and making referrals (screening clients for involvement in domestic violence or sexual assault, victim sensitivity and support, community resources and services available for victims).
2. Using the criminal justice / legal system (crime victim's compensation, stalking, domestic violence and sexual assault laws and protocols, primary aggressor

laws, protective / restraining orders, lethality assessments).

3. Responding to immediate crisis (crisis intervention, safety plans).
4. Delivering effective services to underserved populations (including underserved by culture, language, gender, age, disability, mental health, sexual orientation).
5. Responding to sexual assault or stalking.

non-English speaking, migrant farm workers).

- Underserved in relation to physical or mental health limitations (physically / hearing / sight disabled, mentally retarded, diagnosed with mental illness).
- Underserved in relation to age (females over 65).
- Underserved in relation to sexual orientation (lesbians / bisexuals / transgender).
- Other Underserved (rural residence, homeless).

Priorities For Competitive Prosecution Programs

PRIORITIES:

- 1) Increase victims' advocacy and safety, in collaboration with victim services programs.**
- 2) Earmark a minimum of 25 percent of STOP funds for services to victims of sexual assault.**

At least 25 percent of competitive prosecution funds will be set-aside for services for victims of sexual assault. It is not necessary that every prosecution applicant provide sexual assault specific services however, proposals that do address sexual assault must clearly describe in their: 1) program description, 2) intended outcomes and performance measures, and 3) budget narrative, how grant funds will implement services that respond to sexual assault.

- 3) Provide services targeted at one or more of the following groups of victims from underserved populations:**

- Underserved in relation to culture or language (cultural / ethnic minorities,

Some examples of possible prosecution programs include:

- Developing or revising multidisciplinary protocols and trainings that improve coordinated service delivery response.
- Providing civil legal assistance.
- Establishing sexual assault response teams (SART).
- Specially trained members of District Attorney's office / Victim Assistance or training programs that improve prosecution's knowledge of domestic violence, sexual assault and stalking and their ability to provide effective services.
- Specific outreach to underserved populations for example, a victim advocate for elder abuse cases.

Training proposals should address most, if not all, of the following topics:

1. Identifying victims, providing information, and making referrals (screening clients for involvement in domestic violence or sexual

assault, victim sensitivity and support, community resources and services available for victims).

2. Using the criminal justice / legal system (crime victim's compensation, stalking, domestic violence and sexual assault laws and protocols, primary aggressor laws, protective / restraining orders, lethality assessments).
3. Responding to immediate crisis (crisis intervention, safety plans).
4. Delivering effective services to underserved populations (including underserved by culture, language, gender, age, disability, mental health, sexual orientation).
5. Responding to sexual assault.
6. Developing multi-disciplinary teams to respond to domestic violence or sexual assault that include community-based victims services programs.

Priorities For Competitive Court Programs

PRIORITIES:

1) Improving court experience for victims through:

- a) Training for judges and court staff.
- b) Creation of specialized domestic violence dockets or courts.
- c) Review, assessment, and revision of court policies and procedures in protective order proceedings.
- d) Assessing and addressing victim safety concerns focused in the courthouse.
- e) Data collection.
- f) Victim advocacy provided at the courthouse.

2) Improving access to court services for underserved populations:

- Underserved in relation to culture or language (cultural / ethnic minorities, non-English speaking, migrant farm workers).
- Underserved in relation to physical or mental health limitations (physically / hearing / sight disabled, mentally retarded, diagnosed with mental illness).
- Underserved in relation to age (females over 65).
- Underserved in relation to sexual orientation (lesbians / bisexuals / transgender).
- Underserved in relation to geography (rural residence, homeless).

VAWA Statutory Purpose Areas

To be eligible for funding under the Violence Against Women Act, programs must fall within at least one of 11 authorized Purpose Areas established by Congress:

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, and dating violence.
2. Developing, training, or expanding units of law enforcement, judges, other court personnel, and prosecutors specifically targeting violence crimes against women, including sexual assault and domestic violence.
3. Developing and implementing more effective police, court, and prosecution policies, protocols, orders, and services devoted to preventing, identifying, and responding to violent crimes against women, including sexual assault and domestic violence.
4. Developing, installing, or expanding data collection and communications systems, including computerized systems linking police, prosecution, and the courts or for the purpose of identifying and tracking arrests, protection orders, violations of protection orders, prosecutions, and convictions for violent crimes against women, including the crimes of sexual assault and domestic violence.
5. Developing, enlarging, or strengthening victim services programs, including sexual assault, domestic violence, and dating violence programs; developing or improving the 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 sexual assault, domestic violence, and dating violence.
6. Developing, expanding, or strengthening programs addressing stalking.
7. Developing, enlarging, or strengthening programs addressing the needs and circumstances of Indian tribes dealing with violent crimes against women, including the crimes of sexual assault and domestic violence.
8. Supporting formal and informal statewide, multidisciplinary efforts, to the extent not supported by state funds, to coordinate the response of the 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, and dating violence.
9. 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.

10. 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 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.

11. Providing assistance to victims of domestic violence and sexual assault in immigration matters.

Limitations on VAWA Funding and Activities That May Compromise Victim Safety

In addition to the clear criminal justice purposes for which the Violence Against Women Act was intended, funding for civil justice assistance is allowable. This funding is limited by the Omnibus Crime Control and Safe Streets Act of 1968, as amended by the Violence Against Women Act, to situations that bear directly and substantially upon criminal justice matters or are inextricably intertwined with criminal justice matters. Since it is consistent with the overall intent of the statute, legal assistance to victims attempting to obtain civil protection orders may be supported.

STOP funds may not be used to support services for obtaining divorces. Divorces and legal separations are civil proceedings that fall outside the scope of the 11 broad Purpose Areas for which STOP funds may be used.

STOP funds may not be used to support services that focus exclusively on children or to develop sexual assault or domestic violence prevention curricula for schools.

Children's services supported with STOP funds must show an inextricable link and be the direct result of providing services for a woman. 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.

Sexual assault services must be specific to adolescents and adults. These funds are not intended to provide services for child abuse or child sexual abuse.

Additionally, STOP funds may not support legal or defense services for perpetrators of violence against women.

Ensuring victim safety is the guiding principle underlying The STOP Violence Against Women Formula Grant Program. Experience has shown that certain practices may compromise victim safety rather than enhance it. Certain responses by the authorities may have the effect of minimizing or trivializing the offender's criminal behavior. Accordingly, consistent with the goals of ensuring victim safety while holding perpetrators accountable for their criminal conduct, applicants are strongly discouraged from proposing projects that include any activities that

may compromise victim safety such as the following:

- Offering perpetrators the option of entering pre-trial diversion programs.
- Mediation or counseling for couples as a systemic response to domestic violence or sexual assault.
- Requiring victims to report sexual assault, stalking, or domestic violence crimes to law enforcement or forcing victims to participate in criminal proceedings.
- Court mandated batterer intervention programs that do not use the coercive power of the criminal justice system to hold batterers accountable for their behavior.
- Placement of batterers in anger management programs.
- Procedures that would force victims of domestic violence to testify against their abusers or impose other sanctions on them. Rather, procedures that provide victims the opportunity to make an informed choice about whether to testify are encouraged.

Application Instructions and Requirements

Application Length and Format

Applications must not exceed 15 pages, exclusive of the Cover Sheet, Certification Form, Budget Worksheet(s), and appendices. Appendices must not exceed five pages in total however; no part of the Program Narrative Section may be submitted as an appendix.

Applications must be submitted on single-sided, 8½ x 11-inch paper, using one-inch margins, and typed double-spaced with a standard 12-point font.

Your application will be disqualified if it is not in the specified format.

Application Contents

1. Cover Sheet

Identifying information must be provided using the Cover Sheet format on page 23. This sheet must be completed in full and placed at the beginning of the proposal.

2. Program Narrative

Part One: Review of Progress Made (10 points)

For programs applying for continuation funding (from FY 2005) provide the following information:

- a) Restate your FY 2005 VAWA grant program goals and objectives. (2 points)
- b) Identify the number of victims the VAWA specific program served. (2 points)
- c) Specify whether your program met or will meet its target outputs for the FY 2005 VAWA Grant period. If not, explain why. (2 points)
- d) Describe the activities and services your program provided to victims between July 1, 2005 and March 31, 2006. (2 points)
- e) Describe changes to your agency and / or staff in the last year including significant changes in the community served by your program. (2 points)

Part Two: Program Description (30 points: 25 objective / 5 subjective)

Provide detailed narrative information describing the proposed program including program activities and operations paid in full, or in part, with VAWA grant funds.

- a) Describe the community in which the agency exists. This includes demographic data in your community, community resources, a description or profile of underserved populations and the clients traditionally served by your agency. (5 points)
- b) Identify the target population(s) for the proposed program and the anticipated number of clients to be served. If you are proposing to address underserved or culturally specific populations, identify the targeted population. (5 points)
- c) Describe how the program will ensure that services are culturally appropriate and how the service(s), training, or outreach and delivery of services to an underserved or culturally specific population will be developed and implemented. (5 points)
- d) Describe who will implement the program, including the training and experience of existing (or intended) program staff. Include job descriptions in the application for all staff providing services for this grant. (5 points)
- e) If volunteers will be used to provide services for the proposed program, provide specific job duties and services that will be performed. Include job descriptions and the rate of pay that is equivalent to staff that may perform the same duties. (5 points)

Part Three: Addresses VAWA Advisory Board Priority (10 points: 7 objective / 3 subjective)

Clearly describe how this program addresses an identified VAWA Advisory Board law enforcement, prosecution, or court program priority as highlighted on pages 7-9. Your description should document how program activities link to at least one of the identified priority areas. (7 points)

If the proposed program does not address an identified priority leave this section blank.

Part Four: Program Goals, Objectives, and Performance Measures (25 points: 20 objective / 5 subjective)

Provide qualitative and quantitative information when you identify the goals, objectives, and performance measures for the specific program paid in full, or in part, with VAWA funds.

Identify the goals, or what the program is intended to accomplish and for which target population(s). The goals must be consistent with the statutory Purpose Areas. (5 points)

Identify the objectives, or the specific, measurable changes your agency intends to bring about. Objectives should be realistic, obtainable, and stated in terms of results. Each objective should have at least one corresponding output measure and short-term outcome measure. (5 points)

Performance measures are indicators that determine whether the objective has been met. Performance measures

should include both output measures and short-term outcome measures.

Output measures address results related to staff activities including the number and demographic characteristics of clients served, services delivered, and frequency, duration, and timing of services provided. (5 points)

Outcome measures focus on what changes in participants' lives as a result of the program. Short-term outcome measures address the immediate results for clients of services delivered by your program. (5 points)

Examples of goals, objectives, and performance measures are provided on page 18. Use this format to present your goals, objectives, and performance measures. These are provided as examples only. Your specific goals, objectives, and performance measures will depend on your program activities.

Part Five: Program Budget / Budget Narrative (10 points: 7 objective / 3 subjective)

Competitive law enforcement and prosecution applicants should anticipate submitting requests between \$25,000-\$55,000.

Court applicants must follow the Oregon Judicial Department's Grant and Other Funding Sources Policy prior to submitting their grant application.

The budget should be formatted as shown on page 25. Show all funds including match funds. The budget must show how item costs were calculated. (3 points)

Include a budget narrative for each item, where appropriate, that describes the need for the item and how it ties in to the proposed program. (4 points)

In general, equipment or furniture expenses will not be approved unless a compelling need is demonstrated. Out-of-state travel must be accompanied by justification documenting how the travel is essential to the program, the availability of in state vs. out-of-state training and an assurance that information obtained at the conference will be shared with additional staff from the agency and with other agencies involved in the program.

In addition to the budget and budget narrative for this application, applicants should submit a victim services revenue summary for the organization providing services for this grant. Refer to the 2005 and 2006 Organization / Program Revenue provided on page 28.

Part Six: Evidence of Collaboration in Planning and Implementation (15 points: 10 objective / 5 subjective)

Tribal, State, or local prosecution, law enforcement, and courts must demonstrate that they have consulted with victim services programs during the course of developing their grant applications in order to ensure that proposed services and activities are designed to promote the safety, confidentiality, and economic independence of victims of domestic violence, sexual assault, stalking, and dating violence.

In addition, Tribal, State, or local prosecution, law enforcement, and courts must coordinate their efforts with the local Domestic / Family Violence

Council or Sexual Assault Response Team / Task Force (if one exists).

Applicants should develop their proposed programs through a collaborative process that involves the agencies and organizations in the communities that will be impacted by the proposed program including, but not limited to, Tribal, State, or local domestic violence and / or sexual assault program(s), and must describe the nature and extent of this collaborative planning. If possible, the planning group membership should mirror the diversity of the communities to be served by the program. Membership in a particular entity does not in itself demonstrate collaboration.

All applicants must submit the following:

1. Memorandum of Understanding that clearly states the goals of the program, lists each of the entities involved, and describes the roles and responsibilities of each. An authorized official from each participating entity must sign the Memorandum of Understanding. At least one of the signatures must be from a Tribal, State, or local domestic violence and / or sexual assault program. Where appropriate, describe the collaboration on domestic violence and / or sexual assault response separately. (10 points)
2. Signed Domestic Violence Council / Sexual Assault Response Team / Task Force Description of Collaboration and Certification Form. The individual signing the Certification Form may not be from the applicant agency. (Pass / Fail)

Narrative information regarding the efforts made to obtain support, and / or problems encountered while obtaining or sustaining support may be substituted as good faith efforts to achieve collaboration.

Applications omitting the required Memorandum of Understanding and Certification Form will not be considered for funding.

Federal and Match Requirements

Grant funds may pay up to 75 percent of the total cost of the program. At least 25 percent of the funding (match) must be in the form of cash or in-kind services.

Indian tribes may meet the 25 percent matching requirement by using funds appropriated by Congress for the activities of any agency of an Indian tribal government or for the activities of the Bureau of Indian Affairs performing law enforcement functions on any Indian lands.

Match and grant funds constitute program funds. Grantees must report on match funds. All conditions that apply to grant funds apply to match funds. All funds designated as match are restricted to the same uses as the STOP Violence Against Women Formula Grant funds and must be expended within the grant period. Grantees must ensure that match is identified in a manner that guarantees its accountability during an audit.

Calculating Match Requirement

Grant and match funds make up the total program budget. To calculate the 25 percent match requirement, divide the requested award amount by three. As an example, if you are requesting \$50,000, the required match contribution would equal: $\$50,000 \div 3 = \$16,667$. $\$50,000$ (75 percent grant funds) + $\$16,667$ (25 percent match funds) = $\$66,667$ (100 percent total program funds).

In-Kind Match

The costs of activities attributed as match must be directly related to the project goals and objectives. For example, if half of an advocate's time is supported with grant funds, that advocate must track all of her time to demonstrate that 50 percent of it was devoted to the grant-funded project. In-kind match must be documented in the same manner as grant-funded activities.

In-kind match may include donations of expendable equipment; office supplies; workshop or education and training materials; 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 program. 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. Volunteer services must be documented and, to the extent feasible, supported by the same

valuation 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.

Following are some specific examples of possible sources of match for this program:

For grantees:

- If an entity other than the grantee donates office space free of charge to the grantee for the project, the rental value of the space may be used as match. For example, a police department may donate an office to house a victim advocate from a domestic violence shelter. Similarly, the cost of utilities, insurance, security, janitorial services and the like may be used as in-kind match to the extent they are not being paid out of grant funds. Programs also may receive short-term donations of space, such as a room to hold a meeting or a training event, which may be used as match.
- The salaries of any employees of the grantee that are working on grant-related purposes but are not paid with grant funds may be used. For example, a hotline coordinator at a shelter, a police officer or prosecutor working on a sexual assault unit, or other employees could be used as match to the extent that they are not paid by Federal funds.
- If the grantee has a Board of directors or advisory board and the members are not compensated for

their time, the time spent by the council members may be used as match. Any other volunteers involved in the project, such as trainers and speakers, pro bono attorneys and other professionals, hotline volunteers, people volunteering to give public presentations about the grantee or about violence against women, volunteers facilitating support groups, and child care volunteers also may be used as match.

- Grantees also may receive donations of services that can be used as match. For example, a local printing company may agree to print some training materials at no cost to the program. Other examples of donated services may include web space and services, other computer services, legal services, translation services, telephone services and accounting services for the program as well as psychological counseling, job training, medical services, taxi and hotel vouchers, and child care services for victims.

Volunteer Hours While On-Call

The value of the donated service may not exceed the rate your agency would pay an employee to provide the same level of service. For example, if two advocates provide the same service, but one is paid and the other is a volunteer, you could use the same rate per hour for the volunteer that you pay your employee.

Similarly, if two advocates are considered “on-call” or carry a pager or cell phone, and provide a service as

needed, you could use the same rate per hour for the volunteer that you would pay your employee for providing the same service. You may use the rate your agency would pay an employee to be on-call, or for carrying a pager, or cell phone.

However, if your agency does not pay employees to be on-call, or to carry a pager or cell phone, then you would use the “going rate” in your area, for that service. Please check with other agencies in your area to determine what rate they pay their employees for providing an equivalent service.

Supplanting

Federal funds must be used to supplement, not supplant, existing program funds. Neither grant nor match funds may replace funds that have already been appropriated, or would otherwise be available, for this grant program.

EXAMPLE PERFORMANCE MEASURES

VAWA FUNDED POSITION	GOALS	OBJECTIVES	PROCESS/OUTPUT	SHORT-TERM OUTCOMES
.5 FTE Victim Advocate	Increase the safety of domestic violence and / or sexual assault victims.	<ol style="list-style-type: none"> 1. Increase victims' knowledge of domestic violence and/or sexual assault resources through the provision of support group services. 1. Continue providing shelter services. 	<ol style="list-style-type: none"> 1a. 15 victims will attend support groups. 1b. 24 support groups will be provided. 2a. 20 victims will stay at shelter. 2b. Victim will stay in shelter an average of 7 days. 	<ol style="list-style-type: none"> 1. Pre / post survey changes in victims' knowledge of domestic violence and/or sexual assault resources in the community. 2a. Victims' evaluation of the effectiveness and usefulness of shelter services in increasing their safety. 2b. Victim satisfaction with shelter services.
1 FTE Sexual Assault Training Coordinator	Increase access to the system for sexual assault survivors	<ol style="list-style-type: none"> 1. Increase the effectiveness of sexual assault first responders through cross-training 	<ol style="list-style-type: none"> 1. 60 professionals will be trained. 	<ol style="list-style-type: none"> 1. Pre / post survey changes in first responder's knowledge of sexual assault

Example

Criteria for the Review of Applications

CJSD will conduct an initial review of applications to determine whether the proposal meets the RFP minimum qualifications. The applicant's failure to comply with the instructions or to submit a complete proposal will result in it being deemed non-responsive. Applications will be deemed non-responsive for the following reasons:

1. Late applications. The original and five copies of the application must be **received** (not post-marked) by **5:00 PM, Thursday June 8, 2006**.
2. Excessive page length or incorrect format.
3. Missing or incomplete Cover Sheet or Program Narrative Section (Parts One to Six).
4. Missing Memorandum of Understanding and / or Domestic Violence Council / Sexual Assault Response Team / Task Force Description of Collaboration and Certification Form.

Only those applications determined as being responsive to the minimum qualifications will be considered for further evaluation.

The VAWA Advisory Board will assist CJSD in making grant award recommendations. All applications that are deemed responsive to the guidelines will be scored by CJSD and members of the Advisory Board. The grant award recommendations will be forwarded to the Governor, who will then make final award decisions.

Applications will be scored based on a maximum of 100 points. Each application will be scored based on a combination of objective and subjective criteria.

- Objective criteria: the VAWA Advisory Board will determine whether the application specifically addressed required sections of the program narrative section detailed in the Request for Proposals. Each element of the narrative is assigned a point value. Applicants must respond to each item in order to score these point values.
- Subjective criteria: the VAWA Advisory Board will award additional points based on their overall impression as to how well the applicant responded to the required sections.

The subjective and objective scores will be combined to determine the applicant's overall score.

Monitoring and Evaluation

CJSD monitors each program to assure the grantee is operating the program as agreed, that the grantee is working towards its objectives, and that the grantee is following appropriate fiscal procedures. Monitoring includes on-site visits and desk reviews that are intended to provide technical assistance and program development guidance.

Progress Reports

The Violence Against Women Act of 2000 requires subgrantees to report on the effectiveness of the activities carried out with grant funds. To meet these Congressional reporting requirements and the requirements of the Government Performance and Results

Act, grantees will be required to complete a quarterly and annual Progress Report. The reporting form and instructions can be found at: <http://muskie.usm.maine.edu/vawamei/ormstop.htm>

Requests for Reimbursement

Reimbursements will only be made for actual expenses. Reimbursements will be made on a quarterly basis unless otherwise agreed between CJSD and the grantee. All requests for reimbursement must include supporting documentation to substantiate claimed expenses.

Reimbursements are made only for goods or services identified in the grant budget and purchased during the grant period. Payments may be withheld if the quarterly or annual Progress Report has not been submitted.

CJSD deobligates unspent funds at the close of the grant period. Deobligated funds are awarded to other applicants.

Reporting Due Dates

Progress Reports and Requests for Reimbursement are due on the following dates:

<u>Quarter</u>	<u>Date Due</u>
January 1–March 31	April 30
April 1–June 30	July 31
July 1–September 30	October 31
October 1–December 31	January 31
Annual Report	February 15

Drug-Free Work Place, Debarment, and Lobbying

Grantees must agree to certain conditions required by federal law: maintenance of a drug-free workplace; prohibition against allowing persons debarred or suspended from receiving grant funds; and, prohibition from using funds for lobbying Members of Congress.

Civil Rights Compliance

All recipients of federal grant funds are required to comply with non-discrimination requirements contained in various federal laws including:

- Title VI of the Civil Rights Act of 1964, as amended, 42 U.S.C. § 2000d et seq. (prohibiting discrimination in programs or activities on the basis of race, color, and national origin).
- Omnibus Crime Control and Safe Streets Act of 1968, as amended, 42 U.S.C. §3789d(c)(1) (prohibiting discrimination in employment practices or in programs and activities on the basis of race, color, religion, national origin, and gender).
- Section 504 of the Rehabilitation Act of 1973, 29 U.S.C. § 794 et seq. (prohibiting discrimination in employment practices or in programs and activities on the basis of disability).
- Title II of the Americans with Disabilities Act of 1990, 42 U.S.C. § 12131 (prohibiting discrimination in services, programs, and activities on the basis of disability).
- The Age Discrimination Act of 1975, 42 U.S.C. § 6101-07 (prohibiting

discrimination in programs and activities on the basis of age).

- Title IX of the Education Amendments of 1972, 20 U.S.C § 1681 et seq. (prohibiting discrimination in educational programs or activities on the basis of gender).

Services to Limited English-Proficient Persons

National origin discrimination includes discrimination on the basis of Limited English Proficient Persons (LEP). To ensure compliance with Title VI and the Safe Streets Act, recipients are required to take reasonable steps to ensure that LEP persons have meaningful access to their programs. Meaningful access may entail providing language assistance services, including oral and written translation, where necessary. The U.S. Department of Justice has issued guidance for grantees to assist them in complying with Title VI requirements. The guidance document can be accessed on the Internet at www.lep.gov or by contacting OJP's Office for Civil Rights at (202) 307-0690.

In the event that a court or administrative agency makes a finding of discrimination on 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 the Office of Civil Rights of OJP.

Failure to Commence Program

If a program is not operational within 60 days of the effective date of the grant, the grantee must report to CJSD the steps it has taken to initiate the program, the reasons for the delay, and the expected starting date. If the program is not operational within 90 days of the effective date, CJSD may cancel the grant.

Suspension or Termination Of Funding

The Criminal Justice Services Division may suspend funding in whole or in part, terminate funding, or impose another sanction on a VAWA recipient for any of the following reasons:

- Failure to comply substantially with the requirements or statutory objectives of the STOP Violence Against Women Formula Grant Program guidelines
- Failure to make satisfactory progress toward the goals and objectives set forth in the application.
- Failure to adhere to the requirements of the grant award.
- Proposing or implementing substantial plan changes to the extent that, if originally submitted, the application would not have been selected.
- Failing to comply substantially with any other applicable federal or state statute, regulation, or guideline.

Before imposing sanctions, the Criminal Justice Services Division will provide reasonable notice to the grantee of its intent to impose sanctions and will attempt to resolve the problem informally.

UNALLOWABLE COSTS*

In addition to the limitations on the use of VAWA funds as described on page 11, funds may not be budgeted or used for the following items:

1. Costs for mental health or drug and alcohol counseling will be discouraged unless a compelling need is demonstrated.
2. Office furniture and personal computers will be discouraged unless a compelling need is demonstrated.
3. Meals not associated with overnight travel. An exception is made for breakfast and dinner as long as the employee is on travel status for a minimum of two hours before the beginning of their regularly scheduled work shift or after the end of their regularly scheduled work shift.
4. Meals provided at conferences or training seminars.
5. Tips, meal service or related items (i.e., napkins, plates, forks, spoons, and knives) beverages, snacks, candy, food items or bar charges.
6. Entertainment, honoraria, gifts, gift certificates, movies, arcades, recreation, sporting events, gift cards, birthday and holiday items.
7. Fund raising campaigns, endowment drives, or solicitation of gifts and bequests.
8. Personal items such as makeovers, membership dues, flowers, cards, social events or promotion of church attendance.
9. Indirect costs. (An exception is made for Native American tribal governments with a federally approved indirect cost rate.)
10. Grantwriting.
11. Land acquisition.
12. Visas or passport charges.
13. Compensation to federal employees.
14. Bonuses or commissions.
15. Military-type equipment such as armored vehicles, explosive devices, and other types of hardware excluding automatic weapons.
16. Vehicles.
17. Acquisition or construction of non-penal or correctional buildings.
18. Lobbying or attempts to influence members of Congress, the Oregon Legislature, City Councils, County Commissions, or other legislative bodies.
19. Corporate formation.
20. Interest, interest on non-bearing items, or the cost of money.
21. Laundry charges.
22. Expenses related to the maintenance or sale of forfeited or seized property.
23. Stipends or incentives.
24. Late fees or finance charges.

*CJSD reserves the right to modify the list of unallowable costs as necessary.

FY 2006-2007 STOP VIOLENCE AGAINST WOMEN FORMULA GRANT COVER SHEET

Program title: _____

Administering agency: _____

Previous grant number(s): _____

Federal funds requested: \$ _____ Domestic Violence (DV) \$ _____

Required minimum match: \$ _____ Sexual Assault (SA): \$ _____

Total: \$ _____ DV and SA: \$ _____

Program start date: July 1, 2006

Program end date: June 30, 2007

Applicant Program Agency: _____

Address: _____

Program Contact/Phone number:

_____/((____))_____

e-mail address _____ Fax number: (____) _____

Fiscal Contact/Phone number:

_____/((____))_____

Circle the VAWA Authorized Purpose Area(s) addressed by program: (refer to pages 10-11)

1 2 3 4 5 6 7 8 9 10 11

Restate Oregon VAWA Advisory Board Priority this program addresses (refer to pages 7-9):

Administering Agency Federal Tax Identification Number: _____

Authorized official for the applicant Agency: _____

Signature of authorized official: _____

2006 VAWA BUDGET EXAMPLE

Sample Organization 123 ABC St Sample City, OR, Zip Point of Contact and Phone Number	VAWA Budget: July 1, 2006 thru June 30, 2007			
	FY 2005 Budget			
	VAWA FUNDS	MATCH FUNDS	MATCH TYPE	TOTAL FUNDS
Personnel				
#1) .25 FTE Sexual Assault Advocate				
Salaried - (\$1560/mo x 12 mo x .25 fte)	\$4,680			\$4,680
Benefits @ 10.65% (7.65%FICA/MED, 3% SUI)	\$498			\$498
#2) .25 FTE Domestic Violence Advocate				
Hourly - 10hrs/wk x \$52 wks = 520 hrs/yr x 9/hr	\$4,680			\$4,680
Benefits @ 10.65% (7.65%FICA/MED, 3% SUI)	\$498			\$498
#3) Volunteers- (486 hrs/yr x \$9/hr)		\$4,374	IK	\$4,374
Total Personal Services	\$10,356	\$4,374		\$14,730
Travel/Conferences/Training				
DV/SA advocate mileage (100 mi/mo x 12 mo x ___/mi)	\$180			\$180
OCADSV Conference (150 miles, 2 nights lodging, 6 meals)	\$240			\$240
Total Travel	\$420			\$420
Supplies (paper, pens, envelopes, stamps)	\$110			\$110
Contractual Services-				
Support group facilitator (\$35/hr x 2 hrs/wk x 52 wks)	\$3,640			\$3,640
Administrative Costs- not to exceed five percent of budget				
Bookkeeper (1 hr/wk x 52 wks = 52 hrs/yr x \$9/hr)		\$468	C	\$468
Other (Describe)				
TOTAL EXPENDITURES	\$14,526	\$4,842		\$19,368

Of the three examples given for personnel, please select the one that works best for your agency budget

List source(s) of match (state funds, United Way, volunteer hours, etc.):

Note – If CJSD agrees to fund contractual services, the agency must provide a copy of the signed contract(s).

IMPORTANT: The dollar amounts and timelines listed above must be consistent with those on the Cover Sheet and Budget Narrative.

2006 VAWA BUDGET PAGE

ORGANIZATION NAME	VAWA Budget: July 1, 2006 thru June 30, 2007			
	FY 2006 Budget			
	VAWA FUNDS	MATCH FUNDS	MATCH TYPE	TOTAL FUNDS
Personnel (List positions and calculations)				
Volunteers (include hours and rate/hr)				
Total Personal Services				
Equipment (List)				
Travel/Conferences/Training (specify)				
Supplies (list types)				
Contractual Services (List)				
Rent/Utilities (List)				
Administrative Costs (List)				
TOTAL EXPENDITURES				

Of the three examples given for personnel, please select the one that works best for your agency budget
Please refer to Budget Example.

List source(s) of match (state funds, United Way, volunteer hours, etc.):

Note – If CJSD agrees to fund contractual services, the agency must provide a copy of the signed contract(s).

IMPORTANT: The dollar amounts and timelines listed above must be consistent with those on the Cover Sheet and Budget Narrative.

BUDGET CATEGORY DEFINITIONS

PERSONNEL SALARIES

List each position by title, percentage of time devoted to the program or FTE, annual salary/hourly rate, fringe benefits and payroll taxes.

CONTRACTUAL/CONSULTANT SERVICES

Provide a brief description of the services to be provided and the hourly/daily rate and estimated time on program. Consultant fees in excess of \$450/day must receive prior approval.

RENT AND UTILITIES

Identify by type (rent, telephone, pager, janitorial services) and monthly rate.

SUPPLIES

Generally, supplies are items that have a useful life less than one year. List supplies by item, quantity, and unit cost.

TRAVEL/TRAINING/ CONFERENCES

Travel costs may not exceed five percent. Itemize travel expenses such as conference registration fees, meals (or per diem), lodging, airfare, mileage, tolls, commercial transportation, and parking fees. Make sure travel expenses are documented in sufficient detail (dates/times/receipts/brief description of the purpose of the trip and for how many people). ***Be sure to obtain prior approval for out-of-state travel.***

Travel/Training/ Conferences must not exceed five percent of the total budget unless it is a core component of your program.

ADMINISTRATIVE COSTS

Administrative costs may not exceed five percent and will be approved on a case-by-case basis. Specify costs such as accounting, payroll, evaluation, etc.

OTHER EXPENSES

Itemize expenses that do not readily fit into any of the other budget categories (direct client services)

2005 and 2006 ORGANIZATION / PROGRAM REVENUE

PLEASE PROVIDE THE AMOUNTS AND SOURCES OF FUNDING (REVENUE) ALLOCATED TO **VICTIM SERVICES**, BASED ON PROGRAM'S PREVIOUS, AND CURRENT, FISCAL YEAR BUDGETS.

	SOURCE	PREVIOUS FISCAL YEAR REVENUE AMOUNT	CURRENT FISCAL YEAR BUDGET AMOUNT
FEDERAL (excluding STOP VAWA)			
VAWA FUNDS			
STATE			
LOCAL GOVT. FUNDS			
OTHER SOURCES			

A fiscal year is the 12-month period that coincides with an organization's budget and financial cycle. A fiscal year may match a calendar year, but it usually differs. For example, the Federal fiscal year is from October 1 through September 30; the State of Oregon fiscal year is from July 1 through June 30. The information provided in the Previous Fiscal Year column should be the victim service revenue collected during the agency's fiscal year ending in 2005. The information in the Current Fiscal Year column should be a budget forecast of the funds the agency expects to collect for victim services during the agency's fiscal year ending in 2006.