

STATE OF NEW HAMPSHIRE

DEPARTMENT OF JUSTICE



Gordon J. MacDonald
Attorney General

**S*T*O*P (Services*Training*Officers*Prosecutors)
Violence Against Women Formula Grant Program**

Application Instructions and Solicitation

Application Release Date: 8/10/2020
Application Deadline: 9/10/2020

SUB-GRANT APPLICATION INSTRUCTIONS

Program Description and Solicitation

The S*T*O*P Violence Against Women Formula Grant Program, hereinafter referred to as the VAWA Program, is designed to encourage states to develop and implement coordinated, multidisciplinary approaches to addressing domestic violence, sexual assault, dating violence, and stalking.

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 it works to hold offenders accountable for their crimes. Applicants should seek to carry out these strategies by forging lasting partnerships between the criminal justice system and victim advocacy organizations; by looking beyond the norm and encouraging communities to reach outside traditional resources including looking to new partners, which might include faith-based and/or community organizations. Only through collaborative partnerships can we respond more vigorously to domestic violence, sexual assault, dating violence, and stalking crimes.

Eligible applicants are limited to units of local government, state agencies, non-profit and non-governmental victim services organization either public or private entities, community-based organizations, and faith-based organizations as provided under 28 CFR Part 38.

Eligibility is limited to current subgrantees of NH Department of Justice's STOP Violence Against Women Act Formula grant program only. Request For Proposals (RFP) for new subgrantees are released separately.

Program Purpose Areas

STOP formula grants and subgrants are intended for use by states and territories; state, local, and tribal courts; Indian tribal governments; units of local government; and nonprofit, nongovernmental victim services programs. Grants and subgrants supported through this program must meet one or more of the following statutory program purpose areas in accordance with 34 U.S. Code § 10446

- Training law enforcement officers, judges, 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;
- Developing training, or expanding units of law enforcement officers, judges, court personnel, and prosecutors specifically targeting violent crimes against women, including the crimes of sexual assault and domestic violence;
- Developing and implementing more effective police, court, and prosecution policies, protocols, orders, and services specifically devoted to preventing, identifying, and responding to violent crimes against women, including the crimes of sexual assault and domestic violence;
- Developing, installing, or expanding data collection and communication systems, including computerized systems linking police, prosecutors, and courts 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;

- Developing, enlarging, or strengthening victim services programs, including sexual assault, domestic violence, and dating violence programs, developing or improving delivery of victim services to underserved populations, providing specialized domestic violence court advocates in courts where a significant number of protection orders are granted, increasing reporting and reducing attrition rates for cases involving violent crimes against women, including crimes of sexual assault, domestic violence, and dating violence;
- Developing, enlarging, or strengthening programs addressing stalking;
- Supporting formal and informal statewide, multidisciplinary efforts, to the extent not supported by state funds, to coordinate the response of state law enforcement agencies, prosecutors, courts, victim services agencies, and other state agencies, to violent crimes against women, including the crimes of sexual assault, domestic violence, and dating violence;
- Training of sexual assault forensic medical personnel examiners in the collection and preservation of evidence, analysis, providing expert testimony and the treatment of trauma related to sexual assault;
- Developing, enlarging, or strengthening programs to assist law enforcement, prosecutors, courts, and any other involved entities 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. This includes outreach and support, counseling, and other victim services targeted for older and disabled individuals that have been assaulted;
- Providing assistance to victims of domestic violence and sexual assault in immigration matters;
- Maintaining core victim services and criminal justice initiatives, while supporting complementary new initiatives and emergency services for victims and their families;

Allowable Grant Program Areas

Grant applications may be submitted for any activity described in the above program purpose areas. Eligible entities include government organizations, non-governmental organizations, faith-based organizations, and not-for-profit organizations.

Subgrant Application Instructions

SECTION I: NH DOJ Subgrant Application Forms

A. COVER PAGE

Complete the cover page with the appropriate information. The names listed on the cover page and the signatures provided on these application package forms should be that of the head of the unit of government, director of the public department or agency, or other person legally authorized to submit and accept grants on behalf of the unit of government, public department, or agency.

The grant starting date should be the expected start date of the grant award and the program implementation date should be the expected start date of the grant program. Programs should be implemented within sixty-days (60) of the grant starting date.

B. APPLICATION NARRATIVE

The application narrative should be sufficiently detailed to address the items listed below, but concise enough to present this information succinctly.

1. Problem Statement

This section should describe the nature and extent of the problem to be addressed and improvements needed to address the problem. The purpose of this section of the application narrative is to develop a clear, concise picture of the problem or gap in services or benefits that will be addressed using grant funds. This section also should describe approaches taken thus far to address the problem, to include any other grant or non-grant funded projects undertaken within the target area aimed at addressing the stated need. The description of the problem should be supported by an analysis of statistical information and/or other information or relevant literature. The sources or methods used for assessing the problem also should be listed and described. The problem statement should also contain a clear description of any other resources the applicant is aware of in the target area that may be or will be leveraged in support of their proposed project.

2. Project/Program Design and Implementation

This section should provide a detailed description of the proposed solution to the problem. It should discuss both the scope and intent of the program and its relationship to the priorities and goals of your strategy, which are also included in this section.

Goals and objectives outlined in this section should be clearly defined and quantifiable. Each goal should be fully described along with its' accompanying objectives, activities, and performance measures. Goals should represent general statements of the desired results or outcomes of the program. They should address the problem identified in the problem statement. The goals should be both realistic and achievable.

The objectives are specific approaches to achieving each of the goals. Objectives focus on the methods that will be used to address the problem; they should be clearly stated, realistic, and measurable. The accomplishment of objectives should result in the achievement of the goals they support.

The activities are performed to accomplish the objectives; they are the key operational elements of the program and must be specific and measurable.

Performance measures are used to determine the impact of the activities. They provide quantifiable information on the status of achievement for each objective. Performance measures clearly indicate whether or not the objective has been achieved, or, using gradations or increments, measure the degree to which the objective has been accomplished.

Within the application narrative, each goal should be presented with all of its accompanying objectives and key activities. Each objective must also be linked to one or more corresponding performance measures, which must be clearly identified, result-oriented and reasonably attainable within the grant period.

The project/program design and implementation section should clearly describe the structure and operation of the proposed program. The roles and responsibilities of key players should be clearly outlined, with supporting job descriptions attached as necessary. Regionalized and collaborative approaches are strongly encouraged where applicable and, where those methods are employed, applicants should include a memorandum of understanding (MOU) documents or letters of support.

Successfully programs are generally those based on previously researched and evaluated programs, and so, where available, applicants should attempt to model their programs on available model ‘blueprint’ or ‘best practice’ programs and to provide suitable supporting documentation of the efficacy of those model programs where available.

Please ensure your program is within the parameters set by the special conditions.

3. Sustainability and Evaluation Plan

As federal funding is generally considered “seed money”, successful applicants should include a description of how they intend to continue efforts initiated through this request at the conclusion of the grant period. Applicants should also develop a plan for evaluating their programs to determine success or failure. Finally, applicants must describe a process through which required grant-related data can be gathered and reported to the New Hampshire Department of Justice.

4. Program Management/Administrative Capabilities

This section should clearly describe the capabilities of the applicant agency in regards to their ability to manage both the project being implemented and the specific grant requirements that go with a subgrant award. The applicant should describe how their organization is equipped to successfully implement the grant program being requested. They should further describe how their organization is equipped to manage the administrative and financial oversight and reporting requirements that accompany a grant award. Staffing and resources available to the applicant should be described in detail, as should the financial accounting system being used by the applicant.

C. BUDGET

A VAWA Budget form is provided for your use. Federal Funds for VAWA programs must be used to **supplement, not supplant, existing subgrantee programs, and services**. VAWA funds may only be used to support allowable VAWA activities. The VAWA grants require a matching CASH and/or IN-KIND contribution of 25% of the total budget (total budget equals the Federal amount requested plus the match amount). All funds designated as match are restricted to the same uses as the grant funds and must be expended within the grant period. The match must be identified in a manner that guarantees its accountability during an audit. NOTE: funds from other Federal sources may not be used to meet the match requirement.

The formula for calculating the required match is
Award Amount / 75% Federal Share = Adjusted Project Costs
Adjusted Project Costs x 25% Recipient’s Share = Required Match

For a Federal award amount of \$350,000, required match would be calculated as follows:

$$\text{\$350,000} / 75\% = \text{\$466,667}$$

$$\text{\$466,667} \times 25\% = \text{\$116,667 Required Match}$$

MATCH REQUIREMENT FOR STOP FORMULA GRANTS

In accordance with 34 U.S. Code § 12291 (43)– No matching funds shall be required from any subgrant program made to a victim service provider.

However, voluntary match by victim services providers is always appreciated.

Match Requirement

By statute, a grant made under the STOP Formula Grant Program may not cover more than 75% of the total costs of the project(s) funded. State governments may satisfy this match requirement with either cash or in-kind services and may require subgrantees to provide all or part of the match.

The purpose of matching funds is to augment the number of resources available to the project and to foster the dedication of state, local, and community resources to the purposes of the project. **The costs of activities counted as match must be directly related to the project goals and objectives and must meet the same allowability and documentation requirements as federal funds.** These requirements apply to in-kind match as well as cash match.

Source of Match

Your match may come from either CASH or IN-KIND MATCH. Please reference the US Department of Justice Grants Financial Guide http://ojp.gov/financialguide/PDFs/OCFO_2014Financial_Guide.pdf

BUDGET DETAIL

1. *Personnel:* List all job titles and name of person holding that position for which funds are being requested, showing the total annual salary for the position, the percentage of time for the position that will be spent on grant allowable activities, the amount of salary to be devoted to this program (annual salary x percent time), and the amount of federal funds requested for the position for this program. Recipients of VAWA grant funds for personnel positions are required to maintain detailed time and attendance records for every personnel position funded under this grant program. Records must specify the dates of service, types of services performed, and applicability to a specific grant or activity type and the number of hours worked performing these services. The records must also differentiate allowable vs. non-allowable services. These records will be subject to review by the New Hampshire Department of Justice during regular monitoring visits. **REMINDER**-no elected official may receive federal grant funding for their position.
2. *Fringe Benefits:* Itemize fringe benefits (medical coverage, FICA, etc.) and show the total cost for the program and the amounts to be contributed by the federal funds and matching contributions. Individual fringe benefit types and their percent of the total must be clearly spelled out.
3. *Travel:* List projected in state and out-of-state mileage, the rate of reimbursement total mileage cost, and amounts to be contributed by the federal dollars and other sources. For conference or training

related travel, itemize the individual travel costs expenses, such as hotel, mileage, airfare, ground transportation, meals, and incidentals. Meals and incidental rates may be obtained from the GSA website. (www.gsa.gov).

4. *Equipment Purchases*: List any equipment to be purchased. Itemize each piece of equipment with an individual cost, then calculate and display the total equipment cost. Per federal guidelines, equipment is defined as non-expendable items having a useful life of more than two years and an acquisition cost of \$5,000 or more per unit.
5. *Supplies*: List items by type. Generally, supplies include any materials that are expendable or consumed during the course of the project and that have an acquisition cost of less than \$5,000.
6. *Construction*: Construction is **not an allowable** activity under the NH Department of Justice sub-awards unless specifically allowed by the federal program office.
7. *Consultant/Contractual Services*: List any consultants or contractual services to be purchased, the number of hours/days to be worked, the hourly/daily rate and the total cost.
8. *Other Costs*: This may include items such as postage, telephone, printing, and office supplies. List each item separately, except that individual supplies need not be itemized.
9. *Indirect Costs*: see below.

Budget Detail Totals: Each subsection of the federal application must be individually totaled for both federal and matching if required funds. Those totals are then listed on the budget detail sheet. Total each of the three columns. Each of the columns should equal the sum of the subtotals for the nine budget categories in that column. “Total Budget” column must equal the sum of the “Federal Funds” and “Matching Contribution” columns.

Administration/Indirect Costs: Administrative costs are the general or centralized expenses necessary for the overall administration of an organization. Administrative costs do not include particular project costs. For organizations that have an established federally approved indirect cost rate for Federal awards, indirect costs mean those costs that are included in the organization’s indirect cost rate. Such costs are generally identified with the organization’s overall operation and are further described in the Office of Management and Budget Circulars 2 CFR Part 200.

For the purposes of this grant, sub-grantees may be permitted an allocation for administrative costs under one of the following:

Scenario A: Administrative Costs: If the Applicant does not have a federally approved indirect cost rate, the Applicant may include an allocation for administrative costs for up to 10% of the total direct funds requested.

Provide a list of the Applicant’s requested administrative costs items and the corresponding cost of each item. Also, include a copy of the written allocation policy for these costs.

Scenario B: Federally Approved Indirect Costs: If the Applicant has a federally approved indirect cost rate agreement in place, the Applicant may include an allocation for indirect costs. **Applicants must provide a copy of their federally approved indirect cost rate agreement.**

Indirect costs are costs of an organization that is not readily assignable to a particular project but are necessary to the operation of the organization and the performance of the project. The cost of operating and maintaining facilities, depreciation, and administrative salaries are examples of the types of costs that are usually treated as indirect.

BUDGET NARRATIVE

Budget Narrative worksheet is provided. Federal funds from the VAWA program must be used to supplement, not supplant, existing subgrantee programs, and services. This means that if an entity is currently paying for specific services with local funding, they cannot request federal funds to pay for that same service. They may request funding to pay for an enhancement to that service, however, only the enhancement will be eligible for funding, and the original services must remain locally funded. The budget narrative should provide the justification for the expenses itemized in the budget. For each of your budget categories, provide a brief narrative explaining and justifying the itemized expenses. For example, for the personnel category, list the personnel, their program job functions, and any pertinent explanatory information. Include a breakdown of the source (whether the value of in-kind or cash) and the amount of your proposed matching funds and an explanation of the in-kind match and how its cash value was calculated. in-kind match is donated services, which the agency does not pay for.

A. AUDIT (Due with Application)

If one was completed all applicants **MUST** provide a copy of the agency's most recent financial audit (including any management letters) as part of their application package. Electronic copies of the audit should be submitted with the grant application. A link to a website containing the organization audit is acceptable. If an agency is not able to provide a copy of the audit electronically, a paper copy, mailed separately, is acceptable.

B. STATEMENT OF COLLABORATION – All non-victim services applicants. (Due with application) Ensure that your agency has consulted with your local victim services program during the course of developing this proposal in order to ensure that the proposed activities and/or equipment acquisitions are designed to promote the safety, confidentiality, and economic independence of victims of domestic violence, sexual assault, stalking and dating violence.

C. SUBGRANTEE PROGRAM INFORMATION – all applicants

Important information that will assist you to manage your program(s) is provided.

D. APPLICATION CHECKLIST – all applicants (Due with application)

Complete and return the application checklist with the application package to ensure that all necessary items have been submitted.

E. ANNUAL PERFORMANCE REPORT – all applicants

This report information is required of all VAWA program subgrant projects and will reflect your grant activities for the coming year. Review this report to ensure you are collecting all relevant information the report is requesting.

Your report will require three steps:

- a) Download the computerized smart form, save it, and enter your information directly into the form;

- b) On the final page of the report, you are required to validate your report (this step will point out any errors you have may have made and help you to correct them). Reports not validated will not be accepted by this office.

Locate the format <https://www.vawamei.org/grant-program/stop-formula-grant-program/>. Ensure you save the form to your computer and are able to save your entered information on the form before you complete the entire report.

STOP Subgrantee Online Self-Paced Tutorial

Take a few minutes to utilize the new self-paced tutorial on collecting and reporting data for the STOP annual progress reporting form. This resource uses voice, power point slides, and text, including numerous examples and polling questions. It addresses all sections and questions on the form. Users can navigate within the tutorial and can choose which sections to study. Log on to <https://www.vawamei.org/tools-resource/stop-formula-subgrantee-reporting-instructions/> Users go through a very simple, one-time only registration process to access the training.

F. ADDITIONAL FEDERAL REQUIREMENTS – all applicants

1. **DUNS Number and SAM Registration-** Any recipient of federal funds, whether as a direct award or a sub-award must register with the System for Award Management (SAM) (formerly the Central Contractor Registry (CCR)) and must also obtain a DUNS number.
 - a. **O b t a i n i n g** a DUNS number is a free, and a simple one-time activity. Obtain a number by calling 1-866-705-5711 or by applying online at <http://fedgov.dnb.com/webform> or <http://www.dnb.com/us>.
 - b. **T o** register with SAM, go to this website <http://www.sam.gov/> and follow the on-screen instructions for starting a new registration. Registration with SAM may take several weeks to complete, so applicants should begin the process as soon as possible.
 - c. **A p p l i c a n t s** **d o n o t** need to have either the DUNS number or SAM registration process completed prior to applying for funding but must have both completed prior to being issued an award.

G. Program Income

Applicants with programs that generate program income must track and report the receipt and expenditure of that program income. Program income is defined as revenue earned by a program that is generated as a direct result of grant-funded program activities. An example would be a registration fee for clients of a grant-funded program. **Program Income must be approved by the NH DOJ Grant Management Unit before being generated.**

H. Equal Employment Opportunity Plan (EEOP)

Every applicant must complete an EEOP certification for each grant award they receive as either a direct federal recipient or as a pass-through recipient from this agency. EEOP information will be sent with your award letter.

The instructions for completing the certification are available on our website:

<http://www.doj.nh.gov/grants-management/civil-rights.htm>

The certification form is also available on our website:

<http://ojp.gov/about/ocr/pdfs/cert.pdf>

I. SUBMISSION

Submit your completed application electronically to grants.apps@doj.nh.gov or by mail by September 10, 2020, at the latest, to:

**Grants Management Unit
New Hampshire Department of Justice
33 Capitol Street
Concord, NH 03301**

If you have any questions regarding this application kit or the application process, please feel free to contact Travis Teeboom at 271-8091 or email: Travis.Teeboom@doj.nh.gov. For general grant information, you may access our Webpage at www.doj.nh.gov. Thank you for your interest in providing services to victims in New Hampshire.

S.T.O.P. VIOLENCE AGAINST WOMEN ACT
FORMULA GRANT PROGRAM

CERTIFICATE OF COLLABORATION

THIS SECTION TO BE COMPLETED BY APPLICANT AGENCY:

Applicant Agency: _____

In satisfaction of this grant program requirement, this agency certifies that it has consulted with their local victim services program during the course of developing this proposal in order to ensure that the proposed activities and/or equipment Acquisitions are designed to promote the safety, confidentiality, and economic independence of victims of domestic violence, sexual assault, stalking and dating violence.

Please provide a brief description of the consultation with and/or collaborative the relationship established between the applicant and the local victim services organization identified below.

Date

Authorized Signature of Applicant Agency

THIS SECTION TO BE COMPLETED BY LOCAL VICTIM SERVICES ORGANIZATION. THE INDIVIDUAL SIGNING THIS SECTION MAY NOT BE FROM THE ABOVE APPLICANT AGENCY [unless this grant is being made to the victim service organization]

As a designated representative of _____
a recognized local victim services organization, I certify that the above statement is an accurate description of the consultation with and/or collaborative relationship established between this agency and the applicant agency identified above.

Name of Organization: _____

Name & Title of Signing Authority: _____

Signature: _____

Date: _____

VIOLENCE AGAINST WOMEN FORMULA GRANT SUBGRANT INFORMATION SHEET

I. Financial Issues

A. Cost Allowability

- Only those program activities stated in your approved application are allowable as Federal expenses against the grant.
- All grant funds must be expended or obligated (via purchase order, contract, etc.) by the grant end date. Grant funds that have been obligated but not expended by the grant end date must be expended by the agency and reimbursed by our office no later than 45 days after the grant end date.
- Supplanting (replacing local funds with Federal funds) is not allowable.

B. Grant Adjustments

- Any budgetary or goals/objectives changes to the program as outlined in the approved application must have prior written approval via a grant adjustment. Requests for grant adjustments may be made via letter or e-mail to your program manager. Please be specific about the proposed changes.

C. Summary of Expenditures Report

- Grant payment is done on a reimbursement basis only via the Summary of Expenditures Report.
- Quarterly filing (by calendar quarters) is REQUIRED. The monthly filing is allowed.
- Quarterly filing is due by 15th of the month following the end of the quarter. If you do not file within 30 days, your grant is considered out of compliance.
- You must file even if you are claiming zero expenses.
- Two signatures are required on the Summary of Expenditures Form.
- Documentation for expenses does not need to be submitted with your expenditure report; however, you must maintain backup documentation for all expense which includes both federal expenses and your match dollars.
- Match dollars must be spent on program allowable activities.

D. Annual Audit

- Your city/town/organization is required to submit to this office a copy of any yearly audits complete along with any management letters.

II. Programmatic Issues

A. Site Monitoring Visit

- Each federally funded project will receive an on or off site-monitoring evaluation every other year, for most programs, which will be scheduled for a mutually convenient date and time.

B. Annual Performance Report

➤ The subgrantee agrees to provide NHDOJ with specific information regarding their program activities in an annual progress report. Grantees are required to submit this report after the end of each calendar year, but no later than February 10 of each year. Please review this report to ensure you are collecting all relevant information required by this document. This report must be completed and be returned to this office by February 10, 2021. **PLEASE ENSURE THAT YOU ARE REPORTING ON WHAT IS ACCOMPLISHED BY THE GRANT FUNDED POSITION(S) ONLY AND NOT STATISTICS THAT REFLECT THE ACTIVITY OF YOUR FULL AGENCY OR DEPARTMENT.**

APPLICATION CHECKLIST

Please be sure that the following sections are completed and returned with your VAWA grant application. Please include a completed copy of this checklist in your application.

Documents/Attachments due with the application:

- Cover Page**
- Application Narrative (With Additional Sheets If Necessary)**
- Budget Itemization**
- Budget Narrative**
- Audit Report and Management Letters (Electronic copy or web link)**
 - Check if a paper copy is being mailed separately. (Electronic copy not available)**
 - Check if Organization does not have an Audit.**
- Program Income Collection and Reporting Plan (If Applicable)**
- DUNS Number and SAM Registration Completed**
- Statement of Collaboration with Victim Service Agency**
- Copy of Certificate of Good Standing from the NH Dept. of State (Letter from NH Department Justice's Charitable Trust Division is not sufficient)**
- Copy of PII policy/procedure in case of breach or imminent breach of Personal Identifiable Information. Drafts of policy/procedure are acceptable. Example can be provided by the NH Dept. of Justice Grants Management Unit. Send request for example to Travis.Teeboom@doj.nh.gov**
- Application Checklist**
- Grant Application Signature Page**