

**VIOLENCE AGAINST WOMEN (VAWA) GRANT PROGRAM
GRANT APPLICATION INFORMATION**

**STOP
VIOLENCE
AGAINST
WOMEN**

Law Enforcement Planning Commission

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PROGRAM OVERVIEW

The Government of the United States Virgin Islands through the Law Enforcement Planning Commission will utilize grant funds under the US Department of Justice, Office on Violence Against Women (VAWA) STOP Formula Grant to support programs designed to address services to female victims of violent crime (to include domestic violence, sexual abuse, stalking and dating violence) thus benefiting the local court, law enforcement and prosecution. Programs should seek to implement comprehensive strategies to address violence against women, which are sensitive to the needs and safety of the victims and hold offenders accountable for their crime.

The Office on Violence Against Women (OVW), a component of the U.S. Department of Justice, provides national leadership and support in developing the nation's capacity to reduce violence against women through the implementation of the Violence Against Women Act (VAWA). Created in 1994 (reauthorized and amended in 2000, 2005, 2013 and 2022), OVW administers financial and technical assistance to communities across the country that are developing programs, policies, and practices aimed at ending domestic violence, dating violence, sexual assault, 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 **Services*Training*Officers*Prosecutors (STOP) Violence Against Women Formula Grant Program** awarded to states and territories, enhances the capacity of local communities 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. The VAWA STOP Program provides states and units of local governments with critical funding necessary to support a range of program areas including victim services, law enforcement, prosecution and court programs.

OVW PRIORITY AREAS

The emphasis of the STOP Formula Grant Program continues to be on 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. States and territories should seek to carry out these strategies by forging lasting partnerships between the victim advocacy organizations and the criminal justice system to respond vigorously to sexual assault, domestic violence, dating violence, and stalking crimes.

VAWA STOP PURPOSE AREAS

STOP Formula Program funds are intended for use by states and territories; state, local, and tribal courts (including juvenile courts); Indian tribal governments; units of local government; and nonprofit, nongovernmental victim services programs, including community-based organizations. Grants and



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subgrants supported through this Program **must** meet one or more of the following statutory purpose areas Pursuant to 34 U.S.C. § 10441(b).

Funds under the STOP Formula Grant Program may be used for the following purposes:

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, including the appropriate use of nonimmigrant status under subparagraphs (T) and (U) of section 101(a)(15) of the Immigration and Nationality Act (8 U.S.C. § 1101(a)(15)).
2. Developing, training, or expanding units of law enforcement officers, judges, other court personnel, and prosecutors specifically targeting violent crimes against women, including the crimes of 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, installing, or expanding data collection and communication systems, including computerized systems, linking police, prosecutors, and courts or for the purpose of identifying, classifying, and tracking arrests, protection orders, violations of protection orders, prosecutions, and convictions for violent crimes against women, including the crimes of domestic violence, dating violence, sexual assault, and stalking.;
5. Developing, enlarging, or strengthening victim services and legal assistance programs, including domestic violence, dating violence, sexual assault, and stalking programs, developing or improving delivery of victim services to underserved populations, providing specialized domestic violence court advocates in courts where a significant number of protection orders are granted, and increasing reporting and reducing attrition rates for cases involving violent crimes against women, including crimes of domestic violence, dating violence, sexual assault, and stalking.;
6. Developing, enlarging, or strengthening programs addressing the needs and circumstances of Indian tribes in dealing with violent crimes against women, including the crimes of domestic violence, dating violence, sexual assault, and stalking;
7. Supporting formal and informal statewide, multidisciplinary efforts, to the extent not supported by state funds, to coordinate the response of state law enforcement agencies, prosecutors, courts, victim services agencies, and other state agencies and departments, to violent crimes against women, including the crimes of 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.



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9. Developing, enlarging, or strengthening programs to assist law enforcement, prosecutors, courts, and others to address the needs and circumstances of older and disabled women who are victims of domestic violence, dating violence, sexual assault, or stalking, including recognizing, investigating, and prosecuting instances of such violence or assault and targeting outreach and support, counseling, and other victim services to such older and disabled individuals.
10. Providing assistance to victims of domestic violence and sexual assault in immigration matters.
11. Maintaining core victim services and criminal justice initiatives, while supporting complementary new initiatives and emergency services for victims and their families.
12. Supporting the placement of special victim assistants (to be known as “Jessica Gonzales Victim Assistants”) in local law enforcement agencies to serve as liaisons between victims of domestic violence, dating violence, sexual assault, and stalking and personnel in local law enforcement agencies in order to improve the enforcement of protection orders. Jessica Gonzales Victim Assistants shall have expertise in domestic violence, dating violence, sexual assault, or stalking and may undertake the following activities:
 - a. developing, in collaboration with prosecutors, courts, and victim service providers, standardized response policies for local law enforcement agencies, including the use of evidence-based indicators to assess the risk of domestic and dating violence homicide and prioritize dangerous or potentially lethal cases;
 - 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); and
 - d. taking other appropriate action to assist or secure the safety of the person seeking enforcement of a protection order.
13. Providing funding to law enforcement agencies, victim services providers, and state, tribal, territorial, and local governments (which funding stream shall be known as the Crystal Judson Domestic Violence Protocol Program) to promote:
 - 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)); and
 - c. the development of such protocols in collaboration with state, tribal, territorial and local victim services providers and domestic violence coalitions. Note: Any law enforcement, state, tribal, territorial, or local government agency receiving funding under the Crystal Judson Domestic



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Violence Protocol Program, and any subgrantee of such an agency, shall (1) receive specialized training, on an annual basis, from domestic violence and sexual assault nonprofit organizations on the topic of incidents of domestic violence committed by law enforcement personnel and (2) provide a report to the Department of the protocol(s) adopted in connection with the Crystal Judson Domestic Violence Protocol Program, including a summary of progress in implementing such protocol(s), once every two years. States and territories must notify and provide OVW with a list of subgrantee recipients awarded STOP funds under the Crystal Judson Domestic Violence Protocol Program, and ensure that all subgrantees satisfy the requirements of this paragraph.

14. Developing and promoting state, local, or tribal legislation and policies that enhance best practices for responding to domestic violence, dating violence, sexual assault, and stalking.
15. Developing, implementing, or enhancing Sexual Assault Response Teams, or other similar coordinated community responses to sexual assault.
16. Developing and strengthening policies, protocols, best practices, and training for law enforcement agencies and prosecutors relating to the investigation and prosecution of sexual assault cases and the appropriate treatment of victims.
17. Developing, enlarging, or strengthening programs addressing sexual assault against men, women, and youth in correctional and detention settings.
18. Identifying and conducting inventories of backlogs of sexual assault evidence collection kits and developing protocols and policies for responding to and addressing such backlogs, including protocols and policies for notifying and involving victims.
19. Developing, enlarging, or strengthening programs and projects to provide services and responses targeting male and female victims of domestic violence, dating violence, sexual assault, or stalking, whose ability to access traditional services and responses is affected by their sexual orientation or gender identity, as defined in section 249(c) of title 18 of the United States Code.
20. Developing, enhancing, or strengthening prevention and educational programming to address domestic violence, dating violence, sexual assault, or stalking, with not more than 5 percent of the amount allocated to a state to be used for this purpose.

DELIVERY OF LEGAL ASSISTANCE

Any grantee or subgrantee providing legal assistance with funds awarded under this program shall certify in writing that:

- (1) any person providing legal assistance with funds through this program
 - (A) has demonstrated expertise in providing legal assistance to victims of domestic violence, dating violence, sexual assault, or stalking in the targeted population; or



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- (B) (i) is partnered with an entity or person that has demonstrated expertise described in subparagraph (A); and
(ii) has completed, or will complete, training in connection with domestic violence, dating violence, sexual assault or stalking and related legal issues, including training on evidence-based risk factors for domestic and dating violence homicide;

(2) any training program conducted in satisfaction of the requirement of paragraph (1) has been or will be developed with input from and in collaboration with a tribal, state, territorial, or local domestic violence, dating violence, sexual assault or stalking victim service provider or coalition, as well as appropriate tribal, state, territorial, and local law enforcement officials;

(3) any person or organization providing legal assistance with funds through this program has informed and will continue to inform state, local, or tribal domestic violence, dating violence, sexual assault or stalking programs and coalitions, as well as appropriate state and local law enforcement officials of their work; and

(4) the grantee'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.

This certification shall take the form of a letter, on letterhead, signed and dated by the authorizing official. States will be responsible to ensure that subgrantees meet the requirement. States should not award funds for legal assistance to any subgrantee that has not submitted a sufficient letter.

UNALLOWABLE SERVICES, ACTIVITIES

The following is a list of activities that are unallowable and cannot be supported by OVW STOP Formula Grant Program funding:

- Lobbying (except with explicit statutory authorization)
- Fundraising
- Purchase of real property
- Construction
- Physical modifications to buildings, including minor renovations (such as painting or carpeting)

ACTIVITIES THAT COMPROMISE VICTIM SAFETY AND RECOVERY

The overall purpose of the program is to enhance victim safety and offender accountability, therefore grant funds may not be used to support activities that compromise victim safety and recovery. 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:

- 1) Procedures or policies that exclude victims from receiving services based on their actual or perceived sex, age, immigration status, race, religion, sexual orientation, gender identity,



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mental health condition, physical health condition, criminal record, work in the sex industry, income or lack of income, or the age and/or sex of their children.

- 2) Procedures or policies that compromise the confidentiality of information and/or privacy of victims.
- 3) Procedures or policies that require victims to take certain actions (e.g., seek an order of protection; receive counseling; participate in counseling, mediation, or restorative justice/circle processes; report to law enforcement or other authorities; seek civil or criminal remedies) or penalize them for failing to do so.
- 4) Procedures or policies that fail to include conducting safety planning with victims.
- 5) Project designs, products, services, and/or budgets that fail to account for the unique needs of individuals with disabilities, with limited English proficiency, or who are Deaf or hard of hearing, including accessibility for such individuals.
- 6) Using technology without addressing implications for victim confidentiality, safety planning, and the need for informed consent.
- 7) Partnering with individuals or organizations that support/promote practices that compromise victim safety and recovery or undermine offender accountability.

GRANT MONITORING

LEPC will monitor each subaward through the submittal of monthly or quarterly reports. LEPC will also conduct announced and unannounced on-site visits and monitoring visits to sub-grantees. For the announced monitoring visits, the sub-grantee may be required to present additional, pertinent information that will allow the LEPC to conduct a constructive, proficient and successful visit.

MANAGEMENT CONTROL OF THE PROGRAM

The sub-grantee has complete management responsibility for the subaward. While the LEPC staff may be consulted for their expertise, they will not be directly responsible for the selection of vendors, nor will they be directly involved in the expenditure and payment of funds.

The subgrantee must provide services to crime victims, at no charge, through the VAWA-funded project.

Conference Planning and Expenditure Limitations

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

Applicants should also be aware of the following specific restrictions on conference planning and expenditure limitations:



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

Food and Beverage/Costs for Refreshments and Meals

Generally, food and beverage costs are **not** allowable, and under no circumstances may OVW funding be used to supply food and/or beverages during refreshment breaks.

CIVIL RIGHTS COMPLIANCE

As a condition for receiving funding from OVW, recipients must comply with applicable federal civil rights laws, including Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, Title IX of the Education Amendments of 1972, the Age Discrimination Act of 1975, and the Department of Justice (DOJ) regulation for the Equal Treatment of Faith-Based Organizations. Depending on the funding source, a recipient must also comply with the nondiscrimination provisions within the applicable program statutes, which may include the Omnibus Crime Control and Safe Streets Act of 1968 (“the Omnibus Crime Control and Safe Streets Act”). Collectively, these federal laws prohibit a recipient of OVW funding from discriminating either in employment (subject to the exemption for certain faith-based organizations discussed below) or in the delivery of services or benefits on the basis of race, color, national origin, sex, religion, or disability. In addition, recipients of OVW funding may not discriminate on the basis of age in the delivery of services or benefits.

Compliance with Title VI of the Civil Rights Act of 1964, which prohibits recipients from discriminating on the basis of national origin in the delivery of services or benefits, entails taking reasonable steps to ensure that persons who are limited in their English proficiency (LEP) because of their national origin have meaningful access to their programs and activities. An LEP person is one whose first language is not English and who has a limited ability to read, write, speak, or understand English.

STAFFING REQUIREMENTS

Organizations must ensure that all USDOJ’s funded program staff has adequate time to execute their duties. LEPC will evaluate the management plan, including staffing, based on the fundamentals to implement the project and adhere to program requirements. **LEPC reserves the right to require changes based on this review.**



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PROGRAM DIRECTOR

The program director will be mainly responsible for managing and implementing the program and budget described in the approved application to ensure that the entity meets its responsibilities to LEPC under the sub-grant agreement in a timely manner. This person will be responsible for the daily operation, coordination and delivery of services at their respective program sites. The program director will be responsible to ensure the required progress and fiscal reports are completed and submitted timely to LEPC.

COLLECTING AND SUBMITTING PERFORMANCE MEASURES

The Law Enforcement Planning Commission will collect and report on the performance measures as reported by sub-grantees funded through the **STOP Violence Against Women**. Performance measures information should be submitted within the required quarterly progress reports. The reports will maintain data on the number persons served, types of services, and type of victimization, number and types of trainings.

Performance Indicators and Assessment are due no later than the 10th day of the month at the end of each fiscal quarter. The report must measure and assess, on a quarterly basis, program activity conducted in relation to the project's goals and objectives. Copies of all publications, brochures, newsletters, public service announcements, training material, evaluations, etc. prepared and/or distributed in relation to grant activities shall be included with each Quarterly Progress Report.

The Quarterly Progress Report must also include anecdotal information about project activities and, as appropriate, concerns encountered in the implementation of the grant program.

All assets purchased with USDOJ grant funds must be reported to LEPC for tagging and tracking purposes; in accordance to CFR 200 Super Circular requirements.



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APPLICATION REVIEW PROCESS AND CRITERIA

All applicants for federal financial assistances must have and maintain a current **System for Award Management (SAM)** registration in the SAM database. **SAM** assigns each entity a Unique Entity Identifier (UEI). The UEI is the primary means of identifying entities registered for federal awards. **SAM** is the repository for standard information about federal financial assistance applicants, recipients, and subrecipients. Applicants must **update or renew their SAM registration annually** to maintain an active status.

Non-profit organizations applying **must** submit an IRS Determination Letter regarding 501(c)(3) status, Articles of Incorporation and a current Certificate of Good Standing from the Lt. Governor's Office. Failure to submit all documents at scheduled deadlines will result in your application's disqualification for funding. Projects will be awarded based on the proposed services, delivery of service, specified target population, statistical data, coordination with other non-profit, local government and other federal agencies, as well as community support and cost effectiveness.

NOTE: All LEPC subawards are managed as reimbursable projects. Subgrantee will be expected to provide proof of expenses/activities for reimbursement. Approved projects are not provided any upfront monies.



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APPLICATION CHECKLIST BEFORE SUBMISSION

The grant application must include the following components to be considered; failure to submit could result in the rejection of the proposal:

- Signed Grant Application (*Unsigned Applications and Applications that do not include all required forms and sections are subject to rejection without further evaluation.*)
- Articles of Incorporation and Bylaws
- Tax Exemption Determination Letter – 501(c)(3)
- Certificate of Good Standing
- Active System for Award Management (UEI) Registration
- Signed statement from a Certified Public Accountant that the organization has a financial management system in place that meets standard accounting procedures.
- Balance Sheet and Income Statement
- Project Narrative
 - Section A. Organization/Agency Summary
 - Section B. Problem Statement
 - Section C. Program Description
 - Section D. Goals, Objectives, Activities, and Performance Measures
 - Section E. Implementation Schedule
 - Section F. Coordinated Services Statement, Volunteers, and Letters of Support
- Application Budget Worksheet
- Signed Assurances
- Signed Statement Regarding Lobbying, Debarment and Suspension with original signatures.
- Copies of all Job Descriptions and Resumes of perspective program staff
- Copies of any Professional Services Contracts
- Copies of Rental/Lease Agreements (if applicable)

Please note that all applicants must ensure, pursuant to Section 504 of the Rehabilitation Act, that their proposed program site is accessible to persons with disabilities.

Make sure that all questions have been answered, all necessary documents are attached, and that all signatures have been provided.

Applicants are urged to contact the Law Enforcement Planning Commission via phone, email or visit the office located on the second floor, Nisky Center for further information and assistance in the preparation of grant applications. For more information contact:

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