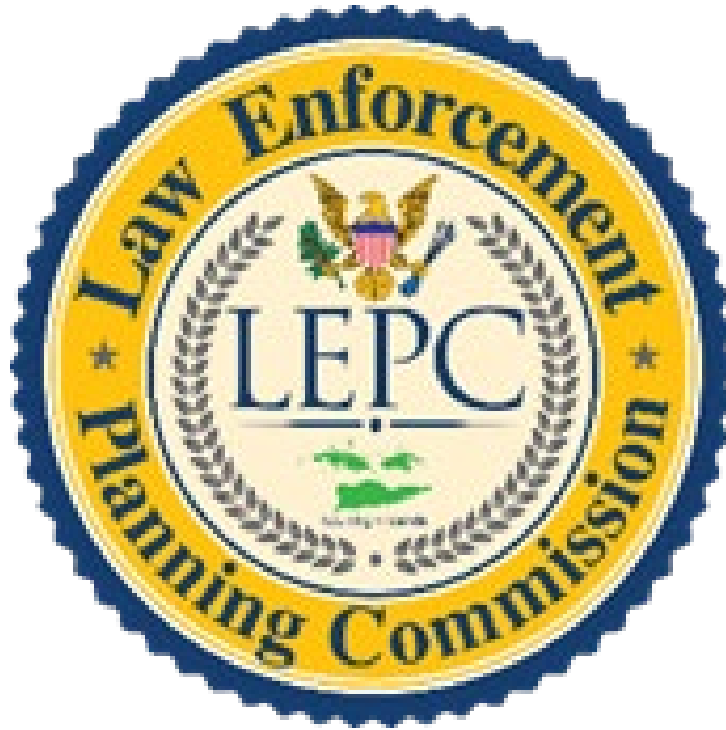


**VICTIMS OF CRIME ASSISTANCE (VOCA) &  
VIOLENCE AGAINST WOMEN STOP (VAWA)  
FORMULA GRANT APPLICATION**

**Fiscal Year October 1, 2022- September 30, 2023**



**Law Enforcement Planning Commission**

Office of the Governor

Government of the United States Virgin Islands

8000 Nisky Center, Suite 720

St. Thomas, Virgin Islands 00802-5803

Phone: (340) 774-6400

**Angela Lloyd-Campbell, MSW, CPM  
Director**

**Important Notice**

**Application Deadline:** Wednesday, June 7, 2023 - 3:00 pm (AST)



**Law Enforcement Planning Commission**  
 Victims of Crime Assistance & Violence Against Women STOP  
 Formula Subgrant Application  
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***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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**GENERAL INSTRUCTIONS FOR  
LAW ENFORCEMENT PLANNING COMMISSION  
FEDERAL GRANT APPLICATION**

---

**PLEASE TYPE ALL REQUESTED INFORMATION**

1. **LEGAL APPLICANT/RECIPIENT:** Legal name of applicant, applicant's Unique Entity Identifier (UEI) number, name of primary organizational unit, office or section which will undertake the assistance activity, complete address of applicant, and name, telephone and fax number of the person who can provide further information about this request.
2. **TYPE OF APPLICANT:** Check the appropriate box to indicate whether applicant is a public agency or a private agency.

If applicant is a private agency, attach copies of the following information to your completed application,

- Articles of Incorporation and Bylaws
- Tax Exemption Determination Letter – 501(c)(3)
- Certificate of Good Standing
- Active System for Award Management (SAM) 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

3. **FUNDING SOURCES:** Indicate the funding source for which you are applying. Each application should be for a single funding source.
4. **PRIMARY APPLICATION CATEGORY:** Select categories to be served by this grant.
5. **TYPE OF APPLICATION: (Self Explanatory)**
6. **TITLE OF PROJECT: (Self Explanatory)**
7. **TARGET POPULATION:** Indicate the specific group of persons who will be served by this project. Indicate the age of the target population and number of persons to be served, as appropriate.
8. **GEOGRAPHICAL SERVICE AREA:** Indicate the area to be served by your project. If the project is territorial, please indicate.



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---

**PLEASE TYPE ALL REQUESTED INFORMATION**

**9. BRIEF DESCRIPTION OF YOUR PROJECT**

10. **START DATE:** Indicate the date when the project is expected to begin.
11. **END DATE:** Indicate the date when the project is expected to end.
12. **AMOUNT OF FUNDS REQUESTED:** Enter the total amount of funds requested for the project..
13. **PREVIOUSLY UNDERSERVED AND PRIORITY AREAS:** Self Explanatory
14. **OTHER FUNDING:** Identify other funding provided to your agency for this and similar programs that you currently operate. Include funds appropriated by the Legislature, private grants, and other federal grants. Provide the same type of information about other funding for which you will be applying.
15. **VOLUNTEERS:** The use of volunteers is requirement to receive VOCA funds. Indicate whether your program will use volunteers. If so, enter the number of volunteers anticipated and the total number of volunteer hours that you estimate will be provided. Identify the services that volunteers will provide.
16. **INDICATE VICTIMS TO BE SERVED THROUGH THIS VOCA FUNDED PROJECT**
17. **INDICATE TYPES OF SERVICES TO BE PROVIDED THROUGH THIS VOCA FUNDED PROJECT**
18. **PERSONS WHO WILL BE DIRECTLY INVOLVED WITH THIS PROJECT:** Indicate the name of the persons who will serve as Project Director, Certifying Officers, and Financial Officers for this grant. Each of these persons must sign the application and will be responsible for the preparation of reports required by the Law Enforcement Planning Commission and the federal grantor agencies.
19. **CERTIFICATION:** Self-explanatory



**Law Enforcement Planning Commission**

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**1. LEGAL APPLICANT/RECIPIENT**

<b>a. Applicant Name:</b>		
<b>b. Applicant UEI #:</b>		
<b>c. Organizational Unit:</b>		
<b>d. Street/P.O. Box Address:</b>		
<b>e. Island:</b> <input type="checkbox"/> STT/STJ <input type="checkbox"/> STX	<b>f. Zip Code</b>	<b>g. Phone</b>
<b>h. Contact Person:</b>		<b>i. Email:</b>

**2. TYPE OF APPLICANT**

<p><b>a. PUBLIC AGENCY</b></p> <p><input type="checkbox"/> Territorial</p> <p><input type="checkbox"/> District: STT/STJ                      <input type="checkbox"/> STX</p>	<p><b>b. NONPROFIT ORGANIZATION</b></p> <p><input type="checkbox"/> Territorial</p> <p><input type="checkbox"/> District: STT/STJ                      <input type="checkbox"/> STX</p> <p><b>Nonprofit organizations please attach the following documents:</b></p> <ol style="list-style-type: none"> <li>1. Articles of Incorporation and Bylaws</li> <li>2. Tax Exemption Determination Letter – 501(c)(3)</li> <li>3. Certificate of Good Standing</li> <li>4. Active System for Award Management (SAM) Registration</li> <li>5. Signed statement from a Certified Public Accountant that the organization has a financial management system in place that meets standard accounting procedures.</li> <li>6. Balance Sheet and Income Statement</li> </ol>
--	---

**3. FUNDING SOURCES**

**Please choose the funding source for which you are applying. Each application should be for a single funding source.**

**Violence Against Women STOP Formula Grant (VAWA)**  
*(For more information about the VAWA Formula Grant go to page 6.)*

**Victims of Crime Assistance Grant (VOCA)**  
*(For more information about the VOCA Grant go to page 7.)*



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<b>5. TARGET POPULATION</b> <i>(No. of Persons):</i>	
<b>6. GEOGRAPHIC SERVICE AREA:</b>	
<b>7. BRIEF DESCRIPTION OF PROJECT:</b>	
<b>8. START DATE:</b>	<b>9. END DATE:</b>
<b>10. AMOUNT OF FUNDS REQUESTED: \$</b> _____	



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**11. STATE YOUR ORGANIZATION’S PREVIOUS EXPERIENCE WITH FEDERAL FUNDS.**  
*If this is not applicable to your organization check this box*

**12. WHAT OTHER FUNDING IS YOUR ORGANIZATION CURRENTLY RECEIVING FOR THIS PROGRAM OR SIMILAR PROGRAMS? *If this is not applicable to your organization check this box***

a. Source:	b. Amount:	c. Status:
a. Source:	b. Amount:	c. Status:
a. Source:	b. Amount:	c. Status:
a. Source:	b. Amount:	c. Status:

**13. WHAT OTHER FUNDING IS YOUR ORGANIZATION SEEKING FOR THIS PROGRAM OR SIMILAR PROGRAMS? *If this is not applicable to your organization check this box***

a. Source:	b. Amount:	c. Status:
a. Source:	b. Amount:	c. Status:
a. Source:	b. Amount:	c. Status:



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**14. DESCRIBE YOUR ORGANIZATIONS CONTRIBUTIONS TO THIS PROJECT IN TERMS OF PERSONNEL (EITHER SALARIED OR VOLUNTEER), OPERATING AND OTHER COSTS AND CONTRIBUTIONS (Either Cash or In-Kind).**

**15. DESCRIBE HOW FUNDING REQUESTED FOR THIS PROJECT WILL ALLOW YOUR CURRENT PROGRAM TO BE ENHANCED OR EXPANDED:**





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**16. WILL VOLUNTEERS BE USED IN THIS PROGRAM?**  YES  NO  
*((Required for Non-Governmental Agencies. If your selection is “NO” you must submit a written request for a volunteer waiver.))*

(a) Number of Volunteers:	(b) Total Number of Volunteer Hours:
---------------------------	--------------------------------------

(c) Describe the services volunteers will provide:

**17. LIST PERSON(S) WHO WILL BE DIRECTLY INVOLVED WITH THIS PROJECT**

<b>Head of Agency</b>	<b>Name:</b>	<b>Signature</b>
<b>Project Director</b>	<b>Name:</b>	<b>Signature:</b>
<b>Certifying Officer</b>	<b>Name:</b>	<b>Signature:</b>
<b>Financial Officer</b>	<b>Name:</b>	<b>Signature:</b>

**18. CERTIFICATION**

**I hereby certify to the best of my knowledge and belief that the information in this application is true and correct and that this document has been authorized by the governing body of the applicant organization.**

<b>Authorized Official:</b> _____	<b>Title:</b> _____
<b>Authorized Signature:</b> _____	<b>Date:</b> _____



## Law Enforcement Planning Commission

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### Violence Against Women (VAWA) Priorities

OVW's grant programs focus on ending sexual assault, domestic violence, dating violence, and stalking. These crimes can happen to anyone regardless of race, age, sexual orientation, gender identity, religion, or gender. They affect people of all socioeconomic backgrounds and education levels, and they occur regardless of whether the victim and perpetrator are currently or formerly married, living together, dating, friends, or strangers. The four focus areas are defined as followed:

#### Sexual Assault

Sexual Assault is any type of sexual contact or behavior that occurs without consent of the recipient. Falling under the definition of sexual assault is sexual activity such as forced sexual intercourse, sodomy, molestation, incest, fondling, and attempted rape. It includes sexual acts against people who are unable to consent either due to age or lack of capacity.

#### Domestic Violence

Domestic violence is a pattern of abusive behavior in any relationship that is used by one partner to gain or maintain power and control over another intimate partner. Domestic violence can be physical, sexual, emotional, economic, psychological, or technological actions or threats of actions or other patterns of coercive behavior that influence another person within an intimate partner relationship. This includes any behaviors that intimidate, manipulate, humiliate, isolate, frighten, terrorize, coerce, threaten, blame, hurt, injure, or wound someone.

#### Dating Violence

Dating Violence is violence and abuse committed by a person to exert power and control over a current or former dating partner. Dating violence often involves a pattern of escalating violence and abuse over a period of time. Dating violence covers a variety of actions, and can include physical abuse, physiological and emotional abuse, and sexual abuse. It can also include "digital abuse", the use of technology, such as smartphones, the internet, or social media, to intimate, harass, threaten, or isolate a victim.

#### Stalking

Stalking is a pattern of repeated and unwanted attention, harassment, contact, or any other course of conduct directed at a specific person that would cause a reasonable person to feel fear. Stalking is dangerous and can often cause severe and long-lasting emotional and psychological harm to victims. Stalking often escalates over time and can lead to domestic violence, sexual assault, and even homicide. Stalking can include frightening communications, direct or indirect threats, and harassing a victim through the internet.

**For VAWA funds continue to page 10**



## Law Enforcement Planning Commission

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### Victims of Crime Assistance (VOCA) Definitions

- 1. Primary Victim:** The person against whom the crime was directed, except in the case of homicide and DUI/DWI deaths where the “primary victims” are survivors. In domestic violence situations, children of spouse abuse victims who receive services are also considered primary victims.
- 2. Secondary Victim:** Person’s other than “primary victim” receiving services as a result of their own reaction or needs resulting from a crime directed against a primary victim, e.g. the husband of a rape victim who receives counseling, non offending parents of child abuse victims, etc.
- 3. Counseling:** refers to in-person crisis intervention, emotional support, and guidance and counseling provided by advocates, counselors, mental health professionals, or peers. Such counseling may occur at the scene of the crime, immediately after a crime, or be provided on an ongoing basis.
- 4. Follow-up:** refers to in-person contacts, telephone contacts, and written communications with victims to offer emotional support, provide empathetic listening, check on a victim’s progress, etc.
- 5. Therapy:** refers to intensive professional psychological and/or psychiatric treatment for individuals, couples, and family members related to counseling to provide emotional support in crisis arising from the occurrence of crime. This includes the evaluation of mental health needs, as well as the actual delivery of psychotherapy.
- 6. Group Treatment/support:** refers to the coordination and provision of supportive group activities and includes self-help, peer, social support, etc.
- 7. Shelter/Safe House:** refers to offering short- and long-term housing and related support services to victims and families following victimization.
- 8. Information/referral (in-person):** refers to in-person contacts with victims during which time, services and available support are identified.
- 9. Criminal Justice Support/Advocacy:** refers to support, assistance and advocacy provided to victims a any stage of the criminal justice process, to include post-sentencing services and support.
- 10. Emergency Financial Assistance:** refers to cash outlays for transportation, food clothing, emergency housing, etc.



## Law Enforcement Planning Commission

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### Victims of Crime Assistance (VOCA) Definitions (cont.)

11. **Emergency Legal Advocacy:** refers to filing temporary restraining orders, injunctions, and other protective orders, elder abuse, petitions, and child abuse petitions but does not include criminal prosecution or the employment of attorneys for non-emergency purposes, such as custody disputes, civil suits, etc.

12. **Assistance in Filing Compensation Claims:** includes making the victim aware of the availability of crime victim compensation, assisting the victim in completing the required forms, gathering the needed documentation, etc. It also may include follow-up contact with the victim compensation agency on behalf of the victim.

13. **Personal Advocacy:** refers to assisting victims in securing rights, remedies, and services from other agencies; locating emergency financial assistance, intervening with employers, creditors, and others on behalf of the victim; assisting in filing for losses covered by public and private insurance programs including workman's, compensation, unemployment benefits, welfare, etc.; accompanying the victim to the hospital; etc.

14. **Elder Abuse:** refers to a mistreatment of older persons through physical, sexual, or psychological violence; neglect; or economic exploitation and fraud.

15. **Other:** refers to other VOCA allowable services and activities not listed.

16. **Fraud:** refers to a person made or caused to be made either directly, or indirectly, or through agency, a false statement; that person made or caused to be made with the specific intent that it be relied upon; that person knew this statement was false; the false statement was made with the specific intent to procure in any form whatsoever, either the delivery of personal property, the payment of cash, the making of a loan, credit, the extension of credit, the execution of a contract of guaranty or surety ship, the discount of an account receivable, or the making, acceptance, discount, sale or endorsement of a bill of exchange or promissory note before the benefit of either that person or another person.

17. **Financial Exploitation:** refers to the improper use of a person's funds, property or assets.

**For VOCA Funds go to page 9 and complete the Victim of Crime Assistance Application Questions**



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**VICTIM OF CRIME ASSISTANCE APPLICATION QUESTIONS**

**1. PRIMARY APPLICATION CATEGORY**

- Domestic Violence       Sexual Assault       Child Abuse       General Victim Assistance

**2. TYPE OF APPLICATION**

- New applicant for VOCA Funding       Previously received VOCA Funding

**3. PREVIOUSLY UNDERSERVED AND PRIORITY AREAS:**

*Indicate the % and the amount of funding dedicated to each of the following areas (The total percentage should equal 100% and the total dollar amount should equal the amount requested in question 10.)*

<u>Child Abuse</u>	<u>Adult Sexual Abuse</u>	<u>Domestic Violence</u>	<u>Previously Underserved</u> (including Elder Abuse, Economic Exploitation, and fraud, DUI/DWI)
% _____	% _____	% _____	% _____
Amount _____	Amount _____	Amount _____	Amount _____

**4. INDICATE THE VICTIMS TO BE SERVED THROUGH THIS VOCA FUNDED PROJECT**

- |   |  |
|---|--|
| <input type="checkbox"/> Child Physical Abuse and/or Neglect<br><input type="checkbox"/> Child Sexual Abuse including Incest<br><input type="checkbox"/> DUI/DWI<br><input type="checkbox"/> Domestic Violence<br><input type="checkbox"/> Adult Sexual Abuse<br><input type="checkbox"/> Elder Abuse<br><input type="checkbox"/> Adults Molested as Children | <input type="checkbox"/> Survivors of Homicide Victims<br><input type="checkbox"/> Robbery<br><input type="checkbox"/> Assault<br><input type="checkbox"/> Fraud<br><input type="checkbox"/> Financial Exploitation<br><input type="checkbox"/> Kidnapping<br><input type="checkbox"/> Other |
|---|--|

**5. INDICATE TYPES OF SERVICES TO BE PROVIDED BY THIS VOCA FUNDED PROJECT**

- |  |   |
|--|---|
| <input type="checkbox"/> Crisis Counseling – Short term<br><input type="checkbox"/> Follow up<br><input type="checkbox"/> Therapy<br><input type="checkbox"/> Group Treatment/Support<br><input type="checkbox"/> Shelter/Safe House<br><input type="checkbox"/> Information/Referral – Telephone<br><input type="checkbox"/> Information/Referral – in-person | <input type="checkbox"/> Personal Advocacy<br><input type="checkbox"/> Emergency Legal Advocacy<br><input type="checkbox"/> Assistance in filing for Victim Compensation (Mandatory for all applicants)<br><input type="checkbox"/> Criminal Justice Support/Advocacy<br><input type="checkbox"/> Other |
|--|---|

**For VOCA Funding Continue to Page 10**



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**PROJECT NARRATIVE**

**A. ORGANIZATION/AGENCY SUMMARY**

**In one hundred words or less, please provide a summary of your organization/agency's goals and programs that include the year established, region served, population served and services that are offered.**



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**PROJECT NARRATIVE**  
**B. PROBLEM STATEMENT**

**This section should describe the nature and extent of the problem to be addressed or what improvements are needed. The purpose of this section is to develop a clear, but concise picture of the problem or gap in services/benefits that will be addresses using grant funds. If the problem is the result of multiple factors, these factors should be analyzed and discussed. This section should also describe what has been done thus far to address the problem. The description of the problem should be supported with an analysis of local statistical information and/or other factual information or relevant literature. The sources of methods used for assessing the problem should also be listed and described.**



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**PROJECT NARRATIVE**  
**B. PROBLEM STATEMENT (Cont.)**

**This section should describe the nature and extent of the problem to be addressed or what improvements are needed. The purpose of this section is to develop a clear, but concise picture of the problem or gap in services/benefits that will be addresses using grant funds. If the problem is the result of multiple factors, these factors should be analyzed and discussed. This section should also describe what has been done thus far to address the problem. The description of the problem should be supported with an analysis of local statistical information and/or other factual information or relevant literature. The sources of methods used for assessing the problem should also be listed and described.**





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**PROJECT NARRATIVE**  
**C. PROGRAM DESCRIPTION**

**This section should provide a brief description of the proposed solution to the identified problem (s). It should discuss both the scope and the intent of the program.**



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**PROJECT NARRATIVE**

**C. PROGRAM DESCRIPTION (Cont.)**

**This section should provide a brief description of the proposed solution to the identified problem (s). It should discuss both the scope and the intent of the program.**



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**PROJECT NARRATIVE**

**C. PROGRAM DESCRIPTION (Cont.)**

**This section should provide a brief description of the proposed solution to the identified problem (s). It should discuss both the scope and the intent of the program.**



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**PROJECT NARRATIVE**

**C. PROGRAM DESCRIPTION (Cont.)**

**This section should provide a brief description of the proposed solution to the identified problem (s). It should discuss both the scope and the intent of the program.**



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#### **D. GOALS, OBJECTIVES, ACTIVITIES, AND PERFORMANCE MEASURES**

This section should separately identify and discuss each of the program goals and its accompanying objectives and performance measures.

The goals are general statements that clearly describe the desired results or outcome of the program. They should address the problem that was identified in the problem statement (Section B). The goals should be somewhat general. The goals should be both realistic and achievable. Accomplishing the goals should positively impact the problem.

The objectives are more specific statements about how each of the goals will be achieved. Objectives are measurable and focus on the methods that will be used to address the problem. The objectives should be clearly stated, realistic, and measurable. The completion of the objectives should result in the achievement of the goals they support.

The activities are what accomplish the objectives. They are the key operational elements of the program and must be specified and measurable.

The performance measures provide quantifiable information on the status of achievement for each objective by measuring the impact of the activities. Performance measures provide either a yes or no type answer concerning whether the objective has been completed or instead, measure the degree to which the objective has been completed using gradations or increments.

Each goal should be presented with the objectives and key activities that must be completed to achieve it, along with the performance measures that will be used to determine whether each objective has been achieved, prior to discussing the next goal and its accompanying objectives, activities, and performance measures. Each objective must also be linked to one or more performance measures that are clearly identified, results oriented and reasonably attainable.

#### **EXAMPLE:**

##### **GOAL I:**

##### **Objective I:**

**Activities:**

**Performance Measures:**

##### **Objective II:**

**Activities:**

**Performance Measures:**



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**D. GOALS, OBJECTIVES, ACTIVITIES, AND PERFORMANCE MEASURES (Cont.)**



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**D. GOALS, OBJECTIVES, ACTIVITIES, AND PERFORMANCE MEASURES (Cont.)**



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**D. GOALS, OBJECTIVES, ACTIVITIES, AND PERFORMANCE MEASURES (Cont.)**





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**D. GOALS, OBJECTIVES, ACTIVITIES, AND PERFORMANCE MEASURES (Cont.)**



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**D. GOALS, OBJECTIVES, ACTIVITIES, AND PERFORMANCE MEASURES (Cont.)**



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**D. GOALS, OBJECTIVES, ACTIVITIES, AND PERFORMANCE MEASURES (Cont.)**



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### **E. IMPLEMENTATION SCHEDULE**

**Provide a timeline that clearly identifies what tasks will be performed, in what order, for what duration of time, and the person(s) responsible for completing each task. The timeline must relate directly to the goals and activities in Section D.**



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## **F. COORDINATED SERVICE STATEMENT, VOLUNTEERS, AND LETTERS OF SUPPORT**

**Coordinated Service Statement:** *(Required for Governmental and Non-Governmental Agencies)* Provide a written description that clearly shows how will coordinate services provided under this project with local court, law enforcement agencies, criminal justice official, schools, human services and other service providers. Indicate how this program will be coordinated with other programs that your agency or organization operates.

### **Letters of Support *(Required for Non-Governmental)*:**

A demonstration of coordinated efforts is essential to receiving funding, and original letters of support for the project must be attached to this narrative from such persons as:

1.  Judges or administrators from the court with which you most frequently have contact.
2.  The prosecutors with which you most frequently have contact.
3.  Law enforcement officers, social workers, and educators with which you most frequently have contact.
4.  Other related service providers in the community you serve.
5.  Other.

**Letters of support that are not submitted with this application will not be considered.** (Attach additional sheets as needed.) Provide at least four (4) letters of support from various sources as listed above.



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## APPLICATION BUDGET WORKSHEET INSTRUCTIONS

The Application Budget form is in an Excel format with calculations to assist with the preparation of the budget. LEPC has developed a user-friendly form bearing in mind the possible differences in budget information programs may provide. However, if you encounter any issues please do not hesitate to let us know. LEPC will adjust to fit respective program budgets. This form should be completed along with the narrative section of the standard application.

The form has several tabs for each budget category. Enter information/ data in the shaded blue areas of the form for the budget categories that will be supported by the grant funds. The final dollar amounts will be generated in the yellow shaded areas. Here are tips to complete the Application Budget:

1. To begin, select the Summary tab and enter the
  - a. Grant Program – Enter Grant Name and FY (this information will populate on all the remaining sheets)
  - b. Applicant Name – Your agency name (this information will populate on all the remaining sheets)
  - c. Award amount – enter the amount requested to support the program in the application. This amount will populate below the blue shaded area as well. It will serve as an additional check point during the completion of the budget. As the form is being completed this area of the summary sheet will provide guidance. If the budget is either over or below the requested amount it will be noted here.
2. The Personnel and Fringe Benefits sheets has been formatted to capture relevant data. Please note that the percentages charged to the grant for Personnel should be the same charged for the associated fringe costs per employee. For example, if the grant is being charged 75% for personnel for Employee A, it should also charge the fringe for said employee at 75%.
3. Personnel and Fringe Benefits: if applicable enter the percentages the program will charge for Health Insurance, Workman’s Compensation, Unemployment or Retirement for each employee. The form will generate the dollar amount. Additional fields have been provided to accommodate other miscellaneous costs, if applicable.
4. Complete the Personnel and Fringe Benefits Justification sheet. Include each employee whose salary will be supported by the grant. Attach job descriptions, resumes and other relevant information.
5. If applicable, complete the sheets for Supplies, Mainland Travel, Local Travel, Professional Services, Other Services, Utilities, Capital Outlay. For utilities include the account number in the justification.
6. Each of the sheets will flow into the Summary tab to provide an at a glance of the program’s budget.

***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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## ASSURANCES

1. The applicant agrees to comply with **Title VI of the Civil Rights Act of 1964**, which prohibits discrimination based on race, color and national origin in the delivery of services (42 U.S.C. § 2000d), and the U.S. Department of Justice (DOJ) implementing regulations at 28 C.F.R. part 42, Subpart C. **Title II of the American with Disabilities Act of 1990 as amended**, which prohibits discrimination on the basis of disability in all services, programs and employment practices (42. U.S.C. § 12132) and the DOJ implementing regulations at 28 C.F.R. Part 35. **The Age Discrimination of 1975, as amended** which prohibits discrimination based on age in the delivery of services (42. U.S.C. § 6102) and the DOJ implementing regulations at 28 C.F.R. Part 42, Subpart I. **Title IX of the Education Amendments of 1972, as amended** which prohibits discrimination based on sex, in education program and activities (20 U.S.C. § 1681) and the DOJ implementing regulations at 28 C.F.R. Part 54. **The Omnibus Crime Control and Safe Street Act of 1968, as amended**, (as applicable), which prohibits discrimination based on race, color, national origin, religion and sex, in the delivery of services and employment practices (42 U.S.C. § 3789d (c) (1)), and the DOJ implementing regulations at 28 C.F.R. Parts 42, Subpart D. **The Juvenile Justice and Delinquency Prevention Act of 1974, as amended** (as applicable), which prohibits discrimination based on race, color, national origin, religion, and sex in the delivery of services and employment practices (42 U.S.C. §5672 (b)). **The Victims of Crime Act of 1984, as amended**, (as applicable), which prohibits discrimination based on race, color, national, origin, religion, sex and handicap in the delivery of services and employment practices (42 U.S.C. § 10604 (e)). **The Violence Against Women Act of 1994, as amended** (as applicable), which prohibits discrimination based on race, color, religion, national origin, sex, gender identity, sexual orientation, and disability in the delivery of services and employment practices (42 U.S.C. § 13925 (b) (13)). **Section 504 of the Rehabilitation Act of 1973**, as amended which prohibits discrimination based on disability in the delivery of services and employment practices (29 U.S.C. § 794) and the DOJ implementation regulations at 28 C.F.R. Part 42, Subpart G. **The DOJ Equal Treatment Regulation**, which prohibits discrimination on the basis of religion or religious beliefs, in the delivery of services and prohibit organizations from using DOJ funding for inherently religious activities (28 C.F.R. part 38). It is a policy of LEPC to assure that no sub grantees, recipients, subcontractors and employee's rights are violated. Sub grantees will refer any Complaints of discrimination to: Federal Civil Rights Contact:

Michael Alston, Director  
Office for Civil Rights  
Office of Justice Programs  
U.S. Department of Justice  
810 7th Street, NW  
Washington, DC 20531  
**Telephone:** (202)307-0690



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**ASSURANCES (Cont.)**

2. The applicant assures that in the event that a federal or territorial court or administration agency makes a finding of discrimination after a due process hearing on the grounds of race, color, religion, national origin, sex, age or handicap against a recipient of funds, the recipient will forward a copy of the findings to the Office of Civil Rights Compliance of the Office of Justice Programs.
3. If relevant to the funded project, the applicant assures that it will collect and maintain information on victim services provided by race, sex national origin, age, marital status, special needs, language, and category of victim.
4. The applicant assures that it will submit required performance reports and monthly fiscal and Quarterly Program Reports documenting the activities supported by sub-grant funds, and an assessment of the impact of the grant funds.
5. The applicant assures that federal grant funds made available under this grant will not be used to supplant territorial or federal funds, but will be used to increase the amounts of such funds that would, in the absence of federal funds, be made available for the approved program activities.
6. The applicant assures that (a) funds granted as a result of this request are to be expended for the purposes set forth in the application and in accordance with all applicable laws, regulations, policies and procedures of the Government of the Virgin Islands and the United States Department of Justice; (b) no expenditures will be eligible for inclusion if occurring prior to the effective date of the grant or after the expiration date of the grant; and (c) funds awarded by the Law Enforcement Planning Commission may be terminated at any time for violation of these terms.
7. The applicant assures that fund accounting, auditing, monitoring, and such evaluation procedures as may be necessary to keep such records as LEPC shall prescribe shall be provided to assure fiscal control, proper management, and effective disbursement of funds received under this grant.
8. The applicant assures that the program(s) contained in this application meet all the requirements, that all the information is correct, and that the applicant will comply with all provisions of applicable federal laws to include the  
 Victims of Crime Act (VOCA) and VOCA Guidelines or the  
 Violence Against Women STOP (VAWA) Formula Grant.
9. The applicant assures that it will formulate an Equal Employment Opportunity Program (EEOP) in accordance with 28 CFR 42.301 et. Seq., or submit a certification that it has a current EEOP on file which meets the requirements therein.
10. The applicant assures that audit requirements as specified in OMB Circular A-102, Attachment P, or OMB Circular A-110, Attachment F, will be followed until the Office of Management and Budget (OMB) establishes new audit guidelines.





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11. For fiscal years beginning on or after December 26, 2014. If you are a non-Federal entity that expended \$750,000 or more in Federal funds (from all sources including pass-through subawards) in your organization's fiscal year (12-month turnaround reporting period), then you are required to arrange for a single organization-wide audit conducted in accordance with the provisions of [Title 2 C.F.R. Subpart F \(200.500 et seq.\)](#).
12. If you are a non-Federal entity that expended less than the applicable audit threshold a year in Federal awards, you are exempt from Federal audit requirements for that year. However, you must keep records that are available for review or audit by appropriate officials including the Federal agency, pass-through entity, and U.S. Government Accountability Office (GAO).
13. The applicant assures that it and its contractors will comply with the applicable provisions of Title I of the Omnibus Crime Control and Safe Streets Act of 1968, as amended; the provisions of the Office of Justice Programs, Office of the Chief Financial Officer (OCFO), OJP Financial Guide", and all other applicable federal and territorial laws, orders, circulars, or regulations.
14. The applicant assures that it will comply with the provisions of 28 CFR applicable to grants and cooperative agreements including Part II, Applicability of Office of Management and Budget Circulars; Part 18, Administrative Review Procedure; Part 20, Criminal Justice Information Systems; Part 22, Confidentiality of Identifiable Research and Statistical Information; Part 23, Criminal Intelligence Systems Operating Policies; Part 30, Intergovernmental review of Department of Justice Programs and Activities; Part 41, Nondiscrimination Equal Employment Opportunity Policies and Procedures; Part 61, Procedures for Implementing the National Environmental Policy Act; and Part 63, Floodplain Management and Wetland Protection Procedures.

\_\_\_\_\_  
**Name**

\_\_\_\_\_  
**Signature of Duly Authorized Official**

\_\_\_\_\_  
**Title**

\_\_\_\_\_  
**Date**



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Rev. 11199

**U.S. DEPARTMENT OF JUSTICE  
 OFFICE OF JUSTICE PROGRAMS  
 OFFICE OF THE COMPTROLLER**

**CERTIFICATIONS REGARDING LOBBYING; DEBARMENT, SUSPENSION AND THEIR  
 RESPONSIBILITY MATTERS; AND DRUG-FREE WORKPLACE REQUIREMENTS**

Applicants should refer to the regulations cited below to determine the certification to which they are required to attest. Applicants should also review the instructions for certification included in the regulations before completing this form. Signature of this form provides for compliance with certification requirements under 28 CFA Part 69, 'New Restrictions on lobbying' and 28 CFA Part 67, 'Government-wide Debarment and Suspension (Non-procurement) and Government-wide Requirements for Drug-Free Workplace (Grants): The certifications shall be treated as a material representation of fact upon which reliance will be placed when the Department of Justice determines to award the covered transaction, grant, or cooperative agreement.

**1. LOBBYING**

As required by Section 1352, Title 31 of the U.S. Code, and implemented at 28 CFR Part 69, for persons entering into a grant or cooperative agreement over \$100,000, as defined at 28 CFA Part 69, the applicant certifies that:

(a) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for Influencing or attempting to Influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the making of any Federal grant, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal grant or cooperative agreement;

(b) If any funds other than Federal appropriated funds have been paid or will be paid to any person for Influencing or attempting to influence an officer or employee of any agency, a Member of congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal grant of cooperative agreement, the undersigned shall complete and submit Standard Form - LLL, 'Disclosure of Lobbying Activities, In accordance with its instructions;

(c) The undersigned shall require that the language of this certification be Included in the award documents for an subawards at all tiers (including subgrants, contract under grant and cooperative agreements, and subcontracts) and that all subrecipients shall certify and disclose accordingly.

(b) Have not within a three-year period preceding this application been convicted of or had a civil Judgment rendered against them for commission of fraud or s criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction or contract under a public transaction: violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements,' or receiving stolen property.

(c) Me not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and  
 (d) Have not within a three-year period preceding this application had one or more public transactions (Federal, State, or local) terminated for cause or default and

B. Where the applicant is unable to certify to any of the statement in this certification, he or she shall attach an explanation to this application.

**2. DEBARMENT, SUSPENSION, AND OTHER  
 RESPONSIBILITY MATTERS (DIRECT RECIPIENT)**

As required by Executive Order 12549, Debarment and Suspension, and Implemented at 28 CFA Part 67, tot prospective participants in primary covered transactions, as defined at 25 CFA Part 67, Section 67.510

A. The applicant certifies that it and its principals:  
 (a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, sentenced to a denial of Federal benefits by a State or Federal court, or voluntarily excluded from covered transactions by any Federal department or agency,

**3. DRUG-FREE WORKPLACE (GRANTEES  
 OTHER THAN INDIVIDUALS)**

As required by the Drug-Free Workplace Act of 1988 and Implemented at 28 CFR Part 67, Subpart F, for grantees, as defined at 28 CFR Part 67 Sections 67.615 and 67.620

A. The applicant certifies that it will or will continue to provide a drug free workplace by:

(a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition.

(b) Establishing an on-going drug-free awareness program to inform employees about-

- (1) The dangers of drug abuse in the workplace
- (2) The grantee's policy of maintaining a drug-free workplace:



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- (3) Any available drug counseling, rehabilitation, and employee assistance programs and
- (4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace:
- (c) Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a):
- (d) Notifying the employees in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will:
  - (1) Abide by the terms of the statement: and
  - (2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction:
- (e) Notifying the agency, in writing, within 10 calendar days after receiving notice under subparagraph (d)(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to: Department of Justice, Office of Justice Programs, ATTN: Control Desk, 633 Indiana Avenue, N.W., Washington, D.C.20531. Notice shall include the identification number(s) of each affected grant;
- (f) Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph (d)(2), with respect to any employee who is so convicted-

- (1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or
- (2) Requiring such employees to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement or other appropriate agency;
- (g) Making a good faith effort to continue to maintain a drugfree workplace through implementation of paragraphs (a), (b), (c), (d), (e), and (f).
- (h) The grantee may insert in the space provided below the site(s) for the performance of work done in connection with the specific grant:

Place of Performance (Street address, city, state, zip code)

\_\_\_\_\_

Check  if there are workplaces on file that are root identified here. Section 67, 630 of the regulations provides that a grantee that is a State may elect to make one certification in each Federal fiscal year. A copy of which should be included with each application for Department of Justice funding. States and State agencies may elect to use OJP Form 406117.

\_\_\_\_\_

*As the duly authorized representative of the applicant, I hereby certify that the applicant will comply with the above certifications.*

**1. Grantee Name and address:** \_\_\_\_\_

\_\_\_\_\_

**2. Application Number and/or Project Name**

**3. Grantee IRS/Vendor Number**

\_\_\_\_\_

**4. Typed Name and Title of Authorized Representative** \_\_\_\_\_

\_\_\_\_\_

**5. Signature** \_\_\_\_\_

**6. Date** \_\_\_\_\_



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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..
- Job Descriptions and Resumes of perspective program staff
- Professional Services Contracts
- 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.

**Email a completed copy of the PDF fillable form and a scanned copy of the signed application to:**

- Sherri Abbott, Grants Manager, **Email:** [sherri.abbott@lepc.vi.gov](mailto:sherri.abbott@lepc.vi.gov)

Applicants are urged to contact the Law Enforcement Planning Commission at 774-6400 or visit the office located on the second floor Nisky Center for further information and assistance in the preparation of grant applications.

***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.***

