



**STATE OF NEVADA  
OFFICE OF THE ATTORNEY GENERAL**

**FEDERAL FISCAL YEAR 2018  
VIOLENCE AGAINST WOMEN ACT  
(VAWA)**

**GRANT PROGRAMS**

**REQUEST FOR APPLICATIONS**

Instructional materials for filing an application for the  
Services Training Officers ♦ Prosecutors (STOP) and  
Sexual Assault Services Program (SASP)

Office of the Attorney General  
100 North Carson Street  
Carson City, Nevada 89701

**FINAL DATE AND TIME FOR APPLICATION SUBMISSION**  
**Monday, April 2, 2018 by 5pm**

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## **GENERAL INFORMATION**

This solicitation provides program and streamlined application guidelines to request the Federal Fiscal Year 2018 Services•Training Officers•Prosecutors Violence Against Women Formula Grant Program (STOP), and the Sexual Assault Services Provider Program (SASP) sub-grants. This year's application process continues to coordinate project periods between the Nevada Division of Child and Family Services (DCFS), state administering agency for the Victim of Crime Act (VOCA) formula grant, and the Nevada Office of the Attorney General (OAG), state administering agency for Violence Against Women Act (VAWA) STOP and SASP formula grants. The purpose of aligning VOCA and VAWA grant funds is to promote more coordinated program development and administrative oversight of both funding streams to ensure equitable funding for a broader coordinated community response to intimate partner violence, dating violence, sexual violence, stalking, and physical, emotional and sexual violence against children.

Applicants will apply for funding for a project period of July 1, 2018 – June 30, 2019.

In jurisdictions with a population over 100,000, individual project awards may not exceed \$70,000. In jurisdictions with a population of less than 100,000, project awards may not exceed \$40,000. All applications are expected to adhere to these funding caps.

Funding is contingent upon the amount of the Federal funding awarded to the OAG. The OAG reserves the right to coordinate VAWA funding for victim services with VOCA funding originating from substantial increase of VOCA formula funds and other sub-grantee funding sources.

The STOP Program supports communities in their efforts to develop and strengthen effective victim services, law enforcement and prosecution strategies to combat the crimes of intimate partner violence, dating violence, sexual assault and stalking. This program further encourages partnerships among police, prosecutors, the judiciary, victim advocates and service providers, health care providers, faith leaders, and others to help provide Nevada's victims and their families with the protection and services they need to pursue safe and healthy lives within their communities and to hold their offenders accountable for the harm they've done. The SASP Program is limited to nonprofit, nongovernmental providers of direct services specific to all victims of sexual violence.

In this solicitation, VAWA sub-grants will be competitively distributed, within those preferential parameters, on a geographic basis. This includes urban and rural areas of various sizes and populations. The STOP and SASP Formula Grant Programs are authorized and funded under the federal Violence Against Women Act (VAWA) most recently reauthorized in 2013. Underserved and culturally specific populations, whether based on geography or other definable standards, do receive preferential funding under VAWA. States are also allowed to determine their funding preferences within the federal purpose areas.

**STOP** will provide funds to Indian Tribal governments, units of local government, and nonprofit, nongovernmental victim services programs, including those of faith-based and community organizations. As the agency designated to oversee the distribution of STOP Program funds, the OAG will accept applications for proposed grant-funded activities meeting specific federal and state objectives, generally summarized as furthering the development and implementation of effective, victim-centered initiatives and responses, and advocacy programs designed to increase the effectiveness and efficiency for the delivery of services for VAWA-eligible crimes. Please note that while funding will be directed to those entities whose primary focus is combating violence against women, STOP mandates that services to similarly situated male victims in need must be provided under this program. STOP funded programs may not exclude any person from receiving grant-funded services based on the person's gender, race, color, ethnicity, language, educational status, income, political or faith affiliation, national origin and/or immigration status, disability status, marital status, sexual orientation or gender identification. The STOP Program does limit response and services to "primary victims," aged 11 years and above, of intimate partner violence, sexual and dating violence, and stalking offenses. Children 10 years and under may only be treated as "secondary victims" with an inextricable link to a primary recipient of services.

**SASP** is authorized under the Violence Against Women Act, and is the primary funding stream dedicated to the provision of direct intervention and related assistance for victims of sexual assault. As outlined in VAWA, the purpose of the SASP Formula Program is to assist states and territories in providing "intervention, advocacy, accompaniment, support services, and related assistance for adult, youth, and child victims of sexual assault, family and household members of such victims, and those collaterally affected by the victimization, except for the perpetrator of such victimization." SASP sub-grants will be competitively awarded to urban and rural areas of various sizes, populations and service availability to provide direct victim services,. As the agency designated to oversee the distribution of SASP program funds, the OAG will accept applications from service providers for proposed grant-funded activities. SASP funds will be awarded to programs meeting specific federal and state objectives, generally summarized as furthering the development and implementation of effective, victim-centered initiatives and advocacy programs designed to increase the effectiveness and efficiency of the delivery of services to victims of sexual assault. Please note that while funding will be directed to those entities whose primary focus is combating violence against women, SASP maintains that services to similarly situated male victims in need may be provided under this program. SASP funded programs may not exclude any person from receiving grant-funded services based on the person's gender, age, race, color, ethnicity, language, educational status, income, political or faith affiliation, national origin and/or immigration status, marital status, sexual orientation or gender identification.

**Please note: Applicants do not need to specify whether they are requesting STOP or SASP funding. This will be determined during the administrative review process to ensure efficient utilization of all available grant funds. A successful application is not a guarantee you will receive all or partial funding for the program; or, if initially funded, that your project will receive continued funding in subsequent grant cycles.**

## **FUNDING PERIOD**

**July 1, 2018–June 30, 2019**

All funding remaining after the June 2019 Monthly Financial Report reimbursement claims will be swept back to OAG for reallocation.

## **APPLICATION DEADLINE**

**Monday, April 2, 2018 by 5PM – NO EXCEPTIONS**

**Email application packet and attachments to [AGgrants@ag.nv.gov](mailto:AGgrants@ag.nv.gov)**

## **TECHNICAL ASSISTANCE**

Applicants may contact Martie Washington at 775-684-1148 for technical assistance or if applicants would like a copy of the PowerPoint presentation for this solicitation.

This Request for Applications will be posted on the Nevada Office of the Attorney General's website, <http://ag.nv.gov> on or about February 5, 2018.

## **PRE-APPLICATION Teleconference Calls**

Attendance and participation in one of the pre-application teleconference calls is **strongly encouraged**.

**Thursday, February 15, 2018 at 3pm**  
**Teleconference Number is: 1-888-468-1185**  
**Passcode is: 2133334**

**Tuesday, March 13, 2018 at 2pm**  
**Teleconference Number is: 1-888-468-1185**  
**Passcode is: 2133334**

## **APPLICANT ELIGIBILITY**

To be eligible for a sub-grant from these funds, an applicant must:

1. Provide services that fall within the federal purpose areas as described below. A 25 percent match requirement on the total award costs will be imposed on all sub-grantees, except for tribal or non-profit, community-based organizations funded under SASP and/or the Victim Services funding categories of the STOP Program.
2. Ensure that any federal funds awarded through this program will be used to supplement, not supplant, any federal and nonfederal funds that would otherwise be available for activities funded through this program.
3. Be a public agency, tribal government or nonprofit organization incorporated and qualified to do business in Nevada.

4. Possess or obtain a DUNS Number (<http://www.dnb.com>) and current SAM registration (<http://www.sam.gov>) prior to receiving any funds.
5. Be governed in a manner which reflects awareness of the racial, ethnic, economic, and social composition of the county or counties to be served and includes individuals who are knowledgeable in the focus area of this project, including culturally-specific projects.
6. Require its employees and volunteers to maintain the confidentiality of any information that would identify persons receiving services; any release of identifying information must be with prior voluntary written consent of the victim, as applicable.
7. Provide its services without any discrimination on the basis of a person's gender, age, race, color, ethnicity, language, educational status, income, political or faith affiliation, national origin and/or immigration status, marital status, sexual orientation or gender identification.
8. Comply with the provisions of the Americans with Disabilities Act (ADA) and the Equal Employment Opportunity guidelines of the Office of Civil Rights.
9. Willing to comply with any new state or federal requirements and regulations that may be imposed as well as those outlined in the Acknowledgement Form contained within this Request for Applications (RFA). The submitting agency must submit this signed form with their completed application.

**NOTE:** **STOP** funds may not be used to support services that focus exclusively on children (those age 10 and under) or to develop prevention curricula for schools. The term "dating violence" was added to the federal purposes areas in fiscal year 2000 and allows for some services to teen victims of dating violence. For example, this grant could support a project that would provide for distribution of *information* and *education* to university, high school and middle school students on the availability of community resources to assist victims facing a dating violence or sexual violence situation.

Additionally, services such as peer support groups and advocacy targeting teen victims of dating violence are allowable. However, *prevention* programs will not be funded at this time. Direct services provided to children supported with STOP funds must show an inextricable link - and be the direct result of - providing services for an adult victim. For example, STOP funds may support the expansion of shelter services for battered women to include programs for their children.

**SASP** has a broader victim service mission and can cover some services that fall out of the scope of STOP funding, such as services to all children victimized by sexual violence.

## **FEDERAL PROGRAM PURPOSE AREAS FOR STOP FUNDS**

Funds under the STOP Program **must** be used for one or more of the following statutory purpose areas:

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 (U) and (T) of section 101(a)(15) of the Immigration and Nationality Act (8 U.S.C. 1101(a));
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;
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, or 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 Violence Protocol Program shall, on an annual basis, receive additional training on the topic of incidents of domestic violence committed by law enforcement personnel from domestic violence and sexual assault nonprofit organizations and, after a period of 2 years, provide a report of the adopted protocol to the Department, including a summary of progress in implementing such protocol. As such, states and territories are responsible for ensuring that each subgrantee receiving funds under this purpose area will receive the required annual training.

- 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 or 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 to 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, 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% of the amount allocated to a state to be used for this purpose.

## **FEDERAL PROGRAM PURPOSE AREAS FOR SASP FUNDS**

The purpose of SASP is to provide intervention, advocacy and accompaniment (e.g., court, medical facilities, police departments, etc.), support services, and related assistance to:

- Adult, youth and child victims of sexual assault;
- Family and household members of such victims; and
- Those collaterally affected by the victimization (e.g., friends, co-workers, classmates).

In this Fiscal Year funds under the SASP may be used for the establishment, maintenance and expansion of rape crisis centers and other nongovernmental or tribal programs and projects to assist individuals who have been victimized by sexual assault, without regard to the age of the individual.

SASP grants funds shall be used by states and territories for rape crisis centers and other non-profit, nongovernmental organizations or tribal programs for programs and activities that provide direct intervention and related assistance. Intervention and related assistance may include:

1. 24 hour hotline services providing crisis intervention services and referral;
2. Accompaniment and advocacy through medical, criminal justice and social support systems including medical facilities, police and court proceedings;
3. Crisis intervention, short-term individual and group support services, and comprehensive service coordination and supervision to assist sexual assault victims and family or household members;
4. Information and referral to assist the sexual assault victim and family or household members;
5. Community-based, culturally specific services and support mechanisms, including outreach activities for underserved communities and
6. Development and distribution of materials on issues related to the services described in numbers 1 through 5 above.

## **STATE PRIORITIES**

In shaping their strategies, applicants are encouraged to develop and support projects that:

1. Create, expand, or support local or regional collaborative responses to victims of intimate partner, dating and sexual violence, and stalking to more effectively utilize grant funding (i.e. developing SANE/SART teams, dual services, multi-disciplinary teams);
2. Support and retain core services for victims of sexual and intimate partner violence, particularly support for rape crisis centers and shelters;
3. Increase support for sexual assault victims, including services, law enforcement response and prosecution.
4. Support advocacy for victims of VAWA-eligible crimes (community-based and/or system-based);
5. Serve areas showing the greatest need based on the availability of existing intimate partner violence and sexual assault programs in the population and geographic area to be served;
6. Address the needs of underserved populations, particularly communities of color, and including victims who may be elderly or disabled, as well as victims who are isolated for reasons such as homelessness, sexual orientation, gender identification, substance use, mental health issues, and human trafficking:

Trafficking for purposes of VAWA funding includes foreign and domestic victims of commercial sexual exploitation and forced marriage, but not general labor trafficking, unless qualifying VAWA crimes are committed against them.

7. Provide basic and advanced training to law enforcement and courts (governmental and Tribal), prosecutors, victim service providers (including cross-disciplinary training with system-based advocates and other criminal justice professionals, expert witness training);
8. Provide competent, culturally specific services beyond bilingual advocacy;
9. Provide comprehensive, coordinated case management services to victims of domestic violence, dating violence, sexual assault or stalking to include the coordination of referrals and services through with the agencies involved with the victim; and
10. Develop data collection and analysis projects to better document criminal justice and victim services performance and statistics relating to intimate partner, dating and sexual violence, and stalking, to better gauge the effectiveness of and improve the local, regional and state response to these crimes.

## **COLLABORATIVE PROJECT**

The OAG requires all applicants of this solicitation to develop collaborative projects with a focus on providing broad, non-duplicative and cost effective services across law enforcement, prosecution, court responses, and community based services. This does not limit the number of agencies providing such services as long as there is sufficient documented need; however, collaboration to enhance and expand upon existing services is strongly encouraged.

A current and project specific Memorandum of Understanding, including all partnering agencies, whether funded or not, is required to be developed and executed by December 31, 2018.

## **REPORTING AND DOCUMENTATION**

Successful applicants will be required to supply information on their funded projects, most of which is mandated by the federal guidelines, including the following:

1. Annual Progress Report: All grantees will be required to gather statistical information pertaining to their funded project which must be provided to the grant administrator at the conclusion of each calendar year, using the mandated form provided by the Office on Violence Against Women.
2. Year-End Report: All VAWA sub-grantees will be required to submit a semi-annual narrative report on their project progress to the grant administrator describing the status of their project as it relates to the goals outlined in their proposal and list training completed by grant funded staff.
3. Monthly Financial Reports: All grantees are required to complete monthly financial reports (provided upon approval of award) together with supporting backup documentation clearly identifying expenses for which reimbursement is requested as well as any expenses and/or in-kind services being provided as match for an award.
4. Site Visits: Grantees may be subject to site visits by the STOP/SASP Administrator or their designee. The grantees should be prepared to make any programmatic and/or financial information available during a site visit. Although efforts to meet with all sub-grantees will be made during the funded period, at least 25% of sub-grantees will definitely be selected during the funding period. Sub-grantees may request site visits to provide technical assistance or to highlight a promising program. Site visits may involve a coordinated review by co-funding agencies such as DCFS.
5. Quarterly Teleconferences: The NOAG Grant Unit will assess training needs as well as compliance issues and provide trainings using teleconferences. Funded agencies are expected to participate in these events.
6. Networking: Networking opportunities may be facilitated by the NOAG Grant Unit. Agencies will be asked to send staff to another agency, locally, that provides similar

services to better understand services as well as referral processes and limitations and eligibility requirements.

**7. All awards are contingent upon available funding.**

**APPLICATION REVIEW PROCESS**

All applications will be subject to an initial eligibility review by OAG Grants Unit staff, followed by an objective review consisting of independent, non-applicant, stakeholder/partner reviewers. Applications will be scored according to the criteria set forth in this solicitation. If the application fails to meet the criteria listed below during the initial review by OAG staff, the application may not receive further consideration. Criteria for the initial review include:

- Whether the application is complete and uses appropriate formatting.
- Whether all statutory eligibility criteria are met.
- Whether the proposed budget is within the established limits.
- Whether a signed Acknowledgement Form is provided with application materials.
- Whether the application proposes significant activities that may compromise victim safety. Activities that may compromise victim safety include:
  - Policies and/or Procedures that deny individuals access to services based on their existing or future relationship to the perpetrator;
  - Developing materials that are not tailored to the dynamics of intimate partner and dating violence, sexual assault, stalking, and/or the culturally specific population to be served as informed by the current federal interpretations of VAWA;
  - Sharing confidential victim information with outside organizations and/or individuals without the documented and time limited consent of the victim;
  - Policies and/or Procedures that would penalize victims of VAWA related crimes for failure to testify against their alleged perpetrator or impose other sanctions on them. ***Rather, policies and procedures that provide victims the opportunity to make an informed choice about whether to testify are encouraged;***
  - Policy, procedures and/or practices that require victims of sexual assault to cooperate with law enforcement and/or prosecutors in order to receive a forensic exam without direct cost to them;
  - Requiring victims to report sexual assault, stalking, or intimate partner and dating violence crimes to law enforcement or forcing victims to participate in criminal proceedings, counseling, drug treatment or other mandated activities in order to receive VAWA funded services;
  - Policy, procedures and/or practices that would encourage dual arrests and mutual restraining orders;
  - Policy, procedures and/or practices that fail to use accepted best practices in determining predominant aggressor;
  - Policy, procedures and/or practices that requires the victim to pay preparation and/or service delivery fees for orders of protection;
  - Policy, procedures and/or practices that would require a victim to participate in forensic lie detection or other truth telling device tests;
  - Requiring mediation or counseling for couples as a systemic response to intimate

- partner violence or sexual assault;
- Offering perpetrators the option of entering pre-trial diversion programs;
- Court mandated batterer intervention programs that do not use the coercive power of the criminal justice system to hold batterers accountable for their behavior;
- Placement of batterers in anger management or substance abuse programs in lieu of batterer intervention programs.

The OAG staff will follow up as necessary with the applicants recommended for funding to address any specific issues identified by the review panel. Adjustment of budgets and goals may be required at that time. Based on the panel recommendations and staff analysis of the applications, the Attorney General will make final funding decisions **with all award decisions being final – there is no appeals process.**

### **SELECTION CRITERIA**

All applications for funding will be primarily rated on the basis of the criteria set forth below:

- The degree to which the proposed project falls within the federal purpose areas and addresses state priorities;
- The degree of community collaboration proposed to meet the needs of victims in the service area;
- How well the applicant identifies a clear need within the community and proposes a project to address that need;
- The extent to which the proposed project complements or enhances existing services while avoiding duplication of efforts;
- The degree to which a proposed Scope of Work and project is fiscally prudent and can be reasonably supported by the applicant's fiscal and programmatic status;
- The degree to which a proposed Scope of Work is realistic within project timelines;
- The degree to which the proposed budget clearly and concisely links the expenses to the planned program; and
- Whether the applicant has demonstrated an ability to meet the reporting guidelines of the Violence Against Women Act.

## **HOW TO APPLY**

**You must submit your complete application packet electronically no later than April 2, 2018 by 5pm to the [AGgrants@ag.nv.gov](mailto:AGgrants@ag.nv.gov) email address.**

There are no exceptions to this requirement; however, if documented technical issues arise, please contact Martie Washington at 775-684-1148 no later Monday, April 2, 2018 by noon.

## **APPLICATION INSTRUCTIONS**

This Request for Applications provides the necessary forms, instructions and general information essential for an eligible agency to apply for grant funds.

**Important:** Please ensure your application meets the following formatting criteria.

- Must use the application forms provided.
- Parts 1 through 3 must not exceed mandated page limits.
- Application should be formatted for standard 8-1/2" x 11" white paper and typed in a 12-point font with 1" margins.
- No single spacing, may use either 1.5 or double spacing.
- Narrative answers should show paragraph separations with 1/2" indent.
- The **Title Page** should appear as the cover sheet of your proposal.
- **All** pages must be numbered.
- Clearly identify which section/question you are answering. Answer **all** questions.
- Email the completed application packet with attachments to [AGgrants@ag.nv.gov](mailto:AGgrants@ag.nv.gov) by **Monday, April 2<sup>nd</sup> by 5pm**

## **Application Content Checklist for All Applicants**

A complete grant application **must** include the following:

**Part 1** TITLE PAGE

**Part 2** ABSTRACT

**Part 3** PROJECT NARRATIVE

**Part 4** ATTACHMENTS

- A. Certifications and Assurances;
  - 1. STOP Certification
  - 2. Confidentiality Acknowledgement
  - 3. Standard Certifications
  - 4. Standard Assurances
  - 5. Nevada Attorney General's Office (NOAG) Acknowledgement Form
- B. Certification of Non-Discrimination;
- C. Letter of Collaboration, if applicable (for law enforcement, prosecution or court applicants);
- D. Letter regarding supplanting;
- E. Current IRS determination letter of non-profit status 501(c)(3), if applicable;
- F. VAWA-informed and victim-centered confidentiality policy;
- G. List of Board of Directors with contact information or Organizational Chart;
- H. Cost Allocation Plan, including all funding sources for community-based, non-profit organizations and all relevant program funding sources for units of governments. This plan **MUST** also show how requested funding will be allocated across anticipated program related agency expenses and how each position will be funded across all revenue streams;
- I. Budget Form. Please be thorough in narrative detail sections. Budget must accurately and reasonably reflect funding required within Project Narrative.
- J. Please remember to attach your Agency Evacuation Plan and Agency Disaster Response Plan.

**NEVADA OFFICE OF THE ATTORNEY GENERAL**  
**Federal Fiscal Year 2018 STOP/SASP Program Sub-Grant Application**

**Part 1 - TITLE PAGE**

Agency: \_\_\_\_\_  
*(Enter the full legal name of the applicant.)*

Project Title: \_\_\_\_\_  
*(Enter a brief, descriptive title, e.g. Law Enforcement Training: Sexual Assault Investigations.)*

Project Jurisdiction: \_\_\_\_\_  
*(Add the community/geo-political area of project impact, i.e. city, tribal, judicial district, etc.)*

- Service Area:** (check all applicable)      **State Priorities:** (Check all applicable)
- |  |   |
|--|---|
| <input type="checkbox"/> Urban/Suburban<br><input type="checkbox"/> Rural/Frontier<br><input type="checkbox"/> Northern Nevada | <input type="checkbox"/> Local/regional collaborative approaches<br><input type="checkbox"/> Core victim services (Crisis Intervention/Referral/Shelter)<br><input type="checkbox"/> Advocacy (community-based, system-based)<br><input type="checkbox"/> Area with limited availability of services<br><input type="checkbox"/> Training (law enforcement, prosecutors, victim services, courts)<br><input type="checkbox"/> Linguistically/Culturally Underserved Populations<br><input type="checkbox"/> Data Collection project |
|--|---|

**Federal Purpose Areas**

STOP Number(s) # \_\_\_\_\_

SASP Number(s)# \_\_\_\_\_

(Include all applicable Purpose Areas being addressed in this application)

Source of Funds	Totals	*Describe Match Type/Source, if any
Grant Funds	\$	<i>(Example: In-kind: volunteer hours)</i>
Match Funds*	\$	
<b>TOTAL PROJECT BUDGET (all funds)</b>	<b>\$</b>	

Contact Info	Executive Director	Project Director	Fiscal Officer <i>(must be different than Executive Director)</i>
Name			
Title/Position			
Mailing Address City, State & Zip			
Physical Address City, State & Zip			
Telephone			
Fax			
E-Mail			
Signature/Date			
DUNS Number		SAM Expiration Date	

## **Part 2 – ABSTRACT** (½ page limit)

The function of the abstract is to describe, in an abbreviated manner, every major aspect of the proposed project and provide reviewers a snapshot of your project. The abstract is a concise summary of your proposed project, generally written after the entire narrative has been completed, describing the goals, need, and proposed actions used to meet those goals, as well as the expected results.

## **Part 3 - PROJECT NARRATIVE**

### **Statement of Need:**

- A. What is the problem to be addressed by this project and how will project funding help alleviate the problem? Please include current data. (1 page limit)
- B. Are other agencies addressing the problem? If so, identify each one and provide a brief description on how this project differs, or how it complements each existing program. (1 page limit)
- C. How would this project enhance the services currently provided by your program? (1 page limit)
- D. Who is your target population? Include current specific and local community demographic data to support this requirement. (½ page limit)

**What Will Be Done:** *(Applicant should outline how this funding will specifically allow them to meet the needs identified above when responding to this section.)*

Please provide a narrative statement (2 page limit) linking this proposal to the community needs identified in the previous section. Provide a clear picture of how this collaborative project will roll out in your community.

- Clearly describe goals that illustrate where you hope to be at the end of this granting cycle.
- Outline the specific objectives/tasks to accomplish this.
- Who will be responsible to complete each task?
- Include a completion date for each objective identified.
- Use the table below to summarize your goals and objectives.

**Evaluation Plan:**

Applicants must describe how project goals will be evaluated. How will you measure success? How will you know when a goal has been reached? How will you ensure accountability among all partners? Describe milestones along the way that will indicate success in meeting each goal. Make sure you address EVERY goal. Please use the following table to outline your evaluation plan (1 page limit).

**Estimated Number of Clients/Services:**

If applicable, applicants must identify the estimated number of clients/services for each goal/objective. Please be sure to only include the numbers of clients/services that will be funded out of the VAWA award, if successful.

Goal	Objective	Method of Measurement	Estimated Number of Services/Clients (if applicable)	Responsible Party & Start Date
<i>Example: Increase counseling services for non-residential clients.</i>	<i>Example: Provide monthly counseling services for non-residential clients.</i>	<i>Example: Establish baseline non-residential client count from last year and develop a database to track non-residential counseling services.</i>	<i>Example: 12 counseling sessions for 20 non-residential clients</i>	<i>Example: Therapist 7/1/18</i>

**Sexual Assault Services:**

If sexual assault services are being proposed, please answer the following questions:

1. What is your agency's mission statement?	
2. Does your agency have a strategic plan for its sexual violence program?	
3. Does your agency have strategic goals established for its sexual violence program?	
4. Does your agency provide services to the full continuum of sexual violence survivors, including adult, youth, and child survivors?	
5. Does your agency have strong leadership that is committed to addressing sexual violence?	
6. Does your agency understand the connection between sexual violence and oppression and work to end both?	
7. What type of services does your agency provide to meet short-term needs of sexual violence survivors?	
8. What type of services does your agency provide to meet long-term needs of sexual violence survivors?	
9. Does your agency provide specific advocacy training on sexual violence and core service provision?	
10. Does your agency have a plan that is both proactive and responsive to vicarious trauma experienced by staff and volunteers?	
11. How does your agency listen and respond to the needs of the community?	
12. Explain how your agency speaks to the community about sexual violence.	
13. Explain how your agency works with systems.	

**Collaborative Process:** *Please provide details (1 page limit) of your active and documentable collaboration process. Describe all partners and their role in the project. Outline collaborations using the following table.*


**Memorandum of Understanding (MOU):**

A fully executed current and project specific MOU will be required by December 31, 2018. The statutory guidelines under the Violence Against Women Act of 2005 now mandates “documentation showing that tribal, territorial, state or local prosecution, law enforcement, and courts have consulted with tribal, territorial, state or local victim services programs during the course of developing their grant applications in order to ensure that proposed activities and equipment acquisitions are designed to promote the safety, confidentiality, and economic independence of victims of domestic violence, sexual assault, stalking and dating violence.” The Memorandum of Understanding (MOU) will satisfy this federal mandate; however, **all applications from law enforcement, prosecution or courts must include a detailed Letter of Collaboration/Support on official letterhead from a regional, community-based provider of germane victim services with their application.**

**Sustainability Plan:**

VAWA grants are intended as seed monies. No guarantees are made for future funding. Sustainability is the capacity of programs to continue to respond to the identified needs post-VAWA. Discuss your agency’s commitment and capacity for project continuation beyond the funding period. Key factors might include: effective collaboration, understanding the community, demonstrating program results, strategic funding. (½ page limit)

**Performance:**

If you are a **past recipient** of STOP or SASP funding, discuss major accomplishments achieved with this funding. Demonstrate how you were responsible stewards of these grant funds. If you are a **new applicant** and have not been a past recipient of these funds, discuss your agency’s capacity to administer these grant funds. (½ page limit)

**BUDGET DETAIL**

Each applicant must include a detailed budget and descriptive budget narrative for the project period, utilizing the format included (Budget Form Attachment). Include:

- a) Amount of grant funding requested from VAWA 2018 Programs with a line item breakdown of expenses (federal).
- b) Amount and source of match with line item breakdown of expenses (non-federal).

**Budget Form is included with this application package. This form MUST be used.**

Budget Narrative: All applicants must complete narrative sections of the budget form explaining the amounts of funding requested in the budget detail as well as a brief explanation for the expense that ties it to the project/proposal narrative. A narrative explanation is required for matching funds as well. Applicants must create a budget that can be expended in full during this funding cycle. Unused funds will not be carried over to the following year.

Grant funds must be spent only on allowable expenses: In general, VAWA grants may support personnel (including standard fringe benefits), training, technical assistance, data collection, and equipment costs to enhance the apprehension, prosecution and adjudication of persons committing violent crimes against women, and to provide or improve services for victims. **Please Note: *Cash, Gift Cards and Vouchers or similar cash equivalents will not be funded.***

Limitations On Funding: In jurisdictions with a population over 100,000, individual project awards may not exceed \$70,000 for this grant period. In jurisdictions with a population of less than 100,000, project awards may not exceed \$40,000 for this grant period. ALL applications are expected to adhere to these funding caps. **The OAG has the discretion to make grants for greater or lesser amounts than requested and to negotiate the scope of work and budget with applicants prior to award of a grant.**

Supplanting Prohibition: Federal funds must be used to supplement existing funds for program activities and may not replace (supplant) federal or non-federal funds which have been appropriated for the same purpose. Potential supplanting will be the subject of monitoring and audit. Violations can result in a range of penalties, including suspension of future funds under this program, suspension or debarment from Federal grants, recoupment of monies provided under this grant, and civil and/or criminal penalties.

\*Match Requirements: A 25 percent matching requirement will be imposed on all sub-grantees, except for non-profit, community-based organizations funded under the VAWA Victim Services funding category. Exempt organizations may provide match on a voluntary basis. Non-profit, victim services organization applying for a project in the VAWA law enforcement, prosecution, courts, or discretionary categories must provide a 25% match. Cash and/or in-kind services from non-federal funding sources may be used as match.

All matching funds will be restricted to the same uses as VAWA and must be expended within the grant period. All sub-grantees must submit, together with their monthly financial reports, documentation that identifies how match is to be applied and the source of all matching contributions. All volunteered match, is gratefully appreciated; *however, if “volunteered” match is included within the budget, it becomes part of the official application and is no longer considered a voluntary contribution.*

Match cannot be derived from other federal sources. In-kind match may include donations of expendable equipment, office supplies, workshop or classroom materials, work space, or the monetary value of time contributed by professional and technical personnel and other skilled and unskilled labor if the services they provide are an integral and necessary part of a funded project. The value placed on loaned or donated equipment may not exceed its fair rental value. The value placed on donated services must be consistent with the rate of compensation paid for similar work

in the organization or the labor market. Fringe benefits may be included in the valuation. Volunteer services must be documented, and to the extent feasible, supported by the same methods used by the recipient organization for its own employees. The value of donated space may not exceed the fair rental value of comparable space as established by an independent appraisal of comparable space and facilities in a privately owned building in the same locality. The basis for determining the value of personal services, materials, equipment, and space must be documented.

Additional Information: All sub-grants resulting from this solicitation are governed by the provisions of the government-wide Super Circular (Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards) at <https://www.federalregister.gov/articles/2013/12/26/2013-30465/uniform-administrative-requirements-cost-principles-and-audit-requirements-for-federal-awards>.

**Part 4 – REQUIRED FORMS PLEASE SEE PAGE 15 of this solicitation for the forms required by applicants** (all forms other than those specific to your agency can be found in the attachments to this package)

## **Attachment A**

**See attached PDF files, print, complete and have signed by agency's authorized representative, scan and attach executed copies with application:**

STOP Certification  
Confidentiality Acknowledgement  
Standard Certifications  
Standard Assurances  
Nevada Attorney General's Office Acknowledgement Form

## Attachment B

### VAWA 2018 PROGRAM GRANT CERTIFICATION OF NON-DISCRIMINATION

*Please submit this completed page as part of your application.*

The State of Nevada will not provide support to organizations that in their constitution or practice discriminate against a person or group on the basis of age, gender, race, color, ethnicity, language, educational status, income, political or faith affiliation, national origin and/or immigration status, disability status, marital status, sexual orientation, or gender identification.

### STATEMENT OF APPROVAL

The undersigned affirms that the responsible governing body approved this request on \_\_\_\_\_ (date) and is aware of and concurs with the foregoing information. Further, if the proposed grant is awarded, the undersigned agrees to use the funds only for the purpose granted and to provide any reports or information that may be requested by the Nevada Office of the Attorney General.

Additionally, the undersigned affirms that the governing body of this agency has read and understands the nondiscrimination policy. Furthermore, the undersigned declares that this organization, operating in accord with said policy, does not discriminate against any person or group and will ensure that the Project Director and/or funded program staff will view or read the OCR training found at <http://ojp.gov/about/ocr/ocr-training-videos/video-ocr-training.htm>.

Signature: \_\_\_\_\_

Name: \_\_\_\_\_  
(Please type/print name)

Title: \_\_\_\_\_

Organization: \_\_\_\_\_

Date: \_\_\_\_\_

## **Attachment C**

LETTER OF COLLABORATION, IF APPLICABLE  
(For law enforcement, prosecution or court applicants)

**Attachment D**

**SAMPLE**  
LETTER REGARDING SUPPLANTING

[REDACTED]

[REDACTED]

Adam Paul Laxalt  
Nevada Attorney General  
100 North Carson Street  
Carson City, Nevada 89701

Dear General Laxalt:

[REDACTED] certifies that any funds awarded through the 2018 Violence Against Women Act (VAWA) Grant Program will be used to supplement existing funds for program activities and will not replace (supplant) nonfederal funds that have been appropriated for the same purpose. The [REDACTED] understands that supplanting violations can result in a range of penalties, including suspension of future funds under this program, suspension or debarment from federal grants, recoupment of monies provided under this grant, and civil and/or criminal penalties.

Sincerely,

[REDACTED]

## **Attachment E**

Insert your agency's most current IRS determination letter of non-profit status 501 (c)(3) here, if applicable.

## Attachment F

Insert your agency's confidentiality policy here. This policy must be VAWA-responsive. **Non-VAWA responsive confidentiality policies may prevent funding.**

Components of a VAWA-responsive policy: Personally identifying information must not be disclosed to any third party without specific written and informed consent from the victim. This identifying information includes: name, address, social security number, date of birth, driver's license number, passport number, student identification number- any information that is likely to disclose a victim's identity, regardless of whether the information is encoded, encrypted, hashed, or otherwise protected. Releases of information, signed by the victim, must include a description of exactly what information will be disclosed and to whom, purpose of disclosure, and timeframe of permission to disclose.

### VAWA Section 3: Confidentiality Provision

*“(A) In GENERAL. In order to ensure the safety of adult, youth, and child victims of domestic violence, dating violence, sexual assault, or stalking, and their families, grantees and subgrantees under this title shall protect the confidentiality and privacy of persons receiving services.*

*(B) NONDISCLOSURE.—Subject to subparagraphs (C) and (D), grantees and subgrantees shall not — (i) disclose, reveal or release any personally identifying information or individual information collected in connection with services requested, utilized, or denied through grantees' and sub-grantees' programs, regardless of whether the information has been encoded, encrypted, hashed or otherwise protected; or (ii) disclose, reveal, or release individual client information without the informed, written, reasonably time-limited consent of the person (or in the case of an unemancipated minor, the minor and the parent or guardian or in the case of legal incapacity, a court-appointed guardian) about whom information is sought, whether for this program or any other Federal, State, Tribal or territorial grant program, except that consent for release may not be given by the abuser of the minor, incapacitated person, or the abuser of the other parent of the minor.*

*(C) RELEASE. – If release of information described in subparagraph (B) is compelled by statutory or court mandate –(i) grantees and subgrantees shall make reasonable attempts to provide notice to victims affected by the disclosure of information; and (ii) grantees and subgrantees shall take steps necessary to protect the privacy and safety of the persons affected by the release of the information.*

*(D) INFORMATION SHARING.—(i) Grantees and subgrantees may share— (I) nonpersonally identifying data in the aggregate regarding services to their clients and non-personally identifying demographic information in order to comply with Federal, State, tribal, or territorial reporting, evaluation, or data collection requirements; (II) court-generated information and law-enforcement generated information contained in secure, governmental registries for protection order enforcement purposes; and (III) law enforcement- and prosecution-generated information necessary for law enforcement and prosecution purposes (ii) In no circumstances may (I) an adult, youth, or child victim of domestic violence, dating violence, sexual assault, or stalking be required to provide a consent to release his or her personally identifying information as a condition of eligibility for the services provided by the grantee or subgrantee; (II) any personally identifying information be shared in order to comply with Federal, Tribal, or State reporting, evaluation, or data collection requirements, whether for this program or any other Federal, Tribal or State grant program .”*

## Attachment G

1. Insert your organizational chart/table here.
2. For non-profit organizations, insert your list of Board of Directors *with* contact information indicating the business/financial/community sector that each member represents.
3. For non-profit organizations, please provide the contact information and total annual compensation of the five most highly compensated executives, as the OAG may need to report the names and total compensation of the five most highly compensated executives of sub-grantees through the Federal Funding Accountability and Transparency Act (FFATA) Sub-Award Reporting System.

## Attachment H

**Complete Cost Allocation Plan with all relevant agency or governmental unit funding, not just project funding.**

**This is an example. You do not need to use this specific form.**

Sample Cost Allocation Table											
Personnel	Cost	Funding Source								Total	
		STOP		VOCA		FVPSA		RPE			
		%	\$	%	\$	%	\$	%	\$	%	\$
A. Alan	\$60,000.00	25.00%	\$15,000.00	50.00%	\$30,000.00	25.00%	\$15,000.00	0.00%	\$0.00	100.00%	\$60,000.00
G. Johnson	\$55,000.00	25.00%	\$13,750.00	50.00%	\$27,500.00	25.00%	\$13,750.00	0.00%	\$0.00	100.00%	\$55,000.00
J. Long	\$45,000.00	50.00%	\$22,500.00	25.00%	\$11,250.00	25.00%	\$11,250.00	0.00%	\$0.00	100.00%	\$45,000.00
M. Smith	\$40,000.00	25.00%	\$10,000.00	25.00%	\$10,000.00	25.00%	\$10,000.00	25.00%	\$10,000.00	100.00%	\$40,000.00
			\$0.00		\$0.00		\$0.00		\$0.00	0.00%	\$0.00
			\$0.00		\$0.00		\$0.00		\$0.00	0.00%	\$0.00
			\$0.00		\$0.00		\$0.00		\$0.00	0.00%	\$0.00
			\$0.00		\$0.00		\$0.00		\$0.00	0.00%	\$0.00
			\$0.00		\$0.00		\$0.00		\$0.00	0.00%	\$0.00
<b>Sub-total Personnel</b>	<b>\$200,000.00</b>	<b>N/A</b>	<b>\$61,250.00</b>	<b>N/A</b>	<b>\$78,750.00</b>	<b>N/A</b>	<b>\$50,000.00</b>	<b>N/A</b>	<b>\$10,000.00</b>	<b>N/A</b>	<b>\$200,000.00</b>
<b>Operating</b>	<b>Cost</b>	<b>%</b>	<b>\$</b>	<b>%</b>	<b>\$</b>	<b>%</b>	<b>\$</b>	<b>%</b>	<b>\$</b>	<b>%</b>	<b>\$</b>
Telephones	\$3,600.00	25.00%	\$900.00	40.00%	\$1,440.00	25.00%	\$900.00	10.00%	\$360.00	100.00%	\$3,600.00
Internet	\$2,500.00	25.00%	\$625.00	40.00%	\$1,000.00	25.00%	\$625.00	10.00%	\$250.00	100.00%	\$2,500.00
Electricity	\$5,000.00	25.00%	\$1,250.00	40.00%	\$2,000.00	25.00%	\$1,250.00	10.00%	\$500.00	100.00%	\$5,000.00
Supplies	\$1,000.00	25.00%	\$250.00	40.00%	\$400.00	10.00%	\$100.00	25.00%	\$250.00	100.00%	\$1,000.00
			\$0.00		\$0.00		\$0.00		\$0.00	0.00%	\$0.00
			\$0.00		\$0.00		\$0.00		\$0.00	0.00%	\$0.00
<b>Sub-total Operating</b>	<b>\$12,100.00</b>	<b>N/A</b>	<b>\$3,025.00</b>	<b>N/A</b>	<b>\$4,840.00</b>	<b>N/A</b>	<b>\$2,875.00</b>	<b>N/A</b>	<b>\$1,360.00</b>	<b>N/A</b>	<b>\$12,100.00</b>
<b>Travel</b>	<b>Cost</b>	<b>%</b>	<b>\$</b>	<b>%</b>	<b>\$</b>	<b>%</b>	<b>\$</b>	<b>%</b>	<b>\$</b>	<b>%</b>	<b>\$</b>
Airfare for VAAN	\$300.00	25.00%	\$75.00	50.00%	\$150.00	25.00%	\$75.00	0.00%	\$0.00	100.00%	\$300.00
Hotel for VAAN	\$576.00	25.00%	\$144.00	50.00%	\$288.00	25.00%	\$144.00	0.00%	\$0.00	100.00%	\$576.00
Per diem for VAAN	\$280.00	25.00%	\$70.00	50.00%	\$140.00	25.00%	\$70.00	0.00%	\$0.00	100.00%	\$280.00
			\$0.00		\$0.00		\$0.00		\$0.00	0.00%	\$0.00
			\$0.00		\$0.00		\$0.00		\$0.00	0.00%	\$0.00
<b>Sub-total Travel</b>	<b>\$1,156.00</b>	<b>N/A</b>	<b>\$289.00</b>	<b>N/A</b>	<b>\$578.00</b>	<b>N/A</b>	<b>\$289.00</b>	<b>N/A</b>	<b>\$0.00</b>	<b>N/A</b>	<b>\$1,156.00</b>
<b>Equipment</b>	<b>Cost</b>	<b>%</b>	<b>\$</b>	<b>%</b>	<b>\$</b>	<b>%</b>	<b>\$</b>	<b>%</b>	<b>\$</b>	<b>%</b>	<b>\$</b>
N/A	\$0.00	0.00%	\$0.00	0.00%	\$0.00	0.00%	\$0.00	0.00%	\$0.00	0.00%	\$0.00
N/A	\$0.00	0.00%	\$0.00	0.00%	\$0.00	0.00%	\$0.00	0.00%	\$0.00	0.00%	\$0.00
N/A	\$0.00	0.00%	\$0.00	0.00%	\$0.00	0.00%	\$0.00	0.00%	\$0.00	0.00%	\$0.00
N/A	\$0.00	0.00%	\$0.00	0.00%	\$0.00	0.00%	\$0.00	0.00%	\$0.00	0.00%	\$0.00
<b>Sub-total Equipment</b>	<b>\$0.00</b>	<b>N/A</b>	<b>\$0.00</b>	<b>N/A</b>	<b>\$0.00</b>	<b>N/A</b>	<b>\$0.00</b>	<b>N/A</b>	<b>\$0.00</b>	<b>N/A</b>	<b>\$0.00</b>
<b>TOTAL</b>	<b>\$213,256.00</b>	<b>N/A</b>	<b>\$64,564.00</b>	<b>N/A</b>	<b>\$84,168.00</b>	<b>N/A</b>	<b>\$53,164.00</b>	<b>N/A</b>	<b>\$11,360.00</b>	<b>N/A</b>	<b>\$213,256.00</b>

## **Attachment I**

**Please use the fillable Adobe budget form and be thorough in the narrative detail sections. Budgets must accurately and reasonably reflect only the funding needed to execute the specific project proposed.**

**If you are proposing to provide match, please note that it is labeled as “non-federal” on the budget form.**